



## Christ Church CE VC Primary School

### CODE OF CONDUCT AND PROTOCOLS

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- **The school's Code of Conduct should be read and understood in conjunction with the following policies and documents, which are available on the Staff shared drive. It is important that you are familiar with all the contents of these policies, which clearly lay out the school's expectations and requirements. In the event that you are unclear about any of the information contained in these policies, it is your responsibility to seek clarification from a member of the SMT.**

#### **Key School Policies:**

- Alcohol and Substance Misuse
- Behaviour Policy
- Child Protection Policy
- Disciplinary Procedures (School Staff)
- Educational Visits
- Health & Safety Policy
- Home Visits and Loan Working
- Intimate Care Policy
- On-Line Safety Policy
- Use of Force to Control and Restrain Pupils
- Procedures for the transportation of pupils
- Relatives, relationships and related matters
- Data Protection & Secure Data Handling Policy
- Single Equality Policy
- Whistle Blowing Policy
- Staff Handbook updated August 2018
- Non Negotiables handbook

#### **Key external documents (with links where available);**

- [Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings \(2015\)](#)
- Keeping Children Safe in Education (2018) full document:
- Keeping Children Safe in Education Part 1: information for all school & college staff (2018)
- [Working Together to Safeguard Children \(2018\)](#)
- [Use of Reasonable force – advice for head teachers, staff and governing bodies](#)
- [Screening, searching and confiscation – advice for head teachers, school staff and governing bodies \(January 2018\)](#)
- [WSCB Social Networking Procedure](#)

## Section A: Human Resources Code of Conduct

### 1. What is it?

- This code of conduct:
  - sets out minimum standards of behaviour for employees;
  - provides guidelines to help maintain and improve standards;
  - aims to protect the reputation of both employees and the school;
  - aims to protect the rights and interests of children and young people involved with the school
- This code of conduct is not exhaustive and does not replace the general requirements of the law, common sense and good conduct.

### 2. Who does it apply to?

- This Code of Conduct applies to all employees of Christ Church C of E (VC) Primary School, including supply workers.

### 3. What are my responsibilities?

- School employees need to:
  - read this 'Code of Conduct';
  - ensure they understand it;
  - ask if there are any points that are unclear;
  - use this code of conduct, alongside other school policies, to guide them in their role.
- Breach of this code of conduct may lead to disciplinary action which could result in dismissal. (Please refer to the school's Disciplinary Policy for more information.)

#### 3.1 Teaching staff responsibilities:

- Teaching staff must adhere to:
  - The terms and conditions outlined in the School Teachers Pay and Conditions Document (STPCD).
  - the [Teachers Standards](#) as set out by the Department for Education. These cover both teaching standards and personal and professional conduct. Teacher's performance will be regularly reviewed against these professional standards.

### 4. What are the main points?

#### 4.1 Introduction:

- The public is entitled to expect the highest standards of behaviour from school employees.
- Employees represent the school and are trusted to act in a way which promotes the school's interests and protects its reputation.
- Employees are accountable for their actions and should ask the head teacher for advice if they are not sure of the appropriate action to take.

#### 4.2 Interests

- Conflicts of interest may occur if a decision of the school could affect an employee, or close friends and relatives, either positively or negatively.
- Interests could include involvement with businesses which have existing or proposed contracts with the school.
- Employees should ask themselves the question "Would a member of the public think that they or their family would benefit from the connection between their personal interest and their employment with the school?"
- If the answer is yes then they must declare their interest to the head teacher in writing.
- Employees may hold their own personal and political views but must act professionally at work and not allow these views to interfere with their work.

#### **4.3 Outside Commitments**

- Employees should ensure that their activities outside work do not conflict with their duty to the school.
- All teaching and support staff should inform the head teacher before engaging in any other business or accepting additional employment.
- Any additional employment should not conflict with the school's interests or have the potential to bring the school into disrepute.
- Employees may not set up a business, or accept a job with a business, which is in direct competition with the school. Employees should check with the head teacher where further clarification is required.
- If an employee works for another organisation they may not act as a messenger between that organisation and the school. Formal channels of communication must be maintained.
- Any secondary employment must not be carried out during an employee's contracted school working hours, nor whilst on standby for official call out purposes, unless such employment can be undertaken from their home.
- It is an employee's responsibility to monitor the number of hours they work and to ensure that they are rested and refreshed and able to carry out their role. On average employees should not work more than 48 hours in total each week unless they have opted out of the Working Time Regulations.

#### **4.4 Confidentiality**

- Employees must take all reasonable steps to ensure that the loss, destruction, inaccuracy or improper disclosure of information does not occur as a result of their actions. This includes information relating to school business and pupil data.
- Employees must not disclose personal or financial information about any other member of staff without the express consent of that individual or authorisation from the head teacher.
- Confidential information, belonging to the school, should not be disclosed to any person not authorised to receive it.
- Employees must not use any information obtained in the course of their employment to cause damage to the school or for personal gain or benefit. Nor should they pass information on to others who may use it in such a way.
- Employees should also be aware that under Section 13 Education Act 2011 that it is a criminal offence to disclose the identity of a teacher who is the subject of an allegation of a criminal offence made by or on behalf of a pupil until a teacher is charged with this offence. This includes disclosing any information that could make that person identifiable. Further details are available from the head teacher.

#### **4.5 Time, facilities and publications**

- Employees must spend all of their contracted hours working for the school.
- Employees may not make personal use of the school's property or facilities (stationery, photocopiers, car parks etc.) unless authorised to do so by the head teacher. Computers and software may only be used in line with the school's 'Code of Conduct' as detailed in the Section D below.
- Employees may only use the school telephones to make or receive private calls in exceptional circumstances, and with the permission of the head teacher.
- Any public funds entrusted to an employee must be used in a responsible and lawful manner.
- Employees who want to publish any material which they have written in connection with their duties or in which they describe themselves as holding a position within the school must first gain the consent of the head teacher.
- If, in the course of their work, an employee creates a copyright work (for example a procedures manual or a software programme); patentable invention; design capable of registration; this would become the property of the school and, if appropriate, they would be required to cooperate in the registration formalities.
- Employees may retain fees for any lectures delivered with the agreement of the head teacher.

#### **4.6 Equality**

- The school is firmly committed to the principles of equality and diversity and has a positive duty to promote these within the community it serves.
- Employees must treat colleagues, pupils, parents, carers, governors and members of the public and the local community with respect and must not discriminate unlawfully against any person.
- Employees involved in making appointments should ensure that decisions are based only on the ability of the candidate to undertake the duties of the post. If any applicant is a close personal friend or relative they should not be involved in the appointment process (see more detail in Section C below).
- Employees should not be involved in any decisions relating to discipline, pay or promotion of close personal friends or relatives.

#### **4.7 Gifts, hospitality and sponsorship**

- Employees must not accept any fee or reward for work done other than their pay and allowances as set out in their contract of employment except as set out in paragraphs (\*a) and (\*b) below.
- It is an offence under the Prevention of Corruption Acts for employees to accept gifts, loans, fees or rewards as an inducement to act in a certain way in their official capacity.  
(\*a) Employees may accept small items (e.g. inexpensive pens, diaries, flowers, chocolates). They should check the process for this with the head teacher. This will normally be at the end of the academic year or at Christmas.  
(\*b) Employees may only accept an offer of a more significant gift (as a guide worth more than £25) or hospitality (e.g. visits, meals, sporting events etc.) if there is a genuine need to do so in order to represent the school in the community.
- Gifts, benefits and hospitality offered to employees or members of their family as a consequence of their employment must be declared to the head teacher in writing whether accepted or not.
- Employees should never accept significant gifts or hospitality from pupils, parents, carers, actual or potential contractors or outside suppliers.
- If an external organisation wishes, or is sought, to sponsor a school activity the rules concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors. The head teacher must be involved in any decision.
- Where the school wishes to sponsor an event or service no employee or member of their family must benefit unless full disclosure of interest has been made to the head teacher. All sponsorship must be recorded.

#### **4.8 Dress and personal protective equipment**

- Employees should ensure that their dress is appropriate to the professional nature of their role at the school, the activities they are involved in and any health and safety requirements related to these.
- Suitable personal protective equipment will be issued and must be worn where a risk assessment indicates it is appropriate.

#### **4.9 Speaking to the media**

- It is advisable for any approaches regarding school related issues, from all press, radio or TV stations or specialist press to be directed to the head teacher. This is particularly important in the event of a critical incident.

#### **4.10 Misconduct**

- All employees should conduct themselves in a professional manner at work. Serious misconduct and/or criminal offences committed during or outside of working hours which bring them or the school into disrepute may be the subject of disciplinary action which could lead to dismissal.
- It is essential that employees inform the head teacher of any police investigation, charge, caution, reprimand, fine or conviction immediately. All such disclosures will be handled in confidence but this may result in a suspension from duties while an investigation takes place.

#### **5. Are there any exemptions?**

- No – however some parts of the code of conduct will have more of an effect on senior, managerial and professional staff than others.

- Many employees are responsible under their own professional codes of conduct. In cases where professional codes of conduct appear to conflict with the school's own code advice should be obtained from the head teacher.
- 6. Head teacher responsibilities:**
- to provide additional advice and guidance on any points within the code of conduct
  - to signpost employees to relevant policies, documents and guidelines
- 7. Whistleblowing**
- Should you have any concerns about the actions or behaviour of a colleague at work, the school has in place a Whistleblowing Policy' that lays out the procedures you should follow to voice your concerns in good faith, without fear of repercussion.
  - Should you have any concerns, you should make yourself familiar with the school's policy and follow the procedures outlined without delay.
  - Any concerns about any adult working at the school (be they staff or volunteers) should be reported to the Head Teacher or Designated Safeguarding Lead. If you are concerned about the behaviour of the Head Teacher, then you should report your concerns to the Local Authority Designated Officer for Allegations (DOFA) whose contact details can be found in the school's Child Protection Policy.

## Section B: Code of Conduct for Safer Working Practice

### 1. Introduction

- This section provides a guide for adults working in schools (including staff, governors, volunteers and visitors) about acceptable and desirable conduct to protect both adults and pupils
- It is based upon the document ['Guidance for Safe Working Practice for Adults Who Work with Children and Young People' \('The Safer Recruitment Consortium - 2015\)](#), in which you can find useful examples of acceptable and unacceptable conduct, together with discussion of the issues raised and in far more detail.
- All adults working in the school should know the name of the Designated Safeguarding Lead in the school and their Deputy as well as the Designated Teacher for looked after and previously looked after children:
  - **Designated Safeguarding Lead:** Neil Baker
  - **Deputy Designated Safeguarding Lead:** Shella Robinson and Claire Hann-Perkins
  - **Designated Teacher for Looked After-** Claire Hann-Perkins
  - **Previously Looked After children:** Neil Baker
- All adults working in the school must be familiar with the school's Child Protection Policy, and understand their responsibilities to safeguard and protect children and young people
- All staff and volunteers working in this school must read and understand Part 1 of 'Keeping Children Safe in Education'.

### 2. Basic principles

- All adults working in our school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions.
- All adults working in our school should adopt high standards of personal conduct in order to maintain the confidence and respect of the general public and colleagues.
- All adults working in our school must work and be seen to work in an open and transparent way.
- Adults should discuss and/or take advice promptly from their line manager or another senior member of staff about any incident which could give rise to concern. This would include reporting infatuations by a pupil for them or another member of staff, to ensure that such situations can be handled promptly and sensitively
- A record should be kept of any such incident and of decisions made/further actions agreed.
- Staff should apply the same professional standards regardless of gender or sexuality.

- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

### **3. Obligations of all staff, volunteers and visitors to the school**

- Provide a good example and a positive role model to pupils.
- Behave in a mature, respectful, safe, fair and considered manner. For example, you must ensure that you:
  - are not sarcastic, and do not make remarks or 'jokes' to pupils of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature
  - do not embarrass or humiliate children
- Do not discriminate favourably or unfavourably towards any child. For example:
  - treat all pupils equally – never build 'special' relationships or confer favour on particular pupils
  - do not give or receive (other than token) gifts unless arranged through school (see 4.7 above)
- Ensure that your relationship with pupils remains on a professional footing. For example, you must:
  - only touch pupils for professional reasons, and when this is necessary and appropriate for the pupil's wellbeing or safety (more guidance on this is set out in the DfES Guidance for Safer Working Practice referred to above)
  - not behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to care for other people's children not make arrangements to contact, communicate or meet with pupils outside your work (this includes use of email, text and other messaging systems)
  - not invite pupils into your home unless the reason for this has been firmly established and agreed with parents/carers and senior managers
  - not develop 'personal' or sexual relationships with pupils. In particular your attention is drawn to the provisions of the Sexual Offences Act 2003, which creates a criminal offence of abuse of a position of trust (when a person aged 18 or over is in a 'position of trust' with a person under 18 and engages in sexual activity with or in the presence of that child, or causes or incites that child to engage in or watch sexual activity).
- As a general principle, when thinking about taking any course of action with a pupil or other child, adults should ask themselves the following questions:
  - Is this needed to meet the pupil's needs?
  - Is there a professional reason for me to do it?
  - Can I do it in a way which is safe for both the child and for me?
- Only if the answer to all three questions is YES should the adult take the course of action.

### **4. Information Sharing**

- Once you have reported any concerns regarding a child and their well-being, information will only be shared with all staff (including you) on a 'need to know basis' for the protection of that child.
- Once you have passed any confidential information on to the appropriate member of staff, you should not share it with anyone else unless you are directed to do so.

### **5. Storage of personal medicines:**

- All staff must ensure that any medication they need to bring into school for their own personal use is locked away, out of the reach of children.

## Section C: Personal life and Professional Conduct

### Alcohol and Substance Misuse

1. This section covers the use and misuse of intoxicating substances, which include alcohol, solvents, legal and illegal drugs, prescription and over the counter medicines and other substances that could adversely affect work performance and/or health and safety. More detailed guidelines and information can be found in the school's policy 'Alcohol and Substance Misuse'.
  - 1.1 Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication which may affect their ability to care for children, they should seek medical advice. Schools must ensure that staff only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly
  - 1.2 Consumption of alcohol or substance misuse at work is detrimental to job performance and incompatible with good practice in terms of health and employees should not turn up for work whilst still under the effects of alcohol, drugs or other misused substances. This includes off site educational visits and residential trips.
  - 1.3 We recognise that alcohol or substance misuse may be an illness which calls for advice and support and should be treated in a confidential and constructive manner, it may also become necessary for the school to apply disciplinary measures
  - 1.4 Early identification and appropriate treatment are the most useful ways of dealing with misuse and, as a school, we seek to assist those affected to acknowledge the problem and also encourage employees to who recognise that they have a problem to voluntarily seek advice and help either through the school's own Occupational Health or Staff Counselling Services or from their own GP or other specialist agencies.
  - 1.5 Employees are also encouraged to approach a member of the SMT at the earliest possible opportunity.
  - 1.6 Employees who come to the notice of the SMT through observations or disciplinary proceedings as having possibly having an alcohol or substance related problem will be offered the opportunity of assessment and help but this does not prejudice the school's right to also pursue the matter through disciplinary procedures.
  - 1.7 Where an incident occurs which appears to be due to negligent or deliberate misuse of alcohol or any other substance, the employee will be subject to the school's disciplinary procedures.
  - 1.8 Employees will be expected to make medical appointments relating to the treatment for alcohol or substance misuse as far as possible outside working hours.

### 2. Relatives and Relationships

- 2.1 This section covers the school's approach and expectation regarding close personal relationships at work. More detailed information can be found in the school's policy 'Relatives, Relationships and Related Matters'.
- 2.2 All employees should feel confident that they will receive fair treatment without fear that a close personal relationship will influence their or other employees' treatment or broader working relationships. The school wishes to avoid any possible conflict of interest or accusation of bias, favouritism, prejudice or potential for breach of confidentiality. This is equally important when relationship breakdown or end so allowing both parties to maintain a professional working relationship with each other.
- 2.3 The school's expectations in relation to standards of behaviour and the resolution of potential conflict of interests relating to close personal relationships at work also extends to cover relationships with contractors, sub-contractors, consultants, staff seconded from other organisations, agency workers, volunteers and work experience placements or those tendering for work with the school.
- 2.4 The definition of a close personal relationship includes but is not exclusive to:
  - married/civil partnership/co-habiting



- sexual/romantic partner
- children, parents, siblings, grandparents, grandchildren, aunts, uncles, nieces, nephews and cousins (blood relative/relative in law/step relationship, foster or adoptive relation)
- close personal friend

**2.5** It is recognised that there will inevitably be close personal relationships at work including those that already exist and those that develop during the course of employment/work with the school.

**2.6** All appointments to the school should be made on merit and existing employees should not be involved in any stage of an appointment where they are related to or have a close personal relationship with the applicant or contractor. Any such relationships should be disclosed as soon as they become aware of a person's candidature.

**2.7** Where a relative of an employee or contractor is appointed at the school through the proper process, the relationship should be declared to the SMT and noted in personal files.

**2.8** Where relationships between colleagues develop after appointment which might lead to conflicts of interest at a later date or which could affect working relationships, we would ask staff to advise the SMT as soon as practicably possible to enable any necessary changes in working structures and line management to be made to ensure that staff are not put in potentially compromising positions.

### **3. Partisan Political Views:**

- As a school we are required not to promote any partisan political views in the teaching of any subjects. Where political issues are brought to the attention of pupils, reasonably practicable steps will be taken to offer a balanced presentation of opposing views to pupils.
- We are required to promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

**4. Pets in school:** Animals belonging to employees, apart from guide dogs and other assistive animals must not be brought into school unless it is part of a classroom topic and has been agreed in advance with a member of the SMT.

## **Section D: Social Networking & Responsible Use of the Internet**

### **1. Overview and definitions:**

- Please ensure that you are familiar with the contents of the Wiltshire Safeguarding Children's Board (WSCB) document entitled '[Social Networking Procedure](#)' as well as the school's 'Secure Data Handling Policy'
- We expect all users to use technology, both that belonging to the school or their own, responsibly and strictly according to the protocols detailed in this 'Code of Conduct' and in the school's policies.
- These protocols apply to all users whether they are paid, contracted or volunteers.
- Adults in contact with children and young people should understand and be aware that safe practice **also involves using judgement and integrity about behaviours in places other than the work setting.**
- A device loaned to you by the school for an educational related purpose remains the property of the school. The device must remain in your possession, should only be used by you and should be securely stored when not in use.
- Only approved user devices may connect to the school network by prior agreement.
- Use of any device must adhere to data protection, online safety and health and safety rules. Failure to comply or evidence of unacceptable use will result in sanctions or disciplinary action.
- A device connecting to the school network may be configured with certain restrictions in place. Any settings that are passcode protected must not be changed.

- Insurance cover provides protection for school owned devices from the standard risks whilst the device is on site or in your home **but excludes** theft from a car or other establishment. Should the device be left unattended and is stolen, you will be responsible for its replacement.
- Privately owned devices remain the responsibility of the owner and will not be covered under the school insurance policy.
- Any reference to use of the internet in this document also includes the school's related websites and the school's internal intranet.
- The school is able to monitor all internet activity and if inappropriate use is suspected or comes to light, further investigation may be undertaken under the school's disciplinary procedures, which could lead to dismissal. The police may also be notified where it is felt that there might be the need for a possible criminal investigation.
- In the event that the rules and protocols as outlined in this document and the school's policies are breached, your network access will be suspended immediately and any device removed. Other disciplinary consequences may follow including notification to professional bodies and if an incident is considered to be an offence under the 'Computer Misuse Act' or the 'Data Protection Act' further investigation by the police may be required.

## **2. Safer social media practice and online behaviour**

- Social media is the term commonly used for websites that allow people to interact with each other in some way (e.g. Facebook, blogs, Twitter) and also applies to the use of communication technologies such as mobile phones, cameras, PDAs/PSPs, tablets or other handheld devices and any other emerging forms of communication technologies.
- Staff working at the school in whatever capacity should always maintain appropriate professional boundaries and avoid behaviour, during their use of the internet and other communication technologies, which might be misinterpreted by others. They should report and record any incident with this potential.
- All staff, especially those new to the school, should review their social networking sites when they join to ensure that any information that is publically available about them is accurate and appropriate. This includes any photographs that may cause embarrassment to themselves and the school if they were to be published outside of the site.
- Staff should not put any information onto any social networking site that could identify either their profession or who they work for.
- Staff working at the school should not become friends with pupils they have taught even when the pupils in question are no longer at the school.
- Where there are professional relationships with parents/carers and children, staff must not contact, communicate, add them as 'friends' or link profiles through social networking sites.
- Staff should never use or access social networking pages of children and young people who either are or have been at the school, and should never accept an invitation to become 'a friend'. Where this has been requested the adult concerned should inform their manager, who will decide whether to discuss this with the child's parents/carers.
- Communication for school purposes should not be done through social networking sites – school email accounts must be used.
- The above does not apply to professional forum sites but users need to be aware of data protection and follow the rules of the site.
- Commenting in public areas (e.g. 'walls', forums, groups etc) in social networking sites is the same as publicly speaking amongst the school and wider community. Any comments and messages sent using social networking sites that could bring the school into disrepute could lead to disciplinary procedures. Any on-line communications must comply with the requirements of equalities legislation.
- Public messages and status updates should be carefully considered if absent from work.
- Confidentiality needs to be considered at all times. Social networking sites have the potential to discuss inappropriate information and employees need to ensure that they do not put any confidential information on their site about themselves, their employer, their colleagues, children and young people or members of the public.

- Staff need to ensure that when they are communicating about others, even outside work, that they give due regard to the potential for defamation of character. Making allegations on social networking sites (even in their own time and in their own homes) about other employees, children, young people or other individuals connected with the school could result in formal action being taken against them.

### **3. Protection of personal information**

- Staff should be provided with school equipment for the taking of photographs or videos of pupils linked to an educational intention. Staff should not use their own devices for such purposes, except in exceptional circumstances when a member of the SMT should be informed as soon as practicably possible. Neither should staff use school equipment for personal use.
- Never share work log-ins or passwords with anyone else.
- Staff working at the school must not give any personal contact details including home and personal mobile numbers or email address to children or their parents/carers unless the need to do so is agreed with a member of the SMT and the parents/carers. Where agreed, the purpose of contact should be explicit and should be recorded.

### **4. Communication between children and adults**

- Communication between children and adults by whatever method should take place within clear and explicit professional boundaries, which includes the use of technology and school equipment.
- Only a work mobile and/or work email address should be used for any necessary communication between children and their parents/carers and staff working at the school.
- Staff should not request, or respond to, any personal information from a child other than that which might be appropriate as part of their professional role.

### **5. Social contact**

- Staff should not establish or seek to establish social contact via social media/other communication technologies with children at the school except in cases where the child and their parent/carers are part of the same social circle of friends. However these contacts will be easily recognised and should be openly acknowledge with the member of staff's manager, as there may be implications for the member of staff within the school setting.

### **6. Cyberbullying**

- Cyberbullying can be defined as 'the use of modern communication technologies to embarrass, humiliate, threaten or intimidate an individual in the attempt to gain power and control over them'.
- If a member of staff is subjected to any form of cyberbullying, records should be kept of the abuse (e.g. texts, emails, website messages) and where possible take screen prints and log dates, place and time.
- Staff are encouraged to report all incidents of cyberbullying to a member of the SMT. All incidences should be taken seriously.

### **7. Access and exposure to inappropriate images**

- Staff should take extreme care to ensure that children and young people are not exposed, through any medium to inappropriate or indecent images.
- There are no circumstances that will justify adults making, downloading, possessing or distributing indecent images of pseudo-images of children (child abuse images). Accessing these images, whether using the school's equipment or personal equipment, on or off the premises, or making, storing or disseminating such material is illegal.
- Should indecent images of children be discovered at the school or on any school equipment, an immediate referral will be made to the DOFA and the police will be contacted if relevant.

- Under no circumstances should any adult use the school's equipment to access pornography and personal equipment containing pornography or links to it should never be brought into the workplace.
- Do not deliberately visit, view, download or circulate material from any website containing material which is offensive, obscene or indecent in any way e.g. pornographic, sexist, racist, etc. If you unintentionally access such a site you must disconnect from the site immediately and inform a member of the SMT by telephone, otherwise this could be seen as a breach of this protocol, which could lead to further investigation.

## **8. Data protection and holding of personal data**

- Staff should be aware of the following issues around data protection and the General Data Protection Regulations. Not adhering to the protocols could lead to a member of staff being in breach of the Data Protection Act (2018). Any fine levied would be passed on to the individual concerned if they are found not to have been following protocol. Breach of the following protocols will lead to disciplinary action.
- The definition of 'Personal Data' according to the General Data Protection Regulations is: *"...any information relating to an identified or identifiable natural person"*, in other words, information that is clearly about a particular person. This is not limited just to a name or identification number, but also includes any physical, physiological, genetic, mental, economic, and cultural or social indicators that enables a person to be identified.
- As a school we also handle 'Special Category Data' which is defined as *"more sensitive personal data including data on race, ethnic origin, politics, religion, trade union membership, genetics, health and sexual orientation"*.
- The Data Protection Act requires that all those who hold personal data and special category data whether on paper or electronically, must keep that data secure.
- Teachers and school staff have access to a wide range of personal information about pupils and parents/carers, and it is important that this data is kept safe and secure at all times.
- Staff are expected to be comply with the school's Data Protection and Secure Data Handling Policy and to consult with a member of the SMT if they are unsure of any aspect of it.

## **9. Storing, retention and disposal of data**

- The school has an audit of the data that it holds, together with information on how it should be stored, how long it should be retained for and how it should be disposed of. Please ensure that you are familiar with this document as it is a legal requirement.
- The sort of documents you are likely to have will include (please note that this list is not exhaustive):
  - Pupil reports
  - SEN records
  - Letters to parents/carers
  - Class based assessments
  - Test results
  - Whole school data
  - Medical information
  - Child Protection/concerns information
  - Management strategies
- In order to comply with the act, all staff working in schools should, in their daily practice ensure that:
  - the amount of data held is kept to a minimum
  - it is routinely assessed to consider whether or not it still needs to be kept
  - any personal and special category data is securely stored in line with school policy (in both physical and electronic form) and only ever sent by secure means
  - you must not process or hold work-related personal or special category data on your home PC or any other computer not owned by the school. No such data should be held or stored on USB sticks, discs or base stations.

- data files that include personal or special category data should only be stored for as long as they are needed, thereafter they deleted or destroyed in line with school policy
- any personal or special category data should never be copied or removed from school unless that data is:
  - encrypted
  - transported securely
  - stored in a secure location
- Visual images can only be retained for a period of three years, except for those selected to be kept for historical records of the school or for other reasons deemed acceptable by the person responsible for data protection.
- If the information contained in the files stored on your computer is important, may be of relevance at some future day and/or has been shared with parents/carers at any stage, you need to ensure that hard copies are placed on the relevant child's personal file. This includes any emails that you may have sent out to parents/carers/external agencies as these may be requested at some stage under the Freedom of Information Act. Computer files should then be deleted.
- You are responsible for the safety of school data that you use or access.
- Computer files are not actually deleted from your computer when you delete them and subsequently empty the 'Recycle Bin'. The files remain on the hard drive and can therefore be accessed by anyone who knows what they are doing. This is the responsibility of the SMT and IT contractor who manage the school system.

#### **10. Use of computers, laptops, ipads and notebooks**

- All users have a responsibility for the security of information. You are responsible for the security of your terminal and must not allow it to be used by unauthorised persons. Confidential information must not be left on screen where someone who should not see it could do so.
- You should always log off when you have finished using a school computer, laptop or notebook.
- You should not leave your computer, laptop or notebook logged on unattended. When leaving school equipment unattended, the screen must be locked. If this is for a prolonged period you must log out. This includes any equipment being used at home if accessing school systems externally.
- Any school equipment provided to staff must only be used for school business.
- You must not damage or modify school equipment or networks which include downloading, installing and using games, audio files, video files or other applications including shareware or freeware without permission to do so.
- You must adhere to copyright laws. If you are unsure, please consult a member of the SMT.
- You must not trespass in others' folders, work or files.

#### **11. Responsible use of the internet, emails and the transmission of data**

- Any email containing school data or information must be sent using a school email account.
- Any emails sent out externally regarding Special Educational Needs with documents containing sensitive data (e.g. pupil name/address/details) must be password protected. The password must then be sent in a separate email. SEN information to be transmitted internally must be via the school's secure server.
- When sending emails children's names should not be used. They should only be referred to by their initials.
- A record of the email should be kept, to identify when and to whom the email was sent for a reasonable amount of time.
- You must not send emails which are offensive or otherwise inappropriate. This includes:
  - emails which are defamatory, harassing or discriminatory or are intended to annoy or intimidate others
  - creating or forwarding chain letters, "spam" or similar unsolicited emails
  - making, storing, posting downloading/uploading or passing on of images of individuals without their permission (or in the case of images of pupils, the permission of their parents or carers)

- use of obscene language
- joke e-mails and attachments
- If you receive an email which you believe to be as described above, report it the head teacher or a member of the SMT. If you receive an email, which you believe contains a fraudulent offer, please contact the head teacher or a member of the SMT who may forward it to the Police Fraud Squad at [fraud@wiltshire.pnn.police.uk](mailto:fraud@wiltshire.pnn.police.uk)
- You must not read other people's emails without their permission.
- If you receive an email in error, you must not use or make known any confidential information it contains and you should redirect the message to the correct person.

## 11. Virus protection

- To avoid the spreading of viruses you must:
  - seek guidance from the person responsible for data protection if you need to download software from the internet
  - delete all external emails from an unknown source
  - only use data devices (e.g. memory sticks or CDs brought in by children) that have first been scanned by the school antivirus software
  - be aware that the spreading of viruses is also subject to prosecution under 'The Computer Misuse Act' 1990.
- If it appears that a virus has infected your computer you must:
  - immediately inform the school's IT technician
  - you must disconnect the computer from the SMART board (if relevant)
  - leave the computer running so that the school's IT support can access the computer remotely
  - not use your computer until IT support have advised you that is okay to use.

## Section E: Health and Safety and related procedures

1. **Health and Safety:** As an employee of the school you are expected to take care of your own health and safety and work in way that does not put yourself or others at risk. The school has a detailed Health and Safety Policy that can be found on the staff shared drive but we would like to draw your attention to the following key points:
  - **Electrical equipment:** Please do not bring your own electrical equipment into school unless it has been PAT tested (or is less than 12 months old). If you do bring your own equipment in we would need evidence that testing is up to date or the piece of equipment is less than 12 months old before you can use it.
  - **Manual Handling:** You must not attempt to lift, support or move any load if you have any doubt about your ability or the means to do it safely. Pupils should normally only assist in manual handling where linked to educational activities and then only under the supervision of an adult. Mechanical aids (i.e. sack trucks and trolleys) are available.
  - **Working at height:** Please do not use desks or chairs to climb on in order to reach items or put up any displays.
  - **Housekeeping:** You are responsible for keeping the area around your workplace free from trip hazards. Trailing cables are to be avoided except in very temporary circumstances, when visual attention must be drawn to them. Please report any defective equipment, furniture or lighting to the office as soon as possible.
  - **Slips, trips and falls:** In order to reduce the likelihood of slipping or falling, spillages should be cleared up as soon as possible and if you are not able to do it, please ensure that someone in the office is informed. If you discover any hazards that you believe might cause injury (e.g. breakages, unstable pavements etc) please report them to the school office as soon as possible.

- **Injury:** If you suffer an injury of any kind, please ensure that you report it to the school office as you may be required to complete a form.
- **Home Visits and Lone working:** The school has a detailed 'Home Visits and Lone Working Procedure' so please ensure that you are familiar with the school's procedures.
- **No Smoking:** The school operates a non-smoking policy and that no one is allowed to smoke on the premises, and this includes vaping (use of E-cigarettes).
- **Intimate Care:** the school has individual plans in place for those children who require regular intimate care, which should be followed. Where intimate care is unexpected or unplanned, the school's policy outlines the procedures to be followed and all staff should be familiar with these. Most importantly:
  - staff need to have a high awareness of safeguarding and child protection procedures when administering intimate care
  - it is important to preserve a child's dignity by providing as much privacy as possible and a high level of choice and control
  - whenever possible, ensure that another member of staff is present, and
  - avoid any visually intrusive behaviour and announce your intention of entering rooms, only remaining in them as long as might be required.
- **Physical Intervention and searching pupils:** The school has a detailed policy (Use of Force to Control or Restraint Pupils) regarding the use of physical restraint that is based on the [DfE document 'Use of Reasonable – advice for head teachers, staff and governing bodies'](#). You should make yourself familiar with the schools policy, the key points from which are detailed below:
  - In all our dealings with children we seek to minimise the need for physical intervention by adopting good working practices which reflect our ethos; however there may be times when it is unavoidable.
  - All staff may use reasonable force to intervene in emergency situations or defend themselves in circumstances where they have a genuine fear of being injured – this is known as 'unplanned' intervention.
  - Only staff who have been specifically authorised and trained may engage in 'planned physical intervention'.
  - Reasonable force' means using no more force than is needed in the circumstances.
  - Schools can use reasonable force to:
    - ✓ prevent pupils from hurting themselves or others, from damaging property or from causing disorder
    - ✓ prevent a pupil behaving in a way that disrupts a school event or a school trip or visit
    - ✓ prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others
    - ✓ prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground and,
    - ✓ restrain a pupil at risk of harming themselves through physical outbursts.
  - It is always unlawful to use force as a punishment.
  - Physical intervention can take several forms. It might involve staff:
    - physically interposing between persons
    - blocking someone's path
    - holding or guiding
    - breakaway skills
    - (in extreme circumstances) using approved techniques for physical restraint
  - In addition to the general power to use reasonable force as described above, head teachers and authorised staff can use such force as is reasonable, given the circumstances, to conduct a search for the following "prohibited items":
    - knives and weapons
    - alcohol
    - illegal drugs
    - stolen items



- tobacco and cigarette papers
  - fireworks
  - pornographic images
  - any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property and
  - any other articles which you have specified may not be brought into school on your school Behaviour Policy.
- When searching a child, with or without their consent, there should always be two adults present and the adult carrying out the search must be the same sex as the pupil being searched. If possible the witness should also be the same sex. The only exception to this is where you reasonably believe that there is a risk that serious harm will be caused to a person if you do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.
  - There are procedures to be followed for reporting incidences of restraint and if you are involved, you need to ensure that these are followed. All such incidences need to be recorded.





Christ Church CE VC Primary School

**CODE OF CONDUCT AND PROTOCOLS**

**Update 2018**

**CODE OF CONDUCT ACKNOWLEDGEMENT FORM FOR SCHOOL STAFF:**

**Name:** .....

**Job Title:** .....

**Please tick the boxes below as appropriate:**

I confirm that I have received and read the latest copy (September 2018) of the DfE statutory guidance 'Children Safe in Education, Part 1'	
I confirm that I have received and read a copy of the school's 'Code of Conduct for Staff (2018)'	
I confirm that I have read a copy of the school's latest Child Protection Policy ( <b>September 2018</b> ) and have raised any queries that I might have with either the Head Teacher or the Designated Safeguarding Lead (or their Deputy) for clarification.	
I confirm that I know how to access the school's policies that I am required to have a knowledge and understanding of.	

**Signed:** .....

**Date:** .....

Please return to Janine Smith