NELSON PARK RIDING CENTRE LTD

Code of Conduct

Last reviewed on: September 2021
Next review due by: September 2022

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1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to
follow.

By creating this policy, we aim to ensure our centre is an environment where everyone is safe, happy and treated with respect.

Centre staff have an influential position in the centre and will act as role models for
pupils by consistently demonstrating high standards of behaviour.

We expect that all staff will act in accordance with the personal and professional
behaviours

Failure to follow the code of conduct may result in disciplinary action being taken, as
set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not
covered by this code, staff will use their professional judgement and act in the best
interests of the centre and its pupils.

2. Legislation and guidance

In line with the statutory safeguarding guidance ‘Keeping Children Safe in Education
2020’, we should have a staff code of conduct, which should cover acceptable use of
technologies, staff/pupil relationships and communications, including the use of social media.

3. General obligations

Staff set an example to pupils. They will:
• Maintain high standards in their attendance and punctuality
• Never use inappropriate or offensive language in school
• Treat pupils and others with dignity and respect

• Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
• Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils’ vulnerability or might lead them to break the law
• Understand the statutory frameworks they must act within
• Adhere to the Teachers’ Standards

4. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they
have. This includes physical, emotional and sexual abuse, or neglect.
Staff will familiarise themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have
concerns about a child.

Our safeguarding policy and procedures are available in the staff room and from the
centre office.

5. Staff/pupil relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead
anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure
that:
• This takes place in a public place that others can access
• Others can see into the room
• A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of centre hours if possible.

Personal contact details should not be exchanged between staff and pupils. This
includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for
example, at the end of the centre year, gifts from staff to pupils are not acceptable.

If a staff member is concerned at any point that an interaction between themselves
and a pupil may be misinterpreted, this should be reported to their manager or
the management

6. Communication and social media

Centre staff’s social media profiles should not be available to pupils. If they have a
personal profile on social media sites, they should not use their full name, as pupils
may be able to find them. Staff should consider using a first and middle name instead and set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any
other means outside the centre in order to develop any sort of relationship. They will not
make any efforts to find pupils’ or parents’ social media profiles.

Staff will ensure that they do not post any images online that identify children who
are pupils at the centre without their consent.

Staff should be aware of the centre’s Safeguarding and Child Protection Policy.

7. Acceptable use of technology

Staff will not use technology in the centre to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene
emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or the centre’s equipment for
personal use, in centre’s hours or in front of pupils. They will also not use personal
mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the centre’s IT system.

8. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the centre, staff, pupils and their parents.

This information will never be:
• Disclosed to anyone without the relevant authority

• Used to humiliate, embarrass or blackmail others

• Used for a purpose other than what it was collected and intended for

This does not overrule staff’s duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

9. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This
includes when dealing with pupils, handling money, claiming expenses and using
school property and facilities.

Staff will not accept bribes. Gifts that are worth more than £10 must be declared and
recorded on the gifts and hospitality register.

Staff will ensure that all information given to the school about their qualifications
and professional experience is correct.

10. Dress code

Staff will dress in a professional, appropriate manner.

Outfits will not be overly revealing.

Clothes will not display any offensive or political slogans.

11. Conduct outside of work

Staff will not act in a way that would bring the centre, or the profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

12. Monitoring arrangements

This policy will be reviewed annually but can be revised as needed. It will be ratified
by the management