

# Staff Code of Conduct

Applies to all paid staff, third party staff, trainee teachers, volunteers, governors, visitors and work experience students

**Adopted by Governors:**

Full Governors  
15 June 2023

**Reviewed:**

October 2023

**Next review:**

Autumn 2024

**Kings Mill School & Residence**

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## Statement of intent

Kings Mill expects all pupils to receive high-quality teaching and learning in a positive and respectful environment.

Employees at the school should ensure that their own behaviour, and the manner in which they conduct themselves with colleagues, pupils, parents and other stakeholders, sets a positive and professional example for pupils.

We recognise that the majority of staff members act appropriately and treat each other with dignity and respect; however, we consider it important to clarify the expected standards.

This policy forms part of a staff member's contract of employment and failure to comply with it, and with the associated Kings Mill policies, may result in disciplinary action being taken, including legal action where this is warranted.

This document applies to all staff members who are:

Employed by Kings Mill including governors, volunteers, work experience students, supply teachers, trainee teachers, and other externally employed individuals working regularly at Kings Mill, supporting a child.

## Safeguarding pupils

In accordance with Keeping Children Safe in Education (KCSIE), staff have a responsibility to safeguard pupils and protect their welfare ensure that they provide a learning environment in which pupils feel safe, secure and respected.

To effectively safeguard pupils, staff members are required to follow the procedures outlined in this Policy and the Child Protection and Safeguarding Policy, ensuring that they do not act in a way that may put pupils at risk of harm, or lead others to question their actions.

In accordance with Kings Mill's Behaviour Policy and Child Protection and Safeguarding Policy, staff members will be prepared to identify pupils who may be subject to, or at risk of, the following types of abuse and neglect, including, but not limited to, the following:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Domestic Abuse
- Child-on-child abuse
- Radicalisation
- Serious violence
- FGM
- Child sexual exploitation (CSE)
- Child criminal exploitation (CCE)

Copies of policies and a copy of Part one of KCSIE will be provided to staff at induction and updates distributed to all staff as changes occur. Staff will have a clear understanding of the school's policies and procedures with regards to safeguarding issues, e.g. abuse, and the important role they play in preventing harm against pupils.

In accordance with the Child Protection and Safeguarding Policy, staff will also be aware that the following factors could increase a pupil's risk of being subject to safeguarding issues:

Pupils who need a social worker (Child in Need and Child Protection Plans)

- Children missing from education
- Pupils requiring mental health support
- CLA (Children Looked After) and previously CLA
- Pupils with Special Educational Needs and Disabilities and/or health issues
- Pupils who identify as or are perceived to be LGBTQ+

If a staff member identifies a pupil who is subject to, or at risk of, abuse and neglect, they will follow the necessary reporting and referral procedures outlined in the Child Protection and Safeguarding Policy.

If a member of staff has any concerns about a pupil's welfare, they will act on them immediately. They will follow the necessary reporting and referral procedures outlined in the Child Protection and Safeguarding Policy and speak to the DSL. Staff will be aware of the procedures to follow if a pupil tells them they are experiencing abuse, exploitation, or neglect.

In all cases, if a member of staff feels unsure as to whether an incident or pupil would be classed as a safeguarding concern, they will speak directly to the DSL. Staff will not assume a colleague will take action and share information that might be critical in keeping children safe.

Staff will recognise, acknowledge, and understand that even if there are no reports of child-on-child abuse in the school, this does not mean it is not happening. Staff will understand the scale of harassment and abuse and challenge inappropriate behaviours between peers that are abusive in nature and report any concerns regarding any form of abuse to the DSL without undue delay.

Any member of staff member that has concerns about another staff member's (including volunteers and supply staff) actions or intent or believes these actions may lead to a pupil being put at risk of harm, will report this in line with the Allegations of Abuse Against Staff Policy or Whistleblowing Policy immediately so appropriate action can be taken.

If the concern is regarding the headteacher, staff will report this to the chair of the governing board.

If a member of staff feels unable to raise an issue with the school, they will use other whistleblowing channels, including contacting the NSPCC's helpline on 0800 028 0285 (between the hours of 8:00am and 8:00pm Monday to Friday) or email address [help@nspcc.org.uk](mailto:help@nspcc.org.uk). Staff can also access guidance at [www.gov.uk/whistleblowing](http://www.gov.uk/whistleblowing). Fear about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare of pupils.

Upskirting is not tolerated by the school and any incidents of upskirting must be reported to the DSL who will decide on the next steps to take, which may include involving the police.

Staff will undergo safeguarding and child protection training, including online safety, at induction. Safeguarding training will be updated regularly, at least annually, to continue to provide them with relevant skills and knowledge to safeguard children effectively.

Staff will recognise that, when teaching pupils about safeguarding and online safety, a one-size-fits-all approach may not be appropriate for every pupil, and a more personalised or

contextualised approach may be needed for pupils who are vulnerable, victims of abuse and/or have SEND.

Staff will be aware of their local early help process and understand their role in it.

Staff will be aware of the process for making referrals to children's social care service (CSCS) and for statutory assessments under the Children Act 1989, along with the role they may be expected to play in such assessments.

Staff will reassure victims that they are being taken seriously and that they will be supported and kept safe by the school. They will never give the impression that pupils are creating a problem by reporting abuse, sexual violence or sexual harassment, nor should a pupil ever be made to feel ashamed for reporting an incident.

Staff will know how to manage the requirement to maintain an appropriate level of confidentiality, involving those who need to be involved, but will never promise a child that they will not tell anyone about a report of any form of abuse, as this may ultimately not be in the best interests of the child.

Staff will be aware of the school's legal duty to make a referral to the DBS where they consider an individual has engaged in contact that has harmed, or is likely to harm, a child.

Staff will be aware that confidentiality will never be promised to a pupil – staff will understand the procedure for if a pupil discloses a potential safeguarding issue, in accordance with the Child Protection & Safeguarding Policy.

Staff will be aware of the Kings Mill's legal duty to refer anyone who has harmed, or poses a risk of harm to, a child or vulnerable adult to the DBS – this includes where:

The harm test is satisfied in respect of that individual

The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence

The individual has been removed from working in regulated activity or would have been removed if they had not left their post

Staff have an obligation to record all child protection, safeguarding, pastoral and welfare issues on the CPOMS system within 24hr of the incident occurring.

Where a pupil sustains an injury, first aid assistance must be sought, from a designated first aider, and the injury logged and reported following the accident reporting procedure.

## **Appearance and dress**

Kings Mill expects that its staff members will:

- Abide by the Dress Code Policy.
- Ensure that their appearance is clean, neat when at work or representing Kings Mill.
- Dress in a manner that is appropriate to their role.
- Not wear clothing that could have implications for the health and safety of themselves, or others in their care
- Remember that they are role models for pupils, and that their dress and appearance should reflect this.
- Not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders.

- Ensure that, if visible, tattoos do not cause offence to others; if tattoos are likely to cause offence, they must be covered up whilst in work.
- Ensure that jewellery and piercings are minimal and, in the health and safety interests of both staff and children, avoid anything that could catch or be caught by pupils.
- Not wear blue denim jeans, ripped jeans, open toe sandals, low cut tops, tops which expose the midriff, short skirts/shorts or clothing that has political or contentious slogans; during work hours.

## **Employment & Attendance at work**

Kings Mill expects that its staff members will:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Fulfil all contractual obligations and duties as detailed in their job profile.
- Be aware that temporary or permanent adjustments to a post must be authorised by a member of SLT using a workplace risk assessment.
- Be aware that their work pattern is determined by the headteacher and may be subject to change to meet the requirements of the post and the school or residence needs.
- Attend training courses and complete online training within given timescales. Failure to do so could result in disciplinary action.
- Attend training courses in accordance with the Learning and Development Fees and Expenses Policy.
- Provide information for safeguarding checks within specified timescales e.g. DBS applications.
- Sign in and out of the school building using the visitor management system.
- Displaying their King Mill ID badge at all times.
- Immediately report the loss of their ID badge to the school office.
- Not gain/attempt to gain access to any Kings Mill site outside of their contractual hours unless approval has been given by a senior leader.
- Not use another person's ID badge to gain access to the site or move around the premises.
- Be responsible for their own property, valuables or medication that they bring on to the premises.
- Attend absence review meetings and maintain regular contact during sickness absence in accordance with the Attendance at Work Policy.
- Make routine medical and dental appointments outside of their working hours or during holidays where possible.
- Refer to the Special Leave Policy if they need time off for any reason other than personal illness.
- Provide evidence of medical appointments or evidence (where applicable) to support other leave of absence requests.
- Telephone the school by 8.15am if they are going to be absent from work through sickness or injury.

- Telephone the residence, by 6am if working a morning shift, and by 10am if working an evening shift, if they are going to be absent from work through sickness or injury.
- Telephone the school/residence in person rather than asking a friend or relative to phone (except in exceptional circumstances). You should follow up voicemails with a second telephone call so you can speak to someone in person.
- Telephone the school or residence with daily updates, for short term absences (up to 7 calendar days).
- Provide a copy of a Fit Note for absences lasting longer than 7 calendar days and maintain in regular contact with school or residence as agreed with your line manager.
- Work from home in accordance with the Home Working Policy and Procedure.

### **Professional behaviour and conduct**

Staff are expected to demonstrate consistently high standards of personal and professional conduct such that public confidence in their integrity is sustained. Staff will:

- Have proper and professional regard for the ethos, policies and practices of the school.
- Maintain high standards in their attendance and punctuality.
- Take care of themselves and others affected by their activity at school.
- Cooperate with school leaders in meeting their duties under the relevant regulations.
- Treat pupils, parents, colleagues and external contacts with dignity and respect.
- Observe proper boundaries appropriate to their professional position, showing tolerance of and respect for the rights of others.
- Inform the headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.
- Be aware that professional behaviour and conduct is expected to be extended to extra-curricular trips and visits.
- Act appropriately in terms of the views they express (in particular political views) and the use of Kings Mill resources at all times.
- Be respectful of shared staff areas and tidy away after themselves.

Staff will not:

- Use foul or abusive language.
- Perpetrate discrimination, bullying, harassment, or intimidation, including physical, sexual and verbal abuse.
- Misuse or misrepresent their position, qualifications, or experience.
- Seek to bring the school into disrepute.
- discuss personal matters with other staff members in the presence of pupils.
- Use school resources for political purposes.

### **Conduct outside of work**

Staff may undertake work outside Kings Mill, either paid or voluntary, provided that it does not conflict with the interests of Kings Mill. The nature of the work cannot be at a level which may contravene The Working Time Regulations 1998 or affect an individual's work performance.

Staff will not engage in outside work which could seriously damage the reputation and standing of Kings Mill or the employee's own reputation, or the reputation of other members of Kings Mill's community.

Staff will not engage in criminal activity in particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct.

Staff committing offences that involve violence, possession or use of illegal drugs, or sexual misconduct is unacceptable, and will result in disciplinary procedures in line with the school's Disciplinary Policy and Procedure.

Staff will not engage in inappropriate use of social network sites which may bring themselves, Kings Mill, or its community or employer into disrepute.

### **Smoking, e-cigarettes, alcohol and other substances**

Staff will not smoke or vape on Kings Mill premises or whenever in the sight of pupils, parents or visitors.

Staff will not smoke or vape whilst working with or supervising pupils off-site, such as when on educational visits and trips.

The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members must never attend work under the influence of alcohol or illegal drugs.

Staff will report for work and remain in a condition to perform their duties free from the effects of drugs, alcohol or any other substances that may hinder judgement and cause changes in behaviour; this does not include over-the-counter painkillers such as paracetamol

If staff are suspected to be under the influence of drugs, alcohol or other substance during working hours a referral can be requested for alcohol and/or drug testing in accordance with the Workplace Drug and Alcohol Testing Policy.

If drug, alcohol or other substance usage impacts on a staff member's performance, appropriate action will be taken in accordance with the Disciplinary Policy.

### **Health and safety**

Kings Mill expects that its staff will:

- Be familiar with and adhere to the Health and Safety Policy and ensure that they take every action to keep themselves and everyone in the school and residence environment safe and well.
- Comply with health and safety regulations, adhering to rules, routines and procedures in place, and cooperate with senior leaders and colleagues on all matters relating to health and safety.
- Use the correct equipment and tools for the job and wear any protective clothing supplied.
- Comply with food hygiene requirements.
- Comply with accident, incident, near miss, defect, hazard, data protection and security reporting and recording procedures.
- Inform the headteacher of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended).

- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

### **Relationships with pupils**

- Kings Mill expects that its staff will:
- Be aware of individual pupil's risk assessments.
- Be aware of individual pupil's Medical Information forms.
- Maintain professional boundaries and relationships with pupils at all times, and will consider whether their actions are warranted, proportionate, safe and necessary.
- Act in an open and transparent way that would not lead to others questioning their actions.
- Ensure that they do not establish social contact with pupils for the purpose of securing a friendship, or to pursue or strengthen a relationship.
- Ensure that they do not develop personal or sexual relationships with pupils: this includes sexual remarks and discussing their own sexual relationships with, or in the presence of, pupils.
- Only contact pupils and/or families via Kings Mill's established mechanisms and with the approval of the Headteacher: personal phone numbers, email addresses or social media platforms will not be used to contact pupils.
- Declare relationships they have with pupils and/or families outside of work; this may include mutual membership of social groups, tutoring, Direct Payment work or family connections and friendships.
- Inform the Headteacher if contacted by a student by an inappropriate route e.g. social media.

Under the Sexual Offences Act 2003, it is an offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect to that child, even if the relationship is consensual.

### **Physical contact with pupils**

All staff members will respect the personal space and privacy of all pupils and will avoid situations which unnecessarily result in close physical contact.

The school and residence understand that there are circumstances in which it is entirely necessary for staff to have physical contact with pupils, e.g. when applying first aid and assisting with intimate care, but staff will only do so in a professional and appropriate manner in line with relevant Kings Mill policies.

When physical contact is made with pupils, it is imperative that it is conducted in a way which is responsive to the pupil's needs, is of limited duration and is appropriate to their age, stage of development, gender, ~~ethnicity~~ and background.

Staff will seek the pupil's permission, where possible, before initiating contact.

Staff will always use their professional judgement when determining what physical contact is appropriate, as this may differ between pupils. As such, the pupil's feelings and wishes will always be taken into account.

Staff will never touch a pupil in a way which is indecent and will be aware that even well-intentioned physical contact may be misconstrued by a pupil, an observer or by anyone to whom this action is described and, therefore, will always be prepared to explain their actions.



Staff will be aware that even well-intentioned physical contact may be misconstrued by a pupil, an observer or by anyone to whom this action is described and, therefore, will be prepared to justify their actions.

Staff will not engage in rough play or play fights with pupils.

Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be reported to the headteacher and appropriate procedures will be followed.

Where it is necessary in PE classes for teachers to demonstrate use of equipment, this will be conducted with another member of staff if possible. If a pupil is required to participate, their consent will be given before doing so.

If a child is in distress and in need of comfort as reassurance, staff may use age-appropriate physical contact. Hugs and other physical contact should not be initiated by staff except where it is an appropriate response to a child in distress. Staff will remain self-aware of their actions at all times and ensure that their contact is not threatening, intrusive or subject to misinterpretation.

The school acknowledges that situations may arise in which staff members will be required to use physical intervention, and in some cases reasonable force, in order to manage conflict, disruption and distressed behaviour when other measures have failed to do so. In these cases, staff will ensure that actions such as safe touch and reasonable force are used in a correct and safe manner, in accordance with the relevant legislation and national guidance and in line with the schools Physical Intervention Policy.

In all interactions with pupils staff will always behave and act in a respectful and professional manner and staff will be aware that extra caution and consideration may be needed where it is known that a pupil has previously suffered from abuse or neglect.

### **Showering and changing**

Pupils are entitled to respect and privacy whilst they are changing before/after PE; however, a level of supervision is required to ensure that pupils are safe, and that they are not subjected to bullying.

The supervision will be appropriate to the needs and ages of the pupils, and sensitive to the potential for embarrassment.

Staff will announce their intention of entering the changing room to allow pupils to maintain their privacy.

Staff will never change in the same area as pupils.

Staff will only shower in the same area where it is a communal, open shower and swimwear is worn e.g. at the leisure centre after swimming.

### **Intimate Care**

Staff will seek consent from the pupil for intimate care - see intimate care policy for more details.

Staff will respect the dignity of the pupil and use the time spent on intimate care as a time to interact with the pupil and if appropriate as a learning opportunity.

Staff will adhere to the Dress Code Policy so that pupils are kept safe during intimate care.

Staff will use agreed terminology when referring to intimate parts of a pupil's body in line with the Intimate Care Policy.

### **Transporting pupils**

Staff are aware that the safety and welfare of pupils is the responsibility of the school until pupils are with their parents. The school is committed to taking all possible safety measures to ensure the safety of pupils.

When it is necessary to transport pupils off-site, staff will gain consent from parents before transporting pupils and adhere to the appropriate school policies and risk assessments, such as the Driving at Work Policy, and the Safer Working Practices Policy.

Staff will ensure that they:

- Hold a full valid driving licence for the category of vehicle being driven and providing their licence details to the headteacher where required.
- Drive in accordance with the laws of the road and Highway Code.
- Check before each journey that the vehicle is roadworthy, e.g. tyres are properly inflated and meet legal requirements.
- Ensure that they are fit to drive; where their fitness to drive may be impaired, e.g. due to a medical condition or taking medication, they inform their line manager as soon as possible and notify the DVLA where required.
- Notify the headteacher where there is any change in their circumstance in relation to driving at work, e.g. if they acquire penalty points on their licence for motoring offences outside of work.

Staff will only use their own vehicle to transport pupils where there is no practical or reasonable alternative, and where agreed upon by the headteacher and parents in advance of the journey. Only members of staff with the appropriate level of DBS check and safeguarding and behaviour management training will be permitted to transport pupils.

Ideally two or more staff will be present in the vehicle to avoid any discrepancy regarding safeguarding concerns. On some occasions e.g. work experience it may be necessary for one member of staff to transport one or two pupils. In this case careful consideration will be given to the pupil's individual risk assessment and a full discussion will be had with the staff member driving. Staff will volunteer to drive pupils on their own and will not be directed.

When using their own vehicle to transport pupils, staff will ensure that their driving insurance is valid for the purposes of business use, including cover for persons travelling as business passengers.

Staff will not offer pupils transport outside of their normal working duties, other than in an emergency or if a pupil is at risk. These circumstances will be recorded and reported to the headteacher and the pupil's parents.

Staff must use child restraints and seats appropriate to the age and size of the pupil.

### **Conflicts of interests**

The school is aware that situations may arise where family interests or loyalties conflict with those of the school; however, staff have an obligation to act in the best interests of the school community to avoid situations where there may be a potential conflict of interest.

Staff and volunteers will be responsible for:

- Act in accordance with Kings Mill's Counter Fraud and Corruption Policy and the Employing and Working with Relatives Policy.
- Declaring any conflicts of interest.
- Acting in accordance with this policy at all times.
- Identifying any conflicts of interest that have not been previously declared.
- Following the school's Whistleblowing Policy where there are concerns that a conflict of interest has not been declared, and an individual might have subsequently benefitted.
- Ensuring that all individuals in a discussion do not have a vested interest in the subject.
- Informing the headteacher of any relatives who may have a declarable interest.
- Consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities.

Membership to a trade union or staff representative group does not need to be declared.

### **Financial incentives**

Kings Mill expects that its staff will:

- Familiarise themselves and comply with the Kings Mill's financial regulations and the Gifts and Hospitality Policy.

Declare to the governing board, in writing, any gifts received, with the exception of:

- Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo – these items may be accepted.
- 'One off' gifts offered by parents or pupils to school staff to express their gratitude, but staff members should always refuse monetary gifts.
- Hospitality in the form of meals and drinks where it is part of a normal business meeting.
- Authorised visits to exhibitions, demonstrations, conferences, business meals and social functions in connection with the Kings Mill's business, which shall be at the Kings Mill's expense.
- Not accept a personal gift, payment, or other incentive from a business contact – any such gifts should be returned.
- Declare any gift that cannot be returned to the governing body, who will decide how it will be used.
- Declare any overpayment in salary or overtime, as soon as the error is realised.
- Only accept offers to specific events after authorisation from the Headteacher.
- Declare to the headteacher, any personal gift given to an individual pupil, from an individual member of staff or class staff team, and record details.

### **Declaration of interests**

Staff members are required to declare their interests, both personal and financial, where the group or organisation they are affiliated with would be considered to be in conflict with the ethos of the Kings Mill.

For the purposes of this policy, a financial conflict of interest is one where there is, or appears to be, opportunity for personal financial gain, financial gain for close relatives or

friends, or where it may be reasonable for a third party to take the view that financial benefits may affect an individual's actions.

The term 'financial interest' means anything of monetary value, including the following:

- Payments for services
- Equity interests
- Intellectual property rights
- Hospitality or gifts

Examples of financial interests that must be declared include, but are not limited to, equity interests in services considered for use by Kings Mill.

Non-financial conflicts of interest can also come into conflict, or be perceived to come into conflict, with an individual's obligations or commitments to Kings Mill. These interests may include any benefit or advantage including, but not limited to, direct or indirect enhancement of an individual's career or gain for immediate family or someone with whom the individual has a close relationship.

Examples of situations that could give rise to non-financial conflicts of interest include the following:

- Pressure or temptation to accept gifts, inducements or hospitality
- Participating in the appointment, hiring, promotion, supervision or evaluation of a person with whom the individual has a close personal relationship
- Where a member of staff has or develops a close personal relationship with a colleague
- Membership to a trade union or staff representative group does not need to be declared.

Staff members will declare their relationship with any individual where this might cause a conflict with Kings Mill activities.

Staff members will not use school business contacts for acquiring materials or services at trade/discount prices for non-school activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the Headteacher or trade union.

All declarations, including nil returns, will be submitted in writing to the headteacher for inclusion on the Register of Business Interests.

Any member of staff found to be withholding information about a conflict of interest will be subject to disciplinary action in line with the Disciplinary Policy and Procedure.

### **Acceptable use of technology**

Staff are aware of the benefits and challenges associated with using technology in school. When using technology staff will always adhere to the various procedures, freedoms and limitations outlined in the relevant school policies, which include but are not limited to:

- Online Safety Policy
- Acceptable Use Policy

- Use of Electronic Mail Policy and Guidelines
- Use of Internet Policy and Guidelines

### **Device User Agreement**

All staff will maintain a professional level of conduct in their personal use of technology, and read, sign, and agree to the school's Technology Acceptable Use Agreement.

Staff will be aware of how the use of technology can impact safeguarding and wellbeing issues, e.g. online abuse.

Staff will be vigilant to ensure their own behaviour is respectful and that pupils are using technology appropriately while under their care.

### **Personal devices**

Personal devices are used in accordance with the provisions outlined in the policies above. Any personal electronic device that is brought into school is the responsibility of the user.

Personal devices are only permitted to be used in the following locations:

- Staff rooms
- Offices, training room, meeting room – if pupils are NOT present

Staff are not permitted to use their personal devices during lesson time, other than in an emergency.

Staff are not permitted to use their personal devices to take photos or videos of pupils.

### **Social media**

Staff will be aware that their conduct on social media can have an impact on their role and reputation within the school.

Staff will remain mindful of their use of social media and their web-based presence including written content, videos or photographs, and views expressed directly or indirectly which may bring themselves, the school, or the school community into disrepute. This includes 'reacting' to pages or posts published by others, using emoji's or likes.

Staff are required to employ the highest security settings on any personal profiles they may have.

Staff will not engage in inappropriate use of social networking sites including contacting pupils or their family members, accepting or inviting friend requests from pupils or their family members, or following pupils or their family members on social media.

The school understands that some staff are also parents of pupils at the school and, therefore, may wish to contact other parents. When doing so, staff will exercise their professional judgement and will not contact family members on social media if this would lead to a conflict of interest.

### **Photography and videos**

All staff will act in accordance with the school's Photography Policy.

Photographs, images and videos will only be taken using school equipment – using personal mobile phones for this purpose is prohibited and taking images of pupils will not be taken for personal use.

Staff will ensure that imagery and videos will be kept in an appropriate and secure place in school in line with the Photography Policy and GDPR guidelines.

No pupil will be photographed in a state of undress or semi-undress, or in a situation which could be considered as indecent or sexual.

Staff will not take images of a pupil's injury, bruising or similar (e.g. following a disclosure of abuse), even if they have been requested to do so by children's social care and staff members will not make audio recordings of any disclosure made by a pupil.

Consent for taking photographs will be obtained from parents, or the pupil themselves, if they are deemed old enough and able to make the decision for themselves.

The age of consent that is legislated is 13 and above; however, this is only applicable for online services provided directly to children. For everything else, an appropriate age of consent is considered on a case-by-case basis by the DPO, headteacher and a pupil's parents (where appropriate).

Pupils who have not provided consent, either personally or via their parents, to have their photograph taken or be filmed will have their wishes respected, in line with the Photography Policy.

The headteacher will be notified of the proposed use of the imagery or video and the equipment and ensure that the use of such is included in lesson plans where this is necessary.

All photographs and videos will be available for scrutiny, and staff will be prepared to explain and justify the images or footage taken.

Careful consideration will always be given to the activities which are being filmed or photographed, to ensure that images or videos are not indecent and cannot be misused.

### **Premises, equipment and communication**

Staff are responsible for:

- Being aware of and following the requirements of the School Security Policy.
- Securing windows and doors when rooms are not in use.
- Being aware of and following the requirements of the Visitor Management Procedure including:
  - notifying the school office of all planned visitors
  - ensuring their visitor signs in and out at reception
  - ensuring their visitor prominently displays their visitor lanyards
  - accompanying 'supervised' visitors at all times
  - challenging any unidentified individuals and notifying SLT of any unauthorised person.
- Securing valuable equipment after use.
- Ensuring the security of school equipment when taken off the school premises, such as laptops in line with the Device User Agreement.
- Accessing the school premises in accordance with the school's Security Policy.
- Acting in accordance with the school's Data Protection Policy ensuring that data and information is secure.
- Reporting any minor security concerns to the headteacher.

- Reporting major security concerns directly to the police or emergency services, where appropriate.
- Prominently displaying their blue 'staff' lanyard.
- Being responsible for the security of any of their own property that they bring to the school site.

School equipment and systems are available only for school-related activities and will not be used for the fulfilment of another job or for personal use, unless specifically authorised by the headteacher. Illegal, inappropriate, or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.

Employees receiving inappropriate communication or material, or who are unsure about whether something they propose to do might breach this policy, should seek advice from the headteacher.

The school reserves the right to monitor emails, phone calls, internet activity or document production on school-owned equipment, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

Communication systems may be accessed when the school suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity. Access will be secured by the systems manager, only with the permission of the governing board.

Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the headteacher or systems manager. Breaches of this confidentiality may be subject to disciplinary action.

School equipment that is used outside the premises, e.g. laptops, will be returned to the school when the employee leaves employment or if requested to do so by the headteacher.

### **Data protection and confidentiality**

All staff will be aware of their responsibilities as laid out in the schools Data Protection Policy and in line with the core principles of the UK GDPR and the Data Protection Act 2018.

Staff members will not disclose sensitive information about the school, its employees, or the LA to other parties. The only exception to this being when the confidential information gives rise to concerns about the safety or welfare of a pupil.

Staff members have the right to request access to data that is held about them. Such requests will be made to the headteacher in writing in accordance with the school's Data Protection Policy and Records Management Policy.

Staff will ensure that:

- Confidential paper records are kept in a locked filing cabinet, drawer or safe, with restricted access, and will not be left unattended or in clear view anywhere with general access.
- Implement a 'clear desk policy' to avoid unauthorised access to physical records containing sensitive or personal information.

- Memory sticks are not used to hold personal information unless they are password-protected and fully encrypted.
- They will not use their personal laptops or computers for school purposes. All necessary members of staff are provided with their own secure login and password, and every computer regularly prompts users to change their password.
- When sending confidential information staff will always check that the recipient is correct before sending.
- They involve the DPO in all data protection matters closely and in a timely manner.

If staff and governors need to use their personal laptops for school purposes, particularly if they are working from home, they will bring their device into school before using it for work to ensure the appropriate software can be downloaded and information encrypted.

- Before sharing data, all staff will ensure:
- They are allowed to share it.
- That adequate security is in place to protect it.

Who will receive the data has been outlined in a privacy notice.

Where personal information that could be considered private or confidential is taken off the premises, either in electronic or paper format, staff will take extra care to follow the same procedures for security, e.g. keeping devices under lock and key. The person taking the information from the school premises accepts full responsibility for the security of the data.

The workforce privacy notice is shared with staff during induction and is available to view on the school website.

The school holds the right to take the necessary disciplinary action against a staff member if they believe them to be in breach of the above security measures.

## **Probity of records**

The deliberate falsification of documents, such as references, academic qualifications or legal documents, is unacceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

## **Personal and Professional Conduct**

In addition to this Code of Conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2013' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. Pupils come into contact with many more individual than just teachers during their time at school. It is therefore important that the following statements define the behaviour and attitudes which set the required standard for conduct do not just apply to teachers but to all staff.

All staff 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

All staff 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.

All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities

## **Legal framework**

This policy has due regard to all legislation including, but not limited to, the following:

- The General Data Protection Regulation (GDPR)
- Data Protection Act 2018
- Education Act 2002
- The Children Act 1989
- The Working Time Regulations 1998 (as amended)
- Sexual Offences Act 2003

This policy also has due regard to statutory guidance including, but not limited to, the following:

- DfE (2023) Keeping children safe in education (KCSIE)
- DfE (2022) National Minimum Standards for residential special schools
- DfE (2021) Staffing and employment advice for schools
- DfE (2015) Supporting pupils at school with medical conditions
- DfE (2018) Working Together to Safeguard Children

This policy operates in conjunction with the following Kings Mill policies and documents that staff must familiarise themselves with and abide by:

- Acceptable Use Policy
- Attendance at Work Policy & Procedure
- Behaviour Policy
- Child Protection & Safeguarding Policy
- Counter Fraud & Corruption Policy
- Data Protection Policy
- Devise User Agreement
- Disciplinary Policy
- Dress Code Policy
- Driving for Work Policy
- Employing and Working with Relatives Policy
- Equality in Employment Policy & Guidelines
- First Aid Policy

- Gifts & Hospitality Policy & Procedure
- Grievance Policy & Procedure
- Harassment & Bullying Procedure
- Health & Safety Policy
- Home Working Policy & Procedure
- Intimate Care Policy & Procedure
- Learning and Development Fees and Expenses Policy
- Management of Medication Policy
- Online Safety Policy
- Photography Policy
- Right to Flexible Working Policy
- Site Security Policy
- Social Emotional and Mental Health
- Special Leave Policy & Procedure
- Staff Supervision Procedure and Guidance
- Use of Electronic Mail Policy & Guidelines
- Use of Internet Policy & Guidelines
- Visitor Management Procedure
- Whistleblowing Policy
- Workplace Drug and Alcohol Testing Policy & Procedure

## **Compliance**

All staff must complete a declaration to confirm they have read and understood the policy and agree to comply, using the link below.

This link should also be used for declaring any relationships or connections with pupils or their families outside of work e.g. family friendships, Direct Payments etc.

<https://forms.office.com/e/XG6iXuCzQe>

## Record of review/amendment

|                     |                                                                                                        |                              |                       |
|---------------------|--------------------------------------------------------------------------------------------------------|------------------------------|-----------------------|
| <b>Review Date:</b> | 11 <sup>th</sup> October 2023                                                                          | <b>Page No (Other info):</b> | 16<br>Legal Framework |
| <b>Original:</b>    | DfE (2022) 'Keeping children safe in education'                                                        |                              |                       |
| <b>Amendment:</b>   | DfE (2023) 'Keeping children safe in education'<br><br>Reviewed alongside updated KCSiE guidance – DSL |                              |                       |

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| <b>Review Date:</b> |  | <b>Page No (Other info):</b> |  |
| <b>Original:</b>    |  |                              |  |
| <b>Amendment:</b>   |  |                              |  |

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