



Drive Lounge Academy Staff Code of Conduct

Staff must act in a professional manner at all times and aim to provide a safe and supportive environment which secures the well-being and very best outcomes for children in our care.

Staff conduct is a broad topic and encompasses all parts of your job role. Whilst it is difficult to cover all aspects, the policy looks at a number of key areas. If you are concerned about a situation that you find yourself or a colleague in then always seek advice from your line manager, or Designated Safeguarding Lead.

Attendance and Timekeeping

- Staff are expected to arrive promptly for the start of their working day.
- Attendance at training days are expected unless otherwise agreed.
- If a member of staff knows in advance that they will be late or absent then they should discuss this with their line manager to ensure cover is in place.
- When absence is at short notice, such as when unwell, then the staff need to be contacted as early as possible so that cover can be arranged.
- If you need to leave early the same procedure applies.

Smoking

- In accordance with UK law, and to promote a healthy and pleasant working environment, smoking is not allowed anywhere on site.

Alcohol and Illegal Drugs

- Please refer to the separate Drugs and Alcohol misuse policy

Personal Appearance

- Drive Lounge Academy wishes to convey an impression of professionalism. Therefore whilst not wishing to impose unreasonable obligations on staff they are, nonetheless, required to look smart in appearance.
- Staff Uniform will need to be worn at all times, firstly to keep our level of professionalism and secondly, parents and children who aren't familiar with staff will need to know who is working.
- You should dress appropriately and in a professional manner. Dress must not be offensive, distracting or revealing. Political or other contentious slogans or badges are not allowed.

Mobile Phones

Please refer to the separate usage of mobile phones and social media policies.

Whistle blowing

If a member of staff has concerns about the behaviour of another member of staff, he or she should report it at once to a senior colleague. Any concern will be thoroughly investigated under the Drive Lounge Academy whistle-blowing procedures. The Whistle Blowing Policy can be found on the website and in staff induction packs.

Position of Trust

As a result of their knowledge, position and/or the authority invested in their role, all adults working with children and young people in education settings are in positions of trust in relation to the young people in their care.

A relationship between a member of staff and children who attend holiday clubs cannot be a relationship between equals.

There is potential for exploitation and harm of vulnerable young people and all members of staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should be aware of the potential of infatuation of a pupil with a member of staff and seek advice from senior staff if they have any concerns that this may be occurring.

Wherever possible, staff should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential. It is an offence for any member of Drive Lounge Academy staff to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if, in the case of those over 16, the relationship is consensual.

General conduct

General conduct and behaviour:

You should observe Drive Lounge Academy policies on Alcohol and Smoking and Drugs and Substances.

Drive Lounge Academy property:

You must take proper care when using Drive Lounge Academy property and you must not use Drive Lounge Academy property for any unauthorised use or for private gain.

Use of premises:

You must not carry out on Drive Lounge Academy premises any work or activity other than pursuant to your terms and conditions of employment without the prior permission of Drive Lounge Academy Head Office.

Good order and discipline:

Teaching/coaching staff and other staff in charge or control of students must maintain good order and discipline at all times when students are present on Drive Lounge Academy or our subsites premises and whenever students are engaged in authorised Drive Lounge Academy activities, whether on Drive Lounge Academy premises or elsewhere.

One-to-one meetings:

If you are teaching one student, or conducting a one-to-one meeting or teaching session with a student, you should take particular care in the following ways:

- 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
- arrange the meeting during normal College hours when there are plenty of other people about
- do not continue the meeting for any longer than is necessary to achieve its purposes;
- avoid sitting or standing in close proximity to the student, except as necessary to check work
- avoid idle discussion

- avoid all unnecessary physical contact and apologise straight away if there is accidental physical contact
- avoid any conduct that could be taken as a sexual advance
- report any incident that causes you concern to the Designated Person under Drive Lounge Academy Child Protection Procedures, and make a written record (signed and dated)

Pre-arranged meetings:

Pre-arranged meetings with students outside official activities are not permitted unless approval is obtained from their parents and a senior colleague. If you are holding such a meeting, you should inform colleagues before the meeting.

Language: You should use appropriate language at all times. You should:

- 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)
- avoid any form of aggressive contact such as holding, pushing, pulling or hitting, which could amount to a criminal assault, or threatening words
- avoid any words or actions that are over-familiar
- not swear, blaspheme or use any sort of offensive language in front of students;
- avoid the use of sarcasm or derogatory words when punishing or disciplining students and avoid making unprofessional personal comments about anyone

Dealing with “crushes”:

Crushes, fixations or infatuations are part of normal adolescent development. However they need sensitive handling to avoid allegations of exploitation. If you suspect that a student has a “crush” on you or on another colleague you should bring it to the attention of senior colleagues at the earliest opportunity.

The use of force or physical restraint

Physical restraint:

All forms of corporal punishment are unlawful. Corporal Punishment is prohibited for all children at Drive Lounge Academy The prohibition includes the administration of corporal punishment to any child during any activity. The prohibition applies to all members of staff. However, by law, teaching staff, and other staff who are authorised and trained 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:

- committing a criminal offence
- injuring themselves or others
- causing damage to property, including their own
- engaging in any behaviour prejudicial to good order and discipline at Ashbourne College or among any of its students, whether that behaviour occurs in a classroom or elsewhere

Application of code of restraint:

This applies when a teacher, or other authorised person, is on Drive Lounge Academy or registered sub sites premises. It only applies where no other form of control is available and where it is necessary to intervene.

Before intervening:

Before intervening physically you should, wherever practicable, tell the student to stop and what will happen if he or she does not. You 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. You should always avoid touching or holding a student in a way that might be considered indecent. Nor should you act in a way that might reasonably be expected to cause injury.

Inform senior staff:

You should inform the DSL or another senior colleague 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. You should provide a written report as soon as possible afterwards

Action taken in self-defence or in an emergency:

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.

Using reasonable force:

There is no legal definition of “reasonable force”. It will always depend on the circumstances. Note that:

- physical force could not be justified to prevent a student from committing a trivial misdemeanour
- any force should always be the minimum needed to achieve the desired result
- 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

When physical contact may be appropriate: Physical contact with 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.

Guidance on using physical contact: You should observe the following guidelines (where applicable):

- explain the intended action to the student
- do not proceed with the action if the student appears to be apprehensive or reluctant, or
- if you have other concerns about the student’s likely reaction ensure that the door is open and if you are in any doubt, ask a colleague or another student to be present during the demonstration

Report concerns:

If you are at all concerned about any instance of physical contact, inform DSL or another senior colleague without delay, and make a written record.

Offering comfort to distressed students:

Touching may also be appropriate where a student is in distress and needs comforting. You should use your own professional judgement when you feel a student needs this kind of support and should be aware of any special circumstances relating to the student. For example, a student who has been abused may find physical contact particularly difficult. You 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.

Administering first aid:

When administering first aid you should explain to the student what is happening and ensure that another adult is present or is aware of the action being taken. The treatment must meet Drive Lounge Academy Health and Safety at Work Rules and Intimate care guidelines, and parents should be informed.

Regular physical contact:

Generally, regular physical contact can only be justified where it is part of an agreed plan, or as a result of required SEND and Access Arrangements.

Students' entitlement to privacy: students are entitled to privacy when changing or showering or using the toilets. However there still must be an appropriate level of supervision to ensure safety. You should:

- avoid physical contact or intrusive behaviour when students are undressed
- announce yourself when entering rooms and avoid remaining unless required
- not shower or change in the same place as students

Communication with children

Staff should not give their personal mobile phone numbers or email addresses to any child, nor should they communicate with them by text message, personal email or via any form of social media. Please also see the separate Social Media policy.

Confidentiality

Staff members should never give absolute guarantees of confidentiality to pupils or adults wishing to tell them about something serious. They should guarantee only that they will pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken. Staff/children must be advised that this may include external agencies. They will also take whatever steps they can to protect the informing pupil or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made.

Appropriate Gifts

At times staff may receive gifts from pupils or parents. In the majority of cases these are small gestures of thanks and are of low monetary worth. Whilst it is difficult to put an exact definition of what is or is not appropriate all staff are reminded to seek advice if the gift seems excessive or inappropriate. Likewise any gift or reward given to children should be appropriate. Rewards that potentially show favouritism of one child

over another or are excessive in nature are not acceptable. Again staff are reminded to seek advice from Drive Lounge Academy senior staff.

Summary

In summary staff should remember the following:

- The welfare of the child is paramount.
- Each child must be treated as an individual and adjustments made to meet that child's individual needs so that they can be encouraged to meet their full potential.
- Staff must create a safe environment and have a duty to care for all the children attending Drive Lounge Academy clubs. In order to do this staff must follow the relevant guidelines set out in the Safeguarding and Child Protection Policy as well as guidance contained in any other relevant policies.
- Staff must provide support to children who confide in them, but must follow the Safeguarding and Child Protection Policy.
- It is the responsibility of all adults to safeguard and promote the welfare of children in our care. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with pupils.
- Adults who work with children 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. Adults should work and be seen to work, in an open and transparent way.
- Staff must recognise that there is a power imbalance between pupils and staff, and different levels of seniority of staff and ensure power and authority are never misused.
- The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.
- Adults should continually monitor and review their practice and ensure they follow the guidance contained in this document. Staff must take responsibility for their own continuing professional development.
- All staff must act in a responsible and appropriate manner, taking into account the needs of the children, the values of Drive Lounge, and the importance of communicating in a way that promotes a system of mutual respect between staff and pupils.
- All staff members and volunteers must work to promote all the Safeguarding Policies. Staff are advised of these at induction through training delivered by the Designated Safeguarding Lead and/or external agencies. All new staff receive Safeguarding Training and are aware of where to find and how to access Drive Lounge Academy policies.
- Staff have the right to work in a safe environment and as such all allegations of abuse towards staff or actions against staff must be taken seriously and followed up as stated in this policy.