

# Woodcroft Primary School



## STAFF CODE OF CONDUCT 2022

**Issued: August 2022**

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## INTRODUCTION

**Woodcroft Primary School is committed to safeguarding children and promoting their welfare.**

We have a series of underpinning principles that value and advocate respect for children and young people, whilst recognising they are at risk from verbal, physical, sexual and emotional abuse.

### Aims

This code of conduct has been developed to ensure that all staff are clear about professional boundaries and exercise the highest of professional standards (All adults in school are considered to be members of staff and expected to adhere to this code of practice. This includes all paid staff, volunteers and partner organisations).

#### The code of practice aims to:

- protect children
- protect staff by providing clear good practice guidelines
- provide a uniform approach to working with children
- encourage a culture of openness, improved communication and sharing of practice.

**All staff are expected to make themselves familiar with, and work within this code of conduct. If they do not, they will not have the support of Barnet Council for any possible adverse consequences resulting from their actions. Staff must sign / digitally sign (via safeguarding questionnaire) that they have read and understood this code of conduct.**

A code of conduct cannot address all issues or cover all eventualities, but gives a very clear indication of the kind of behaviour expected of staff. It is the responsibility of every member of staff to check if they are unclear about acceptable and appropriate professional boundaries and working practices.

### Staff Responsibility

It is the responsibility of all staff to share any concerns they have about the behaviour of other staff. This is particularly important if a member of staff feels uncomfortable about the way a member of staff interacts with young people, or a particular individual young person, however vague. Please ensure you are familiar with the school Whistle Blowing Policy.

This code will be reviewed annually, in the light of new legislation, procedures and learnt outcomes.

## Legal framework

This code of conduct is to be read in conjunction with, but not limited to, the following legislation;

- The General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- The Education Act 2002
- The Children Act 1989
- The Working Time Regulations 1998 (as amended)
- Sexual Offences Act 2003

*The Sexual Offences Act states it is an offence for person over 18, in a position of trust, to have sexual intercourse or engage in other sexual activity with any person under 18 subject to their authority. Barnet Council would consider such behaviour by staff as gross misconduct, regardless of the law.*

This policy also has due regard to statutory guidance including, but not limited to, the following:

- DfE (2022) 'Keeping children safe in education'
- DfE (2018) 'Working Together to Safeguard Children'
- DfE (2018) 'Staffing and employment advice for schools'

This policy operates in conjunction with the following school policies and documents:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Data Protection Policy
- Equal Opportunities Policy
- Staff Leave of Absence Policy
- Whistleblowing Policy
- Use of Reasonable Force Policy
- Online Safety Policy and Acceptable Use Agreement

The following guidance also applies be taken of;

- Working for Barnet Council - A Staff Guide for Staff
- Woodcroft Safeguarding Notice
- DfE Health and Safety of Pupils of Education Visits: A Good Practice Guide.
- Safer Recruitment and Selection Guidelines
- Woodcroft Prevent Procedures

## Professional Boundaries

Having professional boundaries means:

- ensuring subjective feelings do not interfere with professional relationships
- being consistent in approach, actions and responses
- not treating professional relationships as friendships

It is staff responsibility to ensure that children and young people understand these boundaries, see value in the professional relationship and ensure that roles do not become blurred. Children are customers and clients, not friends. Friendship and dependency must be avoided and is detrimental to the schools values.

All interactions with children must be related to Woodcroft Primary School's overall aims. **All work with children must have clear objectives with measurable outcomes relating to learning and personal growth.** If staff maintain professional boundaries, they will be able to objectively analyse a situation, assess need and decide on the most relevant and effective interaction.

If a member of staff does not establish clear boundaries, they are putting themselves and young people at risk. It is the responsibility of all staff to consider these issues and raise any concerns regarding 'blurred boundaries' with senior management.

Woodcroft expects that children and young people have the right to the highest levels of integrity and professional practice from the staff who work with them.

## Professional behaviour

Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect.

- The use of foul and abusive language will not be tolerated.
- Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.
- Staff members will not misuse or misrepresent their position, qualifications or experience, or bring the school into disrepute.
- Staff members will inform the headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.
- Staff will be aware that professional behaviour and conduct is expected to be extended to extra-curricular trips and visits.
- Staff will act appropriately and impartially in terms of the views they express (in particular political views) and the use of school resources at all times and will not use school resources for party political purposes.

## Conduct outside of work

- Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school. The nature of the work cannot be seen to bring the

school into disrepute, nor be at a level which may contravene the working time regulations or affect an individual's work performance.

- Staff will not engage in outside work which could seriously damage the reputation and standing of the school or the employee's own reputation, or the reputation of other members of the school community. In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are unacceptable.
- Staff will not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

### **Smoking, alcohol and other substances**

Staff need to take a view about whether social activities in their own time could be detrimental to their professional role. These could also be interpreted by the school / local authority as inappropriate, or bring the school / council into disrepute, and are disciplinary criteria.

Barnet Council supports staff who have problems as a result of using cigarettes, alcohol and/or illegal substances through the use of occupational health support. Staff with problems can be referred for medical support, however if this does not resolve issues of conduct then disciplinary procedures could follow.

When staff use legal or illegal substances outside of work, but it impinges on work, this becomes a disciplinary matter. For example if the child knows of, or sees, a staff member use a substance and then discusses it, this will undermine the credibility of the school / service as well as exposing the staff member to possible prosecution.

### **Smoking**

In conjunction with Working for 'Barnet Council: A Guide for Staff' smoking is not permitted in any council building or vehicle. Woodcroft is a designated no smoking site. Staff are not allowed to smoke in the company of young people. This also applies to residential visits with children. The following should be noted;

- Staff are not allowed to smoke on or in the vicinity of the school where children can see them.
- Staff will not smoke whilst working with or supervising pupils off-site, such as when on educational visits and trips.

### **Alcohol and illegal substances**

The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members must never attend work under the influence of alcohol or illegal drugs.

If alcohol or drug usage impacts on a staff member's performance, the school has the right to discuss the matter with the employee and take appropriate action in accordance with the school's disciplinary procedures, including referral to the police.

### **Safeguarding pupils**

In accordance with 'Keeping children safe in education', all staff members have a responsibility to safeguard pupils and protect their welfare.

All staff members have a responsibility to ensure that they provide a learning environment in which pupils feel safe, secure and respected.

To effectively safeguard pupils, staff members are required to follow the procedures outlined in this Staff Code of Conduct and the Child Protection and Safeguarding Policy, ensuring that they do not act in a way that may put pupils at risk of harm, or lead others to question their actions.

In accordance with the school's Child Protection and Safeguarding Policy, staff members will be prepared to identify pupils who may be subject to, or at risk of, the following types of abuse and neglect:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Peer-on-peer abuse
- Serious violence
- FGM

If a staff member identifies a pupil who is subject to, or at risk of, the abuse and neglect, they will follow the necessary reporting and referral procedures and log the report using My Concern.

Any staff member that has concerns about a staff member's actions or intent that may lead to a pupil being put at risk of harm will report this in line with the Whistleblowing Policy to the headteacher immediately so appropriate action can be taken.

If a staff member feels unable to raise an issue with the school, they will use other whistleblowing channels, including contacting the NSPCC's helpline on 0800 028 0285 (between the hours of 8:00am and 8:00pm Monday to Friday) or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk). Staff members can also access guidance at [www.gov.uk/whistleblowing](http://www.gov.uk/whistleblowing).

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

All staff must undertake annual safeguarding and child protection training

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

Staff will be aware of the school's legal duty to refer anyone who has harmed, or poses a risk of harm to, a child or vulnerable adult to the DBS – this includes where:

- The harm test is satisfied in respect of that individual
- The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence
- The individual has been removed from working in regulated activity or would have been removed if they had not left their post



## **Employment of staff**

All staff must be recruited in line with the **Barnet Safer Recruitment and Selection guidelines**.

### **Recruitment and employment of close relatives (and friends)**

Two or more close relatives should not be employed to work together in the same team.

In all instances close relatives must not line manage each other. It is also preferable if close relatives do not co-work.

When two members of staff who work together become partners there are potential dangers. If one line manages the other, then one must move to another team. In all cases close supervision is required.

### **Health and Safety**

Staff members will:

- Be familiar with and adhere to the school's Health and Safety Policy and ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
- Comply with hygiene and infection control requirements.
- Comply with accident reporting requirements.
- Inform the headteacher of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended).

### **Visitors**

Care must be taken when children and young people are present that visitors are not left unsupervised. This includes visitors to school, parents, contractors etc.

All staff are responsible for asking visitors why they are on site, and ensuring they are not left alone with children.

Visitors who have no legitimate reason to be on site when children are present must be asked to leave. A person should not be visiting regularly when children are present (other than to drop off or collect) as this could give uncleared people access to children.

All visitors must sign in and out at the office and wear a visitor badge at ALL times

### **Staff Identification**

At times when the school is open to the public; e.g. events, open evenings and at the end of the school day staff should be clearly identifiable through a name card & lanyard or staff garment.

Staff carrying out a break time or lunchtime duty should be clearly identified by wearing a hi-visibility tabard or other official school garment (this includes Woodcroft issued staff uniform)

## **Dress Code**

In-school dress needs to be appropriate and of a professional nature. We expect pupils to wear smart uniform and staff should model the same standards, for example denim should not be worn (special dispensation has been agreed for MTS staff).

At all times staff must ensure that;

- there are no bare chests/midriiffs
- shorts and skirts and leggings are of a decent length and not skin tight
- there is no inappropriate or offensive wording or graphics on clothing or explicit exposed tattoos
- footwear should be appropriate for activities undertaken – open toed sandals or flip flops are not suitable for use in school. If staff choose to wear such footwear then they do so at their own risk.

## **Sporting Dress**

Dress needs to be appropriate for any other activity undertaken. At all times staff must ensure that children are appropriately dressed. On days when a staff member has to undertake a PE lesson or activity then it is acceptable to wear a tracksuit/sports clothing and trainers to school.

## **Declaration of Interests**

Staff members are required to declare their interests, both personal and financial, where the group or organisation they are affiliated with would be considered to be in conflict with the ethos of the school. For the purposes of this policy, a financial conflict of interest is one where there is, or appears to be, opportunity for personal financial gain, financial gain for close relatives or friends, or where it may be reasonable for a third party to take the view that financial benefits may affect an individual's actions. The term 'financial interest' means anything of monetary value, including the following:

- Payments for services
- Equity interests
- Intellectual property rights
- Hospitality or gifts

Examples of financial interests that must be declared include, but are not limited to, equity interests in services considered for use by the school.

Non-financial conflicts of interest can also come into conflict, or be perceived to come into conflict, with an individual's obligations or commitments to the school. These interests may include any benefit or advantage including, but not limited to, direct or indirect enhancement of an individual's career or gain for immediate family or someone with whom the individual has a close relationship. Examples of situations that could give rise to non-financial conflicts of interest include the following:

- Pressure or temptation to accept gifts, inducements or hospitality
- Participating in the appointment, hiring, promotion, supervision or evaluation of a person with whom the individual has a close personal relationship

- Where a member of staff has or develops a close personal relationship with a colleague

The membership to a trade union or staff representative group does not need to be declared.

Staff members will also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities.

Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the school or trade union.

All declarations, including nil returns, will be submitted in writing to the headteacher for inclusion on the Register of Business Interests.

## **Residential / Trips and School Day Trips**

There are clear guidelines in Woodcroft's Good Practice Guide for Educational Visits and Barnet's "Outdoor Activities for Children & Young People – Guidance Notes on Specific Activities and Emergency Procedures" which must be followed.

### **Risk Assessments / Staff numbers**

Staff to children ratios must be assessed in accordance with residential / trip risk assessments. With mixed gender groups, there must be staff of both genders. With single gender groups at least one member of staff must be of the same gender as the children.

### **Consent**

All parents and carers must complete a parental consent form before a child will be allowed to attend any visit, sporting fixture or any after school activity. All consent forms must be stored in the school office. Copies must be taken on the trip / residential. In advance of any residential trip copies of the consent forms must be given to the office.

### **Day Trips**

- Day trips can be approved by the Educational Visits Co-ordinator – (Mark Russell, Deputy Headteacher) using the Evolve online trip planning system ([www.barnetvivits.org](http://www.barnetvivits.org))

### **Overnight trips / Residential**

- Residential and overnight absences must be approved by the Governors. The 'Application for approval for a residential trip' must be completed and signed by the Chair of Governors and Headteacher. This must be done a minimum of three weeks in advance of the proposed trip.
- All trips involving adventurous activities must be approved by the LA at least 2 weeks prior to departure.

**The Headteacher must be notified directly** of any last minute changes if any children/staff return before the specified date/time.

### **Sleeping accommodation**

There must be separate, clearly defined, private sleeping areas for each gender and staff.

Supervision approaches must ensure that the privacy of children is maintained. A member of staff can only enter a bedroom/sleeping area of children to deal with health and safety issues, but the door should be left open at all times. It is preferable to be accompanied by another member of staff.

### **Shower**

Where there are open plan showers, arrangements must be made for separate shower times for each gender. Staff must not shower at the same time as children, and should not enter the shower whilst children are showering unless it is an emergency.

## **Transport**

### **Use of staff's personal transport**

- Staff should not be alone in a vehicle with only one pupil.
- Staff should only transport pupils to planned destination and a return to school. It is not acceptable to give young people lifts home after sessions or visits.
- Any planned trips where personal transport is used must be agreed with the Head Teacher or Educational Visits Co-ordinator in advance.
- Under exceptional circumstances and only as a last resort may a member of staff use personal transport in taking children to hospital. This is in response to emergency services placing a new emphasis on not calling ambulances unless it is an extreme emergency. They are stressing that 'walking wounded' that need treatment need to be brought to hospitals in other ways. Try to contact the parents/guardian to get them to collect their child and take them to hospital. At all times another member of staff must be present during transport and in order to stay with the child until their parent/guardian arrives.
- During outside of work situations, it is not acceptable to give "lifts" to young people that are known to you through your work.
- The driver and the car used must be insured for business use.

### **Children who are not collected at end of session**

Some children are usually collected at the end of the day or after an after school activity by parents / carers. If the child does not have a key to their house, or is not allowed to go home on their own, and no-one arrives to collect them, they cannot be left unattended. Staff should try to phone parents first, and if there is no answer, family or friends. Two members of staff need to remain with an individual young person, so that a staff member is not alone with one member of staff. Staff are at liberty to call the duty social worker or the police if they feel the child is / will be at risk.

If a parent / carer is consistently late to collect their child, discuss with the parent the difficulty this causes, and ask them to ensure they meet the deadline.

### **Walking children home**

Occasionally, a child will ask a member of staff to walk them home. This must not happen. A parent / carer should be contacted to collect the child.

# How Staff Interact With Children

## Verbal Interaction

It is important that staff are aware, at all times, of the way in which they communicate with children. Interactions should be positive and respectful, not negative and must not be demeaning or belittling. For example, jokes should never be made at the expense of children. Shouting at a child, unless used in a situation to avoid danger, could be both negative and intimidating. Shouting does not comply with the school's behaviour management policy or the established principles of 123 Magic or Team Teach.

The intended outcome of any interaction with children is to maintain or raise their self-esteem.

## Sexualisation

Sexualisation of the work place is unacceptable. Staff must be careful that what they say cannot be misconstrued. They should avoid innuendo and not tell "dirty jokes".

## Counselling / One-to-one work

If a one-to-one discussion is being carried out, it should be in a room that can be overseen by other staff. At no time should a one-to-one session be held in a building (part of building) when no other staff are present.

## Confidentiality

Children should feel confident and safe discussing a wide range of issues with adults in school it is important that staff members treat this information 'in confidence'. Staff cannot offer absolute confidentiality. Professional considerations concerning the safety of children will override confidentiality. Staff must ensure that children are made aware of this.

## Physical Contact

Physical contact between staff and young people should be avoided. It should only take place when there is a genuine reason and in relation to a professional role. Physical contact between a staff member and a pupil for the purpose of behaviour management should only occur with trained staff and according to the principles of Team Teach.

## When working with children, staff should never:

- Engage in rough, physical (inc. sporting) or sexually provocative games
- Engage in banter or horseplay
- Allow or engage in inappropriate language unchallenged
- Let allegations a child makes go unchallenged, unrecorded or not acted on
- Do things of a personal nature that young people can do for themselves

## Sporting Activity

Staff need to be very aware of how they interact with young people in informal activities which can allow physical contact i.e. sports, outdoor activities etc.

- **Coaching** - This must be conducted in relation to the activity and the professional codes of practice relating to that sport i.e. from National Governing bodies of Sport.
- **Equipment** - Special care is needed when helping children into safety equipment like safety harnesses. Staff must ensure that the children do as much as possible for themselves and that they are careful when checking to avoid contact with personal areas. Best practice is to have equipment that is easy to adjust avoiding older equipment that may require significant adjustment. **Never compromise safety** by not checking thoroughly.

## **Congratulating**

It is acceptable to congratulate young people by appropriately recognised methods e.g. shaking hands. Physical contact that could be misinterpreted e.g. hugging, is not acceptable.

## **Comforting**

In a comforting situation the giving physical comfort should be avoided. Actions such as hugging are inappropriate. It is important for staff to show support through words and body language.

## **Responding to children's physical contact**

Children may initiate physical contact with staff. This may be through excitement, distress or related to their special needs. This kind of spontaneous action from a child needs to be handled in a way that does not hurt their feelings. The member of staff needs to disengage themselves as soon as possible, and where appropriate, initiate a discussion about appropriate boundaries and roles.

## **Children with special needs**

Children with special needs may need specific support. If this is the case then staff must complete a statement of what support is needed. The statement of support must include all issues where physical contact will be involved including helping young people into minibuses, support when walking and more personal support. Only nominated staff may toilet children. These staff must be able to meet these needs and have the appropriate training.

## **Responding to unacceptable behaviour from young people**

At times the behaviour of children is unacceptable as this may endanger others. This needs to be challenged by all staff immediately. In most cases this will be sufficient. Staff should use senior managers as support for developing alternative responses.

## **Restraint**

Woodcroft has a restraint policy in accordance with Team Teach principles. This needs to be followed where applicable.

## **Miscellaneous issues**

### **Home Visits**

Home visits should only take place where they are an essential part of the work. Before making a home visit the Headteacher must be informed as to the name of the person being visited, address and reason for the visit with agreed time for checking safe return.

A worker must not enter a child's house unless other adult family members / professionals are present. (In accordance with Working for Barnet Council – A Guide for Staff: 5.16)

### **Children visiting staff at home**

Children must never be at a member of staff's house (**Visits** may take place if the child is known to the family of the staff member). Prior relationships must be notified to the Headteacher. (Appendix 1)

If a child arrives at a member of staff's house, the member of staff must talk to them on the doorstep and explain to them that they need to see them at their place of work and it is not appropriate for them to be at their home. This needs to be recorded and passed to the Headteacher.

If the child is at immediate risk then Social Services, the Police or other relevant agencies must be contacted and the child referred on as quickly as possible. Under no circumstances can the child enter the staff home.

### **Prior relationship with young people.**

When new staff are employed they will complete a *Declaration of prior relationships* form [Appendix 1]. Staff must declare any prior relationships with children who attend the school. If a child who fits into this category joins the school once a person is in post, the staff member must immediately complete a declaration.

### **Supervision of children**

Children should **never** be on site without the presence of a member of staff.

### **Buying goods from children**

Staff must not purchase goods from children

### **Acceptable use of technology**

Staff will adhere to the procedures outlined in the school's Online Safety Policy and Acceptable Use Agreement at all times.

Staff are required to employ the highest security settings 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 members 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.

## **Social Media**

Everyone is free to hold a personal opinion and share personal information online or in the media. However, when views are posted on social media sites or through other means of digital communication then these views become public. For instance, dialogue on Facebook and other social media sites is considered a form of publication, irrespective of privacy settings.

The following expectations are placed on Woodcroft staff as public sector employees within Barnet Local Authority:

Firstly, all Barnet employees will...

***" maintain conduct of the highest standards so that public confidence in their integrity is sustained"***

Therefore, if pupils, parents and colleagues (who may also be your online friends) become involved in work related issues online, or in the media, these high standards of integrity and confidentiality cannot be met. Also, if personal views are published online, or broadcast in the media, that fall below the highest standards of conduct then confidence in your integrity cannot be sustained.

It should be noted that:

***"a breakdown of trust and / or confidence in an employee"*** is categorised **gross misconduct** with severe consequences. Therefore, when matters relating to your employment or your ability to carry out your duties at Woodcroft are discussed in the public domain it could result in dismissal.

***"Employees should always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service ... to all individuals"***

This Code of Conduct also specifies clear professional boundaries. It states...

- *... subjective feelings (should) not interfere with professional relationships*
- *...being consistent in approach, actions and responses*
- *...not treating professional relationships as friendships*

In summary, the guidance is clear:

- Online discussions are always considered public and constitute a form of publication
- Avoid discussing school and work related matters online, or in public domain
- Ensure your online postings or broadcast comments maintain conduct of highest standards
- Be clear to keep your professional (work) and personal lives as separate as possible

## Mobile Phones

Mobile phones or other communication devices should not be used during contact with children and should be switched off. Mobile phones and other connected devices should not be used in areas where children are present e.g. school halls or corridors.

Mobile phones should only be used in the staff corridor and staffroom areas or in classrooms with the doors closed during timetabled break times when pupils are not present.

For exceptional circumstances prior authorisation can be requested from Headteacher to use a mobile during contact hours.

## School Multi-Media Devices

Staff who have been issued with multi-media devices (Chromebooks, iPads, Phones, etc) need to use these appropriately. For example, it is not acceptable to:

- Use devices when children are changing for PE
- Use devices during lessons for purposes not directly related to the objectives of the lesson
- Use devices for personal media storage
- Export or share data outside of the Woodcroft virtual domain.

## Photography and videos

Video footage and photographs of children must not be taken, published or displayed without prior consent of the child and their parent's / carers.

Staff members **should not** use personal devices to record or store images. Photographs and videos will only be taken using school equipment – using personal mobile phones for this purpose is prohibited.

All photographs and videos on devices will be available for scrutiny, and staff should be prepared to justify the images or footage taken. Careful consideration will always be given to the activities which are being filmed or photographed, to ensure that images or videos are not indecent and cannot be misused.

## Data protection and confidentiality

Regarding personal and sensitive data, staff members are required, under the GDPR and the Data Protection Act 2018, to:

- Consider the legal basis for collecting the data, ensuring that this is documented.
- Ensure that the data is stored on a GDPR-compliant server, and that the data is not held for any longer than necessary.
- Securely dispose of the data when the relevant retention period ends.

Staff members will not disclose sensitive information about the school, its employees or the LA to other parties. The only exception whereby it is acceptable for a staff member to disclose information that would otherwise be considered confidential is when the confidential information gives rise to concerns about the safety or welfare of a pupil.

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

### **Probity of records**

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

### **School Contacts**

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.

### **Attendance & Punctuality**

**Illness:** If staff are unwell and unable to attend it is their responsibility to inform the school at the earliest opportunity via the school office or school answer machine (staff absence **(hidden) option 5**). If staff are unable to attend on a given day then school should be informed before **7.45am** at the latest in order for cover arrangements to be made. Staff who are absent for more than 1 day should contact the office by **3.30pm** to inform the school if they expect to be able, or not able, to return to work the following day.

**Appointments:** it is expected that all non emergency appointments, e.g. dental, are scheduled outside of school hours. If a member of staff has an unavoidable appointment then authorisation should be sought from the Headteacher.

All absence requests from work will required the completion of a Leave From Work Application Form (Pink Sheet).

For appointments that will result in absence from work for ½ day or less the Headteacher has delegated the following authorisation:

Teaching Assistants – Assistant Head (SENCo)

Meal Time Supervisors – Deputy Head

If approval is granted then it is the staff member's responsibility to record the appointment in the main school diary. Any additional duties e.g. playground duty, clubs, etc, should be rearranged by the staff member concerned and then the Deputy Headteacher informed.

**Professional Development Courses:** approval for attendance on a course during the school day should be granted by the Headteacher. It is a staff member's responsibility to record the appointment in the main school diary. Any additional duties e.g. playground duty, clubs, etc, should be rearranged by the staff member concerned and then the Deputy Headteacher informed.

**Punctuality:** All staff should be in school and ready to being work prior to their directed start time.

Directed time for teaching staff begins at 8.30am.

Contracted hours for TA staff begin at 8.45am unless otherwise specified.

Staff with scheduled duties should always be ready to start at the allotted time.

## Appendix 1

### Woodcroft Primary School

Declaration of prior relationships	
Name of Staff Member	
Name of child	
Nature of relationship	
How long have you had this relationship?	
Accepted by Parent / Carer of the child (signature)	
Date	
Accepted by Headteacher (signature)	
Date	

A separate form needs to be completed for each young person.

A copy of this form needs to be kept by the Headteacher.

## Appendix 2: Staff Register of Business Interests – Woodcroft Primary School



Name of Staff Member \_\_\_\_\_

Name of business	Nature of Business	Nature of Interest e.g. Shareholder/Directorship	Date of Appointment or Acquisition	Date of cessation of Interest

I certify that I have declared all beneficial interests which I or any person closely connected with me have with businesses or other organisations which may have dealings with the school.

Signed \_\_\_\_\_

Date \_\_\_\_\_