



Usworth Colliery Primary School

Staff Code of Conduct

Date policy last reviewed: March 2022

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

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Aim of this code of conduct

Usworth Colliery Primary School expects 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 recognise that the majority of staff members act appropriately and treat each other with dignity and respect; however, we consider it important to clarify the expected standards. This code of conduct is to help all employees act in a way which upholds the school's standards and at the same time, protect them from criticism, misunderstanding and complaint.

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. All employees and volunteers will be supplied with a copy of this code, against which their conduct will be measured.

This document applies to staff members who are:

- Employed by the school, including the Headteacher and volunteers.
- Employed in units or bases that are attached to the school.
- Individuals providing services for the school e.g. contractors, agencies, self-employed and catering staff

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.

1. Safeguarding pupils

In accordance with 'Keeping children safe in education 2021' (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 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 Policy and Child Protection 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
- Peer-on-peer abuse
- Serious violence
- 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 (or, where appropriate Annex A for staff members not working directly with children) of KCSIE 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, and the important role they play in preventing harm against pupils.

In accordance with the school's Child Protection 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).
- Pupils requiring mental health support.
- LAC and previously LAC.
- Pupils with SEND.
- Identify as or are perceived to be LBGTQ+
- Pupils with mental health needs.
- 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.

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 Policy.

Staff will be aware of the procedures to follow if a pupil tells them they are experiencing abuse, exploitation or neglect.

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. Staff will not assume a colleague will take action and share information that might be critical in keeping children safe.

Staff will understand that even if there are no reports of peer-on-peer 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 peers that are abusive in nature.

Any staff member that 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, will report this in line with the Whistleblowing Policy immediately so appropriate action can be taken.

Upskirting is not tolerated by the school and any incidents of upskirting must be reported to the DSL who will decide on the next steps to take, which may include involving the police.

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.

If the concern is regarding the Headteacher, staff will report this to the chair of the governing board.

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.

Staff will be aware of their 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 reassure victims that they are being taken seriously and that they will be supported and kept safe by the school. Staff will never give the impression that pupils are creating a problem by reporting abuse, sexual violence or sexual harassment, nor should a pupil ever be made to feel ashamed for reporting an incident.

Staff will be aware that confidentiality must never be promised to a pupil – staff will understand the procedure for if a pupil discloses a potential safeguarding issue, in accordance with the school's Child Protection Policy.

Staff will be 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.

2. Appearance and dress

An employee's dress and appearance are matters of personal choice and self-expression. However, employees should consider the manner of dress and appearance appropriate to their role which may be different to that adopted in their personal life.

Employees and volunteers who work with pupils should ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations.

This means employees should wear clothing which:

- Is appropriate for 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
- Is not considered to be discriminatory.

The school permits employees to wear jewellery or to display tattoos at the workplace within the following guidelines. Factors that management will consider to determine whether jewellery or tattoos may pose a conflict with the employee's job or work environment include:

- Personal safety or self or other, or damage to company property
- Productivity or performance expectations
- Offensiveness to students, co-workers, customers, parents/carers or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature
- Corporate or societal norms.

If the school determines an employee's jewellery or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewellery, covering of tattoos, transfer to an alternative position, or other reasonable means to resolve conflict.

The school also prohibits the chewing of gum on site.

3. Attendance

The school 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.

4. Professional behaviour and conduct

Whether in or outside of work, employees must not conduct themselves in any way that creates doubt as to their suitability for their post or brings the school into disrepute. Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect. All adults working with children and young people have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children and young people.

It is therefore expected that employees will adopt high standards of personal conduct in order to maintain the confidence and respect of the public in general and all those with whom they work. There may be times, for example, when an adult's behaviour or actions in their personal life come under scrutiny from local communities, the media or public authorities. This could be because their behaviour is considered to compromise their position in the workplace or indicate unsuitability to work with children or young people. Misuse of drugs, alcohol or acts of violence would be examples of such behaviour.

Adults in contact with children and young people should therefore understand and be aware that safe practice also involves using judgement and integrity about behaviours in places other than the work setting. The behaviour of an adult's partner or other family members may raise similar concerns and may require careful consideration by the school's management as to whether there may be a potential risk to children and young people in the workforce.

The use of foul and abusive language will not be tolerated. Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.

Staff members will not misuse or misrepresent their position, qualifications or experience, or bring the school into disrepute. Staff members will inform the Headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

Staff will act appropriately in terms of the views they express (in particular political views) and will not use school resources for party political purposes. Employees must not allow their own personal or political opinions to interfere with their work and must at all times perform their duties in an objective manner.

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.

5. Domestic abuse

Domestic abuse is characterised by any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members. It encompasses abuse by a son, daughter or any other person who has a close or blood relationship with the victim or who has lived in the same home as them at some point.

Domestic abuse can take the form of physical abuse, psychological and emotional abuse, financial and economic abuse, sexual abuse and coercive control. Sometimes a combination of more than one of these is occurring and in some cases, all of them together.

Staff should recognise domestic abuse could be impacting the lives of the young people, their parents and the colleagues they encounter every day. Those who are experiencing domestic abuse in their lives will sometimes have no understanding or recognition that they are being abused, acting abusively or witnessing abuse in their homes. For staff that are experiencing domestic abuse, this could inhibit their ability to safeguard children and other service users effectively as required in their role.

In line with this, staff should be conscious of the language or opinions they use/express when discussing or addressing domestic abuse, being respectful to the fact that, at any point, there could be people affected by domestic abuse around them in the workplace. People affected by domestic abuse commonly do not identify or relate with language frequently used like 'victim' or 'perpetrator' and sometimes these terms can be harmful or inflammatory to them. Staff should exert care around issues relating to domestic abuse or any other safeguarding situation and never prejudge people or the circumstances surrounding them.

Any staff member who has reason to believe that one of their colleagues is experiencing domestic abuse in their personal lives has a safeguarding responsibility to report this to either the Headteacher or a DSL. School will actively seek to support any staff members in this situation and have a responsibility to be vigilant around issues relating to this.

6. Use of social networking sites

The prominence of personal web logs (blogs) and social networking sites, such as Facebook, Instagram, TikTok etc. may raise issues for the school, particularly where employees choose to write about their work and their place of employment.

Employees should ensure that the content of their blogs/social networking sites does not bring the school into disrepute or breach their obligations in relation to confidentiality and appropriate behaviour. When accessing blogs/social networking sites, employees are advised not to post about their work or make reference to the school on external web pages. Where an employee chooses to do so, he/she should make it clear that the views expressed are his/hers only and do not reflect the views of the school. In addition, employees must adhere to the below rules.

Employees must not:

- Disclose any information that is confidential to them, the school or any third party or disclose personal data of information about any individual/colleague/pupil/parent which could be in breach of the Data Protection Act;
- Disclose any information which is not yet in the public arena;
- Post illegal material, e.g material that incites racial hatred;
- Link their own blogs/personal web pages to the school's website;
- Include any information, sourced from the school, which breaches copyright;
- Make defamatory remarks about the school, colleagues, governors, pupils and parents
- Publish any material or comment that could undermine public confidence in the individual as an employee of the school or in their position of trust within the community; and/or
- Misrepresent the school by posting false or inaccurate statements about the work of the school.

Staff are encouraged to ensure that the privacy and security settings on their personal social networking accounts are suitable for protecting themselves from service users, allegation or public access to personal information.

7. Additional 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.

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.

An employee who wishes to undertake additional work must ensure that:

- 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
- The outside work does not place the employee in a situation where their duties and private interests conflict
- The outside work does not damage, or potentially damage, public confidence in the school's conduct or business

8. Smoking, alcohol and other substances

Staff and volunteers will not smoke on, or within the immediate vicinity of the school premises and whenever in the sight of pupils, parents or visitors. It is the policy of the school that our building is smoke-free, and all employees have a right to work in a smoke-free environment. Smoking and vaping are prohibited in all enclosed and outdoor areas of the school premises. This includes smoking or vaping inside a personal or school vehicle parked in the staff car park. Failure to adhere to this instruction may result in disciplinary action being taken.

Staff will not smoke whilst working with or supervising pupils off-site, such as when on educational visits and trips.

Definitions: Smoking refers to the use of traditional tobacco products. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices.

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. It is the responsibility of all employees to report to work fit for duty without impairment from alcohol or drugs use.

Where there is belief that an employee is under the influence of alcohol and/or illegal drugs, their manager will ensure that the employee is escorted home safely and make arrangements to interview them on the next working day.

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. Further details can be found in the Staff Drug and Alcohol Policy.

9. Mobile phones

The use of personal mobile phones by staff is allowed **only** in the following designated staff areas: the staffroom and staff offices. Staff should not use a personal mobile phone during contact time with children or parents, unless in specific circumstances at the discretion of the Headteacher. This explicitly includes any time where staff are on duty or supervising children on or off site. Teaching staff who do not have an allocated office space may, where appropriate, use their mobile phone within their classroom but only in circumstances where there are no children present and in non-contact time.

It is recommended that staff keep their mobile phone and/or personal devices switched off during the school day and store it in a staff locker or secure place in their classroom or office. This will prevent any opportunity for misinterpretation or allegation.

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 Headteacher of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended).

11. 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 considered to 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 Headteacher for inclusion on the Register of Business Interests.

12. Relationships with pupils

It is important that all working relationships, and relationships between employees and pupils, are conducted in a professional manner. It is an abuse of the professional relationship between an employee and pupil for the employee to:

- Enter into an improper association with a pupil, either inside or outside of the workplace, e.g. school trips, or when using social media such as Facebook, Instagram etc.
- Commit any acts against a pupil which are illegal
- Show undue personal favour or disfavour towards a pupil
- Endeavour to exert an undue influence on personal attitudes. Opinions or behaviour which are in no way connect to the work of the school.

13. Physical contact with pupils

The school understands that there are circumstances in which it is entirely necessary for staff to have physical contact with pupils, e.g. when applying first aid and assisting with intimate care, but staff will only do so in a professional and appropriate manner in line with relevant school policies.

When physical contact is made with pupils, it is imperative that it is conducted in a way which is responsive to the pupil's needs, is of limited duration and is appropriate to their age, stage of development, gender, ethnicity and background.

Staff will seek the pupil's permission, where possible, before initiating contact. Staff will always use their professional judgement when determining what physical contact is appropriate, as this may differ between pupils. As such, the pupil's feelings and wishes will always be taken into account. Staff will never touch a pupil in a way which is indecent and will always be prepared to explain their actions. Staff will be aware that even well-intentioned physical contact may be misconstrued by a pupil, an observer or by anyone to whom this action is described and, therefore, will be prepared to justify their actions.

Staff will not engage in rough play, tickling or play fights with pupils.

Extra caution will be taken where it is known that a pupil has previously suffered from abuse or neglect.

Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be reported to the Headteacher, or the chair of governors if the concern is about the Headteacher, and appropriate procedures will be followed.

Where it is necessary in PE classes for teachers to demonstrate use of equipment, this will be conducted with another member of staff if possible. If a pupil is required to participate, their consent will be given before doing so.

If a child is in distress and in need of comfort as reassurance, staff may use age-appropriate physical contact, such as placing their hand on the pupil's shoulder. Staff will remain self-aware of their actions at all times and ensure that their contact is not threatening, intrusive or subject to misinterpretation.

Staff may also use reasonable force as a means of physical contact with pupils for restraint purposes, such instances will always be in accordance with the school's Physical Restraint Policy.

14. Showering and changing

Pupils are entitled to respect and privacy whilst they are changing, e.g. before and after PE; however, a level of supervision is required to ensure that pupils are safe, and that they are not subjected to bullying.

The supervision will be appropriate to the needs and ages of the pupils, and sensitive to the potential for embarrassment.

Where possible, female staff will supervise girls and male staff will supervise boys.

Staff will announce their intention of entering the changing room to allow pupils to maintain their privacy and will only remain in the changing room for as long as is necessary.

When pupils are required to get changed off site (e.g. at a leisure centre for swimming), there may be group changing or private changing facilities available. Staff supervising during this time will ensure appropriate supervision for the setting and practice high levels of vigilance of other members of the public who may be accessing the facilities.

Staff will never change or shower in the same area as pupils.

15. Transporting pupils

When it is necessary to transport pupils off-site, staff will ensure that the transport arrangements of the vehicle meet all legal requirements, they have an appropriate licence and the vehicle is roadworthy, has a valid MOT certificate and is insured.

Staff will gain consent from parents before transporting pupils and will be aware that the welfare of all pupils in the vehicle is their responsibility.

Two or more staff will be present in the vehicle to avoid any discrepancy regarding safeguarding concerns.

16. Active duties

Many staff members will have responsibilities within their role where they will be required to complete a supervisory duty e.g. break/playtime/lunchtime duty or dinner hall duty. During this time, staff are responsible for overseeing children in the dining hall, on the yard or other outside areas of school site. Staff are expected to complete 'active duty' when this is the case so as to prevent and minimise the risk of poor behaviour, bullying, physical altercations and accidents/injuries. Staff will be expected to achieve this by following these basic principles and expectations:

- Where staff are on duty with other members of staff, it is expected that staff will separate and ensure good coverage of the whole space e.g. one member of staff at each end of the yard/field/play area. Where there are multiple people on duty, management should not expect to see staff standing together whilst other areas of the yard are unmanned
- If possible, it is useful for staff to circulate the duty area so that all children feel a strong, safe presence in the duty area
- Staff should challenge any poor behaviour swiftly and use appropriate sanctions if a child's behaviour is dangerous, disruptive or upsetting for other children

- If a child's behaviour is cause for concern or there are ongoing issues, it is expected that their class teacher or a DSL is made aware following the duty so that issues are communicated and can be dealt with more effectively
- If you are required to leave the duty area for an emergency or other reason, duty staff must ensure that cover is arranged or other arrangements are in place so as not to leave a duty area without adequate supervision
- In line with guidance regarding staff mobile phones within this document, staff's personal devices must not be visible or used whilst they are on duty so as to prevent misinterpretation or allegation

17. Financial inducements

Staff members will:

- Familiarise themselves and comply with the school's financial regulations.
- Declare to the governing board, in writing, any gifts received, with the exception of:
 - Low cost (gifts valued below £25), functional items suitable for business rather than personal use and displaying the supplier's logo – these items may be accepted.
 - Non-excessive gifts offered by parents or pupils to school staff to express their gratitude, but staff members should always refuse monetary gifts.
 - Hospitality in the form of meals and drinks where it is part of a normal business meeting.
 - Authorised visits to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business, which shall be at the school's expense.
- Not accept a personal gift, payment, or other incentive from a business contact – any such gifts should be returned.
- Declare any gift that cannot be returned to the governing board, who will decide how it will be used.
- Only accept offers to specific events after authorisation from the governing board.

18. Computer use and misuse

The school wants employees to use computers to the full and feel competent and comfortable about doing so. However, it is essential that computers are used appropriately. Any reference to computers should be taken to mean all computer equipment and any associated technology.

The misuse of computers is a serious matter and may result in employees being subject to disciplinary and, where appropriate, legal action. School have specific guidance around the

acceptable usage of ICT equipment which employees should be familiar with and should follow this guidance at all times.

Any employee who is aware or suspects that abuse of computers, email or the internet is taking place is under a duty to report this information immediately under the school's Whistleblowing Policy.

The school will monitor the use of computers and other devices without notice. A record of any sites accessed by staff is automatically stored on the system and may be examined later if misuse is suspected.

19. 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 Headteacher.

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 Headteacher.

The school reserves the right to monitor emails, phone calls, internet activity or document production on school-owned equipment, 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.

Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Headteacher or systems manager. 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 Headteacher.

20. Contact with press and media

Employees are not permitted to give reports or speak to the press and media, unless this is an aspect which is clearly required within their role, or they have been given permission to do so by management on matters relating to their employment within the school. Employees with this responsibility must guard themselves against declaring a view which is contrary to a position taken by the school and which may be deemed to be critical of that decision.

Outside of working hours, an employee is entitled to voice their opinion on issues affecting the local community e.g at a neighbourhood committee or forum. However, employees have a general duty of care to avoid a conflict of interest and should not criticise, damage or act in any way against the school.

21. Photography and videos

Photographs and videos will only be taken using school equipment – using personal mobile phones for this purpose is prohibited, in accordance with the school's Photography Policy.

Consent for taking photographs will be obtained from parents, or the pupil themselves, if they are deemed old enough and able to make the decision for themselves.

The age of consent that is legislated is 13 and above; however, this is only applicable for online services provided directly to children. For everything else, an appropriate age of consent is considered on a case-by-case basis by the DPO, Headteacher and a pupil's parents (where appropriate).

Pupils who have not provided consent, either personally or via their parents, to have their photograph taken or be filmed will have their wishes respected, in line with the Photography Policy.

Digital use of imagery or video of pupils during lessons will always be planned ahead and included in lesson plans so that this can be referenced and monitored in line with the school's ICT Policy and Data Protection Policy.

All photographs and videos will be available for scrutiny, and staff will be prepared to justify the images or footage taken.

Careful consideration will always be given to the activities which are being filmed or photographed, to ensure that images or videos are not indecent and cannot be misused.

22. 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 members will not disclose sensitive information about the school, its employees or the LA to other parties.

The only exception whereby it is acceptable for a staff member to disclose information that would otherwise be considered confidential is when the confidential information gives rise to concerns about the safety or welfare of a pupil.

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

23. 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.

24. Monitoring and review

This document will be reviewed on a bi-annual basis by the Headteacher and any changes made will be communicated to all members of staff.

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

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