



PROFESSIONAL CONDUCT OF STAFF

Last reviewed: September 2022

Signature: *J Sharpe* (Principal)

Signature: *H Sapsford* (Operations Manager)

Outline of this document

All Dv8 staff are expected to model a high level of professionalism at all times. This list summarises key elements of the professional conduct expected by staff and should be used in conjunction with all other relevant policies, referenced at the end of this document.

Smoking - Please do not smoke/vape with, or in sight of, the students. Do not ever provide smoking paraphernalia to students **or ask them for any yourself**. No smoking/vaping inside or near the buildings.

Personal phone use - Please respectfully keep the use of phones during the working day to a minimum, please **do not** use personal phones in class at any point. Please do not store Dv8 personal data on any personal device.

Time keeping - Please arrive at work on time and do not leave early without approval from your line manager. We are role models for our students, so it is vital staff are in the class with the room set up ready to start the session **before the students arrive**.

No touch - Avoid all physical contact with students. This is for their and your protection. We have students with historic negative experiences of touch and SEN sensory overload or awareness where the reaction could be accidentally volatile.

Students outside of Dv8 - Please avoid contact with students outside of Dv8 and **do not ever arrange to meet them outside of planned college times**. If you do find you run into a student outside of work hours, politely say hello and remove yourself from their environment. Inform the Safeguarding Lead as soon as possible. Do not leave yourself in a vulnerable position outside of the building or undertake any lone working without a manager's permission.

Social media - Staff are to never accept any student's request of friendship on social media. Dv8 strongly discourages social media contact with ex-students especially if recent leavers or if they are still in contact with current students. No reference is to be made to DV8 on personal social media channels.

Confidentiality - We can never promise to keep confidential (secret) any disclosures or information, particularly where we feel someone may be at risk of harm. We have a duty of care to our students to pass on information for their protection and safety.

Drugs - We do not tolerate a student or staff being under the influence in the building or carrying substances on their person. Although handled sensitively, students disobeying this rule are immediately to be suspended 'pending investigation' then invited in for reintegration meeting with parent/key worker to discuss outcome and actions for moving forward with a contract.

Medication - We are not able to provide pharmaceutical medication for students, do not offer painkillers, cold relief products or anti-histamines etc. Any first aid to be administered by trained staff only.

Signing in / Staff badges - Please ensure you sign in and wear your staff badge at all times. This is to ensure our students are aware of who is staff and safeguard from strangers accessing the building un-monitored.

Possessions - Never agree to take responsibility or 'look after' a student's personal possessions, equipment or money.

GDPR - Make sure you are aware and clear on the 'Clear Desk Policy', 'Data Protection & Confidentiality Policy' and you follow daily the GDPR reminders. Ensure that any possible breaches in Data Protection are reported to your line manager as soon as you are aware of them.

Relevant policies

- Student Behaviour Policy
- Safeguarding and Child Protection Policy
- Anti-Bullying and Harassment Policy
- Employee Handbook
- Working Alone with Young People Policy
- E-Safety Policy
- Data Protection & Confidentiality Policy
- Clear Desk Policy

Further Resources

- Department for Education; Teachers Standards

Thank you for your continued professionalism.

Dv8 Senior Management Team - 2022