



**RADLEY**

**Staff Code of Conduct**

**March 2024**

## Code of Conduct

Radley College is an all boy, all boarding independent school.

Its foundation in 1847 was to offer a different education from that offered by most Victorian public schools. Radley remains different today, retaining the best of its traditions whilst also being at the forefront of much modern educational practice. It is a single sex, all boarding, school and is likely to remain so for many years to come. Radley aims for excellence both in and out of the classroom, seeking to develop qualities of inquisitiveness, perseverance, humility and kindness. High academic standards, excellence in sport and the Arts and a happy, purposeful living and working environment are central to the ethos of the school. The success of the school and the well-being of its pupils and staff has always depended on co-operation, trust and respect between all levels.

The very highest standards of courtesy, behaviour and endeavour are expected from pupils and staff. Staff are also committed to providing pupils with the very best care, attention and education. This Code of Conduct also applies to those living in accommodation provided by the school and who are not employees of the school.

This document should be read in conjunction with the College's Safeguarding Policies, IT Terms and Conditions, copies of which are available on the intranet, from your Head of Department or the HR Department. Failure to comply with this Code of Conduct may lead to disciplinary action being taken under the school's disciplinary procedure.

Staff must

- be aware of and follow [Safeguarding Procedures](#) including the [Low Level Concerns Policy](#) and the [Whistleblowing Policy](#).
- conduct themselves in a professional manner at all times and provide a good role model for pupils. This includes having regard to British Values - a respect for the workings of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- be aware that their acts and omissions both on and off duty and both on and off school premises may impact on their reputation and on that of the school and take care to act with the highest levels of awareness and integrity in all they do, at all times, wherever they are.
- treat each other with respect and tolerance. The College expects staff to behave in a professional and courteous manner at all times.
- exercise their duty of care towards pupils and take all reasonable steps to ensure the safety of pupils and other staff by following the Health and Safety policy.
- show respect through honesty, courtesy and punctuality.
- show tolerance and consideration for all without prejudice towards disability, gender, race, sexual orientation, religious or similar belief or age.
- fulfil an appropriate pastoral role and support pupils in their emotional, intellectual, physical, social and spiritual development.
- be of smart appearance and dress in the manner that is appropriate to the job.

- present a positive image of the school to the wider community and be a good ambassador at all times.
- communicate effectively and work collaboratively and supportively with colleagues as part of a team.
- respect the e-mail and internet protocols of the school (refer to IT Terms and Conditions).
- ensure that all communication is appropriate and professional. Acceptable use of technology (including the use of mobile devices) is covered in the [Use of IT Policy](#).
  - The different channels of Social Media are continually evolving making it impossible to give hard and fast rules about individual platforms but some examples are given below. If members of staff are in any doubt then they should contact the Designated Safeguarding Lead or Director of Digital Strategy.
  - Social Media forms an important area of the College's communication strategy. For example we actively encourage Twitter feeds which are used to keep parents informed about activities and feed into the News sections of the website.
  - There are instances where it is perfectly appropriate for a teacher to be part of a Social Media group in communication with pupils - for example, a revision network. However, it would be inappropriate for staff to be part of a group which discusses pupils' personal lives. In general staff should avoid putting themselves in situations which might lead to allegations being made against them. If an inappropriate post is put on a Social Media group which a member of staff is part of then they should inform the DSL immediately.
  - All staff are required to follow the guidance given in the Images Policy. They must ensure that images of pupils are made and used responsibly and in accordance with the school's policies and the law.
- maintain school property as if it were their own and, where applicable, keep school accommodation in good order, upholding the service occupancy agreement.
- respect pupils' needs for privacy in Socials, especially in bedrooms and bathrooms.
- respect confidentiality regarding information about pupils and colleagues.
- declare any conflict of interest if and when appropriate.
- declare gifts in accordance with the Anti-Bribery Policy.
- report to their Head of Department any concerns about the behaviour of staff that may be in breach of this Code of Conduct, with regard to the Whistleblowing Policy.
- report to the DSL any concerns about relationships or incidents occurring between any staff member or themselves and a pupil which go beyond the boundaries of the normal staff-pupil relationship.
- promote an open and trusting atmosphere in which each member of the community feels able to approach any other member (staff or boy) confident that s/he will be treated and respected as an individual.
- create an atmosphere of cooperation, tolerance, kindness and trust in which teasing, harassment and bullying will find great difficulty in developing.

Staff must not

- act in any way that brings the school into disrepute.

- take illegal drugs or any other illegal substances.
- smoke in any part of the school premises or grounds, except in individuals' private homes and gardens, and in the smoking shelters provided.
- condone any illegal drinking, drug taking, smoking or other breaches of school rules by pupils
- use abusive language or bullying tactics.
- conduct any form of physical or inappropriate personal relationship with a pupil or allow any relationship with a pupil to develop beyond the professional level (this includes inappropriate use of social media).
- use corporal punishment or unreasonable restraint in dealings with pupils.
- make statements (including "no comment") to journalists concerning Radley College, unless with the express permission of the Warden.
- publicly speculate about any allegation of (or hint of) criminal offence against a member of the College community.
- abuse privileges or opportunities which the school provides. (School property and materials must not be appropriated for personal use and events and trips organised for pupils must not involve any personal gain to the organiser.)
- condone any behaviour which is in breach of College policy.

The College's policy is to forbid the consumption of alcohol on the College's premises, other than at private functions or at College events when alcohol may be consumed in moderation.

Staff should take care to protect themselves from potentially compromising situations

- Staff should only store pupils phone numbers and contact details on private devices for use in the context of safety / College activities (for example trips).
- Similarly, staff should only give out their private phone numbers / email addresses to pupils in the context of safety / College activities (for example trips).
- Whilst Dons are encouraged to entertain pupils in their private houses they should avoid putting themselves in positions which might lead to accusations. For further details see <https://www.radley.org.uk/userfiles/rcmvc/Documents/Policies/Pastoral/PupilAccessToResidentialAccommodation.pdf>
- Staff should not have inappropriate one-to-one meetings with pupils in holidays or out of school. In cases where a one-to-one meeting is arranged outside of term, ensure that parents and Tutors are informed.
- All staff should be aware of risk situations for themselves. Inappropriate physical contact should be avoided, however it is not illegal to touch a pupil and there are occasions when physical contact, other than reasonable force, with a pupil is proper and necessary. Examples of where touching a pupil might be proper or necessary:
  - when comforting a distressed pupil;

- when a pupil is being congratulated or praised;
- to demonstrate how to use a musical instrument;
- to demonstrate exercises or techniques during sports coaching;
- to give first aid.

We strongly encourage pastoral contact between staff and pupils. If you are in any doubt about whether something is appropriate, please consult the Sub Warden.