



THE GROVE PRIMARY SCHOOL **CODE OF CONDUCT AND PROTOCOLS**

This Code of Conduct aims to outline the minimum standards of behaviour expected by all staff employed in our school. It is not exhaustive and does not provide a complete checklist however, it provides a summary of key policies and aims to reflect national and local requirements to protect and support children and adults and to outline the minimum standards of behaviour expected by all. In addition to reading and signing this Code of Conduct, staff are also expected to ensure that they are familiar with the policies and documents listed below, know how to access them and to seek the advice of their line manager or head teacher in the event that they do not understand any aspect of this document or those referred to below:

Key School Policies and procedures:

The policies and procedures listed below can be found on the website with copies available in HT's room

- Alcohol and Substance Misuse (LA HR Model Policy)
- Behaviour
- Bribery
- Complaints
- Critical Incident
- Data Protection & Secure Data Handling
- Disciplinary Procedures (School Staff)
- Educational Visits
- Health & Safety
- Home School Agreement
- Home Visits and Lone Working
- Intimate Care
- Non Smoking
- On-Line Safety
- Procedures for the transportation of pupils
- Use of Force to Control and Restrain Pupils
- Relatives, relationships and related matters (LA HR Policy)
- Remote Learning
- Safeguarding and Child Protection
- SEND
- Single Equality
- Vaping
- Whistle Blowing

Key external documents (with links where available);

- [Safer Working Practice - Guidance for safer working practice for adults who work with children and young people - Norfolk Schools and Learning Providers - Norfolk County Council](#)
- [Keeping children safe in education - GOV.UK](#)
- [Working together to safeguard children - GOV.UK](#)
- [Use of reasonable force in schools - GOV.UK](#)
- [Searching, screening and confiscation – advice for head teachers, school staff and governing bodies \(July 2023\)](#)
- [Searching, screening and confiscation in schools - GOV.UK](#)
- [Wiltshire Safeguarding Vulnerable People Partnership \(SVPP\) - Home page](#)
- [Teachers' standards - GOV.UK](#)
- Wiltshire Protocol for schools when a child has not been collected as expected by parents at the end of the school day (May 2018)

Introduction

- The Grove is committed to providing positive academic, social and emotional outcomes for our children, underpinned by a strong safeguarding ethos. We are equally committed to the welfare of our staff, who are expected to adhere to the highest standards of professional behaviour in order to maintain the confidence and respect of the general public and colleagues.
- Staff must make judgements about their behaviour to secure the best interest and welfare of the children in their charge and in so doing will be seen to be acting reasonably. They should not hesitate to seek advice if they are unsure as to what course of action to take in any given situation.
- All staff working in our school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions.
- All staff should be aware of the fact that failure to meet the standards of behaviour and conduct as outlined in this document may result in disciplinary action. This could include dismissal, criminal action and/or other proceedings, including barring by the Disclosure and Barring Service (DBS) from working in a regulated activity.
- Some parts of this code of conduct will affect managerial and teaching staff more than on support staff.
- It is expected that staff will have had an opportunity to contribute to its review through, for example, school INSET days.
- The governors will make sure that this policy reflects national and local requirements to protect and support the children and adults in our school.

Definitions

- **Child:** refers to all children up to the age of 18.
- **Parent/s:** refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents
- **Position of trust:** is when one party is in a position of power or influence over another, due to their work or the nature of their activity. All adults are in positions of trust in relation to every child at our school.
- **Staff:** refers to all those employed by our school in a full time or part time paid capacity, including supply staff.
- **Social media:** term commonly used for websites and applications that allow people to interact with each other in some way (e.g. Facebook, blogs, Twitter) and also applies to the use of communication technologies such as mobile phones, smart technology, cameras, PDAs/PSPs, tablets or other handheld devices and any other emerging forms of communication technologies.
- **Volunteer:** a person who performs an activity that involves spending time, unpaid in this school (except for approved expenses).

Section A: Human Resources Code of Conduct

This section is based on the Wiltshire HR Model Code of Conduct for teaching and support staff in schools. It is however a summary of the key points in that document, which can be referred to for any further clarification and/or more detailed information. It applies to all employees of our school, including supply workers.

Teaching staff responsibilities:

Teaching staff must adhere to:

- The terms and conditions outlined in the [School Teachers Pay and Conditions Document \(STPCD\)](#).
- The [Teachers Standards](#) as set out by the Department for Education. These cover both teaching standards and personal and professional conduct. Teacher's performance will be regularly reviewed against these professional standards.

Responsibilities of all staff:

Equality:

- The school is firmly committed to the principles of equality and diversity and has a positive duty to promote these within the community it serves.
- Staff must treat colleagues, pupils, parents, governors and members of the public and the local community with respect and must not discriminate unlawfully against any person.
- Staff involved in making appointments should ensure that decisions are based only on the ability of the candidate to undertake the duties of the post.

Conflicts of Interests

- Conflicts of interest may occur if a decision of the school could affect an employee, or close friends and relatives, either positively or negatively. Interests could include involvement with businesses which have existing or proposed contracts with the school.
- Staff should ask themselves the question "Would a member of the public think that they or their family would benefit from the connection between their personal interest and their employment with the school?" If the answer is yes, then they must declare their interest to the head teacher in writing.
- Staff may hold their own personal and political views but must act professionally at work and not allow these views to interfere with their work and understand their responsibility to promote British values.

Outside Commitments

- Staff should ensure that their activities outside work do not conflict with their duty to the school.
- All staff should inform the head teacher before engaging in any other business or accepting additional employment. Any additional employment should not conflict with the school's interests or have the potential to bring the school into disrepute.
- Staff may not set up a business, or accept a job with a business, which is in direct competition with the school and should check with the head teacher where further clarification is required.
- If a staff member works for another organisation they may not act as a messenger between that organisation and the school. Formal channels of communication must be maintained.
- Any secondary employment must not be carried out during an employee's contracted school working hours, nor whilst on standby for official call out purposes, unless such employment can be undertaken from their home.
- It is each member of staff's responsibility to monitor the number of hours they work and to ensure that they are rested and refreshed and able to carry out their role. On average staff should not work more than 48 hours in total each week calculated over a 17 week period as detailed in the Working Times Regulations

Confidentiality

- Staff must take all reasonable steps to ensure that the loss, destruction, inaccuracy or improper disclosure of information does not occur as a result of their actions. This includes information relating to school business and pupil data (see section D below for more detailed information).
- Staff must not disclose personal or financial information about any other member of staff without the express consent of that individual or authorisation from the head teacher.
- Confidential information belonging to the school should not be disclosed to any person not authorised to receive it.

- Staff must not use any information obtained in the course of their employment to cause damage to the school or for personal gain or benefit, nor should they pass information on to others who may use it in such a way.
- Staff should also be aware that under Section 13 Education Act 2011 that it is a criminal offence to disclose the identity of a teacher who is the subject of an allegation of a criminal offence made by or on behalf of a pupil until a teacher is charged with this offence. This includes disclosing any information that could make that person identifiable. Further details are available from the head teacher.

Time, facilities, publications and fees

- Staff must spend all of their contracted hours working for the school.
- Staff may not make personal use of the school's property or facilities (stationery, photocopiers, car parks etc.) unless authorised to do so by the head teacher. Computers and software may only be used in line with the school's 'Code of Conduct' (as detailed in the Section D below).
- Staff may only use the school telephones to make or receive private calls in exceptional circumstances, and with the permission of the head teacher.
- Staff wishing to publish any material which they have written in connection with their duties or in which they describe themselves as holding a position within the school must first gain the consent of the head teacher.
- If, in the course of their work at school, a member of staff creates a copyright work (for example a procedures manual or a software programme); patentable invention; design capable of registration; this would become the property of the school and, if appropriate, they would be required to cooperate in the registration formalities.
- Any public funds entrusted to an employee must be used in a responsible and lawful manner. Staff may retain fees for any lectures delivered with the agreement of the head teacher.

Gifts, rewards, favouritism, hospitality and sponsorship:

- Staff must:
 - declare any gift they receive from a parent or child. This does not include small tokens of appreciation such as at Christmas or the end of the year
 - not give gifts to individual children - any rewards or treats will be given only as part of the school's agreed behaviour (or other relevant) policy
 - advise the head teacher about the offer of any gift or hospitality, from outside or inside the school, which might be interpreted as an attempt to influence staff conduct towards children, parents or other employees.
- If an external organisation wishes, or is sought, to sponsor a school activity the rules concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors. The head teacher must be involved in any decision.
- Where the school wishes to sponsor an event or service, no employee or member of their family must benefit unless full disclosure of interest has been made to the head teacher. All sponsorship must be recorded

Dress and personal protective equipment

- Staff must dress smartly, in clothing appropriate to their role, (including when delivering remote/online education) compliant with professional standards and not likely to be viewed as offensive, revealing or sexually provocative. It should not distract, cause embarrassment or give rise to misunderstanding. Political slogans must be avoided.
- Staff should ensure that they follow any guidance regarding health and safety and dress appropriately for particular activities, including wearing any protective equipment as required.
- Any staff with tattoos that might be viewed as offensive, provocative or likely to give rise to misunderstanding must ensure those tattoos remain covered at all times whilst working for the school.

Speaking to the media

- Any approach to a member of staff regarding school related issues, from all press, radio or TV stations or specialist press must be directed to the head teacher. This is particularly important in the event of a critical incident.

- When an employee is approached by the press to make a comment as the representative of a union, they will need to consider any potential conflict of interest of impact on their work role with the school and the school's reputation

Misconduct

- All staff should conduct themselves in a professional manner at work. Serious misconduct and/or criminal offences committed during or outside of working hours which bring them and/or the school into disrepute may be the subject of disciplinary action which could lead to dismissal.
- It is essential that staff inform the head teacher of any police investigation, charge, caution, reprimand, fine or conviction immediately. All such disclosures will be handled in confidence but this may result in a suspension from duties while an investigation takes place.

Head teacher responsibilities:

- to provide additional advice and guidance on any points within the code of conduct
- to signpost staff to relevant policies, documents and guidelines

Section B: Code of Conduct for Safer Working Practice

Introduction

- This section is based upon Wiltshire's Model Staff Behaviour Policy and the document ['Guidance for Safe Working Practice for Adults Who Work with Children and Young People' \('The Safer Recruitment Consortium - 2022\)](#), in which you can find useful examples of acceptable and unacceptable conduct, together with discussion of the issues raised and in far more detail.
- All staff should have received and read a copy of the most up to date copy of [Keeping Children Safe in Education Part 1 and/or Annex A](#) (KCSiE)) and, in addition, all staff who work with children must also have read Part 5 and Annex B.
- In very **exceptional** circumstances where a member of staff believes it is the best interest of a child to breach these guidelines, that person must tell the head teacher of the justification for any proposed, or action already taken, at the earliest opportunity. The head teacher will make a written record of that discussion, including any areas of disagreement and actions taken

Exceptional operating circumstances

- If the school is required to change the way we offer our provision to children, due to exceptional circumstances (e.g. during a pandemic lockdown or other critical incident) staff safeguarding responsibilities to children will continue to apply in line with the school's Safeguarding and Child Protection policy. However, the situation may require temporary additional measures to be put into place.
- The DSL will ensure that staff (including any other adults working in our school), children and families are informed, in writing, of any temporary additional changes to procedures for working with children (e.g. online) and the timescales for such changes, so that everyone understands them and how long they are expected to last.

Staff relationships with children and parents

- All staff know that:
 - they are in position of trust in relation to all children on roll and must ensure that this power imbalance is never used for personal advantage and gratification
 - they should work, and be seen to work, in an open and transparent way, including self-reporting if their conduct or behaviour falls short of these guiding principles
 - it is important that they determine how best to build trusted relationships with children and young people which facilitate communication, using professional curiosity and speaking to the DSL if they have concerns about a child
 - they must avoid behaviour which might be interpreted by others as an abuse of their position of trust and report any behaviour that might be interpreted by others as an abuse of their position of trust to their line manager, including sharing personal contact details with children or families
 - they have a legal duty to protect the interests of children and accept the obligations inherent in that responsibility

- they must not establish or seek to establish social contact with children to secure a friendship or to pursue or strengthen a relationship
- they must inform the head teacher of any pre-existing (prior to the member of staff or child starting and the school) or new relationship with a child or close family member, which they feel might compromise the school or their own professional standing
- they should disclose any relationship or association (in the real world or online) that may impact of the school's ability to safeguard pupils, and understand that it is an offence (Sexual Offences Act 2003) for a member of staff in a position of trust to engage in **any** form of sexual activity with a child under the age of 18, even if the relationship is consensual
- Certain behaviours are at odds with a position of trust and are disciplinary offences which may be referred to the local authority and/or police. These include but are not limited to:
 - harassment or discrimination based on any characteristic protected by the Equality Act 2010
 - loss of personal civility including personal attacks or insults, displays of temper (such as throwing objects), unwanted physical contact (pushing, shoving, hitting) or the threat of the same, and/or
 - swearing, blasphemy or the use of offensive language in front of pupils, or use of language which is discriminatory and/or demeaning in any way.

Safeguarding and child protection concerns

- If a member of staff is concerned that a child is being abused, is at risk of being abused or may have been abused in the past, they will follow the agreed procedure set out in the flowchart 'What to do if you are worried about a child', which is displayed in the staff room, staff cloakrooms and the back of every teaching door, with more detailed information provided in the Safeguarding and Child Protection Policy.
- If a child is not collected from school as expected, staff must follow the procedures as outlined in the Wiltshire protocol.

Concerns and allegations against staff (including supply teachers, volunteers and contractors)

- If a member of staff is concerned about the behaviour of a person working or volunteering at the school (including contractors), they will follow the agreed procedure set out in the flowchart ['Allegation against adults'](#), displayed in the staff room/staff cloakrooms and which can also be found via the link in the school's Safeguarding and Child Protection Policy.
- The school operates a 'low-level' concerns policy in accordance with KCSiE. 'Low-level' refers to behaviour that is: inconsistent with expectations set out in this code of conduct, including inappropriate conduct outside of work, and/or does not meet the allegations threshold, or is otherwise not considered serious enough to consider a referral to the Local Authority Designated Officer for allegations (LADO).
- All concerns, no matter how small, will be shared responsibly and with the right person, recorded and dealt with promptly and appropriately. This will serve our commitment to create and embed a culture of openness, trust and transparency in which the school's values and expected behaviour set out in this policy are constantly lived, monitored and reinforced by all staff.
- 'Low-level' concerns could include, but are not limited to:
 - being over friendly with children;
 - having favourites;
 - taking photographs of children on their mobile phone;
 - engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
 - using inappropriate sexualised, intimidating or offensive language.
- We also encourage all staff to self-refer to their line manager or DSL where they have found themselves in a situation which could be misinterpreted might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

Communication with children and parents, including social contact outside of the workplace

- Staff must use their professional judgement when requesting or accepting any social contact including through social media, (see Section D below for additional guidance).

- This means that they must:
 - not accept any request from pupils for contact via any social media platform
 - make a judgement about whether to maintain the connection in any cases where contacts were made before the child started at the school (e.g. teacher being friend with a parent). Staff must discuss any decision to maintain the contact with the head teacher.
- We acknowledge that staff may have friendships and social contact with parents of children outside of schools. However, staff must not engage in conduct outside work that could damage their professional reputation or the reputation of the school community.
- Any contact between staff and children and/or parents that is deemed to bring the school into disrepute, or that might lead a reasonable person to question the staff member's motivation or intentions, will always be investigated and could lead to disciplinary action.
- Staff must not make sexual innuendos or any comments of a sexual nature to any pupil (other than in the context of sex and relationship education in the PSHE curriculum), nor make any comments trivialising alcohol or drug abuse.
- Occasionally, pupils may develop an infatuation for a member of staff. In such situations, the advice of the head teacher must be sought. Staff should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is beyond reproach.
- Staff must inform the head teacher of any proposed or pre-existing arrangements between them and the families of children on roll that take place outside school eg baby-sitting, sports coaching, music tuition.
- Staff are advised to wait until after an ex-pupil's 18th birthday before accepting any request on social media

Physical contact including intimate/personal care and behaviour management

- It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child, in one set of circumstances, may be inappropriate in another, or with a different child. Any physical contact will be in response to the child's needs, of limited duration and appropriate to their age, stage of development, gender, background and any agreed support or care plan.
- The use of physical intervention including the use reasonable force will always be in line with the following policies:
 - Special Educational Needs and Disabilities (SEND)
 - Supporting Children with Medical Needs
 - Behaviour
 - The Use of Physical Intervention
 - Intimate Care
- Staff understand that:
 - on a daily basis, it may be entirely appropriate and proper for staff to have physical contact with children and that they do so in ways appropriate to their professional role and in relation to the child's individual needs
 - some children are more comfortable with touch than others and/or may be more comfortable with touch from some adults than others. Whenever possible, adults seek the child's permission before initiating contact and are sensitive to any signs that the child may be uncomfortable or embarrassed
 - they have a responsibility to ensure the way they offer comfort to a distressed child is age appropriate
 - they must never touch a child in a way which may represent a misuse of authority or considered indecent
 - physical contact must never be secretive, or for the gratification of the adult
 - they should be aware of cultural or religious views about touching and be sensitive to the issues of gender.
- If a member of staff believes that an action by them or a colleague could be misinterpreted, or if an action is observed which is possibly abusive, the incident and circumstances will be

immediately reported to the head teacher/DSL and recorded in writing. If appropriate, the head teacher will consult with the LADO.

- Staff understand that a child who has suffered previous abuse or neglect may associate physical contact with such experiences. They also recognise that such a child may seek out inappropriate physical contact and know to deter the child sensitively to help them to understand the importance of personal boundaries.
- Staff know that they must never indulge in play that involves rough-and-tumble or fun fights.
- Children with disabilities may require more physical contact to assist their everyday learning. The arrangements are understood and agreed by all concerned, justified in terms of the child's needs, consistently applied and open to scrutiny. Staff always allow/encourage children, where able, to undertake self-care tasks independently.
- When required the school has individual plans in place for those children who need regular intimate care, which should be followed. Where intimate care is unexpected or unplanned, the school's policy/procedures outline the procedures to be followed and all staff should be familiar with these.
- Most importantly:
 - staff need to have a high awareness of safeguarding and child protection procedures when administering intimate care
 - it is important to preserve a child's dignity by providing as much privacy as possible and a high level of choice and control
 - whenever possible, ensure that another member of staff is present, and
 - avoid any visually intrusive behaviour and announce your intention of entering rooms, only remaining in them as long as might be required.
- If a child's behaviour presents a serious risk to themselves or others, a robust risk assessment and, where relevant, a physical intervention plan is always put in place and reviewed regularly. In all cases where physical intervention takes place, staff record the incident and subsequent actions and report these to the head teacher/DSL and the child's parents.
- The school has a detailed policy regarding the use of physical restraint that is based on the DfE [document 'Use of Reasonable Force – advice for head teachers, staff and governing bodies'](#). You should make yourself familiar with the school's policy, the key points of which are detailed below.
 - In all our dealings with children we seek to minimise the need for physical intervention by adopting good working practices which reflect our ethos; however there may be times when it is unavoidable.
 - All staff may use reasonable force to intervene in emergency situations or defend themselves in circumstances where they have a genuine fear of being injured – this is known as 'unplanned' intervention.
 - Only staff who have been specifically authorised and trained may engage in 'planned physical intervention'.
 - 'Reasonable force' means using no more force than is needed in the circumstances.
 - Schools can use reasonable force to:
 - prevent pupils from hurting themselves or others, from damaging property or from causing disorder
 - prevent a pupil behaving in a way that disrupts a school event or a school trip or visit
 - prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others
 - prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground and/or,
 - restrain a pupil at risk of harming themselves through physical outbursts.
 - It is always unlawful to use force as a punishment.
 - Physical intervention can take several forms. It might involve staff:
 - physically interposing between persons
 - blocking someone's path
 - holding or guiding

- breakaway skills
- (in extreme circumstances) using approved techniques for physical restraint

Searching, screening and confiscation

- In addition to the general power to use reasonable force as described above, head teachers and authorised staff can use such force as is reasonable, given the circumstances, to conduct a search for the following “prohibited items”:
 - knives and weapons
 - alcohol
 - illegal drugs
 - stolen items
 - tobacco and cigarette papers
 - fireworks
 - pornographic images and
 - any article that has been or is likely to be used to commit an offence, or to cause personal injury or damage to property of any person (including the pupil).
 - any other item or circumstance as listed in the school’s Behaviour Policy.
- When searching a child, with or without their consent, there should always be two adults present and the adult carrying out the search must be the same sex as the pupil being searched. If possible the witness should also be the same sex. The only exception to this is where you reasonably believe that that there is a risk that serious harm will be caused to a person if you do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.
- School staff can seize any prohibited item found as a result of a search. They can also seize any item, they consider harmful or detrimental to school discipline.

Photography and recording

- Staff are not permitted to not use their phones, cameras, smart technology or any device that can be used for photographing or recording children, when on duty for any purpose. Phones are kept in the designated area unless phone access is authorised by the head teacher or Deputy Head Teacher for an agreed emergency.
- Any pictures taken of children by the school will be in accordance with the school’s policies.
- Staff will not:
 - take images of a child’s injury, bruising or similar (eg following a disclosure of abuse) or
 - make audio recordings of a child’s disclosure.

One to one situations

- Staff must carefully consider the welfare needs of children when with them in a one to one situation. All spaces in the school are set up to allow any activity to be easily observed by other staff in the school. Windows and doors are kept clear from display materials to allow rooms to be overlooked. Internal doors remain open when practicable and in line with the school’s Lone Working/Lone Working & Home Visits Policy.
- Children are provided with age/developmentally appropriate advice about managing distressing feelings that may arise during 1-1 situations in school.
- Staff will record any time a child has appeared upset/angry during a 1-1 session and will report this to their line manager.

Home visits and transporting children

- All work with children and parents is, whenever possible, undertaken in the school. There are however occasions where it may be necessary to arrange a home visit e.g. as part of child’s induction programme, or during changes in operating practice that might arise because of unforeseen events such as a pandemic.
- In such situations, these activities will only be undertaken in line with the school’s Home Visits Policy/Lone Working and Home Visits Policy, with the knowledge and consent of senior leaders and parents, unless there is a good reason not to (e.g. safeguarding concern). Where possible staff will work in pairs. A risk assessment will be undertaken.

- Staff should never enter a home without the parent/s consent or when the parent is absent except in an emergency.
- Any member of staff transporting a child in their own vehicle will:
 - have prior written permission from parents and the head teacher
 - have the appropriate vehicle insurance for business use
 - have the correct ratio of children/adults
 - ensure that all passengers wear seat belts
 - ensure booster seats are used according to the current legislation

Educational Visits and After-School Activities

- Staff remain in a position of trust during school activities that take place off the school site or out of school hours and so, they will ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.
- The school has an Educational Visits Coordinator (EVC) who is available to offer advice and guidance to Visit Leader (VL) and are trained appropriately to fulfil that role.
- The EVC and the VL will follow the procedures as outlined in the school's policy/procedures, including carrying out all the required risk assessments.
- Where our of school activities include overnight stays, careful consideration will be given to sleeping arrangements as part of the planning process. Children, staff and parents will be informed of these arrangements prior to the start of the trip and any proposed changes to the plans will be agreed with senior staff in the school in advance.
- Staff will not smoke or consume alcohol on any school trip.
- Health and safety arrangement require members of staff to keep colleagues aware of their whereabouts during an out of school activity. This means staff will always have another adult present in out of school activities unless otherwise agreed with senior staff in the school.

Whistleblowing

- All staff and volunteers are expected to and encouraged to raise concerns about poor or unsafe practice and potential failures in the school safeguarding regime. All staff within the school who wish to raise an issue relating to the organisation with someone in confidence should use the following procedures (which are outlined in more detail in the school's Whistleblowing Policy).
- In the first instance, concerns about poor or unsafe practice must be raised with the DSL.
- Where a staff member feels unable to raise an issue with the DSL or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:
 - The Chair of Governors
 - Where the concern is regarding the actions of the head teacher, it must be raised with the Chair of Governors
 - the [NSPCC whistleblowing helpline](https://www.nspcc.org.uk/keeping-children-safe/whistleblowing/) is available for staff who do not feel able to raise concerns regarding child protection failures internally if:
 - they believe that the concern will not be dealt with properly
 - it may be covered up
 - when they have raised a concern but it has not been acted upon
 - or if they are worried they are being treated unfairly.
 - Staff can call the NSPPC on 0800 028 0285 or email: help@nspcc.org.uk

Information Sharing & Confidentiality

- The sorting and processing of personal information is governed by the UK General Data Protection Regulations (2018) as outlined in detail in our 'Data Protection and Secure Data Handling Policy' with key points identified in the section below. (Also see Section D below for more detailed information)
- Children's records are shared with those who have a professional need to see them. When staff have access to confidential information about colleagues, children or their parents, they must treat such information in a sensitive and confidential way, sharing it only in the interests of the child and where legally permitted to do so.
- Staff will not use their position to gain access to information for their own advantage and/or a child's or family's detriment.

- If a member of staff is ever in any doubt about whether to share information or not, they should get advice from the DSL.
- Once a member of staff has reported any concerns regarding a child and their well-being, information will only be shared with all staff (including the staff member who made the report) on a 'need to know basis' for the protection of that child.
- Once a staff member has passed any confidential information on, they should not share it with anyone else unless they are directed to do so.

Section C: Personal life and professional conduct

Alcohol and Substance Misuse

This section covers the use and misuse of intoxicating substances, which include alcohol, solvents, legal and illegal drugs, prescription and over the counter medicines and other substances that could adversely affect work performance and/or health and safety. More detailed guidelines and information can be found in the school's policy 'Alcohol and Substance Misuse'.

- Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If any member of staff is taking medication that may affect their ability to care for children, they should seek medical advice. Schools must ensure that staff only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly
- Consumption of alcohol or substance misuse at work is detrimental to job performance and incompatible with good practice in terms of health and staff should not turn up for work whilst still under the effects of alcohol, drugs or other misused substances. This includes off site educational visits and residential trips.
- We recognise that alcohol or substance misuse may be an illness which calls for advice and support and should be treated in a confidential and constructive manner, it may also become necessary for the school to apply disciplinary measures
- Early identification and appropriate treatment are the most useful ways of dealing with misuse and, as a school, we seek to assist those affected to acknowledge the problem and also encourage staff to who recognise that they have a problem to voluntarily seek advice and help either through the school's own Occupational Health or Staff Counselling Services or from their own GP or other specialist agencies. Staff are also encouraged to approach a member of the SMT at the earliest possible opportunity.
- Staff who come to the notice of the SMT through observations or disciplinary proceedings as possibly having an alcohol or substance related problem will be offered the opportunity of assessment and help but this does not prejudice the school's right to also pursue the matter through disciplinary procedures.
- Disciplinary action will be taken against employees who are convicted of an offence of driving under the influence of alcohol or drugs which is committed whilst on school business. Disciplinary action will also be taken against employees who have possession of controlled substances on school premises.
- Staff will be expected to make medical appointments relating to the treatment for alcohol or substance misuse as far as possible outside working hours.
- In certain circumstances, the head teacher can be required to suspend an employee from work on medical/health and safety grounds if they perceive there to be a risk either to them or others. Under normal circumstances it is expected that the employee will return to the same job after a period of sickness absence. However, if an employee returns to work and the head teacher feels that they are still unfit to carry out their job role, despite the employee stating that they are fit, the head teacher can decide to suspend the employee on medical grounds.

Relatives and Relationships

This section covers the school's approach and expectation regarding close personal relationships at work. More detailed information can be found in the school's policy 'Relatives, Relationships and Related Matters'.

- All staff should feel confident that they will receive fair treatment without fear that a close personal relationship will influence their treatment, the treatment of other staff or broader

working relationships. The school wishes to avoid any possible conflict of interest or accusation of bias, favouritism, prejudice or the potential for breach of confidentiality. This is equally important when relationship breakdown or end, so allowing both parties to maintain a professional working relationship with each other.

- The school's expectations in relation to standards of behaviour and the resolution of potential conflict of interests relating to close personal relationships at work also extends to cover relationships with contractors, sub-contractors, consultants, staff seconded from other organisations, agency workers, volunteers and work experience placements or those tendering for work with the school.
- The definition of a close personal relationship includes but is not exclusive to:
 - married/civil partnership/co-habiting
 - sexual/romantic partner
 - children, parents, siblings, grandparents, grandchildren, aunts, uncles, nieces, nephews and cousins (blood relative/relative in law/step relationship, foster or adoptive relation)
 - close personal friend
- It is recognised that there will inevitably be close personal relationships at work including those that already exist and those that develop during the course of employment/work with the school.
- All appointments to the school should be made on merit and existing staff should not be involved in any stage of an appointment where they are related to or have a close personal relationship with the applicant or contractor. Any such relationships should be disclosed as soon as they become aware of a person's candidature.
- Staff should not be involved in any decisions relating to discipline, pay or promotion of close personal friends or relatives.
- Where a relative of an employee or contractor is appointed at the school through the proper process, the relationship should be declared to the SMT and noted in personal files.
- Where relationships between colleagues develop after appointment which might lead to conflicts of interest at a later date or which could affect working relationships, we would ask staff to advise the SMT as soon as practicably possible to enable any necessary changes in working structures and line management to be made to ensure that staff are not put in potentially compromising positions.

Partisan Political Views:

- As a school we are required not to promote any partisan political views in the teaching of any subjects. Where political issues are brought to the attention of pupils, reasonably practicable steps will be taken to offer a balanced presentation of opposing views to pupils.
- We are required to promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

Pets in school:

- Animals belonging to staff, apart from guide dogs and other assistive animals, must not be brought into school unless it is part of a classroom topic and has been agreed in advance with a member of the SMT.

Section D: Responsible Internet Use and Secure Data Handling

We expect all users to use technology (both that which belong to the school and their own) responsibly and strictly according to the protocols detailed in this 'Code of Conduct' and in the school's policies (with particular reference to the 'Online Safety Policy', including the 'Staff Acceptable User Policy'). These protocols apply to all users whether they are paid, contracted or volunteers.

- Any reference to use of the internet in this document also includes the school's related websites and the school's internal intranet.
- Adults in contact with children and young people should understand and be aware that safe practice **also involves using judgement and integrity about behaviours in places other than the work setting.**

- A device loaned to a member of staff by the school for an educational related purpose remains the property of the school. The device must remain in the possession of the member of staff, only used by them and stored securely when not in use.
- Only approved user devices may connect to the school network by prior agreement.
- Use of any device must adhere to data protection, online safety and health and safety rules. Failure to comply or evidence of unacceptable use will result in sanctions or disciplinary action.
- A device connecting to the school network may be configured with certain restrictions in place. Any settings that are passcode protected must not be changed.
- The school's insurance cover provides protection from standard risks for school owned devices only, whilst the device is on site or in a member of staff's home **but excludes** theft from a car or other establishments. Should the device be left unattended and is stolen, the member of staff will be responsible for its replacement.
- The school is able to monitor all internet activity and if inappropriate use is suspected or comes to light, further investigation may be undertaken under the school's disciplinary procedures, which could lead to dismissal. The police may also be notified where it is felt that there might be the need for a possible criminal investigation.
- In the event that the rules and protocols as outlined in this document and the school's policies are breached, your network access will be suspended immediately and any device removed. Other disciplinary consequences may follow including notification to professional bodies and if an incident is considered to be an offence under the 'Computer Misuse Act' or the current data protection legislation, further investigation by the police may be required.

Safer social media practice and online behaviour

- Staff working at the school in whatever capacity should always maintain appropriate professional boundaries and avoid behaviour, during their use of the internet and other communication technologies, which might be misinterpreted by others or which may bring themselves, the school and/or school community into disrepute. They should report and record any incident with this potential.
- All staff, especially those new to the school, should review their social networking sites when they join to ensure that any information that is publically available about them is accurate and appropriate. This includes any photographs that may cause embarrassment to themselves and the school if they were to be published outside of the site. Remember that nothing on social media is truly private.
- They must consider the long-term implications of any content published by them online, specifically how it might ever have an adverse effect:
 - on their reputation as an individual working in an education setting
 - their ability to maintain good professional boundaries with parents and with children
 - on the reputation of the school.
- Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.
- Staff must be circumspect in their use of **all** social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed directly or by association with websites/pages or posts established by others (eg 'liking', reposting or forwarding). This includes the use of dating websites where staff could encounter parents or students either with their own profile or acting covertly.
- Where there are professional relationships with parents and children, staff must not contact, communicate, add them as 'friends' or link profiles through social networking sites.
- Commenting in public areas (e.g. 'walls', forums, groups etc) in social networking sites is the same as publicly speaking amongst the school and wider community. Any comments and messages sent using social networking sites that could bring the school into disrepute could lead to disciplinary procedures. Any on-line communications must comply with the requirements of equalities legislation. Public messages and status updates should be carefully considered if absent from work.
- Staff must not access any content from the internet on personal devices during school hours, on the school site, or on a school computer or device at any time that could bring the school into

disrepute or that might lead a reasonable person to question the staff member's motivation or intentions.

- All staff should be aware of their part in ensuring that DfE ['Filtering and monitoring standards'](#) and ['Cyber security'](#) are upheld. If a member of staff becomes aware of misuse by another member of staff (in or out of school), they must report those concerns using the concerns and allegations against staff (including supply teachers, third-party and self-employed staff, volunteers and contractors) procedures as outline in the schools Safeguarding and Child Protection Policy.
- Staff need to ensure that when they are communicating about others, even outside work, that they give due regard to the potential for defamation of character. Making allegations on social networking sites (even in their own time and in their own homes) about other staff, children, young people or other individuals connected with the school could result in formal action being taken against them.

Protection of personal information

- Never share work log-ins or passwords with anyone else.
- Staff working at the school must not give any personal contact details including home and personal mobile numbers or email address to children or their parents unless the need to do so is agreed with a member of the SMT and the parents. Where agreed, the purpose of contact should be explicit and should be recorded.

Communication between children and adults

- Communication between children and adults by whatever method should take place within clear and explicit professional boundaries, which includes the use of technology and school equipment.
- Only a work mobile and/or work email address should be used for any necessary communication between children and their parents and staff working at the school.
- Staff should not request, or respond to, any personal information from a child other than that which might be appropriate as part of their professional role.

Cyberbullying

- Cyberbullying can be defined as 'the use of modern communication technologies to embarrass, humiliate, threaten or intimidate an individual in the attempt to gain power and control over them'.
- If a member of staff is subjected to any form of cyberbullying, records should be kept of the abuse (e.g. texts, emails, website messages) and where possible take screen prints and log dates, place and time.
- Staff are encouraged to report all incidents of cyberbullying to a member of the SMT. All incidences should be taken seriously.

Access and exposure to inappropriate images

- Staff should take extreme care to ensure that children and young people are not exposed, through any medium to inappropriate or indecent images.
- There are no circumstances that will justify adults making, downloading, possessing or distributing indecent images of pseudo-images of children (child abuse images). Accessing these images, whether using the school's equipment or personal equipment, on or off the premises, or making, storing or disseminating such material is illegal.
- Should indecent images of children be discovered at the school or on any school equipment, an immediate referral will be made to the LADO and the police will be contacted if relevant.
- Under no circumstances should any adult use the school's equipment to access pornography and personal equipment containing pornography or links to it should never be brought into the workplace.
- Do not deliberately visit, view, download or circulate material from any website containing material which is offensive, obscene or indecent in any way e.g. pornographic, sexist, racist, etc. If you unintentionally access such a site you must disconnect from the site immediately and inform a member of the SMT by telephone, otherwise this could be seen as a breach of this protocol, which could lead to further investigation.

Data protection and holding of personal data

Staff should be aware of the following issues regarding current data protection regulations and that not adhering to the protocols could lead to a member of staff being in breach of the UK General Data Protections Act (2018). Any fine levied would be passed on to the individual concerned if they are found not to have been following the protocols. Breach of the protocols will lead to disciplinary action.

- The definition of 'personal data' is: *"...any information relating to an identified or identifiable natural person"*, in other words, information that is clearly about a particular person. This is not limited just to a name or identification number, but also includes any physical, physiological, genetic, mental, economic, and cultural or social indicators that enables a person to be identified.
- As a school we also handle 'special category data' which is defined as *"more sensitive personal data including data on race, ethnic origin, politics, religion, trade union membership, genetics, health and sexual orientation"*.
- Current data protection legislation requires that all those who hold personal data and special category data whether on paper or electronically, must keep that data secure.

Storing, retention and disposal of data

- Teachers and school staff have access to a wide range of personal information about pupils and parents, and it is important that this data is kept safe and secure at all times.
- The school has an audit of the data that it holds, together with information on how it should be stored, how long it should be retained for and how it should be disposed of. Please ensure that you are familiar with this document as it is a legal requirement.
- The sort of documents you are likely to have will include (please note that this list is not exhaustive):
 - pupil reports
 - SEN records
 - letters to parents
 - class based assessments
 - test results
 - whole school data
 - medical information
 - child Protection/concerns information
 - management strategies
- In order to comply with the law, all staff working in schools should, in their daily practice, ensure that:
 - the amount of data held is kept to a minimum
 - it is routinely assessed to consider whether or not it still needs to be kept and that data files, which include personal or special category data, should only be stored for as long as they are needed, thereafter they are deleted or destroyed in line with school policy
 - any personal and special category data is securely stored in line with school policy (in both physical and electronic form) and only ever sent by secure means
 - you do not process or hold work-related personal or special category data on your home PC or any other computer not owned by the school
 - no such data should be held or stored on USB sticks, discs, external hard drives or base stations
- Any personal or special category data should never be copied or removed from school unless that data is:
 - encrypted
 - transported securely
 - stored in a secure location
- Visual images can only be retained for a period of three years, except for those selected to be kept for historical records of the school or for other reasons deemed acceptable by the person responsible for data protection.

- If the information contained in the files stored on staff computers is important, may be of relevance at some future day and/or has been shared with parents at any stage, staff need to ensure that hard copies are placed on the relevant child's personal file. This includes any emails that may have sent out to parents/external agencies, as these may be requested at some stage under the Freedom of Information Act. Computer files should then be deleted.
- Staff are responsible for the safety of school data that they use or access.
- Computer files are not actually deleted from computers when the 'recycle bin' is emptied. The files remain on the hard drive and can therefore be accessed by anyone who knows what they are doing. This is the responsibility of the SMT and IT contractor who manage the school system.

Use of computers, laptops and notebooks

- All users have a responsibility for the security of information. Staff are responsible for the security of their terminals and must not allow them to be used by unauthorised persons. Confidential information must not be left on screen where someone who should not see it could do so.
- Staff should always log off when they have finished using a school computer, laptop or notebook.
- Staff should not leave their computer, laptop or notebook logged on unattended. When leaving school equipment unattended, the screen must be locked. If this is for a prolonged period staff must log out. This includes any equipment being used at home if accessing school systems externally.
- Any school equipment provided to staff must only be used for school business.
- Staff must not damage or modify school equipment or networks which include downloading, installing and using games, audio files, video files or other applications including shareware or freeware without permission to do so.
- Staff must adhere to copyright laws. If unsure, please consult a member of the SMT.
- Staff must not trespass in others' folders, work or files.

Responsible use of the internet, emails and the transmission of data

- Any email containing school data or information must be sent using a school email account.
- Any emails sent out externally regarding special educational needs with documents containing sensitive data (e.g. pupil name/address/details) must be password protected. The password must then be sent in a separate email. SEND information to be transmitted internally must be via the school's secure server.
- When sending emails children's names should not be used. They should only be referred to by their initials.
- A record of the email should be kept, to identify when and to whom the email was sent for a reasonable amount of time.
- Staff must not send emails which are offensive or otherwise inappropriate. This includes:
 - emails which are defamatory, harassing or discriminatory or are intended to annoy or intimidate others
 - creating or forwarding chain letters, "spam" or similar unsolicited emails
 - making, storing, posting downloading/uploading or passing on of images of individuals without their permission (or in the case of images of pupils, the permission of their parents)
 - use of obscene language
 - joke e-mails and attachments
- If a member of staff receives an email they believe to be inappropriate (as referenced above) they must report it the head teacher or a member of the SMT. If an email is received which is believed contains a fraudulent offer, staff should contact the head teacher or a member of the SMT who may forward it to the Police Fraud Squad at fraud@wiltshire.pnn.police.uk
- Staff must not read other people's emails without their permission.
- If an emailed is received an error, any confidential information contained within it should remain confidential and should be redirected to the correct person.

The use of Artificial Intelligence (AI) in school

- Staff need to be aware of the risks involved in the use of Generative AI, as well as the potential benefits and this will be addressed through both induction and regular training.
- Staff will always ensure AI tools used comply with UK GDPR and other data protection regulations and must verify that tools meet data security standards before using them for work related to the school
- Only those AI technologies approved by the school may be used and staff should always use school provided AI accounts for work purposes as these accounts are configured to comply with organisational security and oversight requirements.
- Staff must not input sensitive information, such as internal documents or strategic plans, into third-party AI tools unless explicitly vetted for that purpose. They must always recognise and safeguard sensitive data.
- Staff must report any incidents involving AI misuse, data breaches, or inappropriate outputs immediately to the relevant internal teams. Quick reporting helps mitigate risks and facilitates a prompt response.

Virus protection

- To avoid the spreading of viruses staff must:
 - seek guidance from the person responsible for data protection if software needs to download from the internet
 - delete all external emails from an unknown source
 - only use data devices (e.g. memory sticks or CDs brought in by children) that have first been scanned by the school antivirus software
 - be aware that the spreading of viruses is also subject to prosecution under 'The Computer Misuse Act' 1990.
- If it appears that a computer has been infected by a virus staff must:
 - immediately inform the school's IT technician
 - disconnect the computer from the SMART board (if relevant)
 - leave the computer running so that the school's IT support can access the computer remotely
 - not use the computer until IT support have advised you that is okay to use.

Section E: Health and Safety and related procedures

As employees of the school all staff are expected to take care of their own health and safety and work in way that does not put themselves or others at risk.

- **First aid:** staff adhere to the school health and safety policy, the policy for supporting pupils with medical conditions and for administering first aid or medication.
- **Storage of personal medicines:** all staff must ensure that any medication they need to bring into school for their own personal use is locked away, out of the reach of children.
- **Electrical equipment:** staff should not bring their own electrical equipment into school unless it has been PAT tested (or is less than 12 months old). If personal equipment is brought into school we would need evidence that testing is up to date or the piece of equipment is less than 12 months old before it can be used.
- **Manual Handling:** staff must not attempt to lift, support or move any load if in doubt about their ability or the means to do it safely. Pupils should normally only assist in manual handling where linked to educational activities and then only under the supervision of an adult. Mechanical aids (i.e. sack trucks and trolleys) are available.
- **Working at height:** desks or chairs must not be used to climb on in order to reach items or put up any displays.
- **Housekeeping:** staff are responsible for keeping the area around their workplace free from trip hazards. Trailing cables are to be avoided except in very temporary circumstances, when visual attention must be drawn to them. Please report any defective equipment, furniture or lighting to the office as soon as possible.

- **Slips, trips and falls:** In order to reduce the likelihood of slipping or falling, spillages should be cleared up as soon as possible and if that is not possible, staff should ensure that someone in the office is informed. The discovery of any hazards that might cause injury (e.g. breakages, unstable pavements etc) must be reported to the school office as soon as possible.
- **Injury:** when a member of staff suffers from an injury of any kind, they must ensure that they report it to the school office and, when required, complete the necessary paper work.
- **No Smoking:** the school operates a non-smoking policy which means that no one is allowed to smoke on the premises. This includes vaping (use of E-cigarettes).

CODE OF CONDUCT ACKNOWLEDGEMENT FORM FOR SCHOOL STAFF:

Name:

Job Title:

Please tick the boxes below as appropriate:

I confirm that I have received and read the latest copy (September 2025) of the DfE statutory guidance 'Keeping Children Safe in Education, Part 1 and/or Annex A' and if I am a member for staff who works directly with children, I confirm that I have also read Part 5 and Annex B of KCSiE	
I confirm that I have received and read a copy of the school's 'Code of Conduct for Staff (2025)'	
I confirm that I have read a copy of the school's latest Child Protection Policy (September 2025) and have raised any queries that I might have with the either the Head Teacher of the Designated Safeguarding Lead (or their Deputy) for clarification.	
I confirm that I have read, understood and signed the 'Staff Acceptable Use Agreement' regarding the use of the internet and other communication technology systems available in the school.	
I confirm that I know how to access the school's policies that I am required to have a knowledge and understanding of and will seek clarification where I need it.	
I confirm that if required to do so, I have completed and signed a 'Declaration of Disqualification' and furthermore that in the event of my situation changing in any way during the academic year, it is my responsibility to update the head teacher without delay	

Signed:

Date:

(Copy to be retained by the school in individual staff files)