

Charlton Kings Infants' School and Kindergarten



Code of Conduct and Guidelines for Safer Working Practices for the Protection of Children and Staff September 2023

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Date: 4th September 2023 updated 7th February 2024

Document reviewed and ratified by the Governors

Next review due: September 2024

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Aims

At CKIS, we expect all pupils to receive high-quality teaching and learning in a positive and respectful environment.

Employees at the school should ensure that their own behaviour, and the manner in which they conduct themselves with colleagues, pupils, parents and other stakeholders, sets a positive and professional example for pupils.

We expect all staff members to act appropriately and treat each other with dignity and respect and consider it important to clarify the expected standards.

This policy forms part of a staff member's contract of employment and failure to comply with it, along with the associated school policies, may result in disciplinary action being taken, including legal action where this is warranted.

The Code applies to all adults working in school whatever their position, roles or responsibilities and is therefore aimed at all school-based staff and volunteers. The Code is predominantly geared towards safe working practices for the protection of children and in this connection should be read in conjunction with our suite of CKIS Safeguarding and Child Protection policies. However, the Code also encompasses other general aspects of conduct expected throughout CKIS. The Code cannot cover every eventuality. Its purpose is to show the standard expected of employees, volunteers, and visitors, but it does not replace the general requirements of the law.

It does not apply to:

- Peripatetic staff members who are centrally employed by the LA.
- Employees of external contractors.

These employees are governed by their employment contracts and any relevant laws pertaining to their activities within the school, for example, the UK GDPR and the Data Protection Act 2018.

The Governors of CKIS have a legal duty under section 175 of the Education Act 2002 to safeguard and promote the welfare of children/pupils by creating and maintaining a safe learning environment. In this regard, all staff, volunteers, and visitors have a duty to keep children and young people safe and protect them from harm. Staff, volunteers, and visitors should ensure that they do not put themselves in situations in which allegations of abuse or inappropriate behaviour could be made. The public are also entitled to expect the highest standards of conduct from school staff, governors, and volunteers and to have trust and confidence in their integrity. All adults working at CKIS must therefore act with the utmost good faith with regard to the business of the school and not do anything which may adversely affect its reputation.

The following Code has been drawn up with a view to reducing the risk of staff being accused of improper or unprofessional conduct in all aspects of their work. It aims to help staff work safely and professionally, and clarify what behaviour constitutes safe practice and what is unacceptable and/or illegal. The Code refers closely to the IRSC Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings.

This Code of Conduct is to be read in conjunction with the CKIS Safeguarding Statement, Safeguarding & Child Protection Policy & Procedures, and all associated safeguarding policies, which are available on the school website www.ckis.org.uk. It should also be read in conjunction with the school's Conduct and Whistleblowing policies. This sets out specific areas of conduct and behaviour that constitute expected and safe practice. If staff or volunteers are in any doubt about any aspect of this guidance or need to seek further clarification about a particular situation in the absence of specific guidance, they are advised to speak to the Head teacher.

1. Safeguarding children and pupils

In accordance with 'Keeping children safe in education 2023' (KCSIE), staff members have a responsibility to safeguard pupils, and protect and promote their welfare.

Staff members have a responsibility to ensure that they provide a learning environment in which pupils feel safe, secure, and respected.

To effectively safeguard pupils, staff members are required to follow the procedures outlined in this Staff Code of Conduct, the Behaviour Policy and the Child Protection and Safeguarding Policy, ensuring that they do not act in a way that may put pupils at risk of harm, or lead others to question their actions.

In accordance with the school's Behaviour and Anti-bullying Policy (Building Positive Relationships) and Child Protection and Safeguarding Policy, staff members will be prepared to identify pupils who may be subject to, or at risk of, various types of abuse and neglect, including, but not limited to, the following:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Children absent from Education
- Child on child abuse
- Serious violence
- Female Genital Mutilation (FGM)
- Child sexual exploitation (CSE)
- Child criminal exploitation (CCE)
- Bullying: this includes cyberbullying, and prejudice-based and discriminatory bullying

Copies of policies and a copy of Part one and Annex B (or, where appropriate Annex A for staff members not working directly with children – at CKIS, we have agreed that this will be our cleaning team only) of KCSIE 23 will be provided to staff at induction. Staff will have a clear understanding of the school's policies and procedures with regards to safeguarding issues, e.g., abuse, and the important role they play in preventing harm against children/pupils.

In accordance with the school's Child Protection and Safeguarding Policy, staff will also be aware of the factors that could increase a pupil's risk of being subject to safeguarding issues, including but not limited to:

- Pupils who need a social worker (Child in Need and Child Protection Plans).
- Children in Care – Looked After Children (LAC) and previously LAC (PLAC).
- Home educated pupils.
- Pupils with SEND.
- Pupils with mental health needs who require mental health support.
- Pupils who have a family member in prison, or who are affected by parental offending.
- Pupils that are frequently absent or permanently excluded from school.
- Lesbian, gay, bisexual, transgender, and questioning (LGBTQ+).

Staff will partake in the appropriate safeguarding and child protection training, which will include online safety; additionally, staff will receive regular safeguarding and child protection updates at least annually. Staff will recognise that, when teaching pupils about safeguarding and online safety, a one-size-fits-all approach may not be appropriate for every pupil, and a more personalised or contextualised approach may be needed for pupils who are vulnerable, victims of abuse and/or have SEND.

All staff should know the Designated Safeguarding Lead (DSL) is Katie James – Head teacher. The primary Deputy DSL is Neil Owens (Deputy Head teacher), with additional DDSLs: Sara Durant (School Business Manager), Rebecca Koller (Year 2 lead), Fran Tyler (SENDCo), Gemma Ralph (KDG Lead Practitioner), Rachael Netting (YR lead – maternity cover) and Sarah Pritchard (Family Support Worker).

If a staff member identifies a pupil who is subject to, or at risk of, abuse and neglect, they will follow the necessary reporting and referral procedures outlined in the Child Protection and Safeguarding Policy. Staff will be aware of the procedures to follow if a pupil tells them they are experiencing abuse, exploitation, or neglect. Staff will reassure victims that they are being taken seriously and that they will be supported and kept safe by the school. They will also be aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. Staff will be aware that confidentiality must never be promised to a child/pupil – staff will understand the procedure for if a child/pupil discloses a potential safeguarding issue, in accordance with the school's Child Protection and Safeguarding Policy.

In all cases, if a staff member feels unsure as to whether an incident or pupil would be classed as a safeguarding concern, they will speak directly to the DSL or a DDSL. Staff will not assume a colleague will act and will ensure that they share information that might be critical in keeping children safe.

Staff will be aware of the local Early Help process and understand their role in it. Staff will also be aware of the process for making referrals to children's social care service (CSCS) and for statutory assessments under the Children Act 1989, along with the role they may be expected to play in such assessments.

Staff will understand that even if there are no reports of child-on-child abuse in the school, this does not mean it is not happening. Staff will report any concerns regarding any form of abuse to the DSL without undue delay. Staff will understand the importance of challenging inappropriate behaviours between children that are abusive in nature.

At CKIS, we promote an open and transparent culture. If any staff member has concerns about another staff member's (including volunteers and supply staff) actions or intent, or believes these actions may lead to a pupil being put at risk of harm, they should report this to the Head teacher (in line with the school's whistleblowing policy). If the concern is regarding the Head teacher, staff will report this to the chair of the governing board. CKIS takes seriously the responsibility it has to ensure that any such reports are dealt with promptly and appropriately. Creating a culture in which all concerns about adults are shared responsibly and with the right person, recorded and dealt with appropriately, is critical.

What is a low-level concern (allegations do not meet the 'harm' threshold)?

The term 'low-level' concern does not mean that it is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school

Examples of such behaviour could include, but are not limited to:

- being over friendly with children
- having favourites
- taking photographs of children, contrary to the school's Acceptable use policy
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door, or
- humiliating pupils.

Low-level concerns may arise in several ways and from a number of sources. For example: suspicion; complaint; or disclosure made by a child, parent, or other adult within or outside of the

organisation; or as a result of vetting checks undertaken. It is crucial that all low-level concerns are shared responsibly with the right person and recorded and dealt with appropriately. Ensuring they are dealt with effectively should also protect those working in or on behalf of schools and colleges from becoming the subject of potential false low-level concerns or misunderstandings.

If a staff member feels unable to raise an issue with the school, they will use other whistleblowing channels, including contacting the NSPCC's helpline on 0800 028 0285 (between the hours of 8.00am and 8.00pm Monday to Friday) or email address help@nspcc.org.uk. Staff members can also access guidance at www.gov.uk/whistleblowing. Fear about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare of pupils.

Staff are aware of the school's legal duty to refer anyone who has harmed, or poses a risk of harm to, a child or vulnerable adult to the DBS – this includes where:

- The harm test is satisfied in respect of that individual.
- The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence.
- The individual has been removed from working in regulated activity or would have been removed if they had not left their post.

Allegations that may meet the 'harm threshold':

- behaved in a way that has harmed a child, or may have harmed a child and/or
- possibly committed a criminal offence against or related to a child, and/or
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children, and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

(The last bullet point above includes behaviour that may have happened outside of school, that might make an individual unsuitable to work with children, known as transferable risk).

3. Physical contact with children/pupils

It is unrealistic to suggest that staff should never touch children/pupils. There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, such as when a distressed child needs comfort and reassurance or as an integral part of some lessons such as PE and music. Staff should always use their professional judgement. Where feasible, staff should seek the child's permission before initiating contact. Where a member of staff thinks that an incident could have been misinterpreted it should be reported to the Head teacher. Any formally agreed plan for children with SEND should be understood and agreed by all concerned and staff should be provided with relevant information about vulnerable pupils in their care where it is relevant for this to be provided for staff to be able to undertake tasks appropriately. Extra caution may also be required where it is known that a child has suffered previous abuse or neglect. Many such children are often needy and seek out inappropriate contact, thereby leading staff to be vulnerable to allegations of abuse.

In this regard, staff should:

- be aware that even well-intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described.
- never touch a child in a way which may be considered indecent.
- always explain to a child/pupil the reason why contact is necessary and what form that contact will take.
- look at alternatives, where it is anticipated that a pupil might misinterpret contact and consider involving another member of staff, or a less vulnerable pupil in a demonstration.
- never indulge in horseplay, tickling or fun fights.

- always tell a colleague when and how comfort was offered to a distressed child and record any situations where they think they may give rise to concern.
- adhere to the school's physical intervention policy and be acquainted with DfES Guidance in respect of physical contact with pupils and meeting the medical needs of children and young people in school.
- Recognise that some pupils may be at risk of restrictive intervention due to their SEND needs. In this case, staff should adhere to the school's physical intervention policy and refer to the Government guidelines on reducing the need for restraint and restrictive intervention: <https://www.gov.uk/government/publications/reducing-the-need-for-restraint-and-restrictive-intervention>

When staff work regularly on an individual basis with children, they are generally more vulnerable to allegations. To avoid such situations arising staff should:

- ensure there is visual access and/or an open door in one-to-one situations;
- always report to their direct line manager and the DSL, any situation which gives rise to complaint, disagreement or misunderstanding or where a child becomes distressed or angry.

Corporal punishment is unlawful in all schools and physical force should never be used as a form of punishment; to do so is likely to constitute a criminal offence. However, in some circumstances staff in schools have the right to use physical intervention/reasonable force for the shortest period necessary to control or restrain pupils. The Education and Inspections Act 2006 provides the legal power for school staff to use reasonable force to prevent pupils from committing a crime or causing injury, damage, or disruption (see CKIS Reasonable Force Guidelines):

- staff should try to defuse situations before they escalate.
- staff should keep parents informed of any sanctions.
- staff should adhere to CKIS policies on promoting positive relationships (Behaviour and Anti-bullying policy) and Physical Intervention.
- where it is identified that staff are likely to have to restrain a child on a regular basis, they should have received appropriate training and a risk assessment and behaviour plan should be in place and agreed with all stakeholders..

It is a criminal offence for any adult in a position of trust to engage in any form of sexual activity with a young person under 18, even with their consent (Sexual Offences Act 2003).

First aid and administration of medication

In cases where first aid or medication needs to be administered, all staff should adhere to the CKIS Health and Safety and medicines in school policies. A health care plan should be drawn up in circumstances where the child needs to take regular medication and any such agreement between the child, parents/ carers and the school must be negotiated, agreed, and recorded with the designated school nurse.

Staff should:

- make other staff aware of the task being undertaken.
- explain to the child what is happening.

Intimate Care

All children have a right to safety, privacy and dignity when contact of an intimate nature is required. A care plan should be drawn up and agreed with parents for all children, including those with special needs, who require intimate care on a regular basis.

In this regard staff should:

- adhere to the school's intimate care guidelines.
- make other staff aware of the task being undertaken.

- explain to the child what is happening.
- consult with colleagues where any variation from the agreed procedure or care plan is necessary and record the justification, sharing the information with parents/carers.

A detailed Intimate Care Policy has been produced for CKIS which should be referred to for further detail.

4. Educational visits and school clubs

Staff should always take care to have another adult present during out of school activities, unless otherwise agreed with the Head teacher. Health and safety requirements should be strictly adhered to at all times and a risk assessment should be completed and agreed by the Head teacher prior to all educational visits. Staff should ensure that they display professional behaviour during activities that take place off the school site and ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship. Staff should therefore always maintain a professional relationship with children/pupils.

5. Appearance and dress

CKIS expects that staff members will:

- Ensure that their appearance is clean and neat when at work or representing the school.
- Remember that they are role models for pupils, and that their dress and appearance should reflect this.
- Dress in a manner that is appropriate to their role – the school will make reasonable adjustments to suit disabilities, medical conditions, and religious and cultural beliefs.
- Staff and volunteers should ensure they are dressed decently, safely, and appropriately for the tasks that they undertake and that through their appearance, they promote a positive and professional image.
- Clothing should be smart and professional (i.e., jeans should only be worn for school trips).

6. Attendance

CKIS expects that staff members will:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Make routine medical and dental appointments outside of their working hours or during holidays where possible.
- Refer to the school's Staff Leave of Absence Policy if they need time off for any reason other than personal illness.
- Follow the school's absence reporting procedure when they are absent from work due to illness or injury.

7. Professional behaviour and conduct

All adults in school should understand the responsibilities that are an intrinsic part of their employment or role. All adults working with children and young people are in a position of trust in relation to the individuals in their care. Staff and volunteers are expected to adopt high standards of personal integrity and conduct and behave in such a way that does not compromise their position both within and outside CKIS. Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect at all times.

They should make a professional judgement about their actions and behaviour and seek to avoid conduct which would lead any reasonable person to question their motivation or intentions. If there is an incident where staff or volunteers feel there may be a concern, they should discuss the circumstances that informed their action, or their proposed action with the Head teacher, to help ensure that the safest practices are employed, and the risk of actions being misinterpreted reduced.

Records should be made of any incidents and decisions made or further actions agreed, with their justifications, in accordance with school policy.

The General Teaching Council for England's Statement of Professional Values and Practice also sets out the minimum professional standards for the regulation of the teaching profession and recognises that 'professionalism involves using judgement over appropriate standards of personal behaviour'.

Staff should not:

- behave in a manner, which would lead any reasonable person to question their suitability to work with children or act as a role model.
- use their power to intimidate, threaten, coerce or undermine others.
- use foul and abusive language.
- make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate other individuals or might be interpreted as such.
- Discriminate, bully, harass or intimidate others.

Staff members will not misuse or misrepresent their position, qualifications, or experience, or bring the school into disrepute.

Staff members will inform the Head teacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

Staff will be aware that professional behaviour and conduct is expected to be extended to extra-curricular trips and visits. Staff attending a trip or visit will act in accordance with this Code of conduct.

It is important that staff do not put themselves in a position where their duty to CKIS and their private interests' conflict. Staff should not allow their own personal or political opinions to interfere with their work and the provision of a balanced and professional service, ensuring that they work to the professional standard required.

8. Conduct outside of work

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school. The nature of the work cannot be seen to bring the school into disrepute, nor be at a level which may contravene the working time regulations or affect an individual's work performance. Private work should not be undertaken in the school's time, or using the schools' premises or equipment, without prior approval of the Head teacher. Staff should not set up a business or accept employment with a business that is engaged in work which is in direct competition with CKIS.

Staff will not engage in outside work which could seriously damage the reputation and standing of the school, the employee's own reputation, or the reputation of other members of the school community. In particular, criminal offences that involve violence, possession or use of illegal drugs, or sexual misconduct are unacceptable.

All staff and volunteers should speak to the Head teacher if they wish to publish books, articles, letters, dissertations etc, which have been written in connection with their duties and their role within CKIS.

Staff will not engage in inappropriate use of social network sites which may bring themselves, the school, school community, or employer into disrepute. This is explored further in the school's Acceptable use policy.

9. Smoking, alcohol and other substances

Staff will not smoke or vape on, or within the radius of the school premises and whenever in the sight of pupils, parents, or visitors. Staff will not smoke or vape whilst working with or supervising pupils off-site, such as when on educational visits and trips.

The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members must never attend work under the influence of alcohol or illegal drugs.

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

10. Health and safety

Staff members will:

- Be familiar with, and adhere to, the school's Health and Safety Policy and ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
- Comply with hygiene requirements.
- Comply with accident reporting requirements.
- Inform the Head teacher of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended).

11. Equality

All staff should:

- adhere to the CKIS Equal Opportunities Policy, in addition to the requirements of the law.
- not discriminate in recruitment and employment practices, nor in the delivery of services.
- also ensure that in their communication and interactions with parents and other members of the public, they ensure the provision of an efficient and impartial delivery to all individuals.

12. Employment

All staff and governors involved in appointments and/or tendering process should ensure that these are made based on merit.

- staff should not be involved in an appointment or decisions relating to discipline, promotion or pay adjustments for any individual who is a relative or with whom they are in a close personal relationship.
- all relationships of a business or private nature with external contractors, or potential contractors should be made known to the Head teacher.

13. Declaration of interests

Staff members are required to declare their interests, both personal and financial, where the group or organisation they are affiliated with could be in conflict with the ethos of the school.

For the purposes of this policy, a financial conflict of interest is one where there is, or appears to be, opportunity for personal financial gain, financial gain for close relatives or friends, or where it may be reasonable for a third party to take the view that financial benefits may affect an individual's actions.

The term 'financial interest' means anything of monetary value, including the following:

- Payments for services
- Equity interests
- Intellectual property rights
- Hospitality or gifts

Examples of financial interests that must be declared include, but are not limited to, equity interests in services considered for use by the school.

Non-financial conflicts of interest can also come into conflict, or be perceived to come into conflict, with an individual's obligations or commitments to the school. These interests may include any benefit or advantage including, but not limited to, direct or indirect enhancement of an individual's career or gain for immediate family or someone with whom the individual has a close relationship.

Examples of situations that could give rise to non-financial conflicts of interest include the following:

- Pressure or temptation to accept gifts, inducements, or hospitality
- Participating in the appointment, hiring, promotion, supervision, or evaluation of a person with whom the individual has a close personal relationship
- Where a member of staff has or develops a close personal relationship with a colleague

Membership to a trade union or staff representative group does not need to be declared.

Staff members will also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities.

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

All declarations, including nil returns, will be submitted in writing to the Head teacher for inclusion on the Register of Business Interests.

14. Financial inducements

Staff should ensure that they use public funds entrusted to them in a responsible and lawful manner and that they do not give or receive any gift, loan, fee, reward, or advantage, which might be misinterpreted.

Any offers of significant gifts (value of £25 or above), hospitality or sponsorship should be recorded in the school's Gifts & Hospitality Register held by the Clerk to the Governing Body. The register must include all offers of gifts, etc whether accepted or declined. Advice/permission should be sought from the Head teacher before any gift, hospitality or sponsorship is accepted (see below). When in doubt the employee should always refuse such gifts.

Although staff should not give or receive gifts from pupils or parents on a regular basis or of any significant value, it is acceptable however for staff to receive small tokens of appreciation, such as at Christmas time or the end of term.

- staff should not seek or receive preferential rates for themselves by virtue of their dealings on behalf of the school.
- where staff do give gifts to pupils/children, they should ensure that they are of insignificant value and given to all children equally.

15. Acceptable use of technology (see also Acceptable Policy for Internet, email, school network and associated technology by staff, pupils and Governors policy)

Staff will adhere to the procedures outlined in the school's Acceptable Use policy for Internet, email, school network and associated technology by staff, pupils and Governors policy, at all times.

Staff will be aware of how the use of technology can impact safeguarding and wellbeing issues, e.g., online abuse. Staff will be vigilant to ensure their own behaviour is respectful and that pupils are using technology appropriately while under their care.

All staff have read and sign their agreement to our Acceptable use policy.

16. Premises, equipment and communication

School equipment and systems are available only for school-related activities and will not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Head teacher. Illegal, inappropriate, or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.

Employees receiving inappropriate communication or material, or who are unsure about whether something they propose to do might breach this policy, should seek advice from the Head teacher.

The school reserves the right to monitor emails, phone calls, internet activity or document production on school-owned equipment, principally to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

Communication systems may be accessed when the school suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity. Access will be secured by the School Business Manager, only with the permission of the governing board.

Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Head teacher. Breaches of this confidentiality may be subject to disciplinary action.

School equipment that is used outside the premises, e.g., laptops, will be returned to the school when the employee leaves employment or if requested to do so by the Head teacher.

17. Data protection and confidentiality

Regarding personal and sensitive data, staff members are required, under the UK GDPR and the Data Protection Act 2018, to:

- Consider the legal basis for collecting the data, ensuring that this is documented.
- Ensure that the data is stored on a UK GDPR-compliant server, and that the data is not held for any longer than necessary.
- Securely dispose of the data when the relevant retention period ends.

Staff and volunteers should not use any information obtained in the course of their duties to the detriment of CKIS or for personal gain or benefit or pass this information on to others who might use it in such a way. Staff must also take all reasonable steps to ensure that the loss, destruction, inaccuracy, or disclosure of information does not occur as a result of their actions, including information relating to school business and pupil data.

There are some circumstances in which staff and volunteers may be expected to share information about a child, for example, when child protection issues arise. In such cases, adults have a duty to pass on information without delay in line with local procedures. If staff are in any doubt about whether to share information or keep it confidential, they should seek guidance from the Designated Safeguarding Lead.

- Staff should not use their position to gain access to information for their own advantage or to intimidate, humiliate or embarrass a child/family.
- Staff are expected to always treat any information they receive about children and young people in a discreet and confidential manner.

Staff members have the right to request access to data that is held about them. Such requests will be made to the Head teacher in writing in accordance with the school's Data Protection Policy.

18. Probity of records

The deliberate falsification of documents, such as references, academic qualifications, or legal documents, is unacceptable. 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.

19. Contacts

Staff members will not use school 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.

20. Monitoring and review

This document will be reviewed on an annual basis by the Head teacher, and any changes made will be communicated to all members of staff.

The next scheduled review date of this document is **September 2024**.

All members of staff are required to familiarise themselves with this document as part of their induction programme.

Declaration of receipt

[Please click here to confirm that you have read the September 2023 Code of Conduct and Guidelines for Safe Working Practice and will ensure that you adhere to the code at all times.](#)