



KITE COLLEGE

Kent Inclusive Technical Education

Staff

Code of Behaviour

<i>Version 3</i>		Signature
Authorised Principal: Sarah Miller	November 2024	
Approved Chair of Trustees:		
Staffing Finance & Premises Committee		
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1.Scope and Principles

By creating this policy, we aim to ensure our college is a place where everyone is safe, happy and treated with respect. We strive to provide an inclusive, caring environment where learners become the best version of themselves, whilst preparing for adulthood. KITE staff have an influential position in the college and will act as role models for learners by consistently demonstrating high standards of behaviour and conduct.

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

Many of the standards set out in this Code of Behaviour are based on the Nolan Principles and the Education and Training Foundation/Teachers professional standards. We expect that all staff will act in accordance with these, including trustees, visitors and volunteers.

The Code of Behaviour is there to help us protect all learners from abuse. It has been informed by the views of the young people that we serve and with their vulnerabilities in mind. We expect all staff to always display appropriate behaviour and to act with personal and professional integrity, respecting the safety and wellbeing of others. This includes behaviour that takes place outside of the college and behaviour that takes place online.

Failure to follow the Code of Behaviour may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this Code of Behaviour is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the college and its learners.

2.Legislation and Guidance

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we should have a Staff Code of Behaviour, which should cover low-level concerns, allegations against staff and whistle-blowing, as well as acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media. This guidance should be read in line with applicable policy documents.

This policy also complies with our funding agreement and articles of association.

All staff working in a school at any time must read part 1 of Keeping Children Safe in Education. All staff who do not work in a school are required to read annex A.

3.Responsibility of staff and volunteers

Staff are responsible for modelling behaviour to learners and should:-

- Maintain high standards in their attendance and punctuality.
- Never use inappropriate or offensive language.
- Treat learners and others with dignity and respect.
- Show tolerance and respect for the rights of others.
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Not express personal beliefs in a way that exploits learners' vulnerability or might lead them to break the law.
- Understand the statutory frameworks they must act within.

- Adhere to the professional standards outlined in Education and Training Foundation/ Teachers Standards.

4. Safeguarding

Staff have a duty to safeguard learners from harm and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.

Staff will familiarise themselves with KITE's Child & Adult Protection and Safeguarding policy and procedures, and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our Child & Adult Protection and Safeguarding policy and procedures are available in the staff room and from the college office, as well as in the policies section of the college website. New staff will also be given copies on arrival.

4.1 Allegations that may meet the harm threshold

This section is based on 'Section 1: Allegations that may meet the harm threshold' in part 4 of Keeping Children Safe in Education.

This section applies to all cases in which it is alleged that anyone working in the college, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child/adult or may have harmed a child/adult.
- Possibly committed a criminal offence against or related to a child/adult.
- Behaved towards a child/adult in a way that indicates they may pose a risk of harm to children/adults.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children/adults– this includes behaviour taking place inside or outside of college.

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child and adult protection, while also supporting the individual who is the subject of the allegation.

The Principal or their appointed nominee will lead any investigation. This will be the trustees where the Principal is the subject of the allegation.

4.2 Low-level concerns about members of staff

A low-level concern is a behaviour towards a child/adult by a member of staff that does not meet the harm threshold, is inconsistent with the Staff Code of Behaviour, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children.
- Having favourites.
- Taking photographs of children on a personal device.
- Engaging in 1-to-1 activities where they can't easily be seen.
- Humiliating learners.

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns via the Confide portal, as set out in our Child & Adult Protection and Safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, whilst minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our Child & Adult Protection and Safeguarding policy. This is available in the staff room, in induction folders, as well as in the policies section on our College website.

Our procedures for dealing with allegations will be applied with common sense and judgement.

4.3 Whistle-blowing

Whistle-blowing reports wrongdoing that it is “in the public interest” to report. Examples linked to safeguarding include:

- Learners’ or staff members’ health and safety being put in danger.
- Failure to comply with a legal obligation or statutory requirement.
- Attempts to cover up the above, or any other wrongdoing in the public interest.

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated and their confidentiality will be respected.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or college procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report their concern to the Principal via the Confide portal or in person in the first instance. If the concern is about the Principal or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the Board of Trustees. Concerns should be made via the portal wherever possible. They should include the names of those committing wrongdoings, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

For the detailed whistle-blowing process, please refer to our Whistle-blowing policy.

4.4 Duty to Disclose

All employees have a duty to immediately disclose to the Principal (or Board of Trustees in the case of a Principal) prior to the start of their employment, at the start of their employment or during the course of their employment, any change in their circumstances or any information which may affect or is likely to affect the suitability of the employee to undertake their job role or work with children/young people or in a college setting.

4.5 Duty to Disclose a serious incident

Any individual associated with KITE has a responsibility to report any serious incident immediately to the Principal, Sarah Miller. A serious incident is defined as an adverse event that could cause significant harm to our beneficiaries, staff, volunteers, or others involved with our charity's work. This could include incidents of actual or alleged criminal activity.

Upon receipt of a report of a serious incident, the Designated Safeguarding Lead will ensure that appropriate action is taken.

5. Staff/Learner Relationships

Staff will observe professional boundaries with learners that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and learners must spend time on a one-to-one basis, staff will ensure that:

- Individual Risk Assessments DO NOT advise against lone working.
- This takes place in a public place that others can access.
- Others can see into the room.
- A colleague or line manager knows this is taking place.

Staff should avoid contact with learners outside of college hours if possible.

Personal contact details should not be exchanged between staff and learners. This includes social media profiles.

If a staff member is concerned at any point that an interaction between themselves and a learner may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a learner, this should be reported in line with the procedures set out in our Child & Adult Protection and Safeguarding policy. Staff may be wise to self-report using Confide.

6. Communication and social media

College staff's social media profiles should not be available to learners. If they have a personal profile on social media sites, they should not use their full name, as learners may be able to find them. Staff should consider using a first and middle name instead and set public profiles to private.

Staff should not attempt to contact learners or their parents via social media, or any other means outside college in order to develop any sort of relationship. They will not make any efforts to find learners' or parents' social media profiles.

Staff should refrain from engaging in informal conversations with parents and carers outside of college and should advise SLT if attempts are made by families to engage them in such discussions.

Staff will ensure that they do not post any images online that identify KITE learners.

Staff should be aware of the KITE College Online Safety policy.

7. Acceptable Use of Technology

Staff will not use technology in college or belonging to the college to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in college hours or in front of learners. They will also not use personal mobile phones or cameras to take pictures of learners.

We have the right to monitor emails and internet use on the college IT system.

This policy is to be read in conjunction with the Acceptable Use of Technology (Staff) Policy.

8. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the college, staff, learners and their parents.

This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties.
- Used to humiliate, embarrass or blackmail others.
- Used for a purpose other than what it was collected and intended for.

This does not overrule the staff's duty to report child and adult protection concerns to the appropriate channel where staff believe a learner has been harmed or is at risk of harm, as detailed further in our Child & Adult Protection and Safeguarding policy.

9. Honesty and Integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with learners, handling money, claiming expenses and using college property and facilities.

Staff will not accept bribes. Gifts that are worth more than £10 must be declared and recorded on the gifts and hospitality register.

Staff will ensure that all information given to the college is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of college)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the college, the member of staff will advise the college as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

10. Dress Code

Staff will dress in a professional, appropriate manner.

Clothes will not display any offensive or political slogans. Suitable protective equipment must be worn where provided and appropriate. Uniforms should be worn where provided.

Clothes that expose areas of the body normally covered in the workplace are not allowed e.g. miniskirts, shorts, low cut tops and transparent clothing. Clothing with offensive or inappropriate designs, slogans or symbols are not allowed.

Wherever possible, tattoos should not be exposed. Political or sexual tattoos should always be covered.

The College recognises the diversity of cultures and religions of its employees and will take a sensitive approach where this affects dress and uniform requirements.

11. Conduct outside of work

Staff will not act in a way that would bring the college, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the college, staff or learners on social media.

12. Monitoring Arrangements

This policy will be reviewed annually but can be revised as needed. It will be approved by the Board of Trustees, who along with the Principal and senior staff will ensure this Code of Behaviour is implemented effectively and appropriate action is taken in a timely manner to safeguard children and adults if not adhered to.

13. Links with other policies and procedures.

This policy links with our policies on:

- Staff Disciplinary procedures, which will be used if staff breach this Code of Behaviour. It also sets out examples of what we will deem as misconduct and gross misconduct.
- Staff Grievance procedures.
- Child & Adult Protection and Safeguarding Policy.
- Online Safety Policy.
- Whistle-blowing Policy.
- Low Level Concerns Policy.
- Online Safety Policy.
- Acceptable Use of IT Policy.

14. Upholding this Code of Behaviour

You should always follow this Code of Behaviour and never rely on your reputation or on KITE College to protect you.

If you have behaved inappropriately, you will be subject to our disciplinary procedures depending on the seriousness of the situation. We might also make a report to statutory agencies such as the police and/or the local authority child protection services such as LADO. If you become aware of any breaches of this code, you must report them to the Principal. If necessary, you should follow our whistleblowing procedure and safeguarding and child/adult protection procedures.

I have read, understood and agree to comply with KITE College Staff Code of Behaviour and associated policies.

Name:.....

Signed:.....

Date:.....