



NEWMAN CATHOLIC TRUST

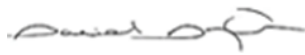
HEART SPEAKS TO HEART

Staff Behaviour Policy and Code of Conduct

2023-24

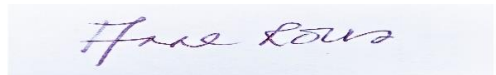
Date policy reviewed: 19th October 2023

Signed by:



CEO

Date: 19th October 2023



Chair of Board

Date: 26th October 2023

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Aim of this code of conduct

Audience: This Code of Conduct is mandatory for all staff working within the Cardinal Newman Catholic Educational Trust (Newman Catholic Trust/Trust/NCET). This includes all permanent and temporary employees, volunteers and agency staff.

Purpose: This code is designed to give clear guidance on the standards of behaviour the Trust requires of all employees.

It is recognised that the majority of staff act appropriately and treat each other with dignity and respect, however the Trust considers it important to clarify expected standards.

This code covers the main areas of work within the Trust's schools and Central Team however this cannot cover every eventuality and if any employees in any doubt about requirements, they should seek further advice from their Line Manager or school Principal.

Scope: This is a statutory policy which covers the procedures for confidential reporting against Newman Catholic Trust or any of its schools, employees or governors.

This policy applies to all employees of Newman Catholic Trust, including casual, agency staff, self-employed workers and volunteers of the Trust. It also applies to suppliers and those providing services under a contract to the Trust or a school.

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

Values & Principles:

In line with the Trust's values, this policy aims to be Christ & child-centred, inclusive and consultative, caring, transparent, strategic, professional and accountable. Furthermore, as a Catholic Trust, all employees are employed on Catholic Education Service contracts and engaged to work under Teachers' Terms and Conditions of Employment or National Joint Council (NJC) Terms and Conditions of Employment. Teachers must also follow the Teachers' Standards issued by the Department for Education.

As part of the public service ethos of the Trust all employees are expected to follow the seven principles for public life "the Nolan Principles" of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

Employees must not put themselves in a position where work and private business interests' conflict and must not make use of their employment to further private business interests.

Requirements:

All employees of the Newman Catholic Trust are required to read and sign this policy at the start of each academic year. New employees should read and sign the policy on their first day of employment with the Trust. New employees should also be provided or signposted to all

other policies referred to in this Code and all other relevant policies held on the Trust website and the Trust's SharePoint.

This policy cannot list all acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in the policy all employees are expected to exercise their professional judgement, act in the best interests of our pupils and fellow employees and if in doubt to seek advice.

Responsibilities

Responsibilities of employees, school leaders/principals and line managers

Newman Catholic Trust Employees

The effectiveness and efficiency of this code rests with employees both individually and collectively as a workforce. It is the responsibility of all employees to ensure that they make themselves aware of the expectations within the Code of Conduct. Specifically in relation, but not exclusively to the following areas:

- The Safeguarding of pupils
- Appearance and dress
- Attendance
- Behaviour and Conduct
- Conduct outside of work
- Smoking, alcohol and other substances
- Health and Safety
- Declaration of interests
- Relationships with pupils
- Physical contact with pupils
- E safety

Newman Catholic Trust Principals/Line Managers

Principals (line managers or the Board Directors for the Trust's Central Leadership Team) are responsible for ensuring all employee within their school or the Central Leadership Team have read and signed this Code of Conduct.

1. Professional behaviour and conduct

Employees are expected to demonstrate consistently high standards of personal and professional conduct to ensure strong public and pupil confidence.

Employees will:

- Have proper and professional regard for the ethos, policies and practices of the school/Trust.
- Maintain high standards in their attendance and punctuality.
- Take care of themselves and others affected by their activity at school or in the Trust.
- Co-operate with school/Trust leaders in meeting their duties under the relevant regulations.
- Treat pupils, parents, colleagues and external contacts with dignity and respect.
- Observe proper boundaries appropriate to their professional position, showing tolerance of and respect for the rights of others.
- Inform a board director, the CEO or school principal if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.
- Be aware that professional behaviour and conduct is expected to be extended to extracurricular trips and visits, conferences and training courses.
- Act appropriately in terms of the views they express – in particular, political views
- Use school resources correctly and appropriately at all times.

Employees will not:

- Use foul or abusive language.
- Perpetrate discrimination, bullying, harassment, or intimidation, including physical, sexual and verbal abuse.
- Misuse or misrepresent their position, qualifications, or experience.
- Seek to bring the school/Trust into disrepute.
- Use school/Trust resources for political purposes.

2. Safeguarding pupils

In accordance with 'Keeping children safe in education 2023' (KCSIE), employees have a responsibility to safeguard pupils, protect and promote their welfare, and ensure that they provide a learning environment in which pupils feel safe, secure and respected.

To effectively safeguard pupils, staff are required to follow the procedures outlined in this Staff Code of Conduct, the individual school's Behaviour Policies and their Child Protection and Safeguarding Policies and ensure that they do not act in a way that may put pupils at risk of harm or lead others to question their actions.

In accordance with School Behaviour Policies and Child Protection and Safeguarding Policies, employees will be prepared to identify pupils who may be subject to, or at risk of, various types of abuse and neglect, including, but not limited to, the following:

- Physical abuse
- Emotional abuse

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

Copies of policies and a copy of Part one (or, where appropriate Annex A for staff not working directly with children) of KCSIE will be provided to employee at induction. Staff will have a clear understanding of the school's policies and procedures with regards to safeguarding issues, e.g., abuse, and the important role they play in preventing harm against pupils.

In accordance with the school's Child Protection and Safeguarding Policy, staff will also be aware of the factors that could increase a pupil's risk of being subject to safeguarding issues, including but not limited to:

- Pupils who need a social worker (Child in Need and Child Protection Plans).
- Children missing from education
- Elective Home Education (EHE)
- Pupils requiring mental health support.
- LAC, previously LAC and care leavers.
- Pupils with SEND or health issues
- Pupils who identify as or are perceived to be LGBTQ+

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

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

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

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

If the concern is regarding a Principal, staff will report this to the chair of the Local Governing Committee. If the concern is about the CFO or Operations & Estates Manager, this should be reported to the CEO, if the concern is about the CEO, this should be reported to the Chair of the Trust Board.

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

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

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

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

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

3. Appearance and dress

The school expects that staff will:

- Ensure that their appearance is clean and neat when at work or representing the school.
- Dress in a manner that is appropriate to their role – the school will make reasonable adjustments to uniform expectations to suit disabilities, medical conditions, and religious and cultural beliefs.
- Not wear clothing that could have implications for the health and safety of themselves, or others in their care.
- Remember that they are role models for pupils, and that their dress and appearance should reflect this.
- Not dress in a way that would cause embarrassment to pupils, parents, colleagues, or other stakeholders.
- Ensure that, if visible, tattoos do not cause offence to others; if tattoos are likely to cause offence, they must be covered up whilst in work.
- Ensure that jewellery and piercings are minimal and, in the health and safety interests of both staff and children, avoid anything that could catch or be caught by pupils.
- While at work, select hairstyles and hair colour in keeping with a professional image.
- Dress in a manner that is free from political or other contentious slogans. Employees may wear religious and cultural dress appropriate to the individual as long as it does not compromise the health and safety of the wearer or other persons.

4. Attendance

The school expects that staff will:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Comply with the school's notification of sickness absence procedures.
- Make routine medical and dental appointments outside of their working hours or during holidays where possible.
- Refer to the Leave policy for staff if they need time off for any reason other than personal illness.
- Follow the school's absence reporting procedure when they are absent from work due to illness or injury.

5. Conduct outside of work

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school.

Staff will not engage in outside work which could seriously damage the reputation and standing of the school, the employee's own reputation, or the reputation of other members of the school community. Staff will also not engage in outside work at a level which may contravene The Working Time Regulations 1998 or affect an individual's work performance.

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

Staff will not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. This is explored further in the Acceptable use of technology section of this policy.

Employees should be mindful not to make offensive comments that are defamatory or discriminatory either in person or on social networking sites that may damage their reputation or the reputation of the Trust.

6. Smoking, e-cigarettes, alcohol, and other substances

Staff will not smoke or vape on, or within a **one-mile** radius of the school premises and whenever in the sight of pupils, parents or visitors.

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

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

Criminal offences that involve violence, possession or misuse of drugs or sexual misconduct will be regarded as unacceptable and may constitute gross misconduct.

If alcohol or drug usage impacts on an employee's performance, the Trust has the right to discuss the matter with the employee and take appropriate action in accordance with the

appropriate Trust policy. The Trust will treat concerns about alcohol or drug usage with sensitivity and may refer the employee to Occupational Health, within the Managing Attendance policy. There may be circumstances where the Trust may make a referral to the police.

The taking of illegal drugs is unacceptable. The drinking of alcohol during working hours is unacceptable. All employees must never attend work under the influence of alcohol or illegal drugs.

Employees should advise their Line Manager if they have been prescribed medication that may impact upon their work performance.

7. Health and safety

Staff will:

- Be familiar with, and adhere to, the school's Health and Safety Policy and ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- Comply with health and safety regulations, adhering to any rules, routines and procedures in place, and cooperate with school leaders and colleagues on matters relating to health and safety.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Inform the Principal or their Line Manager of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended).
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

8. Conflicts of interests

To ensure there are no conflicts of interest with employees working in Newman Catholic Trust, declarations of interest must be made directly to the Principal or for the Central Team to their Line Manager.

Employees are required to declare their interests, both personal and financial, where the group or organisation they are affiliated with would be considered to be in conflict with the ethos of the Trust. Any query in relation to this, employees are to speak to their Principal or Line Manager.

For these purposes, a financial conflict of interest is one where there is, or appears to be, opportunity for personal financial gain, financial gain for close relatives or friends, or where it may be reasonable for a third party to take the view that financial benefits may affect an individual's actions. Employees should refer to the Trust's Fraud and Corruption Policy for further guidance in this area.

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

- a. Payments for services.
- b. Equity interests.

c. Intellectual property rights.

d. Hospitality or gifts.

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

a. Pressure or temptation to accept gifts, inducements or hospitality.

b. Participating in the appointment, hiring, promotion, supervision or evaluation of a person with whom the individual has a close personal relationship.

c. Where an employee has or develops a close personal relationship with a colleague.

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

Failure to make a relevant declaration of interest is a very serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to speak to their Line Manager or Principal.

9. Maintaining professional relationships with pupils

The school expects that staff will:

- Maintain professional boundaries and relationships with pupils at all times, and will consider whether their actions are warranted, proportionate, safe and necessary.
- Act in an open and transparent way that would not lead to others questioning their actions.
- Ensure that they do not establish social contact with pupils for the purpose of securing a friendship, or to pursue or strengthen a relationship.
- Ensure that they do not develop personal or sexual relationships with pupils: this includes sexual remarks and discussing their own sexual relationships with, or in the presence of, pupils.
- Only contact pupils via the school's established mechanisms: personal phone numbers, email addresses or social media platforms will not be used to contact pupils.

Staff are aware that they must not:

- Discuss personal information with pupils, such as concerning their lifestyle or marital status, unless it is directly relevant to the topic being taught.
- Correspond in a personal nature through any medium with pupils, e.g., phone calls or text messages, unless it is within the staff member's role and via an approved communication method, e.g., school emails.
- Adopt an ongoing support role beyond the scope of their position.

- Use personal equipment for approved activities, such as a personal camera, unless approved in writing by the SLT, and will not photograph, audio record or film pupils without authorisation from the SLT and consent from the pupil's parent.
- Save images, videos or audio recordings of pupils on personal devices, unless authorised by the SLT or parents.
- Upload images, videos or audio recordings of pupils to any location without consent from parents and the SLT.
- Discuss or share information regarding other pupils or members of staff; staff should be aware of their surroundings when speaking to others, as their conversations may be overheard.
- Ignore instances of sexual harassment and inappropriate behaviour amongst pupils.
- Invite or allow pupils to visit their home.
- Allow pupils to access staff members' personal devices.
- Attend pupils' homes or their social gatherings, unless approved by the SLT.
- Be alone with a pupil outside of teaching responsibilities, unless approved by the SLT.
- Enter changing rooms or toilets occupied by pupils, when supervision is not required or appropriate, use toilet facilities allocated to pupils, or undress in facilities intended for use by pupils.
- Not transport a pupil unless in line with the Driving at Work Policy.
- Carry out one-to-one tutoring, mentoring or coaching of pupils, unless approved by the Principal or SLT.
- Give personal gifts or special favours, or disproportionately single specific pupils out for special duties or responsibilities.
- Offer overnight, weekend or holiday care as a respite to parents without the approval of the Principal.

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

Where inappropriate contact is made with pupils, this will be raised with the Principal, and handled in line with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct.

If a pupil is consistently attempting to befriend or contact a member of staff on social media, the member of staff will inform the Principal as soon as possible.

Staff are strongly discouraged from forming personal relationships with former pupils, including on social media, as well as with the parents of any pupils on social media.

In the event of the school becoming aware of a close relationship between a member of staff and a former pupil which may raise concerns about their suitability to work with children, the Principal will contact the LA designated officer (LADO) for advice and guidance.

Any inappropriate contact made with former pupils will be handled in line with the Child Protection and Safeguarding Policy and Staff Code of Conduct.

Appropriate language

Staff will be informed that pupils should not be treated as friends. Staff will not:

- Use inappropriate names or terms of endearment.
- Allow inappropriate conversations or enquiries of a sexual nature to occur.
- Comment on a pupil's appearance, including personal flattery or criticism.
- Treat pupils disrespectfully or discriminatorily, based upon their perceived or actual protected characteristics.
- Subject pupils to humiliation, profanity, or vilification.
- Allow or partake in suggestive humour, banter, jokes or innuendos of a sexual nature.
- Use obscene or inappropriate gestures and language.
- Partake in personal conversations, including on the phone, where this may be overheard by pupils.

10. Physical contact with pupils

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

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

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

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

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

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

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

Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be reported to the Principal, or the chair of governors if the concern is about the Principal, and appropriate procedures will be followed.

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

If a pupil is in distress and in need of comfort as reassurance, staff may use age-appropriate physical contact, such as placing their hand on the pupil's shoulder. Staff will remain self-

aware of their actions at all times and ensure that their contact is not threatening, intrusive or subject to misinterpretation.

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

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

11. Showering and changing

Staff will ensure that pupils are afforded respect and privacy whilst they are changing, e.g., before and after PE; however, a level of supervision is required to ensure that pupils are safe, and that they are not subjected to bullying.

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

Staff will adhere to the appropriate policies and risk assessments, e.g., PE risk assessment and ensure that appropriate supervision and support is given to all pupils, including those who may need assistance with showering and changing.

Where possible, female staff will supervise girls and male staff will supervise boys.

Staff will announce their intention of entering the changing room to allow pupils to maintain their privacy and will only remain in the changing room for as long as is necessary.

Staff will never change or shower in the same area as pupils.

12. Transporting pupils

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

When it is necessary to transport pupils off-site, staff will gain consent from parents before transporting pupils and adhere to the appropriate school policies and risk assessments.

Staff will ensure that they:

- Hold a full valid driving licence for the category of vehicle being driven and providing their licence details to the Principal where required.
- Drive in accordance with the laws of the road and Highway Code.
- Check before each journey that the vehicle is roadworthy, e.g., tyres are properly inflated and meet legal requirements.

- Ensure that they are fit to drive; where their fitness to drive may be impaired, e.g., due to a medical condition or taking medication, they inform their line manager as soon as possible and notify the DVLA where required.
- Notify the Principal where there is any change in their circumstance in relation to driving at work, e.g., if they acquire penalty points on their licence for motoring offences outside of work.

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

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

Two or more staff will be present in the vehicle to avoid any discrepancy regarding safeguarding concerns.

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

13. Acceptable use of technology

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

- Online Safety Policy
- Staff ICT and Electronic Devices Policy

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

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

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

Personal devices

Personal devices are used in accordance with the provisions outlined in the individual school ICT and E-Safety policies and within the Staff ICT and Electronic Devices Policy and the Device User Agreement. Any personal electronic device that is brought into school is the responsibility of the user.

Personal devices are not permitted to be used in the following locations:

- Classrooms

- Toilets
- Changing rooms

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

Staff are not permitted to use their personal devices to take photos or videos of pupils unless they have the permission of the school Principal and/or parents.

Social media

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

Staff will remain mindful of their use of social media and their web-based presence including written content, videos or photographs, and views expressed directly or indirectly which may bring themselves, the school, or the school community into disrepute.

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

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

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

14. Photography, images and videos

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

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

Staff will ensure that imagery and videos will be kept in an appropriate and secure place in school.

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

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

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

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

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

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

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

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

15. Premises, equipment, and communication

Staff are responsible for:

- Securing windows and doors when rooms are not in use.
- Ensuring that visitors sign in and out at the school office.
- Challenging any unidentified individuals and notifying the Principal of any unauthorised person.
- Securing valuable equipment after use.
- Ensuring the security of school equipment when taken off the school premises, such as laptops.
- Accessing the school premises in accordance with the school's Key Holder Policy.
- Acting in accordance with the school's Data Protection Policy and Data and Cyber-security Breach Prevention and Management Plan, ensuring that data and information is secure.
- Reporting any minor security concerns to the Principal.
- Reporting major security concerns directly to the police or emergency services, where appropriate.
- Carrying their school ID with them at all times.
- Being responsible for the security of any of their own property that they bring to the school site.

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

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

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

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

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

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

16. Data protection and confidentiality

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

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

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

Staff will ensure that:

- Confidential paper records are kept in a locked filing cabinet, drawer or safe, with restricted access, and will not be left unattended or in clear view anywhere with general access.
- Implement a 'clear desk policy' to avoid unauthorised access to physical records containing sensitive or personal information.
- Memory sticks are not used to hold personal information unless they are password-protected and fully encrypted.
- They will not use their personal laptops or computers for school purposes. All necessary members of staff are provided with their own secure login and password, and every computer regularly prompts users to change their password.
- When sending confidential information staff will always check that the recipient is correct before sending.
- They involve the DPO in all data protection matters closely and in a timely manner.

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

Before sharing data, all staff will ensure:

- They are allowed to share it.
- That adequate security is in place to protect it.
- Who will receive the data has been outlined in a privacy notice.

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

When pupils and staff join the school, the staff member or pupil (or, where appropriate, pupil's parent) will be required to complete a consent form for personal data use. This consent form deals with the taking and use of photographs and videos, amongst other things. Where appropriate, third parties may also be required to complete a consent form.

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

17. Probity of records and Legal Considerations

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

Legal Considerations:

The Trust recognises its duties and the duties of its employees to safeguard our pupils.

The Trust accepts it has responsibilities in relation to "Keeping Children Safe in Education" (KCSIE) issued under Section 175 of the Education Act 2002. 23.1.2 Within KCSIE recommendations the Trust has a responsibility to produce a staff behaviour policy or code of conduct including the acceptable use of technologies, staff/pupil relationships and communications, and the use of social media.

The Trust recognises its responsibility under the Education Act 2011 and Teacher's Disciplinary (England) Regulations 2012 to support the Secretary of State for Education in the regulation of the teaching profession in England and report conduct which is deemed likely to prohibit persons from teaching.

The Trust recognises its responsibility under the Disclosure and Barring Service.

The Trust has published this code of conduct in recognition of its responsibility to comply with the funding agreement and articles of association.

The Trust recognises its "duty of care" to employees and will take steps to maintain confidentiality whenever an allegation against an employee is made.

The Trust recognises its responsibility under the Equality Act 2010.

18. Standards and Guidance

Standards and Guidance Related documents:

- DfE Guidance – Teacher Misconduct: Prohibition of Teachers Oct 2018
- DfE Guidance – Teachers’ Standards
- DfE Guidance – Keeping Children Safe in Education” – September (annually)
- DfE Guidance – Headteacher standards
- ESFA - Academy Trust Handbook

19. Monitoring and review

This document will be reviewed on an **annual** basis by the Trust, and any changes made will be communicated to all members of staff.

The next scheduled review date of this document is October 2024.

All members of staff are required to familiarise themselves with this document as part of their induction programme.