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**Policy: Teaching and Pastoral Staff: Code of Conduct**

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West Buckland School seeks to provide a safe and supportive environment, which secures the well-being and very best outcomes for students in their care. Staff should be familiar with the Ethos and Aims, which are stated on the school website and summarised here:

To provide a forward thinking education consisting of personalised development, innovative experiences and excellent learning.

These values run through the education we offer so they don't just leave with knowledge passed on, but as young people who are:

Caring  
Committed  
Courageous  
Confident  
Creative  
Critical Thinkers  
Curious

This document should clarify what is expected in terms of professional behaviour.

**It is the responsibility of all staff to maintain high standards by setting the example and reporting concerns. If a member of staff does not follow this code of conduct it could constitute a safeguarding concern and may lead to disciplinary procedures.**

There may be times when professional judgements are made in situations not covered by this document, or which directly contravene the guidance given by their employer. It is expected that in these circumstances staff will always advise their senior colleagues of their justification for any such action already taken or proposed.

### **1. Core Principles**

- The welfare of students is paramount.
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff should work, and be seen to work in an open and transparent way.
- Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident, which may give rise to concern.
- Records should be made of any such incident and of decisions made/further actions agreed.
- Staff should apply the same professional standards in keeping with the School's Equality Policy.
- All staff should be aware of the school safeguarding policy, including KCSIE, and procedure- see point 2 below.

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**2. Pupils' safeguarding:**

All staff should know the name of their designated person for child protection, be familiar with child protection arrangements and understand their responsibilities to safeguard and protect students. All staff should be fully conversant with the school [Safeguarding Policy](#). Advice is given in this policy about:

- I. Designated members of staff for child protection
- II. Responding to incidents
- III. Abuse of trust
- IV. E-safety
- V. Record keeping
- VI. Supporting the pupil
- VII. The curriculum
- VIII. Training.

**3. Duty of Care**

Teachers and other staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect students from discrimination and avoidable harm.

All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff and students and behaviour by staff that demonstrates integrity, maturity and good judgement.

There are legitimate high expectations about the nature of the professional involvement of staff in the lives of students. When individuals accept a role that involves working with children and young people, they need to understand and acknowledge the responsibilities and trust inherent in that role. Like all employers, West Buckland School has a duty of care towards their employees which requires them to provide a safe working environment for staff and guidance about safe working practices.

**4. Exercise of Professional Judgement**

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight however, behaviour that is illegal, inappropriate or inadvisable. There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the students which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge and in so doing, will be seen to be acting reasonably.

**5. Power and Positions of Trust**

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All adults working with students in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a student cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people; staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification. Staff should rely on the sanctions system and processes adopted by the school. Abuse of power through inappropriate action or language is not only unprofessional but likely to be regarded as emotional abuse and a serious safeguarding matter.

Staff should always maintain appropriate professionalism and wherever possible, they should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential. Staff should be aware that expectations change over time and should not expect that behaviour that breached this code of conduct in the past but was tolerated or unchecked will be acceptable now.

Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity. Where a person aged 18 or over is in a position of trust established with a person who has only recently left the school, any attempt to engage in sexual activity with that person will be a cause for concern and will be treated as a breach of trust established in that prior relationship.

**6. Confidentiality**

Members of staff may have access to confidential information about students in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a student or his family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the student.

Confidential information about students should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the student's identity does not need to be disclosed the information should be used anonymously.

Staff should refer to the school [Safeguarding Policy](#) and the [Information Sharing Policy](#) for further information.

**7. Propriety and Behaviour**

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of students. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, students and the public in general.

An individual's behaviour, either in or out of the workplace, should take care not to compromise her/his position within the work setting, so it is important to exercise due care and attention when outside of the school environment.

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Membership of organisations whose goals are in conflict with the values and equality policies of the school is not acceptable.

Staff at West Buckland should not behave in a manner which would lead any reasonable person to question their suitability to work with students or act as a role model. Staff could be putting themselves at risk if they join pupils to drink alcohol in public or private places. There are a limited range of school events where the consumption of alcohol in the company of pupils and parents is more widely accepted; please see the [staff handbook page 79 'Managing the Consumption of alcohol at School Events'](#)

Staff on duty and responsible for children may not drink alcohol at all, as indicated in the staff code of conduct. At any event involving children there must be a designated member of staff (or members of staff, depending on numbers) assuming such a responsibility.

**8. Staff Dress Code**

All members of the teaching staff and others who work in close contact with children, are expected to dress formally and in a manner which reflects their status within this school. They should be well groomed and smart whenever they are on the campus within what would be regarded as a part of our normal working day, representing the school to the community and working with children. In all matters relating to dress and appearance, staff are expected to maintain standards which are not in obvious conflict with the standards required of students. No member of staff should be open to criticism that (s)he is adopting standards lower than those expected of a sixth former.

Normally, for men this would require a suit or jacket and trousers, together with a shirt and tie. For women, this would require a suit, dress, or top and skirt/trousers. Consideration should be given to the member of staff's place of work and the type of work they are engaged upon. This obviously applies to work as houseparents, for the PE & Sports Department, in laboratories or workshops. Staff who may be involved in PE or Sport as well as in classroom teaching should not wear shorts in the classroom or in the Karlake Hall for meals. Classroom teachers who teach games in the afternoon should change at lunchtime. For reasons of health and safety, staff are encouraged to wear shoes which are securely fastened and do not present the wearer with risk of injury. On formal occasions such as Speech Day, staff are encouraged to wear academic dress. In warm weather, the guidance relating to Summer Dress for sixth formers is the best guide to what is appropriate for staff.

In matters such as these, the good sense of the member of staff should be the best guide but if any member of staff is unsure about how this Code should be interpreted, (s)he should consult the Deputy Head, the Headmaster of the Preparatory School or the Headmaster.

**9. Whistleblowing**

Should any member of the teaching, boarding or other support staff have any concern or allegation that school practices or the behaviour of colleagues is putting or likely to put students at risk of abuse or other serious harm, they should report this to the Headmaster who would then conduct an

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investigation in line with the School's policy for managing allegations against staff. If the issue continues the employee has the responsibility to inform the Chair of Governors or the LADO clerk themselves.

For full details of the school's [Whistleblowing Policy](#), see the [staff handbook](#)

Similarly, if there are concerns about staff in their treatment of colleagues, or school systems which are causing stress and difficulty for staff, colleagues should raise those concerns with the Headmaster or another senior colleague.

**10. Dealing with Parental Complaints**

Problems are likely to arise if parents feel that the school is not open to their concerns. It is better to have a direct complaint to a member of staff than to have parents sharing their dissatisfaction with others. Parents like to feel valued and involved with the school and they should be enabled to voice their concerns. This is helped where the culture of the school is open and complaints are received in a positive manner. Staff who receive complaints should communicate immediately with parents to state that the school is investigating and dealing with the issue.

Confidentiality is an important issue for pupils, parents and staff. It is essential that any complaint is treated in a confidential manner and with respect.

All staff should be familiar with the school [Complaints Policy and the Complaints procedure](#). These documents are both found in the staff handbook.

**11. Pupil-Staff Relationships**

All staff should clearly understand the need to maintain appropriate boundaries in their dealings with pupils. This advice is intended to help staff reduce further the risk of any vulnerability to false or malicious allegations of misconduct or abuse towards pupils and students with whom they work. All teachers will understand and appreciate that a code of conduct cannot cover all eventualities and will not totally remove the risk of false or malicious allegations.

**11.1 General**

All staff at West Buckland should take care that their relationships with pupils reflect the age, gender and maturity of the pupils. It will be particularly important to ensure that all aspects of demeanour, language and attitudes - however conveyed - do not give rise to misunderstandings, especially when dealing with adolescent boys and girls. Ambiguous or ambivalent comment and conduct, in particular, should be avoided. On no occasion should a member of staff provide a gift or personal reward to an individual pupil unless it is approved by a member of the SLT. Gifts from parents are occasionally offered, especially at Christmas and the end of year. In rare cases these gifts can be substantial or are offered on a regular basis. Any gift with a value of £10 or

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more, or are of a nature which makes a member of staff uneasy, should be reported to a member of SLT.

**11.2 Social Contact**

Staff should not establish or seek to establish social contact with students, or their families, for the purpose of securing a friendship with a child, or to pursue or strengthen a relationship. Even if a young person seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in making a response but should always discuss this with a senior leader. Staff must be aware that social contact, in certain situations, could be misconstrued as grooming.

Staff should not give their personal details such as their home or e-mail address; social network sites, gamer tags or web pages to students unless the need to do so is agreed with senior leadership. If students do become aware of your gamer tag you must change it.

Advice on social media contact with students and parents is given in the ICT acceptable use agreement, suffice to say that staff should only contact students using a school account. Staff should also refrain from using 'closed' non-school social media for three years after the student has left the school and has reached the age of 18 as a minimum. Students should be directed to use staff school emails if contact is made during this time.

**11.3 Physical Contact**

Any sexual behaviour by a member of staff with or towards a student is both inappropriate and illegal.

Physical contact may be misconstrued by a pupil, parent or observer. Touching pupils, including well-intentioned informal and formal gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to questions being raised. Staff must not make gratuitous physical contact with pupils and should avoid attributing 'touching' to their teaching style as a way of relating to pupils.

There will be occasions when physical contact will be acceptable. In general these will fall into one of four categories:

**11.3.1 Action to prevent harm or injury to the pupil or to others.**

If it is necessary to prevent a pupil causing injury to him/herself or to others the use of minimum force and contact necessary to prevent harm or injury is acceptable and defensible. Such incidents must always be reported. For more details see the school

**Restraint Policy.****11.3.2 Comforting a pupil in distress.** There is no easy definition of what is acceptable since much will depend on the circumstances, the age of the pupil, the extent and cause of the distress and the alternative means of providing comfort. Staff will need to use their professional judgement and discretion in relation to these factors. Staff should consider how others might perceive the action, even if no one else is present, and ensure that it does not develop into unnecessary

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contact. Particular care must be taken in instances, which involve the same pupil over a period of time.

11.3.3 Unavoidable contact. This is a particularly sensitive issue in subjects such as Physical Education, Music and Drama and in some forms of skills coaching. All teachers must be alert to the possibilities of misinterpreting any contact. To avoid such misunderstanding all planned contact must be demonstrably unavoidable. It may be, for example, that alternative methods involving demonstrations of particular techniques by the teacher or a particularly competent pupil may be more appropriate than modifying a pupil's technique by physical contact. It will generally not be acceptable for physical contact to take place between adolescent pupils and teachers. In cases of doubt or uncertainty staff should seek advice from a senior colleague or Head of Department.

There are other occasions when physical contact may be questioned even if innocent or unintentional. Staff should therefore ensure that their actions recognise the possibility of misinterpretation and are open to the scrutiny of colleagues. Individual professional judgments will be required about the level of physical contact with individual children, which will take account of their age, circumstances and background.

11.3.4 First Aid

The existence of any life threatening or serious condition will determine the suitability and necessity of physical contact. In the absence of such justification employees who administer first aid should ensure that, wherever possible, other children or another adult can be present if there is any doubt over the possibility of any physical contact being misconstrued. For full details, please see the school [First Aid Policy](#)

11.3.5 Physical contact in the Prep School

There may be an occasion when a young child spontaneously puts his or her arms around a teacher or a Teaching Assistant (TA). A teacher or TA might feel uncomfortable about this, but equally uncomfortable about rejecting the child. The advice is certainly not to encourage this behaviour, although a very young child may be used to showing affection towards a parent during the day and this would be considered normal behaviour for the child with his or her parents. If the situation persists, teachers and TAs should talk to their line manager and decide together whether the actions should be gently discouraged. It is likely this strategy would involve talking to the parents.

There are other occasions when physical contact may be questioned even if innocent in intention. Staff should therefore ensure that their actions recognise the possibility of misinterpretation and are open to the scrutiny of colleagues. Individual professional judgments will be required about the level of physical contact with individual children, which will take account of their age, circumstances and background.

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**11.4 Private meetings**

Private meetings, by their very nature, provide opportunities for pupils to make malicious allegations. Teachers and others must therefore recognise this possibility and plan such meetings accordingly. It is advisable to avoid remote areas of the school and to ensure that wherever possible the door is left open or visual contact with others is maintained. Staff should also tell colleagues that a meeting is taking place. Under no circumstances should meetings with individual pupils be arranged off the school premises without the prior approval of a member of SLT. Such meetings should, in any event, be discouraged. Pupils should not be invited into the living spaces of resident staff unless approved by the Head of Boarding or a member of SLT.

Where it is not possible to meet in the circumstances referred to above, another member of staff should be told of the meeting beforehand. In many cases it will be advisable for another pupil or adult to be present or in a position to minimise risk during the interview.

**11.4 Transport of Pupils**

Occasionally it is helpful to pupils, parents or the school for staff to transport pupils in their private cars. If a journey is planned, written approval should be obtained from the parents and a member of the SLT should be informed. Occasionally emergencies and convenience dictate that last minute decisions about the transport of pupils are made. Where possible the approval of parents should be obtained by phone. When this is not possible a senior member of staff should be told and, ideally another member of staff accompany but if this is not possible then the pupil should travel in the back seat.

**11.5 Showers and Changing**

Young people are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard students, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the students concerned and sensitive to the potential for embarrassment.

Staff therefore need to be vigilant about their own behaviour and be mindful of the needs of the students.

**11.6 Comments and Discussions with Pupils**

Employees must avoid comments to or about pupils which could be taken to have sexual overtones. It is equally unacceptable for employees to encourage debate and discussion between groups of students, which could be interpreted as having sexual overtones, which are not justified in the context of the teaching programme.

Notwithstanding the advice given above it is recognised that, in order to discharge particular pastoral responsibilities, employees may from time to time need to engage in conversation with

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pupils and students which cover sensitive matters. Teachers must use their professional judgement to ensure that they are not drawn into areas inappropriate to their duties or their relationship with the pupils concerned. Staff must also use their discretion to ensure that, for example, any probing for details cannot be construed as unjustified intrusion.

In responding to individual students' distress employees will need to consider carefully whether they should offer advice, sympathy or counselling if a discussion enters a sensitive area or, alternatively, refer them to a colleague or agency who is better placed to offer appropriate advice. It should be stressed that even in confidential conversations with pupils and parents it is the duty of employees to follow the Child Complaints Policy.

The persistent and hurtful use of sarcastic, demeaning or insensitive comments towards young people may also be regarded as a form of abuse which is potentially very damaging and should be avoided.

**11.7 Infatuations and Crushes**

These unfortunately do develop and can involve pupils and teachers of both sexes on both a heterosexual and homosexual basis. They need to be handled sensitively. Careless and insensitive reactions have been known to provoke false accusations. It is therefore in the interest of all parties to avoid adding to the pupil's problems by encouraging the crush or making jokes about the situation. In such situations the advice of a senior colleague must be sought. Other members of staff have a part to play, too, in alerting a colleague to the possibility of an infatuation in order that appropriate steps can be taken to minimise hurt and distress and the risk to the teacher concerned. Whilst the risk of infatuation is not limited to younger members of staff, newly qualified teachers must recognise their particular vulnerability to adolescent infatuation.

**11.8 Out of School and After-School Activities**

Employees should take particular care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity. The more relaxed relationships that may promote successful activities can be misinterpreted by young people. It is important to emphasise that the standards of professional conduct and behaviour expected of staff should be no different to that which applies within school. Employees should be aware of the particular care, which should be taken with older, more mature students in these circumstances.

**11.9 Teaching materials**

The use of books, videos and films of an explicit or sensitive nature, particularly in relation to language or sexual behaviour must be given careful consideration to ensure that its selection is not subsequently misinterpreted. There should always, therefore, be a clear link with the targets of the teacher's programme.

**11.10 Allegations against staff**

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The advice in this document is designed to prevent allegations that a member of staff has abused a pupil or pupils either inside the school premises or during a school trip or visit.

An allegation of such seriousness would normally be made directly to the Headmaster; but if another member of staff is told first, he/she will ensure that the Headmaster is informed immediately. If the Headmaster is unavailable – or is involved - the Designated Safeguarding Lead and Chairman of Governors should be told at once. The Designated Safeguarding Lead for the Senior School is the Pastoral Deputy, and the Prep. School Headmaster is the Designated Safeguarding Lead for the Prep. School. For full details of procedure in these matters, please refer to the school [Staff Allegations Policy](#). (Internal link)

**11.11 Reporting Incidents**

Teachers should report any concerns they may have following any incident where s/he feels that his/her actions may have been misinterpreted. This report should be made to the Headmaster as soon as possible after the incident and should include as an immediate follow-up the preparation of a written note of the incident, a copy of which should be given to the Headmaster. The teacher may also wish to seek advice from his/her professional association.

Whilst reporting of incidents is always advisable it is particularly important to ensure that a contemporary written record is made if any form of restraint has been used against a pupil or whenever a pupil, parent or third party has complained about an action or expressed an intention to complain.

**11.12 Personal letters and on-line communication**

Communication of an informal nature with pupils using e-mail, mobile phone or a social networking site might leave a member of staff open to an accusation of unprofessional conduct. In light of this, it is strongly recommended to staff that, where it is necessary or appropriate to do so, they communicate with existing pupils using their school e-mail address, and do not use a personal e-mail address or text via mobile phone. It is also recommended that staff do not participate with any current pupils in an on-line social forum or chat-site, such as Facebook.

This guidance is not intended to curtail the use of e-mail as a medium for the submission of work or for offering advice on subject or other essential professional matters. In a similar manner, staff should feel able to use mobiles to communicate with pupils during school activities off site, such as D of E weekends, or during school trips abroad. For staff who do not want to use their own mobile, there are staff mobiles which can be booked for trips. Staff should never give their personal mobile number to pupils. For communication on trips the school mobile numbers should be given to pupils.

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Staff using e-mail in either context need to be aware of the less formal style that can characterise this form of communication and should ensure that responses do not convey an inappropriate tone. Staff should use their school e-mail address in any e-mail communication with current pupils. ([Refer to the school E-Safety and IT Policy](#), (internal link))

**11.13 Photography and video**

Many school activities involve recording images. These may be undertaken as part of the curriculum, out of school activities, for publicity, or to celebrate achievement.

Staff need to be aware of the potential for these aspects of teaching to be misused for pornographic or grooming purposes. Careful consideration should be given as to how these activities are organised and undertaken. Staff should not have images of students taken at school events stored on personal cameras, devices or home computers. School cameras should be used for all school events and all photos should be available for scrutiny in order to screen for acceptability.

Early Years Foundation Stage (EYFS) only: EYFS staff, and those staff teaching lessons to EYFS children, are not allowed to use personal devices such as phones, cameras etc to capture or record the pupils. They are not to be taken into classrooms and must only be used in designated staff areas.

**All staff should refer to the E-Safety and IT Policy and the Staff Acceptable Use Agreement**

The parent consent form provides the school with permission to use images of children for the school's publicity purposes. Staff should be aware that some parents have withheld this permission, please see the published list or consult the Deputy Head. Images should not be displayed on other websites, in publications or in a public place without additional consent.

**Other requirements of West Buckland academic and pastoral staff****12. Representing the School**

You should always remember that as a member of staff, you represent all that is good within school both to pupils and parents, and also to people in the local community. You are encouraged to provide support at corporate events and to promote community life within the school. As a teacher you should strive to celebrate the achievements of all the pupils at West Buckland, and as a tutor you should have an awareness of the lives of your tutees in and outside school.

**13 Terms of Employment.**

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Questions relating to your contract, terms of employment, salary payments, expense claims, periods of absence, or any other financial matters should be directed to the Bursar. You should speak to the Headmaster if you have any problems concerning your terms or conditions of employment.

**14 School Policies**

Every one or two years school policies are renewed by members of the SLT with the help of colleagues. Wider consultation occurs in the writing of these policies. The Deputy Head emails revised and new policies to all staff, and there is an expectation that staff make themselves conversant with their contents.

**15 Staff Meetings**

Staff meetings are noted in the termly School Calendar. Attendance for academic staff is mandatory, but if you have a very good reason for not being present, please see the Deputy Head beforehand. Part time staff are expected to attend staff meetings if they are contracted to work that day. There is a weekly staff briefing on a Wednesday at break in the Karslake.

**16 Parent Consultation Evenings**

The timing of these is indicated in the School Calendar. You are expected to attend if you teach or tutor that year group. Should you be unable to attend you must inform your Head of Department and the Deputy Head. Part timers are also expected to attend, even if it is not one of their contracted days.

**17 Staff Absence**

The details of the principles and procedures of the school **Staff Absence Policy** can be found in the handbook. Requests of a leave of absence should be directed to the Deputy Head or the Prep School Headmaster.

**18 Attendance at assemblies**

Your attendance at morning assembly is highly desirable, both to underline the Christian principles behind the school's foundation and also to set a good example to pupils. Regular absence from assembly should be approved by the Deputy Head.

**19 Guidance for staff with children in the school**

This section gives guidance for members of staff who

- have children as pupils in WBS
- who are interacting with children of members of staff in either an academic or pastoral capacity

The following principles are offered as guidelines for good practice and with a view to ensuring that both staff and pupils are supported in this area. It is important that both parents who are members of staff and the child of a member of staff feel confident that they are treated equally to all other

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students. Staff children and staff who have children at school should not be advantaged or disadvantaged by living and/or working in such close proximity.

- Members of staff who have children joining the school may discuss with the Headmaster or Pastoral Deputy appropriate house allegiance. It is good practice to avoid having a pastoral responsibility for a son or daughter at any stage throughout the school. However, timetabling constraints may mean that at times staff may teach their children. Early discussions with HoDs and the Director of Studies may help avoid this, if deemed necessary.
- As members of staff, discussions related to all children, and especially staff children, should be held professionally and sensitively, both in and out of school. These discussions should not take place in areas where conversations can be overheard. When dealing with matters relating to staff children private areas are accessible for such discussions, such as the residents' dining room. Professional expectations of staff also exist away from school, such as the side lines of sports fixtures, social functions and around the dinner table.
- All staff need to be aware of casual well-intended comments, both good and bad, to fellow colleagues regarding their sons or daughters. All children have the right to be 'a little bit naughty' at times!
- At times, as with many students, members of staff may have a concern related to a colleague's son or daughter. Staff must use the correct channels of communication so as not to disadvantage the student, or place any colleague in a difficult or embarrassing situation. Academic or pastoral concerns should be raised with the tutor and/or housemaster initially who may seek appropriate guidance from the Pastoral Deputy.
- Equally, a member of staff may wish to raise or discuss an academic or pastoral concern relating to their own son or daughter. In some cases, a colleague may prefer that the non-teaching partner/spouse to take a lead in making the initial appropriate contact with the tutor/housemaster. In either case, standard channels of communication should be used. Subsequent conversations may well be required in which case time should be set aside for a private meeting as any other parent would be entitled.
- Pupils of concern are mentioned in staff meetings or staff briefings. It is regarded as good practice not to discuss the child of a member of staff in this forum. At times, it may be deemed necessary to raise a child of a member of staff, however, this can only be done with prior discussion and agreement with the member of staff.
- There may be occasions when a student speaks to a member of staff relating to matters of confidentiality. If it is appropriate, and in line with school policies, the member of staff involved will follow the necessary procedures. This should be performed using the normal channels of communication.



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