



## Code of Conduct for All Adults working within Cotham School

### Version control

The table below shows the history of the document and the changes made at each version:

Version	Date	Summary of changes
1.0		First published version
1.1	February 2017	<ul style="list-style-type: none"><li>• New</li></ul>
1.2	April 2017	<ul style="list-style-type: none"><li>• Reference to CCTV and School Acceptable Use Policy added</li><li>• Bullet point 6 reworded to require approval from a senior member of staff before a photograph of a student is published</li><li>• Order of words change</li><li>• New</li></ul>
1.2	January 2024	<ul style="list-style-type: none"><li>• Inclusion of GDPR</li><li>• New section on Health &amp; Safety</li><li>• Reworded for extra clarification</li></ul>

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## Introduction

Cotham School is committed to maintaining high standards of conduct in all areas of its activities. All employees have personal and legal responsibilities. These include treating others with dignity and respect, acting honestly, using public funds and school equipment appropriately, adhering to health and safety guidelines and practising equal opportunities at all times. These expectations are set out below and should be fully observed by all staff at all levels

As an employer, the Governing Body is required to set out a Code of Conduct for all school employees.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2021' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct (appended to this document)

Employees are required to comply with the Code of Conduct as it will help them to understand and comply with the high standards of conduct the school expects, failure to do so may result in disciplinary action, which could include dismissal.

### 1. Responsibilities

#### 1.1 Employee responsibilities

As part of the code employees are expected to:

- familiarise themselves with the contents of the code and act in line with the principles set out in it;
- act honestly and with dignity and treat others with respect;
- attend work and be able to carry out their duties safely and effectively;
- ensure their conduct does not discriminate against others;
- understand and apply the school's rules, policies and procedures and act in line with its vision and values;
- follow reasonable management instructions, procedures and regulations; and
- be committed to delivering quality services, competently, and with due care.

#### 1.2 School responsibilities

The school has a responsibility to help ensure that employees:

- are clear about what is expected of them;
- have a safe and healthy working environment;
- have a work environment that is free from discrimination, harassment or bullying;
- are offered relevant development opportunities;
- have the opportunity to choose to be accompanied by a trade union representative or colleague, in appropriate circumstances, as determined by school policy; and
- are treated fairly, with respect and dignity.

### 2. Purpose and scope

- 2.1 A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the students within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.
- 2.2 This Code of Conduct applies to all employees of the school.
- 2.3 This policy must be read in conjunction with the Charity Commission's policy paper [Safeguarding children and young people](#), HM Government paper [Working together to safeguard children March 2015](#) and the following school policies and procedures:

- Safeguarding Policy and Procedure
- Allegations Against Staff Policy
- Safer Handling Policy
- Whistleblowing Policy
- Anti-Fraud and Corruption Policy
- Financial Regulations for School
- E-safety Policy
- Health and Safety Policy
- Data Protection/GDPR Policy
- CCTV Policy and Procedure
- Cotham School Acceptable Use Policy
- Staff Handbook

### 3. Keeping Children Safe in Education

3.1 The Code sets out the professional standards expected and the duty upon Adults to abide by it. All Adults have a duty to keep students safe, promote their welfare and, to protect them from radicalisation (the Prevent duty), abuse (sexual, physical and emotional), neglect and safeguarding concerns. This duty is, in part, exercised through the development of respectful, caring and professional relationships between Adults and students and behaviour by Adults that demonstrates integrity, maturity and good judgement. Following this Code will help to safeguard Adults from being maliciously, falsely or mistakenly suspected or accused of misconduct in relation to students.

3.2 For the purposes of this Code the term and references to 'Adult' means the following: governing body members, all teaching and other staff (whether or not paid or unpaid, employed or self-employed and whether or not employed directly by the school, external contractors providing services to students on behalf of the school, teacher trainees and other trainees/apprentices, volunteers and any other individuals who work for or provide services on behalf of or for the school to include but not limited to all those detailed in the single central record (as amended). For the purposes of this Code 'young person/people', 'students' and 'child/ren' includes all those for whom the school provides education or other services.

3.3 This Code takes account of the most recent versions of the following guidance (statutory and non-statutory); 'Keeping Children Safe in Education' Department of Education ('DfE') (statutory), Working together to safeguard children' HM Government (statutory) and 'Guidance for safer working practice for those working with children and young people in education settings' (non-statutory). This Code cannot provide an exhaustive list of what is, or is not, appropriate behaviour for Adults. However, it does highlight behaviour that is illegal, inappropriate or inadvisable in relation to the required professional standards. There will be occasions and circumstances in which Adults have to make decisions or take action in the best interests of the student where no specific guidance has been given. Adults are expected to make responsible and informed judgements about their own behaviour in order to secure the best interests and welfare of the students.

3.4 Any behaviour in breach of this Code by employees may result in action under our Disciplinary Procedure. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. The governing body will take a strict approach to serious breaches of this Code.

3.5 Child Protection and Safeguarding Policy

Adults have a duty to act in accordance with the Child Protection and Safeguarding Policy which is available from the R Drive of the school network and report any safeguarding, child protection, welfare or radicalisation concerns about a student to the Designated Safeguarding Lead.

3.6 Whistleblowing

Adults must raise concerns they have about the safeguarding or child protection practices by following the Whistleblowing Policy, which is available from the R Drive of the school network.

An Adult who “whistle blows” or makes a public interest disclosure will have the protection of the relevant legislation.

### 3.7 Allegations of abuse against teachers and other staff and volunteers

Where it is alleged that an Adult has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or,
- behaved towards a child or children in a way that indicates s/he would pose a risk of harm to children

then the governing body will follow the school’s Allegations Against Staff including Low-Level Concerns Policy and the guidance set out in Part Four of Keeping Children Safe in Education DfE which is available from the safeguarding and SEND folder on the R Drive.

## 4. Expected Professional Standards.

### 4.1 All Adults as appropriate to the role and/or job description of the individual, must:

- place the well-being and learning of students at the centre of their professional practice.
- have high expectations for all students, be committed to addressing underachievement, and work to help students progress regardless of their background and personal circumstances.
- treat students fairly and with respect, take their knowledge, views, opinions and feelings seriously, and value diversity and individuality.
- model the characteristics they are trying to inspire in students, including enthusiasm for learning, a spirit of enquiry, honesty, tolerance, social responsibility, patience, and a genuine concern for other people.
- respond sensitively to the differences in the home backgrounds and circumstances of students, recognising the key role that parents and carers play in students’ education.
- seek to work in partnership with parents and carers, respecting their views and promoting understanding and cooperation to support the young person’s learning and well-being in and out of school.
- reflect on their own practice, develop their skills, knowledge and expertise, and adapt appropriately to learn with and from colleagues.
- ensure that the same professional standards are always applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.

### 4.2 Teachers are required to comply with the Teachers’ Standards 2013, in particular Part 2 Personal and Professional Standards.

### 4.3 All Adults must be familiar with and act in accordance with the most recent versions of the following documents; Part 1 of Keeping Children Safe in Education DfE (statutory), Working Together to Safeguard Children HM Government (statutory), Prevent Duty Guidance HM Government (statutory), ‘The Prevent duty departmental advice for schools and childcare providers’ DfE and ‘Guidance for safer working practice for those working with children and young people in education settings’ (non statutory).

### 4.4 An employee who fails to bring a matter of concern to the attention of senior management and/or the relevant agencies is likely to be subject to disciplinary action.

## 5. Confidentiality

### 5.1 As data controllers, all schools/academies are subject to the Data Protection Act 1998/GDPR 2018. In addition, teachers owe a common law duty of care to safeguard the welfare of their students. This duty is acknowledged in the provisions governing disclosure of information about students.

Data Protection legislation must be complied with. The General Data Protection Regulations

protect information in which any living person can be identified. This is personal information and it may not necessarily include a person's name. All school staff, workers and volunteers are under an obligation to comply with the General Data Protection Regulations.

A breach of the General Data Protection Regulations may result in criminal proceedings and may result in disciplinary action up to and including dismissal.

- 5.2 Adults may have access to confidential information about students in order to undertake their responsibilities. In some circumstances the information may be sensitive data and/or confidential. Confidential or personal information about a student or her/his family must never be disclosed to anyone other than on a need to know basis and advice should be sought prior to disclosure to ensure such disclosure is in accordance with the Data Protection Act 1998/GDPR 2018, The Education (Student Information) Regulations 2005 (maintained schools), The ICO 'Guide to Data Protection' and the ICO guide on 'How to Disclose Information Safely'. In circumstances where the student's identity does not need to be disclosed the information should be used anonymously. Information must never be used to intimidate, humiliate, or embarrass the student. Information must never be used by anyone for their own or other's advantage (including that of partners, friends, relatives or other organisations).
- 5.3 There are some circumstances in which an Adult may be expected to share information about a student, for example when abuse is alleged or suspected. In such cases, Adults have a duty to pass information on without delay to those with designated safeguarding responsibilities. See paragraph 21 below.
- 5.4 Confidential information about students must be held securely. Confidential information about students must not be held off the school site other than on security protected school equipment. Information must only be stored for the length of time necessary to discharge the task for which it is required.
- 5.5 If a student or parent/carer makes a disclosure regarding abuse or neglect, the Adult must follow the school's procedures and the guidance as set out in Keeping Children Safe in Education DfE. Confidentiality must not be promised to the student or parent/carer however reassurance should be given that the information will be treated sensitively.
- 5.6 If an Adult is in any doubt about the storage or sharing of information s/he must seek guidance from the Designated Safeguarding Lead. Any media or legal enquiries must be passed to senior management.

## **6. Propriety, Behaviour and Appearance**

- 6.1 All Adults working with children have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of students. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, students and the public in general. An Adult's behaviour or actions, either in or out of the workplace, must not compromise their position within the work setting, or bring the school into disrepute. Non-exhaustive examples of unacceptable behaviour are contained in our Disciplinary Procedure.
- 6.2 Adults are required to notify the school immediately of any allegation/s of misconduct that are of a safeguarding nature made against them (or implicating them), by a child or adult in relation to any outside work or interest (whether paid or unpaid) and, of any arrest or criminal charge whether child related or not. Where employees fail to do so, this will be treated as a serious breach of this Code and dealt with under our Disciplinary Procedure.
- 6.3 Individuals should not behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model; make, or encourage others to make sexual remarks to, or about, a student; use inappropriate language to or in the presence of students; discuss their personal or sexual relationships with or in the presence of students; make, or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such. Behaving in an unsuitable

way towards children may result in disqualification from childcare under the Childcare Act 2006, prohibition from teaching by the NCTL, a bar from engaging in regulated activity, or action by another relevant regulatory agency.

- 6.4 A person's dress and appearance are matters of personal choice, self-expression, religious and cultural customs. However Adults must maintain an appropriate standard of dress and personal appearance at work which promotes a positive and professional image. Outfits will not be overly revealing, and we ask that tattoos are covered up as far as possible. Clothing and footwear must be safe and clean and take account of health and safety considerations. Adults must ensure they are dressed in ways which are appropriate to their role and not likely to be viewed as offensive, revealing or sexually provocative and specifically should not distract, cause embarrassment or give rise to misunderstanding, should be religious and culturally sensitive and free of any political or otherwise contentious slogans, and not considered to be discriminatory. Adults who dress or appear in a manner which may be considered as inappropriate could render themselves vulnerable to criticism or, where the Adult is an employee, allegations of misconduct that may lead to action under our Disciplinary Procedure.
- 6.5 Personal property of a sexually explicit nature or property which might be regarded as promoting radicalisation or otherwise inappropriate such as books, magazines, or such material on any electronic media including links to such material must not be brought onto or stored on school premises or on any school equipment.

## **7. Sexual Contact with Children and Young People and Abuse of Trust**

- 7.1 A relationship between an Adult and a child or young person is not a relationship between equals; the Adult has a position of power or influence. There is potential for exploitation and harm of children or vulnerable young people and all Adults have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification. Adults must not use their status or position to form or promote relationships with children (whether current students or not), that are of a sexual nature, or which may become so. Adults should maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report any incident with this potential.
- 7.2 Any sexual behaviour or activity, whether homosexual or heterosexual, by an adult with or towards a child/student or young person is illegal. Children and young people are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether there is consent or not. Where a person aged 18 or over is in a specified position of trust with a child or young person under 18 years, the Sexual Offences Act 2003 makes it an offence for that person to engage in sexual activity with or in the presence of that child or to cause or incite that child to engage in or watch sexual activity.
- 7.3 Sexual behaviour includes non-contact activities, such as causing a child or young person to engage in or watch sexual activity or the production of indecent images of children. 'Working Together to Safeguard Children', Appendix A defines sexual abuse as "...forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening..."
- 7.4 Adults must not have sexual relationships with students or have any form of communication with a child, which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, texts, electronic mail, phone calls, social networking contact or physical contact. The Adult should not make sexual remarks to, or about, a child or discuss their own sexual relationships with or in the presence of students. Adults should take care that their language or conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought.
- 7.5 There are occasions when Adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child or young person, and manipulate that relationship so that sexual abuse can take place. Adults should be aware that conferring special attention without good reason or favouring a student has the potential to be construed as being part of a

'grooming' process, which is a criminal offence.

## **8. Infatuations and Crushes**

8.1 A child or young person may develop an infatuation with an Adult who works with them. An Adult, who becomes aware (may receive a report, overhear something, or otherwise notice any sign no matter how small or seemingly insignificant) that a student has become or may be becoming infatuated with him/herself or a colleague, must report this without delay to the Headteacher or the most senior manager so that appropriate action can be taken to avoid any hurt, distress or embarrassment. The situation will be taken seriously and the Adult should be careful to ensure that no encouragement of any kind is given to the student. It should also be recognised that careless and insensitive reactions may provoke false accusations.

8.2 Examples of situations which must be reported are given below:

- Where an Adult is concerned that he or she might be developing a relationship with a student which could have the potential to represent an abuse of trust.
- Where an Adult is concerned that a student is becoming attracted to him or her or that there is a developing attachment or dependency.
- Where an Adult is concerned that actions or words have been misunderstood or misconstrued by a student such that an abuse of trust might be wrongly suspected by others.
- Where an Adult is concerned about the apparent development of a relationship by another adult, or receives information about such a relationship.

## **9. Gifts, Rewards, Favouritism and Exclusion**

9.1 It is against the law for public servants to take bribes. Adults need to take care that they do not accept any gift that might be construed by others as a bribe, or lead the giver to expect preferential treatment. There are occasions when students or parents/carers wish to pass small tokens of appreciation to Adults e.g. at Christmas or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

9.2 Personal gifts must not be given to students or their families/carers. This could be misinterpreted as a gesture either to bribe or groom. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a student should be consistent with the school's behaviour or rewards policy, recorded, and not based on favouritism.

9.3 Care should be taken when selecting children for specific activities, jobs, privileges and when students are excluded from an activity in order to avoid perceptions of favouritism or injustice. Methods of selection and exclusion should be subject to clear, fair and agreed criteria.

## **10. Social Contact and Social Networking**

10.1 Communication between students and Adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, tablets, text messages, emails, instant messages, websites, social media such as Facebook, Twitter, Instagram, chat-rooms, forums, blogs, apps such as WhatsApp, gaming sites, digital cameras, videos, web-cams and other handheld devices. Adults should not share any personal information with students and they should not request, or respond to, any personal information from the child/young person, other than that which might be appropriate as part of their professional role. They should ensure that all communications are transparent and avoid any communication that could be interpreted as 'grooming behaviour'.

10.2 Adults must not give their personal contact details such as home/mobile phone number; home or personal email address or social networking details to students unless the need to do so is agreed in writing with senior management. If, for example, a student attempts to locate an Adult's personal contact details and attempts to contact or correspond with him/her, the Adult should not respond and must report the matter to his/her manager.

10.3 It is recommended that Adults ensure that all possible privacy settings are activated to prevent



students from making contact on personal profiles and to prevent students from accessing photo albums or other personal information which may appear on social networking sites.

- 10.4 Adults are personally responsible for what they communicate in social media and must bear in mind that what is published might be read by us, students, parents and carers, the general public, future employers and friends and family for a long time. Adults must ensure that their on-line profiles are consistent with the professional image expected by us and must not post material which damages the reputation of the school or which causes concern about their suitability to work with children and young people. Those who post material which may be considered as inappropriate could render themselves vulnerable to criticism or, in the case of an employee, allegations of misconduct which may be dealt with under the Disciplinary Procedure. Even where it is made clear that the writer's views on such topics do not represent those of the school, such comments are inappropriate.
- 10.5 Adults are advised not to have any online friendships with any young people under the age of 18, unless they are family members or close family friends. Adults are advised not to have online friendships with parents or carers of students, or members of the governing body. Where such online friendships exist, Adults must ensure that appropriate professional boundaries are maintained.
- 10.6 It is acknowledged that Adults may have genuine friendships and social contact with parents or carers of students, independent of the professional relationship. Adults should, however, inform senior management of any relationship with a parent/carer where this extends beyond the usual parent/carer/professional relationship; advise senior management of any regular social contact they have with a student or parent/carer, which could give rise to concern; inform senior management of any requests or arrangements where parents/carers wish to use their services outside of the workplace e.g. babysitting, tutoring; and Adults should always approve any planned social contact with students or parents/carers with senior colleagues, for example when it is part of a reward scheme. If a parent/carer seeks to establish social contact, or if this occurs coincidentally, the Adult should exercise his or her professional judgement and should ensure that all communications are transparent and open to scrutiny.
- 10.7 Some employees may, as part of their professional role, be required to support a parent or carer. If that person comes to depend upon the employee or seeks support outside of their professional role this should be discussed with senior management and where necessary referrals made to the appropriate support agency.

## **11. Physical Contact, Personal Privacy and Personal Care**

- 11.1 There are occasions when it is entirely appropriate and proper for employees to have physical contact with students, but it is crucial that they only do so in ways appropriate to their professional role and in relation to the student's individual needs and any agreed care plan. When physical contact is made with students this should be in response to their needs at the time, of limited duration and appropriate given their age, stage of development, gender, ethnicity, culture and background. Employees must use their professional judgement at all times. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one student in one set of circumstances may be inappropriate in another, or with a different student.
- 11.2 Physical contact should never be secretive or casual, or for the gratification of the Adult, or represent a misuse of authority. Adults should never touch a student in a way which may be considered indecent. If an Adult believes that an action could be misinterpreted, the incident and circumstances should be reported as soon as possible to their manager and recorded in the school's incident book, and, if appropriate, a copy placed on the student's file.
- 11.3 Physical contact, which occurs regularly with a student or students, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to students with SEND). Any such contact should be the subject of an agreed and open school policy and subject to review. Where feasible, staff should seek the student's permission before initiating contact. Adults should listen, observe and take note of the student's reaction or

feelings and – so far as is possible - use a level of contact which is acceptable to the student for the minimum time necessary.

- 11.4 There may be occasions when a distressed student needs comfort and reassurance. This may include age-appropriate physical contact. Adults should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation. Adults should always tell a colleague when and how they offered comfort to a distressed student.
- 11.5 Where an Adult has a particular concern about the need to provide this type of care and reassurance s/he should seek further advice from a senior manager.
- 11.6 Some employees, for example, those who teach PE and games, or who provide music tuition will on occasions have to initiate physical contact with students in order to support a student so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the student's agreement. Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in a safe and open environment. Adults should remain sensitive to any discomfort expressed verbally or non-verbally by the student.
- 11.7 All parties should clearly understand from the outset what physical contact is necessary and appropriate in undertaking specific activities. Keeping parents/carers informed of the extent and nature of any physical contact may also prevent allegations of misconduct arising. Any incidents of physical contact that cause concern or fall outside of these protocols and guidance should be reported to the senior manager and parent/carer.
- 11.8 Students are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard students, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the students concerned and sensitive to the potential for embarrassment. Adults who are required as part of their role to attend changing rooms should announce their intention of entering any student changing rooms and only remain in the room where the student/s needs require this.

## **12. Behaviour Management and Physical Intervention**

- 12.1 All students have a right to be treated with respect and dignity. Adults must not use any form of degrading treatment to punish a student. The use of sarcasm and demeaning or insensitive comments towards students is not acceptable in any situation. Deliberately intimidating students by shouting aggressively, hectoring or overbearing physical presence is not acceptable in any situation. Any sanctions or rewards used should be part of our Behaviour for Learning Policy.
- 12.2 Physical intervention can only be justified in exceptional circumstances. Non-statutory guidance is available from the Department of Education website. See 'Use of reasonable force - advice for Head Teachers, Staff and Governing Bodies'. Adults may legitimately intervene to prevent a student from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Adults should have regard to the health and safety of themselves and others. It is always unlawful to use force as a punishment. The use of unwarranted physical force is likely to constitute a criminal offence.
- 12.3 Where a student has specific needs in respect of particularly challenging behaviour, a positive handling plan, including a risk assessment, should be put in place and agreed by all parties. Where it is judged that a student's behaviour presents a serious risk to themselves or others, a robust risk assessment that is regularly reviewed and a physical intervention plan, where relevant, must be put in place. All incidents and subsequent actions should be recorded and reported to a manager and the student's parents/carers. Where it can be anticipated that physical intervention is likely to be required, a plan should be put in place that the student and parents/carers are aware of and have agreed to. Parental consent does not permit the use of unlawful physical intervention or deprive a student of their liberty. The school has separate policies on Behaviour Management and the Use of Reasonable Force.

### **13. First Aid and Medication**

- 13.1 The school has a separate policy on supporting students with a medical condition. Employees should have regard to the statutory guidance 'Supporting students at school with medical conditions' DfE December 2015, which includes advice on managing medicines. All settings must have an adequate number of qualified first aiders/appointed persons. Employees must have had the appropriate training and achieved the necessary level of competency before administering first aid or medication, or taking on responsibility to support students with medical conditions. If an Adult is concerned or uncertain about the amount or type of medication being given to a student this should be discussed with the Designated Safeguarding Lead (DSL).
- 13.2 Adults taking medication that may affect their ability to care for children should seek medical advice regarding their suitability to do so and should not work with students whilst taking medication unless medical advice confirms that they are able to do so. Adult medication on the premises must be securely stored out of the reach of children.

### **14. One-to-One Situations and Meetings with Students**

- 14.1 One-to-one situations have the potential to make children/young persons more vulnerable to harm by those who seek to exploit their position of trust. Adults working in one-to-one settings with students may also be more vulnerable to unjust or unfounded allegations being made against them. Adults must recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure that the safety and security needs of both Adults and students are met. Managers should undertake a risk assessment in relation to the specific nature and implications of one-to-one work for each Adult and student, which should be reviewed regularly. Where such a meeting is demonstrably unavoidable it is advisable to avoid remote or secluded areas and to ensure that the door of the room is left open and/or visual/auditory contact with others is maintained. Any arrangements should be reviewed on a regular basis.
- 14.2 Pre-arranged meetings with students away from the premises or on the school site when the school is not in session are not permitted unless written approval is obtained from their parent/carer and the Headteacher or other senior colleague with delegated authority.
- 14.3 No student should be in or invited into, the home of an Adult who works with them, unless they are family members or close family friends, in which case Adults are advised to notify their line manager. Students must not be asked to assist Adults with jobs or tasks at or in their private accommodation or for their personal benefit.
- 14.4 There are occasions during exam periods when timetables clash and arrangements need to be made to preserve the integrity of the examination process and in these circumstances exam boards may allow candidates to take an exam the following morning, including Saturdays. The examination board requires the centre to determine a method of supervision on journeys to and from the centre and overnight, which ensures the candidate's wellbeing. This supervision may be undertaken by a parent/carer or employees may be asked to volunteer to supervise students, which may with prior approval be in their own home.
- 14.5 Other than in an emergency, an Adult must not enter a student's home if the parent/carer is absent. Always make detailed records including times of arrival and departure and ensure any behaviour or situation that gives rise to concern is discussed with a senior manager Headteacher. A risk assessment should be undertaken and appropriate risk management measures put in place prior to any planned home visit taking place. In the unlikely event that little or no information is available, home visits should not be made alone. The school has a separate home visit guidelines and lone-working policy.

### **15. Transporting Students**

- 15.1 In certain situations e.g. out of school activities, Adults may agree to transport students. Transport arrangements should be made in advance by a designated employee who will be responsible for planning and overseeing all transport arrangements and respond to any concerns that may arise. Wherever possible and practicable transport should be provided other

than in private vehicles, with at least one Adult additional to the driver acting as an escort.

- 15.2 Adults should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They must ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded. It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so. The driver should be aware of the current legislation concerning the use of car seats for younger children where applicable. It is illegal to drive using hand-held phones or similar devices and the driver must ensure that they adhere to all driving regulations.
- 15.3 It is inappropriate for Adults to offer lifts to a student, unless the need has been agreed with a manager and, if this falls outside their normal working duties, has been agreed with parents/carers.
- 15.4 There may be occasions where a student requires transport in an emergency situation or where not to give a lift may place a student at risk. Such circumstances must always be recorded and reported to a senior manager and parents/carers.

## **16. Educational Visits and School Clubs**

- 16.1 Adults should take particular care when supervising students in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Adults remain in a position of trust and the same standards of conduct apply. Please refer to the school's policy on educational visits and the Health and Safety policy.

## **17. Curriculum**

- 17.1 Some areas of the curriculum can include or raise a subject matter which is sexually explicit, of a political, cultural, religious or otherwise sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This plan should highlight particular areas of risk and sensitivity.
- 17.2 The curriculum can sometimes include or lead to an unplanned discussion about the subject matter of a sexually explicit, political, cultural, religious or otherwise sensitive nature. Responding to students' questions can require careful judgement and Adults must take guidance in these circumstances from the Designated Safeguarding Lead. Adults must not enter into or encourage inappropriate discussions about sexual, political or religious activity or behaviour or, discussions which may offend or harm others. Adults should take care to protect children from the risk of radicalisation and should act in accordance with advice given under Part 1 of Keeping Children Safe in Education DfE and accordingly must not express any prejudicial views or, attempt to influence or impose their personal values, attitudes or beliefs on students.
- 17.3 Please refer to the school's policy on Relationships and Sex Education (RSE).

## **18. Photography, Videos and Other Creative Arts**

- 18.1 Please refer to the school's guidance on e-safety, the use of images and the consent forms therein. Adults should have regard to the ICO CCTV code of practice and the guidance 'Taking Photographs in Schools'.
- 18.2 Many educational activities involve the taking or recording of images. This may be undertaken as part of the curriculum, extra school activities, for displays, publicity, to celebrate achievement or, to provide evidence of the activity. The Data Protection Act/GDPR 2018 affects the use of photography. An image of a child is personal data and it is, therefore, a requirement under the Act that consent is obtained from the parent/carer of a child before any images are made such as those used for school websites, notice boards, productions or other purposes.
- 18.3 Adults need to be aware of the potential for such images to be taken and/or misused to create indecent images of children and/or for 'grooming' purposes. Careful consideration should be given as to how these activities are organised and undertaken. There should be an agreement

as to whether the images will be destroyed or retained for further use, where these will be stored and who will have access to them.

- 18.4 Adults should remain sensitive to any student who appears uncomfortable and should recognise the potential for misinterpretation. It is also important to take into account the wishes of the child, remembering that some children do not wish to have their photographs taken.
- 18.5 Adults should only use equipment provided or authorised by the school to make/take images and should not use personal equipment, mobile telephones or any other similar devices to make/take images.
- 18.6 The following guidance should be followed:
- if a photograph is used, avoid naming the student
  - if the student is named, avoid using the photograph
  - photographs/images must be securely stored and used only by those authorised to do so
  - be clear about the purpose of the activity and about what will happen to the photographs/images when the lesson/activity is concluded
  - only retain images when there is a clear and agreed purpose for doing so
  - Approval from a senior member of staff must be sought before any photographs of students are published.
  - ensure that all photographs/images are available for scrutiny in order to screen for acceptability
  - be able to justify the photographs/images made
  - do not take images of students for personal use
  - only take images where the student consents to this
  - do not take photographs in one to one situations
  - do not display or distribute photographs/images of students unless there is consent to do so from the parent/carer
  - only publish images of students where they and their parent/carer have given explicit written consent to do so
  - do not take images of students in a state of undress or semi-undress
  - do not take images of students which could be considered as indecent or sexual.

## **19. Unacceptable Use of ICT Facilities and Monitoring**

- 19.1 This section should be read in conjunction with the school's Acceptable use of ICT policy and E Safety policy. Posting, creating, accessing, transmitting, downloading, uploading or storing any of the following material (unless it is part of an authorised investigation) is likely to amount to gross misconduct and result (where the adult is employed) in summary dismissal (this list is not exhaustive):
- a) pseudo-images of children (child abuse images), pornographic or sexually suggestive material or images of children or Adults which may be construed as such in the circumstances (that is, writing, texting, pictures, films and video clips of a sexually explicit or arousing nature),
  - b) any other type of offensive, obscene or discriminatory material, criminal material or material which is liable to cause distress or embarrassment to the school or others.
- 19.2 If indecent images of children are discovered at the premises or on the school's equipment/devices, an immediate referral should be made to the school-designated Safeguarding Lead and Head Teacher (unless he or she is implicated) and the external Designated Officer (DO) and, if relevant, the police contacted. The images/equipment should be secured, should not be used by others and should be isolated from the network. There should be no attempt to view, tamper with or delete the images as this could jeopardise any necessary criminal investigation. If the images of children are children known to the school, a referral should also be made to children's social care in accordance with local arrangements.
- 19.3 The contents of our ICT resources and communications systems are our property. Therefore, Adults should have no expectation of privacy in any message, files, data, document, facsimile, telephone conversation, social media post, conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on

our electronic information and communications systems.

- 19.4 It may be necessary to monitor the use of the school's telephone, email system and internet to:
- ensure use is legitimate and in accordance with this code;
  - assist in the investigation of alleged wrongful acts; or
  - to comply with any legal obligation

We, therefore, reserve the right to monitor, intercept and review, without prior notification or authorisation from adults, usage of our IT resources and communications systems, including but not limited to telephone, e-mail, messaging, voicemail, CCTV, internet and social media postings and activities,

- 19.5 Adults consent to monitor by acknowledgement of this Code and the use of our resources and systems. We may store copies of data or communications for a period of time after they are created and may delete such copies from time to time without notice. If necessary information may be handed to the police in connection with a criminal investigation.
- 19.6 It is acceptable to use personal devices to access personal email, and social networking sites using the school's Guest wireless system whilst in school during non-working hours, e.g. break time and lunchtime. The Guest wireless system is not monitored.
- 19.7 A CCTV system monitors the school 24 hours a day. This data is recorded and may be used as evidence of any alleged wrongdoing.
- 19.8 Cyberbullying can be experienced by Adults as well as students. Adults should notify the Headteacher if they are subject to cyberbullying. The school will endeavour to protect Adults and stop any inappropriate conduct.

## **20. Use of personal devices to access the network or cloud-based systems used by the school**

- 20.1 It is permitted for users to access the network or cloud-based systems used by the school from personal devices. This includes any service offered and hosted by the school (i.e. the remote access portal, home access plus, etc.) or any cloud-based system hosted by a third party which is authorised by the school for use (i.e. Google Apps for Education, Weebly, Classcharts, Parents Evening System, CPOMS, etc).
- 20.2 In instances where personal devices are used, no school-related data/information should be stored locally on the device.
- 20.3 In cases where it is necessary to sync a school email address with a personal phone or tablet, it is advised that devices are secured with a passcode to prevent any unauthorised access to emails which could contain confidential information.

## **21. Reporting Concerns and Recording Incidents**

- 21.1 All Adults must report concerns and incidents in accordance with the guidance set out in Keeping Children Safe in Education DfE and the Managing Allegations of Abuse Against Staff Policy. In the event of an allegation being made, or an incident being witnessed, the relevant information should be immediately recorded and reported to the Headteacher, Senior Manager or Designated Safeguarding Lead as appropriate. An employee who fails to bring a matter of concern to the attention of senior management and/or the relevant agencies will be subject to disciplinary action.
- 21.2 In addition to behaviours outlined elsewhere in this Code and, the types of abuse and neglect set out in Keeping Children Safe in Education DfE, the following is a non-exhaustive list of some further behaviours which would be a cause for concern:

An Adult who:

- Allows a student/young person to be treated badly; pretends not to know it is happening
- Gossips/shares information inappropriately
- Demonstrates inappropriate discriminatory behaviour and/or uses inappropriate language
- Dresses in a way which is inappropriate for the job role
- Does not treat students fairly - demonstrates favouritism
- Demonstrates a lack of understanding about personal and professional boundaries
- Uses his/her position of trust to intimidate, threaten, coerce or undermine
- Appears to have an inappropriate social relationship with a student or students
- Appears to have special or different relationships with a student or students
- Seems to seek out unnecessary opportunities to be alone with a student

## **22. Financial Regularity**

- 22.1 Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 22.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for school.
- 22.3 All members of staff must declare any business interests outside of school that may be connected either to the supply of goods/services to the school or be rewarded through association with the school.
- 22.4 Gifts from suppliers or associates of the school must be declared to the Headteacher, or to the Chair of Governors if the Headteacher is the recipient, with the exception of "one off" token gifts from students or parents and carers.
- 22.5 The deliberate falsification of documents is not acceptable. Where an employee has falsified records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.
- 22.6 All school employees must comply with the school's Financial Regulations. All employees who hold financial responsibility must familiarise themselves with the regulations (required reading).

## **23. Use of illegal drugs or alcohol during working hours**

- 23.1 Use of illegal drugs or alcohol during working hours is unacceptable and may lead to disciplinary action. All employees are expected to attend work without being under the influence of alcohol or illegal drugs and without their performance being adversely impacted by the consumption of alcohol or illegal drugs.
- 23.2 If alcohol or drug usage impacts on an employee's working life, the school has the right to discuss the matter with the employee and take appropriate action, having considered factors such as the school's reputation and public confidence. This may also lead to disciplinary action.

## **24. Security and Identification Badges**

- 24.1 Employees must only use their school ID for official purposes and they must not give it to anyone else. They must ensure it is visibly displayed at all times whilst on school premises and when visiting other schools or external premises for business related reasons.
- 24.2 Employees are encouraged to question anyone on school premises who isn't displaying either an ID or a visitor's badge. If an employee loses their ID they must report it to the Facilities Office immediately. Employees who leave the employment of the school are required to return their ID and any other school equipment they may have.

## **Health and safety**

Employees must adhere to the school's Health and Safety policy, procedure and guidance and must ensure that they take every action to keep themselves and everyone in the school environment safe and well.

This includes taking immediate safety action in a potentially harmful situation (either at school or off-site) by complying with statutory and school guidelines and collaborating with colleagues, agencies and the local authority.

### **25. Conduct outside Work**

- 25.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal.
- 25.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.
- 25.3 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.
- 25.4 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school, adversely affect their primary employment at the school and is not to a level which may contravene the working time regulations or affect an individual's work performance.

Any secondary employment must be undertaken outside the working hours of the employee's normal post and employees are required to keep the headteacher informed of their employment at other organisations.

- 25.5 School employees must inform the Headteacher (Chair of Governors if the employee is the Headteacher) immediately if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution. The Headteacher Principal or Chair of Governors (or a delegated representative of the Governing Body) will discuss this with the employee in the context of their role and responsibilities in order to help safeguard children and other employees at the school.

### **26. Disciplinary Action**

Failure to meet these standards of behaviour and conduct may result in disciplinary action, with the potential for dismissal.

### **27. Monitoring and Review**

The Headteacher is responsible for monitoring the implementation, use and effectiveness of this policy and will report on these matters annually or more frequently if necessary.



## Appendix 1 - From Teachers' Standards Effective from 1 September 2012 (DfE)

### Personal and Professional Conduct

- A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.
- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
  - Treating students with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position.
  - Having regard for the need to safeguard students' well-being, in accordance with statutory provisions.
  - Showing tolerance of and respect for the rights of others.
  - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
  - Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

### Monitoring and review

- This policy will be reviewed **Every 3 Years** and approved by Governors.
- Any incidents occurring during the school year will be evaluated and where necessary appropriate action will be taken to amend the policy accordingly.