



THE FULHAM BOYS SCHOOL

PROFESSIONAL CONDUCT POLICY

RESPONSIBLE COMMITTEE

Personnel Committee

RATIFIED BY GB

Summer 2021

REVIEW DATE

Summer 2022

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 at the back of this policy.

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I. POLICY STATEMENT

- 1.1 This Policy will be interpreted in line with the Christian values and ethos of the school and must be read consistently with all other material policies of the School. For the purposes of all School policies please refer to the definitions guide (not all defined terms will be material to all policies or the procedures authorised by the governing body under it).
- 1.2 The Fulham Boys School is committed to supporting and developing all staff both teaching and non-teaching.
- 1.3 The School will aim to deliver an education that is built upon the Christian faith, geared towards boys and nurtures enterprise – Personal, Business and Social and expects all employees to join in delivering this aim.
- 1.4 To deliver this quality of education and to achieve the School's goals and to promote the good reputation and standing of the School, all staff must be aware of the conduct required of them at work to maintain high professional standards.
- 1.5 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 modelled by them and evident throughout the School.
- 1.6 In carrying out their duties all staff will have contact with pupils, parents, official visitors, suppliers, contractors 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.
- 1.7 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.
- 1.8 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 Head Teacher will act to 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 apply this policy and are responsible for and entitled to expect compliance by all staff including themselves with the required standards set out in the Code of Conduct under this policy and will treat repeated or serious infringements as a disciplinary matter.
- 2.3 All line managers are responsible for applying and complying with this policy and the Code of Conduct on a day to day basis. The policy and the Code of Conduct is designed to guide line managers and staff on the standards of conduct and appearance expected by the School. The policy does not seek to set out an exhaustive definition of what are acceptable or unacceptable standards of professional conduct and appearance and staff should use common sense in adhering to the principles underpinning the policy which are set out above.
- 2.4 All staff have a responsibility to maintain professional standards in their conduct and appearance when at work. The School considers the way that staff 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 staff to have an important contribution to make as role models to its pupils, of whom the School also has high expectations.
- 2.5 Any persistent or deliberate breach of the Code of Conduct may result in disciplinary action being taken by the Head Teacher and Governing Body.

3. CODE OF CONDUCT

- 3.1 Relationships with pupils should remain professional and limited to School business at all times. Staff must expect pupils to refer to them by their title and surname. Staff should not issue personal details such as home information to pupils. 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 rule of confidentiality in relation to all information received in the course of their work. 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 even within the community and will only be provided and discussed on a need to know basis. Staff should assume that information is confidential unless it has been made clear to them that it is not.
- 3.3 Staff should ensure that their relationships with pupils are respectful and appropriate to the age of the pupil, taking care that their conduct does not give rise to adverse comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when staff are dealing with pupils.
- 3.4 When using teaching materials of a particularly sensitive or controversial nature, staff should make themselves aware of the risk that their selection or use could be misinterpreted and may be criticised after the event and should be able to support their decision to do so on reasonable educational grounds taking into account the Christian ethos of the School.
- 3.5 Comments made by staff orally or in writing/email to pupils, either individually or in groups, can be misconstrued. As a general principle, therefore, staff should make themselves aware of the issues and must refrain from any gratuitous or unnecessary comments or comments which could be construed to have a sexual or overly personal connotation.
- 3.6 It is entirely unacceptable for staff to introduce or encourage debates amongst pupils in class, or elsewhere, which could be construed as having no reasonable educational justification given the context of the lesson or other circumstances and whether such discussion or debate relates to any sexual or other matter and whether considered generally controversial or otherwise. However the school recognises that a topic raised by a pupil directly with a member of staff is best addressed rather than ignored.
- 3.7 Systematic use of insensitive, disparaging or sarcastic comments is also unacceptable.
- 3.8 Bullying, harassment and unlawful discrimination is unacceptable.
- 3.9 Physical force must never be used as a punishment, or to modify behaviour,

or to make a pupil comply with an instruction. Staff are advised that physical force or intimidation may, in law be regarded as an assault. 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. Such physical contact should be limited to the minimum reasonably necessary for the particular educational purpose.

- 3.10 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. Staff should make themselves aware of the potential issues. Staff should not make gratuitous physical contact with pupils and it is unwise to use or attribute touching as part of their teaching style or as a way of relating to any pupil.
- 3.11 There may be rare occasions where it is necessary for staff to restrain a pupil to prevent him from inflicting damage on himself or others. ([see Physical Intervention policy](#)).
- 3.12 Staff who administer First Aid should ensure whenever possible that other pupils 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 pupils with physical disabilities should be accompanied by another adult.
- 3.13 All staff should make themselves aware of the potential issues which may arise from private interviews and contact with individual pupils. It is recognised that there are many occasions when such interviews may 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.
- 3.14 Meetings or contact (phone calls, texts, emails, social networking) with pupils away from the School premises are not permitted unless the specific approval of the Head Teacher or a member of SLT has been obtained in advance.
- 3.15 All staff are expected to use social media responsibly at all times. Once information has been published on the internet it is no longer considered to

be private. No member of staff will post information or comment on social media or on the internet which compromises the professional standards expected under this Policy of themselves, their colleagues and/or the School. While using social networking sites (whether in a personal capacity or acting on behalf of the School) it is the case that posts can damage the School's reputation. All communications that are made, even in a personal capacity must not:

- 3.15.1 Bring or be perceived to bring the School into disrepute
 - 3.15.2 Breach confidentiality or privacy
 - 3.15.3 Make comments which cause offence or which constitute or could be perceived to constitute bullying, harassment or unlawful discrimination of or against any individual.
 - 3.15.4 Constitute or be perceived to constitute offensive or intimidating language.
 - 3.15.5 Constitute or be perceived to constitute inappropriate comments about colleagues, parents or pupils patients.
 - 3.15.6 Cause offence or constitute unlawful discrimination in the form of harassment.
 - 3.15.7 Constitute overtly political statements or endorsements save, in this case only, where the post is made in an expressly personal capacity on a personal and not on any School account.
- 3.16 All staff should make themselves aware of the particular and additional hazards of supervising pupils on residential activities. They should always ensure that the male to female staff ratio is adequate for the effective supervision of pupils. Staff acting in any supervisory capacity should not drink alcohol or smoke when on duty or at any time in the presence of pupils who are on the School roll.
- 3.17 Relationships with other staff should be conducted in a professional manner and with dignity and respect at all times. Staff should not conduct their personal or professional relationships with other staff in any way that might bring the School into disrepute.
- 3.18 Staff should model punctuality by arriving at the School in sufficient time to prepare for their day's work. Classroom staff should be present in the room before the lesson in order to greet pupils. All classes should be registered at the start of the lesson. Lateness by staff will be challenged and persistent lateness will be subject to disciplinary procedures.

- 3.19 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 as follows:
- 3.19.1 Inappropriate language including swearing and blasphemy.
 - 3.19.2 Bullying or intimidating behaviour.
 - 3.19.3 Being under the influence of alcohol or other substances.
 - 3.19.4 Use of mobile phones or personal digital equipment other than for learning purposes.
 - 3.19.5 Personal use of internet or email during working hours.
 - 3.19.6 Eating and drinking (except for bottled water) in classrooms or corridors.
 - 3.19.7 Carrying or drinking hot liquids outside of designated staff or dining areas.
 - 3.19.8 Gambling.
 - 3.19.9 Chewing gum.
- 3.20 All staff are required to dress in a professional manner. For most classroom staff this will comprise of business attire.
- 3.21 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.
- 3.22 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 in relation to dress and personal hygiene.
- 3.23 When delivering PE or related sports subjects, staff will wear appropriate sports clothing which upholds the School ethos.
- 3.24 Religious headgear worn for religious purposes is permitted.
- 3.25 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 at all times.
- 3.26 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 discrete to reflect the

professional, business-like ethos of the School.

- 3.27 Any tattoos should not be visible to others whilst on duty.
- 3.28 No badges other than staff name badges should be worn whilst on duty or when representing the School in any capacity.
- 3.29 Certain items of dress is not permitted at work under any circumstances:
 - 3.29.1 Jeans or scruffy/torn items of dress.
 - 3.29.2 Sports clothing (apart from when engaged in Sporting activities).
 - 3.29.3 Items of dress bearing logos, slogans or symbols other than the School logo.
 - 3.29.4 Trainers (apart from when engaged in Sporting activities) and flip-flops.
 - 3.29.5 Strapless or strappy tops.
 - 3.29.6 Overly tight or revealing clothes, including short skirts, shorts, excessively low-cut tops or garments revealing the midriff.
 - 3.29.7 Extreme hair styles (as stated in the [Uniform and Appearance policy](#)).
- 3.30 In cases where in the opinion of the Head Teacher or a member of SLT the dress or appearance of a member of staff the dress or appearance of a member of staff is an unacceptable breach of this code, they may be required to return home to change. In such circumstances, the School reserves the right to withhold payment for the duration of his/her consequential absence from work.
- 3.31 Members of staff are not permitted to bring any children other than boys on the School roll including their own children or those of relatives or friends onto the School site except for designated events e.g. School concerts and productions or in exceptional circumstances as agreed by the Head Teacher. This is due to health and safety reasons and because in the event of an emergency it would present a conflict of interests.
- 3.32 Members of staff should ensure that a visitors' form has been completed for any adult visitor they have invited to the School site and that the visitor is signed in and out at reception.

4. SEXUAL HARRASSMENT

- 4.1 The Fulham Boys School is committed to providing a safe environment for all its employees, free from discrimination on any grounds and from harassment at work. FBS operates a zero-tolerance policy for sexual harassment in the workplace, and will treat all incidents seriously and promptly investigate allegations. Any person found to have sexually harassed another will face disciplinary action, as outlined in FBS policies.
- 4.2 All complaints of sexual harassment will be treated with respect and in confidence. No one will be victimised for making such a complaint.
- 4.3 There must be clear demarcation between office/school discussions and social interaction, with the understanding of a higher bar of expectations set for Senior Leadership Team behaviour, and the importance of minimising possible misinterpretation/abuse of power. Senior Leadership Team must minimize social interaction where the potential exists for an allegation of sexual advance or harassment.

4.4 Definition of sexual harassment

- 4.4.1 Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, uncomfortable or intimidated. Sexual harassment can involve one or more incidents and actions. Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

Physical conduct

- Including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching

Verbal conduct

- Comments on a member of staff's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Social invitations for dates or physical intimacy
- Sending sexually explicit messages (by phone, text or by email).

- 4.5 Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. What matters is that the sexual conduct is unwanted

and unwelcome by the person against whom the conduct is directed.

- 4.6 It is recognised that sexual harassment often occurs within unequal relationships in the workplace, for example between manager (or senior staff member) and employee.
- 4.7 All sexual harassment is prohibited whether it takes place within school, or outside, including at social events, school trips, training sessions or conferences.

4.8 Complaints procedures

- 4.8.1 Complaints are dealt with through the FBS complaints procedure. However, victims of sexual harassment may want to resolve the matter in different ways. Some may be happy with an informal resolution and for the matter to stop, others may want more formal measures. In addition, informal resolution mechanisms may be inappropriate where the allegation is serious or where the harasser is also the victim's supervisor or senior.
- 4.8.2 Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. It is recognised that sexual harassment may occur in unequal relationships (eg between a member of Senior Leadership Team and a teacher) and that it may not be possible for the victim to inform the alleged harasser.
- 4.8.3 If a victim cannot directly approach an alleged harasser, he/she should approach a member of Senior Leadership Team or the Chairman of the Governing Body. All complaints against staff members at The Fulham Boys School are investigated by the Governing Body. They will deal with allegations sensitively and will:
- immediately record the dates, times and facts of the incident(s);
 - ascertain the views of the victim as to what outcome he/she wants;
 - ensure that the victim understands procedures for dealing with a complaint;
 - discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a

formal complaint if he/she is not satisfied with the outcome;

- keep a confidential record of all discussions;
- respect the choice of the victim.

4.9 Sanctions and disciplinary measures

Anyone who has been found to have sexually harassed another person will be subject to disciplinary procedures consistent with FBS policies. Sanctions could include verbal or written warning, adverse performance evaluation, suspension or dismissal.

REVISIONS TABLE

Date	Description of Change/Item Edited
Spring 2021	No amendments