



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International

Staff Code Of Conduct

SEPTEMBER 2020



Contents

Objective, scope and principles	3
1. Setting an example	3
2. Honesty and Integrity	4
3. Confidentiality	4
4. Dress and Appearance	5
5. Safeguarding pupils	5
6. Relationships with offenders	6
7. Relationships with pupils	6
8. Pupil/Student development	6
9. Conduct for Staff involved with boarders	6
10. Conduct for Staff engaged in intimate care (EYFS setting)	7
11. E-Safety and Internet Use	7
12. Educational visits	9
13. Transporting pupils	9
14. Conduct outside of work	9
15. Raising Concerns	10
16. Compliance	10
17. Disciplinary Action	11
Appendix	
Appendix 1 - Confirmation of compliance	11



Definitions

The Foundation: means the Mill Hill School Foundation which comprises the Senior School known as Mill Hill School, The MountMill Hill International, Belmont School (the preparatory school) and Grimsdell School(the pre-preparatory school).

Objective, Scope and Principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all Foundation members of staff are expected to observe. Foundation staff are role models, and are in a unique position of influence, and must adhere to behaviour that sets a good example to all the pupils within the Foundation. As a member of the Foundation community, each member of staff has an individual responsibility to maintain their reputation and the reputation of the Foundation, whether inside or outside working hours. The Code should be read in conjunction with the Foundation Policy to Safeguard and Promote the Welfare of Children, Anti-Bullying Policy, Equal Opportunities Policy and Whistleblowing Policy.

This Code of Conduct applies to all members of staff of the Foundation. This Code of Conduct does not form part of any contract of employment of a member of staff. The term 'member of staff' used here includes all staff employed by the Foundation whether employed full-time, part-time, temporary, supply or contracted or as a volunteer.

In addition to this Code of Conduct, all staff engaged to work under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

The Code of Conduct cannot address every issue that may arise but it is a clear indication of the behaviour expected by all the staff of the Foundation. It is the responsibility of each member of staff to know and understand Foundation policies and, where there is uncertainty, to contact the appropriate person – either their line manager, the DSL (where Child Protection and Safeguarding is concerned) or a member of the SLT.

1. Setting an Example

1.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. For example, staff must avoid using inappropriate or offensive language at all times.

1.2 All staff must demonstrate high standards of conduct in order to encourage our pupils to do the same.



1.3 All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

1.4 This Code helps all staff to understand what behaviour is and is not acceptable, regard should also be given to the disciplinary rules set out in the Foundation's Promoting Positive Behaviour Policies and Procedure.

1.5 All staff are expected to familiarise themselves and comply with all Foundation policies and procedures.

2. Honesty and Integrity

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of Foundation property and facilities.

2.1 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Foundation's Whistleblowing procedure.

2.2 All staff must comply with the provisions of the Foundation's Anti-Bribery Policy 2020 which can be found on the Foundation's website. This Policy governs the rules for staff with regard to gifts whether from suppliers, pupils or parents. Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted and may lead to disciplinary action.

3. Confidentiality

3.1 Where staff have access to confidential information about pupils or their parents or carers, they must only access information that is relevant and must not reveal this information except to those colleagues who have a professional role in relation to the pupil/student. Further guidance for staff is outlined in the Confidentiality Policy.

3.2 All staff are likely at some point to witness actions which should remain confidential and appropriate procedures followed. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate Foundation procedure. It must not be discussed outside the Foundation, including with the pupils/student's parent or carer, nor with colleagues in the Foundation except with a senior member of staff with the appropriate authority to deal with the matter.



3.3 Staff have an obligation to share, as soon as possible, with their school's DSL any information which gives rise to concern about the safety or welfare of a pupil/ student. Staff must never promise a pupil/ student that they will not act on information that they are told by the pupil/student.

3.4 Staff are not allowed to make any comment to the media about the Foundation, its performance, governance, pupils or parents without prior written approval. Any media queries should be directed to the Head of the relevant school or the Director of Finance and Operations.

4. Dress and Appearance

4.1 All staff must dress in a manner that is appropriate to their role and promoting a professional image.

4.2 Staff should dress in a manner that is not offensive or revealing.

4.3 Staff should dress in a manner that is absent from political or other contentious slogans.

5. Safeguarding Pupils

5.1 Staff have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse and neglect

5.2 The duty to safeguard pupils includes the duty to report concerns about a pupil/ student or colleague to their school's Designated Safeguarding Lead (DSL) or their Deputies. The Foundation's DSLs are:

5.2.1 For Mill Hill School: Mr Jim Dickin;

5.2.2 For Belmont: Mr Paul Symes;

5.2.3 For Grimsdell: Mrs Jenny Ticehurst;

5.2.4 For Mount Mill Hill International: Ms Sarah Proudlove.

5.3 Staff are provided with personal copies of the Policy to Safeguard and Promote the Welfare of Children who are Pupils at the Foundation and the Whistleblowing Procedure and staff must be familiar with these documents.

5.4 Staff should treat children with respect and dignity and must not demean or undermine or intimidate pupils, their parents or carers or colleagues.

5.5 Staff should not demonstrate behaviours that may be perceived as making jokes at the expense of pupils, embarrassing or humiliating pupils, discriminating against or favouring pupils.



5.6 Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

6. Relationships with offenders

6.1 There is a duty to disclose all relationships which may create an enhanced risk to children cohabiting with a person convicted of a serious criminal offence, irrespective of whether the childcare disqualification by association regulations apply, as this could create potential for enhanced risk, which when disclosed should be risk assessed against.

7. Relationships with pupils

7.1 Relationships with pupils must be professional at all times, physical relationships with pupils are not permitted and will be reported to the relevant agencies (TRA, previously NCTL, DBS, police etc.) which may lead to a criminal conviction.

7.2 Encouraging a relationship to develop in a way which may lead to a sexual relationship or any other inappropriate relationship will be reported to the relevant agencies.

7.3 Contact with pupils must be via Foundation authorised mechanisms and solely for educational purposes. At no time should personal telephone numbers, text, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils.

7.4 If contacted by a student by an inappropriate route, staff should report the contact to the Head of their school immediately.

7.5 Behaviour giving rise to concern should also be reported which includes pupils seeking affection, being sexually inappropriate or exhibiting overly familiar behaviour.

8. Pupil/Student Development

8.1 Staff must comply with Foundation policies and procedures that support the well-being and development of pupils.

8.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

8.3 Staff must follow reasonable instructions that support the development of pupils.

9. Code of Conduct associated with Boarding

9.1 Specific measures relating to staff involved with boarders can be found at Appendix A of the Policy to Safeguard and Promote the Welfare of Children who are



Pupils at the School. In particular, a member of staff on his or her own should not be with a pupil in the staff member's own accommodation.

9.2 When visiting a pupil who is on their own in their room, staff should leave the door open or, stand in the doorway with the door open. If they wish to have a private conversation with a pupil, the House Parent should be informed. It is better to have such conversations in a neutral space, such as a quiet common room area, but one which is routinely accessed, rather than secluded. In such circumstances, the House Parent will also be able to provide an appropriate area (e.g., his or her own study if it is situated on the pupils' side of the House).

9.3 When duty staff check rooms at night, ALL the rooms should be checked – even those assumed to be empty if the usual occupants have gone home. Duty staff will necessarily need to check sensitive areas such as bathrooms and toilets, but should always be aware of the sensitivities of such checks. They should announce their entrance in good time before going into these areas. Similarly staff should never, at any point, enter bedroom areas without knocking and should always allow sufficient time for a pupil response. Staff should never change or shower using the pupils' facilities.

10. Code of Conduct associated with EYFS

10.1 Specific measures for staff engaged with intimate care of pupils at Grimsdell is covered in the "intimate care" section of the Early Years Foundation Stage (EYFS) Policy.

11. E-Safety and Internet Use

11.1 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the Foundation's Acceptable Use of Digital Technology and E-Safety Policy and to their Professional Responsibilities at all times both inside and outside of work.

11.2 Staff must not engage in inappropriate use of social network sites which may bring themselves, the Foundation, the Foundation community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.

11.3 Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter pupils either with their own profile or acting covertly.

11.4 Contact with pupils should only be made via the use of Foundation email accounts or telephone equipment when appropriate and strictly for educational reasons.



11.5 Staff are encouraged to use Foundation issued equipment for the purposes of taking photographs/stills or video footage of pupils. Personal devices may be used provided (a) the image taken is 'appropriate' and is in accordance with the Foundation's Storing and Use of

Images Policy and (b) the image is removed from the device within 48 hours. Any such use should always be transparent and staff should be aware of those pupils for whom consent has not been given (details may be obtained from the Marketing and Communications Dept.). The resultant files from such recording or taking of photographs must be stored in accordance with the Foundation's procedures on Foundation equipment.

11.6 When using any form of ICT, including the Internet in school and outside school, for your own protection we advise that you:

11.6.1 Ensure all electronic communication with pupils, parents, carers, staff and others is compatible with your professional role and in line with the Foundation policies.

11.6.2 Do not talk about your professional role in any capacity when using social mediasuch as Facebook and YouTube.

11.6.3 Do not put online any text, image, sound or video that could upset or offend any member of the whole Foundation community or be incompatible with your professional role.

11.6.4 Use Foundation ICT systems and resources for all Foundation businesssave for exceptions as outlined in 11.5. This includes your Foundation email address,school mobile phone and school video camera.

11.6.5Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.

11.6.6Only take images of pupils and/or staff for professional purposes, in accordance with the Foundation policy and with the knowledge of SLT.

11.6.7 Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

11.6.8 Ensure that your online activity, both in the Foundation and outside the Foundation, will not bring the Foundation or professional role into disrepute.

11.6.9 Emails should be checked in accordance with the provisions in the Foundation's Acceptable Use of Digital Technology and e-Safety Policy.

11.7 You have a duty to report any e-Safety incident which may impact on you, your



professionalism or the Foundation to the DSL or Head of your respective school.

12. Educational Visits

12.1 When taking part in educational visits, you should:

12.1.1 follow the Foundation's policy on Educational Visits

12.1.2 be accompanied by another adult unless otherwise agreed with the Head of your School

12.1.3 undertake a risk assessment

12.1.4 obtain parental consent

12.1.5 never share bedrooms unless in a dormitory situation and arrangements have been discussed and agreed previously with the Head and, where appropriate, parents, guardians or carers and pupils.

13. Transporting pupils

13.1 There may be some situations when Staff are required to transport pupils. You should:

13.1.1 ensure that you are fit to drive and free from any substances that may impair your judgement or ability to drive

13.1.2 be aware that until the pupil is passed over to a parent/carer, you have responsibility for that pupil's health and safety

13.1.3 record the details of the journey

13.1.4 record and be able to justify impromptu or emergency lifts and notify the Deputy Head/Head

13.1.5 ensure that there are proper arrangements in place to ensure vehicle, passenger and driver safety, including appropriate insurance, seat belts, adherence to maximum capacity guidelines etc

13.1.6 wherever practicable, you should avoid using private vehicles and should try and have one adult additional to the driver to act as an escort

14 Conduct outside of Work

14.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the Foundation or the employee's own reputation or the reputation of other members of the Foundation community.

14.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable

14.3 Staff who are convicted or cautioned for any offence during their employment with the Foundation, including drink drive offences, are required to notify their respective Head immediately, in writing, of the offence and the penalty.

14.4 Staff may undertake work outside the Foundation, either paid or voluntary, provided that it does not conflict with the interests of the Foundation nor be to a level which may contravene the working time regulations or affect an individual's work performance in the Foundation. Staff may not engage in paid work to tutor pupils outside of school hours (either at School or elsewhere) without the express permission of the Head who will consider the circumstances on a case by case basis and may grant permission in exceptional circumstances.

14.5 Forming inappropriate relationships or friendships with children or young people who are pupils under the age of 18 at another school/college will be viewed as inappropriate and impact upon the Foundation's ability to trust the member of staff to maintain professional boundaries with pupils at the Foundation.

14.6 Behaving in a way that indicates that they may not be suitable to work with children such as carrying out domestic abuse will be viewed as inappropriate and impact upon the Foundation's ability to trust the member of staff to maintain professional boundaries with pupils at the Foundation.

15 Raising Concerns

Staff should:

15.1 Share any concerns they have about their own behaviour, or the behaviour of other staff, especially in relation to interactions with pupils or a particular pupil with the appropriate person (DSL, line manager, or member of the SLT)

15.2 Share any concerns they have about the work and behaviour of pupils with the appropriate person (DSL, House Parent, line manager or member of the SLT).

15.3 Where the concern relates to Child Protection and Safeguarding to immediately follow the Child Protection and Safeguarding Procedures.

15.4 Where a concern about a colleague's work or behaviour has not been resolved informally, to follow the formal process set out in the Grievance Procedure.

15.5 Where the concern relates to a parent to inform the appropriate person (DSL, House Parent, Line Manager or member of the SLT).

16 Compliance

All staff must complete the form in Appendix 1 and return it to HR to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated.



17 Disciplinary Action

Staff should be aware that a failure to comply with this Code of Conduct will be treated as a serious matter and could result in disciplinary action including but not limited to dismissal.

Appendix1

Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with the Foundation's Code of Conduct.

Name

Position/Post Held.....

Signed Date

Once completed, signed and dated, please return this form to HR



Mill Hill

Instilling values, inspiring minds
Grimsdey Belmont Mill Hill School Mill Hill International

Instilling values, inspiring minds

millhill.org.uk



MillHill
School The
Ridgeway
Mill Hill
Village
London
NW7 1QS

020 8959 1221
millhill.org.uk