



MOORBRIDGE

Staff Code of Conduct

2023 – 2024

Document Information	
Version Number	5
Policy Operational Date	September 2023
Responsible Manager	Karen Croskery
Date Approved by Management Committee/Governing Body	October 2023
Signed	Joyce McCarty
Policy Review Date	September 2024
To be ratified by Management Committee OCTOBER 2023	

Section A - Contextual Information

This document should be read in conjunction with MOORBRIDGE Safeguarding Policy and the Department for Education's Keeping Children Safe in Education Guidance. This document meets the requirement of KCSIE to have a written Staff Code of Conduct in place.

I. Overview

MOORBRIDGE seeks to provide a safe and supportive environment, which secures the well-being and very best outcomes for students in our care.

Our values are set out in the Statement of Values and Ethos.

This document clarifies what is expected in terms of general professional conduct and, more specifically, loco parentis conduct; it gives clear advice about what constitutes illegal behaviour and what might be considered as misconduct. It also describes safe practice and which actions should be avoided.

If a member of staff does not follow this code of conduct, disciplinary procedures may be instigated under the **Discipline and Grievance Model Policy & Procedure**.

There are some aspects of conduct that are regarded as illegal (sexualised interaction with students) or automatically disciplinary (non-reporting of cautions, charges, and convictions). Staff must read this document and understand the responsibilities placed on them.

There may be times when professional judgements are made in situations not covered by this document, or which directly contravene the guidance given by the school. It is expected that in these circumstances staff will always advise their SLT of their justification for any such action already taken or proposed.

II. Core Principles

The welfare of students and well being and safety of our staff is paramount.

- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions – and ultimately their position of trust as loco parentis.
- Staff should work and be seen to work in an open and transparent way.
- Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident which may give rise to concern. (Low Level Concerns Policy September 2022)
- Records should be made of any such incident and of decisions made/further actions agreed. Staff should apply the same professional standards in keeping with MOORBRIDGE Equality Policy.

- All staff should know the name of the designated person (s) for Child Protection, be familiar with child protection arrangements and understand their responsibilities to safeguard and protect students.
- In addition to this Code of Conduct, commensurate with their role, all colleagues are make themselves conversant with and uphold Professional Standards for Teachers, Professional Standards for Teaching Assistants and Professional Standards for School Leaders.
- Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property/facilities.
- Staff must ensure that all information given to the school about their qualifications and professional experience is correct.
- Staff will not act in a way that would bring the school, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as making negative comments about the school in public including on social media.
- MOORBRIDGE aims to ensure that everyone who comes into contact with it is treated in line with the provisions of the Equality Act 2010, and not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Further Reading:

- Professional Standards for Teachers
- Professional Standards for Teaching Assistants (applicable to all Support Staff)
- Professional Standards for School Leadership

Section B - Safe Working Practices for the Protection of Students and Staff at MOORBRIDGE

1. Introduction

This guidance has been produced to help all staff establish the safest possible learning and working environments. The aims are to safeguard young people and reduce the risk of staff being accused (falsely or otherwise) of improper or unprofessional conduct.

This means that these guidelines apply to all adults working in our education setting whatever their position, roles, or responsibilities.

2. Duty of Care

Teachers and other staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect students from discrimination and avoidable harm.

All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff and students and behaviour by staff that demonstrates integrity, maturity and good judgement.

There are legitimate high expectations about the nature of the professional involvement of staff in the lives of students. When individuals accept a role that involves working with children and young people, they need to understand and acknowledge the responsibilities and trust inherent in that role.

Employers have a duty of care towards their colleagues which requires them to provide a safe working environment for staff and guidance about safe working practices.

This means that staff should:

- understand the responsibilities, which are part of their employment or role, and be aware of consequences should these provisions be breached
- always act, and be seen to act, in the child's best interests
- avoid any conduct which would lead any reasonable person to question their motivation and intentions
- take responsibility for their own actions and behaviour

This means that MOORBRIDGE should:

- ensure that safeguarding procedures are in place and reviewed (Safeguarding Policy)
- ensure that systems are in place for concerns to be raised (Low Level Concerns and Whistle Blowing Policy)

- ensure that adults are not placed in situations which render them particularly vulnerable

Further Reading:

- Safeguarding Policy

3. Exercise of Professional Judgement

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff.

It does highlight however, behaviour that is illegal, inappropriate or inadvisable. There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the students which could contravene this guidance or where no guidance exists.

Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge and in so doing, will be seen to be acting reasonably.

This means that where no specific guidance exists staff should:

- discuss the circumstances that informed their action, or their proposed action, with a senior colleague. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted
- always discuss any concerns, misunderstanding, accidents or threats with a member of SLT
- always record discussions and actions taken with their justifications

4. Power and Positions of Trust

All adults working with students in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a student cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people; staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should always maintain appropriate professionalism and wherever possible, they should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.

Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity. Where a person aged 18 or over is in a position of trust established with a person who has only recently left the school, any attempt to engage in sexual activity with that person will be a cause for concern and will be treated as a breach of trust established in that prior relationship.

This means that staff should not:

- use their position to gain access to information for their own advantage and/or a student's or family's detriment
- use their power to intimidate, threaten, coerce or undermine students
- use their status and standing to form or promote a relationship with a student, which is of a sexual nature.
- attempt to initiate a relationship with a recent ex-pupil, which is of a sexual nature.

5. Confidentiality

Members of staff may have access to confidential information about students in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a student or their family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the student.

Confidential information about students should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the student's identity does not need to be disclosed the information should be used anonymously.

There are some circumstances in which a member of staff may be expected to share information about a student, for example when abuse is alleged or suspected. In

such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities.

If a member of staff is in any doubt about whether to share information or keep it confidential ('professional curiosity'), he or she should seek guidance from a senior member of staff and follow the protocols set out in the Safeguarding Policy.

All media or legal enquiries should be passed to SLT.

Adults need to be aware that although it is important to listen to and support students, they must not promise confidentiality or request students to do the same under any circumstances.

Additionally, concerns and allegations about adults should be treated as confidential and passed to SLT without delay.

This means that staff must:

- treat information they receive about students in a discreet and confidential manner.
- should seek advice from a senior member of staff if they are in any doubt about sharing information they hold or which has been requested of them
- need to be cautious when passing information to others about a student.
- need to know to whom any concerns or allegations should be reported
- take all reasonable steps to ensure that the loss, destruction, inaccurate or improper disclosure of information does not occur as a result of their actions. This includes information relating to school business and pupil data.

This means that staff must not:

- disclose confidential information to anyone without the relevant authority
- disclose information to humiliate, embarrass, incite or blackmail others
- use information for a purpose other than what it was collected or intended for (unless related to safeguarding concerns).
- disclose work, personal or financial information about any other member of staff without the express consent of that individual or authorisation from the Headteacher

Staff should be aware that among other obligations, the Data Protection Act 2018 and GDPR place duties on individuals to process personal information fairly and lawfully, and to keep the information they hold safe and secure.

Staff should be aware that under Section 13 of the Education Act 2011, 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 that offence. This includes disclosing any information that could make that person identifiable.

The school position on any media approaches regarding school related issues - from all press, radio or TV stations, online media or specialist press – is that they must be directed to the Headteacher in the first instance.

Further Reading:

- Safeguarding Policy
- Data Protection Policies

6. Propriety and Behaviour

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of students. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, students and the public in general.

This means that staff should not:

- behave in a manner which would lead any reasonable person to question their suitability to work with students or act as a role model.
- make (or encourage others to make) unprofessional personal comments in any form of communication (e-mail, conversations or social networking comments)

Staff must:

- be aware that their behaviour in their personal lives may impact upon their work with students.
- ensure an individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting so it is important to exercise due care and attention when outside of the school environment.
- be aware that whilst they can engage in discussion with students about politics and religion, they must refrain from actively promoting particular political and/or religious affiliations (including atheism) in MOORBRIDGE setting - this includes actively campaigning on their own partisan positions on 'issues of the day' such as immunisation, EU membership, Scottish independence, Irish politics, Right to Die etc.

Membership of organisations whose views are extremist and as such whose goals are demonstrably in conflict with the British values and equality policies of the school is not acceptable.

Further Reading:

- British Values Policy
- Prevent Policy

- ICT Acceptable Use Policy
- SMSC Policy
- Video Calls Code of Conduct / Risk Assessment

7. Dress and Appearance

Staff should consider the manner of dress and appearance appropriate to their professional role. We require students to wear suitable clothes. Appropriate appearance is expected at all times for staff.

Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. They should:

- Ensure personal hygiene and appearance is respectful of being employed in a school setting.
- All staff are expected to be well groomed and should dress in ways which are appropriate to their role and this may need to be different to how they dress when not at work.
- Staff should ensure they are dressed appropriately for the tasks and the work. This usually means smart business dress for all teaching, support and administrative staff.

The exception to the guidance below is PE staff who should wear PE kit or smart sports kit.

For example:
Staff dress code –

- Full trousers (no jeans/combat pants), shirt are expected at all times
- Full shoes at all times (no sandals or flip flops unless for medical reasons).
- Smart office/business wear are expected at all times
- No clothing with thin 'spaghetti' straps or revealing necklines.
- No flip flops/backless shoes or Ugg style boots

Alternatively – if you wish to wear the school T Shirt/Sweatshirt you may wear this with Black Jeans and Trainers or Shorts.

For all staff:

Jewellery should be discreet and visible piercings restricted to ears. Single nose studs may be worn. Please remember we can take no responsibility for your possessions if they are damaged.

Body Art and Tattoos - Staff are asked to cover up visible tattoos whilst at work where the location of the tattoo makes it reasonably practical to do so.

Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegation. Appropriate personal presentation is expected of staff.

This means that staff should ensure their appearance and clothing:

- promotes a positive, professional working image
- is appropriate to their role
- is not likely to be viewed as offensive, revealing, or sexually provocative
- does not distract, cause embarrassment or give rise to misunderstanding
- is absent of any political or otherwise contentious slogans

8. Gifts

Staff should be aware of MOORBRIDGE policy regarding arrangements for the declaration of gifts received and given.

Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

There are occasions when students or parents wish to pass small tokens of appreciation to staff, for example at Christmas or as a thank-you, and this is acceptable.

However, it is unacceptable to receive gifts on a regular basis or of any significant value. Any member of staff concerned about whether they or their colleagues may be at risk of giving or receiving a bribe (financial or otherwise) should contact MOORBRIDGE Business Manager.

Any member of staff receiving gifts or entertainment valued at more than £100 must disclose this to the Business Manager.

Members of staff may not give personal gifts to students. It is acceptable for staff to offer prizes of small value in certain tasks or competitions in line with MOORBRIDGE reward policy.

This means that staff should:

- ensure that gifts received or given in situations which may be misconstrued are declared
- ensure that gifts of significant value are declared.
- generally, only give gifts to an individual young person as part of an agreed reward system
- where giving gifts other than as above, ensure that these are of insignificant value and given to all students equally.

9. Infatuations

Staff need to be aware that it is not uncommon for students to be strongly attracted to a member of staff and/or develop an infatuation. Staff should be aware that such

circumstances always carry a high risk of words or actions being misinterpreted and for allegations to be made against staff.

A member of staff who becomes aware that a student may be infatuated with themselves or a colleague should discuss this at the earliest opportunity with a senior colleague so that appropriate action can be taken. In this way, steps can be taken to avoid hurt and distress for all concerned.

This means that staff should:

- report to SLT any indications (verbal, written or physical) that suggest a student may be infatuated with a member of staff.
- be mindful if they are alone in a room with a student. Leave the door open if you have to.

10. Personal Living Space

No student should be in or invited into, the home of an adult who works with them, unless the reason for this has been firmly established and agreed with parents and SLT or the home has been designated by the organisation or regulatory body as a work place e.g. child- minders, foster carers.

This means that staff should:

- be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations
- be mindful of the need to maintain professional boundaries

11. Communication with students (including the use of technology)

Communication between students and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites, social networking sites, online gaming and blogs. Adults should not share any inappropriate personal information with a student. They should not request, or respond to, any personal information from the student, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.

Adults should also be circumspect in their communications with students so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to students including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with SLT and parents. E-mail or text communications between an adult and a student outside agreed protocols may lead to disciplinary and/or criminal

investigations. This also includes communications through internet based web sites, such as social networking, instant messaging or gaming.

Online learning activities are covered by the Video Calls Risk Assessment.

Communication with ex-students who are over 18 is left to staff discretion. Please be conscious of the fact that ex-students may be in contact with current students.

Be aware that actions that bring the school into disrepute could lead to disciplinary procedures being taken.

Further Reading:

- Safeguarding Policy
- Video Calls Risk Assessment

12. Adult-Child Social Contact

Staff should not establish or seek to establish social contact with students, or their families, for the purpose of securing a friendship or to pursue or strengthen a relationship. Even if a young person seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in making a response but should always discuss this with SLT. Staff must be aware that social contact, in certain situations, could be misconstrued as grooming.

Staff should not give their personal details such as their home or e-mail address; social network sites, gamer tags or web pages to students unless the need to do so is agreed with SLT. If students do become aware of your gamer tag you must change it.

This means that staff should:

- have no secret / undisclosed social contact with students
- consider the appropriateness of the social contact according to their role and nature of their work
- always approve any planned social contact with senior colleagues, for example when it is part of a reward scheme or pastoral care programme
- advise SLT of any regular social contact they have with a student or parent which may give rise to concern
- report and record any situation, which they feel, might compromise MOORBRIDGE good standing for their own professional standing (even if there are legitimate reasons).

Further Reading:

- Safeguarding Policy

13. Social Networking Sites and Online Gaming

MOORBRIDGE staff may use social networking sites and online gaming platforms for personal use. However, the school requires that the profile and photos of the member of staff are 'locked down' as private so that students or parents do not have access to your personal data or images.

Staff must deny current students access to your profile so you do not put yourself in a vulnerable position.

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

Staff should also be mindful that any image or other message posted to any kind of social media network / group could be classed as a broadcast / public statement - and in turn lead to disciplinary action if the image / message is deemed to harm the good standing of the school and its colleagues.

If a student does gain access to the profile / account of a member of staff by fraudulent means (impersonation or hacking) SLT should be informed immediately. Investigation will follow and the appropriate consequences applied.

Where relationships exist between staff and those who are also parents at the school, or personal friends who are parents at the school, social networking is acceptable but caution must be exercised so that professional standards are maintained and staff do not compromise themselves or MOORBRIDGE good standing.

This means that staff should:

- lock down their profile to ensure that data and images are not freely available. Seek advice if you are unsure how to do this.
- do not permit current students or parents to have access to your profile.
- ensure all your passwords are kept strong and secure
- be aware that images of others should be protected and be treated as carefully as you would your own

As soon as a member of staff becomes aware that they are in an online game or other network / online group with a student of the school, the member of staff should cease to interact with that student and should not enter any games containing that player as part of the group.

Under no circumstances should staff seek out students and/or share their own gamer tags/ID with students or use school equipment to play online games.

14. Physical Contact and Positive Touch

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.

Some staff, for example - those who teach PE- 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.

This means that staff should:

- consider alternatives, where it is anticipated that a student might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable student in the demonstration.
- always explain to a student the reason why contact is necessary and what form that contact will take unless their safety is at immediate risk

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 nonverbally by the student.

Further Reading:

- Positive Handling Policy

15. Toilets and Changing

Young people are entitled to respect and privacy when using the toilet, changing clothes. However, there needs to be an appropriate level of supervision in order to safeguard students, satisfy health and safety considerations and ensure that bullying or other inappropriate behaviour does not occur. This supervision should be appropriate to the needs and age of the students concerned and sensitive to the potential for embarrassment.

Staff therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the students. Staff should organise and undertake supervision in such situations as a collective plan rather than on their own / unilaterally.

16. Students in Distress

There may be occasions when a distressed student needs comfort and reassurance. This may include age - appropriate physical contact. Staff should remain self-aware

at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

Where a member of staff has a particular concern about the need to provide this type of care and reassurance s/he should seek further advice from a senior manager.

This means that staff should:

- consider the way in which they offer comfort to a distressed student
- always tell a colleague when and how they offered comfort to a distressed student - reported it in a timeline manner and in writing to a Designated Safeguarding Lead
- record situations which may give rise to concern – CPOMS and DSL Reporting

Further Reading:

- Positive Handling Policy

17. Behaviour Management

All students have a right to be treated with respect and dignity. Staff should not use any form of degrading treatment to punish a student. The use of humour can help to defuse a situation. The use of sarcasm, demeaning or insensitive comments / non-verbal communication towards students is not acceptable in any situation.

This means that staff should:

- adhere to school routines designed to prevent escalation of behaviour - including punctuality in terms of timetabled / scheduled activities
- ensure information relation to behaviour is recorded and in a timely manner
- adhere to MAEP's Positive Handling and Student Support and Behaviour Policy.

This means that staff should not:

- use shouting as a means of punishing a student or attempting to make them conform - shouting should only be used in emergency situations to gain attention - we have a No Shouting Policy
- use aggressive posturing / invasion of personal space with students as a way of attempting to make them conform
- use any kind of derogatory name-calling of students, either within their earshot or when in conversation with other staff

18. Positive Handling/ Care, Control and Physical Intervention

Staff may legitimately intervene to prevent a student from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others.

Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence.

In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported.

This means that staff should use Physical Intervention as the last resort and :

- always seek to defuse situations
- always use minimum force for the shortest period necessary.

19. Sexual Interaction with Students

Any sexualised behaviour by a member of staff with or towards a student is both inappropriate and illegal. Students are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether the child or young person consents or not. This includes the prohibition on adults in a position of trust (see Section 5).

There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child and manipulate that relationship so sexual abuse can take place. Staff should be aware that conferring special attention and favour upon a child might be construed as being part of a 'grooming' process, which is an offence.

20. One to One Situations

Staff working in one to one situations with children and young people are more vulnerable to allegations. Teachers and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and students are met.

Pre-arranged meetings with students away from the school premises should not be permitted unless written approval is obtained from their parent/s and the Headteacher or other SLT with delegated authority.

21. Transporting Children

In certain situations, for example out of school activities and as advised in the Educational Visits Policy, staff or volunteers may agree to transport children. A designated member of staff should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise (TS and TM)

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. The driver must also have appropriate business insurance.

Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded.

This means that staff should:

- plan and agree arrangements with all parties in advance, responding sensitively and flexibly to disagreements
- ensure that they are alone with a child for the minimum time possible
- be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer
- report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures
- ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety
- take into account any specific needs that the child may have

Further Reading:

- Lone Working Policy

22. Extra-curricular activities

Staff should take particular care when supervising students in the less formal atmosphere of a reward trip, residential setting or after-school activity.

During school activities that take place off the school site or out of school hours, a more relaxed discipline or informal dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Students, staff and parents should be informed of these prior to the start of the trip.

Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of school activity.

This means that staff should:

- always have another adult present in out of school activities, unless otherwise agreed with senior staff in the school (under the guidelines of the Educational Visits policy)
- undertake a risk assessment
- have parental consent to the activity
- ensure that their behaviour remains professional at all times.

23. First Aid and Administration of Medication

The school has an administration of medication policy, which must be adhered to at all times.

Further Reading:

- Medical Conditions in Schools Policy

24. Curriculum Content

Many areas of the curriculum can include or raise subject matter which is sexually explicit, or of an otherwise sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This plan should highlight particular areas of risk and sensitivity.

The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit or otherwise sensitive nature. Responding to students' questions can require careful judgement and staff may wish to take guidance in these circumstances from a senior member of staff.

Care should also be taken to abide by the governing body's required policy on sex and relationships education and the wishes of parents. Parents have the right to withdraw their children from all or part of any sex education provided (but not from the biological aspects of human growth and reproduction necessary under the science curriculum).

Further Policy:

- British Values Policy
- Sex and Relationships Policy
- SMSC Policy

25. Photography, Videos, Audio Recordings and other Creative Arts

Many school activities involve recording images, audio and video. These may be undertaken as part of the curriculum, out of school activities, for publicity, or to celebrate achievement.

Staff need to be aware of the potential for these aspects of teaching to be misused. Careful consideration should be given as to how these activities are organised and undertaken.

This means that staff should:

- be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded
- ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose.
- ensure that all images are available for scrutiny in order to screen for acceptability
- be able to justify images of children in their possession
- avoid making images in one to one situations
- seek consent of colleagues prior to their involvement in any photography or recording

This means that staff should not:

- have images or any other recording of students or colleagues in the workplace stored on personal cameras, devices or home computers.
- make identifiable images or any other recording of students or colleagues in the workplace available on the internet, other than through the school network/website with permission from parents, colleagues in any image and senior teachers.
- engage in any kind of covert photography or recording

The school also has a CCTV Policy relating to its security systems which has relevance to the above.

26. Internet Use in Work

MOORBRIDGE has a clear policy about access to and the use of the internet on MOORBRIDGE devices / wi-fi. Please refer to the ICT Acceptable Use Policy for staff for further guidance.

In summary, staff are bound by the following when on-site / during working hours:

- Staff can use the internet on IT systems and their phones for legal purposes relating to their personal life so long as it does not affect or take priority over work or impact on the good standing of them or MOORBRIDGE
- They must not access illegal or professionally-inappropriate internet content when on school premises, be that on IT systems or their phones
- They must not write or send illegal, offensive, hostile emails or other messages, be that on IT systems or their phones
- They must not allow personal use of IT systems and their phones to affect work performance or to take priority over your work duties.

Using school equipment to access inappropriate or indecent material, would normally lead to disciplinary action, particularly if as a result students might be exposed to inappropriate or indecent material. The school have the right to monitor emails and internet use on the school IT system.

Further Reading:

- ICT Acceptable Use Policy

27 (a) Whistleblowing

This document has highlighted the need for staff with concerns to raise these issues with SLT in a timely manner and highlights relevant MOORBRIDGE policies and procedures for guidance. Where staff believe their concerns are not being addressed (having raised them initially with SLT) or not able to be addressed appropriately by the management structure, the Whistleblowing Policy is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Please refer to the School Whistle Blowing Policy and Low Level Concerns Policy.

Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior leadership and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.

27 (b) Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites

- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating pupils
- Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy.

Our procedures for dealing with allegations will be applied with common sense and judgement.

This means that staff should:

- report any behaviour by colleagues that raises concern in a timely manner

Further Reading

- Whistleblowing Policy
- Low Level Concerns Policy

28. Sharing Concerns and Recording Incidents

All staff should be aware of MOORBRIDGE child protection procedures, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their professional association.

In the event of an incident occurring, which may result in an action being misinterpreted and/or an allegation being made against a member of staff, the relevant information should be clearly and promptly recorded and reported to senior staff. Early discussion with a parent could avoid any misunderstanding.

Members of staff should feel able to discuss with their line manager any difficulties or problems that may affect their relationship with students so that appropriate support can be provided or action can be taken.

This means that staff should take responsibility for recording any incident and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school or workplace.

Further Reading:

- Safeguarding Policy

29. General Employee Relations

MOORBRIDGE believes that every employee has the right to work in a safe environment without the fear of discrimination, harassment or abuse from other employees.

MOORBRIDGE believes that every employee should model expected behaviour in a workplace / community given that they are in an education role and acting as loco parentis.

This means that staff should publicly and privately:

- treat others with dignity
- recognise and respect one another's job roles and responsibilities
- always act in a professional and courteous manner
- recognise the operational duties and demands of the workplace - demonstrated by fulfilling timetable / rota obligations, attending timetabled / calendared events on-time, completing tasks to the agreed criteria and deadline
- respond in a timely manner to reasonable communication and instruction from SLT and Line Managers within MOORBRIDGE

This means staff should not under any circumstance:

- discriminate unlawfully or inappropriately against any person
- behave aggressively or abusively towards one another - whilst recognising that there can be high emotion in certain situations and 'fierce conversations' may take place, aggressive behaviour (insulting / sweating at a colleague, shouting at a colleague, aggressive physical contact / invasion of person space, damaging another's property) towards another employee
- engage in comments (gossip, vexatious complaints) that potentially or in actuality unduly impact the professional standing of another colleague

Further Reading:

- Workplace Well-Being and Relationships Policy
- Employee Relations - Discipline and Grievance

30. Cautions, Charges, Convictions and Court Orders

With regards to cautions, charges, convictions and court orders, all colleagues should adhere to the following:

- An employee must notify the Headteacher if charged with, or convicted of, any criminal offence, or accepts a formal police caution, and should do so as soon as possible after the charge, caution or conviction. If the Headteacher is the subject of the charge they must inform the Chair of Governors.
- MOORBRIDGE acknowledges that a caution is not a criminal conviction, but colleagues must be aware that cautions have to be declared during Disclosure and Barring checks unless they meet the filtering rules of the Disclosure and Barring Service.
- MOORBRIDGE acknowledges that an employee charged with an offence is innocent until proven guilty. However, special considerations will apply if the offence is one of those which is on the list of offences relevant to safeguarding (a full list is available on the Disclosure and Barring Service's website) or if an employee is imprisoned on remand pending trial.
- Information given to MOORBRIDGE will be treated as confidential and stored securely in the same way as other confidential personal information, having regard to the guidance from the Disclosure and Barring Service on the length of time for which particular kinds of information should be stored.
- colleagues must also notify the Headteacher if they are subject to a court order or any other conditions which may affect their suitability to work with children or any circumstances which could lead to disqualification under the Childcare Act 2006 if they are employed in relevant childcare.

Failure to adhere to the above is automatically regarded as a disciplinary matter.

31. Additional Work

Colleagues are able to take on work in addition to their existing contract of employment, providing it does not conflict with the performance of their duties in the role for which they are employed.

A colleague who wishes to take on additional work must ensure that:

- they do not carry out any additional work during school contracted hours.
- the additional hours worked do not contravene the Working Time Regulations or otherwise give the school cause for concern about health and safety at work,

and

- the outside work does not place the employee in a position where their college responsibilities and duties and private interests conflict, and
- the outside work does not damage, or potentially damage, public confidence in MOORBRIDGE good standing
- the outside work does not involve any student currently on roll - for example,

MOORBRIDGE will not support the private tutoring or childminding of students currently on roll as this represents a potential conflict of interest and creates potential safeguarding issues.

- they do not set up a business, or accept a job with a business, which is in direct competition with the school.
- they inform the Headteacher of any additional work they wish to undertake prior to engaging in any work of this nature.

Associated persons and volunteers should bring to the attention of the Headteacher any other work or activities which they undertake which may constitute a conflict of interest with the work of the college.

Colleagues must not undertake private or personal work, paid or unpaid, of any description during working hours or on the school premises or using school equipment unless that has been given specific permission by the Headteacher. Even if approval is granted, any fees received, e.g. lecture fees or examination board payments, would be passed over to the school, or unpaid leave must be taken.

32. Drugs and Alcohol

MOORBRIDGE recognises and respects that staff have private lives but they must ensure that any use of alcohol or any other substance when they are not working does not affect their ability to carry out their work or damage their professional standing and capacity to fulfil the role of loco parentis (such as smelling of alcohol in school).

MOORBRIDGE has a Smoke-Free Policy which covers staff with smoking habits during school opening hours.

Alcohol and recreational drugs are not to be consumed on the site at any time. Staff should not consume alcohol or recreational drugs when working.

Staff may possess prescription drugs or over-the-counter drugs for illness / ailments / medical conditions but they must be stored securely and privately with no access to students.

MOORBRIDGE, where appropriate, will be supportive when dealing with staff if they are dependent on, or addicted to, drugs or alcohol. If you need help for a substance-misuse problem, we will not end your employment simply because of your addiction. However if your performance, attendance or behaviour is unacceptable, alongside any support and help that we can offer, disciplinary action may still be taken.

Related Reading:

- Smoke-Free Policy

33. Health and Safety

Conduct in this area is covered by the Health and Safety Policy and related Risk Assessment documentation.

This means that staff should:

- Make themselves familiar with the Health and Safety Policy
- Make themselves familiar with Educational Visits Policy
- Adhere to Risk Assessments related to their day-to-day activities - if you are unsure whether a Risk Assessment is in place or needs to be put in place, seek advice from SLT
- Keep all equipment – especially specialist equipment – under safe-keeping and supervision.
- Ensure all accidents are reported

33. Use of Finance Resources

MOORBRIDGE requires colleagues to observe the highest standards with regards to expenditure. Expenditure should be planned, undertaken collectively rather than unilaterally and be recorded in a way that is transparent and accountable. This will help safeguard the finances and resourcing of the provision – and avoid any financial situations that may bring the school into disrepute.

This means that staff should:

- comply with MOORBRIDGE stipulated financial procedures as advised by the Business Manager and Headteacher
- work within the limits of their yearly allocated budget
- seek appropriate authorisation for any expenditure beyond their budget
- keep records of expenditure and share these with the Business Manager and Headteacher promptly
- keep credit cards secure and gain pre-authorisation for any spending
- ensure expense claims, such as those for travel, are accurately recorded and shared promptly with the Business Manager

This means staff should not:

- use school funds for any kind of personal use
- take resources paid-for by the school and make use of them in a personal or another work setting
- spend on their own debit / credit card unless the spending is an urgent spend - ensuring receipts from any such spending list only the school items

34. Personal Mobile Phones and Personal ICT Devices

It is recognised that mobile phones (and other personal ICT devices) enable us to keep regular contact with family / friends - and that this is very important for members of staff, associated professionals and volunteers in terms of overall well-being.

However, the use of mobile phones in school must nonetheless adhere to certain limitations to uphold safeguarding and ensure school operations are not compromised.

To this end, staff must:

- ensure their phones and any other personal ICT device is kept securely
- ensure their phones and any other personal ICT device has a pin code or other sufficient lock that prevents unauthorised access
- keep the phone on silent / vibrate whilst undertaking duties

Staff must not:

- use personal mobile devices and any other personal ICT device whilst undertaking any duties involving interaction with students
- not leave their personal mobile phone number anywhere that a student can readily gain access to it

35. Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

36.

Monitoring and Review

This document will be reviewed every 3 years or on update / introduction of new legislative changes or if there are new situations / issues arising that need to be addressed.