

Staff Code of Conduct Policy

This policy will be reviewed by the Trust Board three yearly

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I. Overview

The Greater Nottingham Education Trust seeks to provide a safe and supportive environment in all its academies, which secures the well-being and very best outcomes for students in their care. This document should clarify what is expected in terms of professional behaviour; it gives clear advice about what constitutes illegal behaviour and what might be considered as misconduct. It also describes safe practice and which behaviours should be avoided. Each member of staff has a duty to ensure that the appropriate standards of conduct are upheld both by themselves and by colleagues. All staff are expected to be aware of their responsibilities in regard to safeguarding the welfare of children.

If a member of staff does not follow this code of conduct this may lead to disciplinary procedures.

There may be times when professional judgements are made in situations not covered by this document, or which directly contravene the guidance given by their employer. It is expected that in these circumstances staff will always advise their senior colleagues of their justification for any such action already taken or proposed.

II. Core Principles

- Staff must act within the law whilst undertaking their official duties.
- The welfare of students is paramount.
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff should work, and be seen to work in an open and transparent way.
- Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident, which may give rise to concern.
- Accurate and timed records should be made of any such incident and of decisions made/further actions agreed and by whom.
- Staff should, not by their manner or speech, be discriminatory with regards to a person's age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
- All staff should know the name of their lead designated person for child protection, be familiar with child protection arrangements and understand their responsibilities to safeguard and protect students.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Safe Working Practices for the Protection of Students and Staff

<p>1. Introduction</p> <p>In accordance with the DfE Statutory Guidance Keeping Children Safe in Education 2018 this guidance has been produced to help all staff establish the safest possible learning and working environments. The aims are to safeguard young people. Every member of staff will be asked to read this code of conduct and date and sign that they have read and understood the document. All staff should also make themselves aware of KCSiE and read at least Part 1 of the document.</p>	<p><i>This means that:</i></p> <ul style="list-style-type: none"> • these guidelines apply to all adults working in education settings whatever their position, roles, or responsibilities. • once staff have declared they have read the guidelines they will be informed of any amendments.
<p>2. Safeguarding</p> <p>Staff must safeguard children’s well-being, in accordance with statutory provisions, the local Safeguarding Children Board procedures and the Academy’s child protection policy.</p>	<p><i>This means that staff:</i></p> <ul style="list-style-type: none"> • <i>must report any safeguarding concerns immediately to the designated safeguarding lead person in the Academy.</i> • <i>staff have a responsibility to take appropriate action and work with other services as needed.</i>
<p>3. Duty of Care</p> <p>Teachers and other staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff and students and behaviour by staff that demonstrates integrity, maturity and good judgement.</p> <p>There are legitimate high expectations about the nature of the professional involvement of staff in the lives of students. When individuals accept a role that involves working with children and young people, they need to understand and acknowledge the responsibilities and trust inherent in that role. Employers have a duty of care towards their employees which requires them to provide a safe working environment for staff and guidance about safe working practices.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached</i> • <i>always act, and be seen to act, in the child’s best interests</i> • <i>avoid any conduct which would lead any reasonable person to question their motivation and intentions</i> • <i>take responsibility for their own actions and behaviour</i> <p><i>This means that each Academy in the Trust will:</i></p> <ul style="list-style-type: none"> • <i>ensure that safeguarding procedures are in place and reviewed</i> • <i>ensure that systems are in place for concerns to be raised</i> • <i>ensure that adults are not placed in situations which render them particularly vulnerable</i>

<p>4. Health and safety</p> <p>It is the responsibility of all staff, governors and visitors to take reasonable care for the health and safety of themselves and others and to assist in the creation of a safe work environment.</p> <p>Staff have a responsibility to inform the head teacher of any medical condition/illness they have during the course of their employment which may impact on their fitness to undertake their duties or on the health and safety of themselves, pupils, other staff, governors of the Academy.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>report any health and safety concerns to the relevant person in the Academy or the Trust's Estates Manager.</i> • <i>report appropriate medical conditions illnesses to the Headteacher or Trust HR Manager if these may impact on the Health and Safety of themselves or others.</i>
<p>5. Exercise of Professional Judgement</p> <p>This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight however, behaviour that is illegal, inappropriate or inadvisable. There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the students. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge and in so doing, will be seen to be acting reasonably.</p>	<p><i>This means that where no specific guidance exists staff should:</i></p> <ul style="list-style-type: none"> • <i>discuss the circumstances that informed their action, or their proposed action, with a senior colleague. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted</i> • <i>always discuss any misunderstanding, accidents or threats with a senior leader</i> • <i>always record and time discussions and actions taken with their justifications</i>
<p>6. Power and Positions of Trust</p> <p>All adults working with students in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a student cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people; staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.</p> <p>Staff should always maintain appropriate professionalism and wherever possible they should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.</p> <p>Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or</p>	<p><i>This means that staff should not:</i></p> <ul style="list-style-type: none"> • <i>use their position to gain access to information for their own advantage and/or a students' or family's detriment</i> • <i>use their power to intimidate, threaten, coerce or undermine students</i> • <i>use their status and standing to form or promote a relationship with a student, which is of a sexual nature</i> • <i>attempt to initiate a relationship with a recent ex-pupil, which is of a sexual nature.</i>

<p>watch sexual activity. Where a person aged 18 or over is in a position of trust established with a person who has only recently left the school, any attempt to engage in or progress towards sexual activity or relationship with that person will be a cause for concern and will be treated as a breach of trust established in that prior relationship.</p>	
<p>7. Confidentiality</p> <p>Members of staff may have access to confidential information about students in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use personal, sensitive or confidential information about a student or their family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the student.</p> <p>Personal, sensitive or confidential information about students and their families should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the student or their families identity does not need to be disclosed the information should be used anonymously.</p> <p>There are some circumstances in which a member of staff may be expected to share information about a student, for example when abuse is alleged or suspected. Where there are safeguarding concerns, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities, using the Academy's procedures.</p> <p>In any other circumstances, if a member of staff is in any doubt about whether to share information or keep it confidential they should seek guidance from the Data Protection Officer. Any media or legal enquiries should be passed to senior leadership.</p> <p>Adults need to be aware that although it is important to listen to and support students, they must not promise confidentiality or</p>	<p><i>This means that staff:</i></p> <ul style="list-style-type: none"> • <i>are expected to respect the privacy of others</i> • <i>treat information they receive about students and others in a discreet and confidential manner</i> • <i>where there are safeguarding concerns, must contact those with designated child protection responsibilities immediately</i> • <i>in any doubt about sharing any other information they hold or which has been requested of them should seek advice from the Data Protection Officer</i> • <i>need to be cautious when passing information to others about a student</i> • <i>need to know to whom and how any concerns or allegations should be reported</i>

<p>request students to do the same under any circumstances.</p> <p>Additionally, concerns and allegations about adults should be treated as confidential and passed to a senior leader without delay.</p>	
<p>8. Propriety and Behaviour</p> <p>All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of students. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, students and the public in general.</p> <p>An individual's behaviour, either in or out of the workplace, should not compromise their position within the work setting so it is important to exercise due care and attention when outside of the school environment.</p> <p>Membership of organisations whose goals are in conflict with the values and equality policies of the school is not acceptable.</p>	<p><i>This means that staff should not:</i></p> <ul style="list-style-type: none"> • <i>behave in a manner which would lead any reasonable person to question their suitability to work with students or act as a role model</i> • <i>drink alcohol with current pupils in public or private places, nor purchase alcohol for pupils. There may be exceptional circumstances where a member of staff may be personal friends with a parent which mean that normal social life will bring the student into social contact with a member of staff. However, generally, if a member of staff finds themselves in a pub or other meeting place in which current pupils are drinking, the member of staff should not join the pupils and may need to draw the attention of bar staff to the age of the pupils. It is difficult to determine exact regulations in this area; if a member of staff feels that there are exceptional reasons why the general restriction on drinking alcohol with students should not apply, they should discuss the matter with a member of the senior leadership team as soon as possible.</i> • <i>drink alcohol when supervising pupils or on school trips. This applies even when there are no pupils present, as the member of staff may be called to act if an emergency occurs.</i> • <i>make inappropriate remarks to a student (including email, text messages, phone or letter etc)</i> • <i>discuss their own sexual relationships with or in the presence of students</i> • <i>discuss a student's sexual relationships in inappropriate settings or contexts</i> • <i>make (or encourage others to make) unprofessional personal comments in any form of communication (e-mail, conversations or social networking comments)</i> <p>Staff must:</p> <ul style="list-style-type: none"> • <i>Be aware that their behaviour in their personal lives may impact upon their work with students.</i>

<p>9. Business Dress</p> <p>Staff should not underestimate the influence they have in setting high standards and strengthening the Academy's reputation and standing in the community through their courteous manner and professional appearance. Also important is acting as role models for pupils as they prepare themselves for the world of work.</p> <p>Staff are expected to dress appropriately for a professional working environment. Some will be supplied with branded work clothing because of the nature of their daily duties.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>wear their ID badges</i> • <i>promote a positive and professional image appropriate to their role</i> <p><i>This means:</i></p> <ul style="list-style-type: none"> • <i>any makeup worn be subtle</i> • <i>jewellery worn is modest and safe</i> <p><i>This means that staff should not:</i></p> <ul style="list-style-type: none"> • <i>wear items likely to be viewed as offensive, revealing, or sexually provocative</i> • <i>not wear clothing that could distract, cause embarrassment or give rise to misunderstanding</i>
<p>10. Gifts</p> <p>Staff should be aware of the policy regarding arrangements for the declaration of gifts received and given within each Academy.</p> <p>Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.</p> <p>There are occasions when students or parents wish to pass small tokens of appreciation to staff, for example at Christmas or as a thank-you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Any member of staff concerned about whether they or their colleagues may be at risk of giving or receiving a bribe (financial or otherwise) should contact the Headteacher. Any member of staff receiving gifts or entertainment valued at more than £100 must disclose this to the Headteacher.</p> <p>Members of staff may not give personal gifts to students. It is acceptable for staff to offer prizes of small value in certain tasks or competitions.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>ensure that gifts received or given in situations which may be misconstrued are declared</i> • <i>ensure that gifts of significant value are declared</i> • <i>generally, only give gifts to an individual young person as part of an agreed reward system</i>
<p>11. Infatuations</p> <p>Staff need to be aware that it is not uncommon for students to be strongly attracted to a member of staff and/or develop</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>Report to a member of the senior leadership team any indications (verbal, written or</i>

<p>an infatuation. Staff should be aware that such circumstances always carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. A member of staff who becomes aware that a student may be infatuated with themselves or a colleague should discuss this at the earliest opportunity with a member of the senior leadership team so that appropriate action can be taken. In this way, steps can be taken to avoid hurt and distress for all concerned.</p>	<p><i>physical) that suggest a student may be infatuated with a member of staff.</i></p> <ul style="list-style-type: none"> • <i>Be mindful if they are alone in a room with a student. Leave the door open if you have to</i>
<p>12. Personal Living Space</p> <p>No student should be in or invited into, the home of an adult who works with them, unless the reason for this has been firmly established and agreed with parents and a member of the senior leadership team or the home has been designated by the organisation or regulatory body as a work place e.g. childminders, foster carers.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations</i> • <i>be mindful of the need to maintain professional boundaries</i>
<p>13. Communication with students (including the use of technology)</p> <p>Communication between students and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites, social networking sites, online gaming and blogs. Adults should not share any personal information with a student. They should not request, or respond to, any personal information from the student, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.</p> <p>Adults should also be cautious in their communications with students so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to students including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with a member of the senior leadership team and parent/carers.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>only give their personal contact details to students, including their mobile telephone number, for professional reasons and with the knowledge of a member of the senior leadership team.</i> • <i>communicate with students in an appropriate and professional manner, making sure that parent/carers have given permission for this form of communication to be used</i> • <i>only make contact with students for professional reasons</i> • <i>not use internet or web-based communication channels to send personal messages to a student</i> • <i>not to have images of students stored on personal cameras, devices or home computers</i> • <i>not make images of students available on the internet, other than through the school network, without permission from parent/carers and a member of the senior leadership team</i> • <i>Be cautious in their contact with ex-pupils, as there is still a professional relationship and there may be contact with current pupils</i>

<p>E-mail or text communications between an adult and a student outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites, such as social networking, instant messaging or gaming.</p> <p>Communication with ex-students who are over 18 is left to staff discretion. Please be conscious of the fact that ex-students may be in contact with current students.</p> <p>Be aware that actions that bring the school into disrepute could lead to disciplinary procedures being taken.</p>	
<p>14. Social Contact</p> <p>Staff should not establish or seek to establish social contact with students, or their families, for the purpose of securing a friendship or to pursue or strengthen a relationship. Even if a young person seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise their professional judgement in making a response but should always discuss this with a member of the senior leadership team. Staff must be aware that social contact, in certain situations, could be misconstrued as grooming.</p> <p>Staff should not give their personal details such as their home or e-mail address; social network sites, gamer tags or web pages to students unless the need to do so is agreed with a member of the senior leadership team and the students parent/carers. If students do become aware of your gamer tag you must change it.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>have no secret social contact with students</i> • <i>consider the appropriateness of the social contact according to their role and nature of their work</i> • <i>always approve any planned social contact with a member of the senior leadership team, for example when it is part of a reward scheme or pastoral care programme</i> • <i>advise leadership member of the senior leadership team of any regular social contact they have with a student or parent/carer which may give rise to concern</i> • <i>report and record any situation, which they feel, might compromise the school or their own professional standing</i>
<p>15. Social Networking Sites and Online Gaming</p> <p>Carlton le Willows staff may use social networking sites for personal use. However, the school requires that staff have the correct privacy settings and that these are checked regularly so that students or parents/carers do not have access to personal data or images.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>Lock down their profile to ensure that data and images are not freely available. Seek advice if you are unsure how to do this</i> • <i>Do not permit current and recent students or parent/carers to have access to profiles</i> • <i>Ensure all passwords are kept strong and secure</i> • <i>Be aware that images of others should be protected and be treated as carefully as you would your own</i>

<p>Staff must deny current or recent students access to profiles so they do not put themselves in a vulnerable position.</p> <p>Staff should be aware that they leave themselves open to a charge of professional misconduct if images of a member of staff in a compromising situation are made available on a public profile by anyone.</p> <p>If a student does gain access to the profile of a member of staff by fraudulent means (impersonation or hacking) a member of the senior leadership team should be informed immediately.</p> <p>Where relationships exist between staff and those who are also parents at the school, or personal friends who are parents at the school, social networking is acceptable but caution must be exercised so that professional standards are maintained and staff do not compromise themselves or the school.</p> <p>As soon as a member of staff becomes aware that they are in an online game with a student, the member of staff should cease to play against that student and should not enter any games containing that player as part of the group.</p> <p>Under no circumstances should staff seek out students and/or share their own gamer tags/ID with students, or use school equipment to play online games.</p>	<ul style="list-style-type: none"> • <i>Be aware that even with privacy settings set at their highest levels there is some information, including pictures that are still public and so this information and these images need to be entirely appropriate.</i>
<p>16. Physical Contact</p> <p>There are occasions when it is entirely appropriate and proper for staff to have physical contact with students, but it is crucial that they only do so in ways appropriate to their professional role.</p> <p>A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with students this should be in response to their needs at the time, of limited duration and appropriate.</p> <p>Staff should use their professional judgement at all times about the appropriateness of any physical contact.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>be aware that even well intentioned physical contact may be misconstrued by the student, an observer or by anyone to whom this action is described</i> • <i>never touch a student in a way which may be considered indecent</i> • <i>always be prepared to explain actions and accept that all physical contact will be open to scrutiny</i> <p><i>This means that each Academy within the Trust should:</i></p> <ul style="list-style-type: none"> • <i>ensure they maintain a system in place for recording serious incidents and the means by which information about incidents and outcomes can be easily accessed by the senior leadership team</i>

<p>Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be made clear to a member of the senior leadership team.</p> <p>Physical contact, which occurs regularly with an individual student, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to students with SEN or physical disabilities). Any such contact should be the subject of an agreed and open school policy and subject to review.</p>	<ul style="list-style-type: none"> • <i>Provide staff, on a "need to know" basis, with relevant information about vulnerable students in their care</i>
<p>17. Physical Education and other activities which require physical contact</p> <p>Some staff, for example, those who teach PE and games, or who offer music tuition, will on occasions have to initiate physical contact with students in order to support a student so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the student's agreement.</p> <p>Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment (see section 19, one-to-one situations, below). Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the student.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>consider alternatives, where it is anticipated that a student might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable student in the demonstration</i> • <i>always explain to a student the reason why contact is necessary and what form that contact will take unless their safety is at immediate risk</i>
<p>18. Showers and Changing</p> <p>Young people are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard students, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the students concerned and sensitive to the potential for embarrassment.</p> <p>Staff therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the students.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>avoid any physical contact when students are in a state of undress</i> • <i>avoid any visually intrusive behaviour and where there are changing rooms</i> • <i>remain in the room when groups are changing</i> • <i>ensure sensitive students are offered the opportunity to change privately</i> <p><i>This means that staff should not:</i></p> <ul style="list-style-type: none"> • <i>change in the same place as students</i> • <i>shower with students</i>

<p>19. Students in Distress</p> <p>There may be occasions when a distressed student needs comfort and reassurance. This may include age - appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.</p> <p>Where a member of staff has a particular concern about the need to provide this type of care and reassurance they should seek further advice from a member of the senior leadership team.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>consider the way in which they offer comfort to a distressed student</i> • <i>always tell a colleague when and how they offered comfort to a distressed student</i> • <i>record situations which may give rise to concern</i>
<p>20. Behaviour Management</p> <p>All students have a right to be treated with respect and dignity. Staff should not use any form of degrading treatment to punish a student. The use of humour can help to defuse a situation. The use of sarcasm, demeaning or insensitive comments towards students is not acceptable in any situation.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>not use force as a form of punishment</i> • <i>try to defuse situations before they escalate</i> • <i>keep parents informed of any sanctions</i> • <i>adhere to the Academy's behaviour policy</i>
<p>21. Care, Control and Physical Intervention</p> <p>Staff may legitimately intervene to prevent a student from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others.</p> <p>Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence.</p> <p>In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported to a member of the senior leadership team.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>always seek to defuse situations</i> • <i>always use minimum force for the shortest period necessary</i> • <i>adhere to the Academy's positive handling / physical intervention policy</i>
<p>22. Sexual Contact with Students</p> <p>Any sexual behaviour by a member of staff with or towards a student is both inappropriate and illegal. Students are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>not pursue sexual relationships with children and young people either in or out of school</i> • <i>avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative ie verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact</i>

<p>legal provisions regardless of whether the child or young person consents or not. This includes the prohibition on adults in a position of trust (see Section 5).</p> <p>The sexual activity referred to does not just involve physical contact including penetrative and non-penetrative acts. It may also include non- contact activities, such as causing children to engage in or watch sexual activity or the production of pornographic material.</p> <p>There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child, and manipulate that relationship so sexual abuse can take place. Staff should be aware that conferring special attention and favour upon a child might be construed as being part of a 'grooming' process, which is an offence.</p>	
<p>23. One to One Situations</p> <p>Staff working in one to one situations with children and young people are more vulnerable to allegations. Teachers and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and students are met.</p> <p>Pre-arranged meetings with students away from the school premises should not be permitted unless approval is obtained from their parent and the Head Teacher or a member of the senior leadership team with delegated authority.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>avoid meetings with students in remote, secluded areas of the school</i> • <i>ensure there is visual access and/or an open door in one to one situations</i> • <i>inform other staff of the meeting beforehand, assessing the need to have them present or close by</i> • <i>avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy</i> • <i>always report any situation where a child becomes distressed or angry to a senior colleague</i> • <i>consider the needs and circumstances of the child/children involved</i>
<p>24. Transporting Children</p> <p>In certain situations, for example out of school activities, staff or volunteers may agree to transport children. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. The driver must also have appropriate insurance.</p> <p>Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>plan and agree arrangements with all parties in advance, responding sensitively and flexibly to disagreements</i> • <i>ensure that they are alone with a child for the minimum time possible</i> • <i>be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer</i> • <i>report to a senior colleague the nature of the journey, the route and expected time of arrival in accordance with agreed procedures</i>

<p>and appropriately insured and that the maximum capacity is not exceeded.</p>	<ul style="list-style-type: none"> • <i>ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety</i> • <i>take into account any specific needs that any child may have.</i>
<p>25. Extra-curricular activities Staff should take particular care when supervising students in the less formal atmosphere of a residential setting or after-school activity.</p> <p>During school activities that take place off the school site or out of school hours, a more relaxed discipline or informal dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.</p> <p>Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Students, staff and parents should be informed of these prior to the start of the trip.</p> <p>Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of school activity.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>always have another adult present in out of school activities, unless otherwise agreed with a member of the senior leadership team in the school</i> • <i>undertake a risk assessment</i> • <i>have parental consent to the activity</i> • <i>ensure that their behaviour remains professional at all times</i>
<p>26. First Aid and Administration of Medication The school has a medical policy, which must be adhered to at all times.</p>	
<p>27. Intimate Care All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet/soiled clothing). A care plan should be drawn up and agreed with parents for all children who require intimate care on a regular basis.</p> <p>Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>make other staff aware of the task being undertaken</i> • <i>explain to the child what is happening</i> • <i>consult with colleagues where any variation from agreed procedure/care plan is necessary</i> • <i>record the justification for any variations to the agreed procedure/care plan and share this information with parents</i>

<p>Additional vulnerabilities that may arise from a physical disability should be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the children, their parents and Academy must be negotiated, agreed and recorded.</p>	
<p>28. Curriculum</p> <p>Many areas of the curriculum can include or raise subject matter which is sexually explicit, or of an otherwise sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This plan should highlight particular areas of risk and sensitivity.</p> <p>The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit or otherwise sensitive nature. Responding to students' questions can require careful judgement and staff may wish to take guidance in these circumstances from a senior member of staff.</p> <p>Care should also be taken to abide by the governing body's required policy on sex and relationships education and the wishes of parents. Parents have the right to withdraw their children from all or part of any sex education provided (but not from the biological aspects of human growth and reproduction necessary under the science curriculum).</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>have clear written lesson plans</i> <p><i>This means that staff should not:</i></p> <ul style="list-style-type: none"> • <i>enter into or encourage inappropriate or offensive discussion about sexual activity</i>
<p>29. Photography, Videos and other Creative Arts</p> <p>Many school activities involve recording images. These may be undertaken as part of the curriculum, out of school activities, for publicity, or to celebrate achievement.</p> <p>In accordance with the General Data Protection Regulations 2018, consent should be obtained for the use of images of children for publicity and presentation purposes. Images should not be displayed on other websites, in publications or in a public place without consent.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>be clear about the purpose of the activity and about what will happen to the images when the lesson/activity is concluded</i> • <i>ensure the necessary consent have been given for the use of all images</i> • <i>ensure that all images are available for scrutiny in order to screen for acceptability</i> • <i>be able to justify images of children in their possession</i> • <i>avoid making images in one to one situations</i> <p><i>This means that staff should not:</i></p>

	<ul style="list-style-type: none"> • <i>use personal cameras, devices or home computers to take, use or store images of any pupil</i> • <i>make, use, publish or share images of pupils without the necessary consent and then only for the legitimate uses and purposes of the school</i>
<p>30. Internet Use</p> <p>Each Academy within the Trust has a clear policy about access to and the use of the Internet. Please refer to the acceptable use of Internet policy for further guidance.</p> <p>Under no circumstances should adults in the school access inappropriate images. Accessing child pornography or indecent images of children on the internet, and making, storing or disseminating such material, is illegal and, if proven, will invariably lead to the individual being barred from work with children and young people.</p> <p>Using school equipment to access inappropriate or indecent material, including adult pornography, would normally lead to disciplinary action, particularly if as a result students might be exposed to inappropriate or indecent material.</p>	
<p>31. Whistleblowing</p> <p>Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Please refer to the Trust's whistle blowing policy</p> <p>Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of a member of the senior leadership team or relevant external agencies. This is particularly important where the welfare of children may be at risk.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> • <i>report any behaviour by colleagues that raises concern</i>
<p>32. Sharing concerns recording incidents</p> <p>All staff should be aware of the child protection procedures, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their professional association.</p> <p>In the event of an incident occurring, which may result in an action being misinterpreted and/or an allegation being made against a</p>	<p><i>This means that staff:</i></p> <ul style="list-style-type: none"> • <i>should be familiar with the Academy's Child Protection procedures</i> • <i>should take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in their working capacity – See the Academy child protection / safeguarding policy for further information</i>

<p>member of staff, the relevant information should be clearly and promptly recorded and reported to a member of the senior leadership team. Early discussion with a parent could avoid any misunderstanding.</p> <p>Members of staff should feel able to discuss with their line manager any difficulties or problems that may affect their relationship with students so that appropriate support can be provided or action can be taken.</p>	
<p>33. Use of Academy premises or facilities for work not connected with the Academy Staff must not use the Academy premises or facilities for activities which are not connected with their employment at the Academy, without agreement from the head teacher or governing body. This includes the personal use of the Academy email, telephones, computers, photocopiers, or other equipment.</p>	<p><i>This means that staff:</i></p> <ul style="list-style-type: none"> • <i>must be professional with regard to use of school premises, facilities and equipment</i>
<p>34. Staff facing criminal charges All posts at the Academy are exempt from the Rehabilitation of Offenders Act 1974 and must therefore disclose all police cautions or convictions for a criminal offence. This includes any cautions or convictions acquired whilst working for the Academy which must be reported immediately to the Head Teacher. All staff will be expected to complete a declaration of change in circumstances and disclosure of criminal offences annually.</p>	<p><i>This means that staff:</i></p> <ul style="list-style-type: none"> • <i>must report all convictions and investigations against them. This includes things such as road traffic offences and any convictions which are now 'spent'. (The Rehabilitation of Offenders Act 1974 states that some convictions are considered to be 'spent' after a certain period of time. However, teaching is listed in this Act as an exemption)</i>
<p>35. Conflict of Interest Staff should declare any personal interest that could bring about conflict with the Academy or Trust interests. Staff must declare to the head teacher or chair of governors any financial interests or non-financial interests which could or could be perceived to conflict with their role within the Academy or Trust.</p>	<p><i>This means that staff:</i></p> <ul style="list-style-type: none"> • <i>are required not to take outside employment which conflicts with the Academy or Trust interests, any staff intending to work for outside organisations should seek permission from the head teacher or chair of governors, as appropriate</i> • <i>staff will be expected to complete a declaration of business interests form annually in relation to themselves and close family members.</i>