



S08: STAFF CODE OF CONDUCT

Introduction

This policy applies to all Staff and volunteers in the School regardless of their position, role or responsibility. It sets out clear guidance on the standards of behaviour expected from all Staff (as defined below) at the School.

This policy constitutes the School's Staff Behaviour Policy for the purposes of Keeping Children Safe in Education.

References to “**Staff**” throughout this policy relate to all of the following groups:

- all members of staff including teaching and support staff;
- governors;
- contractors engaged by the School;
- volunteers;
- casual workers;
- temporary and supply staff, either from agencies or engaged directly; and
- student placements, including those undertaking initial teacher training and apprentices.

Where applicable, contractors working regularly on site will be required to comply with the expectations of this policy

This policy sets out clear guidance on the standards of behaviour expected from all staff at St Hugh’s School. The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring.

School staff are in a unique position of trust and influence as role models for pupils. Therefore, staff must adhere to behaviour that sets a good example to all pupils within the school.

Policy Name:	Staff Code of Conduct
Policy Number:	S08
Owner:	Headmaster
Dates of review:	Sept 2023, Jul 24, Jul 25, Jul 26
Date of issue:	July 2026
Date of latest next review:	July 2027

Staff also have an individual responsibility to maintain their reputation and the reputation of the school, both inside and outside working hours and work setting. This policy therefore applies equally when staff are conducting lessons online or when it is necessary for them to work from home.

Staff must immediately inform the Headmaster if they are arrested, charged, cautioned, convicted or become subject to any investigation that may affect their suitability to work with children.

Staff must disclose any close personal relationship with another employee, parent or contractor where a conflict of interest may arise.

Concerns or allegations that may meet the harm threshold will be managed in accordance with Part Four of Keeping Children Safe in Education and the School's Safeguarding Policy.

The School requires that all Staff have read and agree to comply with this policy. Breach or failure to observe this policy may result in action being taken under the School disciplinary procedures including, but not limited to, dismissal.

This Staff Behaviour Policy is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy, Staff are expected to exercise their professional judgement and act in the best interests of the pupils and the School.

This policy should be read in conjunction with the following related policies and procedures:

- Safeguarding Policy;
- Low-level Concerns Policy
- Equal Opportunities Policy;
- Health and Safety at Work Policy
- IT Acceptable Use and E-Safety Policy
- Whistleblowing Policy.
- Staff Employment Handbook (separate document that details all relevant information regarding the employment terms, conditions for members of staff)
 - Social Media Policy;
 - Anti-Bribery Policy;

Staff should ensure that they have read and are familiar with these policies and procedures.

Staff who work directly with children are required to read and understand Part One and Annex A of the statutory guidance 'Keeping Children Safe in Education'. Those members of staff who do not work directly with children will be required to read Annex A of Keeping Children Safe in Education. Staff should also have read the Low Level Concerns Policy (B01a). All staff have a responsibility to report low-level concerns about themselves or others in accordance with the Low-Level Concerns Policy.

Professional Behaviour and Conduct

- Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. St Hugh's School expects staff to treat each other, pupils, parents and the wider community with dignity and respect at all times.

Policy Name:	Staff Code of Conduct
Policy Number:	S08
Owner:	Headmaster
Dates of review:	Sept 2023, Jul 24, Jul 25, Jul 26
Date of issue:	July 2026
Date of latest next review:	July 2027

- Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are accorded the highest priority.
- Staff should show fairness in their treatment of children and avoid behaviours such as embarrassing or humiliating pupils, making jokes at the expense of pupils, discriminating against or favouring pupils and sarcasm.
- Staff must have regard for the ethos and values of the school and must not do or say anything which may bring the school or governing body into disrepute. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school. Staff should act in accordance with the school's policies and procedures at all times.

Attendance and Timekeeping

- Should you need to be absent or expect to be late for any reason, you should ask your Head of Department in advance when possible. If this is not possible, please contact your Head of Department at the earliest opportunity.
- Staff should notify the Deputy Head Academic (or Head of Pre-Prep or Middle School respectively) of cover requirements and work to be set in advance if possible or by 7.30am on the day of absence.
- Staff should be in and ready to begin lessons at the timetabled time

Smoking

- St Hugh's is a non-smoking site.
- Staff must not smoke on school premises or outside school gates.
- Any member of staff wishing to smoke must leave the school grounds.
- Staff must not smoke whilst working with or supervising pupils offsite.

Alcohol and Illegal Drugs

- Consumption of illegal drugs is never permitted.
- Consumption of alcohol is not permitted on site, save where at a school function, or as otherwise agreed when modest amounts of alcohol may be consumed.
- Staff that reside on site may consume modest quantities of alcohol in private accommodation when they are not on duty.
- Staff must not be under the influence of alcohol, while on duty or in the presence of pupils or parents.

Security

In the interests of security, employees must carry their identity card whilst in School and produce it on request. You must not remove any School documents from the site or take any photographs without due permission. The School reserves the right to search the outer clothing, bags, lockers and vehicles etc. of employees whilst on site. Staff may have a colleague in attendance on such occasions.

Health and Safety

All Staff have a duty to ensure that a safe working environment exists. Fire and evacuation procedures must be always adhered to, and Staff are required to familiarise themselves with the procedures and their responsibilities set out in the Health and Safety at Work Policy.

Dress and Appearance

Policy Name:	Staff Code of Conduct
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Dates of review:	Sept 2023, Jul 24, Jul 25, Jul 26
Date of issue:	July 2026
Date of latest next review:	July 2027

- We regularly receive visits from parents, potential parents and others, and naturally wish to convey an impression of professionalism and organisation. Therefore, whilst not wishing to impose unreasonable obligations, staff are, nonetheless, required to look smart and orderly in appearance at all times. Staff should not wear trainers or leggings unless delivering sport, or unless there is a need to be more mobile with younger years.
- When working from home or remotely (including the delivery of online lessons, or virtual meetings using a virtual meeting platform), staff must ensure they are dressed appropriately in clothing that is smart and of a similar style to what they would wear on a normal school day.
- Staff should dress in a manner that is not offensive, revealing or sexually provocative and in a manner that is absent from political or contentious slogans.
- Staff should dress safely and appropriately for the tasks they undertake. Sports staff should wear St Hugh's kit, not other personal kit. Staff should change into sports kit at an appropriate moment through the day when delivering sport in the afternoon. It is not appropriate to wear sports kit throughout the day if sport is being delivered only in the afternoon.
- On school trips, where pupils are wearing school uniform staff should also be dressed as for a normal day in school.
- Tattoos and body art should be covered while staff are in school where reasonable and practicable. Visible tattoos must not be offensive, discriminatory, intimidating or otherwise inconsistent with the School's values.
- Discreet earrings are acceptable but all other body piercings should be removed while on school premises, unless permission is given by the discretion of the Headmaster.

Mobility and Flexibility

Due to the demands and nature of the School, employees should be prepared to transfer upon request within departments either temporarily or permanently and/or to undertake work of a different nature, providing it is reasonable and safe to do so and the individual is adequately trained.

Gifts, Rewards and Favours

- Staff need to take care that they do not accept any gift/offer of hospitality that might be construed as a bribe by others, or lead the giver to expect preferential treatment. However, there may be occasions where pupils or parents wish to give a small token of appreciation to staff, for example at religious festivities or at the end of the year. Any gift that is in excess value of £50 must be authorised and recorded by the Bursar.
- It is unacceptable to receive gifts on a regular basis or to suggest to pupils that gifts are appropriate or desired. Money must not be accepted as a gift. If you are unsure whether to accept a gift you should consult the Bursar.
- Staff should exercise care when selecting pupils for school teams, productions, trips and/or specific work tasks in order to avoid perceptions of favouritism or injustice. Similar care should be exercised when excluding a child from an activity without prior consultation with the Headmaster.
- Staff should not give presents/rewards to an individual outside of the School reward system.
- Staff should not give out sweets or other treat during lessons unless this has been authorised by a member of SLT.

Policy Name:	Staff Code of Conduct
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Dates of review:	Sept 2023, Jul 24, Jul 25, Jul 26
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Communication

Good communication between all members of the School community is vital. All communication between Staff, pupils and parents should take place within clear, explicit and professional boundaries.

Communication with Parents

- Form tutors are expected to be the first point of contact between parents and the School, although enquiries will also come through the School Office. Staff can contact parents by telephone, email, or letter. Virtual meetings can also be used with prior arrangement. Staff should not contact pupils, parents or conduct any school business using personal email addresses.
- Where a member of Staff receives an email from a parent, a reply should normally be made within one working day. If a full reply cannot be made within that time, the member of Staff should send a brief acknowledgment e-mail and let the parent know when a fuller reply can be expected.
- Staff sending emails to parents/carers are advised to send a copy (cc or bcc) to the pastoral/line manager or the class teacher/tutor.
- Staff must inform the Headmaster if they receive an offensive email.
- Staff who are also parents, must ensure they differentiate their communication with fellow parents. At all times they are still members of staff and must publicly support the school and not share privileged information.

Communication with Pupils

- Staff should carefully consider the manner in which they communicate with pupils at all times so as to avoid any possible misinterpretation of their motives or behaviours.
- Staff should not give their personal mobile phone numbers or email addresses to pupils, nor should they communicate with them by social media, text message or personal email. If they need to speak to a pupil by telephone, they should use one of the School's telephones and email using the School system. Any communication on video call platforms, such as Microsoft Teams or Zoom must be for professional reasons only and should accord with the rules of this policy at all times.
- The exception to this would be if a member of staff has a child at the school and is contacting the parent re play dates etc.
- If contacted via an inappropriate route the member of staff must inform the DSL immediately.
- The group leader on all trips and visits involving an overnight stay should take a school mobile phone with him/her and may ask the pupils for their mobile numbers before allowing them out in small, unsupervised groups. The School mobile should be used for any contact with pupils that may be necessary. The group leader will delete any record of pupils' mobile phone numbers at the end of the trip or visit and should ensure that pupils delete any Staff numbers that they may have acquired during the trip.
- Pupils should be encouraged to discuss with their parents or guardians any issues that are troubling them. It may be appropriate to suggest that a pupil sees the School counsellor or a member of the pastoral team.
- Staff must not accept friend invitations or become friends with any pupil or parents/guardians of St Hugh's School on any social media platform. This restriction does not apply to pre-existing personal or family relationships which are declared where appropriate and do not create a conflict of interest. Staff should exercise professional judgement and declare any existing personal relationships which may present a conflict of interest.

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- Staff should also refrain from following the Twitter or other similar social media accounts of pupils or their parents. Staff must read the school's e-safety policy carefully and follow all advice and guidance contained within it.

Relationships with pupils

- Staff should understand that they are in a position of trust in relation to pupils, giving them influence and power by virtue of the knowledge they have and/or the authority invested in their role. Staff should ensure that their relationship with pupils clearly takes place within the boundaries of a respectful, professional relationship and avoid behaviour which may be misinterpreted by others.
- Staff must maintain professional boundaries with pupils appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably.
- Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.
- Staff are encouraged to self-refer under the School's **Low-Level Concerns Policy** in the event that they have found themselves in a situation which may be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in a way that may be considered to fall below the expected professional standard. All concerns will be handled sensitively and will be dealt with appropriately and proportionately.
- Staff must not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. If a young person or their parents seek to establish social contact, you should exercise your professional judgement in making a response and be aware that such social contact could be misconstrued.
- Staff must not develop personal relationships with pupils or their parents/guardians that are known to them solely through their professional life.
- Staff should request permission from the Headmaster to undertake any form of tutoring or supervision involving St Hugh's families outside school hours. Staff should not engage in 'baby-sitting' services which blurs the boundaries of professional roles and puts staff at risk.
- *Working Together to Safeguard Children* defines sexual abuse as ... 'forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.
- They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)'.
 • Staff should be mindful of section 16 of The Sexual Offences Act 2003.
- Staff must not make sexual remarks to a pupil, discuss their own sexual relationships with, or in the presence of, pupils or discuss a pupil's relationships in an inappropriate setting or context.
- Contact with pupils should be through St Hugh's authorised mechanisms; i.e. school email addresses, home/school books.

Infatuations

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Date of latest next review:	July 2027

- On occasion, pupils may develop an infatuation for a member of Staff. If a member of Staff suspects or becomes aware of an infatuation, the advice of the DSL must be sought immediately.
- Other members of Staff must alert a colleague to the possibility of an infatuation in order that appropriate steps can be taken.
- Staff should deal with these situations sensibly and appropriately to maintain the dignity and safety of all concerned.

One to One Situations

- Staff working individually with pupils should be aware of the potential vulnerability of pupils and Staff in such situations. Staff should manage these situations and take reasonable and sensible precautions to ensure the safety and security of the pupil and Staff alike.
- Individual work with pupils should not be undertaken in secluded areas or behind a closed door. Where it is necessary to close doors for reasons of confidentiality a colleague should be made aware of this and asked to remain vigilant. Wherever possible one to one work should only be undertaken with the knowledge and consent of a senior member of staff to minimise risk to those involved.
- Where it is necessary to conduct a one-to-one session online (for example, using a platform such as Zoom or Teams) staff must ensure that a senior member of staff is aware of the session and, wherever possible, arrange for a parent to be in the same room, or alternatively, ask a colleague or a member of SLT to join the session and a written record should be maintained where appropriate.
- Where possible, a gap or barrier should be maintained between teacher and child at all times. Any physical contact should be the minimum required for care, instruction or restraint.

Physical Contact with Pupils

- There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate.
- Staff should use their professional judgement at all times. Physical contact must be appropriate for the age, understanding and sex of the child and must never threaten or be sexually inappropriate. Staff must also be sensitive to an individual's cultural background and any special educational needs.
- Physical contact may be appropriate in the following circumstances:
 - when a pupil needs to get comfort or reassurance e.g. following an accident or personal crisis;
 - when a pupil needs encouragement to attempt a new challenge e.g. to climb on to a piece of apparatus; or
 - when there is a need to take urgent action to avoid an incident or injury.
- Where feasible, staff should seek the child's permission before initiating contact. Staff should listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact which is acceptable to the child for the minimum time necessary.
- Occasionally a pupil, most likely in the EYFS, may require some help and support with intimate and personal care including toileting, medical care, dressing, undressing or washing. It is therefore essential that intimate and personal needs are met whilst ensuring the highest standards of safety, privacy, respect, and dignity are maintained.

Policy Name:	Staff Code of Conduct
Policy Number:	S08
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Dates of review:	Sept 2023, Jul 24, Jul 25, Jul 26
Date of issue:	July 2026
Date of latest next review:	July 2027

- It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Staff should therefore use their professional judgement at all times.
- Staff should be aware that even well-intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described. Staff should never touch a child in a way which may be considered indecent. Always be prepared to explain actions and accept that all physical contact be open to scrutiny. Staff must not engage in rough play, tickling or fun fights with pupils.
- Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. Such experiences may sometimes make a child exceptionally needy and demanding of physical contact and staff should respond sensitively by deterring the child through helping them to understand the importance of personal boundaries.
- Staff supervising PE and games or providing musical tuition should demonstrate the use of a particular piece of equipment/instrument on another member of staff if possible. However, they may be required to initiate physical contact with pupils to support a child to perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or to assist them with an exercise. Contact under these circumstances should be done with the pupil's agreement, for the minimum time necessary and in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil/student.
- Physical contact must never be secretive, 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 reported to the Headmaster, recorded and, if appropriate, a copy placed on the child's file.

Use of Restraint

- Staff may legitimately intervene to prevent a pupil 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.
- Before using force, staff should, wherever practicable, tell the pupil to stop misbehaving and communicate in a calm and measured manner throughout the incident. Staff should not give the impression of acting out of anger or frustration, or to punish a pupil, and should make it clear that physical contact or restraint will stop as soon as it ceases to be necessary.
- There is no legal definition of reasonable force. The use of any degree of force is unlawful if the circumstances do not warrant it. Any force should be the minimum needed to achieve the desired result.
- The following kinds of physical intervention are reasonable:
 - interposing between pupils or blocking a pupil's path
 - holding
 - pushing
 - pulling
 - leading a pupil by the arm or shepherding a pupil away by placing a hand in the centre of the back.
- The following would be deemed unreasonable:
 - holding a pupil by the neck or collar

Policy Name:	Staff Code of Conduct
Policy Number:	S08
Owner:	Headmaster
Dates of review:	Sept 2023, Jul 24, Jul 25, Jul 26
Date of issue:	July 2026
Date of latest next review:	July 2027

- slapping
- punching
- twisting limbs or holding or pulling by the hair
- anything that could constrict breathing
- anything that requires specific expertise or training
- Any incident where force has been used would be considered to be very serious. Any teacher who has had to use force in whatsoever circumstances, must immediately make an oral report to the Headmaster and prepare a signed and dated written report by the beginning of the next working day.
- Parents should be told when and where the incident took place, which members of staff were directly involved (anonymised where necessary), why they decided that force had to be used, what force was used, whether there were any injuries and what follow-up action (support and/or disciplinary) was being taken in relation to their child.

Child in distress

- There may be occasions when a pupil is in distress and in need of comfort as a 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.
- If you have a particular concern about the need to provide this type of care and reassurance you should seek further advice from the DSL.

Transporting Pupils

- In certain circumstances it may be appropriate for Staff to transport pupils offsite on approved school business. The Head must oversee the plan and provide oversight of all transport arrangements. Staff should not transport pupils without prior authorisation or in the case of an emergency.
- Prior to transporting pupils offsite, consent must be obtained from a pupil's parent/guardian and Staff should be aware that the safety and welfare of the pupils is their responsibility until they are safely passed back to their parent/carer.
- Staff should never be alone in a vehicle with a pupil, except in cases of an emergency.
- The Bursar will need confirmation that the transport arrangements and the vehicle meet all legal requirements. Staff should ensure that the driver has the appropriate license for the vehicle, that the vehicle is roadworthy, has a valid MOT certificate and is appropriately insured and that the maximum capacity is not exceeded.
- Staff should ensure that the driver is not distracted while the vehicle is in motion for any reason other than an emergency. Children must all be secured with 3 point seatbelts and must be over 135cm tall to sit in the front seat.
- As per the Safety and Supervision on Visits policy, the group leader of an offsite trip should ensure that parents are given information about the purpose and details of the visit through a Notification of Visit email sent via the school office. The school operates a system of presumed consent for all educational visits with the exception of EYFS children and residential trips. In these cases, signed parental consent must be obtained. For sports fixtures, Team Sheets equate to Notifications of Visits and no extra consent is required.
- Staff should be aware that the safety and welfare of the pupils is their responsibility until this is safely passed back to their parent/carer.

Policy Name:	Staff Code of Conduct
Policy Number:	S08
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Dates of review:	Sept 2023, Jul 24, Jul 25, Jul 26
Date of issue:	July 2026
Date of latest next review:	July 2027

Contact with Pupils Out of School

Staff should not:

- arrange meetings with pupils off the School premises (whether in person or online) without the prior approval of the Head;
- arrange private tuition of any of the School's pupils in school or outside of school whether in term-time or outside of term-time without the prior written approval of the Head; and
- give pupils their home address or any of their personal contact details.

Boarding

- Those involved in boarding need to ensure the privacy of boarders is of paramount importance.
- Staff should always knock, then wait, before entering a dormitory.
- Boarders are not permitted into the House Parents' living accommodation, or the accommodation of other resident staff.
- Staff should not use personal mobile phone devices in the vicinity of the dormitories.
- Staff must not share bedrooms, bathrooms or sleeping accommodation with pupils except in genuine emergencies where there is an immediate risk to a pupil's safety and the arrangement has been authorised and recorded by the Headmaster in agreement with the DSL.

Changing

- Pupils are entitled to respect whilst they are changing before or after Sport. However, there needs to be an appropriate level of supervision in order to safeguard young people and meet health and safety requirements. The supervision should be appropriate to the needs and age of the pupils and sensitive to the potential for embarrassment.
- Staff should be vigilant about their own behaviour when helping children change in and out of clothes for sport and other activities.

E-Safety

- Staff should follow St Hugh's School's E-Safety policy for staff and the Acceptable Use Policy at all times and have regard for St Hugh's School's E-Safety policy for pupils.
- Staff must not engage in inappropriate use of social network sites which may bring themselves, the school or the school community into disrepute. Staff should adopt the highest security settings on any personal profiles they have.
- Staff should remain mindful of their digital footprint and exercise caution in all their use of social media or any other web-based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups. Staff should exercise care when using dating websites where staff could encounter students.
- Staff must not make contact with pupils, must not accept or initiate friend requests nor follow pupils' or their guardians' accounts on any social media platform. Staff must not communicate with pupils or their guardians via social media, websites, instant messenger accounts or text message. The only acceptable method of contact is via the use of school email accounts or telephone equipment.
- Staff should not make contact with pupils' family members, accept or initiate friend requests or follow pupils' family members' accounts on any social media platform.

Policy Name:	Staff Code of Conduct
Policy Number:	S08
Owner:	Headmaster
Dates of review:	Sept 2023, Jul 24, Jul 25, Jul 26
Date of issue:	July 2026
Date of latest next review:	July 2027

- However, the school acknowledges that staff who are also parents may wish to make contact with other parents, who are friends, over social media. Staff must exercise caution and professional judgement in these circumstances and should not have any contact with pupils' family members via social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.
- Mobile phones and personally-owned devices may not be used during lessons or formal school time. They should be switched off (or silent) at all times. Mobile phones and personal devices are not permitted to be used in certain areas within the school site such as classrooms and toilets.
- Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. St Hugh's School accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.
- Staff must not use artificial intelligence tools, deepfake technology, image-generation tools or other emerging technologies in a manner which compromises safeguarding, confidentiality, data protection, professional standards or the reputation of the School.

Equal Treatment

- We are committed to equal treatment for all Staff and pupils regardless of their race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability (together known as "Protected Characteristics").
- We aim to create a friendly, caring and perceptive environment in which every individual is valued. We endeavour to contribute positively towards the growing autonomy, self-esteem and safety of each pupil. Staff will be required to undertake regular consultation activities with pupils e.g. [through safety questionnaires, participation in anti-bullying week and speaking to children about their experiences at lunchtime and playtimes].
- Bullying, harassment, victimisation and/or discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration which we expect them to reciprocate towards each other, the Staff and the School. Staff should ensure that they are familiar with the School's staff Equal Opportunities Policy and the Anti-Bullying and Harassment Policy and the School's pupil policies on Equal Opportunities and Anti-Bullying (including Child on Child Abuse, if separate).

Photography, video and images of children

- Many school activities involve recording images as part of the curriculum, extra school activities, publicity or to celebrate an achievement. The School will process photographs and video recordings in accordance with UK GDPR, the Data Protection Act 2018 and the School's Data Protection Policy. Any use of images for publicity, marketing or other purposes requiring consent will be subject to the School's published consent procedures. It is also important to take into account the wishes of the pupil, remembering that some pupils do not wish to have their photograph taken or be filmed.
- Using images for publicity purposes will require the age-appropriate consent of the individual concerned and their parent/guardian. Images should not be displayed on websites, in publications or in a public place without their consent (which is sought on entry into the school).
- Staff should also be clear about the purpose of the activity and what will happen to the photographs/images/video footage when the lesson or activity is concluded.

Policy Name:	Staff Code of Conduct
Policy Number:	S08
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Date of latest next review:	July 2027

- Photographs or video footage of pupils should only be taken for purposes authorised by the school. Whenever possible, staff should use a school device to take photographs or video footage both on the school premises and offsite. Where personal devices need to be used, images or video should be transferred to the school network within 12 hours, using a school email address if they need to be emailed. The images must be completely deleted from personal devices and any cloud storage as soon as possible and within 12 hours of them having been taken or within 12 hours of having returned from a residential trip.
- All photographs/stills and video footage should be available for scrutiny and staff should be able to justify all images/video footage made.
- Staff should remain aware of the potential for images of pupils to be misused to create indecent images of children and/or for grooming purposes. Therefore, careful consideration should be given to how activities which are being filmed or photographed are organised and undertaken.
- Particular care should be given when filming or photographing young or vulnerable pupils who may be unable to question how or why the activities are taking place. Staff should also be mindful that pupils who have been abused through the use of video or photography may feel threatened by its use in a teaching environment.
- Mobile phones and personal cameras are not permitted in the EYFS setting.

Confidentiality

- Members of staff may have access to confidential information about pupils, their parents/carers or their siblings. Staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil on a need to know basis.
- 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 pupil.
- All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil, this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except by a senior member of staff with the appropriate authority to deal with the matter.
- Staff have a statutory obligation to share with the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare or safety of a pupil/student or that might suggest a pupil/student is in need or at risk of significant harm. Staff should pass on information without delay in accordance with the school's safeguarding policy and procedures and this should be recorded. Staff must never promise a pupil that they will not act on or pass on any information that they are told by the pupil.
- If you are in any doubt about whether to share you should seek guidance from the DSL or Deputy DSL.
- Any media or legal enquiries should be passed to the Headmaster and only approved staff and Governors should communicate to the media about the school.

Whistleblowing/Speaking Out

Policy Name:	Staff Code of Conduct
Policy Number:	S08
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Dates of review:	Sept 2023, Jul 24, Jul 25, Jul 26
Date of issue:	July 2026
Date of latest next review:	July 2027

- Whistleblowing/Speaking Out is the mechanism by which staff can voice their concerns, without fear of repercussion.
- All school staff have a duty to report any behaviour by a colleague which raises concern.
- Staff should refer to Whistle Blowing policy for further guidance. This is particularly important where the welfare of pupils may be at risk.

Concerns or Complaints

The School aims to create an atmosphere in which a diverse range of people can work together openly in the spirit of mutual respect and trust towards a common purpose. Nevertheless, we recognise that it is possible for misunderstandings and disagreements to arise or for mistakes to occur.

1. Staff Complaints

Complaints should be dealt with immediately and openly and Staff should try to resolve issues informally in the first instance. If this approach is impractical or unsuccessful, Staff may wish to raise their concerns more formally in accordance with the School's Grievance Procedure or Whistleblowing Procedure, depending upon the nature of the concern.

2. Parental Complaints

Staff must ensure that parental complaints are dealt with in accordance with the School's Complaints Policy.

3. Safeguarding

For procedures for dealing with allegations or concerns about a child or disclosures / allegations of abuse, Staff should refer to the School's Safeguarding Policy.

4. Low-level concerns

As part of our whole school approach to safeguarding, we promote an open and transparent culture in which all concerns or allegations about adults working in or on behalf of the School are dealt with promptly and appropriately. This includes any concern or allegation – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working with children may have acted in a way that:

- is inconsistent with this Staff Behaviour Policy, including inappropriate conduct outside of work; and
- does not meet the harm threshold set out in Part 4 of the statutory guidance, Keeping Children Safe in Education (KCSIE), or is otherwise not serious enough to merit a referral to the LADO.

Such concerns or allegations are referred to as "low-level concerns" within KCSIE. The term "low-level" does not mean that it is insignificant. Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, through to that which is ultimately intended to enable abuse.

In order to create and embed a culture of openness, trust and transparency in which the School's values and expected behaviour set out in this Staff Behaviour Policy are lived, monitored and reinforced constantly by all staff, it is vital that any such low-level concerns or allegations are shared in accordance with the School's Low-Level Concerns Policy which can be found in All Staff/Policies

Any questions regarding low-level concerns or allegations and/or the procedure for reporting them should be raised with the DSL

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Policy Number:	S08
Owner:	Headmaster
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