

Code of Conduct

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1. Introduction

This policy aims to set and maintain standards of conduct that we expect all staff to follow. By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

All employees have personal and legal responsibilities, including; treating others with dignity and respect; acting honestly, using public funds and school equipment appropriately, adhering to health and safety guidelines and practising equal opportunities at all times. School staff have an influential position in the school, and will act as role models for pupils by consistently demonstrating high standards of behaviour. We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

These expectations are set out below and should be fully observed by all staff, including the Executive Head Teacher and Senior Leadership and Management teams.

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

Adults must raise concerns they have about the safeguarding or child protection practices by following the Whistleblowing Policy. An adult who raises a matter under the Whistleblowing Policy or makes a public interest disclosure will have protection of the relevant legislation.

Where it is alleged that an adult has behaved in a way that has harmed a child, or may have harmed a child, possibly committed a criminal offence against or related to a child, behaved towards a child or children in a way that indicates they would pose a risk of harm to children, behaved or may have behaved in a way that indicates they may not be suitable to work with children. Then the Governing Body will follow the school's procedures for dealing with allegations of abuse against teachers and other employees and volunteers and the guidance set out in Part Four of Keeping Children Safe in Education DfE which is available upon request.

In accordance with Part Four of Keeping Children Safe in Education, a low-level concern is defined as behaviour towards a child that does not meet the harm threshold, as outlined above, but is a 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, does not meet the threshold or is otherwise not considered serious enough to consider a referral to the LADO. Examples of level concerns could include, but are not limited to; being over friendly with children, having favourites, taking photos 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.

The Governing Body is committed to creating and embedding a culture of openness, trust and transparency in which the school's values and expected behaviours, as set out in this policy, are adhered to, monitored and reinforced by all staff. All adults have a duty to report low-level concerns, in addition to concerns that meet the harm threshold, to those with designated safeguarding responsibilities to

ensure matters are dealt with promptly and appropriately. All concerns will be managed in accordance with Part Four of Keeping Children Safe in Education.

In the event that an adult has 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, the adult should self-refer to those with designated safeguarding responsibilities. The School is committed to creating an environment where staff are encouraged and feel confident to self-refer.

This document is not a prescriptive guide to what employees should and should not do. It highlights the principal areas where employees need to be aware of their responsibilities when working in the school and is a framework for behaviour. Employees should ensure they are familiar with the specific policies that underpin these behaviours through reference to the documents highlighted in the “Required Reading” throughout the code. If these documents are not supplied at induction, the employee should ask the school for copies. All policies are stored electronically on the teachers drive and it is the employees responsibility to familiarise themselves with all school policies.

2. Legislation and Guidance

We are required to set out a staff code of conduct under regulation 7 of The School Staffing (England) Regulations 2009.

In line with the statutory safeguarding guidance ‘Keeping Children Safe in Education’, we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

3. Compliance with the Code of Conduct

The Code of Conduct forms part of an employee’s contract. Failure to comply with it and with the associated school policies (“Required Reading”) may result in disciplinary action being taken and the school reserves the right to take legal action against employees where breaches of the Code warrant such action. “Keeping Children Safe in Education DFE” and “The Prevent Duty Guidance” are statutory DFE guidance and required reading.

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

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

4. General Obligations and Expected Professional Standards

All adults set an example to pupils, as appropriate to the role and/or job description of the individual, must:

- Place the wellbeing and learning of pupils at the centre of their professional practice
- Have high expectations for all pupils, be committed to addressing underachievement, and work to help pupils progress regardless of their background and personal circumstances

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect, take their knowledge, views, opinions and feelings seriously and value diversity and individually
- Model the characteristics they are trying to inspire in pupils, including enthusiasm for learning, a spirit of enquiry, honesty, tolerance, social responsibility, patience and a genuine concern for other people
- Show tolerance and respect for the rights of others
- Respond sensitively to the differences in the home backgrounds and circumstances of pupils, recognising the key role that parents and carers play in pupils' education
- Seek to work in partnership with parents and carers, respecting their views and promoting understanding and cooperation to support the young person's learning and wellbeing in and out of school
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Ensure that the same professional standards are always applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity
- Understand the statutory frameworks they must act within
- Adhere to Support Worker Standards as relevant to their post (HLTA, LSA, TA, PCA, SMSA)
- Adhere to all Policies and Procedures within the School.

Teachers are required to comply with the Teachers' Standards, in particular, Part 2 Personal and Professional Standards. All adults must be familiar with and act in accordance with the most recent versions of the following documents:

- Part 1 of Keeping Children Safe in Education DfE (Statutory)
- Working Together to Safeguard Children HM Government (Statutory)
- Prevent Duty Guidance HM Government (Statutory)
- The Prevent Duty Departmental Advice for Schools and Childcare Providers DfE
- Guidance for Safer Working Practice for those Working with Children and Young People in Education Settings (non-statutory)

An employee who fails to bring a matter of concern to the attention of the Executive Leadership / Senior Leadership Team and/or the relevant agencies is likely to be subject to disciplinary action.

5. Propriety, Behaviour and Appearance

5.1 Treating Other People with Dignity and Respect

All employees are expected to treat other colleagues, pupils and external contacts, such as parents, with dignity and respect.

Staff are required to comply with the school's equality policies in respect of colleagues, students and other contacts such as parents. Unacceptable behaviour such as discrimination, bullying, harassment or intimidation will not be tolerated in schools. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, pupils and parents.

It is important to follow all school procedures which may impact your colleagues, for example, returning to class promptly after breaks, adhering to classroom timetables, adhering to PPE requirements.

5.2 Appropriate Relationships with Children and Parents/Carers

School employees are expected to act in an open and transparent way that would not lead any reasonable person to suspect their actions or intent. Employees in schools are in a position of trust and have a duty to protect young people from discrimination and harm and to maintain appropriate professional boundaries. It is equally important for staff to avoid behaviour that might be misinterpreted by others in order to protect both young people and themselves. Staff are required to read and understand school policies on child protection and safeguarding. (Safeguarding policy is required reading).

One to one situations have the potential to make children/young people more vulnerable to harm by those who seek to exploit their position of trust. Employees working in one to one settings with pupils may also be more vulnerable to unjust or unfounded allegations being made against them. Employees must recognise this possibility and plan and conduct themselves accordingly. Every attempt should be made to ensure the safety and security needs of both employees and pupils are met. All staff should consider level of risk when undertaking one to one or remote activities, including reading pupils risk assessments and intimate care plans. It is advised, where possible, that staff should consider proximity to others, such as leaving doors open and staying within visual or auditory contact where possible. However, this should not be at the detriment of pupils privacy, for example, when supporting with personal care such as toileting.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place

Pre-arranged meetings with pupils away from the premises or on the school site when the school is not in session are not permitted unless written approval is obtained from their parent/carer and the Executive Head Teacher or other senior leader with delegated authority.

No pupil should be in or invited into, the home of an employee who works with them, unless they are family members or close family friends, in which case employees are advised to notify Senior Leadership. Pupils must not be asked to assist employees with jobs or tasks at or in their private accommodation or for their personal benefit.

Personal contact details should not be exchanged between staff and pupils, parents/carers. This includes social media profiles. If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the Executive Head Teacher.

5.3 Transporting Pupils

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

possible and practicable transport should be provided other than in private vehicles, with at least one employee additional to the driver acting as an escort.

Staff are required to sign pupils both in and out of the buildings. This includes when transporting between sites. It is also important staff sign themselves out and back in when they return.

Employees should ensure that their behaviour is safe and that the transport arrangement and the vehicle meets all legal requirements. They must ensure that the vehicle is roadworthy and appropriately insured, business insurance is required for any journey's carried out that mileage is claimed for as well as transporting pupils, and that the maximum capacity is not exceeded. It is a legal requirement that all passengers wear seatbelt and the driver should ensure that they do so. The driver should be aware of the current legislation concerning the use of car seats for younger children where applicable. It is illegal to drive using hand held phones or similar devices and the driver must ensure that they adhere to all driving regulations.

5.4 Professional Behaviour

Employees 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 colleagues, pupils and the public in general. An employee's behaviour or actions, either in or out of the workplace, must not compromise their position within the work setting, or bring the school into disrepute. Such behaviour may lead to disciplinary action and where relevant, referral to the Teacher Regulation Agency.

Employees should not behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model; make, or encourage others to make sexual remarks to, or about, a pupils; use inappropriate language to or in the presence of pupils; discuss their personal or sexual relationships with or in the presence of pupils; make, or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such. Behaving in an unsuitable way towards children may result in disqualification from childcare under the Childcare Act 2006, prohibition from teaching by the Teacher Regulation Agency, a bar from engaging in regulated activity, or action by another relevant regulator.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

5.5 Criminal Actions

Employees are required to notify the school immediately of any allegation/s of misconduct that are of a safeguarding nature made against them, or implicating them, by a child or adult, whether it be in their personal life, outside work or interest, whether paid or unpaid.

School employees must also inform the Executive Head Teacher (Governing Body if the employee is the Executive Head Teacher) immediately if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution. The Executive Head Teacher or Governing Body will discuss this with the employee in the context of their role and responsibilities in order to help safeguard children and other employees at the school. Where employees fail to do so, this will be treated as a serious breach of this Code of Conduct and dealt with under our Disciplinary Procedure.

5.6 Appearance

A person's dress and appearance are matters of personal choice, self-expression, religious and cultural customs. However, employees must maintain an appropriate standard of dress and personal appearance at work which promotes a positive and professional image. Clothing and footwear must be safe and take account of health and safety considerations. Closed in shoes must be worn at all times, spaghetti strapped tops are not permitted. Jewellery must be kept to a minimum, no dangly earrings to be worn, studs are permitted. Employees must ensure they are dressed in ways which are appropriate to their role and not likely to be viewed as offensive, revealing or sexually provocative and specifically should not distract, cause embarrassment or give rise to misunderstanding, should be religious and culturally sensitive and free from any political or otherwise contentious slogans, and not be considered discriminatory. Employees who dress or appear in a manner which may be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct that may lead to action under the Disciplinary Procedure.

Personal property of a sexually explicit nature or property which might be regarded as promoting radicalisation or otherwise deemed inappropriate such as books, magazines, Cd's, DVD's or such material on any electronic media including links to such material must not be brought onto or stored on school premises or on any school equipment.

5.7 Mobile Phones/Devices

Personal mobile phones/devices are not to be used in classrooms. All mobile phones are to be kept in bags/lockers and are only to be used in the staffroom or outside during your break.

Please ensure you give your child's/children's school the main office number and someone will come and get you if they call.

If you have are waiting for an emergency call, please speak to your Head of School to gain permission to have your mobile phone in class if there is no alternative.

Smart watches may be worn in class as long as they are not used to answer calls, texts or used for any other purpose than telling the time.

5.8 Relationships at Work

Briarwood School recognises that from time to time, employees may form personal friendships, and in some cases, close personal relationships between work colleagues. They may arise at any time during an individual's employment, as well as exist prior to the employee joining Briarwood School. While the school does not wish to interfere with these personal relationships, it is necessary for Briarwood School to ensure that all employees behave in an appropriate and professional manner at work. As personal relationships could affect, or be perceived by others to affect the credibility or objectivity of our operations, we therefore need to have guiding principles in place.

To avoid any accusation of bias, you should not be involved in an appointment, either on an appointment panel or as a referee, if you are related to an applicant, or have a close personal relationship with them outside of work.

You should not be involved in decisions relating to discipline or other sanction, or in decisions relating to pay, of any employee that you are related to, or have a close personal relationship with.

This procedure will apply to all employees. The golden rule is that each of us should ensure that our conduct is not called into question in performing our professional duties.

Personal relationships include spouses, civil partners, family relatives, romantic involvements, close friends, and business and commercial relationships.

Working relationships include colleagues, contractors, agency workers, or any other third party with which Briarwood School does business.

If you have any doubts over whether a relationship with an individual fall within the scope of these guiding principles, please consult your Head of School.

Any employee who embarks on a close personal relationship with a colleague working on the same site must declare the relationship to their Head of School. If the relationship is between a manager and an employee whom they supervise, the relationship should be declared to a member of the Executive Leadership Team. The information declared will be recorded on the staff files of both employees and treated in strict confidence. Failure to declare a personal relationship that has, or could be reasonably perceived to have given rise to a conflict of interest or any workplace advantage could be considered as a disciplinary matter. Where there has been a declaration of interest, but the employee(s) allow the personal relationship to impact adversely on others in the workplace, this could also be considered a disciplinary matter.

Briarwood School reserves the right to elect to transfer one or both of the employees involved in the relationship to another site. In these circumstances, we will consult both of the employees and seek to reach a satisfactory agreement regarding the transfer of one or both of them.

To avoid a situation in which an employee has managerial authority over another with whom they have a close personal relationship, Briarwood School reserves the right to elect to transfer one or both of the employees involved in the relationship to another site. In these circumstances, we will consult both of the employees and seek to reach a satisfactory agreement regarding the transfer of one or both of them. In such a situation, if it is not possible to transfer at least one of the employees (for example if no suitable vacancies exist, or if an employee refuses to transfer), Briarwood School reserves, as a last resort and when all other options have been exhausted, the right to dismiss one or both employees (with notice in accordance with the employee's contract, or pay in lieu of notice).

Similar principles apply to an employee who begins a close personal relationship with a customer, contractor or supplier. If the employee's job allows them authority over the customer, contractor or supplier (for example if the employee has the authority to decide to whom to award contracts), the relationship must be declared to the employee's line manager. In these circumstances, Briarwood School reserves the right to transfer, or as a last resort to dismiss, the employee following consultation with them.

You must ensure that no special favour is shown to current or former partners, close relatives or associates in awarding contracts to businesses run by them or employing them in a senior capacity.

No employee will be unfairly treated or discriminated against on the basis of a personal relationship, perceived or other. Where this is the case, the employee should raise this concern with their Head of School in the first instance or HR.

6. Sexual Contact with Children and Young People and Abuse of Trust

A relationship between an adult and a child or young person is not a relationship between equals; the adult has a position of power or influence. There is potential for exploitation and harm of a child or vulnerable young people and all adults have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification. Adults must not use their status or position to form or promote relationships with children (whether pupils or not), that are of a sexual nature, or which may become so. Adults should maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report any incident with this potential to the Executive Leadership Team. This is as relevant in the online world as it is in the classroom; employees engaging with pupils and/or parents online have a responsibility to model safe practice at all times.

Any sexual behaviour or activity, whether homosexual or heterosexual, by an adult with or towards a child/pupil or young person is illegal. Children and young people are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provision regardless of whether there is consent or not. Where a person aged 18 or over is in a specified position of trust with a child or young person under 18 years, the Sexual Offences Act 2003 makes it an offence for that person to engage in sexual activity with or in the presence of that child or to cause or incite that child to engage in or watch sexual activity.

Sexual behaviour includes non-contact activities, such as causing a child or young person to engage in or watch sexual activity or the production of indecent images of children. 'Working Together to Safeguard Children' Appendix A defines sexual abuse as "... forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening..."

Adults must not have sexual relationships with pupils or have any form of communication with a child, which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, texts, electronic mail, phone calls, social networking or physical contact. The adult should not make sexual remarks to, or about, a child or discuss their own sexual relationships with or in the presence of pupils. Adults should take care that their language or conduct does not give rise to comment or speculations. Attitudes, demeanour and language all require care and thought.

There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child or young person, and manipulate that relationship so that sexual abuse can take place. Adults should be aware that conferring special attention without good reason or favouring a pupil has the potential to be construed as being part of a 'grooming' process, which is a criminal offence.

7. Infatuations and Crushes

A child or young person may develop an infatuation with an adult that works with them. An adult, who becomes aware (may receive a report, overhear something, or otherwise notice any sign no matter how small or seemingly insignificant) that a pupil has become or may becoming infatuated with him/herself or

a colleague, must report this without delay to the Executive Head Teacher or the most senior manager so that appropriate action can be taken to avoid any hurt, distress or embarrassment. The situation will be taken seriously and the adult should be careful to ensure that no encouragement of any kind is given to the pupil. It should also be recognised that careless and insensitive reactions may provoke false accusations.

Examples of situations which must be reported are given below:

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

8. Declaration of interests and Gifts, Hospitality & Anti-Bribery Policy

All employees and governors involved in financial or strategic decisions are required to disclose any related interests that could potentially lead to a conflict in interest or, alternatively, confirm that there are none, where this is the case. The Contracts and Compliance Officer will let you know if you need to complete a Declaration of Interest form and if the Briarwood Declaration of Interests policy relates to your role.

Failure to make a relevant declaration of interests is a very serious breach of trust and therefore if employees are in doubt about a declaration, they are advised to take advice from their school or union.

Membership of a trade union does not need to be disclosed as an interest.

All gifts and hospitality, valued at £30.00 or more, should be entered in to the school's register of gifts and hospitality. This can be accessed via the school's website at: <https://www.briarwoodschoo.org.uk> and navigating to: Staff > Finance > Gifts & hospitality register. Staff are expected to read and comply with the Gifts, Hospitality & Anti-Bribery policy at all times.

9. Probity of Records and Other Documents

The deliberate falsification of documents is not acceptable. Where an employee falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

Where an employee who has claimed any benefit, including housing benefit, either directly or indirectly and has failed to disclose their full earnings, this will be treated as gross misconduct and the employee may be dismissed and referred to the Police.

Any documents that you create for the school including policy, training, technical documents and materials during your employment the copyright and documents belong to the school.

10. Financial inducements

10.1 Financial Regulations for Schools

All school employees must comply with the schools and local authority's Financial Regulations. Employees should familiarise themselves with the regulations but some of the principal employee requirements are summarised below.

Additionally, staff are required to read the School's Anti-Fraud and Corruption policy and to undertake relevant training as part of their initial school induction and periodically, as requested. Staff must report all concerns regarding fraud, corruption, theft and bribery to the Chair of Governors.

10.2 Business Contacts

In this section, "business contact" refers to any person, body or organisation with which the school is involved on a financial or charitable basis (including contractors; developers; consultants; regional or national charities). This also includes business contacts who are potential suppliers (e.g. they are tendering for future business).

10.3 Declaration of Gifts

Any gifts valued over £30.00 that are received should be declared and logged on the Briarwood School Gifts and Hospitality Register. The register can be accessed through the school's website under Staff > Finance > Gifts & hospitality register. Please also see the Gifts, Hospitality & Anti-Bribery policy.

10.4 Gifts or Hospitality

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

Where a business contact offers a personal gift, personal payment or other incentive such as secondary employment to an employee, these should not be accepted and should be returned with a suitable official letter. Such offers should be declared in line with the Gifts, Hospitality and Anti-Bribery policy and offers of gifts or hospitality valued at more than £30 should be logged on the Briarwood School Gifts and Hospitality Register, whether they are accepted or not.

Where hospitality in the form of meals and drinks is offered by a business contact, this is only acceptable where it forms part of a normal business meeting (for example, refreshments at training events or meals at evening meetings). Offers of hospitality to specific events, such as a dinner or sporting event, should only be accepted after authorisation from the Governing Body. These would normally only be approved where there is a clear and demonstrable benefit to the school and the hospitality would not expose the school to criticism that the business contact was exerting undue influence.

Visits by employees to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business and authorised by the school, shall be at the school's expense.

10.5 Use of School Contacts

Apart from participating in concessionary schemes arranged by trade unions or other such groups for their members, employees shall not use school business contacts for acquiring materials or services at trade / discount prices for non-school activities.

10.6 Gifts to Pupils or Families

Personal gifts must not be given to pupils or their families/carers. This could be misinterpreted as a gesture either to bribe or groom. It might be perceived that a "favour" of some kind is expected in return. Any reward given to a pupil should be consistent with the school's behaviour or rewards policy, recorded and not based on favouritism. The only exception to this is a small token gift at significant events such as at Christmas and where all pupils are receiving a gift. This is at the schools expense.

11. Use of School Premises & Equipment

School equipment and premises are available only for school-related activities and should not be used for fulfilment of another job or post or for excessive or regular personal use, unless authorised in writing and in advance by the Executive Head Teacher.

This includes photocopy facilities, stationery, telephones and computers and premises. Any school equipment that is used outside school premises, for example laptops, should be returned to the school when the employee leaves employment or upon request by the Executive Head Teacher.

12. Other Employment

Employees are permitted to take up secondary employment outside the school, as long as the activity does not constitute a conflict of interest, adversely affect their primary employment at the school or exceed the legal maximum working week of 48 hours as defined by the Working Time Regulations.

The secondary employment must be undertaken outside the working hours of the employee's normal post and employees are required to keep the Executive Headteacher and HR (Governing Body if the employee is the Executive Head Teacher) informed of their employment at other organisations.

13. Health and Safety

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

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

14. Reporting Concerns and Recording Incidents

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Staff will familiarise themselves with our safeguarding policy (required reading) and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

All employees must report concerns and incidents in accordance with the guidance set out in “Keeping Children Safe in Education 2024 Part 1 and Annex A (required reading). In the event of an allegation being made, or incident being witnessed, the relevant information should be immediately recorded and reported to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead if DSL is unavailable. An employee who fails to bring a matter of concern to the attention of senior management and/or the relevant agencies will be subject to disciplinary action.

In addition to behaviours outlined elsewhere in the Code of Conduct and the types of abuse and neglect set out in “Keeping Children Safe in Education DFE”, the following is a non-exhaustive list of some further behaviours which would be a cause for concern.

An employee who:

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

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

15. Educational Visits and School Clubs

Employees should take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting, or after school activity. Employees remain in a position of trust and the same standards of conduct apply. Please refer to the schools policy Offsite Activities and Educational Visits (required reading) and the Health and Safety Policy (required reading).

16. Photography, Videos and Other Creative Arts

Many educational activities involve the taking or recording of images. This may be undertaken as part of the curriculum or extra school activities for displays, publicity, to celebrate achievement or to provide evidence of the activity. The General Data Protection Regulations 2018 (UK GDPR) affect the use of

photography. An image of a child is personal data and it is, therefore, a requirement under the Regulations that consent is obtained from the parent/carer of a child before any images are made such as those used for school web sites, notice boards, productions or other purposes. A record of the permissions granted for individual pupils is available from the admin team and teachers should ensure that they and staff in their classes are aware of the permissions granted for pupils in their class.

Employees should only use equipment provided or authorised by the school to make/take images and should not use personal equipment, mobile phones or any other similar devices to make/take images.

Employees must not put photographs of any pupils on social media and networking sites. Failure to comply will constitute a Data Breach and will lead to action under the Disciplinary Procedure.

Recording of a meeting or conversation during the course of employment will only take place with the consent of all those present. Where a request is made to make a recording, it will be considered on a case-by-case basis taking into account relevant considerations, for example as a reasonable adjustment related to an employee's disability. The school will reserve the right to request a copy of the recording. Covert recording is not allowed under any circumstances and will be considered to be a disciplinary matter.

17. First Aid and Medication

The school has a policy called Supporting Pupils with Medical Needs and First Aid policy which is recommended reading. It is required reading for all first aiders and staff who have been trained in the administration of medication. Employees should have regard to the statutory guidance "Supporting Pupils at School with Medical Conditions" DFE December 2015 which includes advice on managing medicines. All settings must have an adequate number of qualified first aiders/appointed persons. Employees must have had the appropriate training and achieved the necessary level of competency before administering first aid or medication, or taking on responsibility to support pupils with medical conditions. If an employee is concerned or uncertain about the amount or type of medication being given to a pupil this should be discussed with the Designated Safeguarding Lead.

Employees taking medication that may affect their ability to care for children should seek medical advice regarding their suitability to do so and should not work with pupils whilst taking medication unless medical advice confirms that they are able to do so. Employee medication on the premises must be securely stored out of reach of children.

18. Use of Alcohol and Illegal Drugs

The taking of illegal drugs during working hours is unacceptable and will not be tolerated. All employees are expected to attend work without being under the influence of alcohol or illegal drugs and without their performance being adversely impacted by the consumption of alcohol or illegal drugs.

If alcohol or drug usage impacts on an employee's working life, the school has the right to discuss the matter with the employee and take appropriate action, having considered factors such as the school or local authority's reputation and public confidence.

19. Use of School Communication and ICT Systems

This section should be read in conjunction with the schools: E-Safety Policy; (required reading). Posting, creating, accessing, transmitting, downloading, uploading or storing any of the following material (unless it is part of an authorised investigation) is likely to amount to gross misconduct and result in summary dismissal (this list is not exhaustive):

Pseudo-images of children (child abuse images), pornographic or sexually suggestive material or images of children or adults which may be construed as such in the circumstances (that it is, writing, texting, pictures, films and video clips of a sexually explicit or arousing nature)

Any other type of offensive, obscene or discriminatory material, criminal material or material which is liable to cause distress or embarrassment to the school or other.

If indecent images of children are discovered at the premises or on the school's equipment or devices, an immediate referral should be made to the school Designated Safeguarding Lead and Executive Head Teacher (unless they are implicated) and the Local Authority Designated Officer (LADO) and, if relevant, the police contacted. The images/equipment should be secured, should not be used by others and should be isolated from the network. There should be no attempt to view, tamper with or delete the images as this could jeopardise any necessary criminal investigation. If the images are of children that are known to the school, a referral should also be made to children's social care in accordance with local arrangements.

The contents of the schools ICT resources and communications systems are the schools property. Therefore, employees should have no expectation of privacy in any message, files, data, document, email, facsimile, telephone conversation, social media post, conversation or message, or any other kind of information or communications transmitted to, received from or printed from, or stored or recorded on our electronic information and communications systems.

The school has the right to monitor work emails, phone-calls made on work devices, internet activity or document production on work devices, without prior notification or authorisation from employees. Principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems by employees.

Employees consent to monitoring by acknowledgement of this Code of Conduct and the use of our resources and systems. We may store copies of data or communications for a period of time after they are created and may delete such copies from time to time without notice. If necessary information may be handed to the police in connection with a criminal investigation.

Exceptionally, and where service delivery reasons exist, the Executive Headteacher (Chair of Governors), in conjunction with the school's HR and IT providers. May approve access to emails when an employee is absent.

Employees should be aware that the school has the right to request access to employees' personal email and computer files if required for investigation of misuse.

Employees must not use school systems (phone, email, computers) for personal use. Inappropriate usage, which includes excessive or regular personal use may result in disciplinary action for the employee and in serious cases could lead to an employee's dismissal.

Inappropriate use of email and internet systems also includes viewing, publication or circulation of illegal or offensive material, viewing, publication or circulation of junk mail, including chain letters, jokes or large attachments, gambling or gaming; these will be treated as disciplinary matters.

Passwords should not be shared and access to computer systems must be kept confidential. Breach of this confidentiality will be subject to disciplinary action.

Employees who receive inappropriate communications should inform their Executive Head Teacher or the IT Technician immediately.

Cyber bullying can be experienced by adults as well as children. Employees should notify the Senior Leadership Team if they are subject to cyber bullying from a colleague. The school will endeavour to protect the employee and stop any inappropriate conduct.

20. Social Contact and Social Networking

School staff must not access social networking websites for personal use (ie non job related use) on work equipment. Personal use of social media is never permitted during working time or by means of our computers, networks and other IT resources and communications systems. Staff should never make any reference to their employment at Briarwood School on social media platforms.

Members of staff are able to use WhatsApp on their own devices for personal communication however, staff should not communicate internally with other staff members for school business using their personal WhatsApp accounts. If staff are found to have shared personal or sensitive information via chat forums they will be dealt with in line with disciplinary policy and procedures. WhatsApp is not permitted for use on School issued devices or personal devices for School business.

Communication between employees and pupils and their families, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, tablets, text messages, e-mails, instant messages, websites, social media such as Facebook, X (formally Twitter), Instagram, chat-rooms, forums, blogs, apps such as Whatsapp and Snapchat, gaming sites, digital cameras, videos, web-cams and other hand held devices. Employees should not share any personal information with pupils and their families and they should not request, or respond to, any personal information from the pupil or their family, other than that which might be appropriate as part of their professional role. They should ensure that all communications are transparent and avoid any communication that could be interpreted as "grooming behaviour".

Employees must not give their personal contact details such as home/mobile phone number; home or personal e- mail address or social networking details to pupils or their families unless the need to do so is agreed in writing with the senior leadership team. If, for example, a pupil or their family attempts to locate an employee's personal contact details and attempts to contact or correspond with him/her, the employee should not respond and must report the matter to the senior leadership team.

It is recommended that employees ensure that all possible privacy settings are activated to prevent pupils and their families from making contact on personal profiles and to prevent them from accessing photo albums or other personal information which may appear on social networking sites.

Employees are personally responsible for what they communicate in social media and must bear in mind that what is published might be read by us, Ofsted, pupils, parents and carers, the general public, future employers and friends and family for a long time. Employees must ensure that their online profiles are consistent with the professional image expected by us and must not post material which damages the reputation of the school or which causes concern about their suitability to work with children and young people. Those who post material which may be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct which may be dealt with under the Disciplinary Procedure. Even where it is made clear that the writer's views on such topics do not represent those of the school, such comments are inappropriate.

Employees are advised not to have any online friendships with any young people under the age of 18, unless they are family members or close family friends.

Employees must not have online friendships with parents or carers of pupils.

It is acknowledged that employees may have genuine friendships and social contact with parents or carers of pupils, independent of the professional relationship. Employees should, however, inform senior leadership of any relationship with a parent/carer where this extends beyond the parent / carer / professional relationship; advise senior leadership of any regular social contact they have with a pupil or parent/carer, which could give rise to concern, inform senior leadership of any requests or arrangements where parents/carers wish to use their services outside of the workplace e.g. providing respite, babysitting etc. Employees should always approve any planned social contact with pupils or parent/carers with senior leadership, for example when it is part of a reward scheme. If a parent/carer seeks to establish social contact, or if this occurs coincidentally, the employee should exercise his or her professional judgement and should ensure that all communications are transparent and open to scrutiny.

Some employees may, as part of their professional role, be required to support a parent or carer. If that person comes to depend upon the employee or seeks support outside of their professional role this should be discussed with senior leadership and where necessary referrals made to the appropriate support agency.

Staff who wish to set up personal web-forums or 'blogs' must do so outside of work, not using school equipment and adhere to the information above.

Breach of any of the above, in or out of work, could lead to disciplinary action up to and including dismissal.

21. Confidentiality

As data controllers, all schools are subject to the General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 ("Data Protection legislation"). In addition, teachers owe a common law duty of care to safeguard the welfare of their pupils. This duty is acknowledged in the provisions governing disclosure of information about pupils.

All employees at the school and the Governing Body come into contact with a significant volume of data and information in relation to pupils, staff, school activities and many other matters. There is an obligation to read and to observe the requirements of the General Data Protection Regulations 2018. Staff should familiarise themselves with the relevant policies which are all required reading;

- Data Breach Policy
- Data Protection Policy
- Data Retention Policy
- Confidentiality Policy
- Freedom Of Information Policy
- Information Security Policy

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

The sharing of information, documents, emails etc. marked as confidential will be treated as a disciplinary matter.

Adults may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be sensitive data and/or confidential. Confidential or personal information about a pupil or their family must never be disclosed to anyone other than on a need to know basis and advice should be sought prior to disclosure to ensure such disclosure is in accordance with the Data Protection Legislation, The Education (Pupil Information) Regulations 2005 (maintained schools), and the school Privacy Notices. In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously. Information must never be used to intimidate, humiliate, or embarrass the pupil. Information must never be used by anyone for their own or others advantage (including that of partners, friends, relatives or other organisations).

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

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

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

If a member of staff is in any doubt about the storage or sharing of information they must seek guidance from the Designated Safeguarding Lead. Any media or legal enquiries must be passed to senior leadership.

21.1 Managing Data

Under the General Data Protection Regulations, staff are required to collect, maintain and dispose of sensitive or personal data in a responsible manner, (see Data Retention Policy – Required Reading)

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

21.2 Disclosing Data

Staff should not disclose sensitive information about the school, its employees or the local authority to other parties, for example, parents, colleagues or internet blogs. There are particular exceptions to this; for example disclosure of suspected or alleged abuse of a pupil to Child Protection officers; discussion with a person accompanying or representing an employee in a formal meeting or disclosure under the Whistleblowing procedure. All communication with the media must be directed through the Executive Head Teacher or their nominee.

There are circumstances in which staff are obliged to release pupil data, for example, parents seeking information about pupil progress or other colleagues in the school.

Staff should be aware that, from time to time, information about employees' salaries is matched with other public sector information (for example housing benefits) in order to prevent fraudulent claims. More information can be found in the Data Protection Policy and Freedom of Information Policy

21.3 Access to Data

Everyone has the right to request access to data that is held about them and such requests should be made to the Executive Head Teacher who will address the request in conjunction with the Schools Data Protection Officer. More information can be found in the Freedom of Information Policy.

22. Copyright

Copyright legislation should be displayed next to photocopier machines and employees are required to adhere to the guidance provided about use of educational resources.

23. Monitoring and Review

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

This Code of Conduct will be reviewed at least annually by the Operations Sub Committee but in the interim as and when necessary.

24. Links with Other Policies

This policy links with our policies on:

- Policy & Procedures for Supporting Pupils at School with Medical Conditions and First Aid (formerly known as Administration of Medicines in Education Establishments)
- Behaviour and Pastoral Policy

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- Complaints Policy
 - Data Breach Policy
 - Data Protection Policy
 - Data Retention Policy
 - Disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
 - Confidentiality Policy
 - Employee grievance procedures
 - E-safety
 - Equalities Policy and Public Sector Duty Statement
 - Freedom Of Information Policy
 - Health and Safety Policy
 - Lone Working Policy
 - Offsite Educational visits Policy
 - Safeguarding and Child Protection Policy
 - Whistleblowing Policy

Appendix A – Principles of the Committee on Standards in Public Life

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner, information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

For more information on the 7 principles and the work of the Committee on Standards in Public Life, visit the committee's website: <https://www.gov.uk/government/organisations/the-committee-on-standards-in-public-life>