Grow Independent School

Staff Code of Conduct Policy

Policy Document
(2024-2025)

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Signed by: S Hawthorne	
Approved by:	**V Boyd** (Health & Safety Governor)

At Grow, we are committed to providing an accessible and inclusive environment for all our students, staff, parents, and visitors. We strive to ensure that everyone can fully participate in our educational community, regardless of any physical, sensory, cognitive, or neurodiverse conditions.

We can provide information in multiple formats, including printed, electronic, and audio versions. Please let us know your preferred format. We offer translation and interpretation services to support non-English speakers and those who use sign language.

We value feedback from our community to help us improve our accessibility measures. If you have any suggestions or require assistance, please contact us: office@growschool.co.uk

Thank you for helping us make Grow a welcoming and accessible environment for everyone.

Staff Code of Conduct
Grow Independent School

1. Introduction

At Grow School, we are committed to providing a positive, safe, and inclusive environment where every child can thrive. As staff, we play a critical role in fostering this environment by upholding the highest standards of professionalism and ethical behaviour. This Staff Code of Conduct sets out the expected standards for all staff, ensuring we work together to promote the well-being, safety, and learning of all students, particularly those with special educational needs and disabilities (SEND).

2. Scope

This Code of Conduct applies to:
- All teaching and non-teaching staff.
- Support staff, contractors, agency staff, and volunteers working within the school.

It complements statutory guidance, including Keeping Children Safe in Education and the Teachers' Standards.

3. General Principles

All staff are expected to:
- Act in the best interests of the students and the school at all times.
- Foster a respectful, inclusive, and positive school environment.
- Maintain high standards of personal and professional conduct, both within and outside school.
- Adhere to safeguarding policies and procedures.
- Comply with the school's policies, procedures, and statutory regulations.

4. Professional Conduct

4.1. Professionalism

- Staff should conduct themselves with professionalism, honesty, and integrity.
- Staff must be punctual, reliable, and ensure duties are carried out to the best of their ability.
- Staff must respect the confidentiality of students, colleagues, and school matters, except where disclosure is required by law.
- Staff must engage in continuous professional development to improve teaching and support for students with SEND.

4.2. Dress Code

- All staff must dress appropriately for a professional school environment. Clothing should be modest, practical, and reflect the responsibilities of the role.
- Staff working with children with physical needs should consider safety and practicality in their attire.

4.3. Use of School Property and Resources

- Staff must use school property, resources, and equipment responsibly and only for work-related purposes.
- Any personal use of school property must be authorised by the headteacher.

5. Safeguarding and Child Protection

Safeguarding and child protection are central to everything we do. All staff are required to:
- Read, understand, and follow the school's safeguarding and child protection policies.
- Be familiar with Keeping Children Safe in Education (KCSIE) guidance and act in accordance with its principles.
- Immediately report any concerns about a child's welfare or safety to the designated safeguarding lead (DSL) or deputy DSL.
- Never engage in inappropriate or harmful physical contact or relationships with students.

5.1. Boundaries with Students

- Professional boundaries must be maintained at all times. Any form of favouritism, inappropriate familiarity, or overstepping of boundaries is prohibited.
- Staff should not communicate with students via personal social media or personal phone numbers. All communication with students must be through official school channels.
- Physical contact with students should be appropriate to the needs of the student (e.g., providing support during physical interventions) and in line with the school's policies on behaviour management and physical restraint.

5.2. Prevent Duty and Radicalisation

- Staff must be vigilant for signs of radicalisation and extremism.
- Concerns regarding a student's exposure to extremist influences must be reported immediately in line with the school's Prevent Duty procedures.

6. Relationships with Colleagues and Parents

6.1. Professional Relationships with Colleagues

- Staff must treat colleagues with dignity, respect, and professionalism.
- Bullying, harassment, or discrimination against colleagues will not be tolerated.
- Collaboration and teamwork should be promoted to ensure the best outcomes for students.

6.2. Relationships with Parents and Carers

- Staff should foster positive relationships with parents and carers, based on trust, transparency, and mutual respect.
- Concerns or issues with parents should be managed professionally and, if necessary, escalated to line managers.
- Staff must not engage in any personal financial arrangements or gifts with parents or carers without authorisation from the headteacher.

7. Behaviour Management

- Staff must follow the school's behaviour management policies, using appropriate strategies to support positive behaviour in line with students' individual education plans (IEPs) and the school's ethos.
- Any form of degrading treatment, humiliation, or punishment is unacceptable and prohibited.
- Physical intervention or restraint should only be used as a last resort and in line with the school's behaviour and physical intervention policies.

8. Health and Safety

- All staff must comply with the school's health and safety policies and procedures, ensuring the welfare of all students and staff.
- Staff must promptly report any potential hazards, accidents, or concerns to the relevant authorities within the school.

9. Use of Technology and Social Media

9.1. Use of School Technology

- Staff must use school IT systems responsibly, ensuring they are used for educational and professional purposes only.
- Personal data of students or staff must be stored securely in compliance with the General Data Protection Regulation (GDPR).

9.2. Social Media

- Staff must not share personal information or communicate with students through personal social media accounts.
- Staff are responsible for the content they post online and should ensure that personal social media use does not bring the school into disrepute.
- Privacy settings on personal social media accounts should be set to restrict access to private information.

10. Gifts and Hospitality

- Staff must not accept gifts, hospitality, or favours that could compromise their professional integrity or be seen to influence decisions.
- Any gifts received from students, parents, or suppliers must be reported to the headteacher.

11. Equality, Diversity, and Inclusion

- Staff must uphold the school's commitment to equality, diversity, and inclusion by treating everyone with dignity and respect.
- Discrimination, harassment, or victimisation on the grounds of race, gender, disability, sexual orientation, religion, or any other characteristic will not be tolerated.

12. Whistleblowing

- Staff are encouraged to raise any concerns about malpractice, illegal actions, or neglect of duty within the school. Concerns should be raised in line with the school's Whistleblowing Policy.
- Staff will not face any adverse consequences for raising concerns in good faith.

13. Breaches of the Code of Conduct

Failure to adhere to the standards set out in this Code of Conduct may result in disciplinary action, up to and including dismissal, in line with the school's disciplinary procedures.

This Staff Code of Conduct outlines the professional behaviour expected of staff in order to ensure a safe and inclusive environment.