



# GIGGLESWICK SCHOOL

## Staff Code of Conduct

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Reviewed by	Headmaster Bursar and Chief Operating Officer Head of the Prep School
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## Introduction

Giggleswick School ("the School") is committed to safeguarding and promoting the welfare of all our pupils and expects all staff and volunteers to share this commitment. **All staff must abide by the School's policies and, in particular, the Safeguarding Policy and Procedures, Equal Opportunities Policy, Online User Agreement and this Code of Conduct at all times.** If a member of staff does not follow these policies and this Code, then disciplinary procedures may be invoked. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. The Board of Governors will take a strict approach to serious breaches of this Code.

This Code of Conduct establishes the professional boundaries within which all staff should work. Its aim is to safeguard children and to support staff by providing a clear framework in which to work. Following this Code will help to safeguard staff, governors and volunteers from being maliciously, falsely or mistakenly suspected or accused of misconduct in relation to pupils and the Required Professional Standards. It is intended to encourage and sustain an atmosphere of mutual trust and to promote the positive, caring and professional relationships between staff and pupils that are essential in a boarding school environment.

Safeguarding and promoting the welfare of children is everyone's responsibility. In order to fulfil this responsibility effectively staff and volunteers should make sure that their approach is always child-centred: at all times considering what is in the best interests of the child. **The welfare of the child is paramount.**

References made to 'child' and 'children' refer to children and young people under the age of 18 years; however, the principles of **this code of conduct apply to professional behaviours towards all pupils**, including those over the age of 18 years. 'Child' should therefore be read to mean **any pupil** at the School.

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. A **culture of self-referral** is essential.

Adults are expected to make judgements about their behaviour in order to secure the best interests and welfare of the pupils in their charge and, in so doing, will be seen to be acting reasonably. Staff should always consider whether their actions are warranted, proportionate, safe and applied equitably.

As a co-educational school, Giggleswick has a policy of attaching members of staff of both genders to each boarding House. This ensures all pupils have access to staff who offer a variety of perspectives and provide pupils with a family-style environment in which to develop.

All staff and volunteers (including non-teaching staff) undergo an Enhanced Disclosure check with the Disclosure & Barring Service prior to commencing employment. A satisfactory enhanced disclosure must be received for all staff before employment commences. Staff are asked to read and confirm in writing their understanding of this Code of Conduct as part of the induction process.

The school has a **Whistleblowing Policy** to enable members of staff to raise concerns internally and in a confidential fashion about fraud, malpractice, health and safety, criminal offences, miscarriages of justice, and failure to comply with legal obligations, inappropriate behaviour or unethical conduct.

Staff should be aware that a breach of this Code of Conduct, the law and other professional guidelines could result in formal disciplinary action being taken against them by the School, criminal action and/or other proceedings including barring by the Disclosure and Barring Service from working in regulated activity, or for acts of serious misconduct prohibition from

teaching by the Teacher Regulation Agency (TRA).

Staff are directed to the DfE's [Teacher Standards site](#). Crucially:

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

## 1. SELF-REFERRAL AND SHARING CONCERNS

Whilst every attempt has been made to cover a wide range of situations, it is recognised that any guidance cannot cover all eventualities.

- 1.1 There may be times when professional judgments are made or actions taken in the best interests of a child in situations not covered by this document or related policies. In such circumstances staff should **act reasonably**, record what has taken place and the justification for it.
- 1.2 Staff must always advise the DSL/s and/or the Headmaster/s as soon as possible if they encounter a situation:
  - with which they are unfamiliar
  - which they feel is not covered by this Code of Conduct
  - where they or a pupil has felt uncomfortable or embarrassed
- 1.3 If a member of staff is concerned that a colleague may have breached the Staff Code of Conduct this should be reported to the Headmaster or Head of the Prep School in accordance with the Safeguarding Policy (for concerns about adults).

## 2. STANDARDS OF BEHAVIOUR

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work.

- 2.1 There may be times where an individual's actions in their personal life come under scrutiny from the community, the media or public authorities, including with regard to their own children, or children or adults in the community. Staff should be aware that their behaviour, either in or out of the workplace, could compromise their position within the work setting in relation to the protection of children, loss of trust and confidence, or bringing the employer into disrepute. Such behaviour may also result in prohibition from teaching by the Teaching Regulation Agency (TRA) a bar from engaging in regulated activity, or referral to, or action by another relevant regulatory body.
- 2.2 All staff must disclose any relationship or association (in the real world or online) that may impact on the school's ability to safeguard pupils. It may be that the School, for example, has to put arrangements in place to stop or restrict a person coming into school where a potential risk to children has been identified.
- 2.3 All staff must inform the Headmaster or Head of the Prep School of any cautions, convictions, or relevant orders accrued during their employment with the School, and / or if they are charged with a criminal offence.
- 2.4 Staff must never discuss their intimate personal or sexual relationships (past or present) with or in the presence of pupils.
- 2.5 Staff have a responsibility to ensure that they maintain good working relations with other members of staff and avoid actions that may cause offence to others. Harassment can take many forms and can be defined as unwanted conduct related to sex, gender assignment, race or ethnic/national origins, disability, being pregnant or on maternity leave, being married or in a civil partnership, sexual orientation, religion or belief, age or any other personal characteristic which:
  - Has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or
  - Is reasonably considered by that person to have the effect of violating his or her dignity or of creating an intimidating, hostile, degrading, humiliating or

offensive environment for him or her, even if this was not intended by the person responsible for the conduct.

### **3. STAFF, PARENT AND PUPIL RELATIONSHIPS**

- 3.1 Staff must always think carefully about their own conduct and the way in which they build relationships. Any sexual or sexualised behaviour by a member of staff with or towards a pupil is unacceptable. Sexual activity involves physical contact and non-contact activities, such as causing pupils to engage in or watch sexual activity. The use of sexualised language towards or in the vicinity of children is also unacceptable. Staff should consider carefully the age ratings and content of films for particular year groups.
- 3.2 All adults working with pupils in education settings are in a position of trust in relation to the young people in their care.

Staff should be aware that:

- Some actions may be misconstrued by pupils as unprofessional conduct. Therefore, staff should all be alert to situations where they and other staff (including visiting staff and volunteers) are potentially vulnerable to false allegations of abuse.
  - Inappropriate behaviour with or towards children or pupils of any age is unacceptable and likely to constitute gross misconduct. In particular, where a person aged 18 or over is in a position of trust with a child under 18, it is an offence<sup>1</sup> for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity, even if the child has granted consent or the relationship is consensual.
  - The School is under a duty to consider making a referral to the TRA where a teacher has been dismissed (or would have been dismissed had they not resigned) for: unacceptable professional conduct; conduct that may bring the profession into dispute; or a conviction, at any time, for a relevant offence.
    - If the allegations refer to a supply teacher, then the School will ensure that the allegations are dealt with properly via the LADO to determine a suitable outcome. Any relevant supply agency will also be informed and updated.
- 3.3 Staff undertake appropriate training so that they are fully aware of those behaviours that may constitute 'grooming' and they are made aware of their responsibility to always report to the DSL/s and/or Headmaster any concerns about the behaviour of a colleague which could indicate that a pupil is being groomed.
- 3.4 Staff may have genuine friendships and social contact with parents of pupils independent of the professional relationship. They should advise Senior House Staff or the DSL/s of any regular social contact they have with a pupil which could give cause for concern. They should also inform the DSL/s or Headmaster/s of any relationship with a parent where this extends beyond the usual parent/professional relationship. Any requests or arrangements where parents wish to use the services of a member of staff outside the workplace e.g. babysitting or tutoring should also be notified.
- 3.5 Pupils and children of members of staff must not be given access to keys and key codes or be allowed to enter sensitive or potentially dangerous places unaccompanied (e.g. Offices or Senior Common Room). They are not allowed in the Swimming Pool or Laboratories, unless accompanied by a member of staff. The Reprographics Room is out of bounds to pupils.

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<sup>1</sup> Sexual Offences Act 2003

- 3.6 Members of staff must not be appointed as the educational guardian to current pupils.
- 3.7 Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment. There are occasions when pupils or parents wish to pass small tokens of appreciation to staff, e.g. at Christmas or as a thank you and this is usually acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Similarly, it is inadvisable to give such personal gifts to pupils or their families. This could be interpreted as a gesture either to bribe or groom. It might also be perceived that a 'favour' of some kind is expected in return. Staff should refer to the School's Anti-Corruption and Bribery Policy for further information (located in the Staff Handbook). If staff are in any doubt about a gift they should consult a member of SLT.
- 3.8 The Headmaster should be made aware of any relationships between current members of staff where not already married to each other.

#### **4. PHYSICAL CONTACT AND RESTRAINT**

In general, there should be no physical contact between staff and pupils. There are occasions when it is entirely appropriate and proper for staff to have physical contact with children. However, it is crucial that they only do so in ways appropriate to their professional role and in relation to the pupil's individual needs and any agreed care plan.

- 4.1 Physical contact should only take place when it is necessary in relation to a particular activity or circumstance. It should only take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary. An explanation should be given to the pupil about why the contact is necessary and what form the contact will take before it is made. Wherever possible, adults should seek the pupil's permission before initiating contact and be sensitive to any signs that they may be uncomfortable or embarrassed.
- 4.2 Corporal punishment and smacking or any physical response to pupil misbehaviour is unlawful. 'Reasonable force' may be used if it is intended to restrain the pupil from:
- causing harm or injury to him/herself or others;
  - committing a criminal offence ; or
  - causing damage to property (including their own).

The minimum force should be used for the shortest time needed. Staff should always seek to defuse situations and avoid the use of physical intervention wherever possible. Reasonable force may also be used to remove disruptive children from a classroom or event or to prevent a pupil from leaving where allowing the pupil to leave would risk their safety.

Any member of staff who uses physical force against any pupil, whatever the circumstances, should inform the Headmaster or Deputy Head immediately. A written record will be made and kept and parents informed. A restraint log is held by the Senior School DSL.

The School's Restraint Policy outlines in detail who, when and where staff may use reasonable force to restrain pupils. It is available on the School's website.

- 4.3 Exceptions to the 'no physical contact' rule might include:
- Comforting or providing personal care for the youngest pupils in the Prep School;
  - Administering essential First Aid;
  - The technical coaching of games, drama, music, dance, ballet, etc.; and
  - In cases of distress where a pupil might benefit from an arm round the shoulder as he/she is taken to the Wellbeing Centre, or a hand held when he/she is in pain.

- 4.4 The Intimate Care Policy for the Prep School and the Mill House Pre-school Personal Care Policy contains specific additional guidance regarding personal care for the younger pupils.
- 4.5 Any physical contact should be in response to the child's needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.
- 4.6 Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If an action is observed which is possibly abusive the incident and circumstances should be reported immediately to the DSL/s and/or Headmaster/s. The LADO may be consulted.
- 4.7 Staff should be aware that minor forms of physical contact or any physical contact can be misinterpreted by a child and therefore makes staff vulnerable; it may also be the last thing that a child wants. Staff must be certain to avoid physical contact which might in any way be deemed inappropriate, this includes horseplay or fun fights, sitting children on a knee. Staff should therefore be cautious of any demonstration of affection.
- 4.8 Staff must report any situation where inappropriate physical contact with a pupil has arisen to the Head of the Prep School or Deputy Headmaster/DSL as quickly as possible. A contemporaneous written record should be made, giving factual details explaining why the contact was necessary and what form that contact took. For senior school pupils a copy of this should also be given to the relevant member of Senior House Staff.
- 4.9 For pupils with SEN, disabilities or with medical conditions we consider the risks carefully to recognise the additional vulnerability of these groups. We have Individual Welfare Plans (IWPs) and Learning Plans (LAMPs) which include positive and proactive behaviour support. These are drawn up by the SHS, the Learning Support Co-ordinator (LSC), and the DSL/s, where appropriate, alongside the parents/guardians. It is important for staff to be aware of these plans for any child that they teach or support in a pastoral environment.

## **5. MEETINGS WITH PUPILS (including one-to-one teaching)**

In order to ensure that pupils are fully supported pastorally and academically, one-to-one meetings between teachers and pupils or one-to-one lessons will at times be necessary. This guidance includes one-to-one video calls, which should be planned and logged with the line manager before the call takes place, or retrospectively recorded with their line manager if it is an emergency. Where possible, calls should be recorded, with the pupil's consent.

- 5.1 Staff working in one-to-one situations with pupils can be more vulnerable to allegations or complaints, so meetings with pupils should always be arranged in line with the following guidelines:
- Meetings or lessons should always be held in an appropriate **location** (e.g. classroom or office with visual access) that can be overlooked and where possible with the door open.
  - Other members of staff should be in close proximity.
  - Always take a risk assessment approach and consider measures carefully, such as whether it might be better if another adult were present.
  - Avoid the use of 'do not disturb signs' which can convey a sense of secrecy.
- 5.2 Meetings should be **held during normal school hours**. Meetings with pupils off school premises or during term time or holidays should only take place with the prior

knowledge and consent of the Head of the Prep School or Deputy Headmaster and the pupil's parents.

- 5.3 The purpose and circumstances for any home visit must be agreed in advance with the DSL/s or Headmaster/s.
- 5.4 Staff should discuss and report any concerns about behaviour, mood or distress of a pupil in a one-to-one meeting/lesson to the DSL/s or Head of the Prep School immediately.
- 5.5 In line with Standard 20.10 of the NMS for Boarding Schools (2022), boarders should not have access to staff residential accommodation, other than in exceptional circumstances (this could be, for example, where a pupil is in distress or there is a need for privacy to break news to a pupil such as a bereavement of a close family member). Where this occurs, a one-to-one situation should be avoided with boarders with another adult always present. There must be no inappropriate favouritism or inappropriate one-to-one contact between staff and boarders. Guidance is given to SHS as to what the School defines as 'public-use spaces' within residential accommodation – gardens, kitchens and sitting rooms – and these areas are noted in the Annex to the Safeguarding Policy for each boarding house. In order to safeguard pupils when in these 'public-use spaces', there must be:
- more than one pupil present at any time;
  - a formal invitation extended to pupils which SHS are aware of - this details times and reasons why pupils will be expected in the accommodation; and
  - pupils must not be left alone with any adult visitors to the house - a cleared member of the school staff must be present at all times.

Non-residential staff who have boarders visiting their private homes off-site must remain aware of the need to safeguard the welfare of those pupils at all times. As with any other visit by boarders to friends' houses off-site, any such visit should be cleared with the pupil's SHS in advance and the pupil's parents/guardians.

- 5.6 Alcohol should never be served to pupils below the sixth form. No pupil should be given alcohol without the prior knowledge and consent of Senior House Staff and ideally it should only be offered when accompanied with food. Senior House Staff should seek advance authorisation for larger gatherings of pupils at school where alcohol will be served, or for pupil events off site, from the Deputy Headmaster or Senior Master.

## **6. PUPIL PRIVACY – A GUIDE FOR STAFF IN HOUSES**

Pupil privacy should be respected. Staff should be sensitive to the pupils' needs for privacy and personal space. This is particularly so in changing and boarding areas. Section 20 of this Code details pupil privacy in relation to confidentiality and the sharing of information.

- 6.1 In Houses, all members of staff should knock before entering a study bedroom.
- 6.2 To safeguard children and ensure that bullying or teasing does not occur it may be appropriate to supervise changing and showering of pupils in Year 7 & 8, at the Prep School, and at the Pre-school. This supervision should be appropriate to the needs and age of the pupils concerned and staff should be sensitive to the potential for embarrassment. Staff should avoid any visually intrusive behaviour.
- 6.3 Staff should not change in the same place as pupils nor shower with them, and should only use lavatories and showers designated for staff use.



- 6.4 In the senior boarding Houses all staff should avoid entering, except in the case of an emergency, the washing, changing and toilet facilities when they are in use.
- 6.5 In the senior boarding Houses staff of the opposite sex should not, in general, go into the sleeping areas after 2100. Where this is necessary, such as for the final check of the night, they should be in the company of a senior pupil or another member of staff.
- 6.6 Members of staff not attached to a particular boarding House, including maintenance staff, should seek the permission of staff of the relevant House before going beyond common room areas in that House.
- 6.7 At the start of each year and at regular intervals Senior House Staff should remind pupils of the guidelines above that relate to boarding accommodation. Pupils must know that they should change in private and that they should not wander into public areas such as corridors in a state of undress. They must be aware that adults will, at times, be in the boarding areas of Houses and that they also have a responsibility to conduct themselves appropriately to avoid embarrassment on either side.

## 7. COMMUNICATION AND LOW-LEVEL CONCERNS

All communication with parents and pupils should be considered.

- 7.1 Staff should not make commitments to pupils regarding **confidentiality**. Where the welfare of an individual or the wider school community is concerned this may not be possible.
- 7.2 Staff should be clear about, and confident in distinguishing between, expected and appropriate behaviour from concerning, problematic or inappropriate behaviour – in themselves and others, and the delineation of professional boundaries and reporting lines.  
  
Staff should consider the **language** that they use to and about pupils carefully. They should use discretion in conversations that cover sensitive matters and avoid making remarks of a personal nature. Sexualised, intimidating or offensive language must not be used.
- 7.3 Over-familiarity should be avoided. It is not appropriate for pupils to address members of staff using first names or nick-names during term time. Terms of endearment should be avoided as they can be easily misconstrued. Pupil nicknames must not be used in formal teaching situations.
- 7.4 All staff are expected to be familiar with the school's Equal Opportunities Policy and to support its aims. Staff are expected to respect the rights of others and to respect those with different beliefs; expressing a view in an unprofessional way that involved singling out pupils on grounds of sexuality, or presenting extreme views without balance on a topic such as politics or marriage for same sex couples, would be considered inappropriate.
- 7.5 Staff should not undermine fundamental British values of the rule of law, individual liberty, mutual respect for and tolerance of those with different faiths and beliefs and for those without faith. They should not attempt to influence or impose their personal values, attitudes or beliefs on pupils. Oversharing personal beliefs or opinions with pupils can create an awkward situation and place pupils in a difficult position.
- 7.6 Conversations should be polite and courteous. Staff should not shout at pupils other than as a warning in an emergency. They should not use inappropriate language, swear at or in front of children, nor should they use sarcasm, demeaning or humiliating comments. This also includes using the chat functions in Teams, or over a video-call.

- 7.7 Staff should never discuss pupils (or their families) within earshot of other pupils. Unsolicited personal remarks about another pupil, even if intended to be positive or jocular, are not appropriate.
- 7.8 Staff should not discuss sexual matters with or in the presence of pupils other than within agreed curriculum content (e.g. Biology, PSHE) or as part of their recognised job role.
- 7.9 Staff should not give their personal contact details to children e.g. personal email address, home or mobile telephone numbers or details of web-based identities. If children locate these by other means and attempt to make contact, the adult should report this to their line manager and/or DSL/s. The child should be firmly and politely informed that contact cannot be made in this way.
- 7.10 Staff must not discuss their own relationships or personal life with a pupil, nor should they instigate a discussion about a pupil's own personal relationships unless there is a specific welfare concern. Staff should avoid being led into the disclosure of personal information about other members of staff.
- 7.11 Staff should congratulate pupils on successes and recognise their efforts; however, staff should not comment on disciplinary matters involving a pupil with which they are not directly concerned.
- 7.12 All staff must be familiar with the school's Low-Level Concerns Policy which details the procedures that should be followed if you identify low-level concerns relating to the conduct of a fellow member of staff or wish to self-refer. Staff have a duty to report any low-level concerns they identify relating to a member of staff, volunteer or contractor directly to the Headmaster (or DSL in his absence). If the concern relates to a pupil then the reporting procedures for safeguarding must be followed.
- 7.13 Emails and messages sent via the School's systems must remain professional at all times.

## **8. MOBILE TELEPHONES AND DEVICES FOR LEARNING**

- 8.1 The Prep School including Mill House Pre-school is a mobile free zone for staff and visitors, so only school provided devices can be used in areas where there are children (they are permitted in office spaces and common rooms).
- 8.2 Unless there has been an explicit agreement with the DSL/s or Headmaster/s staff should not give their personal mobile numbers or personal email addresses to pupils, nor should they communicate with them by text or personal email. Where permission has been obtained to communicate in this way, it will be logged by the DSL/s.
- 8.3 Whilst there may be occasions (e.g. on a school trip) when it might be necessary for a member of staff to have a list of pupils' mobile telephone numbers, numbers of current pupils should not be stored on personal mobile telephones.
- 8.4 In general, members of staff should not contact pupils via the pupil's mobile telephone. The only exception to this may be in an emergency, for example a Group Leader on a school trip or Senior House Staff wishing to contact a pupil in their House. No communication via instant messaging apps such as WhatsApp should take place between staff and pupils. If a pupil does make contact with a member of staff in this way, they should redirect them to the proper channels of communication. SHS have school mobiles for this purpose.
- 8.5 Any messages or contact from pupils to a member of staff that could be interpreted as of a personal nature should be reported to the DSL/s.

8.6 Mobile telephones must be switched off in the Chapel and Dining Hall. They should be set to silent when teaching or coaching or in the Library. They may be used for professional purposes on campus, but in order to set an appropriate example, staff should avoid using their phones whilst in public areas during the school day. Personal calls may be taken in breaks and must be taken in private.

8.7 It is unlawful to use a handheld mobile telephone whilst driving.

## **9. SOCIAL MEDIA**

Staff should adhere to the School's policies on online safety and Information Systems Use at all times. Staff should take steps to keep their personal and professional lives separate. Staff must not use Teams as a form of social media, or as a chatroom that does not concern school business.

9.1 Staff must not use Social Networking or gaming sites (e.g. instant messaging, Twitter, WhatsApp, Facebook etc) to connect or communicate directly with current pupils.

9.2 Communication with pupils over 18 who are no longer on the school roll is at staff discretion (e.g. on professional networking sites such as LinkedIn); however, particular care should also be taken when accepting friendship requests from recent leavers. Staff should be aware that ex-pupils may be in contact with current pupils. As a guide, there should be a gap of at least 3 years between a pupil leaving the School and members of staff connecting with that former pupil on social media sites such as Facebook and Instagram.

9.3 Staff must consider their privacy settings on social media very carefully. They should be aware that actions that bring the School into disrepute could lead to disciplinary procedures being taken.

9.4 Where relationships or friendships exist between staff and those who are also parents at the School social networking is acceptable between them; however, caution must be exercised so that professional standards are always maintained.

## **10. PHOTOGRAPHY AND MOVING IMAGES**

Staff must be able to justify why they are taking images/video footage and why they have them in their possession. Detailed guidance is available in the Taking, Storing and Use of Images and Video of Children Policy. Separate guidance is in place which must be followed in regard to taking and storing images of children in Mill House Pre-School.

10.1 Photographs or moving images of pupils and children taken at school events should not be used for publicity or be posted onto publicly accessible websites by members of staff without the prior permission of the Senior Leadership Team.

10.2 Images/videos should not be taken for personal use. They should not be made in one-to-one situations.

10.3 Staff should be aware that some pupils and colleagues may not wish to have their photograph/video taken and be sensitive to this. Staff should refer to the list of pupils for whom parental consent has been withheld before publishing any images/footage.

10.4 Staff should not take images/video of children in any state of undress or semi-undress or which could be considered as indecent or sexual in nature.

10.5 Photographs or moving images of senior school pupils should be taken, wherever possible, using school equipment. In the Pre-school images should only be taken using school equipment.

10.6 Careful thought should be given about how images taken of pupils are managed. They

should be emailed to the marketing department or uploaded to a relevant folder in an appropriate shared drive on the school's network (or shared on the appropriate Staff Teams channel). As soon as they have been emailed or stored they should be deleted from personal equipment. If you require further guidance, please contact the DSL.

- 10.7 Adults should not take images/video of a child's injury, bruising or similar (e.g. following a disclosure of abuse) even if requested by children's social care, or make audio recordings of a child's disclosure.

## **11. DRESS AND APPEARANCE**

Staff should set high personal standards of dress and appearance, which promotes a positive and professional image. This guidance also refers to the appearance of a member of staff who is on camera via a Teams video call. This should also be reflected through personal behaviours, and the environment from which the member of staff is working. Care should be taken to meet the same professional standards irrespective of the method of professional delivery of lessons and support.

- 11.1 Dress should always be professional and appropriate to the activity which they are undertaking. In general, it must be smart and in good repair. Clothing must be modest, not revealing or sexually provocative, it should be culturally sensitive and free from contentious slogans. It should not distract, cause embarrassment or give rise to misunderstanding.
- 11.2 Teaching staff and office staff should wear smart business-like clothing. Senior school teachers and office staff are expected to wear a jacket, following a similar dress standard to that of the Sixth Form dress code. In the Prep School jackets would be worn on formal occasions, such as Parents' Meetings. There is additional guidance for teaching staff in the Prep School and Pre-school.
- 11.3 Where practical work is involved teachers may wear suitable practical clothing. Sportswear should be smart and, where possible, only school-branded clothing should be worn. It should only be worn for periods of coaching.
- 11.4 Teaching support staff wear clothing appropriate to their role (e.g. lab coat).
- 11.5 Non-teaching support staff should wear the uniform with which they have been provided.
- 11.6 Protective clothing should be worn during any relevant activity.
- 11.7 Staff should wear their identification badge at all times.

## **12. MEDICATION, SMOKING AND ALCOHOL**

Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children.

- 12.1 If staff are taking any medication, they must seek medical advice to ensure that it does not affect their ability to care for children.
- 12.2 Staff medication when on school premises must be stored securely and out of the reach of children at all times.
- 12.3 There are school events where members of staff are permitted to consume moderate amounts of alcohol in the presence of pupils and parents. Members of staff on duty must not be under the influence of alcohol or any other substance that may affect their ability to care for or respond to the needs of children.
- 12.4 Staff may not drive a school vehicle if they have consumed alcohol within the previous 12 hours.

- 12.5 The School is a non-smoking campus and it is against the law to smoke in the premises. Staff should not smoke in front of pupils at school or on school trips. This includes e-cigarettes and vapes.
- 12.6 For guidance about administering medication or First Aid to pupils see the relevant policies.
- 12.7 There is specific guidance for Early Years (Nursery) staff who are taking medication in the Mill House Pre-school - Health, Illness and Medication Policy with relates to the Early Years Foundation Stage Statutory Framework.

### **13. SCHOOL TRIPS**

This staff Code of Conduct applies on school trips. Staff have a duty to ensure their behaviour remains professional at all times.

- 13.1 Staff:pupil ratios and gender mix must be carefully considered as part of the early planning and risk assessment for a trip and should be agreed with the Educational Visits Coordinator, with advice from the DSL/s if required. Normally there will be a minimum of two adults.
- 13.2 All arrangements for a residential trip should have full, informed consent of parents.
- 13.3 Careful consideration should be given to sleeping arrangements. Staff accommodation should be suitably separate from that of pupils but enable them to provide adequate supervision. Staff should not share bedrooms with pupils.
- 13.4 Staff should take particular care when supervising pupils in the less formal atmosphere of an educational visit. Staff remain in a position of trust and must ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

### **14. TRANSPORTING PUPILS**

- 14.1 Staff must ensure they are fit to drive and free from any drug, alcohol or medicine that is likely to impair judgement or the ability to drive.
- 14.2 Where possible and practicable it is advisable that transport is undertaken in a school vehicle with at least one adult present in addition to the driver.
- 14.3 Staff must ensure the vehicle is roadworthy, appropriately insured and should carry out the necessary pre-journey checks.
- 14.4 Car journeys, particularly where a member of staff is taking only one or two pupils, must be approved and logged by the Head of the Prep School or the Deputy Headmaster prior to the event. A risk assessment must be completed using the agreed guidelines.
- 14.5 Staff should not offer lifts to pupils to and from the games pitches or Chapel unless the need for this has been agreed with the Head of the Prep School or the Deputy Headmaster.
- 14.6 Staff should never offer to transport pupils outside of their normal working duties, other than in an emergency, or where not doing so would mean that the pupil may be at risk. Any emergency lifts that are given must be justified and should be reported immediately to and recorded in the log by the Head of the Prep School or the Deputy Headmaster.

14.7 It is a legal requirement that all passengers wear seatbelts and the driver should ensure they do so. The driver must also be aware of and follow current legislation regarding use of car seats for younger children.

14.8 Any member of staff who drives on School business must complete an Annual Driver Declaration Form and provide a DVLA code in order for their licence to be checked. The Transport Officer and HR Department can provide further guidance on this.

## **15. VISITORS**

Any member of staff inviting a visitor to school must follow the Visitor Policy. Any visiting speakers must be vetted prior to an event and their visit logged using the Form on Teams – permission for the speaker must be sought from the Senior Master.

15.1 Visitors should wear red visitor lanyards and should not be left without appropriate supervision.

15.2 Resident staff must follow the notification requirements of the Licence to Occupy agreement.

15.3 Overnight and regular visitors to Residents in Boarding Accommodation, must be authorised by the Headmaster, and communicated with the relevant Housemaster/mistress. Necessary Safer Recruitment checks will then be carried out by HR. Visitors must be supervised at all times whilst passing through the common areas of the Boarding House. Where available the private entrance to the resident accommodation must be used.

## **16. PRIVATE TUITION AND ALTERNATIVE EMPLOYMENT**

No private or **regular one-to-one teaching arrangements** should be made between staff, pupils and their families without the prior knowledge and consent of the Head of the Prep School or Deputy Head (Learning) and the knowledge of the relevant member of Senior House Staff.

16.1 Staff should not take up alternative employment while they are employed at the School without the consent of their line manager.

## **17. INFATUATIONS AND 'CRUSHES'**

Any member of staff who receives a report, overhears something, or otherwise notices any sign, however small or seemingly insignificant, that a young person has become, or may be becoming infatuated with either themselves or a colleague, should immediately report this to the Headmaster/s or DSL/s. In this way appropriate early intervention can be taken which can prevent escalation and avoid hurt, embarrassment or distress for those concerned.

## **18. FAVOURITISM**

Pupils are acutely sensitive to what they perceive as favouritism. Staff should always guard against showing partiality or treating a particular pupil less favourably.

18.1 Staff should exercise care when selecting children for or excluding them from specific activities, jobs or privileges. Methods of selection should always be subject to clear, fair, agreed criteria.

18.2 Staff should be aware that consistently conferring inappropriate special attention and favour upon a child might be construed as being part of a 'grooming' process and as such would give rise to concern about their behaviour. Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them.

## **19. ALLEGATIONS AGAINST STAFF**

- 19.1 Staff should be aware of the concept of transferable risk in relation to the safeguarding of pupils. Staff who have behaved or may have behaved in a way that indicates they may not be suitable to work with children includes behaviour that may have happened outside of school, that might make an individual unsuitable to work with children.

## **20. CONFIDENTIALITY AND SHARING OF INFORMATION**

The storing and processing of personal information is governed by the General Data Protection Regulations UK (GDPR) and Data Protection Act 2018.

- 20.1 Staff may have access to special category personal data about pupils and their families which must be kept confidential at all times and only shared when legally permissible to do so and in the interest of the child. Records should only be shared with those who have a legitimate professional need to see them.
- 20.2 Staff should never use confidential or personal information about a pupil or her/his family for their own, or others advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the child.
- 20.3 Confidential information should never be used casually in conversation or shared with any person other than on a need-to-know basis. In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously.
- 20.4 There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a responsibility to pass information on without delay, but only to those with designated safeguarding responsibilities or to statutory services.
- 20.5 If a child – or their parent / carer – makes a disclosure regarding abuse or neglect, the member of staff must always take any such concerns seriously and follow the setting's procedures. The adult should not promise confidentiality to a child or parent but should give reassurance that the information will be treated sensitively.
- 20.6 If a member of staff is in any doubt about whether to share information or keep it confidential, he or she should seek guidance from the Designated Safeguarding Lead. Any media or legal enquiries should be passed to senior management.
- 20.7 Sensitive information which is taken off-site in hardcopy form or softcopy (on a memory stick, for example), must be guarded. It is recommended any personal data relating to pupils and parents is password protected.

## **21. GENERAL**

- 21.1 Staff should be punctual.
- 21.2 Classes should not be left unattended, except in an emergency.

### Linked Policies

Equal Opportunities Policy; Safeguarding Policy & Procedures; Behaviour, Reward and Sanctions Policy; Visitor Policy; Whistleblowing Policy; Taking, Storing and Using Images of Children Policy; Online Safety Policy; Restraint and Physical Contact with Pupils Policy; Educational Visits Policy; Health and Safety Policy

### Guidance

*Use of Reasonable Force*: advice for headteachers, staff and governing bodies (DfE July 2013)

*Guidance for safer working practice for those working with children and young people in education settings* (Safer Recruitment Consortium 2019 – with addendum 2020)

*Keeping Children Safe in Education*: statutory guidance for schools and colleges (DfE September 2023)

National Minimum Standards for Boarding Schools 2022

*Sexual Offences Act* 2003