

# **Pinner High School Staff Code of Conduct**

All employees, governors, contractors, volunteers and supply staff as appropriate to the role and/or job description of the individual are subject to DBS checks and must:

- place the well-being, safety, and learning of pupils at the centre of their professional practice.
- have high expectations for all pupils, be committed to addressing underachievement, and work to help pupils progress regardless of their background and personal circumstances.
- treat pupils 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 pupils, 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 pupils, recognising the key role that parents and carers play in pupils' 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.
- apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.

This Code is split into two sections:

- Part A: Relationships with students
- Part B: Expectations of staff

## **1. Part A: Relationships with students**

Part A applies to all employees, governors, contractors, volunteers and supply staff.

### **Introduction**

This Safer Care Code of Conduct ('the Code') sets out the professional standards expected and the duty upon staff, governors and volunteers to abide by it. All staff, governors and volunteers have a duty to keep pupils safe, promote their welfare and to protect them from sexual, physical and emotional harm. This duty is, in part, exercised through the development of respectful, caring and professional relationships between adults and pupils and behaviour by adults that demonstrate integrity, maturity and good judgment. Following this Code will help to safeguard staff, governors and volunteers from being maliciously, falsely or mistakenly suspected or accused of misconduct in relation to pupils.

Staff, governors and volunteers must feel able to raise issues of concern and everyone must fully recognise the duty to do so particularly in terms of child protection or safeguarding.

Adults have a duty to report any child protection or welfare concerns to a designated member of staff in school. Anyone who has concerns should raise them with a Senior Leader without delay. A member of staff who, where they have a genuine concern, “whistleblows” or makes a public interest disclosure through appropriate channels will have the protection of the relevant legislation.

This Code cannot provide an exhaustive list of what is, or is not, appropriate behaviour for staff, governors or volunteers. However, it does highlight behaviour that is illegal, inappropriate or inadvisable in relation to pupils. Adults are expected to make decisions or take action in the best interests of the pupil where no specific guidance has been given.

Any employee who is found to have committed a breach of this Code may be subject to disciplinary action. 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. Volunteers/ Contractors found to be in breach of this code will be dealt with appropriately. The Academy may prohibit access to the site and make referrals to the necessary organisations/ authorities where a serious breach of this code is considered to have occurred.

Where an allegation of abuse is made against a member of staff the governing body will take into account the guidance set out in the recent version of Keeping Children Safe in Education, where it is alleged that a member of staff, a governor or volunteer 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 is unsuitable to work with children.

This Code takes account of the most recent version of the following guidance (statutory and non-statutory) set out in ‘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).

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

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 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 pupils 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.

Any sexual behaviour or activity by a member of staff, governor or volunteer with or towards a child or young person (including Sixth Form students known to the adult as a result of the adult’s employment) 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.

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', defines sexual abuse as "forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening'.

Staff, governors and volunteers must not have sexual relationships or any form of communication 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 with a person with whom they are in a position of trust. The adult must not make sexual remarks to, or about, a child or young person or discuss their own sexual relationships with or in the presence of pupils. Staff, governors and volunteers must take care that their language or conduct does not give rise to comment or speculations. Attitudes, demeanour and language all require care and thought.

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. Staff, governors and volunteers must be aware that conferring special attention without good reason or favouring a pupil has the potential to be construed as being part of a 'grooming' process, which is a criminal offence.

Behaving in an unsuitable way towards children may result in disqualification from childcare under the Childcare Act 2006, prohibition from teaching by the Teaching Regulation Agency (TRA) , a bar from engaging in regulated activity, or action by another relevant regulatory

### **Infatuations and Crushes**

A child or young person may develop an infatuation with an adult who works with them. A member of staff or volunteer, who becomes aware that a pupil may be infatuated with him/herself or a colleague, must report this without delay to a senior colleague 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 pupil. It should also be recognised that careless and insensitive reactions may provoke false accusations.

Examples of situations which must be reported are given below:

- Where a member of staff or volunteer is concerned that he or she might be developing a relationship with a pupil which could have the potential to represent an abuse of trust,
- Where a member of staff or volunteer is concerned that a pupil is becoming attracted to him or her or that there is a developing attachment or dependency.
- Where a member of staff or volunteer is concerned that actions or words have been misunderstood or misconstrued by a pupil such that an abuse of trust might be wrongly suspected by others.

- Where a member of staff or volunteer is concerned about the apparent development of a relationship by another member of staff or volunteer, or receives information about such a relationship.

### **Gifts**

All individuals covered by this Code must not give personal gifts to individual pupils. This could be misinterpreted as a gesture either to bribe, or single out the young person. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a pupil should be consistent with the school's behaviour policy, recorded, and not based on favouritism. Small value gifts that are given equally to a group of pupils (such as to a form group at the end of a year) are permitted.

### **Social Contact and Social Networking**

Communication between pupils 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, text messaging, emails, digital cameras, videos, web-cams and other handheld devices, websites social media such as Facebook, Twitter, Instagram, chat-rooms, forums, blogs, apps such as Whatsapp, gaming sites and blogs. Adults should not share any personal information with a child or young person. 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'. If a pupil seeks to establish social contact, or if this occurs coincidentally, the adult should report the contact to a Senior Leader and not engage in ongoing communication.

Staff and volunteers must not give their personal contact details such as home/mobile phone number; home or personal email address or social networking details to pupils.

It is recommended that staff 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.

If staff encounter pupils through common membership of off-site organisations they are reminded to consider their professional obligations and also to familiarise themselves with the Child Protection Policy of the other organisation.

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, pupils, 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 Academy 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 Academy, such comments are inappropriate.

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 pupils, or members of the governing body/trustees. Where such online friendships exist, Adults must ensure that appropriate professional boundaries are maintained.

It is acknowledged that Adults may have genuine friendships and social contact with parents or carers of pupils, 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 pupil 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 pupils 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 judgment and should ensure that all communications are transparent and open to scrutiny.

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.

### **Physical Contact and Personal Privacy**

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. When physical contact is made with pupils 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. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one pupil in one set of circumstances may be inappropriate in another, or with a different pupil.

Physical contact should never be secretive or casual, or for the gratification of the adult, or represent a misuse of authority. If a member of staff or volunteer believes that an action could be misinterpreted, the incident and circumstances should be reported as soon as possible in the school's incident book, and, if appropriate, a copy placed on the child/young person's file.

Physical contact, which occurs regularly with a pupil or pupils, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to pupils with SEN or physical disabilities). Any such contact should be the subject of an agreed and open school policy and subject to review. Where feasible, staff should seek the pupil's permission before initiating contact. Staff should listen, observe and take note of the pupil's reaction or feelings and – so far as is possible - use a level of contact which is acceptable to the pupil for the minimum time necessary.

There may be occasions when a distressed pupil needs comfort and reassurance. This may include age-appropriate physical contact. Staff 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 pupil. Where a member of staff has a particular concern about the need to provide this type of care and reassurance s/he should seek further advice from a Senior Leader.

Some staff, for example, those who teach PE and games, or who provide music tuition will on occasions have to initiate physical contact with pupils in order to support a pupil 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 pupil's agreement. Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or nonverbally by the pupil

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.

Pupils 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 pupils, 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 pupils concerned and sensitive to the potential for embarrassment.

Staff with a job description which includes intimate care duties will have appropriate training and written guidance including a written care plan for any pupil who could be expected to require intimate care. Staff should adhere to the Academy's intimate and personal care policies. No other member of staff or volunteer should be involved in intimate care duties except in an emergency. A signed record should be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, include times left and returned. Employees should not assist with personal or intimate care tasks which the pupil is able to undertake independently.

### **Behaviour Management and Physical Intervention**

All pupils have a right to be treated with respect and dignity. Corporal punishment is unlawful in all schools. Staff and volunteers must not use any form of degrading treatment to punish a pupil. The use of sarcasm, demeaning or insensitive comments towards pupils are not acceptable in any situation. Deliberately intimidating pupils by shouting aggressively, hectoring or overbearing physical presence is not acceptable in any situation. Any sanctions or rewards used should be part of the behaviour management policy.

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 pupil 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.

Where a pupil 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 pupil'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 pupil'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 pupil and parents/carers are aware of and have agreed to. Parental consent does not permit the use of unlawful physical intervention or deprive a pupil of their liberty. The Academy has separate policies on Behaviour Management and the Use of Physical Intervention, any use of physical intervention must be in accordance with the school policy.

### **First Aid and Medication**

All schools must have trained first aiders/appointed persons. Staff must have had the appropriate training before administering first aid or medication except in an emergency.

The Academy has a separate policy on supporting pupils with a medical condition. Employees should have regard to the statutory guidance 'Supporting pupils 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 pupils with medical conditions. If an Adult is concerned or uncertain about the amount or type of medication being given to a pupil this should be discussed with the Designated Safeguarding Lead.

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 pupils 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.

### **One to One Situations and Meetings with Pupils**

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 pupils may also be more vulnerable to unjust or unfounded allegations being made against them. Staff 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 staff and pupils are met. Where such a meeting is demonstrably unavoidable it is advisable to avoid remote or secluded areas of the school 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.

Pre-arranged meetings with pupils on the school site that are not part of official school activities are not permitted unless written approval is obtained from their parent/ guardian and the Headteacher or other senior colleague with delegated authority. Official school activities include revision or extension classes that may take place before / after a school day, at weekends, or during school holiday periods.

No individual covered by this Code should hold any pre-arranged meeting with a student off-site without the written permission of the Headteacher.

### **Transporting Pupils**

In certain situations e.g. out of school activities, staff, governors or volunteers may agree to transport pupils. Transport arrangements should be made in advance by a designated member of staff. Transport should be provided other than in private vehicles, with at least one adult additional to the driver acting as an escort, unless there are exceptional circumstances.

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.

It is inappropriate for staff to offer lifts to a child or young person outside their normal working duties, unless this has been brought to the attention of the Manager and has been agreed with parents/carers.

There may be occasions where the child or young person requires transport in an emergency situation or where not to give a lift may place a child at risk. Such circumstances must always be recorded and reported to a Senior Leader and parents/carers.

### **Educational Visits and School Clubs**

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

### **Curriculum**

Many areas of the curriculum can include or raise subject matter which is sexually explicit, or of an 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.



The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit or otherwise sensitive nature. Responding to pupils' questions can require careful judgement and staff must take guidance in these circumstances from a senior member of staff. Staff and volunteers must not enter into or encourage inappropriate discussion about sexual 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 pupils.

Please refer to the School's policy on sex and relationships education.

### **Photography, Videos and other Creative Arts**

Any taking or recording of images must be in accordance with the school's safeguarding policy and procedures.

### **Sharing Concerns and Recording Incidents**

All staff, governors and volunteers must share any concerns and report incidents in accordance with the guidance set out in Keeping Children Safe in Education (DfE). The following is a non-exhaustive list of behaviours which must be shared with a Senior Leader. An adult who:

- Allows a pupil/young person to be treated badly; pretends not to know it is happening
- Shares personal information inappropriately
- Demonstrates inappropriate discriminatory behaviour and/or uses inappropriate language
- Dresses in a way that could cause offense or embarrassment
- Does not treat pupils 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 pupil or pupils
- Appears to have special or different relationships with a pupil or pupils
- Seems to seek out unnecessary opportunities to be alone with a pupil

## **Part B: Expectations of staff**

### **Teachers Standards**

The following is taken from the Teachers Standards, however all employees and supply staff are expected to follow the guidance outlined below.

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 pupils 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 pupils' 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 pupils' 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.

## **Dress**

All students are expected to dress to a high standard at all times and the same is expected of those individuals covered by this Code. All those covered by this Code must ensure that they present themselves 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 culturally sensitive and free of any political or otherwise contentious slogans, must not be considered to be discriminatory, and must not pose a health and safety risk. Work wear for staff should be that which would be acceptable within a professional office environment or which is appropriate for the subject being taught or work being undertaken.

## **Equipment**

Computers – Staff will be issued with a password to access the academy Intranet and the internet. Staff are responsible for the use of any laptop provided to them for the better performance of their duties and should therefore be careful about who has access to their password and machine.

Mobile Phones – Staff should not use their mobile phones during lessons and should not make or receive calls at any time that they supervise students, unless in an emergency situation.

All usage of electronic equipment must be in accordance with the school's Acceptable Use Policy.

Other equipment – Any items belonging to the Academy must remain available to be used by staff and students as necessary. Staff will be responsible for the safekeeping of equipment loaned to them by the Academy.

Personal property of a sexually explicit nature such as books, magazines, CDs, DVDs or such material on any electronic media must not be brought onto or stored on the school premises or on any school equipment.

### **Internet and social networking**

Social networking sites and blogging are popular. Staff, governors and volunteers 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 allegations of misconduct which may be dealt with under the school's disciplinary procedure.

Under no circumstances should adults access inappropriate images in school or on school equipment outside school. Deliberately accessing pornography on school equipment will be treated as gross misconduct and may be a criminal offence. Accessing indecent images of children on the internet, and making, storing or disseminating such material, is illegal and is likely to lead to criminal prosecution and may result in barring from work with children and young people.

### **Timekeeping and Attendance**

Staff should be ready to receive students at the scheduled start time for sessions as well as making sure students are not dismissed before the appropriate end of session time. Support staff should be ready to commence work at the beginning of their contracted hours and not conclude work until the end of those hours.

### **Honesty and Integrity**

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

### **Conduct Outside Work**

Staff must not engage in conduct outside work which could damage the reputation and standing of the employee, the academy, or other members of the school community.

Staff are required to comply with our code of conduct and the National Teacher Standards (as amended from time to time and where applicable). Adults are required to notify the Academy 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.

Staff should be careful to ensure that nothing they say or do brings the Academy's name into disrepute.

The Disciplinary policy outlines examples of actions or offences that may be regarded as misconduct / gross misconduct.

### **Confidentiality**

Where staff have access to confidential information about students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student and advice should be sought prior to disclosure to ensure such disclosure is in accordance with the Data Protection Act 2018, The Education (Pupil 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 pupil's identity does not need to be disclosed the information should be used anonymously.. The Disciplinary policy outlines examples of actions or offences that may be regarded as misconduct / gross misconduct.

Confidential information about pupils must be held securely. Confidential information about pupils must not be held off the Academy site other than on security protected Academy equipment. Information must only be stored for the length of time necessary to discharge the task for which it is required.

If a pupil or parent/carer makes a disclosure regarding abuse or neglect, the Adult must follow the Academy's procedures and the guidance as set out in Keeping Children Safe in Education DfE. Confidentiality must not be promised to the pupil or parent/carer however reassurance should be given that the information will be treated sensitively.

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.

### **Smoking/Alcohol**

Alcohol may not be consumed during working hours when the school is in session; any consumption of alcohol on school trips must be in accordance with school policy. Staff are not permitted to smoke on the school premises or grounds. It is expected that staff will attend for work in a fit state to carry out their duties. The Disciplinary policy outlines examples of these and other actions or offences that may be regarded as misconduct/ gross misconduct.

### **Use of Cars**

Staff registration numbers are held on the database and it is important that staff inform administration if their number changes. For their own protection, staff should never give lifts

to students without approval from a Senior Leader, other than in the situations covered in 1.1.9.

All staff who are attending courses or meetings on behalf of the academy or as part of their professional development must ensure that they have the appropriate insurance in place.

### **Relationships with other staff**

All staff are entitled to feel safe and secure at work and be free from intimidation or bullying behaviour. Staff are therefore expected to show professional courtesy and respect at all times to others working within the academy.

Should a member of staff feel that the above guideline has not been followed they should raise the matter with their Manager or in the case where this involves the Manager with the member of staff senior to them. If the matter is not resolved at this stage reference may be made to the grievance procedures.

### **Parental Contacts**

The academy has an expectation that staff will act swiftly and professionally at all times. This is particularly important where parents have contacted the Academy with a concern or complaint relating to the education of their child. The aim at the Academy is to make a return call on the same day as the original contact was made, even if in the first instance this is just a holding call. Where an error has been made we should look to apologise and correct the mistake as soon as possible. Investigations should be carried out promptly and effectively with parents informed of the outcome as soon as is practical. Where an ongoing investigation may take some time, due to a student or member of staff being absent for example, parents should be informed and given a date by which the investigation will be completed.

### **Gifts and hospitality**

Employees must not, either directly or indirectly, accept any gift, reward or benefit from any member of the public or any organisation with whom they are brought into contact by reason of their duties, other than:

1. Small gifts of a modest value or of a promotional or advertising nature, e.g. calendars, diaries, mugs, inexpensive pens or other similar items;
2. Small gifts offered during official authorised hospitality, e.g. gifts on the conclusion of any courtesy visit of a type normally given by that organisation;
3. Small gifts by students or parents. Where appropriate such gifts shall be shared between teams.

All other gifts must be declined or returned.

Employees should exercise discretion in offering and accepting hospitality and consider how it might be viewed by others. Hospitality should not be accepted from any organisation likely to or having a commercial relationship with the academy. In all instances where an employee wishes to accept hospitality they must seek written approval from a Senior Leader, except where the hospitality is either that of a minimum common courtesy, or where the hospitality is being offered to all the delegates and forms an integral part of a conference or seminar.

All gifts, and offers of gifts, or offers of hospitality (except where approval is not required), even those that have been declined, over the value of £50 must be declared to the Business Manager.

### **Conflicts of Interests and external employment**

Staff must declare in writing to the Business Manager:

1. Any relationships of a business or private nature with any outside organisation that has a relationship with the Academy
2. If they become aware that the Academy is entering into a contract in which they have a direct interest
3. If they engage or supervise or work with contractors and have previously had or currently have some form of connection in a private, social, domestic or work / professional capacity

The Business Manager will be responsible for managing any conflicts of interests that arise.

You must receive the permission of the Headteacher prior to undertaking any paid work outside of the school. Staff must not provide private tuition to students from the school.

### **Promoting Equality of Opportunity and Diversity**

All staff are expected to work to eliminate discrimination, promote equality of opportunity and promote good relations. All members of the Academy should be treated with respect and you should provide all with a high quality service appropriate to their needs.

### **Disciplinary Action**

Failure to meet appropriate standards of behaviour and conduct may result in disciplinary action, including dismissal.