

# Bowden House School

## Code of Conduct

Bowden House School has a duty to protect its students, employees, its Governing Body and all visitors to the school. This Code of Conduct includes the duty of all staff to safeguard our pupils/students; to fulfil the expectations of professional behaviour at all times and to respect the importance of appearance and dress whilst in school and/or representing the school. This signed Code of Conduct will be added to the Contract of Employment for all staff.

The Safeguarding & Protection of Children Policy clearly outlines the procedures that should be followed in the event that abuse is witnessed, reported or suspected.

**DO** put this Code of Conduct into practice at all times

**DO** ensure that you adhere to the expectations stated in the Policy on Privacy & Confidentiality

**DO** ensure that you comply with the legislation detailed in the General Data Protection Regulation (2018) which restricts the sharing/disclosing of information to outside parties unless it is within the provisions of the General Data Protection Regulation

**DO** treat everyone with dignity and respect

**DO** act as a role model at all times- consider the influence you have over the pupils/students of this school

**DO** treat all students equally – show no favouritism

**DO** plan activities that involve more than one person being present or at least where you are within sight and sound of others. If this is not possible, ensure others know where you are and what you are doing and that there are written Risk Assessments to cover the activity

**DO** respect a pupils/student's right to personal privacy

**DO** allow pupils/students to talk about any concerns they may have

**DO** encourage others to challenge any attitudes or behaviours they do not like or feel are inappropriate

**DO** dress in a manner that is appropriate to your role

**DO** remember that you are a role model for our pupils/students and that your dress and appearance should reflect this

**DO** remember this Code even at sensitive moments, e.g., when responding to bullying, bereavement or abuse

**DO** remember that someone else might misinterpret your actions no matter how well-intentioned

**DO** take any allegations or concerns seriously and report immediately

**DO NOT** trivialise abuse

**DO NOT** form a relationship with a pupil/student that is an abuse of trust

**DO NOT** permit abusive peer activities, e.g., bullying

**DO NOT** engage in inappropriate behaviour or contact – physical, verbal, sexual

**DO NOT** play physical contact games with pupils/students

**DO NOT** make suggestive remarks or threats to a pupil/student, even in fun

**DO NOT** dress in a way that could cause embarrassment to pupils/students, colleagues or visitors to the school

**DO NOT** glorify criminal activity or violent extremism or seek to radicalise pupils/students through extreme or narrow views of faith, religion, cultural or other ideologies

**DO NOT** use racist, sexist, homophobic or other inappropriate language with other staff members or pupils/students. **Any unacceptable behaviours could result in disciplinary action**

**DO NOT** enter, directly or indirectly, into personal communication with the pupils/students via text, e-mail, Facebook, Instagram or other forms of social media

**DO NOT** share comments with colleagues or others on social media which could cause offence or bring the school into disrepute

**DO NOT** share your phone numbers with the pupils/students

**DO NOT** take pupils/students to your home or those of friends/relatives

**DO NOT** share information about your colleagues with the pupils/students

**DO NOT** let allegations, suspicions or concerns about abuse go unreported

**DO NOT** place yourselves in positions of risk of an allegation, i.e., in the bedroom of a student with the door closed or without informing a colleague of your whereabouts ([Bowden House School only](#))

**DO NOT** rely on your good name to protect you.

Signed .....

Print name.....