

# RIVERSIDE SCHOOL



## Staff Code of Conduct

APPROVED BY GOVERNORS

RESPONSIBLE PERSON - HEADTEACHER

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## **1. Introduction**

This code of conduct has regard to the DfE statutory guidance 'Keeping Children Safe in Education' and also includes extracts from 'Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings'. The full version of this guidance should be used as a working reference document for all members of staff working with children and young people, and it will be used during staff inductions and to inform relevant policies and procedures within the school.

The Staff Code of Conduct forms part of a Riverside School staff member's expectations of employment, and failure to comply with it, along with all school policies, may result in disciplinary action being taken, including legal action where this is warranted.

Whilst this code predominantly refers to 'staff' or 'members of staff', the school expects all those working for and on behalf of the school, including in a voluntary capacity, to reflect the standards of conduct and behaviour contained within this document.

### **School Values and Ethos**

At Riverside School, our core values guide everything we do: Aspiration, Resilience, Creativity, Humility, Integrity, Trust, Enthusiasm, Courage and Teamwork. They make up the acronym ARCHITECT, to signify our passion for designing and building a school that will make an indelible mark on the world for generations to come; a school that will impact positively on everyone who enters, on people we may never meet, and in ways we may never know. We will continue our relentless drive for excellence, because our pupils and their families deserve nothing less. We will improve outcomes at an individual, school and societal level, and we will judge our success on the extent to which we transform lives, both within and outside of Riverside School.

We expect our whole school community to be committed to this pledge, and to ensure that pupils can be all that they can be, by receiving the highest possible quality of teaching and learning within a positive and respectful environment.

## **2. Statement of Personal Conduct**

The school expects all staff to promote and maintain high standards of personal conduct to sustain the good reputation of the school, and to safeguard and promote the welfare of children and young people. In particular staff are expected to:

- Perform their duties to the highest possible standards, with honesty, integrity and impartiality and be accountable for their own actions.
- Role model and foster the Riverside School core values – Aspiration., Resilience, Creativity, Humility, Integrity, Trust, Enthusiasm, Courage and Teamwork (ARCHITECT).
- Act in accordance with the school's Equality, Diversity and Inclusion (EDI) Policy.
- Encourage, contribute and uphold a positive and respectful environment which

provides continuous high-quality teaching and learning, setting a positive and professional example for pupils, parents, colleagues and other stakeholders.

- Maintain the confidence and respect of the general public and those with whom they work.
- Treat others with respect, fairness and dignity at all times.
- Prevent harassment by recognising and challenging inappropriate behaviour.
- Reporting any witnessed or suspected harassment promptly and in good faith.
- Communicate promptly any relevant concerns they may have about the quality of provision or the safety and welfare of children and young people.
- Familiarise themselves with and have professional regard and adherence to policies, practices, systems and procedures of the school, including reporting requirements, within the school that support the protection of children and to attend training and read safeguarding briefings provided to ensure that they remain up to date.
- Familiarise themselves with and have professional regard and adherence to policies, practices, systems and procedures of the school, including reporting requirements within the school, such as, but not limited to, the support of the protection of staff/ colleagues e.g., from bullying and all forms of harassment (including sexual harassment).
- Be aware that their behaviour inside and outside the workplace, as well as the behaviour of others in their personal lives, could compromise their position within the school in relation to the protection of children, loss of trust and confidence or bringing the employer into disrepute. It could also result in action by regulatory bodies.
- To maintain and uphold professionalism, with consideration to continuous professional development (CPD). This includes:
  - Actively participating in the Appraisal Process;
  - Maintaining high standards of attendance and punctuality;
  - Staying current and up to date with mandatory training and learning and re-familiarisation of policies and procedures, to be completed on an annual basis; and
  - Transparency and urgency on informing the headteacher if subject to a criminal conviction, caution, ban, Police enquiry, investigation or pending prosecution.

Staff will not:

- Use foul or abusive language.
- Perpetuate discrimination, bullying, harassment, or intimidation, including physical, sexual and verbal abuse.
- Misuse or misrepresent their position, qualifications or experience.
- Seek to bring the school into disrepute.
- Use school resources for political purposes.
- Use banter to make inappropriate comments.

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.

In addition to this code of conduct, teachers are also expected to meet the professional conduct standards outlined in the DfE Teachers' Standards.

### **3. Attendance**

The school expects that staff will:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Comply with the school's notification of sickness absence.
- Make routine medical and dental appointments outside of their working hours or during holidays where possible.
- Refer to the school's Discretionary Leave 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. Safeguarding**

The school encourages an open and transparent culture in which all concerns (including those deemed low-level) about adults working for or on behalf of the school, are dealt with promptly and appropriately.

In accordance with the school's Safeguarding Policy, Low-Level Concerns Policy and Children Looked After Policy, staff will also be aware of the factors that could increase a pupil's risk of being subject to safeguarding issues 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.

#### **Training/ Awareness and Understanding**

The training and skills of staff will enable them to be in a position to identify concerns relating to the safety and welfare of children at an early stage, allowing for prompt intervention and preventing concerns from escalating. It is therefore vitally important that if staff have any safeguarding concerns, however small, or an allegation is made about another member of staff, this is promptly referred to the headteacher (or Chair of Governors if the concern relates to the headteacher) in accordance with the Safeguarding Policy.

Staff will undergo safeguarding and child protection training at induction. This will include training around online safety, particularly concerning the understanding of roles and

responsibilities in relation to filtering and monitoring, in line with the [filtering and monitoring standards for schools and colleges](#). This training will be updated at least annually to continue to provide staff members with relevant skills and knowledge to safeguard children effectively.

Copies of policies and a copy of part one (or where appropriate Annex A for staff 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 e.g., abuse, and the important role they play in preventing harm against pupils.

### **Managing Allegations Against Staff, Volunteers and Contractors**

The school has procedures in place for dealing with concerns and/ or allegations against those working in or on behalf of the school in a paid or unpaid capacity, which can be found in the Safeguarding Policy and the Allegations of Abuse Against Staff Policy. These procedures are consistent with the statutory guidance document 'Keeping Children Safe in Education', and will be followed where it is alleged that anyone working in the school has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- 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 (including behaviour outside the school).

Any such allegations will be investigated and responded to in accordance with the procedure contained within the Safeguarding Policy.

We also encourage staff to self-refer in circumstances where, for example, they have found themselves in a situation which:

- could be misinterpreted;
- might appear compromising to others; and/ or
- on reflection they believe they may have behaved in such a way that they consider falls below the expected professional standards.

### **Low-Level Concerns**

As part of ensuring a culture of openness, trust and transparency, the school also has procedures within the Safeguarding Policy for addressing 'low-level concerns' which do not meet the threshold above. This would include any concern, however small, that an adult working for, or on behalf of the school may have acted in a way that is inconsistent with this code of conduct and/ or associated school policies but which does not warrant a referral to the Local Authority Designated Officer (LADO).

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

- being over friendly with children;
- having favourites;
- taking photographs of children on their mobile phone;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or
- using inappropriate sexualised, intimidating or offensive language.

Low-level concerns will be investigated, and the evidence collected will determine what further action may need to be taken. Records of low-level concerns will be retained on file for no less than the duration of employment.

The procedure for sharing confidential low-level concerns should be clear and easy to understand and implement. The headteacher should be the ultimate decision maker in respect of all low-level concerns, in some settings the headteacher may wish the Designated Safeguarding Lead (DSL) to be the first point of contact to whom low-level concerns should be raised, and to consult with the DSL and take a more collaborative decision-making approach.

## **5. Working Relationships, Communication and Social Contact Outside the Workplace**

Internal and external working relationships are formed on a daily basis with colleagues, pupils, parents and contractors. These should be conducted in a professional, friendly and respectful manner.

Only equipment and services provided by the school should be used for communication, and staff are expected to adhere to the school's E-Safety Policy and Acceptable Usage Agreement. Internet-enabled personal devices must only be used in line with school guidance on the use of mobile technologies which is found in our E-Safety Policy.

### **Parents, Carers and Guardians**

It is acknowledged that staff may have genuine friendships and social contact with parents of pupils, independent of the professional relationship. Staff should, however, also be aware that professionals who sexually harm children often seek to establish relationships and contact outside of the workplace with both the child and their parents, in order to 'groom' the adult and the child and/ or create opportunities for sexual abuse, exploitation or radicalisation.

Staff should recognise that some types of social contact with pupils or their families could be perceived as harmful or exerting inappropriate influence on children, and may bring the school into disrepute (e.g., attending a political protest, circulating propaganda).

If a pupil or parent seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise their professional judgement. This also applies to social contacts made through outside interests of the staff member's own family.

Some staff may, as part of their professional role, be required to support a parent or carer. If that person comes to depend upon the staff member or seeks support outside of their professional role this should be discussed with senior management and where necessary referrals made to the appropriate support agency.

## **Children and Young People**

Staff should not seek to communicate, make contact with or respond to contact with pupils outside of the purposes of their work and should not give personal contact details (e.g., email address, home or mobile telephone numbers, details of web-based identities for example social media profiles) to children. Pupils should not be treated as friends.

Staff are expected to report to their line manager any contact or correspondence with children they receive via personal contact mechanisms.

Members of staff should always report any indications (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff to the headteacher or another senior manager.

Staff will not:

- Use inappropriate names or terms of endearment;
- Allow inappropriate conversations or enquiries of a sexual nature to occur;
- Comment on a pupil's appearance, including personal flattery or criticism;
- Treat pupils disrespectfully or discriminatorily, based upon their perceived or actual protected characteristics;
- Subject pupils to humiliation, profanity or vilification;
- Allow or partake in suggestive humour, banter, jokes or innuendos of a sexual nature;
- Use obscene or inappropriate gestures and language;
- Partake in personal conversations, including on the phone, where this may be overheard by pupils; and/ or
- Engage in any other inappropriate banter that could be perceived negatively.

## **6. Physical Contact with Pupils**

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, however it is crucial that they do so in ways appropriate to their professional role and in relation to the pupil's individual needs and any agreed care plan. Any physical contact should be in response to the child's needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. Adults should, therefore, use their professional judgement at all times.

Members of staff should:

- be aware that even well-intentioned physical contact may be misconstrued by the pupil, an observer or any person to whom this action is described;
- never touch a pupil in a way which may be considered indecent;
- always be prepared to explain actions and accept that all physical contact is open to scrutiny;
- never indulge in horseplay or fun fights;
- always allow/ encourage pupils, where able, to undertake self-care tasks independently;
- ensure the way they offer comfort to a distressed pupil is appropriate for their age and the pupil's SEND;
- always tell a colleague when and how the offered comfort to a distressed pupil;
- establish the preferences of pupils, consider happiness passports and plans;
- consider alternatives, where it is anticipated that a pupil might misinterpret or be uncomfortable with physical contact or is unable to communicate;
- always explain to the pupil the reason why contact is necessary and what form that contact will take;
- report and record situations which may give rise to concern; and
- be aware of cultural or religious views about touching and be sensitive to issues of gender.

In certain curriculum areas (e.g., PE, drama or music), staff may need to initiate some physical contact with children, for example to demonstrate technique in the correct use of equipment, adjust posture or support a child so allow them to perform an activity safely or prevent injury. Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment e.g., one easily observed by others or conducted with another member of staff if possible, and last for the minimum time necessary. The extent of the contact should be made clear and undertaken with the permission of the pupil. Contact should be relevant to their age and understanding and adults should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil. Staff working in these areas are expected to have regard to any particular guidance or protocols provided to them on appropriate physical contact.

### **Physical Intervention and Behaviour Management**

The school acknowledges that situations may arise in which staff members will be required to use physical intervention, and in some cases reasonable force, in order to manage conflict, disruption and distressed behaviour when other measures have failed to do so. In these cases, staff will ensure that actions such as safe touch and reasonable force are used in a correct and safe manner, in accordance with the relevant legislation and national guidance and in line with the school's Regulation Support Policy.

All members of staff must avoid any form of degrading or humiliating treatment to punish a child or use force as a means of punishment. Staff are expected to act as role models

and should avoid shouting at children other than as a warning in an emergency situation. Adults may reasonably intervene to prevent a child from committing a criminal offence, injuring themselves or others, causing damage to property or engaging in behaviour prejudicial to good order and to maintain good order and discipline. The use of physical intervention should, however, be avoided wherever possible and, where necessary, should only use minimum force and for the shortest time needed.

All members of staff are expected to understand and to follow the school's Regulation Support Policy as appropriate to their role.

### **Intimate/ Personal Care**

The school has in place an Intimate Care Guidance document. All members of staff who may be called upon to provide such care should ensure they are familiar with, and act in accordance with, this guidance.

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.

### **Administering First Aid and Medication**

Any member of school staff may be asked to become a qualified first-aider or to provide support to pupils with medical conditions, including the administration of medicines, but cannot be required to do so unless this forms part of their contract of employment. Any such employee will receive suitable training and will be expected to adhere to school guidelines and policies on undertaking such responsibilities, such as the Supporting Pupils with Medical Conditions in School Policy.

### **Showering and Changing**

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

Where pupils are unable to change themselves, staff will ensure that they are treated with dignity and respect and ensure appropriate safeguards are in place to protect themselves and the pupil.

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

Staff will adhere to the appropriate policies and risk assessments e.g., Swimming Risk Assessment, and ensure that appropriate supervision and support is given to all pupils, including those who may need assistance with showering and changing.

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

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

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

In all interactions with pupils, staff will always behave and act in a respectful and professional manner, and will be aware that extra caution and consideration may be needed where it is known that a pupil has previously suffered from abuse or neglect.

## **7. Sexual Conduct**

Any sexual behaviour by a member of staff with or towards a pupil is unacceptable. It is an offence under section 16 of the Sexual Offences Act 2003 for a member of staff in a position of trust to engage in sexual activity with a pupil under 18 years of age, even if the relationship is consensual, and sexual activity with a child could be a matter for criminal and/ or disciplinary procedures. A situation where a person is in a position of trust could arise where the child is in full-time education, and the person looks after children under 18 in the same establishment, even if they do not teach the child.

In the event of the school becoming aware of a close relationship between a member of staff and a former pupil which may raise concerns about their suitability to work with children, the headteacher will contact the LA designated officer (LADO) for advice and guidance.

Where and if any inappropriate contact is made with pupils (existing or former), this will be raised with the headteacher, and handled in line with the school's Safeguarding Policy.

The school has a zero-tolerance approach towards harassment, including sexual harassment. Sexual harassment can occur in many forms, and can take place either at work, outside of work, in person or online. Examples include:

- physical conduct of a sexual nature, unwelcome physical contact or intimidation;
- persistent suggestions to meet up socially after a person has made it clear that they do not welcome such suggestions;
- showing or sending offensive or pornographic material by any means (e.g., by text, video clip, email or by posting on the internet or social media);
- unwelcome sexual advances, propositions, suggestive remarks, or gender related insults;
- offensive comments about ones appearance or dress, innuendo or lewd comments;
- leering, whistling or making sexually suggestive gestures; and
- gossip and speculation about someone's sexual orientation or transgender status,

including spreading malicious rumours.

If an employee feels that they are being sexually harassed or witnesses sexual harassment in the course of their employment they should raise these concerns at the earliest stage. This may be done informally or formally. Reporting mechanisms are specified in the Anti-Bullying Policy.

## **8. Lone Working and One-to-One Situations Involving Pupils**

Staff working on a one-to-one basis with pupils, including visiting staff from external organisations can be more vulnerable to allegations or complaints and should ensure that, wherever possible, there is visual access and/ or an open door in one-to-one situations.

Members of staff should not arrange to meet with pupils from the school away from the school's premises unless the necessity for this is clear and approval is obtained from a senior member of staff, the pupil and their parents/ carers.

Staff are expected to adhere to the school's policies relating to lone working.

The school will conduct risk assessments in relation to the specific nature and implications of one-to-one work and any planned home visits.

### **Transporting Pupils/ Educational Visits**

A designated member of staff will be appointed to plan and provide oversight of all transport arrangements and will respond to any concerns that may arise. Staff should not offer lifts to pupils unless the need for this has been agreed by a manager.

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as an escort.

It is a legal requirement that all passengers wear seatbelts and the driver ensure that all passengers do so. They should also be aware of and adhere to current legislation regarding the use of car seats for younger children. 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 carrying capacity is not exceeded.

Staff should never offer to transport pupils outside of their normal working duties, other than in an emergency or where not doing so would mean the child may be at risk. In these circumstances the matter should be recorded and reported to both their manager and the child's parents/ carers. The school's Health and Safety Policy and Educational Visits Policy set out the arrangements under which staff may use private vehicles to transport pupils.

Educational visits will be undertaken in accordance with the school's Educational Visits Policy, and any member of staff accompanying children on an educational visit are required to familiarise themselves with and adhere to this policy.

## **9. Financial Inducement**

All school staff and those working on behalf of the school are expected to refuse the offer of inappropriate and disproportionate hospitality and gifts made as part of the discharge of their duties unless there are compelling reasons or exceptional circumstances for doing so. All staff should familiarise themselves and comply with the school's financial regulations.

### **Hospitality and Acceptance of Gifts**

The acceptance of gifts and hospitality must be treated with extreme caution, and may be regarded as a breach of the code of conduct. The onus is on the individual to take responsibility for making informed judgements about any offers of gifts and hospitality made to them, and for seeking advice if they are unsure whether they can accept. As to what is 'inappropriate and disproportionate', something like a small token of appreciation to a teacher, a small bouquet of flowers sent in thanks or a small buffet lunch to facilitate networking, would not seem unreasonable, whereas anything which is significant, such as tickets to football matches or concerts, have a value to them which could have the potential to be interpreted as recompense, inducement or endorsement.

Gifts or hospitality must not be accepted where it might be perceived to influence a decision in respect of purchasing goods or services, awarding contracts, preferential treatment or in the discharge of any other aspect of the school's day-to-day business. It is the responsibility of individual members of staff to refuse such offers and to report any possible conflict of interest and any cases where they believe that the school may be compromised.

It is a criminal offence for staff, or those working on behalf of the school, to corruptly receive any gift, loan, fee, reward or advantage for doing or not doing anything, showing favour or disfavour, to any person in their official capacity.

In no circumstances should a statement ever be made in return for a personal gift or money.

It is expressly prohibited for an employee to accept any gift or hospitality from an organisation if s/he is actively involved in a tender process with the organisation on behalf of the school. This prohibition commences at the point that an invitation to tender is published and extends to a period of three months after a contract has been awarded.

For reasons of probity and transparency, the principle of receipt of gifts or hospitality extends to the spouse, partner or immediate family of the employee.

If an employee has any doubt about such an offer of a gift or hospitality, they are responsible for notifying and discussing this with their immediate manager.

### **Giving Gifts**

It is inadvisable to give personal gifts to pupils or their families. This could be interpreted as a gesture either to bribe or groom. It might also be perceived that a 'favour' of some kind is expected in return.

Any reward given to a pupil should be in accordance with agreed practice, consistent with the school's Regulation Support Policy, recorded and not based on favouritism.

## **10. Data and Technology**

### **Data Protection**

The school takes its obligations under data protection laws very seriously. All staff are expected to familiarise themselves with the school's Data Protection Policy and Data Breach Policy, as well as any associated procedures which govern day-to-day working practices, as well as how to report a suspected data breach and to recognise when someone may have made a subject access request. If in any doubt, you should consult your line manager promptly or contact the school's data protection officer (whose details can be found on the Data Protection Policy).

Staff will ensure that:

- Confidential paper records are kept in a locked filing cabinet, drawer or safe, with restricted access, and will not be left unattended or in clear view anywhere with general access.
- Implement a 'clear desk policy' to avoid unauthorised access to physical records containing sensitive or personal information.
- Memory sticks are not used to hold personal information unless they are password protected and fully encrypted.
- They will not use their personal laptops or computers for school purposes. All necessary members of staff are provided with their own secure login and password, and every computer regularly prompts users to change their password.
- When sending confidential information, staff will always check that the recipient is correct before sending.
- They involve the DPO in all data protection matters closely and in a timely manner.

### **Disclosure of Information**

All staff should develop a clear understanding about what information can be disclosed to government departments, internal and external auditors, parents/ carers, pupils and the wider public, and what information should remain confidential. Any information made available should be provided in a clear and concise way. Staff should seek the

advice of their line manager if they are at all unsure of the level of confidentiality which is required.

Staff should not use any information gained in the course of their employment for personal gain or pass it on to others who might use it in such a way. Information concerning another person's personal affairs should not be divulged without prior approval, except where that disclosure is required or sanctioned by law.

Before sharing data, all staff will ensure:

- They are allowed to share it.
- That adequate security is in place to protect it.
- That who will receive the data has been outlined in a privacy note.

### **Sharing Information about Pupils**

There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a responsibility to pass information on without delay, but only to those with designated safeguarding responsibilities.

If a child – or their parent/ carer – makes a disclosure about abuse or neglect, the member of staff to whom the disclosure was made should follow the school's procedures outlined in our Safeguarding Policy. The staff member should not promise confidentiality to the discloser, but should give reassurance that the information will be treated sensitively.

If a member of staff is in any doubt about whether to share information or keep it confidential, they should seek guidance from the designated safeguarding lead (DSL).

### **Media/ Legal Enquiries**

Any media or legal enquiries should be passed to the senior leadership team.

### **Acceptable Use of Technology**

Staff are aware of the benefits and challenges associated with using technology in school. When using technology, staff will always adhere to the various procedures, freedoms and limitations outlined in the relevant school policies, which include, but are not limited to:

- E-Safety Policy
- Technology Acceptable Usage Agreement
- Email Protocol and Retention Policy
- Social Media Policy
- Safeguarding Policy

All staff will maintain a professional level of conduct in their personal use of technology, and must read, sign and adhere to the school's Technology Acceptable Usage Agreement.

Staff will be aware of how the use of technology can impact safeguarding and wellbeing issues e.g., online abuse, and therefore ensure that pupils are using technology appropriately while in their care.

Personal devices are used in accordance with the provisions outlined in the policies above and any other associated procedure and guidance. Any personal electronic device that is brought into school is the responsibility of the user and staff are not permitted to use personal devices during lesson time or to take photos, videos or other images of pupils. Personal phones are prohibited from use and sight in all areas of the school apart from the staff room.

The use of personal devices such as laptops for work or school purposes are not usual practice, and if agreed, the device would need to be brought into school before using it for work or school purposes to enable the appropriate software to be downloaded and information encrypted.

### **Photography, Images and Videos**

All staff will act in accordance with the school's Data Protection Policy. Upon joining Riverside School staff are required to complete a Personal Data Use Form. This covers the taking and use of photographs, images and videos.

Photographs, images and videos will only be taken using school equipment – using personal mobile phones/ devices for this purpose is prohibited, and taking images of pupils for personal use will not be permitted. Staff will ensure that imagery and videos will be kept in an appropriate and secure place on the school premises.

No pupil will ever be photographed in a state of undress or semi-undress, or in a situation which could be considered as indecent or sexual. 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.

Staff will not take images of a pupil's injury, bruising or similar (e.g., following a disclosure of abuse), even if they have been requested to do so by children's social care and staff members will not make audio recordings of any disclosure made by a pupil.

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 on a case-by-case basis by the DPO, headteacher and a pupil's parents/ carers (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 school's

Data Protection Policy.

The headteacher will be notified of the proposed use of any and all imagery or video and the equipment and ensure that the use of such is included in lesson plans where this is necessary. All photographs and videos will be available for scrutiny, and staff will be prepared to explain and justify the images or footage taken.

## **Social Media**

Staff will be aware of the school's Social Media Policy.

Staff will remain mindful of their use of social media and their web-based presence including written content, videos or photographs, and views expressed directly or indirectly which may bring themselves, the school, or the school community into disrepute. Staff are required to employ the highest security setting on any personal profiles they may have.

Staff will not engage in inappropriate use of social networking sites including contacting pupils or their family members, accepting or inviting friend requests from pupils or their family members, or following pupils or their family members on social media.

The school understands that some staff are also parents of pupils at the school and, therefore, may wish to contact other parents. When doing so, staff will exercise their professional judgement and will not contact family members on social media if this would lead to a conflict of interest.

## **11. Appearance and Dress**

A person's dress and appearance are matters of personal choice and self-expression, and some individuals will wish to exercise their own cultural customs. Members of staff should, however, select a manner of dress and appearance appropriate to their professional role and this may be different to that adopted in their personal life. Staff should ensure they are dressed decently, with safety in mind and in a manner appropriate to the tasks they will undertake. Those who dress or appear in a manner which could be viewed as offensive or inappropriate will render themselves vulnerable to criticism or allegations.

Members of staff act as role models and often have a professional relationship with a range of other stakeholders. The school expects that staff will:

- Ensure that their appearance is clean and neat when at work or representing the school.
- Dress in a manner that is appropriate to their role – the school will make reasonable adjustments to uniform expectations to suit disabilities, medical conditions, and religious or cultural beliefs.
- Not wear clothing that could have implications for the health and safety of

themselves, or others in their care.

- Remember that they are role models for pupils, and that their dress and appearance should reflect this.
- Not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders.
- Ensure that, if visible, tattoos do not cause offence to others; if tattoos are likely to cause offence, they must be covered up whilst in work.
- Ensure that jewellery and piercings are minimal and, in the health and safety interests of both staff and children, avoid anything that could catch or be caught by pupils.
- Fingernails (real or otherwise) should be kept to an appropriate length to avoid scratching or breaking.
- Hats should not be worn inside the school building. It is fine to wear “sun hats” outside as needed, but no caps, hats or other non-religious headwear.
- Not wear scarves wrapped around necks in class, or lanyards that do not have a release mechanism, as this presents a choking hazard.
- Wear enough layers to ensure that none of their clothes are see-through to the skin.
- Ensure that underwear is not on show and that spaghetti strap tops are not worn.
- Consider the length of their shorts/ skirts and remember that it can be a very active and intimate role that is being carried out. For the same reason, staff should also think about the length of tops. A cropped top is not suitable.
- Check and think about any slogans that are on clothing and make sure they are appropriate.

## **12. Smoking, E-Cigarettes, Alcohol and Other Substances**

Staff will not smoke or vape on school premises, or whilst working with or supervising pupils off-site, such as when on an educational visit. When smoking or vaping outside of school premises during or surrounding working hours staff must maintain a reasonable distance and not in sight of pupils, parents or visitors.

Staff must never arrive at work incapable, and must remain in a condition to perform their duties free from the effects of alcohol, drugs or any other substances that may hinder judgement and cause changes in behaviour. Drinking alcohol or taking drugs (apart from appropriately prescribed medication or over-the-counter remedies) at work or during breaks is also strictly prohibited. The consumption of alcohol at staff events or meetings is subject to the authorisation of the headteacher.

Staff will adhere to the provisions outlined within the Health and Safety and Safeguarding Policies.

## **13. Contractors and Competitive Tendering**

Contractors may include individuals who are temporarily working alongside school staff, or staff of an external firm that has been awarded a contract to provide services. All

contractors should be treated with courtesy and respect.

Any orders and contracts must be awarded by fair and open competition against other tenders. No special favour must be shown to current or recent former staff or associates in awarding contracts.

Staff must declare any relationship with a particular contractor, or any potential contractors, to the appropriate manager and refer to the Conflict of Interests Procedure.

Staff should be clear on the separation of client and contractor roles. Senior staff who have both a client/ contractor responsibility must be aware of the need for accountability and openness.

Staff privy to confidential information on tenders of costs relating to contractors should not disclose the information to any unauthorised party or organisation.

#### **14. Use of the School's Materials, Property, Resources or Contacts**

Staff must ensure that school funds entrusted to them are used in a responsible and lawful manner. Staff should not make personal use of any school property, facilities, equipment, materials, vehicles or resources unless properly authorised to do so. To breach the policy could result in disciplinary action and, in serious cases, could lead to an employee's dismissal.

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. Staff 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.

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 systems manager, only with the permission of the Chair of Governors.

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.

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.

### **Probity of Records**

The deliberate falsification of documents such as references, academic qualifications, or legal documents, is unacceptable. Where a staff member is found to have falsified records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

### **15. Declaration of Conflict of Interests**

Staff are responsible for ensuring that their private interests, beliefs and personal associations do not conflict with their professional duties.

Declarations should be made via the school business manager or headteacher (or for the headteacher via the Chair of Governors), who should ensure that a written record is made in accordance with the school's Conflict of Interest procedure.

Where staff are in any doubt about whether any personal relationships, interests or outside commitments should be declared in particular circumstances, they should either declare the information in any case or seek further advice from the school business manager or the headteacher.

### **Personal Interests and Outside Commitments**

All staff should declare any non-financial or financial interest which might conflict with the ethos or work of the school or any relationship which, by the employee's association with that person, might adversely affect the school's reputation, attract negative publicity or potentially bring into question the employee's suitability to work with children and young people.

Declarations must extend to acknowledging the involvement of a relative or partner of an employee in an organisation with which the school does business (or seeks to do business), particularly if they are directors, partners or hold senior management positions in those organisations.

### **Appointment of Staff**

Staff should not be involved in a staffing appointment, or in any decision relating to the discipline, promotion or pay and conditions of another employee (or prospective employee) to whom they are related or have a close personal relationship.

### **Secondary Employment**

Staff are permitted to take up additional employment other than at the school provided the employment concerned does not constitute a conflict of interest or adversely affect

their employment at the school. This is inclusive of direct payment (DP) arrangements. These are required to be declared following the school's Conflict of Interest procedure.

Staff should, however, keep the school informed of other employment they undertake so that the school may ensure that the 48-hour weekly working time limit under the Working Time Regulations 1998 is adhered to. In the event that an employee's combined working hours are likely to exceed this figure, they will be asked to sign a working time 'opt-out' agreement.

### **Political Neutrality**

Staff should ensure that their own personal or political opinions do not interfere with any policy of the school or pose a conflict of interest.

### **16. Whistleblowing**

If an employee becomes aware of activities which s/he believes to be illegal, improper, unethical or otherwise inconsistent with this code of conduct, the employee should report the matter in accordance with the school's Raising Concerns in School Policy or the Safeguarding Policy as relevant. All staff are required to comply with any investigation undertaken as a result of such allegations being raised.

If a member of staff feels unable to raise an issue with the school, they will follow the guidance detailed in the school's whistleblowing/ Raising Concerns in School Policy.

### **17. Compliance with School Instructions**

The school expects all staff to comply with lawful written and oral instructions unless to do so would result in a health and safety risk.

The school has in place a range of policies, some of which have been referred to in this Code of Conduct. Staff are expected to familiarise themselves with any policy the school has provided or drawn to their attention, and to ensure that they take account of any future policy changes communicated to them. If in doubt about the application or interpretation of any policy an employee should seek advice from their line manager in the first instance.

### **Health and Safety**

All staff have a shared duty to help prevent injuries or accidents occurring at work by complying with the school's Health and Safety Policy and all instructions relating to safety and security procedures.

Staff will:

- Be familiar with, and adhere to, the school's Health and Safety Policy, and will

ensure that they take every action to keep themselves and everyone in the school environment safe and well.

- Comply with health and safety regulations, adhering to any rules, routines and procedures in place, and will cooperate with school leaders and other colleagues on matters relating to health and safety.
- Use the correct equipment and tools for the job and wear any protective clothing supplied.
- Inform the headteacher of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended).
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.
- Comply with hygiene requirements at all times.
- Comply with accident reporting requirements.

### **EDI, Bullying and Harassment**

All staff and members of the local community have a right to be treated with fairness and equality. Staff must ensure that they comply at all times with the school's Equality, Diversity and Inclusion (EDI) Policy, Equalities Statement, Anti-Bullying Policy and other employment policies, in relation to equality issues.

The bullying or harassment of other work colleagues, pupils or other members of the community is considered to be gross misconduct. Staff are expected to report any concerns or suspicions they may have about the treatment of others to their line manager or the headteacher.

### **18. Monitoring and Review**

The content and operation of this Code of Conduct is reviewed on an annual basis or more frequently if deemed necessary by the Governing Board.

Staff will be expected to have regard to any updates to this code which have been brought to their attention, and at the point of annual requirement to re-read and familiarise themselves with all policies.