



Joseph Leckie Academy

Staff Code of Conduct

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1. Introduction

1.1 All staff are expected to read and understand this Code and policies mentioned within carefully and be aware of the principles and expectations of this policy. Staff should be aware that a failure to comply with the Code of Conduct could result in disciplinary action, including possible dismissal.

1.2 The purpose of this policy document is to set out clear expectations of conduct for all staff (whether permanent, temporary, voluntary, or on placement) at Joseph Leckie Academy.

1.3 This document should contribute to the students receiving the highest possible quality of teaching and learning as well as the safety and well-being of staff and students. This policy clarifies what is and what is not acceptable.

1.4 Academy staff have legal obligations in relation to the safeguarding of children. Academy staff are in a unique position to set examples of behaviour which can influence positive growth and development of our students. Staff should therefore demonstrate high standards of conduct and encourage students to do the same.

1.5 Employees should have regard for the impact of their personal behaviour on all aspects of the Academy. Appropriate conduct helps to reinforce a positive image of the Academy to parents/carers, families, and community as well as partner agencies. Staff should conduct themselves with honesty, integrity and respect for fellow employees, students and the wider community.

1.6 This policy does not stand alone and it is not exhaustive but written to assist staff and it is important that staff should take advice and guidance if necessary. It is implemented in conjunction with the following Academy Policies and contractual terms and conditions:

- Contractual obligations outlined in the School Teachers Pay and Conditions Document (STPCD)
- The Teachers' Standards set out by the DfE which cover both the teaching standards and personal and professional conduct, or alternative standards for support staff (see Appraisal document)
- Child Protection Policy
- Equality Policy
- Complaints Policy
- Whistleblowing Policy
- Data Protection Policy (GDPR)
- Health and Safety Policy including First Aid Policy and Fire procedures
- E-Safety Policy (including the Acceptable User Policy –AUP)

1.7 Investigations of alleged breaches of this Code will be covered under the Academy's Disciplinary procedures and related codes of practice.

1.8 If staff are unclear about any aspect of this guidance they should seek further clarification from a member of the Senior Leadership Team.

1.9 All staff have a responsibility to make themselves aware of these policies and understand their duties and obligations.

1.10 Failure to have read these cannot be used as any defence in any actions taken against a member of staff for failing to carry out their roles/responsibilities.

1.11 All Academy policies mentioned are available on the Academy website.

1.12 Staff have a duty to express any concerns about the actions of any other member(s) of staff who they think or believe may be in breach of any part of this guidance. Where this is believed, they have a duty to report this to the Principal or another member of the Leadership Team so this can be followed up in line with the Whistleblowing Policy (Section 20).

2. Safeguarding Children and Duty of Care

2.1 Staff members must:

2.1.1 Read and understand Academy policies on child protection and safeguarding, including their obligations to undertake a Disclosure and Barring Service (DBS) check and ensure it is kept up to date.

2.1.2 Respect their duty to protect children and young people from harm and to maintain professional boundaries.

2.1.3 Act in an open and transparent way that would not lead to any suspicion about their actions or intent.

2.1.4 Avoid situations which render them particularly vulnerable, for example one to one or lone working.

2.1.5 Follow the systems and processes that are in place for concerns to be raised and dealt with quickly.

2.1.6 Exercise their duty of care to keep young people safe and to protect them from physical and emotional harm.

3. Professional Behaviour and Judgement

3.1 This section of guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. In addition, staff should refer to the teacher or other professional standards for more clarification.

3.2 Staff are expected to demonstrate a high level of honesty, integrity, maturity, respect and good judgement when dealing with students, fellow employees and the wider community.

3.3 The Academy is committed to ensuring that everyone is able to work and to participate in the life of the Academy without fear of harassment, bullying, intimidation, including physical and verbal abuse. Everyone in the Academy has a part to play by ensuring that their own behaviour, whether intentional or unintentional, does not constitute harassment. The Academy will take action against inappropriate behaviour that shows lack of respect for others or which leads people to feel threatened or intimidated.

3.4 Staff members must not misuse or misrepresent their position, qualifications or experience or bring the Academy into disrepute.

3.5 Staff must inform the Principal if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution at the earliest opportunity, failure to do so may be a disciplinary offence.

3.6 Staff, irrespective of job role, should be polite, helpful and professional towards each other. They should seek to be considerate and courteous at all times, even on occasions when there may be differences of opinion or challenge.

3.7 Staff must ensure that they use appropriate language at all times. Staff must:

- 3.7.1 avoid words or expressions that have any unnecessary sexual content or innuendo.
- 3.7.2 not use language that could be considered racist, sexist or homophobic.
- 3.7.3 not use language that promotes extreme political ideas or that promotes any form of radicalisation.
- 3.7.4 avoid any words or actions that are over-familiar.
- 3.7.5 not swear, blaspheme or use any sort of offensive language in front of students.
- 3.7.6 avoid the use of sarcasm or derogatory words when punishing or disciplining students and unprofessional comments about anyone must also be avoided.
- 3.7.7 take care if engaging in banter with students and/or colleagues, however well intended.

3.8 Staff should not behave in a manner which would question their suitability to work with students, act as a role model or which may abuse their position of trust over others. Staff must not:

- 3.8.1 make inappropriate remarks to a student, parent/carer or other member of staff (including email, via social network sites, text messages, phone or letter etc.).
- 3.8.2 discuss their own sexual relationships with or in the presence of students.
discuss a student's sexual relationships in inappropriate settings or context.
- 3.8.3 make (or encourage others to make) unprofessional personal comments in any form of communication (e-mail, conversations or any form of social networking).
- 3.8.4 use their position to gain access to information other than for Academy professional business.
- 3.8.5 use their power to intimidate, threaten, coerce or undermine students, staff or the wider community.
- 3.8.6 use their status and standing to form or promote a relationship with a student which is of a sexual nature.

3.9 The Academy does not seek to dictate how employees conduct themselves in their personal lives outside work. However, unlawful, anti-social or other conduct by employees that may jeopardise the Academy's reputation or position will be dealt with through the Disciplinary Procedure.

3.10 Staff should report to their Line Manager or member of the Leadership Team any indications (verbal, written or physical) that suggest a student may be infatuated with a member of staff.

3.11 No student should be in or invited into, the home of an adult who works with them, other than for Academy professional business and this has been firmly established and agreed with the Academy Principal.

3.12 Staff should be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations and be mindful of the need to maintain professional boundaries such as one to one, lone working or transporting students in cars.

3.13 Staff should not give out their personal details to parents/carers/students such as home address, phone or passport numbers (see "Countersigning Forms Policy"). This is to protect the

privacy of staff. There are some exceptions where a member of staff may give out passport number but only as outlined in the policy.

3.14 There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the student(s) where no guidance exists. In these cases, staff should seek advice from their line manager or member of the Leadership Team to ensure safe practices and reduce risk of actions being misinterpreted.

3.15 Professional references for another member of staff should only be given by the Principal (or with the Principal's agreement).

4. Appearance and Dress

4.1 Staff members should:

4.1.1 Ensure that their appearance is clean, neat and professional when at work or representing the Academy.

4.1.2 Dress in a manner that is safe and appropriate to their professional role. Remember that they are role models for students and their dress and appearance should reflect this.

4.1.3 Not dress in a way that would cause embarrassment or cause offence to students, parents/carers, colleagues or other stakeholders.

4.1.4 Ensure that facial or body piercings or tattoos are discreet, inoffensive and are covered where possible.

4.1.5 Footwear must be safe, with a suitable grip, in good repair and be smart and clean. Staff should have regard to health and safety considerations as in an emergency situation, they may be required to move swiftly.

4.1.6 Where applicable, wear protective clothing and footwear in line with the Health and Safety regulations/guidance for your role.

5. Attendance and Punctuality

5.1 Staff members must:

5.1.1 Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.

5.1.2 Make routine medical and dental appointments outside of their working hours, where possible.

5.1.3 Refer to the Academy's policy on absence for special leave if they need time off for any reason other than personal illness.

5.1.4 Follow the Academy's absence reporting procedure when absent from work due to illness or injury.

5.1.5 Spend their contracted hours working for the Academy and not for other purposes.

5.1.6 Not leave the Academy site without the express permission of the Principal other than for scheduled breaks ensuring that the signing out / in procedures are rigorously maintained on all occasions.

6. Health and Safety

6.1 Staff members must:

6.1.1 Be familiar with and adhere to the Academy's Health and Safety Policy (including First Aid and Fire Procedures) and for 2020-21 comply with the Academy COVID-19 Risk Assessment and associated Protocols and must ensure that they take every action to keep themselves and everyone in the Academy environment safe and well.

- 6.1.2 Comply with health and safety regulations and use any safety equipment and protective clothing and comply with hygiene requirements.
- 6.1.3 Carry out all activities with the highest regard for the Health and Safety of all staff, students, visitors and the public. Staff must contribute to the on-going assessment of risks for any activities they deliver or support and comply with the relevant Risk Assessments for all curriculum activities or extra-curricular activities.
- 6.1.4 Comply with accident reporting requirements and ensure all accidents, near misses or any damage to rooms/equipment or other areas are reported and dealt with speedily to ensure the systematic removal of any potential hazards which can cause accidents/illness and ill-health.
- 6.1.5 Familiarise themselves with the Academy's Fire precautions, procedures and drills. They should regard practice drills and evacuations in a positive manner and ensure students are aware of the seriousness as an essential precaution to prevent injury or fatality.
- 6.1.6 Follow the Academy's signing in and out procedures at all times.
- 6.1.7 Wear identity badges at all times whilst on Academy premises.
- 6.1.8 Ensure that all equipment and rooms are kept secure at all times to avoid potential damage, theft and minimise Health and Safety issues that may arise in unsupervised areas.
- 6.1.9 Have the Principal's permission to take students off site and follow the Academy External Visits Procedures once permission is gained to ensure the Health and Safety of all students, staff and the public.
- 6.1.10 Be aware that working alone (one to one) with children makes them vulnerable to allegations. Every attempt should be made to ensure safety and security of both staff and students. Staff should avoid meetings with students in remote areas, ensure there is visual access or an open door, must not cover panels in doors, inform other staff close by and follow the one to one risk assessment.
- 6.1.11 Be aware that working alone also makes them vulnerable and they should avoid this wherever possible. Where there is a need to work alone in a building, they should follow the Lone Worker Policy and Risk Assessment guidelines so as not to place themselves at risk.
- 6.1.12 Avoid being alone with a student when giving a lift in a car. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult in addition to the driver acting as an escort or another responsible student where this is not possible. If there are exceptional circumstances that make unaccompanied transportation of students unavoidable, the journey should be made known to a senior member of staff e.g. Home School Liaison taking students home or to hospital/doctor's appointments.
- 6.1.13 Staff who transport students in their car must be authorised and on the Academy register for transporting students. They should follow the Academy procedures and take into

account any specific needs of the student. They must also have business cover on their car insurance.

6.1.14 Exercise their Duty of Care and this includes a responsibility to respond to any First Aid incidents that occur. All staff must be familiar with, and adhere to, the Academy First Aid Policy and procedures and amendments to these during COVID-19.

7. Declarations of Interests

7.1 Staff members should:

7.1.1 Declare their interests where the group or organisation would be considered to be in conflict with the ethos of the Academy.

7.1.2 Ensure that their activities outside work do not conflict with their duty in the Academy.

7.1.3 Have permission from the Principal before engaging in any other business activity or accepting additional employment. Where a member of staff already has an additional business interest prior to employment this should be discussed with the Principal so as to ensure that number 6.3 is met.

7.1.4 Ensure that any additional employment does not conflict with the Academy's interests, have potential to bring the Academy into disrepute, or impact negatively on their ability to carry out their role in the Academy. It is the employee's responsibility to monitor the number of hours they work in total to ensure they are rested and refreshed to be able to carry out their role within the Academy.

7.1.5 Ensure that where permission or agreement regarding additional employment is gained, staff should not carry out any part of this business during Academy contracted hours (including PPA).

7.1.6 Carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with Academy activities.

7.1.6.1 Inform their line manager if they have a close personal relationship with another employee or a client or customer of the Academy that could be considered by colleagues, students or others, as impacting on the way they conduct themselves at work.

7.1.6.2 Have written evidence of all declarations between themselves and the Principal.

7.1.6.3 The Academy does not concern itself with the private lives of its staff unless they affect its effective operation or its reputation.

7.1.6.4 Members of staff who are relatives or who have a close personal relationship should not normally have a supervisory, assessing or authorising relationship with each other.

7.1.7 Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the Academy or trade union.

8. Probity of Records

8.1 The deliberate falsification of documents is not acceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

8.2 Where a member of staff has claimed any benefit, either directly or indirectly or has failed to disclose their full earnings, this will be treated as gross misconduct and the employee may be dismissed and referred to the police.

9. Financial inducements, including gifts

9.1 Staff members should:

9.1.1 Refuse gifts of money. Gifts of significant value (above £25) should be declared.

9.1.2 Declare to the Principal in writing, any gifts received, **with the exception of:**

- Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo. These items may be accepted.
- Gifts offered by parents/carers or students to staff to express their gratitude under the value of £25.00, but staff members should always refuse gifts of money.
- Hospitality in the shape of meals and drinks where it forms part of a normal business meeting, but offers to specific events should only be accepted after authorisation from the Trust Board.
- Authorised visits by employees to exhibitions, demonstrations, conferences, business meals etc. in connection with the Academy's business, which shall be at the Academy's expense.

9.1.3 Not accept a personal gift, payment, or other incentive, from a business contact, which should be returned (with the exception of 12.10).

9.1.4 Declare any gift that cannot be returned, to the Principal, who will decide how it will be used.

9.1.5 Not give personal gifts to students. However, it is acceptable to offer prizes of a small value as part of a rewards system for tasks/competitions.

9.1.6 Where a member of staff is uncertain about giving or receiving gifts/prizes, they should discuss this with their Line Manager or a member of the Leadership Team.

10. School Contacts

10.1 Staff members shall not use Academy business contacts for acquiring materials or services at trade/discount prices for non-school activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

11. Alcohol, Illegal Drugs, Medication, Gambling and Smoking

11.1 Staff members must:

11.1.1 Not take illegal drugs or alcohol during working hours, this is unacceptable and will not be tolerated. Staff members are expected to attend work without being under the influence of alcohol or illegal drugs.

11.1.2 If alcohol or drug usage impacts on a staff member's performance, the Academy has the right to discuss the matter with the employee and take appropriate action, including referral to the police.

11.1.3 Drinking alcohol with students present is not acceptable on any occasion.

11.1.4 Inform the Principal or Member of the Leadership Team if they are taking any medication which may affect their ability to care for students.

11.1.5 Ensure that where they need to bring medication into the Academy, they should ensure it is stored safely and is not accessible to students.

11.1.6 Follow the Academy's no-smoking policy. The Academy is a non-smoking site and staff must not smoke or vape anywhere on the Academy premises.

11.1.7 Not conduct any gambling at any time on Academy premises. Discretion may be used in relation to small raffles for charitable purposes, a national lottery syndicates, occasional sweepstakes. Staff should seek advice from the Principal for such activities permitted.

12. Academy Premises, Equipment, Facilities and Communication

12.1 Staff members must:

12.1.1 Understand that Academy equipment (such as stationery, Lap Tops, Academy telephones, photocopiers etc.) and systems are available only for Academy related activities and should not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Principal.

12.1.2 Be clear that illegal, inappropriate or unacceptable use of Academy equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.

12.1.3 Be aware that the Academy reserves the right to monitor e-mails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

12.1.4 Be aware that all communication systems may be accessed when the Academy suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or irregularity.

12.1.5 Not share passwords and access to computer systems must be kept confidential. Breach of this confidentiality may be subject to disciplinary action.

12.1.6 Comply with the E-Safety Policy which includes the Acceptable Use Policy, this is signed for on a monthly basis as part of the normal log in process.

12.1.7 Use any public funds entrusted to them in a responsible and lawful manner and in line with Academy Financial Procedures.

12.1.8 Comply with copyright laws on computer software, audio-visual and printed material.

12.1.9 Note that any member of staff who wants to publish any material which they have written in connection with their duties or roles within the Academy or to patent a design produced within Academy time or using Academy resources must first gain permission of the Principal.

12.1.10 Staff may retain fees for any lectures/workshops delivered with the agreement of the Principal.

12.1.11 Academy equipment that is used outside school premises, for example laptops, should be returned to the Academy when the employee leaves employment or if requested to do so by the Principal.

12.12 Employees receiving inappropriate communication or material or who are unsure about whether something he/she proposes to do might breach this Policy, should seek advice from the Principal or a member of the Leadership Team.

13. Academy Social Media/Social Networking Websites

13.1 Staff members:

13.1.1 May use social networking sites/gaming sites for personal use outside work or when in work in line with the Acceptable Use Policy (AUP).

13.1.2 Must deny current or recent students access to their profile so they do not put themselves in a vulnerable position.

13.1.3 Should be aware that they leave themselves open to a charge of professional misconduct if images of a member of staff in a compromising situation are made available on a public profile by anyone.

13.1.4 Should be vigilant to ensure a student does not gain access to their profile by locking down their profile to ensure that data and images are not freely available. They should seek advice if unsure how to do this. Where a student does this by fraudulent means, impersonation or hacking this should be reported to a member of the Senior Leadership Team or E-Safety Officer immediately.

13.1.5 Who have a personal friendship/relationship with parents/carers of students at the Academy should exercise extreme caution to ensure that professional standards are maintained and staff do not compromise themselves or the Academy.

13.1.6 Should not put any comments or images on social network sites that are derogatory or which might bring either themselves or the Academy into disrepute.

13.1.7 Must not enter an on-line game with a student of the Academy. If they become aware that a player is a student, they should cease the game immediately.

13.1.8 Should ensure that passwords are strong and secure for all their social network and gaming sites.

See the Social Media Policy for further information.

14. Internet, Computers and Digital Devices Use

14.1 The Academy has a clear E-Safety Policy (including Acceptable Use Policy) which includes the use of computers, internet and other digital devices. All staff are expected to be familiar with this and agree to abide by this by signing the AUP every month when they log into their computer.

14.2 Staff must not access inappropriate images, store or disseminate such material which is illegal and if proven will invariably lead to an individual being barred from working with children and young people.

14.3 Staff must not access other indecent or inappropriate material including adult pornography, again this would normally lead to disciplinary action.

14.4 Staff should not use Academy computers/digital devices/internet/Wi-Fi for personal use during normal Academy working hours.

15. Data Protection and Confidentiality (including the media)

15.1 Staff members:

15.1.1 Are required, under the Data Protection Act 2018 (GDPR) to collect, maintain and dispose of sensitive or personal data in a responsible manner in line with the regulations.

15.1.2 Should keep information confidential. Any confidential information, belonging to the Academy should not be disclosed to any person not authorised to receive it. This means that staff should not disclose sensitive, personal or financial information about the Academy, its employees, or students to other parties, unless it gives rise to concerns about the safety or welfare of a student and must follow the Academy's Safeguarding procedures. They should be cautious when passing on information about a student and if in doubt seek advice from a member of the Senior Leadership Team/Designate Safeguarding Lead (DSL).

15.1.3 Have the right to request access to data that is held about them and such requests should be made to the Principal.

15.1.4 Must use strong passwords and must not share these with anyone and must not leave their computer unlocked and maintain privacy of their screen.

15.1.5 Should ensure personal data stored or emailed is encrypted and should also protect any personal data that they take home including hard copies and digital data.

15.1.5 Should be aware of the regulations surrounding the use of images and data for display purposes and ensure permission has been obtained (in line with Data Protection Act 2018).

15.1.7 Should be familiar with the requirements of the Data Protection Act and be compliant at all times.

15.1.8 Should never use confidential or personal information about a student, a member of their family or a colleague to their advantage or use this to intimidate, humiliate or embarrass the student, parent/carer or adult.

15.1.9 Should pass all media enquiries on to the Principal or a member of the Leadership Team. All publicity must be approved by the Principal. Only the Principal or members of the Leadership Team is authorised to speak or send communication on behalf of the Academy to the press or other media broadcasts.

15.1.10 Should listen to students and support them but not promise confidentiality (in line with Safeguarding procedures). Staff should know who to report concerns to – DSL or Single Point of Contact (SPOC).

15.1.11 Should report concerns or allegations about other members of staff to the Principal or in his absence to a member of the Leadership Team and this will be treated in confidence.

15.1.12 Who disclose the identity or information about a teacher/member of staff who is the subject of an allegation or disciplinary proceedings could face disciplinary procedures for breach of confidentiality.

16. Personal and/or Academy phones

16.1 Academy mobile phones/personal devices should only be used to contact parents/carers, students or staff when on Academy business. Other uses are not permitted, unless given permission by the Principal.

16.2 Where staff use personal mobile devices/phones for Academy business such as emails, they must have a strong password that is **NOT** shared, must not leave the phone unlocked and ensure they are compliant with Data Protection Act 2018 (GDPR).

16.3 Mobile phones and other mobile devices should not be used at any time in the classroom, on the corridors, yard or other areas in view of students, unless they are authorised/Academy phones or devices and it is essential Academy related business.

16.4 Staff must comply with the Data Protection Act (GDPR) and E-Safety Policy with respect to images on personal/Academy phones and ensure they have permission.

17. Equity/Equality

17.1 The Academy is firmly committed to the principles of equality, inclusivity and diversity and has a positive duty to promote these within the community it serves and all staff must treat colleagues, students, parents/carers, Trustees and members of the public and the local community with respect and must not discriminate unlawfully against any person (in line with the Academy Equality Policy).

17.2 Staff 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 and declare this in advance.

17.3 Staff should not be involved in any decisions relating to discipline, pay or promotion of close personal friends or relatives.

18. Communication with students

18.1 Staff members should:

18.1.1 Not give their personal mobile phone numbers or personal email addresses to students, nor should they communicate with them by text message or personal email. It is not appropriate to use any form of social media to communicate directly with students unless staff have explicit permission from the Principal.

18.1.2 Not use internet or web based communication channels to send messages to students other than class/homework related activities.

18.1.3 Use one of the Academy's systems such as Ruler, Academy telephones/email if they need to communicate with a student for professional reasons. Where they need to contact students and they need to use their personal phones in emergencies they must have approval from the Principal or DPO, in these cases they must use 141 and not divulge their personal number. They must not use WhatsApp or other forms of social media to contact students (see 13).

18.1.4 Note that the group leader on all trips and visits involving an overnight stay may ask the students for their mobile numbers before allowing them out in small, unsupervised groups. The group leader will delete any record of students' mobile phone numbers at the end of the trip or visit and should ensure that students delete any staff numbers that they may have acquired during the trip. Staff on visits should use one of the Academy phones and not give their personal numbers to students.

18.1.5 Ensure that any form of communications with students are within clear explicit, professional boundaries which are transparent and open to scrutiny so as not to be misinterpreted.

18.1.6 Should not establish or seek contact with students for the purpose of securing a friendship or strengthening a relationship. If a student contacts a member of staff socially then the member of staff should exercise professional judgement in making a response but should discourage social contact. If this continued the staff member should discuss this with the Principal or a member of the Leadership Team.

18.1.7 Gain approval from a member of the Leadership Team for any regular contact with a student or parent/carer other than for Academy professional business.

18.1.8 Report and record any situation which they feel might be a concern and compromise the Academy or themselves.

18.1.9 Be aware that communication with ex-students who are over 18 is left to staff discretion. However, they should be cautious in this contact as there is still a professional relationship and there may be contact with current students.

18.1.10 Comply with the Data Protection Act (GDPR) and E-Safety Policy with regard to student images stored on personal cameras, phones, digital devices and home computers.

18.1.11 Not make images of students available on the internet or any digital devices without permission of the parents/carers and the Principal or a member of the Leadership Team.

18.1.12 **Do** Not give out their personal details to parents/carers or students for their own safety and privacy as outlined in the “Countersigning Forms Policy”. See 3.13 above.

19. Physical contact with students

19.1 Staff should avoid any unnecessary physical contact with students and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by students or onlookers. There are occasions when it is entirely appropriate and proper for staff to have physical contact with students, but it is crucial that they only do so in ways appropriate to their professional role. Staff should therefore use their professional judgement at all times. During COVID-19 social distancing is in force and so all physical contact is discouraged except where absolutely essential for First Aid or EHCP reasons. Staff must follow the Risk Assessment and Protocols in place at the time.

19.2 A member of staff can never take the place of a parent/carer in providing physical comfort and should be cautious of any demonstration of affection.

19.3 Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded in writing as soon as possible, the Designated Safeguarding Lead (“DSL”) informed and, if appropriate, a written record of the incident placed on the student's file.

19.4 Physical Restraint is only permissible when a child is in imminent danger of inflicting an injury on himself/herself or on another, committing a criminal offence, causing damage to property or engaging in behaviour prejudicial to good order and discipline. However, it should only be used as a last resort when all efforts to defuse the situation have failed. Staff should consider their own safety as well as that of others. Another member of staff should, if possible, be present to act as a witness. All incidents of the use of physical restraint should be recorded in writing and reported immediately to the DSL/Principal who will decide what to do next. Parents/carers will be informed of any physical restraint used on their child the same day or as soon as reasonably practicable.

19.5 Physical Education and other activities requiring physical contact where exercises or procedures need to be demonstrated, extreme caution should be used if the demonstration involves contact with students and, wherever possible, contact should be avoided.

19.6 Some staff, for example, those who teach PE and games or performing arts, or who offer music tuition, will, on occasions, have to initiate physical contact with students in order to support a student so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the student’s agreement and staff should explain to the student why this is necessary.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the child. Wherever possible staff should consider alternatives and use a student who is not vulnerable.

19.7 Where a student is in distress and needs comfort and reassurance and staff may feel the need to comfort a student and this may include some age appropriate physical contact. Staff must remain self-aware in order that their contact is not threatening, intrusive or subject to misinterpretation. Staff must consider the way in which they offer comfort, inform a colleague when and how they offered comfort and record any situation which may give rise to concern.

19.8 Any sexual contact by a member of staff towards a student is inappropriate and illegal and an abuse of their position of trust and will lead to action being taken against staff. Staff should also avoid any form of communication that could be interpreted as sexually suggestive or provocative in any form.

20. Curriculum and reporting

20.1 Care should be taken to ensure that subject matter that is sexually explicit or sensitive should be resourced and delivered in a sensitive manner and clearly relate to learning outcomes identified in the agreed scheme of work.

20.2 Where an element of the curriculum leads to an unplanned discussion on a subject that is sexually or racially explicit or otherwise sensitive issues, responding to students' comments and questions needs to be done with careful judgement.

20.3 Staff must abide by the Academy's policy on Relationships and Sex Education and the wishes of parents/carers.

20.4 Staff should not enter into or encourage inappropriate or offensive discussions about sexual activity.

20.5 Staff should comply with Academy policies and procedures that support student progress and development and should carry out accurate assessments and enter data onto SIMS as calendared and in line with the agreed assessment and marking policies.

20.6 Staff should inform their line manager of concerns and record all pastoral and curriculum interventions on SIMS and/or SharePoint.

21. Breaches of this Code and Whistleblowing

21.1 This code of conduct has been drawn up to provide a source of guidance to the Academy's employees. This Code can be amended at any time by the Academy. All staff must comply with both the provisions of this code and the Academy's policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal.

21.2 Staff are also reminded that this code of conduct is not exhaustive. The Academy's primary duty is towards the welfare of students 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 Leadership Team as soon as possible.

21.3 Employees have a right and a duty to raise concerns that they may have about breaches of the law or propriety by the Academy. This should normally be through the Principal or a member of the Leadership Team. No individual who expresses their views in good faith and in line with this

guidance will be penalised for doing so. For further information, staff should refer to the Academy's Whistleblowing Policy, which is available on the website.

21.4 Staff should note that they have an individual responsibility to bring matters of concern to the Academy Principal or a member of the Leadership Team.