



THE FULHAM BOYS SCHOOL

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Revisions Table

<i>Version</i>	<i>Date</i>	<i>Edited by</i>	<i>Description of Change</i>
			No changes to Summer 2018 version

The master copy of this document can be found on the FBS Google Drive, under the “Policies” folder. This is one of a number of policies that are reviewed by the Governing Body, the full list can be found on the FBS Google Drive in the Policies Folder. Minor revisions that just adjust factual items (eg contact details / names) can be made by the author without formal review, and must be recorded in the Revisions table above. Revisions table front sheet was added to all policies Summer 2018.



**THE FULHAM
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PROFFESIONAL CONDUCT POLICY

Date of Next Review: Summer 2019

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1. POLICY STATEMENT

- 1.1 The Fulham Boys School is committed to supporting and developing all staff.
- 1.2 We have a clear expectation of all in the delivery of an education that is built upon Christian principles, geared towards boys and nurtures enterprise – Personal, Business and Social.
- 1.3 To deliver this quality of education and to achieve the School's goals, all employees must be aware of the standards of conduct required of them at work to maintain high professional standards that will promote the good reputation and standing of the School.
- 1.4 All staff should recognise and exercise their role as leaders and managers in line with School policies and practices. High expectations of attainment and behaviour should be evident throughout the School.
- 1.5 In carrying out their duties all employees in the School will have contact with pupils, parents, official visitors and/or members of the public. All staff are therefore required to conduct themselves in a professional manner and be clean, tidy and well-groomed whilst at work, whether working on the School's premises or elsewhere.
- 1.6 Adult conduct and dress should, under no circumstances, detract from pupil learning, but should be used as an important means of creating strong positive role models. Fulham Boys School staff are expected to support a professional and business-like atmosphere at all times.
- 1.7 The School is committed to supporting all staff in developing positive and professional relationships with fellow professionals and with young people and their families.

2. RESPONSIBILITIES

- 2.1 The Governing Body and Headmaster will support and uphold the high standards required by The Fulham Boys School of its staff in maintaining a quality learning experience and positive relationships.
- 2.2 The Senior Leadership Team (SLT) will implement the standards of this policy with regard to repeated or serious infringements.

- 2.3 All line managers are responsible for implementing those standards on a day to day basis. The policy is designed to guide line managers and staff on the standards of conduct and appearance. This is not exhaustive in defining acceptable and unacceptable standards of conduct and appearance and staff should use common sense in adhering to the principles underpinning the policy.
- 2.4 All staff have a responsibility to maintain professional standards in their conduct and appearance when at work. The School considers the way employees act, dress and present themselves to be of significant importance in portraying a professional image to all School users. This is particularly important because The Fulham Boys School considers all its employees to have an important contribution to make as role models to its boys, of whom the School also has high expectations.
- 2.5 Any persistent or deliberate breach of the code may result in disciplinary action being taken by the Headmaster and Governing Body.

3. PROCEDURES

- 3.1 Relationships with boys should remain professional at all times. Staff must expect boys to refer to them by their title and surname. Staff should not issue personal details such as home information to boys. Staff should not arrange to meet or work with pupils outside of School except where there has been agreement with the School.
- 3.2 All staff must adhere to a strict code of confidentiality. Information pertinent to pupils and to the management of the School should not be discussed outside of the School community. Some issues, e.g. child protection, must remain confidential within the community and will only be discussed on a need to know basis.
- 3.3 Staff should ensure that their relationships with boys are appropriate to the age of the boy, taking care that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when dealing with adolescent boys.
- 3.4 When using teaching materials of a particularly sensitive nature, staff should be aware of the risk and that their selection could be misinterpreted and may be criticised after the event.
- 3.5 Comments made by staff orally or in writing/email to boys, either individually or in groups, can be misconstrued. As a general principle, therefore, staff must refrain from any gratuitous or unnecessary comments which could be construed to have a sexual or overly personal connotation. It is entirely unacceptable for staff to introduce or encourage debates amongst boys in class, or elsewhere, which could be construed as having a sexual or unnecessary connotation given the context of the

lesson or the circumstances. However it is recognised that a topic raised by a boy is best addressed rather than ignored.

- 3.6 Systematic use of insensitive, disparaging or sarcastic comments is also unacceptable.
- 3.7 Some staff are likely to come into physical contact with pupils from time to time in the course of their duties. Examples include showing a pupil how to use a piece of apparatus or equipment and demonstrating a move or exercise during games or PE. Physical force must never be used as a punishment, or to modify behaviour, or to make a boy comply with an instruction. Staff are advised that physical force may, in law be regarded as an assault.
- 3.8 Physical contact may be misconstrued by a pupil, parent or observer. Such contact can include well-intentioned formal or informal gestures such as putting a hand on the arm or shoulder which, if repeated with an individual, could lead to serious questions being raised. Therefore staff should not make gratuitous physical contact with pupils and it is unwise to attribute touching to their teaching style as a way of relating to boy.
- 3.9 There may be rare occasions where it is necessary for staff to restrain a boy to prevent him from inflicting damage on themselves or others. (see Physical Intervention policy)
- 3.10 Staff who administer First Aid should ensure whenever possible that other boys or another adult are present if they are in any doubt as to whether necessary physical contact could be misconstrued. Wherever possible, staff who have to help boys with physical disabilities should be accompanied by another adult.
- 3.11 All staff should be aware of the potential issues which may arise from private interviews and contact with individual boys. It is recognised that there are many occasions when such interviews take place but, where possible, such interviews should be conducted in a room with visual access, or with the door open, or in a room or area which is likely to be frequented by other people.
- 3.12 Meetings or contact (phone calls, texts, emails, social networking) with boys away from the School premises are not permitted unless the specific approval of the Headmaster or a member of SLT has been obtained in advance. Staff are expected to put in place appropriate controls when using social networking sites, (or other digital technologies), to ensure the reputation of the School or any of its community are not brought into disrepute.
- 3.13 Staff should recognise the additional hazards of supervising boys on residential activities. They should always ensure that the male to female staff ratio is

adequate for the effective supervision of boys. Staff acting in any supervisory capacity should not drink alcohol or smoke in the presence of pupils or when on duty.

- 3.14 Relationships with other staff should be conducted in a professional manner at all times. Each member of staff has the right to be treated with dignity and respect. Staff should not conduct their relationships with other staff in any way that might bring the School into disrepute.
- 3.15 Staff should model punctuality by arriving at the School in sufficient time to prepare for their day's work. Classroom staff should be present to greet boys to the lesson. All classes should be registered at the start of the lesson. Lateness will be challenged and persistent lateness will be subject to disciplinary procedures.
- 3.16 The high degree of professionalism expected at The Fulham Boys School means that certain forms of conduct are not permitted when working either on or off site under any circumstances; examples of such are:
 - 3.16.1 Inappropriate language including swearing and blasphemy
 - 3.16.2 Bullying or intimidating behaviour
 - 3.16.3 Being under the influence of alcohol or other substances
 - 3.16.4 Informal activities with boys (including school trips)
 - 3.16.5 Use of mobile phones or personal digital equipment other than for learning purposes
 - 3.16.6 Personal use of internet or email during working hours
 - 3.16.7 Eating and drinking (except for bottled water) in classrooms or corridors
 - 3.16.8 Hot liquids outside of designated staff or dining areas
 - 3.16.9 Gambling
 - 3.16.10 Chewing gum
 - 3.16.11 Or any other activity not conducive to maintaining a business-like and professional environment.
- 3.17 All employees are required to dress in a professional manner. For most staff working with pupils in the classroom this will comprise of business attire.
- 3.18 In addition where the School provides an item or items of uniform to enable the employee to more appropriately carry out his/her duties this must be worn at all times whilst on duty.

- 3.19 Any employee whose job involves working with machinery or working with food must adhere to the requirements of current health and safety and hygiene legislation.
- 3.20 When delivering PE or related sports subjects, staff will wear appropriate sports clothing which upholds the School ethos.
- 3.21 Headgear worn for religious purposes is permitted.
- 3.22 Employees who wear facial coverings for religious reasons are expected to remove them whilst on duty in order to ensure that the member of staff is identifiable.
- 3.23 Any jewellery worn by staff should not be excessive or a health and safety hazard. Earrings may be worn but no other jewellery worn through body piercing should be visible, with the exception of religious requirements. Personal adornment of all descriptions should be kept to a minimum to reflect the professional, business-like ethos of the School.
- 3.24 Any tattoos should not be visible to others whilst on duty.
- 3.25 No badges other than staff name badges should be worn whilst on duty or when representing the School in any capacity.
- 3.26 Certain forms of appearance are not permitted at work under any circumstances; examples of such are:
- 3.26.1 Jeans or scruffy/torn trousers
 - 3.26.2 Sports clothing (apart from when engaged in Sporting activities)
 - 3.26.3 Sweatshirts or T-shirts bearing slogans or symbols
 - 3.26.4 Trainers (apart from when engaged in Sporting activities) and flip-flops
 - 3.26.5 Strapless or strappy tops
 - 3.26.6 Overly tight or revealing clothes, including short skirts, shorts, excessively low-cut tops or garments revealing the midriff
 - 3.26.7 Extreme hair styles
- 3.27 In cases where in the opinion of the Headmaster or a member of SLT an employee's appearance is unacceptable, the employee may be required to return home to change. In these circumstances, the employee may not be paid for the duration of his/her absence from work.
- 3.28 Members of staff are not permitted to bring their own children or those of relatives or friends on to the School site except for designated events i.e. School concerts and productions. This is due to health and safety reasons and because in the event of an emergency it would present a conflict of interests.

3.29 Members of staff should ensure that a visitors' form has been completed for any adult visitor invited to the site and that they are signed in at reception.