



ICSMILAN
INTERNATIONAL SCHOOL
Shaping the world

CODE OF CONDUCT FOR STAFF

*Created March 2021
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Code of conduct for staff

Including EYFS

This policy should be read in conjunction with the school's current Child Protection and Safeguarding Policy. Academic staff must also have regard to routines, procedures and expectations in the Staff Handbook.

MISSION, PURPOSE AND AIMS

ICS Milan serves a diverse community of students from a range of nationalities, cultures and backgrounds. We offer a broad-based education which uses English as the main language of learning and caters for a range of student abilities. As part of the Globeducate family of schools (<https://www.globeducate.com>), "we prepare each student to be a global citizen who can shape the world".

Purpose

Relationships between staff and students at ICS Milan are friendly and mutually respectful. This code has been formulated in order to maintain this balance.

The purpose of the code is to:

- confirm and reinforce the professional responsibilities of staff (both teaching and non-teaching)
- clarify the legal position in relation to sensitive aspects of staff/student relationships
- set out the expectations of standards to be maintained within the school

This Code of conduct covers

- One-to-one contact with students including private tutoring outside of school
- Conduct and behaviour including 'dress' & language
- "Crushes"
- Cases in which restraint is necessary
- Action taken in self-defence or in an emergency
- Physical contact
- Home visits, after school clubs and school trips
- Communication with students and technology
- Photographs and videos
- Confidentiality and data protection
- Whistle blowing
- General information about the law

Introduction

All individuals who work in an educational setting have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of students.

All staff must adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, students, and the public in general.

- 1 Allegations of unprofessional or improper conduct, contact or words can arise at any time. All members of staff are reminded that professionalism and vigilance are required to ensure the safety of children in our care and to reduce the risk of an allegation of impropriety against a member of staff. This guidance applies to all adults working in this school, and not just teachers. **It should be noted that forming inappropriate relationships with children or young people who are students or students at another school may also be regarded as gross misconduct. Such behaviour tends to bring the school into disrepute and gives rise to concern that the staff involved cannot be trusted to maintain professional boundaries with students and students at this school.**
- 2 Members of staff need to take particular care when dealing with a student who:
 - a) appears to be emotionally distressed, or generally vulnerable and/or who is seeking expressions of affection from a member of staff;
 - b) appears to hold a grudge against a member of staff;
 - c) acts in a sexually provocative way, or who is inclined to make exaggerated claims about themselves and others, or to fantasise, or one whose manner with adults is over-familiar;
 - d) may have reason to make up an allegation to cover the fact that he or she has not worked hard enough for public examinations.
- 3 **Note:** some of these behaviours may be indications that a child has been, or is currently being, abused and should therefore be reported to the Designated Safeguarding Lead under the school's child protection procedures. Staff should be aware of the general guidance that will apply in all cases. In particular staff:
 - a) need to exercise professional judgment but always act within the spirit of these guidelines. If staff are involved in a situation where no specific guidance exists, they should discuss the circumstances with a senior colleague. A written record should be kept that includes justifications for any action taken
 - b) must be familiar with procedures for handling allegations against staff
 - c) must be aware of the school's child protection procedures
 - d) **Any concerns staff may have about the appropriateness of another member of staff's conduct towards a student must be made to the Executive Principal or DSL. Any allegation of abuse or sexual impropriety by a member of staff or volunteer must be reported immediately to the Executive Principal, or in their absence the DSL. If the concern is about the Executive Principal staff must contact the Globeducate Director with responsibility for safeguarding (Daniel Jones)**

- 4 Comprehensive records are essential. Any incident involving children that could give cause for concern, whether contemplated in these guidelines or not should be recorded with justifications for any action taken. In addition, any incident should be promptly reported to a senior member of staff.

One-to-one contact with students

- 1 Members of staff teaching one student, or conducting a one-to-one meeting or teaching session with a student should take particular care in the following ways:
- a) use a room that has sufficient windows onto a corridor so the occupants can be seen, or keep the door open, or inform a colleague that the lesson/meeting is taking place
 - b) arrange the meeting during normal school hours when there are plenty of other people about
 - c) do not continue the meeting for any longer than is necessary to achieve its purposes
 - d) avoid sitting or standing in close proximity to the student, except as necessary to check work
 - e) avoid idle discussion
 - f) avoid all unnecessary physical contact and apologise straight away if there is accidental physical contact
 - g) avoid any conduct that could be taken as a sexual advance
 - h) report any incident that causes you concern to the Designated Safeguarding Lead for Safeguarding, and make a written record (dated and signed).
- 2 Pre-arranged meetings with students outside school should not be permitted unless approval is obtained from their parents and a senior member of staff, and staff should inform colleagues before the meeting.
- i) to this effect **private tutoring** outside of school for current ICS Milan students is not permitted unless written approval has been given by the Executive Principal.
 - ii) staff who use students to babysit for their own children should declare this arrangement to the Executive Principal.
- 3 In some rare circumstances home visits may be necessary, in this case staff should:
- a) discuss the purpose of any visit with senior colleagues
 - b) follow the risk management strategy
 - c) not visit unannounced if it can be avoided
 - d) leave the door open where they will be alone with students
 - e) keep records detailing time of arrival and departure and work undertaken
 - f) discuss with their manager anything that gives cause for concern and refer to other agencies if felt appropriate
 - g) have a mobile phone and an emergency contact

- 4 In EYFS, staffing arrangements must meet the needs of all children, ensure their safety, and abide by statutory staff : student ratios. Children should usually be within sight of staff and always within hearing.

Conduct and behaviour

Safe practice by staff involves using judgement and integrity about their behaviour both at work and outside of it.

- 1 Smoking is not permitted in any part of the premises or at school entrances at any time, by any person regardless of their status or business with the School.
- 2 There may be times when a member of staff's behaviour or actions in their personal life comes under scrutiny from local communities, the media or public authorities. Misuse of drugs, alcohol or acts of violence would be examples of such behaviour. All staff must therefore report any such behaviour or actions to the Executive Principal.
- 3 In addition, such behaviour by a member of staff's partner or other family members may raise similar concerns and require careful consideration by an employer as to whether there may be a potential risk to students in the workplace, or to the school's reputation. Therefore any such behaviour or actions must again be reported to the Executive Principal.
- 4 A member of staff arrested or questioned by the police is expected to inform the school at the earliest opportunity. Failure to do so may be a disciplinary offence. Consideration will be given to disciplinary procedures in relation to the accusation, taking all the circumstances into account.
- 5 Staff should ensure that they use appropriate language at all times:
 - a) avoid words or expressions that have any unnecessary sexual content or innuendo; avoid displays of affection either personally or in writing (e.g. messages in birthday cards, text messages, emails etc)
 - b) avoid any form of aggressive contact such as holding, pushing, pulling or hitting, which could amount to a criminal assault, or threatening words
 - c) avoid any words or actions that are over-familiar
 - d) do not swear, blaspheme or use any sort of offensive language in front of students
 - e) the use of sarcasm or derogatory words should be avoided when punishing or disciplining students and unprofessional personal comments about anyone should also be avoided
- 6 Staff should dress appropriately:
 - a) **Formal office wear** is to be worn by all teaching and admin staff. (i.e. smart trousers (not jeans or chinos, skirts, trousers or dresses for female staff. Male staff should wear smart tailored shirts. Polo shirts, t shirts or logos are not permitted) Formal dress is required for school events such as parents' events and open days.

- b) EYFS support staff must wear clothing that is comfortable and practical for sitting, bending and lifting, to include flat shoes that cover the toes. **Long hair should be tied back** For EY staff, a uniform is available.
 - c) Clothing must not be offensive, distracting or revealing, nor should it be of an extreme style
 - d) Political or other contentious slogans or badges are not allowed
 - e) Make up should be discreet, visible (yet discreet) piercings are only permitted in the ears or nose, (no spacers please,) tattoos must not be visible. Hair should be clean, tidy and of natural appearance, extremes of fashion are not permitted
- 7 Further details regarding the professional expectations for academic staff are to be found in the Staff Handbook in section 'Professional Expectations for Academic Staff'

"Crushes"

- 1 "Crushes", fixations or infatuations are part of normal adolescent development; however, they need sensitive handling to avoid allegations of exploitation.
- 2 Where a member of staff suspects that a student has a "crush" on him or herself or on another colleague he or she should bring it to the attention of senior staff at the earliest opportunity.

Cases in which restraint is necessary

- 1 **All forms of corporal punishment are unlawful.** However, by law, teaching staff, and other staff who are authorised by the Executive Principal to have control or charge of students, may use such force or physical contact as is reasonable in the circumstances to prevent a student from doing, or continuing to do any of the following:
 - a) committing a criminal offence
 - b) injuring themselves or others
 - c) causing damage to property, including their own
 - d) engaging in any behaviour prejudicial to good order and discipline at the school or among any of its students, whether that behaviour occurs in a classroom or elsewhere
- 2 This applies when a teacher, or other authorised person, is on school premises and when he or she is in control or charge of students elsewhere, for example on a field trip or other authorised out of school activity. It only applies where no other form of control is available and where it is necessary to intervene.
- 3 Before intervening physically, a member of staff should, wherever practicable, tell the student to stop and what will happen if he or she does not. The member of staff should continue attempting to communicate with the student throughout the incident and should make it clear that physical contact or restraint will stop as soon as it ceases to be necessary. Staff should always avoid touching or holding

a student in a way that might be considered indecent. Nor should they act in a way that might reasonably be expected to cause injury.

- 4 The member of staff involved should inform the Executive Principal or the relevant Head of Phase immediately following an incident, except the most minor or trivial, where force has been used. This is to help prevent any misunderstanding or misrepresentation of the incident, and it will be helpful in the event of a complaint. The member of staff should provide a written report as soon as possible afterwards and pass this to the Executive Principal or the relevant Head of Phase. In the EYFS setting, parents and/or carers must be informed on the same day, or as soon as is reasonably practicable.

Action taken in self-defence or in an emergency

- 1 The law allows anyone to defend themselves against an attack provided they do not use more force than is necessary. Similarly, where a student is at risk of immediate injury or on the point of inflicting injury on someone else, any member of staff (whether authorised or not) would be entitled to intervene.
- 2 There is no legal definition of “reasonable force”. It will always depend on the circumstances. Note that:
 - e) physical force could not be justified to prevent a student from committing a trivial misdemeanour
 - f) any force should always be the minimum needed to achieve the desired result
 - g) whether it is reasonable to use force and the degree of force that could be reasonably employed might also depend on the age, understanding and sex of the student

Physical contact in other circumstances

Physical contact between a member of staff and a student may be necessary and beneficial in order to demonstrate a required action, or a correct technique in, for example, singing and other music lessons or during PE, sports and games.

- 1 Members of staff should observe the following guidelines (where applicable):
 - a) explain the intended action to the student
 - b) not proceed with the action if the student appears to be apprehensive or reluctant, or if the member of staff has other concerns about the student's likely reaction
 - c) ensure that the door is open and, if in any doubt, ask a colleague or another student to be present during the demonstration
- 2 If members of staff are at all concerned about any instance of physical contact, they should speak to a senior member of staff as soon as possible afterwards and then make a written report which is passed to the Executive Principal or the relevant Head of Phase
- 3 Touching may also be appropriate where a student is in distress and needs comforting. Staff should use their own professional judgement when they feel a student needs this kind of support and should

be aware of any special circumstances relating to the student. For example, a child who has been abused may find physical contact particularly difficult. Staff should always notify a senior colleague when comfort has been offered and should seek guidance if unsure whether it would be appropriate in a particular case.

- 4 Where staff are administering first aid they should explain to the child what is happening and ensure that another adult is present or is aware of the action being taken. The treatment must meet the school's safety and intimate care policies. Parents must be informed on the same day when first aid has been administered to a student.
- 5 Generally, regular physical contact can only be justified where it is part of an agreed plan such as school policy or SEN.
- 6 Children are entitled to privacy when changing or showering. However, there still must be an appropriate level of supervision to ensure safety. Adults should:
 - a) avoid physical contact or intrusive behaviour when children are undressed
 - b) announce themselves when entering changing rooms and avoid remaining unless required
 - c) not shower or change in the same place as children
- 7 Sometimes intimate care is required, for example when assisting with toileting or removing wet clothes. Staff should:
 - a) comply with the school's intimate care guidelines and policies, for example the EYFS nappy changing policy
 - b) advise other staff of the task being undertaken and consult where there is any change from the agreed procedure. A record should be kept of the justification for any variations and this information should be shared with parents
 - c) explain to the child what is happening
- 8 Where a child has previously been abused, staff should be informed on a 'need to know' basis, and should be extra cautious when considering the necessity of physical contact.

Visits to staff members' homes, after school clubs and school trips

- 1 Staff should avoid unnecessary contact with students outside school:
 - a) **they should not give students their home address, home phone number, mobile phone number or e-mail address**
 - b) they should not send personal communications to students (ie communications not pertaining to school 'work' and professional matters) unless agreed by a senior colleague
 - c) they should not make arrangements to meet students, individually or in groups, outside school other than on school trips authorised by the Executive Principal

- d) they should avoid contacting students at home unless this is strictly necessary; they should keep a record of any such occasion
 - e) they should not give a student a lift in their own vehicle other than on school business and with permission from the Executive Principal
 - f) they should avoid inviting students (groups or individuals) to their home or hotel room (etc.) unless there is a good reason **and** it has been approved by senior management. This prohibition also applies where staff have on-site accommodation
 - g) they should ensure that students do not see anything in their home that may cause embarrassment or that might become the subject of inappropriate gossip or rumour
- 2 Staff should be aware that when they meet children or parents socially, their contact could be misinterpreted as grooming. Any social contact that could give rise to concern should be reported to a senior colleague.
 - 3 Members of staff who are friends with parents of students or who, for example, are voluntary workers in youth organisations attended by students, will of course have contact with those students outside school. However, they should still respect the above advice wherever possible and should keep the Executive Principal informed of such relationships.
 - 4 Where staff are arranging planned social contact with parents or students, such as part of a reward scheme or pastoral care programme, they should still seek the approval of senior colleagues.
 - 5 The same guidelines should be applied to after school clubs, school trips, and especially trips that involve an overnight stay away from the school. **They also apply to contact with children or young people who are students at another school.**

Consumption of food and drinks

ICS Milan has a significant number of students with food allergies and intolerances and ICS Milan is (as far as is possible) a nut free school. Staff must refrain from bringing food containing nuts into school.

School policy is that, during term time, no food is to be consumed, by students, outside the dining room or

Staff bringing in food for their own consumption may only consume this in the staff room or areas not used by students

Staff (and students, with the permission of the teacher), may drink water in classrooms (not labs). Staff may consume drinks outside of staff areas during non contact times; however, beverages must be contained within a robust lidded cup or bottle to prevent spillage. Drinks must be stored out of sight of students. Drinks may not be consumed in labs.

In order to help support students with food allergies & intolerances, food is not to be used as a reward or treat.

Communication with students and technology

Further details regarding the responsible use of social media are to be found in the Acceptable Use Policy. All communication with children or parents should conform to school policy and be limited to professional matters.

- 1 **Except in an emergency communication should only be made using school property.**
- 2 These rules apply to any form of communication including new technologies such as mobile phones, web-cams and blogs.

Photographs and videos

Digital photographs and videos are an important part of the learning experience in all areas of the school and, as such, staff have a responsibility to ensure that they not only educate our students about the safe and appropriate use of digital imagery, but also model good practice themselves. To this end, there are strict policies and procedures for staff and students about the use of digital imagery and 'videos'.

The safety of our students is paramount. All staff must be aware of the need to act responsibly when using their own mobile phone or camera / portable device. Casual or inappropriate use of mobile devices by staff may pose a risk, if staff are distracted from caring for a student. It is the responsibility of staff who bring mobile devices to school to abide by these guidelines

Personal use of mobile phones is restricted to lunch/ break times and non-contact periods. Staff should make personal calls in an office or an area out of the sight and sound of students. Mobile phones should be kept on silent/ buzz and kept out of sight.

Staff in the EYFS setting must keep their mobile phones/ devices in their bags in the Nursery office. They may not use their personal phones (cameras or any other personal mobile device) when in the EYFS setting. Setting issued devices only should be used for the purpose of photographing students and these devices should not leave the premises, unless they are to be taken on EYFS trips

Staff must not use their personal mobile devices to take photographs of students. The recording, taking and sharing of images, video and audio on any mobile device/phone is not permitted. Staff are responsible for ensuring that their mobile device / phone does not hold inappropriate or illegal content

Staff (other than peripatetic staff) should not use their personal mobile phone to contact a parent except in an emergency. Staff should not give out their mobile phone number to a student, or contact a student from their personal mobile unless there is a legitimate reason to do so and permission has been given by the Executive Principal.

ICS Milan will not accept liability for loss or damage to personal mobile devices. Inappropriate use of a mobile phone or device will result in disciplinary action.

Staff should check the file of parental permissions for student photographs (held by the marketing department) that permission has been received before taking photographs or video camera footage of any students in class, at any school events or on a trip. They should also check this file before displaying these photographs. Staff should not take images of children using personal mobile phones; members of staff should only use personal equipment, e.g. cameras or video equipment, when permission has been granted by a member of the leadership team and there has been an agreed timescale for transfer and deletion of the image from the staff member's device. (N.B. This is not applicable to the EYFS setting, where only school equipment is permitted)

- 1 Where permission has been obtained, the following should be considered:
 - a) the purpose of the activity should be clear as should what will happen to the photos. Staff must be able to justify images in their possession;
 - b) Staff will ensure that students are at ease and comfortable with any images being taken.
 - c) all images should be available in order to determine acceptability;
 - d) images should not be made during one-to-one situations;
 - e) if an image is to be displayed in a place to which the public have access, it should not have the student's full name. Similarly where a student is named (in a school prospectus, for example) the name should not be accompanied by a photograph;
 - f) all images of children should be stored securely and only accessed by those authorised to do so.
- 2 Staff must ensure children are not exposed to inappropriate or indecent images. Inappropriate material, such as pornography, should not be brought to work and staff must not use school property to access such material. Staff should not allow unauthorised access to school equipment and should keep their computer passwords safe. If staff discover material that is potentially illegal, they must isolate the equipment and contact the School's Designated Safeguarding Lead immediately.

Confidentiality and data protection

- 1 Staff should respect the privacy of students, parents and colleagues and should not pass information about, for example, addresses or telephone numbers to others, without checking first with the person concerned.
- 2 Lists of students'/parents' names and addresses must not be used for any purpose without the consent of the Executive Principal. Information about students, parents or colleagues should never be disclosed to telephone enquirers. Staff should ask the enquirer to put the request in writing so that it can be dealt with appropriately.
- 3 Confidential information should only be disclosed on a need-to-know basis. Where it is not necessary to disclose a child's identity the information should be disclosed anonymously. If staff are not sure whether they should disclose information, they should seek advice from a senior member of staff.

- 4 Members of staff may have to disclose information, for example where abuse is alleged or suspected. In such cases, there is a duty to pass on the information immediately, but only to the Designated Safeguarding Lead. **Note: staff should never give an undertaking of confidentiality to a student where child protection issues are involved (see separate Child Protection and safeguarding Policy available in the staff handbook online)**
- 5 The storing of personal information must not breach the School's Data Protection Policy.

Gifts and rewards

- 1 Where staff receive a gift they should:
 - a) declare the gift to the Executive Principal where there is any possibility that it could be misconstrued or it is of significant value (i.e. it is worth more than euros 50);
 - b) decline gifts that could be seen as a bribe or those that could create an expectation of preferential treatment or raise a conflict of interests. Although it is accepted for parents or children to make small gifts to show appreciation, a teacher must not receive gifts on a regular basis.
- 2 Where staff are thinking of giving a gift or reward it should:
 - a) only be provided as part of an agreed reward system;
 - b) in all cases except the above, be of little value and should be distributed equally;
 - c) selection processes should be fair and where possible should be agreed by more than one member of staff.
- 3 Decisions regarding entitlement to benefits or privileges such as admission to school trips, activities or classroom tasks must avoid perceptions of bias or favouritism. The selection process must be based on transparent criteria.

Whistle blowing

- 1 Staff should report any activities or behaviour of colleagues that gives them cause for concern. Staff should be familiar with the School's whistle blowing procedures, as given in the staff handbook.