



DANES HILL SCHOOL

STRONG & SAGACIOUS

STAFF CODE OF CONDUCT

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Contents

1. Purpose
2. Scope
3. Policy statement
4. General principles
5. Breaches of this code
6. Professional expectations of all Staff
7. Safeguarding in practice
8. Neutral notifications/Low level concerns
9. Use of language
10. Communication with parents
11. Communication with pupils
12. Content of lessons
13. Relationships with pupils
14. Infatuations
15. One to one situations
16. Physical contact with pupils
17. Transporting pupils

18. Contact with pupils out of School
19. Smoking
20. Alcohol and drugs
21. Dress code
22. School day
23. Personal care
24. Health and safety and First aid
25. External media
26. Photographs
27. Equal treatment
28. Dignity at work
29. School issued equipment
30. Use of telephone, communication systems and the internet
31. Social networking
32. Security
33. Anti-bribery and corruption/ Gifts, rewards and favours
34. Mobility and flexibility
35. Concerns and complaints
36. Responsibilities
37. Related documents

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| 1. Purpose | <ol style="list-style-type: none"> 1.1. The purpose of the Staff Code of Conduct is to provide a framework for safe and professional practice, and to support our Staff, helping managers and individuals to understand the best way to work together to demonstrate excellence across the work of the School. The code of conduct should be read alongside professional standards as set by the relevant professional body for the role, and the normal expectations of an independent school. The standards of personal and professional conduct for teachers are set out in the 'Teacher Standards' from the Department of Education (https://www.gov.uk/government/publications/teachers-standards). 1.2. There will inevitably be situations where the guidance given here is incomplete, and there may be situations where Staff members have to make decisions in the best interest of pupils where no guidance exists. In these situations, Staff should always make judgements based on the welfare of pupils. It is important that they always record why a judgement was made and that they share it with the Head or the Deputy Head Pastoral at the earliest possible opportunity |
| 2. Scope | <ol style="list-style-type: none"> 2.1. This code of conduct applies to all teachers, support staff, volunteers, governors, casual/agency/peripatetic staff (including those who are self- |

- employed), student placements and anyone working with pupils on and off-site. The term 'Staff' in this policy encompasses all of those mentioned, unless otherwise stated.
- 2.2. The School requires that all Staff read and agree to comply with this policy.
 - 2.3. It is not a contractual document and can be amended at any time by the School.
3. Policy statement
 - 3.1. Danes Hill School and Bevendean prides itself on a warm, friendly, respectful and professional relationship between pupils and Staff and between colleagues. All members of Staff, paid or voluntary, are expected to set high personal standards in every aspect of their lives where they can be considered by others to be representing the School.
 - 3.2. Colleagues must treat pupils and each other with respect and courtesy. Staff have a common law duty of care towards pupils. This involves a duty to keep young people safe and to protect them from sexual, emotional and physical harm. This means that they must always act and be seen to act in the child's best interest, avoiding any conduct which would lead any reasonable person to question their actions.
 - 3.3. In relation to the handling of risks, the law requires that prudent and reasonable precautions be taken in relation to foreseeable harm. Risk assessments are required to fulfil that obligation. The concept of what it is 'reasonable' to expect is important in any legal consideration of a duty of care.
 - 3.4. Staff are in a unique position of trust and influence as role models for pupils and must adhere to behaviour that sets a good example to all pupils within the School. This is not a relationship of equals, and adults must not use their position of authority either for their own personal advantage or gratification, or to intimidate, bully, humiliate, coerce or undermine children.
 - 3.5. An individual's behaviour, in or out of School, must not compromise their position within the School – and applies equally when Staff conduct lessons on line or when it is necessary to work from home. It also means that Staff must not behave in a manner which would lead any reasonable person to question their suitability to work with children (this might involve misuse of drugs/alcohol, acts of violence or use of social media).
 - 3.6. This document, written in the context of guidance in Keeping Children Safe in Education Sept 2023, Working Together to Safeguard Children 2018 (amended 2020), Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings 2019 and the Equality Act 2010, sets out to encourage an atmosphere of trust in which all those who work with pupils can conduct their professional lives with confidence. Staff who work directly with children are required to read and understand Part One and Annex B 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 Part One.
 4. General principles
 - 4.1. All Staff must:
 - 4.1.1. treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position;
 - 4.1.2. make the welfare of pupils their first and paramount concern;

- 4.1.3. have regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions;
- 4.1.4. show respect for the rights of others;
- 4.1.5. promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and respect of those with different faiths and beliefs.
- 4.1.6. have proper and professional regard for the ethos, policies and practices of the School;
- 4.1.7. be aware of the designated person(s) with responsibility for safeguarding pupils and understand their responsibilities under the safeguarding policy;
- 4.1.8. apply the same professional standards regardless of gender, race or sexual orientation;
- 4.1.9. work in an open and transparent way;
- 4.1.10. accept responsibility for their own actions and behaviour and avoid any conduct that might lead any reasonable person to question their motivations and intentions;
- 4.1.11. understand that any breaches in legal or professional expectations could lead to disciplinary or criminal action and referral to the Teacher Regulation Agency or Disclosure and Barring Service;
- 4.1.12. understand their responsibilities to report the unprofessional conduct of other adults working in or on behalf of Danes Hill School and Bevendean.

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| 5. Breaches of this code | <p>5.1. This code of conduct has been drawn up to provide a source of guidance to the School's Staff. All Staff must comply with both the provisions of this code and the School's policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal, as well as referral to the police, DBS or TRA.</p> <p>5.2. Staff are also reminded that this code of conduct is not exhaustive. The School's primary duty is towards the welfare of pupils and its Staff. Individuals are encouraged to take a common sense approach towards their conduct. Any Staff member who has a concern or is unsure about an event that has arisen should discuss the matter with a member of the Senior Leadership Team as soon as possible.</p> |
| 6. Professional expectations of all Staff | <p>6.1. Staff are expected to be loyal to the aims and objectives of the School and may not engage in any outside activity which, in the opinion of the Head, might interfere with the efficient discharge of Staff duties or might be in conflict with the interests of the School or might damage the School and its reputation.</p> <p>6.2. Misconduct of a serious kind out of School might be deemed to infringe this code of conduct and could lead to disciplinary action.</p> <p>6.3. Staff have a responsibility to maintain public confidence in the School both within and outside their work setting and must not say or do anything that might bring the School into disrepute.</p> <p>6.4. All Staff have a responsibility not only for observing, but for helping to maintain this code of conduct and should not, from a misplaced sense of loyalty, fail to report a breach to a member of the Senior Leadership Team.</p> |

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| 7. Safeguarding in practice | <p>7.1. Staff must ensure they have read and understood the School’s Safeguarding Policy and undertaken the appropriate training. It is a requirement for all Staff that this training is updated annually.</p> <p>7.2. All members of Staff are required to immediately inform the Head of any circumstances that may impact on their suitability to work with children, including but not limited to any convictions, charges or cautions for criminal offences. An annual childcare disqualification declaration must be completed.</p> |
| 8. Neutral notifications /Low level concerns | <p>8.1. Where a member of Staff feels their actions or behaviour towards a pupil or that of another adult, may have been misinterpreted or may have given rise to a risk of misinterpretation a neutral notification should be made using the online form on Sharepoint. They should set out the brief facts of what has occurred. If a member of Staff is unsure as to whether to make a neutral notification, they should speak the Deputy Head Pastoral.</p> <p>8.2. Where a member of Staff has a concern over the behaviour of another member of Staff towards a child that does not reach the threshold for a safeguarding referral to the Head (i.e. a low-level concern), a neutral notification should be made.</p> <p>8.3. The Head or Deputy Head Pastoral will follow up on all neutral notifications received, and keep a log of any actions resulting.</p> |
| 9. Use of language | <p>9.1. 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.</p> <p>9.2. Staff must ensure that they use appropriate language at all times, and:</p> <p>9.2.1.avoid words or expressions that have any unnecessary sexual content or innuendo;</p> <p>9.2.2.not use language that could be considered racist, sexist or homophobic;</p> <p>9.2.3.not use language that promotes extreme political ideas or that promotes any form of radicalisation;</p> <p>9.2.4.avoid any words or actions that are over-familiar;</p> <p>9.2.5.not swear, blaspheme or use any sort of offensive language in front of pupils;</p> <p>9.2.6.understand that the use of sarcasm or derogatory words should be avoided when punishing or disciplining pupils and unprofessional comments about anyone must also be avoided; and</p> <p>9.2.7.take care if engaging in banter with pupils, however well intended.</p> |
| 10. Communication with parents | <p>10.1. Form teachers 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. Microsoft Teams can also be used where appropriate.</p> <p>10.2. Staff should not contact pupils or parents or conduct any School business using personal email addresses.</p> <p>10.3. Where a member of Staff receives an email from a parent, a reply should normally be made within two working days. If a full reply cannot be made within that time, the member of Staff should send a brief email of acknowledgment and let the parent know when a more detailed reply can be expected.</p> <p>10.4. Staff sending emails to parents/carers are advised to send a copy to the form teacher or Head of Section.</p> |

- 10.5. Staff must inform the Head if they receive an offensive email.
- 10.6. A visit to pupils or parents at home must only be undertaken with the direct permission of the Head.
- 11. Communication with pupils
 - 11.1. 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.
 - 11.2. 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 Teams, must be for professional reasons only and must accord with the rules of this policy at all times.
- 12. Content of lessons
 - 12.1. When planning lessons, teachers should take care to ensure that the use of resource materials cannot be misinterpreted and always relates to clearly identifiable learning outcomes.
 - 12.2. Staff should be aware of guidance around political impartiality in schools, as published by the government from time to time.
 - 12.3. Unplanned discussions about sensitive subjects may arise in many areas of the curriculum. Staff should never enter into or encourage inappropriate discussion that could offend or harm others, and take care when encouraging pupil self-expression not to overstep personal and professional boundaries.
- 13. Relationships with pupils
 - 13.1. 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 that they have and 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.
 - 13.2. Staff are encouraged to self-refer under the neutral notifications process (above) in the event that they have found themselves in a situation which may be misinterpreted, may appear compromising to others and/or on reflection they believe they may have behaved in a way that could be considered to fall below the professional standard. All concerns will be handled sensitively and dealt with appropriately and proportionately.
 - 13.3. Staff are reminded that it is a criminal offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of power, even if the child is over 16 and the relationship is consensual.
- 14. Infatuations
 - 14.1. 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 Head must be sought immediately.
 - 14.2. Other members of Staff must alert the colleague, as well as the Head, to the possibility of an infatuation in order that appropriate steps can be taken.
 - 14.3. Staff should deal with these situations sensibly and appropriately to maintain the dignity and safety of all concerned.
- 15. One to one situations
 - 15.1. 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.
- 15.2. 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.
 - 15.3. Where it is necessary to conduct a one to one session online (for example using 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 a colleague or member of SLT to join the session.
 - 15.4. 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.
16. Physical contact with pupils
- 16.1. There are occasions where 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. Physical contact may be appropriate in the following circumstances:
 - 16.1.1. When a pupil needs to get comfort or reassurance eg following an accident or personal crisis;
 - 16.1.2. Where a pupil who needs support with intimate care requires it (in line with the Bevendean Intimate Care Policy);
 - 16.1.3. When a pupil needs encouragement to attempt a new challenge eg to climb on a piece of apparatus;
 - 16.1.4. When there is an urgent need to take action to avoid an incident or injury.
 - 16.2. 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.
 - 16.3. Staff should not have unnecessary physical contact with pupils and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by pupils or onlookers.
17. Transporting pupils
- 17.1. In an emergency situation it may be appropriate for Staff to transport pupils offsite on approved School business. The Head must approve the plan and provide oversight of all transport arrangements. Staff should not transport pupils without prior authorisation.
 - 17.2. Staff should never be alone in a vehicle with a pupil, except in an emergency.
18. Contact with pupils out of School
- 18.1. Staff should not:
 - 18.1.1. Arrange meetings with pupils off the School premises (whether in person or online) without the prior approval of the Head; or
 - 18.1.2. Give pupils their home address or any of their personal contact details.
19. Smoking
- 19.1. The School prohibits smoking and smoking-related materials (including e-cigarettes) throughout the site for all Staff, contracted Staff, contractors, visitors, pupils and parents.

- 19.2. Smoking is not permitted anywhere within the buildings or grounds of the School except for one designated smoking area behind the Cottage. This includes car parks and vehicles parked on School property. The smoking restrictions also include all School owned, leased or hired vehicles.
- 19.3. Staff must not smoke in front of pupils during any School-related activity or School functions or events, whether on or off site. Staff will only be permitted to leave their normal work to smoke during agreed break times. Any Staff leaving site to smoke must not wear any uniform that would identify them as a member of Danes Hill School Staff and must not smoke near any entrance of the School or in areas where pupils may be congregating. As with all School policies, Staff are expected to comply with this policy at all times.
20. Alcohol and drugs
- 20.1. Consumption of alcohol on the School site is not allowed at any time when pupils are on site. It is covered by the Alcohol Policy.
- 20.2. Taking drugs which have not been prescribed on medical grounds - other than recommended doses of over the counter drugs - is not permitted on site nor must Staff be under their influence because of the adverse effects they can have on efficiency and conduct.
- 20.3. Staff must be aware of their position as role models in the presence of pupils. If a member of Staff is prescribed medication that may affect their ability to do the job, they must inform their line manager.
- 20.4. Staff who find themselves in the same venues (restaurants, pubs, clubs) as pupils, need to be aware of the danger of being compromised if under the influence of alcohol. In this instance, they should make a neutral notification.
- 20.5. Use of illegal drugs or overt drunkenness in public, especially if witnessed by pupils or others that could associate the behaviour with the School, or that led to an arrest, would be regarded as a breach of the code of conduct and would be likely to lead to disciplinary action.
21. Dress code
- 21.1. **Teaching staff:** as in most matters, the example set by Staff is an important yardstick for pupils. In general, Staff are expected to be no less formally dressed than pupils are expected to be, and should maintain high standards of appearance.
- 21.2. Parents, potential parents and visitors regularly visit the School, and it is important to convey a professional impression. Staff should dress formally and appropriately at all times, in line with custom and practice.
- 21.3. If in doubt please keep dress simple, business-like and smart. For example a suit or jacket and tie, or smart business dress.
- 21.4. As a guide, here are some examples of inappropriate attire or appearance:
- 21.4.1. Denim jeans or jackets or casual leisure wear
- 21.4.2. Overalls, stretch pants, exercise or bike shorts
- 21.4.3. Backless or see-through or revealing or low-cut clothes
- 21.4.4. Casual t-shirts with logos
- 21.4.5. Flip-flops, plimsolls, trainers, hiking boots or bare feet
- 21.4.6. Visible underwear
- 21.4.7. Hats or caps (in class)
- 21.5. This list is not exhaustive, but is intended to give an indication of what is considered inappropriate attire.
- 21.6. Non-compliance with the School's policy could be a disciplinary offence, but all cases would be thoroughly investigated before any disciplinary action is considered. The Head would discharge this duty reasonably and

- would listen to any reason why a colleague may wish to deviate from the norm. It may be for gender, race or religious reasons, illness, safety or temporary or permanent disability or some other reason which the Head may accept. Once a decision is taken, any complaints about the decision can be made through the School's normal grievance procedure.
- 21.7. In a situation where a member of teaching Staff is working remotely (including the delivery of online lessons or taking part in meetings), Staff are expected to dress appropriately in smart clothing, of a similar style to the code indicated above.
- 21.8. **Support staff:** members of Staff are expected to maintain standards of dress and appearance consistent with the ethos of the School. Dress should be reasonable in the light of prevailing custom and practice (see above for general guidance) and in keeping with the role of the member of Staff and the environment in which they work and in accordance with health and safety regulations.
22. School day
- 22.1. Staff should arrive promptly for lessons, must not leave a class unsupervised except in an emergency, and must not dismiss pupils early other than in exceptional circumstances. The same principles of responsibility for supervision apply outside the classroom context at all times when Staff are in loco parentis. Refer to the School's Supervision of Pupils Policy for further information.
- 22.2. Staff who need to be absent or who expect to be late for any reason should speak at the earliest opportunity to their Head of Department (in advance where possible), and follow the School process to request absence and arrange cover work for their lessons as required.
23. Personal care
- 23.1. All pupils are entitled to respect and privacy at all times and especially when in a state of undress when changing, bathing, showering or undertaking any form of personal care. When supervision is needed in order to safeguard pupils and/or satisfy health and safety considerations it should be appropriate to the needs and age of the pupils concerned, and sensitive to the potential for embarrassment. Changing rooms should always be supervised when children are changing for sport.
- 23.2. Staff should be vigilant about their own behaviour, and announce the intention of entering a room where pupils might be changing. Staff should never change in the same place as pupils, use the same toilet facilities, shower or bathe with pupils, or assist with any personal care task that a pupil can and should undertake by him/herself.
- 23.3. Personal care of pupils at Bevendean should be in line with the Intimate Care policy.
24. Health and safety and First aid
- 24.1. All Staff have a duty to ensure that a safe working environment exists. Fire and evacuation procedures must be adhered to at all times and Staff are required to familiarise themselves with the procedures and the responsibilities set out in the Health and Safety Policy.
- 24.2. All first aid will be administered only by suitably trained and accredited Staff except in an emergency where the illness or injury is such that to delay assistance might cause harm to the child.
25. External media
- 25.1. Employees must not speak to or communicate with the media on matters concerning the School's affairs or regarding their position in the School without the prior written permission of the Head. This includes postings

- on social media, e-petitions etc. where a member of Staff could be identified as an employee of the School.
26. Photographs
- 26.1. Many School activities involve recording images as part of the curriculum, extra School activities, publicity or to celebrate an achievement. In accordance with data protection legislation, the image of a pupil is personal data.
- 26.2. Photographs must only be taken of children on a school camera and with the permission of a parent or an individual with parental responsibility. Such consent must have been provided in writing. It is also important to consider the wishes of the pupil, remembering that some pupils do not wish to have their photograph taken or be filmed.
- 26.3. Where photographs are taken by Staff to evidence a child's progress, such photos should only be taken on School cameras. They must then be downloaded onto a School computer. Photos cannot be used or passed on outside the School. Such photos will not be used for marketing purposes unless there is written parental consent.
- 26.4. Neither Staff nor children should use their own mobile phones or any other personal device to take or store photographs.
27. Equal treatment
- 27.1. The School is 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').
- 27.2. The School aims to create a friendly, caring and perceptive environment in which every individual is valued. To contribute positively towards the growing autonomy, self-esteem and safety of each pupil, Staff will be required to undertake informal consultation activities with pupils – eg through safety questionnaires (if and where required and is age appropriate), participation in anti-bullying week and speaking to children about their experiences at lunch, break times, through PSHEE and during form time.
- 27.3. Bullying, harassment, victimisation and/or discrimination will not be tolerated. All pupils, parents and Staff must be treated fairly and with reciprocal consideration.
28. Dignity at work
- 28.1. Staff must not engage in any behaviour or conduct which may amount to harassment of another person at work. Harassment of any kind is regarded as a disciplinary offence and in serious instances may lead to instant dismissal.
- 28.2. Harassment may take the form of unwanted conduct which is related to a relevant Protected Characteristic and which is perceived as affecting an employee's dignity at work. It may also take the form of unwanted conduct towards someone based on their appearance or other personal characteristics which is perceived as affecting their dignity at work.
- 28.3. Staff are required to report to their line manager or another senior manager if they see any member of Staff being subjected to unfair or unwanted behaviour. Further details are provided in the Equal Opportunities and Dignity at Work Policy.
29. School issued equipment
- 29.1. The School issues Staff with electronic equipment required for the purpose of carrying out their work responsibilities. Staff are able to take their tablet or laptop home overnight, at weekends or during holidays but

- should ensure that it is kept secure at all times. School equipment should only be used by the member of Staff it is assigned to, and for work purposes.
- 29.2. Where a member of Staff wishes to take non-routine or specialist equipment away from the School site overnight, this should be discussed with the Head of Department and the Financial Controller beforehand (unless as part of an organised School activity). Where non-routine or specialist equipment is taken offsite without authorisation, the individual is liable if it is broken, lost or stolen.
- 29.3. If an item of School equipment is lost or stolen this must be reported immediately to the Financial Controller and where applicable the Director of Finance & Operations should be notified of a data breach.
30. Use of telephone, communication systems and the internet
- 30.1. All Staff should adhere to the following guidance which applies to the use of communication and computer systems.
- 30.2. The School acknowledges that personal use may occur from time to time. Any such use should be in accordance with this guidance and must not disrupt Staff duties. Excessive personal use of e-mail, online communication platforms (e.g. Teams) and/or internet will be dealt with through the disciplinary procedure.
- 30.3. Employees must not interfere with the work of others or the system itself. The facilities must be used in a responsible manner - in particular, Staff must not:
- 30.3.1. create, transmit or cause to be transmitted material which is likely to cause annoyance, inconvenience, anxiety or offence, or may be considered offensive, defamatory, obscene or indecent;
- 30.3.2. create, transmit or cause to be transmitted material that would infringe the copyright of another person;
- 30.3.3. send any School communications from a personal email account to either Staff or external parties e.g. pupils, parents or governors;
- 30.3.4. send confidential work related content to personal email accounts;
- 30.3.5. send any message which is abusive, humiliating, hostile or intimidating;
- 30.3.6. transmit confidential information by e-mail other than in the normal course of duties;
- 30.3.7. gain deliberate unauthorised access to files or services via local or national networks; and
- 30.3.8. disclose passwords to third parties without consent.
- 30.4. Staff members must:
- 30.4.1. observe security around School databases and systems and ensure that material posted is visible only to those intended;
- 30.4.2. maintain confidentiality around sensitive information on any platform with general access, and in dealing with paper copies;
- 30.4.3. write e-mails with the care normally given to any form of written communication; and
- 30.4.4. appreciate that electronic mail is relatively insecure and take appropriate security steps before transmission.
- 30.5. The School will monitor communications in order to ensure compliance, prevent and detect crime, investigate and detect unauthorised use of systems and to ensure effective operation of systems. The school will also access individual email accounts for business purposes, to monitor emails when Staff are absent or have left the organisation.

- 30.6. Employees are responsible for the security of the equipment allocated to or used by them, and must not allow it to be used by others without permission.
 - 30.7. Passwords must be used on all IT equipment, kept confidential and changed regularly. Passwords must be used to ensure that confidential data is protected in the event of loss or theft. Staff should also be aware of access to documents when using equipment away from the workplace, ensuring that, for example, passengers on public transport are not able to access or read their documents.
31. Social networking
- 31.1. Staff are not discouraged from using social networking sites, but they must be aware that the School will take seriously any occasions where services are used inappropriately. Instances of on-line bullying and harassment and inappropriate use of social networking sites will be regarded as a serious matter and dealt with under the Disciplinary Policy and Procedure. A serious breach may be regarded as gross misconduct. Where there are concerns as to the legality of any activity or behaviour, or in the event of allegations which have a safeguarding dimension, the School will be obliged to inform the police.
 - 31.2. All Staff must:
 - 31.2.1. behave responsibly and professionally at all times in connection with the use of social networking sites;
 - 31.2.2. adopt the highest security settings on any personal profiles that they have;
 - 31.2.3. remain mindful of their digital footprint and exercise caution in all use of social media and other web-based presence – including written content, videos and photographs, as well as views expressed directly or by liking pages/posts or following individuals or groups;
 - 31.2.4. exercise care when using dating websites;
 - 31.2.5. ensure that all communication with pupils takes place within clear and explicit professional boundaries and using School-based systems;
 - 31.2.6. respect the privacy and feelings of others; and
 - 31.2.7. keep a professional distance from pupils and their parents with a clear separation of the private social lives of Staff and those of pupils and their families.
 - 31.3. Staff must not access social networking sites for personal use via School information systems, and must not accept pupils as friends or use internet or web-based communication channels to send any personal messages to pupils. Staff are advised not to be friends with former pupils and Staff at the School are also advised not to be friends with pupils at other schools.
 - 31.4. Any pupil-initiated communication, on-line friendships/friend requests must be declined and reported to the Head by making a neutral notification. Staff must not share any personal information with any pupil (including personal contact details, personal website addresses/social networking site details). They must not post photographs of pupils under any circumstances and should not post photographs of colleagues or parents without their express permission.
 - 31.5. Staff must not make abusive/defamatory/undermining/derogatory remarks about the School, colleagues, pupils, parents, governors or connected third party or post anything that misrepresents or could bring the School into disrepute. They must not divulge confidential information about the School, colleagues, pupils, parents or governors.

- 31.6. All communication via social networking sites should be made with the awareness that anything said, shown or received could be made available, intentionally or otherwise, to an audience wider than originally intended.
 - 31.7. The School reserves the right to take action to obtain the removal of any content posted by Staff which may adversely affect the reputation of the School (or any colleague, governor, pupil or parent at the School) or put it at risk of legal action. The School expects all former colleagues to continue to be mindful of good children's safeguarding practice and of the School's reputation in using social networking sites.
32. Security
- 32.1. In the interests of security, Staff must wear their identity card whilst in School.
 - 32.2. All Staff should challenge politely any strangers encountered on site if they feel safe to do so, reporting any instances that are not satisfactorily resolved to the reception team.
 - 32.3. Staff must not remove any sensitive School documents from the site.
 - 32.4. The School reserves the right to use cameras and CCTV for surveillance (including covert surveillance) and for the protection, benefit and safety of Staff and pupils, in particular for the detection and prevention of crime. A CCTV system monitors the exterior of the School and grounds 24 hours a day. This data is recorded.
 - 32.5. Exceptionally for reasons of security, or concerns about theft or unlawful drugs, the School reserves the right to request Staff to agree to a physical search of:
 - 32.5.1. Vehicles parked on School premises;
 - 32.5.2. Contents of lockers, cloakrooms, cupboards, and wardrobes;
 - 32.5.3. Bags, cases and parcels brought into, left on, or being taken off the premises; or
 - 32.5.4. Contents of pockets in their outer clothing.
 - 32.6. Searches will only be carried out by a member of Staff authorised by the Head. All searches will be conducted with as much privacy as possible and the individual may request a colleague to be present. A member of Staff may refuse to a search.
33. Anti-bribery and corruption/
Gifts, rewards and favours
- 33.1. It is the School's policy to conduct all business in an honest and ethical manner. The organisation takes a zero-tolerance approach to bribery and corruption and is committed to acting professionally, fairly and with integrity in all business dealings and relationships wherever the School operates, and implementing and enforcing effective systems to counter bribery. The School complies with the Bribery Act 2010, in respect of conduct both at home and abroad.
 - 33.2. Staff should take care to ensure that they do not appear to accept a gift that may be construed as a bribe or lead the giver to expect preferential treatment.
 - 33.3. There are occasions where it is acceptable for Staff to receive small gifts from pupils or parents wishing to thank them for their work. Staff who are offered gifts on a regular basis or of a value of more than £100 must report this by email to the Financial Controller, who will add it to the Gift Register. Group or class gifts to a teacher should similarly be recorded, and advice sought from the Financial Controller. Staff are required to familiarise themselves with the content of the Anti Bribery and Corruption Policy.

	33.4.	The award of commendations, house points and positions of responsibility are established ways of rewarding positive behaviour and achievements. It is important that Staff follow the agreed behaviour and rewards policy.
	33.5.	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 taken when excluding a child from an activity.
	33.6.	Staff should not give any gifts to children, without the permission of their line manager. Any gift given should be nominal and given equally – for example, chocolates at Christmas.
34. Mobility and flexibility	34.1.	Due to the demands and nature of the School, employees should be prepared to transfer upon request between departments either temporarily or permanently, and to undertake work of a different nature, providing it is reasonable and safe to do so and the employee is adequately trained. This may include working from home, if appropriate, and at the sole discretion of the School.
35. Concerns and complaints	35.1.	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, it is understood that it is possible for misunderstandings and mistakes to occur.
	35.1.1.	Staff 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 concerns formally in accordance with the Grievance Procedure or Whistleblowing Procedure, depending on the nature of the concern.
	35.1.2.	Parental concerns – must be dealt with in accordance with the School’s Complaints Policy.
	35.1.3.	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 and Child Protection Policy.
36. Responsibilities	36.1.	All members of Staff must be aware of the standards relevant to their role, and ensure that they meet them.
	36.2.	Line managers must ensure that their teams are aware of their responsibilities, and take action where standards of conduct are not met.
	36.3.	The HR team have responsibility for supporting line managers in enforcing the standards in the Code of Conduct.
	36.4.	The Designated Safeguarding Lead has a responsibility for ensuring that this policy and procedure meets the safeguarding needs of the School.
	36.5.	The Head and Director of Finance & Operations with the HR Director, have a responsibility to fairly and consistently apply the Code of Conduct to ensure fair, safe School operations.
	36.6.	The governors have a responsibility to ensure that statutory obligations around employment and safeguarding are reflected in this policy.
37. Related documents	37.1.	Keeping Children Safe in Education (Sept 2023)
	37.2.	Working Together to Safeguard Children (2018)
	37.3.	Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (2019)
	37.4.	Teacher Standards, Department of Education
	37.5.	Equality Act (2010)
	37.6.	Bribery Act (2010)

- 37.7. General Data Protection Regulation (GDPR)
- 37.8. UK Data Protection Act (2018)
- 37.9. Political Impartiality in Schools (2022)
- 37.10. Safeguarding and Child Protection Policy
- 37.11. Disciplinary Procedure
- 37.12. Grievance Procedure
- 37.13. E-Safety Policy
- 37.14. Whistleblowing Policy and Procedure
- 37.15. Medical and First Aid Policy
- 37.16. Behaviour Policy
- 37.17. Data Protection Policy
- 37.18. Anti Bribery and Corruption Policy
- 37.19. Equal Opportunities and Dignity at Work Policy
- 37.20. Health and Safety Policy
- 37.21. Complaints Policy

Appendix 1: General guidance for best working practice

In accordance with the School's policy on child safeguarding and promoting the welfare of children in this context, Staff should have regard to the following guidance:

- Deliberate physical contact with pupils should be avoided unless it is an appropriate part of the teaching situation e.g. to demonstrate correct technique in PE or drama for instance etc. In these circumstances it is good practice to explain clearly beforehand the purpose of the contact. In exceptional circumstances where it becomes necessary physically to restrain a pupil for their own protection or others' safety, any restraint must comply with DFE guidance and the incident must be recorded and reported to the DSL and Head.
- Staff should maintain a professional distance in their relationships with pupils. This is particularly important on tours and trips where the informality of the atmosphere could otherwise lead to misjudgements.
- No member of Staff should ever arrange to meet up with a pupil outside of School.
- Staff should not disclose to pupils details of their own personal and/or private circumstances beyond what is appropriate and/or useful in a professional pedagogical context.
- Wherever possible Staff should avoid being on their own with individual pupils in any room that does not have a window through which they are clearly visible to passers-by. If this is absolutely unavoidable, the door should be left open.
- Staff should be aware of the School's whistleblowing procedures and share immediately any disclosure or concern that relates to another colleague with the Head (or to an alternative contact as listed in the whistleblowing procedure if the concern relates to that individual). Nothing should be said to the colleague involved. The School has a culture of safety and of raising concerns and transparent procedures for reporting and handling concerns, including about poor or unsafe practice and potential failures in the School's safeguarding regime. The neutral notification system is designed to capture low-level concerns.
- Staff should familiarise themselves with IT policies and note that, in particular, while every effort will be made to respect the privacy of the individual, it is sometimes necessary (and the School reserves the right) to monitor the use of the network or examine the content of user data files particularly where misuse or damage is suspected. The internet connection is filtered to avoid pornographic, racist, sexist and other undesirable sites. It is a colleague's responsibility not to try to access such sites and if accidentally found to report at once to IT.
- Avoid sitting or standing in close proximity to a pupil, except as necessary to check work.
- Retain at all times an appropriately warm and supportive yet detached professional relationship.
- Avoid actions, words or expressions that could be interpreted as suggesting that you have an emotional relationship or friendship with any pupil.
- Staff should not give their personal mobile phone number to pupils; School mobiles should be used on School trips where a contact number is required.
- Challenge discriminatory and extremist opinion as a matter of course.

Physical contact during the teaching of practical subjects

Physical contact between a member of Staff and a pupil may be necessary and beneficial in order to demonstrate a required action, or a correct technique in, for example, music lessons, or during PE, sports and games.

Members of Staff should observe the following general guidelines:

- Always ask permission and explain the intended action to the pupil.
- Do not proceed with the action if the pupil appears apprehensive or reluctant, or if you have other concerns about the pupil's likely reaction.
- If, as part of the lesson, you are in a room with an individual pupil, ensure that the door is open and ensure a colleague or another pupil is present during the demonstration. For one to one music lessons this may not be practical. Individual music lessons should use recital rooms with a glass panel door. If this is not possible the door should remain open and the Director of Music made aware of the circumstance.

Further guidance for individual music lessons

In individual music lessons pupils often require guidance in relation to matters such as posture, breathing and holding the instrument. Such technical points are often best demonstrated with brief physical contact. In such moments, it must be clear that this is the most reasonable, helpful and sensible option; permission should be given by the pupil and the contact should only happen for the shortest amount of time. If, for any reason, the pupil appears reluctant, the demonstration in this way, should be stopped and a record taken of the incident.

If Staff are at all concerned about anything which has occurred during the demonstration, they must inform the DSL and Head, providing a written record (dated and signed) or make a neutral notification. Visiting music teachers should also always inform the Director of Music, in addition to the DSL and Head.

Appendix 2: Staff with children within the School

The School recognises that Staff who have children within the School combine their professional role with that of being a parent, and for most this will be a rewarding, enjoyable and unproblematic experience. However, Staff who are parents of current pupils should also be aware they may find themselves in positions where their professional responsibilities are at odds with that of being a School parent (possibly during social occasions involving their child and other Danes Hill and Bevendean children and their parents).

As a general rule, Staff should try to avoid situations where it may prove awkward or difficult for them and subsequently compromise their ability to conduct their professional role within School. Where possible, avoiding discussions pertaining to School matters is sensible or situations where you may feel compromised. Parents should be politely encouraged to address all School matters through the appropriate channels rather than seeking any private counsel or opinion from the member of Staff in an informal setting, thereby placing them in difficult position.

Staff are reminded that school friends of their child will view them both as parent and a member of School Staff; as such, it is important for the member of Staff to follow the same safeguarding protocols they would adopt with any other pupils and not allow the relationship to become informal despite their child's friendship.

It is good practice and expected that any member of Staff who has attended a private social event involving Danes Hill and Bevendean pupils or parents, has invited pupils to their home through their children or has attended the home of parent to alert the School to this through the neutral notifications system. This is to ensure transparency and protect the member of Staff in such matters and avoids the need for any declaration at a later date.

While it is natural for Staff who are parents to become friendly with parents of their children's peer groups, the School would advise Staff not to engage through social media channels while these parents have any children at the School. It is advisable that membership of parent WhatsApp groups (or other online chat groups) are left to a non-Staff parent, where possible.

School matters involving the child of a Staff member must always be dealt with through formal School channels; it may be helpful that matters are raised by a non-Staff parent, where possible. No member of Staff should ever intervene or act on behalf of their child in any pastoral or academic matter without following the appropriate School procedures.

Staff will at times be aware of or have access to information that relates to their own child and should exercise discretion in this situation. Where information relates to other pupils, they must be extremely careful to ensure that no confidential or sensitive material is compromised to their child. Should this occur, it is essential the incident is flagged to the Head.

Should any member of Staff have concerns over how best to manage this situation, they should speak with the HR Director.

Appendix 3: Code of Conduct for staff on trips

Trips are an important part of school life, and add to the enrichment of the curriculum. This guidance sets out expectations for all staff involved with school trips.

The member of staff allocated the role of Trip Leader will maintain responsibility for all aspects of the trip throughout. This includes safety of both staff and children, maintaining ratios and ensuring that expectations are met.

Before the trip:

1. All staff on the trip must have read and signed the risk assessment before departure. Each must carry a copy with them on the trip and update it as events happen, recording any incidents or near misses. A copy of the trip's Emergency Plan must also be taken on all trips and referred to should an incident occur.
2. All staff on the trip must make sure that they have a list of any children in their group with allergies, and if it could be needed, that they are carrying their epipen or inhaler at all times.
3. First aid kits must be carried by a member of the party at all times and the first aider(s) made known to all members of staff
4. Staff on trips must adhere to the staff dress code
6. All staff involved in trips must be familiar with the Danes Hill Trips Policy and Health and Safety Handbook

During the trip:

5. Staff involved in supervising pupils should insist on good manners and behaviour at all times
7. All staff involved in trips must take every step to ensure the safety of each pupil, undertake regular headcounts and insist children stay in small groups at all times
8. The trip leader must notify staff and children of sanctions to be imposed on children if they misbehave. The leader should contact the Head or one of the Deputy Heads in extreme situations.
9. Members of staff on trips should not put themselves in the position of being alone with a child if avoidable, reporting any circumstances where this was not avoidable as a neutral notification as soon as possible after the event.
10. Where taken, passports must be held in a safe place under the control of the trip leader.
11. Staff must insist upon sun hats and sunscreen being used when appropriate, and ensure that children drink plenty of liquids.

On trips, all staff must:

12. Set a good example as a representative of the school
13. Not smoke in front of the children
14. Not consume alcohol during the trip.
15. In the case of an emergency, keep calm, keep the children calm and do not allow them to call home – the trip leader will liaise with the 24/7 emergency contact at school and give clear instructions about steps to be taken.
16. Offer help to the trip leader or relevant activities staff, and be pro-active at every opportunity
17. Not use mobile phones in front of children except for work related calls