



CODE OF CONDUCT FOR STAFF

A. PURPOSE AND APPLICATION

1. Purpose

Relationships with fellow staff, employees, governors, contractors, visitors, volunteers, pupils and their parents or guardians should be reasonable and mutually respectful at all times. This Code has been formulated in order to maintain this balance.

The manner in which members of staff conduct themselves must at all times conform to Italian law.

The purpose of the Code is to:

- safeguard the well-being of the children in our care;
- confirm and reinforce the professional responsibilities of Staff (both teaching and non-teaching);
- clarify the legal position in relation to sensitive aspects of Staff / pupil relationships;
- set out the expectations of standards and behaviour to be maintained within the School;
- to help adults establish safe practices and reduce the risk of false accusations or improper conduct.

2. Application

The Code of Conduct (**Code**) applies to all members of staff working in the School (**School**), whether paid or unpaid, whatever their position, role or responsibilities and **Staff** includes employees, governors, contractors, and volunteers.

3. Your duty

It is the contractual duty of every member of Staff to observe the rules and obligations in this Code. The School also has a duty of care to its Staff, parents and pupils and the implementation of the practices in this Code will help to discharge that duty.

B. GUIDING PRINCIPLES

1. Principles for all Staff

All Staff should put the well-being, development and progress of all pupils first by:

- taking all reasonable steps to ensure the safety and well-being of pupils under their supervision
- using professional expertise and judgment for the best interests of pupils in their care
- demonstrating self-awareness and taking responsibility for their own actions and for providing help and support to pupils
- raising concerns about the practices of teachers or other professionals where these may have a negative impact on pupils' learning or progress, or may put pupils at risk
- being familiar with the School's child protection and safeguarding procedures and its data protection policy with regard to the GDPR



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- being aware that they are in a position of trust (i.e. the adult is in a position of power or influence over the pupil due to his or her work); that the relationship is not a relationship between equals and that this position must never be used to intimidate, bully, humiliate, coerce or threaten pupils
- ensuring any social media settings are private and that nothing is posted which could negatively affect the reputation of the school

All Staff should demonstrate respect for diversity and take steps to promote equality by:

- acting appropriately and in accordance with this Code of Conduct, towards all pupils, parents, carers and colleagues
- complying with the School's Anti-bullying, Educational Visits, E-Safety, Acceptable Use, Child Protection and Safeguarding, First Aid, Data Protection, Anti-bribery and Corruption, Disability Discrimination and Equal Opportunities policies and this Code of Conduct
- addressing issues of discrimination and bullying whenever they arise
- helping to create a fair and inclusive school environment.

All Staff should work as part of a unified body by:

- developing productive and supportive relationships with colleagues
- exercising any leadership and management responsibilities in a respectful, inclusive and fair manner
- complying with all school policies and procedures
- participating in the School's development and improvement activities
- recognising the role of the School in the life of the local community
- upholding the School's reputation and standing within the local community and building trust and confidence in it

2. Additional Principles for Teachers

Teachers should take responsibility for maintaining the quality of their teaching practice by:

- meeting the Teachers' Standards applicable to their role and position within the School
- reflecting on their current practice and seeking opportunities to develop knowledge, understanding and skills
- helping pupils to become confident and successful learners
- establishing productive relationships with parents and carers by:
 - providing accessible and accurate information about their child's progress
 - involving them in important decisions about their child's education
- complying with this Code.

Teachers should maintain public trust and confidence in the School by:

- demonstrating honesty and integrity
- understanding and upholding their duty to safeguard the welfare of children and young people
- maintaining reasonable standards of behaviour whether inside or outside of normal school operating hours and whether on or off the School's site
- maintaining an effective learning environment



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C. GUIDANCE ON STAFF/PUPIL RELATIONSHIPS

1. Application: This guidance is designed to help colleagues maintain professionalism and vigilance in order to ensure that our pupils are not in danger and feel safe and secure. In addition it also serves to reduce the risk of an allegation of impropriety against a member of staff. This guidance applies to all adults working in this school, and not just teachers. Forming inappropriate relationships with children or young people who are pupils or students at another school may also be regarded as gross misconduct.

2. Behaviour giving particular cause for concern: We are fortunate that in this school pupil/staff relationships are very strong. Nevertheless you should take particular care when dealing with a pupil who:

- appears to be emotionally distressed, or generally vulnerable and / or who is seeking expressions of affection;
- appears to hold a grudge against you;
- acts in a sexually provocative way, or who is inclined to make exaggerated claims about themselves and others, or to fantasise, or one whose manner with adults is over-familiar;
- may have reason to make up an allegation to cover the fact that he or she has not worked hard enough for public examinations.

If you feel that this may be the case, you should report this to the Designated Safeguarding Lead under the School's child protection and safeguarding procedures.

3. Record keeping: Comprehensive records are essential. Any incident involving children that could give cause for concern, whether contemplated in these guidelines or not, should be recorded, with justifications for any action taken. In addition any incident should be reported promptly to a senior colleague.

4. Good order and discipline: Teaching staff and other staff in charge or control of pupils must maintain good order and discipline at all times when pupils are present on school premises and whenever pupils are engaged in authorised school activities, whether on school premises or elsewhere.

5. Members of staff who are also parents of pupils in school: Members of staff whose children attend the school will come into contact with other pupils in a range of contexts both social and formal. Their own children will have school friends who visit their home and in this regard they should be treated like any other visitor to their home.

D. GENERAL CONDUCT

1. School property: You must take proper care when using school property and you must not use school property for any unauthorised use or for private gain.

2. Use of premises: You must not carry out on school premises any work or activity other than pursuant to your terms and conditions of employment without the prior permission of the Principal.



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E. SECURITY OF THE SCHOOL SITE

- 1. Identity badges:** In the interests of security, members of staff are asked to politely challenge people who they do not recognise, who are not being accompanied by a member of staff and who are not wearing a badge to establish that they are authorised contractors who have been vetted by the School. All staff wear an identity badge
- 2. Access to buildings:** Access to the School building is partially controlled by a card entry system. Employees must not give their entry card to a fellow employee or someone not directly connected to the School.
- 3. Keys:** Keys to personal files and hazardous materials must not be left unattended under any circumstances. Keys that are borrowed from the School Office must be returned directly to that office.
- 4. Removal of School property:** You must not remove any confidential school documents (either hard copy or electronic) from the school site, including pupil records, nor take any photographs without due permission.
- 5. Windows and doors:** When you see windows, external doors and gates open that you believe should otherwise be closed and locked, you should close and/or lock them as appropriate and/or inform the caretaker.
- 6. Suspicious persons:** If you see anyone suspicious or who you do not recognise on school property please ask who they are and report this to Reception/the Bursar.

F. MEETINGS WITH PUPILS

- Taking an interest in the lives and well-being of our pupils is an integral part of a teacher's role. Furthermore establishing an appropriate and professional rapport with pupils allows a teacher to fulfil his/her safeguarding role. However, there are occasions when it is wise to take certain steps to minimise the risks of misunderstanding.
- Linked to the Behaviour Policy, any meeting with pupils which may have disciplinary outcomes should be conducted with two members of staff present with one member of staff making notes
- 3. One-to-one meetings:** If you are teaching one pupil, or conducting a one-to-one meeting or teaching session with a pupil, you should take particular care in the following ways:
 - use a room that has sufficient windows on to a corridor so the occupants can be seen, or keep the door open, or inform a colleague that the lesson / meeting is taking place
 - arrange the meeting during normal school hours when there are plenty of other people about
 - avoid sitting or standing in close proximity to the pupil, except as necessary to check work
 - avoid all unnecessary physical contact and apologise straight away if there is accidental physical contact
 - avoid any conduct that could be taken as a sexual advance
 - report any incident that causes you concern to the Designated Safeguarding Lead under the School's child protection and safeguarding procedures, and make a written record (signed and dated)
 - report any situation where a pupil becomes distressed or angry to a senior colleague.



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4. Pre-arranged meetings: Pre-arranged meetings with pupils outside school should not be arranged unless approval is obtained from their parents and a senior colleague. If you are holding such a meeting, you should inform colleagues before the meeting.

5. Home visits: If visiting the homes of pupils for school purposes, you may wish to consider the following:

- discuss the purpose of any visit with senior colleagues and adhere to any agreed work plan / contract
- ensure appropriate risk assessments are in place. Where there is insufficient information to complete a risk assessment, ensure that you are accompanied by a colleague
- not visit unannounced if this can be avoided
- leave the door open where you will be alone with pupils
- keep records detailing times of arrival and departure, and work undertaken
- ensure that any behaviour or situation that gives rise to a concern is reported and actioned
- discuss with your manager anything that gives cause for concern and refer to other agencies if felt appropriate
- have a mobile telephone and an emergency contact.

6. The use of your home: Pupils should not be in or invited into the home of any member of Staff, unless agreed with the parents/carers and senior management/the Principal. The exception would be where pupils are visiting friends who are the children of a member of staff. Pupils should not be asked to assist with chores or tasks in the home of a member of staff unless it has been agreed with the pupil's parents.

G. LANGUAGE AND APPEARANCE

1. Language: You should use appropriate language at all times. You should:

- avoid words or expressions that have any unnecessary sexual content or innuendo; avoid displays of affection either personally or in writing (e.g. messages in birthday cards, text messages, e-mails, etc.)
- avoid any form of aggressive or threatening words
- avoid any words or actions that are over-familiar
- not swear, blaspheme or use any sort of offensive language in front of pupils
- avoid the use of sarcasm or derogatory words when punishing or disciplining pupils and avoid making unprofessional personal comments about anyone. Any sanctions should be in accordance with the School's behaviour management programme
- be aware that some parts of the curriculum may raise sexually explicit subject matters. Care should be taken in subjects where rules / boundaries are relaxed (e.g. drama or art). In these cases staff should have clear lesson plans and should take care to avoid overstepping personal and professional boundaries.



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2. Dress: You should dress appropriately and in a professional manner. Dress must not be offensive, distracting, revealing, or sexually provocative, embarrassing or discriminatory. Political or other contentious slogans or badges are not allowed.

H. THE USE OF FORCE OR PHYSICAL RESTRAINT

1. Physical restraint: All forms of corporal punishment are unacceptable and the use of unwarranted physical force is likely to constitute a criminal offence. The use of physical intervention should be avoided if possible. However, teaching staff, and other staff who are authorised by the Principal to have control or charge of pupils, may use such force or physical contact as is reasonable and proportionate in the circumstances to prevent a pupil from doing, or continuing to do any of the following:

- committing a criminal offence
- injuring themselves or others
- causing damage to property, including their own
- engaging in any behaviour prejudicial to good order and discipline at the School or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.

2. Application of code of restraint: This is outlined in steps 3-6 below. This code applies when a teacher, or other authorised person, is on school premises and when he or she is in control or charge of the pupil elsewhere, for example on a field trip or other authorised out of school activity. It only applies where no other form of control is available and where it is necessary to intervene.

3. Before intervening: Before intervening physically you should, wherever practicable, tell the pupil to stop and what will happen if he or she does not. You should continue attempting to communicate with the pupil throughout the incident and should make it clear that physical contact or restraint will stop as soon as it ceases to be necessary. You should always avoid touching or holding a pupil in a way that might be considered indecent. You should also avoid any form of aggressive contact such as holding, pushing, pulling or hitting which could amount to a criminal assault, nor act in a way that might reasonably be expected to cause injury.

4. Inform senior staff: You should inform the Principal or other member of SLT immediately following an incident, except the most minor or trivial, where force has been used. This is to help prevent any misunderstanding or misrepresentation of the incident, and it will be helpful in the event of a complaint. You should provide a written report as soon as possible afterwards. This should include written and signed accounts of those involved, including the pupil. The parents / carers should be informed the same day.

5. Action taken in self-defence or in an emergency: The law allows anyone to defend themselves against an attack provided they do not use more force than is necessary. Similarly, where a pupil is at risk of immediate injury or on the point of inflicting injury on someone else, any member of staff (whether authorised or not) would be entitled to intervene.

6. Using reasonable force: There is no legal definition of "reasonable force". It will always depend on the circumstances. Note that:



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- any use of force should be proportionate to the behaviour of the pupil involved and the seriousness of the harm prevented;
- physical force could not be justified to prevent a pupil from committing a trivial misdemeanour;
- any force should always be the minimum needed to achieve the desired result;
- whether it is reasonable to use force and the degree of force that could be reasonably employed might also depend on the age, understanding and gender of the pupil.

I. PHYSICAL CONTACT IN OTHER CIRCUMSTANCES

1. When physical contact may be appropriate: Physical contact with a pupil may be necessary and beneficial in order to demonstrate a required action, or a correct technique in, for example, singing and other music lessons or during PE, sports and games. Any physical contact should be in response to the pupil's needs, of limited duration and appropriate to the pupil's age, stage of development, gender, ethnicity and background. Physical contact can be easily misinterpreted and should be limited. Staff should use professional judgement.

2. Guidance on using physical contact: You should observe the following guidelines (where applicable):

- explain the intended action to the pupil
- do not proceed with the action if the pupil appears to be apprehensive or reluctant, or if you have other concerns about the pupil's likely reaction
- ensure that the door is open and if you are in any doubt, ask a colleague or another pupil to be present during the demonstration
- consider alternatives if it appears likely that the pupil might misinterpret the contact.

3. Report concerns: If you are at all concerned about any instance of physical contact, inform a member of SLT without delay, and make a written record in the incident book and on the pupil's file if necessary.

4. Offering comfort to distressed pupils: Touching may be appropriate where a pupil is in distress and needs comforting. You should use your own professional judgement when you feel a pupil needs this kind of support and should be aware of any special circumstances relating to the pupil. For example, a child who has been abused may find physical contact particularly difficult. You should always notify a senior colleague when comfort has been offered, record the action and should seek guidance if unsure whether it would be appropriate in a particular case.

5. Administering first aid: When administering first aid you should explain to the child what is happening and ensure that another adult is present or is aware of the action being taken. The treatment must meet the School's health and safety at work rules and first aid guidelines, and parents should be informed. Staff should:

- adhere to the School's policy on administering first aid / medication
- comply with the necessary reporting requirements
- make other adults aware of the task that is being undertaken



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- explain what is happening
- report and record the administration of first aid
- have regard to any health plans
- ensure that an appropriate health / risk assessment is undertaken prior to undertaking certain activities.

6. Pupils' entitlement to privacy: Children are entitled to privacy when changing or showering. However there still must be an appropriate level of supervision to ensure safety. You should:

- avoid physical contact or visually intrusive behaviour when children are undressed
- announce yourself when entering changing rooms and avoid remaining unless required
- not shower or change in the same place as children
- not assist with any personal care task which a pupil can undertake themselves
- not include sensitive data (eg regarding sexuality, health, etc.) in communication with other staff without written parental permission

7. Where a child has been abused: Where a child has previously been abused, staff should be informed on a 'need to know' basis, and should be extra cautious when considering the necessity of physical contact. Some children may seek inappropriate physical contact. Staff should sensitively deter the pupil and help them understand the importance of personal boundaries. Such incidents should be reported and discussed with senior colleagues / the Principal and parents / carers.

8. Children with special educational needs or disabilities: Some children may need more physical contact to assist their everyday learning, which should be agreed and understood by all concerned, justified, openly applied and open to scrutiny.

J. CODE OF CONDUCT FOR CONTACT OUTSIDE SCHOOL

1. Contact outside school: You should avoid unnecessary contact with pupils outside school. You should:

- not give pupils your home address, home telephone number, mobile telephone number or personal e-mail address except as an emergency contact during off-site visits
- **not participate in social networking sites involving current pupils or those who have recently left and are not of adult age**
- not send personal communications (such as birthday cards or faith cards, text messages, etc.) to children unless agreed with a senior colleague
- not make arrangements to meet pupils, individually or in groups, outside school other than on school trips authorised by the Principal



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- avoid contacting pupils at home unless this is strictly necessary, and you should keep a record of any such occasion
- not give a pupil a lift in your own vehicle other than on school business and with permission from the Principal
- report and record any situation which may place a child at risk or which may compromise the School's or your professional standing
- never engage in secretive social contact with pupils or their parents
- staff who are also parents of pupils at School should remember to retain professionalism even in a social setting

2. Social contact: While socialising with parents can form a normal part of school life, care should be taken to avoid any conflicts of interest or actions which could be misinterpreted as grooming. If you have any concerns you should discuss them with a senior colleague.

3. Friendships with parents and pupils: Members of staff who are friends with parents of pupils or who, for example, are voluntary workers in youth organisations attended by pupils, will of course have contact with those pupils outside school. However, members of staff should still respect the above advice where appropriate.

4. Scope of application of code of contact outside school: The same guidelines should be applied to after-school clubs, school trips, and especially trips that involve an overnight stay away from the School. There are separate, more detailed guidelines for school trips in the relevant policy. The principles of this guidance also apply to contact with children or young people who are pupils at another school.

5. Transporting pupils: Other than in an emergency, members of staff should not transport pupils in their own private vehicle. In such a circumstance, you should:

- ensure that you are fit to drive and free from any substances that may impair your judgement or ability to drive
- be aware that until the pupil is passed over to a parent/carer, you have responsibility for that pupil's health and safety
- record the details of the journey
- record and have a legitimate reason for emergency lifts
- ensure that there are proper arrangements in place to ensure vehicle, passenger and driver safety, including appropriate insurance, seat belts, adherence to maximum capacity guidelines, etc.
- wherever practicable, you should avoid using private vehicles and should try and have one adult additional to the driver to act as an escort.

6. Off-site activities: When taking part in off-site activities, you should:

- be accompanied by another adult unless otherwise agreed with a senior colleague
- undertake a risk assessment
- obtain parental consent.



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7. Educational visits: When taking part in educational visits, you should:

- follow the School's Educational Visits Policy
- be accompanied by another adult unless otherwise agreed with a senior colleague
- always have at least one member of staff who is a First Aider
- undertake a risk assessment
- obtain parental consent
- never share bedrooms unless in a dormitory situation and arrangements have been discussed previously with senior colleagues, parents and pupils.

8. Overnight supervision: Where overnight supervision is required to preserve the integrity of the examination process:

- you should ensure that a risk assessment has been undertaken and that all members of the household have had the appropriate checks
- arrangements should be made with and agreed by parents / carers and the pupil
- one-to-one supervision should be avoided where possible
- choice, flexibility and contact with "the outside world" should be incorporated, so far as it is consistent with appropriate supervision and the School's guidelines
- whenever possible, independent oversight of the arrangements should be made
- any misinterpretation, misunderstanding or complaint should be reported.

K. COMMUNICATION WITH PUPILS (INCLUDING THE USE OF TECHNOLOGY)

1. Communicating with children and parents: All communication with children or parents should conform to school policy.

2. Application: These rules apply to any form of communication including the electronic media.

3. Acceptable use: Adults must establish safe and responsible online behaviours and must be familiar with the e-Safety and Acceptable Use policy. Adults should report to senior colleagues, any new and emerging technologies which may have a bearing on school practices and on the review of the Acceptable Use Policy. Local and national guidelines on acceptable user policies should be followed. Members of staff should also:

- ensure that his/her own personal social networking sites are set as private and that privacy settings are checked regularly
- never use or access social networking sites of pupils and do not use internet or web-based communication channels to send personal messages to pupils



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- only make contact with pupils for professional reasons
 - only use school email addresses to contact students by email
 - computers should be locked when a work station is left
 - recognise that text messaging should only be used as part of an agreed protocol and only when other forms of communication are not possible.
- 4. Personal details:** Adults should not give their personal contact details to pupils, including e-mail addresses, home or mobile telephone numbers, unless the need to do so is agreed with senior colleagues and parents / carers.

L. CODE OF CONDUCT FOR PHOTOGRAPHS AND VIDEOS

1. Reference should be made to the School's e-Safety and ICT Acceptable Use policies.

2. Permission required: Any photographs or video camera footage of any pupils in class, at any school events or on a trip should only be shared if appropriate consents have been obtained.

3. Guidance where permission obtained: Where permission has been obtained, the following should be considered:

- the purpose of the activity should be clear as should what will happen to the photographs or videos. You must be able to justify images in your possession
- images should not be made during one-to-one situations
- ensure that the pupil is appropriately dressed
- ensure that the pupil understands why the images are being taken and has agreed to the activity
- only use equipment provided or authorised by the School
- if an image is to be displayed in a place to which the public have access it should not display the pupil's name. Similarly where a pupil is named (in a school prospectus, for example) the name should not be accompanied by a photograph or video
- all images of children should be stored securely and only accessed by those authorised to do so
- images must not be taken secretly.

4. Appropriate material: You must ensure children are not exposed to inappropriate or indecent images. Inappropriate material, such as pornography, should not be brought to work and you must not use school property to access such material. You should not allow unauthorised access to school equipment and should keep your computer passwords safe. If you discover material that is potentially illegal, you must isolate the equipment and contact the Designated Safeguarding Lead under the School's child protection and safeguarding procedures immediately. Pupils must not be exposed to unsuitable material on the internet and Staff should ensure that any film or material shown is age appropriate.



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M. GIFTS AND REWARDS

Before accepting or giving any gifts or rewards, members of staff must consider whether this places them in a compromising position and/or has the potential to be misconstrued and create an expectation of preferential treatment.

1. If a gift is received: If you receive a gift from a pupil or parent you should:

- declare the gift where there is a possibility it could be misconstrued, or in any event where the gift is of a value of more than €100. The Principal may require you to decline the gift;
- decline outright gifts that could be perceived as a bribe or that have created an expectation of preferential treatment. Although it is acceptable for parents or children to make small gifts to show appreciation – such as at Christmas or at the end of the academic year - you must not receive gifts on a regular basis or receive anything of significant value.

2. Giving gifts and rewards: Where you are thinking of giving a gift or reward:

- it should only be provided as part of an agreed reward system;
- in all cases except the above, the gift or reward should be of little monetary value and should be discussed and agreed with the Principal, senior management and the parent or carer;
- selection processes should be fair and where possible should be agreed by more than one member of staff;
- gifts should be given openly and not based on favouritism.

3. Allocation of gifts and rewards: Decisions regarding entitlement to benefits or privileges such as admission to school trips, activities or classroom tasks must avoid perceptions of bias, grooming or favouritism. The selection process must be based on transparent criteria.

N. PRIVATE TUITION

Before undertaking paid or unpaid private tuition for students at BSM, members of staff must:

- consult with and have prior written consent of a member of SLT
- not tutor students they teach in school
- not conduct the tuition in the teacher's home
- follow the protocol for home visits in F4 above
- be careful not to offer undue help with formal written coursework assignments
- declare any conflicts of interest
- not tutor students about to be entered for testing in the school's Scholarship process

Any changes to the above protocols must have the written consent of a member of SLT.



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O. SEXUAL CONTACT

Staff must not:

- have any type of sexual relationship with a pupil
- have sexually suggestive or provocative communications with a pupil
- make sexual remarks to or about a pupil
- discuss their own sexual relationships in the presence of pupils

Sexual relationships or contact with pupils, or encouraging a relationship to develop in a way that might lead to a sexual relationship, is a grave breach of trust that will usually lead to disciplinary action and may also lead to criminal prosecution.

P. ALCOHOL AND DRUGS

The School is committed to the promotion of a healthy working environment and responsible lifestyles for all members of the school community. As such the abuse of alcohol and the use of drugs is considered unacceptable.

All members of staff have an obligation to observe all legal requirements in regard to the workplace and have an obligation to provide a duty of care to all pupils in the School – for whom they are deemed to be in *loco parentis* - and other members of staff.

Furthermore the use of alcohol and drugs clearly has a negative impact on productivity, the quality of work and the image of the School.

The School expects its employees to adhere to the guidelines relating to the consumption of alcohol and drugs.

I. Alcohol

- No member of staff is permitted to come to work under the influence of alcohol
- As a rule alcohol should not be consumed during the school day unless with the Principal's permission. This is particularly important if members of staff are teaching, meeting parents, operating machinery or using hazardous equipment and materials
- Where alcohol is allowed on the School premises with the Principal's permission, for example for a particular function, it will only ever extend to wine or beer. No spirits will be allowed
- Each member of staff should take into account the legal alcohol limits while driving
- Staff taking part in offsite visits must remember that they are 'on duty' for the duration of the trip
- Annual alcohol tests for those teaching young pupils and Science take place with school reserving the right to test others



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2. Drugs

The consumption or use of illegal drugs and substances or legal highs is deemed to be incompatible with the standards expected of professionals working in a school environment.

3. Smoking

The school premises are non-smoking at all times for pupils and adults. Members of staff should not smoke in front of pupils at any time when they are on duty. This includes smoking and vaping during offsite visits.

The School expects its employees to lead by example and to teach responsible behaviour. Appropriate action will be taken where members of staff are found to be under the influence of alcohol or drugs.

Q. SUMMARY

1. General guidance: You should be aware of the general guidance that will apply in all cases. In particular you:

- need to exercise professional judgment but always act within the spirit of these guidelines. If you are involved in a situation where no specific guidance exists, you should discuss the circumstances with a senior colleague. A written record should be kept that includes justification for any action taken;
- must be familiar with procedures for handling allegations against staff
- must be aware of the School's child protection and safeguarding and data protection procedures
- must seek guidance from a senior colleague if you are in any doubt about appropriate conduct
- must report any actions which could be misinterpreted, any misunderstandings, accidents or threats involving you and a pupil or a group of pupils to a senior colleague

2. The School's position: It is in your interests to follow this Code thus maintaining the high standards of professionalism which already exist. A breach of this Code may be treated as misconduct and could render you liable to disciplinary action including, in serious cases, dismissal.

Associated Policies

Data Protection

Health & Safety

Safeguarding

Teachers' Standards