



CODE OF CONDUCT FOR STAFF

PURPOSE AND APPLICTAION

1. **PURPOSE:** Relationships with fellow staff, employees, governors, contractors, visitors, volunteers, pupils and their parents, guardians or carers should be reasonable and mutually respectful at all times. This Code has been produced to place the welfare of children at the centre of St. Saviour's School Ikoyi and its culture and to ensure that all those who work in the School and may have contact with children are clear on the rules of conduct and the expectations of the School. Children place trust in those connected to the School creating obligations which all members of staff must meet to ensure that successful outcomes are achieved by the children in their care
2. This Code has regard to the School's Safeguarding and Child Protection Policy and Safeguarding related policies and procedures and the following (collectively referred to in this Code as the **Guidance**):
 - Keeping children safe in education (September 2019) (**KCSIE**):
 - KCSIE incorporates the additional statutory guidance, Disqualification under the Childcare Act 2006 (July 2018);
 - KCSIE also refers to the non-statutory advice for practitioners: What to do if you're worried a child is being abused (March 2015).
 - Working together to safeguard children (July 2018) (**WT**):
 - WT refers to the non-statutory advice: Information sharing (July 2018)
 - Prevent Duty Guidance: for England and Wales (2015) (**Prevent**); supplemented by:
 - The Prevent duty: Departmental advice for schools and childminders (June 2015);
 - Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism (2015)
 - The use of social media for online radicalisation (July 2015).
 - Guidance on Female Genital Mutilation, to include:
 - Multi-agency statutory guidance on female genital mutilation (April 2016)
 - Home Office statutory guidance Mandatory Reporting of Female Genital Mutilation: procedural information (October 2015).

Guidance published by the Department for Health which provides useful information and support for health professionals which will be taken into account by the School's medical staff.

- This policy should be read in conjunction with the following School Policies:
- Safeguarding and Child Protection Policy
- Whistleblowing Policy
- Safer Use of Technology Policy



The purpose of the Code is to:

- confirm and reinforce the professional responsibilities of staff;
- clarify the legal position in relation to sensitive aspects of staff/pupil relationships and communication including the use of social media;
- set out the expectations of standards to be maintained within the School;
- help adults establish safe practices and reduce the risk of false accusations or improper conduct.

3. **YOUR DUTY:** It is the contractual duty of every member of staff to observe the rules and obligations in this Code. You should also follow the guidance unless there is a good reason not to follow it in a particular case. The School also has a duty of care to its Staff, parents, guardians or carers and pupils and the implementation of the practices in this Code will help to discharge that duty.
4. **WRONGDOING:** All staff are required to report their own wrongdoing, or any wrongdoing or proposed wrongdoing of any other member of staff or any conduct which they may suspect to be inappropriate to the Head. The School operates a Whistleblowing Policy which is contained within this Employment Manual.
5. **DUTY OF DISCLOSURE:** You are required immediately to notify the School if you are charged or convicted of any criminal offence, if you receive a police caution, reprimand or warning, or if there is a formal child protection investigation of you or any member of your household.
6. **APPLICATION:** Allegations of unprofessional conduct or improper contact or words can arise at any time. Professionalism and vigilance are required so as to ensure the safety of children in our care, and to reduce the risk of an allegation of impropriety against a member of staff. This guidance applies to all adults working in this School, and not just teachers. Forming inappropriate relationships with children or young people who are pupils or students at another school may also be regarded as gross misconduct. Such behaviour tends to bring the School into disrepute and gives rise to concern that the staff involved cannot be trusted to maintain professional boundaries with pupils and students at the School.

This code applies to all Staff working in St. Saviour's School, whether paid or unpaid, whatever their position, role or responsibilities and Staff includes employees, governors, contractors, and volunteers.

GUIDING PRINCIPLES

8 Principles for Staff: All Staff should put the wellbeing, development and progress of all pupils first by:

- i. taking all reasonable steps to ensure the safety and wellbeing of pupils under their supervision;
- ii. using professional expertise and judgment for the best interests of pupils in their care;



- iii. demonstrating self-awareness and taking responsibility for their own actions and for providing help and support to pupils;
- iv. raising concerns about the practices of teachers or other professionals where these may have a negative impact on pupils' learning or progress, or may put pupils at risk;
- v. being familiar with the School's Safeguarding and Child Protection Policy and Safeguarding related policies and procedures;
- vi. reading and understanding Part 1 of KCSIE (September 2016);
- vii. knowing the role, identity and contact details of the current Designated Safeguarding Lead and their Deputies;
- viii. knowing the role, identity and contact details of the Nominated Safeguarding Governor;
- ix. being aware that they are in a position of trust (i.e. the adult is in a position of power or influence over the pupil due to his or her work); that the relationship is not a relationship between equals and that this position must never be used to intimidate, bully, humiliate, coerce or threaten pupils.

All Staff should demonstrate respect for diversity and take steps to promote equality by:

- a) acting appropriately and in accordance with this Code of Conduct, towards all pupils, parents, guardians or carers and colleagues;
- b) complying with the School's Anti-Bullying Policy, Equal Opportunities policies and this Code of Conduct;
- c) addressing issues of discrimination and bullying whenever they arise; helping to create a fair and inclusive School environment.

All Staff should work as part of a unified Staff body by:

- d) developing productive and supportive relationships with colleagues;
- e) exercising any management responsibilities in a respectful, inclusive and fair manner;
- f) complying with all School policies and procedures;
- g) participating in the School's development and improvement activities;
- h) recognising the role of the School in the life of the local community;
- i) upholding the School's reputation and standing within the local community and building trust and confidence in it.



7. ADDITIONAL PRINCIPLES FOR TEACHERS

- a. Teachers must report to the police cases where they discover (either through disclosure by the victim or visual evidence) that an act of female genital mutilation appears to have been carried out. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the Designated Safeguarding Lead and involve children's social care as appropriate.
- b. Teachers should take responsibility for maintaining the quality of their teaching practice by:
 - meeting the professional standards for teaching applicable to their role and position within the School;
 - reflecting on current practice and seeking opportunities to develop knowledge, understanding and skills;
 - helping pupils to become confident and successful learners; and
 - establishing productive relationships with parents, guardians or carers by:
 - providing accessible and accurate information about their child's progress;
 - involving them in important decisions about their child's education; and complying with this Code.
- c. Teachers should maintain public trust and confidence in the School and in the profession by:
 - demonstrating honesty and integrity;
 - understanding and upholding their duty to safeguard the welfare of children and young people;
 - maintaining reasonable standards of behaviour whether inside or outside of normal School hours and whether on or off the School's site; and maintaining an effective learning environment.

GENERAL GUIDANCE: You should be aware of the general guidance that will apply in all cases. In particular, you:

- need to exercise professional judgment but always act within the spirit of these guidelines. If you are involved in a situation where no specific guidance exists, you should discuss the circumstances with the Designated Safeguarding Lead. A written record should be kept that includes justification for any action taken;
- must be aware of the risks of peer-on-peer abuse and be familiar with procedures for handling allegations against other children and bullying as set out in the School's Safeguarding and Child Protection and Safeguarding related policies and procedures;
- must be familiar with procedures for reporting concerns in accordance with the School's Whistleblowing Policy and be aware that if Staff raise concerns about working practices at the School to the Designated Safeguarding Lead or an appropriate senior member of Staff that they will be protected from detriment under the Whistleblowing Policy;
- must be familiar with the local reporting guidelines and the Local Safeguarding Children Board reporting threshold document in respect of any concerns relating to children;
- must be familiar with procedures for handling allegations against Staff as set out in the School's Safeguarding and Child Protection Policy and Safeguarding related policies and procedures;
- must seek guidance from the Designated Safeguarding Lead if you are in any doubt about appropriate conduct; and
- must report any actions which could be misinterpreted, any misunderstandings, accidents or threats involving you and a pupil or a group of pupils to the Designated Safeguarding Lead.



Behaviour giving particular cause for concern: You should take particular care when dealing with a pupil who:

- a. appears to be emotionally distressed, or generally vulnerable and / or who is seeking expressions of affection
 - b. appears to hold a grudge against you
 - c. acts in a sexually provocative way, or who is inclined to make exaggerated claims about themselves and others, or to fantasise, or one whose manner with adults is over-familiar
 - d. may have reason to make up an allegation to cover the fact that he or she has not worked hard enough for public examinations.
8. **PROCEDURE TO BE FOLLOWED IN THESE CASES:** Some of these behaviours may be indications that a child has been, or is currently being abused (see the School's Safeguarding and Child Protection Policy) and should therefore be reported to the Designated Safeguarding Lead under the School's child protection procedures.
9. **RECORD KEEPING:** Comprehensive records are essential. All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing. Any incident involving children that could give cause for concern, must always be reported promptly to the Designated Safeguarding Lead in accordance with the School's Safeguarding and Child Protection and Safeguarding related policies and procedures. If there is any doubt about recording requirements this should be discussed with the Designated Safeguarding Lead.
10. **SCHOOL PROPERTY:** You must take proper care when using St. Saviour's School property and you must not use School property for any unauthorised use or for private gain.
11. **USE OF PREMISES:** You must not carry out any work or activity on School premises other than pursuant to your terms and conditions of employment without the prior permission of the Head Teacher.
12. **BEHAVIOUR OF OTHERS:** You should be aware that the behaviour of your partner or other family members or any member of your household may raise concerns if it affects the welfare of any member of the School community or a member of the public, or brings the School into disrepute. Such concerns will be given careful consideration as to whether they constitute a potential risk to children at the School or its reputation.
13. **GOOD ORDER AND DISCIPLINE:** Teaching staff and other staff in charge or control of pupils must maintain good order and discipline at all times when pupils are present on School premises and whenever pupils are engaged in authorised school activities, whether on School premises or elsewhere.
14. **ASSEMBLIES:** All teaching staff are expected to attend assembly and register the attendance of pupils.



15. **ONLINE REGISTERS:** Class Teachers should register the attendance of pupils both in the morning and afternoon.
16. **LANGUAGE:** You should use appropriate language at all times. For example, you should:
- avoid words or expressions that have any unnecessary sexual content or innuendo;
 - avoid any form of aggressive or threatening words;
 - avoid displays of affection either personally or in writing (e.g. messages in birthday cards, text messages, emails etc.);
 - avoid any words or actions that are over-familiar;
 - not swear, blaspheme or use any sort of offensive language in front of pupils;
 - avoid the use of sarcasm or derogatory words when punishing or disciplining pupils and avoid making unprofessional personal comments about anyone. Any sanctions should be in accordance with the School's behaviour management programme. The School does not threaten or use corporal punishment;
 - be aware that some parts of the curriculum may raise sexually explicit subject matters. Care should be taken in subjects where rules / boundaries are relaxed (e.g. drama or art). Staff should have clear lesson plans and should take care to avoid overstepping personal and professional boundaries.
17. **DRESS:** You should dress appropriately and in a professional manner. Traditional outfits/Dress down wear can be worn on Fridays.
18. **ONE-TO-ONE MEETINGS:** If you are teaching one pupil, or conducting a one-to-one meeting or teaching session with a pupil, you should take particular care for example:
- when working alone with a pupil is an integral part of your role, conduct and agree full risk assessments
 - use a room that has sufficient windows onto a corridor so the occupants can be seen, or keep the door open, or inform a colleague that the lesson/meeting is taking place;
 - arrange the meeting during normal school hours when there are plenty of other people about;
 - do not continue the meeting for any longer than is necessary to achieve its purposes;
 - avoid sitting or standing unnecessarily close to a pupil, except as necessary to check work;
 - avoid using "engaged" or equivalent signs on doors or windows;
 - avoid idle discussion;
 - avoid all unnecessary physical contact and apologise straight away if there is accidental physical contact;
 - avoid any conduct that could be taken as a sexual advance;
 - report any incident that causes you concern to the Designated Safeguarding Lead under the School's child protection procedures, and make a written record (signed and dated); and
 - report any situation where a pupil becomes distressed or angry to the Designated Safeguarding Lead.



19. **MEETINGS OUTSIDE SCHOOL:** Pre-arranged meetings with pupils outside school should not be permitted unless approval is obtained from their parents, guardians or carers and the Deputy Head / Head Teacher. If you are holding such a meeting, you should inform colleagues before the meeting.
20. **HOME VISITS:** In some circumstances home visits are necessary. You should:
- Seek approval from the Head Teacher and adhere to any work plan/contract;
 - follow the risk management strategy and ensure appropriate risk assessments are in place. Where there is insufficient information to complete a risk assessment, ensure that you are accompanied by a colleague;
 - not visit unannounced if this can be avoided;
 - leave the door open where you will be alone with pupils;
 - keep records detailing times of arrival and departure, and work undertaken;
 - ensure that any behaviour or situation that gives rise to a concern is reported and actioned;
 - discuss with your manager anything that gives cause for concern and refer to other agencies if felt appropriate;
 - have a mobile telephone and an emergency contact.
21. **THE USE OF PERSONAL LIVING SPACE:** Pupils should not be in or invited into the personal living space of any member of staff, unless agreed with the parents, guardians or carers and the Head Teacher. Pupils should not be asked to assist with chores or tasks in the personal living space. Personal living spaces should not be used as an additional resource for the School.

Dealing with "crushes": Crushes, fixations or infatuations are part of normal adolescent development. However, they need sensitive handling to avoid allegations of exploitation and to ensure that pupils are protected. Such crushes carry a high risk of words, actions and expressions being misinterpreted, therefore, the highest levels of professionalism are required. If you suspect that a pupil has a "crush" on you or on another colleague, you should bring it to the attention of the Designated Safeguarding Lead at the earliest opportunity. Suggestions that a pupil may have developed a crush should be recorded. Staff should avoid being alone with pupils who have developed a crush on them and if the pupil sends personal communications to the member of staff, this should be reported to the Head Teacher and recorded.

CONFIDENTIALITY AND DATA PROTECTION

22. **TREATMENT OF PUPIL INFORMATION:** You should respect the privacy of pupils, parents and colleagues and should not pass information about, for example, addresses or telephone numbers to others, without checking first with the person concerned.
23. **CONSENT REQUIRED:** Lists of pupils'/parents' names and addresses must not be used for any purpose without the consent of the Head. You should not invite pupils into your own home unless they are members of families who have a pre-existing friendship with you. Information about pupils, parents or colleagues



should never be disclosed to telephone enquirers. You should ask the enquirer to put the request in writing so that it can be dealt with appropriately.

24. **DISCLOSING CONFIDENTIAL INFORMATION:** Confidential information should only be disclosed on a need-to-know basis. Where it is not necessary to disclose a child's identity the information should be disclosed anonymously. If you are unsure whether you should disclose information, you should seek advice from the Key Stage Leader.
25. **DUTY TO DISCLOSE CONFIDENTIAL INFORMATION:** You may have to disclose information, for example where abuse is alleged or suspected. In such cases, there is a duty to pass on the information immediately, but only to the Designated Safeguarding Lead under the School's Child Protection Procedures. The storing of personal information must not breach the School's Data Protection Policy. Note: never give an undertaking of confidentiality to a pupil where child protection issues are involved (see separate Safeguarding and Child Protection Policy).

THE USE OF FORCE OR PHYSICAL RESTRAINT

26. **PHYSICAL RESTRAINT:** All forms of corporal punishment are unlawful and the use of unwarranted physical force is likely to constitute a criminal offence. The use of physical intervention should be avoided if possible. Reasonable force will be used in accordance with the DfE guidance Use of Reasonable Force: Advice for Head teachers, staff and governing bodies (July 2013) and only when immediately necessary and for the minimum time necessary. However, by law, teaching staff, and other staff who are authorised by the Head Teacher to have control or charge of pupils, may use such force or physical contact as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do any of the following:
- committing a criminal offence;
 - injuring themselves or others;
 - causing damage to property, including their own;
 - engaging in any behaviour prejudicial to good order and discipline at the School or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.
27. **APPLICATION OF CODE OF RESTRAINT:** This applies when a teacher, or other authorised person, is on School premises and when he or she is in control or charge of the pupil elsewhere, for example on a field trip or other authorised out of school activity. It only applies where no other form of control is available and where it is necessary to intervene.
28. **BEFORE INTERVENING:** Before intervening physically you should, wherever practicable, tell the pupil to stop and what will happen if he or she does not. You should continue attempting to communicate with the pupil throughout the incident and should make it clear that physical contact or restraint will stop as soon as it ceases to be necessary. You should always avoid touching or holding a pupil in a way that might be considered indecent. You should also avoid any form of aggressive contact such as holding, pushing, pulling



or hitting which could amount to a criminal assault, nor act in a way that might reasonably be expected to cause injury.

29. **INFORM SENIOR STAFF:** You should inform the Key Stage Leader or Deputy Head Teacher of the School immediately following an incident, except the most minor or trivial, where force has been used. This is to help prevent any misunderstanding or misrepresentation of the incident, and it will be helpful in the event of a complaint. You should provide a written report as soon as possible afterwards. This should include written and signed accounts of those involved, including the pupil. The parents, guardians or carers should be informed the same day or as soon as is reasonably practical.
30. **ACTION TAKEN IN SELF DEFENCE OR IN AN EMERGENCY:** The law allows anyone to defend themselves against an attack provided they do not use more force than is necessary. Similarly, where a pupil is at risk of immediate injury or on the point of inflicting injury on someone else, any member of staff (whether authorised or not) would be entitled to intervene.
31. **USING UNREASONABLE FORCE:** There is no legal definition of "reasonable force". It will always depend on the circumstances. Note that:
- any use of force should be proportionate to the behaviour of the pupil involved and the seriousness of the harm prevented
 - physical force could not be justified to prevent a pupil from committing a trivial misdemeanour;
 - any force should always be the minimum needed to achieve the desired result;
 - whether it is reasonable to use force and the degree of force that could be reasonably employed might also depend on the age, understanding and sex of the pupil.
32. **When physical contact may be appropriate:** Physical contact with a pupil may be necessary and beneficial in order to demonstrate a required action, or a correct technique in, for example, singing and other music lessons or during PE, sports and games. Any physical contact should be in response to the pupil's needs, of limited duration and appropriate to the pupil's age, stage of development, gender, ethnicity and background. Physical contact can be easily misinterpreted and should be limited. Staff should use professional judgement.
33. **GUIDANCE ON USING PHYSICAL CONTACT:** You should observe the following guidelines (where applicable):
- explain the intended action to the pupil;
 - do not proceed with the action if the pupil appears to be apprehensive or reluctant, or if you have other concerns about the pupil's likely reaction;
 - ensure that the door is open and if you are in any doubt, ask a colleague or another pupil to be present during the demonstration; and
 - consider alternatives if it appears likely that the pupil might misinterpret the contact.



34. **REPORTING CONCERNS:** If you are at all concerned about any instance of physical contact, speak to the Deputy Head or Head Teacher without delay, and make a written record in the incident book and on the pupil's file if necessary.
35. **OFFERING COMFORT TO DISTRESSED PUPILS:** Touching may also be appropriate where a pupil is in distress and needs comforting. You should use your own professional judgement when you feel a pupil needs this kind of support and should be aware of any special circumstances relating to the pupil. For example, a child who has been abused may find physical contact particularly difficult. You should always notify the Deputy Head Pastoral / Head Teacher when comfort has been offered and should seek guidance if unsure whether it would be appropriate in a particular case. Staff are forbidden from instigating any touching other than that which is entirely necessary and justified, and there should always be another member of staff present as a witness if touching of any kind takes place to ensure that pupils' well-being is protected
36. **ADMINISTRATING FIRST AID:** When administering first aid you should explain to the child what is happening and ensure that another adult is present or is aware of the action being taken. The treatment must meet the School's health and safety at work rules and intimate care guidelines, and parents, guardians or carers should be informed. Staff should:
- adhere to the School's policy on administering first aid/medication
 - comply with the necessary reporting requirements
 - make other adults aware of the task that is being undertaken
 - explain what is happening
 - report and record the administration of first aid
 - have regard to any health plans
 - ensure that an appropriate health/risk assessment is undertaken prior to undertaking certain activities.
37. **PUPIL'S ENTITLEMENT TO PRIVACY:** Children are entitled to privacy when changing or showering. However there still must be an appropriate level of supervision to ensure safety. You should:
- avoid physical contact or visually intrusive behaviour when children are undressed;
 - announce yourself when entering changing rooms and avoid remaining unless required;
 - not shower or change in the same place as children; and
 - not assist with any personal care task which a pupil can undertake themselves.
38. **CHILDREN WITH SPECIAL EDUCATIONAL NEEDS OR DISABILITIES:** Some children may need more physical contact to assist their everyday learning, which should be agreed and understood by all concerned, justified, openly applied and open to scrutiny.

Code of conduct for contact outside school

39. **CONTACT OUTSIDE SCHOOL:** You should avoid unnecessary contact with pupils outside school. For example:



- you should not give pupils your home address, home telephone number, mobile telephone number or personal e-mail address. Except in an emergency, communication should only be made using School property;
 - you should not send personal communications to children (such as birthday cards or faith cards, text messages etc.) unless agreed with the Head Teacher.
 - not make arrangements to meet pupils, individually or in groups, outside school other than on school trips authorised by the Head;
 - avoid contacting pupils at home unless this is strictly necessary, and you should keep a record of any such occasion;
 - you should not give a pupil a lift in your own vehicle other than on School business and with permission from the Deputy Head/ Head Teacher (and for educational visits). Avoid inviting pupils (groups or individuals) to your home unless there is a good reason and it has been approved by management.
 - report and record any situation which may place a child at risk or which may compromise the School's or your professional standing;
 - you should not invite pupils into your own home unless the pupils are members of families who have pre-existing friendships with you; and
 - ensure that pupils do not see anything in your home that may cause embarrassment or that might become the subject of inappropriate gossip or rumour; and
 - never engage in secretive social contact with pupils or their parents, guardians or carers.
40. **SOCIAL CONTACT:** You should be aware that where you meet children or parents, guardians or carers socially, such contact could be misinterpreted as grooming. Any social contact that could give rise to concern should be reported to the Deputy Head/Head Teacher.
41. **FRIENDSHIPS WITH PARENTS, GUARDIAN, CARERS AND PUPILS:** Members of Staff who are friends with parents, guardians or carers of pupils or who, for example, are voluntary workers in church organisations attended by pupils, will of course have contact with those pupils outside school. However, members of staff should still respect the above advice.
42. **SCOPE OF APPLICATION OF CODE OF CONTACT OUTSIDE SCHOOL:** The same guidelines should be applied to after school clubs, school trips, and especially trips that involve an overnight stay away from the School. There are separate, more detailed guidelines for school trips in the Educational Visits Policy. The principles of this guidance also apply to contact with children or young people who are pupils at another school.



43. **TRANSPORTING PUPILS:** There may be some situations when Staff are required to transport pupils. You should:

- ensure that you are fit to drive and free from any substances that may impair your judgement or ability to drive
- be aware that until the pupil is passed over to a parent / carer, you have responsibility for that pupil's health and safety
- record the details of the journey
- record and be able to justify impromptu or emergency lifts
- ensure that there are proper arrangements in place to ensure vehicle, passenger and driver safety, including appropriate insurance, seat belts, adherence to maximum capacity guidelines etc.
- ensure you have discussed this with the Deputy Head/Head Teacher in advance.

44. **ACTIVITIES OUTSIDE OF SCHOOL (other than Extra-curricular activities):**

When taking part in school activities outside of the school, you should:

- be accompanied by another adult unless otherwise agreed with the Deputy Head /Head Teacher.
- undertake a risk assessment
- obtain parental consent.

45. **EDUCATIONAL VISITS:** When taking part in educational visits, you should:

- follow the School's Educational Visits Policy
- be accompanied by another adult unless otherwise agreed with the Deputy Head / Head Teacher.
- undertake a risk assessment
- obtain parental consent
- never share bedrooms unless in a dormitory situation and arrangements have been discussed previously with and authorised by Key Stage Leaders, parents, guardians or carers and pupils.

46. **OVERNIGHT SUPERVISION:** Where overnight supervision is required to preserve the integrity of the examination process:

- you should ensure that a risk assessment has been undertaken and that all members of the household have had the appropriate checks
- arrangements should be made with and agreed by parents, guardians or carers and the pupil
- one to one supervision should be avoided where possible
- choice, flexibility and contact with "the outside world" should be incorporated, so far as it is consistent with appropriate supervision and the School's guidelines.



- whenever possible, independent oversight of the arrangements should be made and any misinterpretation, misunderstanding or complaint should be reported.
47. **COMMUNICATING WITH CHILDREN AND PARENTS:** All communication with children or parents be limited to professional matters. Except in an emergency, communication should only be made using School property i.e. school phone.
48. **APPLICATION:** These rules apply to any form of communication including mobile telephones, web-cameras, social networking websites and blogs. You should also ensure you comply with the more detailed Safer Use of Technology Policy.
49. **ACCEPTABLE USE:** Adults must establish safe and responsible online behaviour and must be familiar with the Safer Use of Technology Policy (see policy for further details). Adults should report to senior colleagues, any new and emerging technologies which may have a bearing on School practices and on the review of the Safer Use of Technology Policy. Staff should also:
- ensure that your own personal social networking sites are set as private and ensure that pupils are not approved contacts
 - never use or access social networking sites of pupils and do not use internet or web-based communication channels to send personal messages to pupils
 - do not use your own equipment (e.g. mobile telephones) to communicate with pupils - use equipment provided by the School and ensure that parents, guardians or carers have given permission (See Safe Use of Technology policy)
 - only make contact with pupils' parents for professional reasons
50. **PERSONAL DETAILS:** Adults should not give their personal contact details to pupils, including e-mail addresses, home or mobile telephone numbers, unless the need to do so is agreed with Deputy Head / Head Teacher and parents, guardians or carers.

Communicating outside the agreed protocols: E-mail or text communications between an adult and a pupil outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based websites. If there are reasonable grounds to believe that inappropriate communications have taken place, the School will require the relevant mobile phones to be produced for examination. The usual disciplinary procedures will apply. Staff may expect to have mobile phones confiscated if there has been a breach of these rules (see also, Safer Use of Technology policy).

51. CODE OF CONDUCT FOR PHOTOGRAPHS AND VIDEOS

Permission required: The school maintains a list of pupils in respect of whom parents have withheld their consent to photographs or video footage being taken. Please familiarise yourself with this list before



taking photographs or video footage of pupils. This also applies to when photographs or video footage is distributed or displayed – see safeguarding & child protection policy

52. Appropriate material: The School recognises that many children have unlimited and unrestricted access to the internet via 3G and 4G. You must ensure children are not exposed to inappropriate or indecent images. Inappropriate material, such as pornography, should not be brought to work and you must not use School property to access such material. You should not allow unauthorised access to School equipment and should keep your computer passwords safe. If you discover material that is potentially illegal, you must isolate the equipment and contact the Designated Safeguarding Lead under the School's child protection procedures immediately. Pupils must not be exposed to unsuitable material on the internet and Staff should ensure that any film or material shown is age appropriate

53. GRIEVANCES

Any issue raised by a member of staff will be dealt with by the line manager informally then referred to the HR manager and Head Teacher if necessary.

Misconduct: Unacceptable or improper behaviour by an employee.

This is the point at which the procedure is entered or the omission of any of the stages will depend entirely on the seriousness of the offence. Thus, a series of minor offences or a repetition of one such offence may involve the entire procedure whilst a more serious offence may well call for a final warning. For example, Gross misconduct should lead to instant dismissal.

- Refusing to do work ('insubordination')
- Being absent without permission ('AWOL')
- Poor time-keeping or attendance
- Poor standard of work
- Lack of care to duties or other people ('gross negligence')

Gross misconduct: An act which is so serious that it justifies dismissal or loss of pay

- Committing a criminal act on the school site
- Obstructing an investigation (falsifying an incident)
- Violating any school policy, procedure, rule or regulation
- Bullying
- Harassment of any kind
- Sexual harassment
- Sexual contact
- Violence, any fighting or violence towards any fellow employee or any other person on the school premises or whilst representing the school



- To hit, smack or hurt any child or other member of staff on the school premises or whilst safeguarding a child
- Fraud, any deliberate falsification of records or deliberate attempt to defraud the school or fellow employees including the falsification of timesheets, travel claims etc.
- Physical violence
- Indecency which is related to employment with the school
- Serious insubordination
- Refusal to repeatedly carry out reasonable instructions from a superior
- Theft from school, its employees, clients including unauthorised possession of any company possessions, goods, materials or products
- Deliberate damage to the school's property or to the property of a fellow employee
- Intoxication on the school premises or bringing in of alcohol or drugs onto the premises
- Discrimination of any staff or children on the grounds of sex, marital status, race, colour, religion, ethnic origin, nationality or disability
- Breach of contract of employment which renders continuation of employment impossible including failure to meet related provisions
- Failure to observe the confidential nature of information concerning the school

The above is not an exhaustive list but a general guide for staff.

GIFTS AND REWARDS

54. **ANTI-BRIBARY AND CORRUPTION POLICY:** Before accepting or giving any gifts or rewards, Staff must familiarise themselves with the details contained in this Employment Manual.
55. **If a gift is received:** If you receive a gift from a pupil or parent, you should:
- declare the gift where there is a possibility it could be misconstrued, or in any event where the gift is of a value of more than N100,000. The Head Teacher may in his absolute discretion require you to decline the gift
 - decline outright gifts that could be perceived as a bribe or that have created an expectation of preferential treatment. Although it is accepted for parents, guardians or carers or children to make small gifts to show appreciation, you must not receive gifts on a regular basis or receive anything of significant value
56. **GIVING GIFTS AND REWARDS:** Where you are thinking of giving a gift or reward:
- it should only be provided as part of an agreed reward system
 - in all cases except the above, the gift or reward should be of little monetary value and should be discussed and agreed with the Headmistress, and the parent or carer selection processes should be fair and where possible should be agreed by more than one member of Staff



- gifts should be given openly and not based on favouritism.

Allocation of gifts and rewards: Decisions regarding entitlement to benefits or privileges such as admission to school trips, activities or classroom tasks must avoid perceptions of bias, grooming or favouritism. The selection process must be based on transparent criteria.

57. **SEXUAL CONTACT:** Staff must not:

- have any type of sexual relationship with a pupil or pupils or past pupil or pupils
- have sexually suggestive or provocative communications with a pupil
- make sexual remarks to or about a pupil
- discuss their own sexual relationships in the presence of pupils

Sexual relationships or contact with pupils, or encouraging a relationship to develop in a way which might lead to a sexual relationship is a grave breach of trust that will usually lead to disciplinary action and may also lead to criminal prosecution. Not breaching trust is of paramount importance.

58. **THE PREVENT DUTY**

All schools are subject to the duty to have due regard to the need to prevent people from being drawn into terrorism. The guidance from the UK Government defines extremism in the Prevent strategy as: “Vocal or active opposition to fundamental British values, including democracy, the rules of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the deaths of members of our armed forces”.

The Prevent duty is not intended to limit discussion of sensitive issues including terrorism and the extremist ideas that are part of terrorist ideology. Staff should however, be mindful of their duties to forbid political indoctrination and secure a balanced presentation of political issues.

You must immediately contact the Designated Safeguarding Lead under the School’s child protection procedures if you have any concerns.

59. **TERMINATION OF EMPLOYMENT:** If the School ceases to use the services of a member of Staff or volunteer because they are unsuitable to work with children, a settlement agreement (formerly known as a compromise agreement) will not be used and a referral to the Disclosure and Barring Service will be made promptly if the criteria for a referral are met. Any such incidents will be followed by a review of the safeguarding procedures within the School, with a report being presented to the Board of Management without delay.

Consequences of breaching the Code of Conduct

60. **RESIGNATION:** If a member of Staff or volunteer tenders his or her resignation, or ceases to provide his or her services to the School at a time when child protection concerns exist in relation to that person, those concerns will still be investigated in full by the School and a referral will be made to the Disclosure and Barring Service or relevant authorities will be made promptly if the criteria for a referral are met.



61. **TRA:** Separate consideration will be given to making a referral to the Teaching Regulation Agency (TRA) where a British teacher has dismissed (or would have been dismissed had he or she not resigned) because of unacceptable professional conduct, conduct that may bring the profession into disrepute, or a conviction at any time for a relevant offence.

The School's position: It is in your interests to follow this policy so as to maintain standards of behaviour and your own professional reputation. A breach of this policy may be treated as misconduct and will render you liable to disciplinary action including in serious cases, dismissal.

Policy established and agreed:	January 2018
Policy review cycle:	Every 2 years
Policy reviewed:	Lent 2020
Date of next review:	Lent 2022
Member of staff responsible for the policy	Mr. Craig Heaton, Head Teacher