

# Staff Code of Conduct

## (Including EYFS and Aftercare)

A Foundation Safeguarding Policy  
Regulatory Policy

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## Staff Code of Conduct

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## **Staff Code of Conduct**

### **Overview**

The Princethorpe Foundation seeks to provide a safe and supportive environment, which secures the well-being and very best outcomes for pupils in their care. Our aims are set out on the Princethorpe College, Crackley Hall and Crescent websites.

This document forms part of and should be read in conjunction with the Foundation Safeguarding Policy and all connected Foundation policies and clarifies what is expected in terms of professional behaviour; it gives clear advice about what constitutes illegal behaviour and what might be considered as misconduct. It also describes safe practice and which behaviours should be avoided.

This Code of Conduct applies to all members of staff and contractors, self-employed teachers and others cleared to enter school.

If a member of staff does not follow this code of conduct this may lead to disciplinary procedures as detailed in the Foundation Disciplinary Policy.

There may be times when professional judgements are made in situations not covered by this document; it is expected that in these circumstances staff will always advise their senior colleagues of their justification for any such action already taken or proposed.

### **Core Principles**

- The welfare of pupils and staff is paramount.
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff should work, and be seen to work, in an open and transparent way.
- Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident, which may give rise to concern.
- Records should be made of any such incident and of decisions made/further actions agreed.
- Staff should apply the same professional standards in keeping with the School's Equal Opportunities Policy Statement.
- All staff should know the name of the Designated Safeguarding Lead (DSL) and be familiar with safeguarding arrangements and understand their responsibilities to safeguard and protect pupils.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal and/or disciplinary action being taken against them.

# Safe Working Practices for the Protection of Pupils and Staff in The Princethorpe Foundation

## 1. Introduction

This guidance has been produced to help all staff establish the safest possible learning and working environments. The aims are to safeguard pupils and reduce the risk of staff being falsely accused of improper or unprofessional conduct.

### ***This means that these guidelines:***

- *apply to all adults working in education settings whatever their position, roles, or responsibilities including volunteers.*

## 2. Duty of Care

Teachers and other staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect pupils from discrimination and avoidable harm.

All staff, whether paid or voluntary, have a duty to take steps to keep pupils safe and to protect them from physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff and pupils and behaviour by staff that demonstrates integrity, maturity and good judgement.

There are legitimate high expectations about the nature of the professional involvement of staff in the lives of pupils. When individuals accept a role that involves working with children and young people, they need to understand and acknowledge the responsibilities and trust inherent in that role.

Employers have a duty of care towards their employees which requires them to provide a safe working environment for staff and guidance about safe working practices.

### ***This means that staff should:***

- *actively engage in safeguarding training provided which may include reading policies and updates to Keeping Children Safe in Education (KCSIE)*
- *ensure they understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached*
- *always act, and be seen to act, in the pupil's best interests*
- *avoid any conduct which would lead any reasonable person to question their motivation and intentions*
- *take responsibility for their own actions and behaviour*

### ***This means that staff should:***

- *ensure that safeguarding procedures and staff training are in place and reviewed*
- *ensure that systems are in place for concerns to be raised*
- *take steps to ensure that staff are not placed in situations which render them particularly vulnerable*

### 3. Exercise of Professional Judgement

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight however, behaviour that is illegal, inappropriate or inadvisable. There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the pupils where no clear guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge and in so doing, will be seen to be acting reasonably.

### 4. Power and Positions of Trust

All adults working with pupils in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a pupil cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people; staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should always maintain appropriate professionalism and wherever possible, they should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.

Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity. Where a person aged 18 or over is in a position of trust established with a person who has only recently left the school, any attempt to engage in sexual activity with that person will be a cause for concern and will be treated as a breach of trust established in that prior relationship.

***This means that, where no specific guidance exists, staff should:***

- *discuss the circumstances that informed their action, or their proposed action, with a senior colleague. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted*
- *always discuss any misunderstanding, accidents or threats with a senior leader*
- *always record discussions and actions taken with their justifications*

***This means that staff should not:***

- *use their position to gain access to information for their own advantage and/or a pupils' or family's detriment*
- *use their power to intimidate, threaten, coerce or undermine pupils*
- *use their status and standing to form or promote a relationship with a pupil, which is of a sexual nature.*
- *attempt to initiate a relationship with a recent ex-pupil, which is of a sexual nature.*

## 5. Confidentiality

Members of staff may have access to confidential information about pupils in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a pupil or his/her family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the pupil.

Confidential information about pupils should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously.

There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities.

If a member of staff is in any doubt about whether to share information or keep it confidential, he or she should seek guidance from a senior member of staff. Any media or legal enquiries should be passed directly to the Headmaster who may delegate this to other senior leaders.

Staff need to be aware that although it is important to listen to and support pupils, they must not promise confidentiality or request pupils to do the same under any circumstances.

Concerns and allegations about staff should be treated as confidential and passed to the Headmaster without delay by following the procedures in the Foundation Safeguarding policy.

### ***This means that staff:***

- *are expected to treat information they receive about pupils in a discreet and confidential manner.*
- *in any doubt about sharing information they hold or which has been requested of them should seek advice from a senior member of staff*
- *need to be cautious when passing information to others about a pupil.*
- *need to know to whom any concerns or allegations should be reported*

## 6. Propriety and Behaviour

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the public in general.

### ***This means that staff should not:***

- *behave in a manner which would lead any reasonable person to question their suitability to work with pupils or act as a role model*
- *drink excessive alcohol or take recreational drugs in a situation where they are representing the school – such as a Sixth Form social event*
- *drink alcohol when they are solely responsible for supervising pupils*
- *make inappropriate remarks to a pupil (including email, text messages, phone or letter etc)*
- *discuss their own sexual relationships with, or in the presence of, pupils*
- *discuss a pupil's sexual relationships in inappropriate settings or contexts*
- *make (or encourage others to make) unprofessional personal comments in any form of communication (e-mail, conversations or social networking comments)*

### **Staff must:**

- *be aware that their behaviour in their personal lives may impact upon their work with pupils.*

## 7. Dress and Appearance

Staff should consider the manner of dress and appearance appropriate to their professional role. We require pupils to be smart in their uniform. Smart and professional appearance is expected at all times for staff. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake.

Those who dress or appear in a manner which could be considered as inappropriate (which might include tattoos or piercings) could render themselves vulnerable to criticism or allegation. Appropriate personal presentation is expected of staff.

### ***This means that staff should ensure their appearance and clothing:***

- *promotes a positive and professional image.*
- *is appropriate to their role*
- *is not likely to be viewed as offensive, revealing, or sexually provocative*
- *does not distract, cause embarrassment or give rise to misunderstanding*
- *is absent of any political or otherwise contentious slogans*
- *follows the dress code of their school within the Foundation*

## 8. Gifts

Staff should be aware of the Foundation's *Conflicts of Interest policy* regarding arrangements for the declaration of gifts received and given.

Staff need to take care that they do not accept any gift that might be construed as a bribe by others or lead the giver to expect preferential treatment.

There are occasions when pupils or parents wish to pass small tokens of appreciation to staff, for example at Christmas or as a thank-you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Any member of staff concerned about whether they or their colleagues may be at risk of giving or receiving a bribe (financial or otherwise) should contact the Foundation Bursar. Any member of staff receiving gifts or hospitality valued at more than £100 must disclose this using the *Online Facilities Shop*.

Members of staff may not give personal gifts to pupils. It is acceptable for staff to offer prizes of small value in certain tasks or competitions.

For safeguarding reasons, members of staff should inform their Head of Department or line manager of **any gift** received from a pupil or their family however small.

## 9. Infatuations

Staff need to be aware that it is not uncommon for pupils to be strongly attracted to a member of staff and/or develop an infatuation. Staff should be aware that such circumstances always carry a high risk of words or actions being misinterpreted and for allegations to be made against staff.

A member of staff who becomes aware that a pupil may be infatuated with themselves or a colleague should discuss this at the earliest opportunity with a senior colleague so that appropriate action can be taken. In this way, steps can be taken to avoid hurt and distress for all concerned.

### ***This means that staff should:***

- *ensure that gifts received or given in situations which may be misconstrued are declared*
- *ensure that gifts of significant value are declared through the Online Facilities Shop*
- *declare all gifts to their Head of Department or line manager*
- *only give gifts to an individual young person as part of an agreed reward system*
- *where giving gifts other than as above, ensure that these are of insignificant value and given to all pupils equally.*

### **Staff may:**

- *give gifts to pupils when unrelated to their role in school, for example a gift to a godchild who is also a pupil.*

### ***This means that staff should:***

- *report to senior colleagues any indications (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff.*
- *be mindful if they are alone in a room with a pupil. Leave the door open if you have to. Always ensure that there is a window in an enclosed room.*

## 10. Personal Living Space

No pupil should be in or invited into, the home of an adult who works with them, unless the reason for this has been firmly established and agreed with parents and senior leaders or the home has been designated by the organisation or regulatory body as a work place e.g. child-minders, foster carers.

## 11. Communication with pupils (inc. the use of technology)

Communication between pupils and staff, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites, social networking sites, online gaming and blogs. Staff should not share any personal information with a pupil. They should not request, or respond to, any personal information from the pupil, other than that which might be appropriate as part of their professional role. Staff should ensure that all communications are transparent and open to scrutiny.

Staff should also be circumspect in their communications with pupils so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They must not give their personal contact details to pupils including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with senior leadership and parents. E-mail or text communications between any staff and a pupil outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet-based web sites, such as social networking, instant messaging or gaming.

Communication with ex-pupils who are over 18 is left to staff discretion. Please be conscious of the fact that ex-pupils may be in contact with current pupils.

Be aware that actions that bring the school into disrepute could lead to disciplinary procedures being taken.

### ***This means that staff should:***

- *be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations*
- *be mindful of the need to maintain professional boundaries*

### ***This means that staff should:***

- *only give their personal contact details to pupils, including their mobile telephone number, for professional reasons and with the knowledge of their line manager.*
- *communicate with pupils in an appropriate and professional manner,*
- *only make appropriate contact with pupils as part of their professional role.*
- *not use internet or web-based communication channels to send personal messages to a pupil*
- *not have images of pupils stored on personal mobiles, cameras, devices or home computers.*
- *not make images of pupils available on the internet, other than through the school network/website, without the express permission from parents and senior teachers.*
- *be cautious in their contact with ex-pupils, as there is still a professional relationship and there may be contact with current pupils.*

## 12. Social Contact

Staff should not establish or seek to establish social contact with pupils, or their families, for the purpose of securing a friendship or to pursue or strengthen a relationship. Even if a pupil seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in making a response but should always discuss this with a senior leader. Staff must be aware that social contact, in certain situations, could be misconstrued as grooming.

Staff should not give their personal details such as their home or e-mail address; social network sites, gamer tags or web pages to pupils unless the need to do so is agreed with senior leadership. If pupils do become aware of your gamer tag you must change it.

## 13. Social Networking Sites and Online Gaming

Outside of school staff may use social networking sites for personal use. However, the school requires that profile and photos of the member of staff are 'locked down' as private so that pupils or parents do not have access to your personal data.

Staff must deny current pupils access to your profile so you do not put yourself in a vulnerable position.

Staff should be aware that they leave themselves open to a charge of professional misconduct if images of a member of staff in a compromising situation are made available on a public profile by anyone.

If a pupil does gain access to the profile of a member of staff by fraudulent means (impersonation or hacking) senior leadership should be informed immediately.

As soon as a member of staff becomes aware that they are in an online game with a pupil of The Princethorpe Foundation, the member of staff should cease to play against that pupil and should not enter any games containing that player as part of the group.

Under no circumstances should staff seek out pupils and/or share their own gamer tags/ID with pupils or use school equipment to play online games.

### ***This means that staff should:***

- *have no secret social contact with pupils*
- *consider the appropriateness of the social contact according to their role and nature of their work*
- *always approve with senior colleagues any planned social contact involving pupils, for example, taking your tutor group bowling*
- *report and record any situation, which they feel, might compromise the school or their own professional standing.*

### ***This means that staff should:***

- *lock down their profile to ensure that data and images are not freely available. Seek advice if you are unsure how to do this.*
- *not permit current pupils or parents to have access to your profile.*
- *ensure all your passwords are kept strong and secure*
- *be aware that images of others should be protected and be treated as carefully as you would your own*

## 14. Physical Contact

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role.

A 'no touch' approach is impractical for some staff and may in some circumstances be inappropriate. When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate.

Staff should use their professional judgement at all times about the appropriateness of any physical contact.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be made clear to senior staff.

Physical contact, which occurs regularly with an individual pupil, is likely to raise questions unless the justification for this is part of a formally agreed plan (e.g. in relation to pupils with SEN or physical disabilities). Any such contact should be the subject of an agreed and open school policy and subject to review.

### ***This means that staff should:***

- *be aware that even well-intentioned physical contact may be misconstrued by the pupil, an observer or by anyone to whom this action is described*
- *never touch a pupil in a way which may be considered indecent or improper*
- *always be prepared to explain actions and accept that all physical contact be open to scrutiny*

### ***This means that staff must:***

- *must record serious incidents using the appropriate internal documents and communicate this to SLT.*
- *provide staff, on a "need to know" basis, with relevant information about vulnerable pupils in their care.*

## **15. Physical Education and other activities which require physical contact**

Some staff, for example, those who teach PE and games, or who offer music tuition, will on occasions have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment (see section 21, one-to-one situations, below). Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil.

## **16. Showers and Changing**

Pupils are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the pupils concerned and sensitive to the potential for embarrassment.

Staff therefore need to be vigilant about their own behaviour, ensure they follow these and any specific agreed guidelines and be mindful of the needs of the pupils.

## **17. Pupils in Distress**

There may be occasions when a distressed pupil needs comfort and reassurance. This may include age - appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

Where a member of staff has a particular concern about the need to provide this type of care and reassurance s/he should seek further advice from a senior leader.

### ***This means that staff should:***

- *consider alternatives, where it is anticipated that a pupil might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable pupil in the demonstration.*
- *always explain to a pupil the reason why contact is necessary and what form that contact will take unless their safety is at immediate risk*

### ***This means that staff should:***

- *avoid any physical contact when pupils are in a state of undress*
- *avoid any visually intrusive behaviour and where there are changing rooms:*
- *remain in the room or vicinity when groups are changing*
- *ensure that sensitive pupils are offered the opportunity to change privately*

### ***This means that staff should not:***

- *change in the same place as pupils*
- *shower with pupils*

### ***This means that staff should:***

- *consider the way in which they offer comfort to a distressed pupil*
- *always tell a colleague when and how they offered comfort to a distressed pupil*
- *record situations using the appropriate internal documents which may give rise to concern.*

## 18. Behaviour Management

All pupils have a right to be treated with respect and dignity. Staff should not use any form of degrading treatment to punish a pupil. The use of humour can help to defuse a situation. The use of sarcasm, demeaning or insensitive comments towards pupils is not acceptable in any situation.

## 19. Care, Control and Physical Intervention

Staff may legitimately intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others.

Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence.

In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported.

## 20. Sexual Contact with Pupils

Any sexual behaviour by a member of staff with or towards a pupil is both inappropriate and illegal. Pupils are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether the child or young person consents or not. This includes the prohibition on adults in a position of trust (see Section 4).

The sexual activity referred to does not just involve physical contact including penetrative and non-penetrative acts. It may also include non-contact activities, such as causing children to engage in or watch sexual activity or the production of pornographic material.

There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child, and manipulate that relationship so sexual abuse can take place. Staff should be aware that conferring special attention and favour upon a pupil might be construed as being part of a 'grooming' process, which is an offence.

### ***This means that staff should:***

- *not use force as a form of punishment*
- *try to defuse situations before they escalate*
- *keep parents informed of any sanctions*
- *understand and adhere to the Princethorpe, Crackley Hall or Crescent Behaviour Management Policy.*

### ***This means that staff should:***

- *always seek to defuse situations*
- *always use minimum force for the shortest period necessary.*

### ***This means that staff should:***

- *not pursue sexual relationships with children or young people either in or out of school.*
- *avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact.*

## 21. One to One Situations

Staff working in one to one situations with pupils are more vulnerable to allegations. Teachers and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and pupils are met.

Pre-arranged meetings with pupils away from the school premises are not allowed unless approval is obtained from their parent and the Head or other senior colleague with delegated authority.

### ***This means that staff should:***

- *avoid meetings with pupils in remote, secluded areas of the school*
- *ensure there is visual access and/or an open door in one to one situations*
- *inform other staff of the meeting beforehand, assessing the need to have them present or close by*
- *avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy*
- *always report any situation where a child becomes distressed or angry to a senior colleague*
- *consider the needs and circumstances of the child/children involved.*

## 22. Transporting Children

In certain situations, for example out of school activities, staff or volunteers may agree to transport children. A designated member of staff should be appointed to plan and provide oversight of all arrangements and respond to any difficulties that may arise.

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. The Foundation has insurance for staff's own vehicles in respect of business use where the Foundation's conditions for that business use are complied with. Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded.

### ***This means that staff should:***

- *report the nature of the journey, the route and expected time of arrival in accordance with Foundation procedures*
- *ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety*
- *take into account any specific needs that the pupil may have.*

### **23. Co-curricular activities**

Staff should take particular care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity.

During school activities that take place off the school site or out of school hours, a more relaxed discipline or informal dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour is appropriate to their professional role and cannot be interpreted as seeking to establish an inappropriate relationship or friendship as otherwise described in this policy.

Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Pupils, staff and parents should be informed of these prior to the start of the trip.

Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of school activity.

### **24. First Aid and Administration of Medication**

The school has a First Aid Policy which must be adhered to at all times.

#### ***This means that staff should:***

- *always have another adult present in out of school activities, unless otherwise agreed with senior staff in the school*
- *undertake a risk assessment and follow trip procedures*
- *have parental consent to the activity*
- *ensure that their behaviour remains professional at all times.*

## 25. Intimate Care

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet/soiled clothing). A care plan should be drawn up and agreed with parents for all children who require intimate care on a regular basis.

Pupils should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken. Wherever possible two adults should be present when toileting procedures are carried out.

Additional vulnerabilities that may arise from a physical disability should be considered with regard to individual teaching and care plans for each pupil. As with all arrangements for intimate care needs, agreements between the pupil, their parents and the school must be negotiated, agreed and recorded.

Please refer to the Foundation's *Intimate Care* policy.

## 26. Curriculum

Many areas of the curriculum can include or raise subject matter which is sexually explicit, or of an otherwise sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This plan should highlight particular areas of risk and sensitivity.

The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit or otherwise sensitive nature. Responding to pupils' questions can require careful judgement and staff may wish to take guidance in these circumstances from a senior member of staff.

Care should also be taken to abide by the Sex and Relationships Education Policy and the wishes of parents. Parents have the right to withdraw their children from all or part of any sex education provided (but not from the biological aspects of human growth and reproduction necessary under the science curriculum).

### ***This means that staff should:***

- *make other staff aware of the task being undertaken*
- *explain to the pupil what is happening*
- *consult with colleagues where any variation from agreed procedure/care plan is necessary*
- *record the justification for any variations to the agreed procedure/care plan and share this information with parents.*
- *maintain the pupil's self-image and social standing with his/her peer group through sensitive handling and discretion.*
- *consider suitable responses to questions that pupil or other adults may ask.*

### ***This means that staff should:***

- *have clear written lesson plans.*

### ***This means that staff should not:***

- *enter into or encourage inappropriate or offensive discussion about sexual activity.*

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

Many school activities involve recording images. These may be undertaken as part of the curriculum, out of school activities, for publicity, or to celebrate achievement. Staff must follow The Princethorpe Foundation's Photographic Images Policy.

Staff need to be aware of the potential for these aspects of teaching to be misused for pornographic or 'grooming' purposes. Careful consideration should be given as to how these activities are organised and undertaken.

Using images of pupils for the school's publicity purposes has already been agreed with parents through the Home-School Agreement. Images should not be displayed on other websites, in publications or in a public place without additional consent. Staff must be aware of the names of those pupils whose parents do not wish for visual images to be seen internally or externally.

Members of staff assisting with intimate care of any nature must not have a mobile phone or camera visible or available for use or on their person during the time of that care being administered.

## **28. Internet Use**

The Princethorpe Foundation has a clear policy about access to and the use of the Internet. Please refer to the ICT User Policy for further guidance.

Under no circumstances should adults in the school access inappropriate images. Accessing child pornography or indecent images of children on the internet, and making, storing or disseminating such material, is illegal and, if proven, will invariably lead to the individual being barred from work with children and young people.

Using school equipment to access inappropriate or indecent material, including adult pornography, would normally lead to disciplinary action, particularly if, as a result, pupils might be exposed to inappropriate or indecent material.

### ***This means that staff should:***

- *be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded*
- *ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose.*
- *ensure that all images are available for scrutiny in order to screen for acceptability*
- *be able to justify images of pupils in their possession*
- *avoid making images in one to one situations.*

### ***This means that staff should not:***

- *have images of pupils stored on personal cameras, devices or home computers.*
- *make images of pupils available on the internet, other than through the school network/website with permission from parents and senior teachers.*
- *must not have a mobile phone or camera visible or available for use or on their person when assisting with intimate care of any nature*

## 29. Whistleblowing

Whistleblowing is the mechanism by which staff can voice their concerns about other staff or adults, made in good faith, without fear of repercussion. Please refer to the Foundation's Safeguarding Policy & Whistleblowing Policy.

Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior leadership and/or relevant external agencies. This is particularly important where the welfare of pupils or other staff may be at risk.

## 30. Low Level Concerns

Staff should also report any low-level concerns. A low-level concern is any concern that an adult working in or on behalf of the school may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the designated officer.

A 'low-level' concern does not mean that it is insignificant. A concern may be a low-level concern, no matter how small, even if it does no more than give a sense of unease or a 'nagging doubt'. Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse (for example, grooming-type behaviours).

## 31. Sharing Concerns and Recording Incidents

All staff should be aware of the school's safeguarding procedures, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their professional association.

In the event of an incident occurring, which may result in an action being misinterpreted and/or an allegation being made against a member of staff,

### ***This means that staff should:***

- *report any behaviour by colleagues that raises concern using the Foundation's Safeguarding and Whistleblowing Policies.*

### ***This means that staff should:***

- *report any low level concerns to the Head or, in the Head's absence, to the designated deputy*

### ***This means that staff:***

- *should be familiar with the Foundation's Safeguarding Policy*
- *should take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school or workplace – see Safeguarding Policy for further information*

the relevant information should be clearly and promptly recorded and reported to senior staff. Early discussion with a parent could avoid any misunderstanding.

Members of staff should feel able to discuss with their line manager any difficulties or problems that may affect their relationship with pupils so that appropriate support can be provided or action can be taken.

### **32. Staff who are also parents or friends of parents**

Members of staff who are also parents or friends of parents need to exercise careful judgement and professionalism at all times and need to be acutely aware of potential conflicts of interest.

Staff are likely to socialise with other parents from the school and their children outside the school. They are also likely to have access to confidential information concerning friends and their families and indeed their own children which other parents will not have.

Members of staff who are parents need to be aware of the way they treat their own children in school so they are not given, or perceived to be given, preferential treatment.

Members of staff should feel free to talk about the school and promote it amongst friends, but should exercise caution so that sensitive or confidential information is not disclosed

Members of staff who are parents or friends of parents should discuss with a senior member of staff if they find themselves placed in an awkward or potentially compromising situation.

### **32. Staff conduct and professional relationships**

All staff are expected to be good examples of the school ethos in their work and this includes in their relationships with their colleagues. Staff should treat each other with respect at all times. There will inevitably be occasions where staff come into conflict with each other or have disagreements; in these situations, staff are expected to behave courteously and professionally.

If the nature of the disagreement is serious or staff are unable to resolve the situation, the matter should be reported to line-managers.

Staff should never act, speak or use e-communication in a way that is aggressive, intimidating, or harassing; such behaviour is unacceptable and may be dealt with by the staff disciplinary policy. If any member of staff feels bullied, intimidated or harassed by another member of the school community they should report it to the line-manager and a member of the Senior Leadership Team.

### **33. Staff Employment Outside of the Foundation**

Any employed member of staff must seek written permission in advance from their Head or Foundation Bursar before applying for any additional employment outside of the Foundation.

Permission will not unreasonably be withheld, but due consideration will be given to the extra workload and potential conflicts of interest.

Private tuition is included in this category and staff should be aware that private tuition of pupils within Foundation schools is not permissible unless there are exceptional circumstances as agreed by the Head of the school.

#### ***This means that staff should not:***

- *work on a paid basis for anyone else whether on an employed or self-employed, direct or indirect basis without written agreement from the relevant Head or Foundation Bursar*
- *act as a tutor without agreement, note that agreement will not normally be forthcoming where the child is a pupil in the Foundation*

### 34. Use of IT

All users of Foundation IT systems must agree to and sign the ICT Acceptable Use Policy (available in the Staff Handbook). The below is a summary of some key information from the ICT Acceptable Use Policy, but is not definitive. Users should read the full policy to ensure they are aware of all relevant information:

- All the Foundation's information communication technology (ICT) facilities and information resources remain the property of the Foundation and not of particular individuals, teams or departments.
- Deliberate and serious breach of the ICT Acceptable Use Policy policy statements in this section may lead to the Foundation taking disciplinary measures in accordance with the Foundation's Disciplinary Policy.
- All users of the Foundation's equipment and services are responsible for their activity, and must ensure unacceptable behaviour is not carried out on Foundation devices, on the Foundation network or using the Foundation's internet.
- Users must not disclose personal system passwords or other security details to any other person or organisation at any time, nor use anyone else's log-in.
- Users must lock the screen on any device if it is left unattended for any reason.
- Personal cloud storage (e.g. Dropbox, Google Drive, personal OneDrive) and removable media (e.g. USB drive) must not be used for storage of Foundation data.
- Only USB drives or other removable media owned and provided by the Foundation may be used on Foundation devices.
- Caution should always be used when storing or communicating confidential information.
- **Users should be aware that anything written, including in emails, can be released to third parties in the event, for example, of a subject access request. Anything written should therefore be appropriate, accurate and professional.**
- Social media use must be reasonable and appropriate, and restricted to non-working hours unless it forms part of a user's work responsibilities.
- Users using social media should not give the impression of representing or making statements on behalf of the Foundation unless appropriately authorised to do so.

- All Foundation portable and mobile IT equipment must be kept physically secure and all data on the device must be stored in Foundation network or cloud storage locations, and not on the device itself.
- Users are responsible for all use of remote access, whether via RDS, VPN, Office 365 or any other method of remote access.

#### ***This means that staff should:***

- *Ensure they have read and understand the full ICT Acceptable Use Policy*
- *Act responsibly when using Foundation equipment or services*
- *Ensure passwords are strong and are not written down or shared.*
- *Lock devices if left unattended*
- *Only use Foundation network or cloud storage for the storage of any Foundation data*
- *Ensure all written records (including emails) are appropriate, accurate and professional*

#### ***This means that staff should not:***

- *Partake in any unacceptable behaviour when using Foundation equipment or services*
- *Disclose or write down password or other security information*
- *User personal cloud storage or removable media to store Foundation data.*
- *Use any removable media (such as USB drives) that has not been provided by IT Services.*
- *Leave devices unattended and unlocked*
- *Use social media to give the impression of representing the Foundation unless authorised to do so.*