

Moorside Primary School



Staff Code of Conduct Policy

This guidance is designed to give clear instruction on the standards of conduct all school staff are expected to observe

Contents:

3	Vision and Values
4	Responsibilities
5	Seven Principles of Public Life
5	General Standards
5	General Professional Standards of Behaviour
6	Off duty time
6	Position of trust (setting an example)
7	Safeguarding children
7	Recording
8	First Aid
8	Transporting
8	School outings
8	Behaviour
9	Information sharing
10	Personal matters
10	Gifts
10	Recruitment
10	Presentation
11	Use of electronic technologies and personal communication devices
11	School security
12	Political neutrality
12	Social contact
12	Equality
12	Personal interests
12	Corruption

Please note that this Code of Conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its children.

PURPOSE, VISION & VALUES

Our Purpose

Moorside Primary is a school at the heart of our diverse community in the West End of Newcastle.
We pride ourselves in belonging to a caring school community where everyone is welcome.
We strive to deliver an outstanding education for all our children.
We help everyone to become caring and active citizens
We encourage everyone to thrive and achieve their full potential.

Our Vision

We want everyone in our school to work together to make us as good as any school can be.
We want to create new opportunities for everyone to succeed.
We want to create a culture which broadens all of our horizons.
We want everyone to be able to tackle the challenges we will face in an ever changing world.
We want all of our children to effectively engage with each other and with our community.

Our values

We all believe...

Our local community deserves a school they can be proud of
We are a caring community where everyone is welcome
We all value, respect and support each other
Our community has the right to be safe and healthy.
Our children should have the chance to enjoy and be enthused by their time in our school

We all agree...

Everyone will always try their best and take pride in all that they do
Everyone will demonstrate good manners at all times
Everyone will respect each other and show consideration
Everyone will respect and care for our environment and resources
Everyone will celebrate each other's successes and achievements

Child-friendly expectations to be used in class and around school

Learn and let others learn.
Celebrate what makes us special and respect our diversity.
Look after each other and our environment.
Solve problems calmly and cooperatively.



Introduction

At Moorside Primary School, we pride ourselves in ensuring that we all adhere to the highest standards of professional conduct. As a member of our school community, each employee has an individual responsibility to maintain their reputation and the reputation of our school, whether inside or outside of working hours.

This guide is intended to provide you with a framework that provides clarity regarding your professional conduct. Each year, staff are required to sign to say they have read, understood and agree to follow the contents of the Code of Conduct and the policies, which serve to safeguard children and each other in our school.

Our Responsibilities

Governing Body	Head Teacher	Staff
Ensure that the Head Teacher and staff have implemented and are adhering to professional standards including all statutory policies and procedures. The Governing Body may become involved if standards are breached.	Ensures that staff are aware of and are following professional standards. The Head Teacher will become involved when there are concerns that staff have breached standards.	Ensure they maintain professional standards within school by following policies and the Code of Conduct. Failure to do so could result in disciplinary action including dismissal. Staff must immediately report any concerns.

Staff members are in a unique position of influence and are expected to demonstrate consistently high standards of personal and professional conduct. The following principles define the behaviour and attitudes which set the required standard for conduct within and outside the school setting:

- ensuring the welfare of every child is paramount, having regard to safeguard children's well-being, in accordance with statutory provisions regardless of culture, religious belief, disability, gender, sexual orientation, racial origin and language.
- treating children with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position.
- showing tolerance of and respect for the rights of others; promoting fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- ensuring that personal beliefs are not expressed in ways which exploit a child's' vulnerability or might lead them to break the law.
- staff must have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality.
- 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.
- staff should work, and be seen to work, in an open and transparent way.
- staff should discuss and / or take advice promptly from their Head Teacher or in their absence another member of the Senior Leadership Team if they have acted in a way which may give rise to concern.
- staff should acknowledge that deliberately invented / malicious allegations by children are extremely rare and that all concerns should be reported and recorded.
- staff should be aware of and understand the statutory frameworks in which they must act, including Keeping Children Safe in Education, Guidance for Safer Working Practice, the school Child Protection and Safeguarding Policy, arrangements for managing allegations and concerns against staff, whistleblowing procedure and their Local Safeguarding Children Partnership (LSCP) procedures.
- staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them; criminal action and / or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the National College of Teaching & Leadership (NCTL).
- teachers and support staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Keeping Children Safe in Education (Part One): 'The Teachers' Standards 2012 state that teachers (which includes Head teachers) should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.'

Seven Principles of Public Life (Nolan Principles)

We endorse the [7 principles of public life](#) which apply to anyone who works as a public office-holder. This includes people who are elected or appointed to public office, nationally and locally, and all people appointed to work in:

- the civil service
- local government
- the police
- the courts and probation services
- non-departmental public bodies
- health, **education**, social and care services

(and all those in other sectors that deliver public services).

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might inappropriately influence their work. They should not act or make decisions to gain financial or other material benefits for themselves, their family, or their friends. They must declare and appropriately manage any interests or relationships that could compromise, or appear to compromise, their ability to act with integrity.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

For further information, visit www.gov.uk

General Standards

All employees are expected to give the highest possible standard of service to Moorside Primary School and its community which, as a result, includes the wider community of the City of Newcastle upon Tyne and to carry out their duties honestly and fairly.

All employees must report to the Head Teacher, or in the case of an allegation against the Head Teacher, the chair of Governors, anything illegal, improper or a breach of procedure. Employees will not be penalised for doing this as long as they act in good faith. The Head Teacher, or chair, must record, investigate and take appropriate action on such reports.

It is not enough for people working for the public to avoid doing wrong. All employees should avoid anything, which could give the impression or appearance of doing wrong.

General Professional Standards of Behaviour

- staff must model high standards of conduct in order to encourage students to do the same. This includes calm responses to confrontation, diffusion techniques, respect, courtesy, empathy and patience;
- staff must act in a fair, reasonable, courteous and mature manner to children, colleagues and other school users;
- staff must take reasonable care of students under their supervision to ensure their safety and welfare;
- staff must inform the appropriate person if they believe that a colleague is behaving in a way that compromises the safety or well-being of a child
- staff must respect the rights and opinions of all school users;

- staff must co-operate, liaise and work with colleagues, as appropriate, to ensure children receive a good educational service;
- staff should adopt a positive attitude to school, the achievement of quality and equality, particularly in communication with the people outside the school;
- staff must recognise the professional boundaries expected of their behaviour towards children. They must not therefore share personal information, become overly familiar or involve children in emotional situations where it is not appropriate;
- staff must not socialise with children outside of school - this includes contact on social networking sites;
- staff must not engage in inappropriate use of social network sites, which could bring himself or herself or the school into disrepute. Staff must exercise extreme caution when using information technology especially when using social networking sites. Any comments made on such sites that are likely to bring the school or its children into disrepute will be deemed unacceptable behaviour.

Members of staff's off-duty time

Staff's own hours are their own private concern. However, staff must not:

- put themselves in a position where their professional duty and private interests seriously conflict;
- do anything which could seriously adversely affect their suitability to carry out their duties, which could damage the reputation or standing of the school, or which could bring the school into disrepute,
- staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money as well as the use of school property and facilities etc.;
- staff must present a professional image of the school through appropriate standards of dress and appearance whilst at work. Staff should always dress in a manner that befits the professional role that they have;
- staff must take responsibility for the behaviour and conduct of children in the classroom, as appropriate, and share such responsibility elsewhere on school premises;
- staff should attend work unless they are off work due to sickness or for other authorised reasons, and must not come into school if they are adversely influenced by drugs, alcohol etc.;
- staff not able to arrive at work at their normal start times, because of being delayed, should make every reasonable effort to contact school management as soon as possible to notify them of this;
- staff must notify school management of sickness absences as soon as possible on the first day of sickness absence, in accordance with the school's sickness absence procedure;
- staff wishing to take authorised leave of absence from work - either paid or unpaid - must contact school management and seek authorisation prior to taking time off work – unless there are exceptional circumstances;
- staff should be familiar with the job requirements of their role (e.g. proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc.), including keeping up-to-date with developments relevant to the job.
- staff must ensure that all assessments/exams/tests are conducted in a fair and proper (prescribed) manner in accordance with relevant procedures, that these are strictly adhered to and that appropriate confidentiality and security etc. is in operation;
- staff should take all reasonable precautions to avoid putting themselves at risk of allegations of unprofessional conduct. If they are concerned this could happen (or may have already happened), they should report their concerns to the Head Teacher straight away.
- in addition, teachers are also required to work in accordance and meet the Teachers' Standards.

Serious criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are very likely to be regarded as unacceptable and could jeopardise the employee's employment at the school.

This list is not exhaustive and further information about standards of behaviour are contained in other school policies and procedures. These include dignity at work policy, disciplinary procedure, safeguarding procedure, dress code, and other policies and procedures that cover areas relating to conduct etc., acceptable use policy and our mobile phone policy.

Position of trust / setting an example

Relationships

It is essential that staff maintain wholly professional standards, ensuring they avoid any conduct which may be construed as a potential 'Breach of Trust'. A breach of trust occurs when the boundaries of the relationship between a professional and a child are broken due to inappropriate behaviour by the professional. Such conduct is classed as an abuse of power.

Professional boundaries must be clear from the outset. Staff should remain professional with children and should not share personal information with them, including addresses and phone numbers. Staff must not make inappropriate

comments, have inappropriate conversations or use offensive language. Staff should make every effort to ensure that their behaviour, including their use of language, cannot be open to misinterpretation.

Physical touch / contact

Only make contact with a child in a way that is appropriate within your professional role. Be aware not all children will feel comfortable being touched. The necessary physical contact should be for the minimum amount of time and should never happen when you are alone with the child. Wherever possible, inform the child of your intentions and ask for their consent. Be aware of cultural or religious views about touching and always be sensitive to issues of gender. Work within health and safety regulations.

Remain visible

Avoid being alone with a child behind a closed, windowless door. Within your work space keep windows clear, do not cover with displays. If working one to one with a child, ensure you have permission to do so and make colleagues aware of your location and the name of the child you are supporting. If you feel a child is becoming too familiar or infatuated, then report this immediately to the Senior Leadership Team.

Intimate care / Personal care

This will only be conducted by designated, trained staff who must follow the school policy and procedures. A member of staff substituting for an absent colleague, must be supervised at all times by an appropriately trained colleague. Records will be kept using the school proformas.

Safeguarding children

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their Parents/Carers has a role to play in safeguarding children from harm; this includes physical abuse, emotional abuse, sexual abuse, neglect, extremism and radicalisation.

In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred.

- staff should consider, at all times, what is in the best interests of the child.
- staff are required to keep up to date with safeguarding issues by reading the school's safeguarding related policies and DfE guidance as instructed by their Head Teacher or Designated Safeguarding Lead (DSL).
- staff must report safeguarding concerns about a child to a DSL / DDSL, ensuring a written record is completed.
- staff must attend / undertake regular training on safeguarding related matters

(For further information refer to Keeping Children Safe in Education 2025 and the School's most recent Safeguarding and Child Protection Policy).

Actions should be warranted, proportionate, safe and in line with school procedures. If you feel you have compromised yourself, immediately share your concerns with the Head Teacher (DSL). Record your concerns including actions, discussions, incidents, threats and misunderstandings.

If you feel the conduct of an adult colleague is inappropriate, it is expected that you will follow the school's policy and procedures for reporting concerns in line with the Whistleblowing Policy.

Staff must take responsibility for recording and passing on the incident to the appropriate person who is the Head Teacher (DSL) and in their absence the DDSL.

Recording Incidents

Record keeping is an important aspect of role of each member of school staff. Recording is central to all we do whether recording communications, behaviour, attendance, Special Educational Needs or cause for concerns. It is imperative that you record correctly.

Recording checklist:

- time and date of incident is recorded.
- signed after every entry (print name).
- hand written records are legible (make sense) and black ink is used.
- errors are scored through with a single line, are dated and signed, and remain legible.
- information is clear and understandable to others.
- include full names in the record to avoid any confusion.
- child focussed.
- adhere to the 'clear desk policy' (do not leave documents in view of others).
- if working on a computer, ensure the screen is protected from the view of others.

Recording information:

- details are factual, accurate and do not include opinion, jargon, abbreviations (unless you have stated the meaning, full term or as a key in the record).
- actions and agreed interventions are clearly expressed.
- information from any third party and observations from potential witnesses are accurately captured.
- the use of a body map to illustrate **visible** marks / injuries is included (do not examine the child).
- the child's own words - what they said and questions you asked.
- where applicable, a risk assessment with any risks clearly stated, to be included.
- a clear plan, review process and agreed outcome of interventions to be included.
- records are chronological, with the most recent entries being on top.
- where applicable, the service user / professional name is evident.
- all reports are signed by the relevant professional to prove that they have been read, marked as read and entered on CPOMS.

First Aid

First Aid should be administered and logged by a trained first aider. Management of incidents, including the administration of medication, must follow the school policy. All relevant documents and consents must be recorded and held securely. If unsure support on this matter should be sought.

Transporting Children

In the course of your duties it may be appropriate for you to travel alone with a child in a vehicle. Follow the school policy and always seek approval in advance, get consent from the child's Parent /Carer unless there is an emergency. If travelling alone with a child, ensure that the child sits in the back seat and that they wear a seatbelt. Children under the age of twelve must have an appropriate child car seat unless they are over 135cm tall. Seek advice about appropriate car seats before making a journey. You must ensure you have a current driving licence, tax, MOT and insurance, including for business use. In most cases, children will be transported using the school mini bus and this policy will be adhered to.

School outings

Staff should take particular care when supervising children off-site and should ensure there is at least one other adult present. Staff must ensure recommended staff / child ratios are adhered to. All relevant documentation must be completed in advance including the risk assessment, EV forms and Parent/Carer permission forms. Staff are responsible for the child(ren) until either they are collected by a Parent /Carer or other arrangements are activated (e.g. child making their own way home after the event with pre-arranged parental consent).

On overnight trips, careful consideration needs to be given to sleeping arrangements. Staff should not share a room or bed with a child. Seek advice from the Head Teacher if you are not clear on the correct procedures. Ensure you have access to 24-hour contact with the Head Teacher and DSL.

Behaviour management

All staff are expected to set high expectations that motivate and challenge poor behaviour by following the school's Behaviour Management Policy.

This will be evidenced by staff:

- having clear rules and routines for behaviour in classrooms, and taking responsibility for promoting good and appropriate behaviour both in classrooms and around the school.
- having high expectations of behaviour, and establishing a framework for maintaining discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- managing classes / groups effectively, using approaches which are appropriate to children's needs in order to involve and motivate them.
- maintaining good relationships with children, exercising appropriate authority, and acting decisively when necessary. (*DfE Teachers' Standards*)

Remember to:

- record all relevant information using the school system at the earliest opportunity.

Behaviour positive handling

Where a child displays difficult or challenging behaviour you must follow the school's Behaviour Policy. Physical intervention can be used to prevent injury to a child, other children, or adult or to prevent serious damage to property. The relevant proforma will be used to record any kind of positive handling.

Restrictive Physical Intervention (RPI)

This should only be used as a last resort when all de-escalation and behaviour strategies have been exhausted. While restraint is permissible, it should be used for the shortest time possible and only when there is no other alternative to help children and staff to stay safe. It should never be used routinely and must be used proportionately. Always seek help if you are in a situation which warrants this type of action.

Unwarranted and disproportionate physical force can result in a criminal offence. All incidents should be immediately documented and shared with a member of the Senior Leadership Team.

One to one Situations

Ensure you understand the child's context, circumstances and concerns prior to a pre-arranged one to one meeting. Be aware that there is a higher risk of allegations in one to one situations, therefore take sensible precautions:

- be aware of any risks associated with the child
- ensure wherever possible that there is visual access including an open door if feasible.
- do not cover windows and glass panes in doors.
- be aware of your proximity / position / body language.
- inform an appropriate person that you intend to meet (include location) with a child.
- consider the needs and circumstances of the child involved.
- avoid a one to one situation when children are angry, infatuated or over-familiar.
- immediately report any concerns to a relevant member of staff.
- be open and transparent.

Confidentiality

Information sharing

In some cases, you may need to share highly sensitive information.

- be clear about when and what information can be shared ensuring you have a legitimate reason to do so and follow the relevant guidance.
- manage information in a discreet and confidential manner.
- when a child shares personal information, **never** promise confidentiality.
- confidential information must not be shared with colleagues other than the DSL (unless directed to do so).
- confidential information must not be shared or discussed outside of the workplace.
- information must not be used to humiliate, embarrass or blackmail others.
- if unsure always ask for guidance from a member of the Senior Leadership Team.

Seven Golden Rules to Information Sharing

1. Remember that the General Data Protection Regulation (GDPR), **Data Protection Act 2018 and human rights law are not barriers** to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. **Be open and honest** with the individual (and / or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. **Seek advice** from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. **Where possible, share information with consent**, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. **Consider safety and well-being**: base your information sharing decisions on considerations of the safety and well-being of the individual.
6. **Necessary, proportionate, relevant, adequate, accurate, timely and secure**: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
7. **Keep a record of your decision and the reasons for it** – Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

General Data Protection Regulation (GDPR)

GDPR is everyone's responsibility and the law requires that everyone understands what data protection means for their role. We all want a safe and secure environment to work in so we have to ensure we protect all personal data. Personal

data is any data that can be used to identify a person; this could be a name, DOB, reference number or anything that could directly or indirectly identify an individual. We need to know where data is and that it is stored securely.

Simple steps we can take include:

- use strong passwords.
- never share passwords.
- never send personal details in emails unless they are encrypted.
- never leave your computer or device unlocked.
- make sure no one can see your screen if it has personal data on it.
- keep antivirus software up to date.
- any data used out of school, with the permission of the Head Teacher, must be protected at all times.
- memory cards, USB sticks or any other storage devices must be encrypted and all hardware fully protected.
- personal data can be held in a range of places, use three simple rules to protect it: cover it, lock it, shred it.
- if you have any concerns regarding data protection speak to the Head Teacher.

Honesty and integrity

Staff must maintain the highest standards of honesty and integrity in their work.

Personal matters

Staff will:

- inform the Head Teacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.
- inform the Head teacher if they are subject to an assessment by Children's Social Care.
- ensure all the information given about their qualifications and professional experience is accurate.
- apply transparency when handling and claiming money.
- carefully maintain school property and facilities.
- ensure they are fit for work i.e. not consume or be under the influence of alcohol or drugs whilst undertaking their professional duties.
- inform the Head Teacher about medication that may affect their ability to be safe in the workplace.
- ensure all personal tasks (including telephone calls and emails) are conducted outside working hours where possible.
- voluntarily share information with the Head Teacher if they are aware of a potential safeguarding matter which might compromise their ability to keep children safe.

KCSIE 2025 indicates that schools and colleges should ensure they, "Create an environment where staff are encouraged and feel confident to self-refer, 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 have behaved in such a way that they consider falls below the expected professional standards."

Giving and receiving gifts

Staff must follow the rewards policy to ensure any gift awarded is validated by the school. Giving a reward that is not recognised as part of the school policy may be interpreted as favouritism or grooming. If a child or their Parent/Carer gives you an expensive (considered £5 or above) or inappropriate gift, inform a member of the Senior Leadership Team.

Recruitment

- staff involved in appointing people to posts should ensure that they follow the school's Recruitment and Selection Code of Practice.
- in order to avoid any possible accusation of bias, employees must not be involved in any appointment where they are related to or have a close personal relationship outside work with the person applying.
- staff shall disclose to the Head Teacher on form CCES.2 any relationship with any person who they know is an applicant for a post at the school.
- employees should not be involved in, or try to influence, decisions relating to discipline, promotion or pay for any employee who is a relative or with whom they have a close personal relationship outside work.

Presentation

Dress and appearance

Staff must:

- dress professionally at all times following the school dress code.
- avoid clothing that may be viewed as offensive, revealing, or sexually provocative or that displays contentious slogans.
- tattoos and piercings should be covered if they could be deemed to cause offence.

- footwear must be fit for purpose and not impair the ability to carry out your role safely.
- clothing must be smart and appropriate to ensure professional modesty is maintained.
- enclosed footwear must be worn for subjects where there is an increased risk of injury.
- Staff must wear sportswear when teaching PE lessons.

Use of electronic technologies and personal communication devices

Use of devices / work mobiles

Staff must exercise caution when using communication technologies and be aware of the risks to themselves and others.

- all staff should sign the Acceptable Use Policy.
- all staff should only use school approved devices and systems (including email and school learning platform) for communication
- personal mobile phones should not be used to correspond with other agencies or in the classroom environments.
- staff should not verbalise or write messages that could be construed as misconduct. Such use may lead to disciplinary and / or criminal investigation.
- during school trips staff should request use of a school mobile phone to communicate.

Internet usage policy

All staff should read and sign the Internet Usage Policy. All websites accessed must be appropriate and safe. Laptops and other personal devices must not be shared with anyone else, including children. Misuse could lead to an investigation either through an internal procedure or by the police.

Social Networking

When accessing social networking platforms, be aware this is in the public domain and can be viewed by members of the public.

- you are strongly advised to keep your accounts private.
- do not accept children or Parents/Carers as friends.
- pay attention to who you accept as friends and what your friends are posting. This does not mean you cannot have an account or comment but be careful that you are not posting comments that reflect negatively on you or the school.
- assess whether group chats are necessary and helpful – if the content is derogatory towards your place of work, including employees, leave the group as it could be used as evidence of misconduct.
- in line with in-school policies, this information should be reported to a key person in school.
- staff have a responsibility to represent the school positively at all times.
- staff must not use social media with current children attending school or former children who are still of statutory school age.

Photographs, Videos and Images

Staff must:

- follow school policy and procedures for deleting images and not having numerous children in one shared image.
- Only take photographs or make videos where there is an agreed purpose and where all necessary permissions have been obtained and agreed with the Head Teacher, DSL.
- gain parental consent.
- avoid making images in a one to one situation.
- take images on school approved devices (following the correct protocol).
- ensure the child understands why the image is being taken.
- ensure the process does not cause distress to the child.
- report any concerns about intrusive or inappropriate issues found.

School Security

ID Badges

Staff should wear their ID badge at all times. Outreach staff should ensure they are wearing their ID badge whilst conducting out of school working such as home visits.

Fobs / Keys

Do not give fobs or keys to children in school. If you misplace your fobs / keys, you must inform the Head Teacher immediately as this may be a security risk.

Other adults on site

Adults on site must sign in and wear a visible visitor's badge; those without an enhanced DBS must be supervised at all times.

Concerns

Any concerns that suggest the schools' security could be breached should be immediately shared. If there is immediate danger, then school staff should contact the police.

Political neutrality

- staff must not allow their own political opinions to interfere with their work.
- employees may not display political posters, including election material, in areas of the school premises.
- Trade union representatives may display trade union/association views on current issues on the appropriate authorised notice boards within the school.
- where political views are brought to the attention of children within the school or during extracurricular activities, they should be in the form of a balanced presentation of opposing views and in accordance with appropriate school policies / practices.

Social Contact

It is essential that staff maintain wholly professional standards, ensuring they avoid any conduct which may be construed as a potential 'Breach of Trust' (see section 4).

It is expected that staff will adhere to the following guidance:

- do not invite a child from this school into your home.
- do not seek out of school contact with a child or their family (including holiday periods).
- where relevant, staff who live in the catchment area or have children attending this school can seek guidance from the Head Teacher with regards to attending community events and other local celebrations.

Staff may take on additional work outside of their school role. Employees' off-duty hours are their private concern as long as they do not:

- compromise their position at the school.
- create a conflict of interest by carrying out the work.
- carry out any work that may jeopardise the reputation of the school or compromise their suitability to work within the school.

Equality

All members of the local community and staff have a right to be treated fairly and equally.

Personal interests

Staff must declare to the Head Teacher any personal and or financial interests that they have that may conflict with the school's interest.

Corruption

It is a serious criminal offence under the Bribery Act 2010 for staff to corruptly receive or give any gift, loan, fee, reward or advantage or to show favour or disfavour to any person. If an allegation is made it is for the employee to prove that any rewards have not been corruptly gained or given.

Summary

Protect yourself by following these simple steps:

Responsibility: take responsibility for your own actions.

Act: act in the best interests of the child.

Avoid: avoid conduct that would lead anyone to question motivations and intentions.

Seek advice: take advice from appropriate persons.

Discuss: discuss any misunderstanding with the Senior Leadership Team.

Identify risk: identify and report any areas of risk. Try and remove yourself from the risk.

Record: record your concerns in writing.

Report: pass on your concerns immediately.

Union support: all teaching and non-teaching staff are advised and encouraged to be part of a union as they may need to seek advice and support.

Stay Safe by following our Code of Conduct

We want you to have the confidence to do your job without worrying. If you ever feel unsure about the right course of action, speak to the Head Teacher.

Date implemented:	September 2025
Date to review:	September 2026

Appendix 1

CPOMS Login Rules:

If using the CPOMS app on a smart mobile phone:

- login prior to the children arriving or after the children have left then lock the phone away.
- you can still add logs without the app during the school day.

If using the merilock key to login:

- do not leave your key in the computer after logging on.
- do not share your key with anyone else.
- if you misplace your key, inform the CPOMS admin user immediately.

Consider confidentiality:

- do not save your passwords on your device / computer.
- if you feel your password has been compromised, then reset your password and inform a member of the Senior Leadership Team.
- when reading a notification or adding a new log, be aware of the position of your computer and others who may be able to see the information.
- if printing logs, ensure these are stored securely. Do not leave any printed logs in view of others / on desks etc.
- printed child protection and safeguarding records should be held in a locked filing cabinet by the DSL.
- CPOMS produces an audit of the times / dates when staff login, add and view logs.