

Bowden House & Bowden Primary Schools

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. Remember that you are a role model for our pupils/students and 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 to the DSL or Deputy DSL(s)

DO NOT trivialise abuse including violence against women and girls

DO NOT form a relationship with a pupil/student that is an abuse of trust. Please be aware that under the Sexual Offences Act 2003, it is a criminal offence for adults in a position of trust to have sexual activity with children including pupils/students up to the age of 18 years

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 or behaviours 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 you or 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.....