Staff Code of Conduct for Remote Education Policy

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Headteacher: TEmberson

Staff Code of Conduct for Remote Education

Based on the guidance for Safer Working Practice document – addendum April 2020

Underpinning principles

- The welfare of the child is paramount
- Staff should understand their responsibilities to safeguard and promote the welfare of pupils
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Staff should work, and be seen to work, in an open and transparent way
- Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded
- Staff should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern
- Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation
- Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children
- Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the Teaching Regulation Agency (TRA)
- Staff and managers should continually monitor and review practice to ensure this guidance is followed
- Staff should be aware of and understand their establishment's child protection policy, arrangements for managing allegations against staff, staff behaviour policy, whistle blowing procedure and the procedures of the relevant Multi-agency Partnership (MAP).

Staff should always maintain appropriate professional boundaries, avoid behaviour which could be misinterpreted by others and report any such incident to a senior manager. This is as relevant in the online world as it is in the classroom; staff engaging with pupils and / or parents online have a responsibility to model safe practice at all times.

Expectations of use of technology for online / virtual teaching

- Staff should use school devices and contact pupils only via the pupil school email address / log in or Dojo.
- Staff engaging in online learning should display the same standards of dress and conduct that they would in the real world; they should also role model this to pupils and parents. The following points should be considered: -
    - think about the background; photos, artwork, identifying features, mirrors – ideally the backing should be blurred
    - staff should be in living / communal areas – no bedrooms
    - staff should be fully dressed
    - filters at a child's home may be set at a threshold which is different to the school
    - resources / videos must be age appropriate – the child may not have support immediately to hand at home if they feel distressed or anxious about content
    - avoid one to one situations – request that a parent is present in the room for the duration, or ask a colleague or member of SLT to join the session

- only record a lesson or online meeting with a pupil where this has been agreed with the head teacher or other senior staff, and the pupil and their parent/carer have given explicit written consent to do so
- be able to justify images of pupils in your possession. This means that adults should not: contact pupils outside the operating times defined by senior leaders, take or record images of pupils for their personal use, record virtual lessons or meetings using personal equipment (unless agreed and risk assessed by senior staff), engage online while children are in a state of undress or semi-undress

It is the responsibility of the staff member to act as a moderator; raise any issues of suitability (of dress, setting, behaviour) with the child and / or parent immediately and end the online interaction if necessary. If a staff member believes that a child or parent is recording the interaction, the lesson should be brought to an end or that child should be logged out immediately.

If staff need to contact a pupil or parent by phone and do not have access to a work phone, they should discuss this with a senior member of staff and, if there is no alternative, always use 'caller withheld' to ensure the pupil / parent is not able to identify the staff member's personal contact details.