

North London Collegiate School



Founded 1850

CODE OF CONDUCT FOR STAFF

Category / Review period	B / 2 year
Policy Lead	HR
Reviewed By	HR and Deputy Head Pastoral
Review Completed	March 2024
Authorised By	Senior Team
Date of Next Review	March 2026
Governing Body Committee with oversight	Pastoral, Safeguarding and Compliance & EDI Committee

1.	Introduction	3
2.	Aims and objectives	3
3.	Statutory and regulatory framework.....	3
4.	Scope and responsibilities.....	4
5.	Underpinning principles.....	4
6.	Additional principles for teachers.....	4
7.	Duty of care.....	5
8.	Making professional judgements.....	5
9.	Power and positions of trust and authority.....	5
10.	Sexual contact with pupils	5
11.	Dealing with infatuations and crushes.....	6
12.	Safeguarding	6
13.	Anti-bullying Strategy	7
14.	Wellbeing	7
15.	Whistleblowing	7
16.	Equal opportunities.....	8
17.	Duty of disclosure	8

18.	Registration and assemblies	8
19.	Curriculum.....	8
20.	Behaviour management.....	9
21.	Behaviour giving particular cause for concern	9
22.	Good order and discipline.....	10
23.	School property.....	10
24.	Use of premises.....	10
25.	Language	10
26.	Dress code.....	10
27.	One-to-one situations.....	10
28.	Meetings outside school.....	11
29.	Home visits.....	11
30.	The use of personal living space	12
31.	Data Protection, confidentiality and disclosure.....	12
32.	The use of force or physical restraint	12
33.	Physical contact in other circumstances.....	13
34.	Offering comfort to distressed pupils.....	13
35.	Pupils' entitlement to privacy	13
36.	Intimate/personal care	14
37.	First Aid and medication	14
38.	Code of conduct for contact outside school.....	14
39.	Transporting pupils	15
40.	Educational visits	15
41.	Acceptable use of technology.....	16
42.	Personal social media	16
43.	Social contact	16
44.	Guidance for Parents who are staff Members.....	17
45.	Communicating outside the agreed protocols	17
46.	Inappropriate material.....	17
47.	Photography, video and other images.....	18
48.	Use of technology for online/virtual teaching.....	18
49.	Gifts and rewards.....	18
50.	Staff body	18
51.	Preventing radicalisation and the Prevent duty	19
52.	Consequences of breaching the Code of Conduct.....	19
53.	Monitoring and review:	19

1. Introduction

- 1.1 The Code of Conduct for Staff (the Code) has been produced to assist all staff at North London Collegiate School (the School) to establish the safest possible learning and working environments.
- 1.2 Allegations of unprofessional conduct or improper contact or words can arise at any time. Professionalism and vigilance are required to ensure the safety of pupils and to reduce the risk of an allegation of impropriety against a member of staff.
- 1.3 The Code must be read in conjunction with the School policies, procedures and guidelines referred to within. Failure to abide by School policies and procedures may be regarded as a serious disciplinary matter.
- 1.4 Hard copies of School documentation, which can be made available in large print or other accessible format, can be requested by emailing the School at Office@nlcs.org.uk

2. Aims and objectives

- 2.1 The Code aims to safeguard pupils and reduce the risk of staff being falsely accused of improper and unprofessional conduct by:
 - Confirming and reinforcing the professional responsibilities of all staff;
 - Clarifying the legal position in relation to sensitive aspects of staff/pupil relationships and communication including the use of social media;
 - Setting out the expectations of standards and behaviour to be maintained within the School; and
 - Helping staff establish safe practices and reduce the risk of false accusations or improper conduct.

3. Statutory and regulatory framework

The Code has regard to the following:

- [The Education \(Independent School Standards\) Regulations \(2014\)](#)
- [Keeping Children Safe in Education \(KCSIE\) \(September 2023\)](#)
- [What to do if you're worried a child is being abused: advice for practitioners \(March 2015\)](#)
- [Guidance for safer working practice for those working with children and young people in education settings \(February 2022\)](#)
- [Disqualification under the Childcare Act 2006 \(August 2018\)](#)
- [Working together to safeguard children \(July 2018\)](#)
- [Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers \(July 2018\)](#)
- [Revised Prevent Duty Guidance for England and Wales \(April 2021\)](#)

Prevent is supplemented by:

- [The Prevent Duty: Departmental advice for schools and childminders \(June 2015\);](#)
- [Channel and Prevent Multi-Agency Panel \(PMAP\) guidance \(Feb 2021\);](#) and
- [The use of social media for online radicalisation \(July 2015\)](#)
- [Multi-agency statutory guidance on female genital mutilation \(July 2020\)](#)

Guidance on mental health, to include:

- [Preventing and Tackling Bullying \(July 2017\)](#)
- [Mental Health and Behaviour in Schools guidance \(September 2021\)](#)
- [Promoting children and young people's mental health and wellbeing \(September 2021\)](#)

4. Scope and responsibilities

- 4.1 The Code applies to all members of staff working at the School whether paid or unpaid. This includes teaching staff, support staff, temporary part-time workers, volunteers, Governors, supply staff, contractors and Canons Sports Centre staff.
- 4.2 All 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. The Code applies wherever staff are working with pupils even where this is away from the School, for example, on an educational visit.
- 4.3 A copy of the Code is available in the "[Policies and Handbooks](#)" Team. All Staff are expected to read and familiarise themselves with the Code so that they are clear about professional conduct and boundaries, and should contact the HR department if they have any questions.

5. Underpinning principles

- The welfare of the child is paramount (Children Act 1989).
- Staff should understand their responsibilities to safeguard and promote the welfare of pupils, and be familiar with the School's [Safeguarding and Child Protection policy](#) and procedures.
- 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 including self-reporting if their conduct or behaviour falls short of these guiding principles.
- Staff should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern.
- Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation.
- Staff should promptly follow the appropriate reporting procedures over any incident which may give rise to concern.
- 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 Teaching Regulation Agency (TRA).

6. Additional principles for teachers

- 6.1 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 their current practice and seeking out opportunities to develop knowledge, understanding and skills;
 - Helping pupils to become confident and successful learners; and
 - Establishing productive relationships with parents 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.

7. Duty of care

- 7.1 It is the contractual duty of every member of staff to observe the rules and obligations in this Code in order to keep pupils safe. Staff should also follow the guidance unless there is a good reason not to follow it in a particular case.
- 7.2 This duty is in part exercised through the development of respectful, caring and professional relationships between staff and pupils, and behaviour by staff that demonstrates professionalism, integrity and good judgement.
- 7.3 Employers have a duty of care towards their employees under the Health and Safety at Work etc. Act 1974 which requires them to provide a safe working environment for staff and guidance about safe working practices. The Act also imposes a duty on employees to take care of themselves and anyone else who may be affected by their actions or failings. In this respect, the duty of care towards both staff and children can be demonstrated through the use of this Code.

8. Making professional judgements

- 8.1 This Code highlights the behaviour the School expects from its staff however, this Code cannot provide a complete checklist of what is, or is not, appropriate behaviour. Staff are expected to make judgements about their behaviour to secure the best interests and welfare of the pupils in their charge, and in doing so, will be seen to be acting reasonably.
- 8.2 Staff need to exercise professional judgment but always act within the spirit of this Code. If you are involved in a situation where no specific guidance exists, you should discuss the circumstances with the Designated Safeguarding Lead (DSL) or their deputy, and a written record should be kept that includes justification for any action taken.

9. Power and positions of trust and authority

- 9.1 As a result of their knowledge, position and/or the authority invested in their role, all those working with children and young people in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a pupil cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people and staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.
- 9.2 Staff should always maintain appropriate professional boundaries, avoid behaviour which could be misinterpreted by others and report and record any such incident. This applies equally to when staff engage with pupils and parents online.

10. Sexual contact with pupils

- 10.1 Sexual relationships or sexual contact with any pupils or encouraging a relationship to develop in a way which might lead to a sexual relationship, or any relationship considered inappropriate with any pupil at the School is a grave breach of trust that will lead to disciplinary action and may also lead to criminal prosecution.
- 10.2 It is the criminal offence of an abuse of a position of trust to have any sexual relationship with any School pupil under the age of 18, and whilst not a criminal offence, it is a breach of this Code and considered to be gross misconduct to have a sexual relationship with any pupil of this School, even if over the age of 18.
- 10.3 Forming relationships with children or young people who are pupils or students at another school will be a criminal offence if they are under 16 but may also be a criminal offence if under the age of 18. 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. The School considers it a serious matter for staff to form inappropriate relationships with a pupil of any school, irrespective of their age and such behaviour will be considered to be gross misconduct and lead to disciplinary action.

10.4 Staff must not:

- 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; or
- Have any type of sexual relationship with a pupil or pupils.

10.5 Social contact between staff and former pupils is not usually a matter for the School. However, were an intimate or sexual relationship to develop between a member of staff and a former pupil shortly after the pupil has left the school (for example, within 3 years of leaving the Sixth form), this would raise concerns about possible abuse of the staff member's professional position in grooming the young person whilst at the School. Any such concern would be referred by the School to the LADO and may lead to disciplinary action being taken against the member of staff after an appropriate hearing.

11. Dealing with infatuations and crushes

11.1 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.

11.2 If you suspect that a pupil has a "crush" on you or on another colleague, you should bring it to the attention of the DSL or their deputy 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 DSL or their deputy and recorded.

12. Safeguarding

The folder containing the Safeguarding and Child Protection policy is found [here](#).

12.1 All staff must familiarise themselves with the School's Safeguarding and Child Protection policy and procedures, and Parts 1, 5 and Annex B of [Keeping Children Safe in Education](#).

12.2 All staff must know the role and identity of the DSL, deputy DSLs and the School's nominated safeguarding Governor. Staff must immediately raise any safeguarding concerns with the DSL or their deputy, and involve Children and Family Services as appropriate in accordance with the School's Safeguarding and Child Protection policy and procedures. Contact details for the DSL, deputy DSLs, nominated safeguarding Governor and Harrow Children and Family Services are found in the Safeguarding and Child Protection policy.

12.3 Staff should recognise their individual responsibility to raise any concerns regarding behaviour or conduct, including low level concerns, that falls short of the principles outlined in this Code. It is crucial that any such concerns, including those which do not meet the harm threshold are shared responsibly with the right person, and recorded and dealt with appropriately. Failure to report or respond to such concerns would constitute a failure in professional responsibilities to safeguard children and promote welfare. Detailed information about reporting procedures are available in the Safeguarding and Child Protection policy.

- 12.4 All staff are required to immediately 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.
- 12.5 The School strives to embed a culture of openness and transparency in which the School's values and expected behaviour, as set out in this Code, are constantly reinforced by all staff. The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold as set out in KCSIE. A low-level concern is any concern no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' that an adult working in or on behalf of the School may have acted in a way that:
- is inconsistent with this Code, including inappropriate conduct outside of work; and
 - does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the Local Authority Designated Officer (LADO).
- 12.6 Information on low-level concerns, including how to report such concerns and the [form](#) to report such concerns, are found at Appendices 7 and 8 of the Safeguarding and Child Protection policy. The School will handle and respond to such concerns sensitively and proportionately when they are raised.
- 12.7 There is a specific legal duty on teachers to personally report to the police cases where they discover that an act of Female Genital Mutilation (FGM) appears to have been carried out on a girl under 18. It is also School policy that any member of staff, other than a teacher, should follow the same procedure where they discover an act of FGM appears to have been carried out, as this represents best practice. See the section on "Specific forms of abuse and safeguarding issues" within the Safeguarding and Child Protection policy for information.

13. Anti-bullying Strategy

The folder containing the Anti-bullying Strategy and the Safeguarding and Child Protection policy is found [here](#).

- 13.1 Staff must be aware of peer-on-peer/child-on-child abuse, the risks and the procedures for handling allegations as set out in the School's Safeguarding and Child Protection policy and procedures and Anti-bullying Strategy.

14. Wellbeing

The folder containing the Wellbeing policy is found [here](#).

- 14.1 Staff should read the Wellbeing policy for information on the School's approach to promoting positive mental health and wellbeing. This policy is designed to assist staff to spot and support pupils in need of help and to follow appropriate referral pathways and procedures.

15. Whistleblowing

The folder containing the Whistleblowing policy is found [here](#).

- 15.1 Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. The School's whistleblowing procedures are set out in the Whistleblowing policy. Staff will not suffer a detriment or be disciplined for raising a genuine and legitimate concern, providing they do so in good faith and follow the whistleblowing procedures.
- 15.2 The NSPCC 'What you can do to report abuse' dedicated helpline is available as an alternative route for staff who do not feel able to raise concerns regarding child protection

failures internally, or have concerns about the way a concern is being handled. Staff can call 0800 028 0285 from 8:00 AM to 8:00 PM, Monday to Friday or email: help@nspcc.org.uk.

16. Equal opportunities

The folder containing the Equal Opportunities policy and Dignity at Work policy is found [here](#).

- 16.1 Staff should address issues of discrimination and bullying whenever they arise to help create a fair and inclusive environment. Staff should demonstrate respect for diversity and take steps to promote equality by acting appropriately and in accordance with this Code, Equal Opportunities policy and Dignity at Work policy.

17. Duty of disclosure

The folder containing the Recruitment, Selection and Disclosure policy is found [here](#).

- 17.1 Staff are required immediately to notify the School if they are charged or convicted of any criminal offence, receive a police caution, reprimand or warning, or if there is a formal child protection investigation of you or any member of your household.
- 17.2 Staff working in early and later years provision i.e., EYFS or in childcare (e.g., breakfast clubs or after-school care) for children under 8 years are legally required to immediately notify the School if any circumstances arise which might lead to them becoming disqualified from working in early and later years under the Childcare Disqualification Regulations 2009. Failure to disclose relevant information will be treated as a serious disciplinary matter.
- 17.3 Staff should be aware that the behaviour of their partner, other family members or any member of their 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. Staff should bring any such behaviour to the immediate attention of the School. Such concerns will be given careful consideration as to whether they constitute a potential risk to children at the School or its reputation.

18. Registration and assemblies

The folder containing the Registration and Attendance policy and the Assemblies procedures is found [here](#).

- 18.1 All teaching staff must take attendance registers as set out in the Registration and Attendance policy.
- 18.2 All teaching staff are expected to attend assembly.

19. Curriculum

The folder containing the Curriculum policy, PSHE policy and the Relationships and Sex Education policy is found [here](#).

- 19.1 Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or sensitive nature. Staff should take care to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This can be supported by developing ground rules with pupils to ensure sensitive topics can be discussed in a safe learning environment. This plan should highlight

- particular areas of risk and sensitivity and care should especially be taken in those areas of the curriculum where usual boundaries or rules are less rigorously applied e.g. drama.
- 19.2 The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political or otherwise sensitive nature. Responding to pupil's questions requires careful judgement and staff should identify occasions where there is potential for the discussion to stray into controversial territory and plan for this by seeking advice in advance from their Head of Department or the DSL.
- 19.3 Staff should comply with the School's Spiritual, Moral, Social, Cultural (SMSC) programme as set out in Appendix A of the Curriculum policy, which promotes fundamental British values.
- 19.4 Parents have the right to withdraw their children from all or part of any sex education provided but not from the teaching of biological aspects of human growth and reproduction provided as part of the science curriculum (whether part of GCSE Biology or included as part of the curriculum for younger pupils).

20. Behaviour management

The folder containing the Behaviour policy is found [here](#).

- 20.1 All pupils have a right to be treated with respect and dignity. Corporal punishment is unlawful in all schools. Staff should not use any form of degrading or humiliating treatment to punish pupils nor should staff use sarcasm, demeaning or insensitive comments towards pupils.
- 20.2 Staff should understand the importance of challenging inappropriate behaviours between peers, including peer-on-peer/child-on-child sexual violence and sexual harassment. Downplaying certain behaviours, for example, dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" etc. can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.
- 20.3 Where a pupil's behaviour causes concern, staff should adhere to the relevant programme for managing behaviour as set out in the Behaviour policy. If a member of staff is in any doubt as to the best course of action, they should seek further advice from their Head of Department or the DSL.

21. Behaviour giving particular cause for concern

- 21.1 Staff should take particular care when dealing with a pupil who:
- Appears to be emotionally distressed, or generally vulnerable and/or who is seeking expressions of affection;
 - Appears to hold a grudge against you;
 - 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; or
 - May have reason to make up an allegation to cover the fact that they have not worked hard enough for public examinations.
- 21.2 Some of these behaviours may be indications that a pupil has been, or is currently being, abused and should therefore be reported to the DSL, or their deputy, under the School's child protection procedures.

- 21.3 Comprehensive records are essential. All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing. Any incident involving pupils that could give cause for concern, must always be reported promptly to the DSL or their deputy. If there is any doubt about recording requirements this should be discussed with the DSL or their deputy.

22. Good order and discipline

- 22.1 Staff in charge or control of pupils must always maintain good order and discipline when pupils are present on School premises and whenever pupils are engaged in authorised School activities, whether on School premises or elsewhere.

23. School property

- 23.1 Staff must take care when using School property and must not use School property for any unauthorised use or for private gain.

24. Use of premises

- 24.1 Staff 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.

25. Language

- 25.1 Staff should always use appropriate language and 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; and
 - Be aware that some parts of the curriculum can include or may raise subject matter which is sexually explicit or of a political or sensitive nature. Staff should have clear lesson plans and take care to avoid overstepping personal and professional boundaries.

26. Dress code

- 26.1 All staff should dress appropriately and in a professional manner as set out in the School's Dress Code located in the [Staff Handbook](#).
- 26.2 The Dress Code also applies when working virtually.

27. One-to-one situations

- 27.1 If you are teaching one pupil or conducting a one-to-one meeting with a pupil, either onsite or virtually, 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;
- Ensure prior to any online learning, there are clear expectations of behaviour and conduct of all parties that have been agreed in advance
- Avoid any conduct that could be taken as a sexual advance;
- Report any incident that causes you concern to the DSL or their deputy 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 DSL.

28. Meetings outside school

28.1 Pre-arranged meetings with pupils outside School should not be permitted unless approval is obtained from their parents and the Deputy Head/Head, or the Head of Junior School. If you are holding such a meeting, you should inform colleagues before the meeting.

29. Home visits

29.1 In some circumstances home visits are necessary. Staff should:

- Discuss and agree the purpose of any visit with the Deputy Head (Pastoral)/Head of Junior School 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;
- Avoid unannounced visits wherever possible;
- Ensure that children are seen in open and observable spaces; for example, living rooms.
- 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 to your line manager and actioned;
- Discuss with the DSL or their deputy anything that gives cause for concern in accordance with the Safeguarding and Child Protection policy, and refer to other agencies if felt appropriate;
- Have a mobile telephone and an emergency contact;
- Have a clear understanding of the actions that should be taken if it is believed that a child or parent is at immediate risk of harm, including when to contact emergency services and/or partner agencies;

- Never enter a home without the parent's consent or when the parent is absent, except in an emergency; and
- Comply with data protection regulations in relation to any personal information carried or notes made about the child and/or family.

30. The use of personal living space

- 30.1 Pupils should not be in or invited into the personal living space of any member of staff, unless agreed in advance with the parents and the Deputy Head (Pastoral) or the Head of Junior School.
- 30.2 Personal living spaces should not be used as an additional resource for the School. It is not appropriate for staff to be expected or requested to use their personal living space for any activity, play or learning. This includes seeing pupils for discussion of reports, academic reviews, pastoral care etc.
- 30.3 Pupils should not be asked to assist with chores or tasks in a member of staff's personal living space.
- 30.4 It is accepted that children of staff (whether in School accommodation or not) may at times invite their friends to their homes. In these instances, staff should conduct themselves in a way that upholds professional standards, avoiding gossip about the School, its staff or other pupils and be mindful of what their children's friends might choose to reveal or comment on subsequently. If staff members have any concerns they should discuss with the Designated Safeguarding Lead or Headmistress.

31. Data Protection, confidentiality and disclosure

The folder containing the Data Protection policy and associated procedures, and Information Security policy is found [here](#).

- 31.1 Members of staff may have access to personal details about pupils and colleagues to undertake their everyday responsibilities. In some circumstances, staff may be given additional highly sensitive or private information. Such information must be treated in a discreet and confidential manner.
- 31.2 Confidential information should never be used casually in conversation or shared with any person other than on a need-to-know basis. In circumstances where the pupil's identity does not need to be disclosed, the information should be used anonymously. If staff are unsure whether they should disclose information, they should seek advice from their line manager.
- 31.3 Staff should maintain the privacy of pupils, parents and colleagues and should not disclose personal information, for example, addresses, telephone numbers etc. to anyone without obtaining prior approval with the person concerned.
- 31.4 There are some circumstances in which a member of staff may be expected to share information about a pupil, for example, when abuse is alleged or suspected. In such cases, individuals have a responsibility to pass information on without delay, but only to those with designated safeguarding responsibilities or to statutory services. If a child or their parent makes a disclosure regarding abuse or neglect, the member of staff must always take any such concerns seriously and follow the procedures as set out in the School's Safeguarding and Child Protection policy. Staff should not promise confidentiality but should give reassurance that the information will be treated sensitively.

32. The use of force or physical restraint

- The folder containing the Behaviour policy can be found [here](#).
- 32.1 All forms of corporal punishment are unlawful, and the School does not use or threaten corporal punishment.
- 32.2 The use of unwarranted physical force is likely to constitute a criminal offence. The use of physical intervention should be avoided if possible. There are circumstances when it is appropriate for staff to use force to safeguard children. This is enshrined in law and applies to any member of staff at the School. It can also apply to people whom the Head has put in temporary charge of pupils, such as unpaid volunteers or parents accompanying pupils on a school organised visit. For detailed information regarding the use of reasonable force or physical restraint see the School's Behaviour policy.

33. Physical contact in other circumstances

- 33.1 Physical contact with a pupil may be necessary and beneficial 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.
- 33.2 If using physical contact staff 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 the physical contact continues for as short a time as possible;
 - Ensure that the door is open and if you are in any doubt, ask a colleague to be present during the demonstration; and
 - Consider alternatives if it appears likely that the pupil might misinterpret the contact.
- 33.3 If you are at all concerned about any instance of physical contact inform the Deputy Head (Pastoral)/Head of the Junior School without delay and make a written record on CPOMS if necessary.

34. Offering comfort to distressed pupils

- 34.1 In the Junior School touching may also be appropriate where a pupil is in distress and needs comforting. Junior School staff should use their own professional judgement when they 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.
- 34.2 You should always notify the Head of the Junior School when comfort has been offered and should seek guidance if unsure whether it would be appropriate in a particular case.
- 34.3 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' wellbeing is protected.

35. Pupils' entitlement to privacy

- 35.1 Pupils are entitled to privacy when changing clothes, using the toilet or showering. However, there still must be an appropriate level of supervision to safeguard pupils and ensure safety. Supervision should be appropriate to the needs and age of the pupils concerned and sensitive to the potential for embarrassment.

- 35.2 Staff should enter changing rooms, toilets or shower areas only in an emergency, when addressing a genuine concern about a pupil's welfare or safety or where there is reasonable suspicion of a serious breach of discipline. In such circumstances staff should:
- Avoid physical contact or visually intrusive behaviour when pupils are undressed;
 - Announce yourself when entering changing rooms and avoid remaining unless required;
 - Not shower or change in the same place as pupils; and
 - Not assist with any personal care task which a pupil can undertake themselves.
- 35.3 Wherever possible, the member of staff should seek support from a colleague so that they are not working alone.

36. Intimate/personal care

- 36.1 Sometimes intimate and/or personal care is required, for example, when assisting with toileting or removing wet clothes. Staff should:
- Comply with regularly reviewed, formally agreed care plans, as appropriate;
 - Comply with applicable professional codes of practice, as appropriate;
 - Advise other staff of the task being undertaken and consult where there is any change from the agreed procedure. A record should be kept of the justification for any variations and this information should be shared with parents: and
 - Explain to the child what is happening.
- 36.2 All arrangements for intimate and/or personal care will be transparent and accompanied by recording systems. Any changes to an intimate care plan should be made in writing and without delay, even if the change in arrangements is temporary; e.g. due to staff shortages, changes to staff rotas etc.
- 36.3 Intimate and/or personal care should only be carried out by a member of staff that the pupil knows. Anyone undertaking intimate and/or personal care in an education setting is in regulated activity and must have been checked against the relevant DBS barred list, even if the activity only happens once.
- 36.4 Where a child has previously been abused, staff should be informed on a 'need to know' basis and should be extra cautious when considering the necessity of physical contact. Some children may seek inappropriate physical contact. Staff should sensitively deter the pupil and help them understand the importance of personal boundaries. Such incidents should be reported and discussed with the DSL or their deputy, and where appropriate, parents.
- 36.5 Pupils with Special Educational Needs and/or Disabilities (SEND) 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. The DSL and SEND Advisors will establish whether any reasonable adjustments are required for such pupils.

37. First Aid and medication

The folder containing the First Aid policy and the Administration of Medicines and Supporting Pupils with Medical Conditions is found [here](#).

- 37.1 All staff should familiarise themselves with these policies and ensure it is followed when administering first aid or medication.

38. Code of conduct for contact outside school

- 38.1 Staff should avoid unnecessary contact with pupils outside School. For example:

- You must 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 channels.
 - You must not send personal communications to pupils such as birthday or faith cards, text messages etc.
 - Not make arrangements to meet pupils, individually or in groups, outside School other than on School organised educational visits.
 - Avoid contacting pupils at home unless this is necessary, for example, during periods of authorised remote learning, and keep a record of any such occasion.
 - Report and record any situation which may place a child at risk, or which may compromise the School's or your professional standing.
 - Never engage in secretive social contact with pupils or their parents.
 - When socialising in public locations, it is important that professional standards are maintained, and no opportunity is given to pupils to compromise these.
- 38.2 Staff should be aware that where you meet pupils or parents socially such contact could be misinterpreted as inappropriate, an abuse of a position of trust or as grooming. Any social contact that could give rise to concern should be reported to the Deputy Head (Pastoral)/Head of the Junior School.
- 38.3 Members of staff who are friends with parents of pupils or who, for example, are voluntary workers in youth organisations attended by pupils, will have contact with those pupils outside School. However, staff should still respect the above advice wherever possible and keep the Deputy Head (Pastoral)/Head of Junior School informed of such relationships.

39. Transporting pupils

The folder containing the Educational Visits policy is found [here](#).

- 39.1 Staff should not transport pupils in their own vehicle other than in exceptional circumstances and with prior written authorisation from the Deputy Head (Pastoral), Assistant Head (Enrichment) or Head of Junior School. Such lifts must be recorded and justified.
- 39.2 Staff must ensure they are fit to drive and free from substances which are likely to impair judgement and/or ability to drive and must have the appropriate licence and insurance for the vehicle.
- 39.3 Staff should never offer to transport pupils outside of their usual working duties, other than in an emergency or where not doing so would mean the pupil may be at risk. In these circumstances the matter should be recorded and reported to both the line manager and the pupil's parents.
- 39.4 There may be exceptional situations during an educational visit when staff are required to transport pupils in their own vehicles, in which case staff must obtain prior written authorisation from the Assistant Head (Enrichment) or the Head of Junior School for Junior School visits including visits made by EYFS pupils. Staff must abide by the requirements as set out in the Educational Visits policy when transporting pupils.

40. Educational visits

The folder containing the Educational Visits policy is found [here](#).

- 40.1 Before taking part in an educational visit staff must familiarise themselves with the Educational Visits policy and associated procedures.

41. Acceptable use of technology

The folder containing the Digital Safety Policy for Staff is found [here](#).

- 41.1 Staff must abide by the Digital Safety Policy for Staff which sets out the roles, responsibilities and procedures for acceptable, safe and responsible use of all digital and electronic communication technologies. This includes the use of School based devices, the internet, email and instant messaging, other social networking technologies, and personal mobile devices, to safeguard the School community.
- 41.2 All communication should be limited to professional matters and, except in an emergency, should only be made using official School channels.
- 41.3 During the School day, staff should only use their personal mobile telephone or other electronic device for work related purposes, for example, when using CPOMS, multi factor authentication etc. It is understood that staff may need to check messages and/or personal emails in the case of an emergency or during break times however, personal use must not interfere with your work commitments (or those of others).

42. Personal social media

- 42.1 All staff must take responsibility for their actions online. Staff should ensure they understand the tools they are using, the implications of any privacy and sharing settings, and, on a site-by-site basis, the terms and parameters of any connections or networks made. Staff must be aware that pupils will be naturally curious about their personal life outside School and may try to find out more about staff. Staff are to ensure their personal social networking sites are set as private and pupils are not approved contacts.
- 42.2 There should be no communications between staff and pupils on personal social media. All electronic communication between staff and pupils should be conducted via School channels. If a pupil messages a member of staff privately, the communication should be re-directed to a School channel and any concerns reported to the DSL or their deputy.
- 42.3 When using social sites and apps in a personal capacity staff should be aware that when posting they have not only their reputation to consider but also that of the School. Staff may wish to say where they work and what they do. Many people who do this include a disclaimer along the lines of 'The views expressed here are my own and not my employer's'. Such a disclaimer does not dispense with the need to exercise good judgement and care in what staff say and do online.
- 42.4 Staff must not use social media to criticise pupils, parents, colleagues or others within the School community.
- 42.5 Staff must not publish anything which could identify pupils or parents on any personal social media account, webpage or similar platform. This includes photographs, videos, or other materials such as pupil work.
- 42.6 If staff have concerns about a pupil's behaviour online, including if they feel they are the victim of cyberbullying or inappropriate comments, photos or posts, or if they believe their own actions may be misinterpreted they should immediately notify the Deputy Head (Pastoral) or the Head of Junior School. Should staff receive abusive messages, it is advisable not to delete them but to keep a record to assist with any investigation.

43. Social contact

- 43.1 Staff must not give their personal contact details including personal e-mail addresses, home or mobile telephone numbers etc. to pupils. Staff must not have personal contact details for pupils on their personal phones.

- 43.2 Staff must maintain the highest professional standards at School social events and must not continue to socialise with pupils after the event has finished or at an alternative location.
- 43.3 Staff must abide by the following rules regarding contact with recent former pupils:
- 43.3.1 After the first year, staff can accept former pupils' requests to connect on LinkedIn (but no other social media platforms), though they should not feel obliged to do so;
 - 43.3.2 Staff can exchange emails with former pupils about legitimate subjects such as School, university or career ideas, via School email only; correspondence should usually be initiated by the ONL rather than by the staff member, unless they have legitimate cause to contact the pupil for school business. Correspondence must always remain professional and proportionate to the aims. These are likely to be to conduct school business or for the ONL to update the staff member about her progress after NLCS. In the latter case, staff members should not enter into lengthy or frequent correspondence with the ONL and must keep their correspondence professional. The acid test would be whether a staff member would be happy to show their correspondence to a colleague.
 - 43.3.3 All correspondence between staff members and ONLs must be conducted on school email addresses or platforms until the ONL turns 22 or graduates from university.
 - 43.3.4 It is permissible for staff to meet former pupils away from the School campus only if both parties are involved in an official event representing the School or the ONL community;
- The above rules remain in place until former pupils graduate, or turn 22 if not attending university.

44. Guidance for Parents who are staff Members

The folder containing the Guidance for Parents who are staff Members is found [here](#).

- 44.1 Staff should familiarise themselves with the guidance when communicating with colleagues who are also parents at the School.
- 44.2 This guidance also covers matters more pertinent to staff members who have daughters in the School.

45. Communicating outside the agreed protocols

- 45.1 Communications between a member of staff and a pupil outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet-based websites.

46. Inappropriate material

- 46.1 Staff must not bring material that could be pornographic, racist, abusive, extremist or offensive to work and must not use School property to access such material. Staff should not allow unauthorised access to School equipment and should keep their passwords confidential.
- 46.2 Staff should be aware that the School's filtering monitoring software is effective on school devices both inside and outside of school. School's expectation is that use of a staff member's school device should be predominantly for schoolwork rather than for personal use. When a device is being used for personal purposes, professional standards are

demanded at all times. School reserves the right to discuss a member of staff's activity on a school device, both inside and outside of school, with them.

- 46.3 Staff should ensure that any films or materials shown to pupils are age appropriate.

47. Photography, video and other images

The folder containing the Use of Pupils' Images and Names policy is found [here](#).

- 47.1 Information about how images and names of pupils are used by the School, and guidance to taking and using photographic images is found in the Use of Pupils' Images and Names policy.
- 47.2 Staff must only take images of pupils on School owned devices, and must not use their personal equipment to take such images.

48. Use of technology for online/virtual teaching

The folder containing the online teaching Protocols is found [here](#).

- 48.1 All teaching staff must familiarise themselves with and adhere to the Protocols for teachers conducting Teams lessons from home and Protocols for teachers during online sessions, before engaging virtually with pupils.

49. Gifts and rewards

The folder containing the Anti-bribery & Corruption policy is found [here](#) and the Behaviour policy is found [here](#).

- 49.1 The School maintains a Register of Gifts which is a formal record of gifts and hospitality received by staff. Staff are required to declare and record gifts and hospitality received as set out in the Anti-bribery and Corruption policy.
- 49.2 Staff should not put themselves in a position where it might appear that they are showing favouritism to one or more pupils, and should not give gifts to individual pupils as doing so could be interpreted as a gesture to either bribe or groom.
- 49.3 As far as possible, staff should be consistent and transparent in how they reward pupils or otherwise foster teacher-pupil relationships. In addition, staff should be aware of the potential for a pupil to form an unsolicited, emotionally dependent, attachment to a teacher. If pastoral interactions with a pupil become inappropriate or difficult, then the DSL or their deputy, should be immediately informed and guidance sought.

50. Staff body

The folder containing the Anti-Bullying and Harassment Policy is found [here](#).

- 50.1 All Staff should work as part of a unified staff body by:
- Demonstrating honesty and integrity;
 - Developing productive and supportive relationships with colleagues based on respect and the highest standards of professional conduct;
 - Exercising any management responsibilities in a respectful, inclusive and fair manner;
 - Complying with all School policies and procedures;
 - Participating in the School's development and improvement activities;
 - Maintaining reasonable standards of behaviour inside and outside of normal School hours whether on or off the School's site;

- Recognising the role of the School in the life of the local community; and
- Upholding the School's reputation and standing within the local community and building trust and confidence in it.

51. Preventing radicalisation and the Prevent duty

The folder containing the Safeguarding and Child Protection policy is found [here](#).

- 51.1 The School and its staff have a duty to have due regard to the need to prevent people from being drawn into terrorism (the Prevent duty). Detailed information about what extremism and radicalisation means, preventing radicalisation, the Prevent duty and the Channel programme are found in the Safeguarding and Child Protection policy.
- 51.2 Staff must immediately contact the DSL or their deputy if they have any concerns.

52. Consequences of breaching the Code of Conduct

- 52.1 It is in your interests to follow this Code to maintain standards of behaviour and your own professional reputation. A breach of this Code may be treated as misconduct and will render you liable to disciplinary action including in serious cases, dismissal.
- 52.2 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 Governors without delay. The School may also need to consider a referral to the Disclosure and Barring Service. This will ordinarily be on conclusion of an investigation when an individual is removed from working in regulated activity, which could include being suspended or being redeployed to work that is not regulated activity.
- 52.3 If a member of staff or volunteer tenders their resignation, or ceases to provide their 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 to the Disclosure and Barring Service will be made promptly if the criteria for a referral are met.
- 52.4 Separate consideration will also be given to making a referral to the Teaching Regulation Agency (TRA) where a teacher has dismissed (or would have been dismissed had they 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. An interim referral to the TRA may also be considered or made if appropriate.

53. Monitoring and review:

- 53.1 The Head and Senior Team will monitor and evaluate the effectiveness of this Policy, and associated procedures. This Policy will be reviewed every two years (or more frequently if changes to legislation, regulation or statutory guidance so require) by the HR Director and the Governors' Staff and Remuneration Committee.