



Barnett Wood Infant School

Staff Code of Conduct Policy 2026-27

Barnett Wood Infant School

Policy Impact Statement and Updates

Policy:	Staff Code of Conduct
Date of review:	August 2026
Governor/s responsible:	EW/MC
Status / date of next review:	Annual - August 2027
How well has the policy achieved its purpose and outcomes?	
The policy has achieved it's outcomes by providing a clear framework for staff conduct and enabling staff to create a positive school environment where staff act as role models, uphold high standards, and contribute to the school's vision and values. The main purposes enable staff to: • Maintain high standards of conduct and professionalism; • Ensure a safe and respectful environment; • Promote a positive school culture; • Support effective leadership and management by identifying any weaknesses in safeguarding systems • Facilitate a whole school approach to dealing with concerns about staff conduct • Maintain professionalism and confidentiality	
Updates and/ or changes to policy:	
August 2026	• Added Nolan's Seven Principles of Public Life. • Added a comprehensive section on personal mobile phones and connected devices. • Updated references to Keeping Children Safe in Education 2026 and Guidance for Safer Working Practice 2022. • Clarified reporting routes for safeguarding concerns, low-level concerns, allegations and data breaches. • Updated language concerning social media, photography, gifts, dress and appearance.
August 2025	Update reference to KCSIE 2025
August 2024	Update reference to KCSIE 2024

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils and or staff with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

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Staff Code of Conduct

Everyone covered by this policy must read it, understand it and follow it. If an individual is uncertain about the expected course of action, they must seek advice promptly from their line manager, the Headteacher, the Designated Safeguarding Lead or the School Business Manager, as appropriate.

1. Introduction and Scope

This code has regard to Keeping Children Safe in Education 2026, the Teachers' Standards and the Safer Recruitment Consortium's Guidance for Safer Working Practice for those working with children and young people in education settings, February 2022. It should be read alongside the school's safeguarding and child protection policy and the other policies identified in section 35.

References to staff or adults in this policy include employees, agency and supply staff, contractors, governors, volunteers, students on placement and any other person working for or on behalf of the school, whether paid or unpaid. The expectations apply on school premises, during remote or off-site work, on educational visits and whenever a person's conduct may affect the safety or welfare of a child, professional trust or the school's reputation.

2. Statement on Personal Conduct

The school expects all employees to promote and maintain high standards of personal conduct and to safeguard and promote the welfare of children and young people.

The Seven Principles of Public Life are:

- **Selflessness** – Employees are expected to act solely in terms of the public interest.
- **Integrity** – Employees are expected to avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work.
- **Objectivity** – Employees are expected to act and make decisions impartially, fairly and on merit using the best evidence and without discrimination or bias.
- **Accountability** – Employees are accountable to the public for their decisions and actions and are required to submit themselves to appropriate scrutiny.
- **Openness** – Employees are expected to act and make decisions in an open and transparent manner. Information should only be withheld from the public if there are clear and lawful reasons to do so.
- **Honesty** – Employees are expected to be truthful. This includes declaring any conflicts of interests and taking steps to resolve such conflicts; and
- **Leadership** – Employees are expected to actively promote and support these principles by applying them to their own behaviour and challenging poor behaviour.

This Code is based on and builds upon these seven principles published by the [Committee on Standards in Public Life](#)

The School expects all employees to behave ethically and maintain high standards of personal conduct to sustain the good reputation of the School and its services.

- Perform their duties with honesty, integrity and impartiality and be accountable for their own actions.
- Maintain the confidence and respect of the general public and those with whom they work.

- Treat others with respect, fairness and dignity at all times.
- Communicate immediately any relevant concerns they may have about the quality of provision or the safety and welfare of children and young people.
- Familiarise themselves with systems and procedures, including reporting requirements, within the school that support the protection of children and to attend training and read all safeguarding briefings provided to ensure that they remain up to date.
- Be aware that their behaviour inside and outside the workplace, as well as the behaviour of others in their personal lives, could compromise their position within the school in relation to the protection of children, loss of trust and confidence or bringing the employer into disrepute. It could also result in action by regulatory bodies.

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

3. Compliance with School Instructions

The school expects all employees to comply with lawful written and oral instruction received during their role. This ensures a consistent approach across the School in how we procure services and goods, manage people, and handle financial matters. Relevant procedures and instructions are published on the school's electronic shared drive. The School expects all employees to adhere to locally adopted policies and procedures.

4. Data Protection and Information Security

Staff must comply with data protection law, the school's data protection policy, privacy notices, records management arrangements and information security requirements. Personal data must be accessed only where necessary for an authorised purpose and must be accurate, secure and shared only with those who are entitled to receive it.

Staff must use approved school systems and devices when handling school information. Passwords, authentication codes and accounts must not be shared. Staff must lock screens when devices are unattended and must not use personal email, personal cloud storage, unauthorised applications or removable media for school information.

Any actual or suspected loss, unauthorised disclosure, cyber incident or personal data breach must be reported immediately to the School Business Manager or Data Protection Officer. Staff must preserve relevant evidence and follow instructions given in response.

5. Confidentiality and Disclosure of Information

Staff must understand what information may lawfully be disclosed to pupils, parents, carers, colleagues, government departments, auditors and other organisations, and what must remain confidential. Confidential information obtained through work must not be used for personal benefit or disclosed to an unauthorised person.

Confidentiality continues after employment or involvement with the school ends. Staff who are unsure whether information may be disclosed must seek advice before sharing it, except where delay would place a child or another person at risk.

6. Sharing Information about Pupils

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

If a child – or their parent / carer – makes a disclosure regarding abuse or neglect, the member of staff should follow the school's safeguarding and child protection procedures. The adult should not promise confidentiality to a child or parent, but should give reassurance that the information will be treated sensitively.

If a member of staff is in any doubt about whether to share information or keep it confidential, he or she should seek guidance from the Designated Safeguarding Lead or a deputy. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

Staff must also be aware of their duty to report any breach of GDPR to the Data Protection Officer.

7. Media / Legal Enquiries

Staff must not respond on behalf of the school to journalists, legal representatives or public requests for comment unless authorised to do so. All media and legal enquiries must be referred promptly to the Headteacher or another member of the senior leadership team.

8. Allegations Against Staff and Volunteers

All staff must understand and follow the school's procedures for managing concerns or allegations about adults, including supply staff, volunteers and contractors. A concern about another adult must be reported immediately to the Headteacher. A concern about the Headteacher must be reported to the Chair of Governors. The person receiving the concern will consider the appropriate safeguarding, LADO, police, regulatory, employment and referral procedures.

Staff must not investigate the matter themselves, confront the person concerned, promise confidentiality or delay reporting. They must make an accurate, factual and timely record in accordance with school procedures.

9. Low Level Concerns

A low-level concern is any concern, however small, 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 work, but the conduct does not appear to meet the harm threshold or otherwise warrant an immediate LADO referral.

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. All staff are expected to know and understand the schools reporting policy and procedure for all concerns including low-level concerns immediately

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 or college may have acted in a way that:

- is inconsistent with the staff code of conduct, 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 LADO.

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

- being over friendly with children.
- having favourites.
- taking photographs of children in their mobile phone, contrary to school policy
- engaging with a child on a one to one basis in a secluded area or behind a closed door; or,
- humiliating pupils.

Source: - Keeping Children Safe in Education 2026

Please note that whilst the KCSIE provides some specific advice about dealing with and recording low level concerns that cover issues that the school may not consider to be at a level to liaise with the LADO, please always still consider speaking with the LADO especially given the additional 4th LADO threshold. As a reminder the harms thresholds are as follows:-

- Behaved in a way that has harmed, or may have harmed a child;
- Possibly committed a criminal offence against, or related to a child; or
- Behaved towards a child or children in a way that indicates they may pose
- a risk of harm to children.
- Behaved or may have behaved in a way that indicates they may not be
- suitable to work with children.

A LADO may have information about the subject from other employers/agencies where a cumulative effect of low-level concerns may be reached to bring it to LADO threshold. It is far better to have that consultation with the LADO to check that the matter can be dealt with as “low level” rather than keep potential concerns to yourself. This may become an issue later, if more serious concerns become apparent and a child is harmed, which may have been prevented if the LADO was aware earlier.

10. Whistleblowing

If an employee becomes aware of activities which he/she believes to be illegal, improper, unethical, unsafe or otherwise inconsistent with this code of conduct, the employee should report the matter in accordance with the school’s whistleblowing procedure or child protection procedure, as relevant.

This means that staff should escalate their concerns if they believe that a child or children are not being protected, potential failures in the school’s or college’s safeguarding regime, report any behaviour by colleagues that raises concern and report allegations against staff, supply staff and volunteers to the Headteacher, or where they have concerns about a Headteacher report these directly to the Chair of Governors. This includes those that are no longer at the school and historic concerns.

Staff should be familiar with their establishment’s arrangements for reporting and recording concerns and allegations, how to contact the Headteacher, Chair of Governors and Ofsted directly if required and take responsibility for recording any incident and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school or setting.

All employees are required to comply with any investigation undertaken as a result of such allegations being raised.

11. Appearance and Dress

Staff should dress in a way that is safe, practical, professional and suitable for their duties and the activities planned. Clothing, footwear, jewellery, tattoos and other aspects of appearance must not create a health and

safety risk, impede effective work or display words or images that could reasonably be considered offensive, discriminatory or inappropriate in a school setting.

Smart casual clothing is normally appropriate. Dark, smart jeans and clean, smart trainers may be worn where suitable for the role. More casual or specialist clothing may be appropriate for physical activities, educational visits, premises work, catering or other duties. Where uniform or protective clothing is provided or required, staff must wear it as directed.

The school will consider cultural, religious, disability and other equality-related needs and will make reasonable adjustments where required.

12. Smoking, Drugs and Alcohol

Staff must not attend work or remain at work if their ability to carry out their duties safely is impaired by alcohol, illegal drugs, misuse of medication or another substance. Alcohol must not be consumed during working time or on school premises unless specifically authorised for an event by the Headteacher. Illegal drugs are prohibited.

The school is a smoke-free and vape-free site. Staff must not smoke or use e-cigarettes on school premises, while supervising pupils off site, or where they are readily visible to pupils and families while identifiable as a member of staff. Break arrangements must not compromise staffing, supervision or professional responsibilities.

Staff taking prescribed or over-the-counter medication that may affect their ability to work safely must seek appropriate medical advice and notify the Headteacher where workplace arrangements may be required. Medication brought to school must be stored securely and out of children's reach.

13. Political Neutrality

Employees should ensure that their own personal or political opinions do not interfere with any policy of the School. This means that adults should not:

- enter into or encourage inappropriate discussions with may offend or harm others
- undermine fundamental British values,
- express any prejudicial views
- attempt to influence or impose their personal values, attitudes or beliefs on pupils

14. Appointment of Staff

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

15. Equality, Bullying and Harassment

All employees and members of the local community have a right to be treated with fairness and equality. Employees must ensure that they comply at all times with the School's Equality Policy and other employment policies in relation to equality issues. Allegations of bullying and harassment of work colleagues, pupils or other members of the school community will be addressed through the relevant adopted procedures.

Employees are expected to report any concerns or suspicions they may have about the treatment of others to their line manager or the Headteacher, concerns related to the behaviour of the Headteacher should be reported to the Chair of Governors.

16. Contractors and Competitive Tendering

Contractors may include individuals who are temporarily working alongside school staff, or employees of an external firm that has been awarded a contract to provide services. All contractors should be treated with courtesy and respect. Any orders and contracts must be awarded by fair and open competition against other tenders. No special favour must be shown to current or recent former

employees or associates in awarding contracts. Employees must declare any relationship with a particular contractor, or any potential contractors, to the appropriate manager. Employees should be clear on the separation of client and contractor roles. Senior employees who have both a client/contractor responsibility must be aware of the need for accountability and openness.

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

17. Use of the School's Materials, Property or Resources

Employees must ensure that school funds entrusted to them are used in a responsible and lawful manner. Employees should not make personal use of any school property, facilities, equipment, materials, vehicles or resources unless properly authorised to do so.

18. Hospitality and Acceptance of Gifts

All School staff and those working on behalf of the School are expected to refuse the offer of appropriate and disproportionate hospitality and gifts made as part of the discharge of their duties unless there are compelling reasons or exceptional circumstances for doing so.

The acceptance of gifts and hospitality must be treated with extreme caution and may be regarded as a breach of the code of conduct. The onus is on the individual to take responsibility for making informed judgements about any offers of gifts and hospitality made to them and for seeking advice if they are unsure whether they can accept.

As to what is 'inappropriate and disproportionate', something like a small token of appreciation to a teacher, a small bouquet of flowers sent in thanks or small and low values gifts given at the end of term by parents, would not seem unreasonable whereas anything which is significant, such as tickets to football matches or concerts, have a value to them which could have the potential to be interpreted as recompense, inducement or endorsement.

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

It is a criminal offence for employees or those working on behalf of the school to corruptly receive any gift, loan, fee, reward or advantage for doing, or not doing anything, or showing favour, or disfavour, to any person in their official capacity. In no circumstances should a statement ever be made in return for a personal gift or money.

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

For reasons of probity and transparency, the principle of receipt of gifts or hospitality extends to the spouse, partner or immediate family of the employee. If an employee has any doubt about such an offer of a gift or hospitality, he/she is responsible for notifying and discussing this with his/her immediate line manager.

19. Giving Gifts

It is inadvisable to give personal gifts to pupils or their families. This could be interpreted as a gesture either to bribe or groom. It might also be perceived that a 'favour' of some kind is expected in return. Any reward given to a pupil should be in accordance with agreed practice, consistent with the School's Behaviour policy, recorded and not based on favouritism.

20. Working Relationships and Social Contact Outside the Workplace

Some members of staff live and work in the same community. Members of staff will have both internal and external working relationships that are formed on a daily basis with colleagues, pupils, parents and contractors. These should be conducted in a professional, friendly and respectful manner. It is acknowledged that staff may have genuine friendships and social contact with parents of pupils, and families -independent of the professional relationship.

If a pupil or parent seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement. This also applies to social contacts made through outside interests or the staff member's own family. Staff need to be aware that they will be viewed as members of school staff, as well as friends at all times in these situations. Staff should also be aware that they should not discuss school matters with parents of pupils at the school and should maintain professional barriers.

In general, there are extremely few situations where it is appropriate for parents to approach staff through personal routes in regard to school business, and in general they should be referred back to the normal procedures.

Staff need to be mindful that professionals who sexually harm children often seek to establish relationships and contact outside of the workplace with both the child and their parents, in order to 'groom' the adult and the child and/or create opportunities for sexual abuse, exploitation or radicalisation.

Staff should be aware and recognise that some types of social contact with pupils or their families may be perceived as harmful or exerting inappropriate influence on children and may bring the school into disrepute.

Staff should ensure that any type of social contact does not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. Staff must ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

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

Staff must not accept friend invitations or become friends with any pupil on any social media platform. Staff should also refrain from following the Twitter or similar social media accounts of pupils or their parents. There

may be examples where parents are media figures/celebrities or are for example leading a community campaign and the member of staff should engage in a respectful and professional manner.

Staff must read the school's Online Safety Policy carefully and follow all advice and guidance within it.

Personal phone numbers, email addresses and communication routes via all social media platforms should not be used and staff should not share their home address with pupils. If contacted via an inappropriate route the member of staff must inform their line manager immediately.

If approached by ex-pupils, staff must act with integrity and must consider if the relationship might be considered to be an abuse of the position of trust.

21. Communication with Children and Young People

Communication must have a legitimate professional purpose, use school-approved equipment and services and follow the school's acceptable-use and online-safety requirements. Staff must not give pupils or parents personal telephone numbers, personal email addresses, home addresses or personal social-media or messaging details for school business.

Staff should use approved school platforms or the school's official email and telephone routes.

Communication should be professional, capable of appropriate oversight and sent at reasonable times. Staff must report any personal or inappropriate contact from a pupil or parent to their line manager and must not continue the exchange through the personal route.

Any indication that a pupil may be infatuated with a member of staff, or that professional boundaries may be becoming blurred, must be reported promptly to the Headteacher or another senior leader.

22. Personal mobile phones and connected devices

For this section, a personal device includes a mobile phone, tablet, smartwatch, camera, audio recorder, wearable device or other technology capable of communicating, photographing, recording, storing or sharing information.

Personal devices must not be used or visible in the presence of pupils during the school day, including in classrooms, corridors, playgrounds, dining areas, assemblies, clubs and educational visits. Phones must be switched off or set to do not disturb and stored securely out of sight during pupil-facing working time. Notifications on smartwatches and other connected devices must be disabled.

Personal devices may normally be used only during authorised breaks in designated staff-only areas where pupils are not present. Staff must ensure that device use does not delay their return to duty or affect supervision, safeguarding, teamwork or the professional example set to pupils.

- Never use a personal device to photograph, film, livestream or make an audio recording of a pupil.
- Never use a personal device to store, access or transmit pupil information, school records or confidential information.
- Never use a personal telephone number, messaging service, personal email account or social-media account to communicate with a pupil or parent about school matters.
- Never use a personal hotspot, tethering, personal virtual private network or other method to bypass the school's filtering, monitoring or information-security arrangements.
- Use school-provided equipment and approved school systems for photographs, recordings, communication and access to pupil information.

Limited use may be authorised by the Headteacher for a specific professional purpose, such as multi-factor authentication, an emergency, an agreed lone-working arrangement or a reasonable adjustment. Authorisation must be proportionate and does not permit personal photography, recording, storage of pupil data or personal communication with pupils or parents.

Urgent personal calls should normally be made or received through the school office. If an exceptional personal call is necessary, the staff member must inform their line manager, ensure pupil supervision is maintained and take the call in a staff-only area.

Educational visits should use a school-provided phone or other approved device. A personal phone must not be used as a camera, for direct parent communication or as a satnav while transporting pupils unless its use has been specifically authorised and risk-assessed. It must never be handled while driving.

These expectations apply equally to agency staff, contractors, governors, volunteers and students on placement. Relevant visitors must be informed of the rules when signing in or before working with pupils.

Any accidental photograph, recording, communication, loss of a device containing school information or other breach must be reported immediately to the Headteacher, Designated Safeguarding Lead and/or Data Protection Officer, as appropriate. Staff must not conceal the incident or delete potential evidence unless instructed to do so. A breach may be managed under safeguarding, low-level concerns, data breach or disciplinary procedures. Taking an image of a child on a personal device will normally constitute at least a low-level concern and may meet a higher threshold depending on the circumstances.

23. Physical Contact with Pupils

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, however it is crucial that they only do so in ways appropriate to their professional role and in relation to the pupil's individual needs and any agreed care plan.

Any physical contact should be in response to the child's needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. Adults should therefore, use their professional judgement at all times.

Members of staff should:

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

In certain curriculum areas (e.g. PE, drama or music), staff may need to initiate some physical contact with children, for example, to demonstrate technique in the use of equipment, adjust posture or support a child so they can perform an activity safely or prevent injury.

Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary.

The extent of the contact should be made clear and undertaken with the permission of the pupil. Contact should be relevant to their age / understanding and adults should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil.

Staff working in these areas are expected to have regard to any particular guidance or protocols provided to them on appropriate physical contact. Staff must read and follow the guidance in the school's Physical Intervention Policy. Physical contact should be avoided, de-escalation strategies should be employed and support sought from a colleague. Restraint should only be used by those who have had MAPA or other appropriate training.

24. Intimate / Personal Care

Staff providing intimate or personal care must follow the school's intimate care policy and the child's agreed plan. Care must preserve the child's dignity, privacy and safety while remaining appropriately open to oversight. Staff must receive suitable information, training and authorisation for the tasks they undertake and must report any concern or unexpected incident promptly.

25. Behaviour Management and Physical Intervention

All members of staff must avoid any form of degrading or humiliating treatment to punish a child or use force as a means of punishment. Staff are expected to act as role models and should avoid shouting at children other than as a warning in an emergency situation.

Adults may reasonably intervene to prevent a child from committing a criminal offence, injuring themselves or others, causing damage to property or engaging in behaviour prejudicial to good order and to maintain good order and discipline.

The use of physical intervention should, however, be avoided wherever possible and, where necessary, should only use minimum force and for the shortest time needed.

All members of staff are expected to understand and to follow the School's Behaviour Policy and Physical Intervention Policy as appropriate to their role.

26. Sexual Conduct

Any sexual behaviour by a member of staff with or towards a pupil is unacceptable. It is an offence for a member of staff in a position of trust to have a sexual relationship with a pupil under 18, even if the relationship is consensual. This could be a matter for criminal and/or disciplinary procedures.

27. Lone Working and One to One Situations Involving Pupils

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

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

Staff are expected to adhere to the School's policies on lone working. The School will conduct risk assessments in relation to the specific nature and implications of one to one work and any planned home visits.

28. Transporting Pupils / Educational Visits

A designated member of staff will be appointed to plan and provide oversight of all transport arrangements and respond to any concerns that may arise. Staff should not offer lifts to pupils unless the need for this has been agreed by a manager. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as an escort.

Use of personal phones as satnavs in school minibuses is not permitted and the school should provide a phone or satnav for this purpose.

It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so. They should also be aware of and adhere to current legislation regarding the use of car seats for younger children.

Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum carrying capacity is not exceeded.

Staff should never offer to transport pupils outside of their normal working duties, other than in an emergency or where not doing so would mean the child may be at risk. In these circumstances the matter should be recorded and reported to both their manager and the child's parent(s).

The school's Health and Safety Policy and Educational Visits Policy set out the arrangements under which staff may use private vehicles to transport pupils. Educational visits will be undertaken in accordance with the school's Educational Visits Policy and any member of staff accompanying children on an educational visit are required to familiarise themselves with and adhere to this policy.

29. Administering First Aid and Medication

Any member of school staff may be asked to become a qualified first-aider or to provide support to pupils with medical conditions, including the administration of medicines, but cannot be required to do so unless this forms part of their contract of employment.

Any such employee will receive suitable training and will be expected to adhere to school guidelines and policies on undertaking such responsibilities.

30. Health and Safety

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

31. Photography, Videos and Other Images

Images and recordings of pupils may be created only for an authorised school purpose, using school-provided equipment or an approved school-controlled system, with the necessary lawful basis and permissions. Staff must follow the safeguarding, data protection, online safety and retention requirements relevant to the activity.

Personal devices must never be used to take, store or share images, video or audio of pupils. School recordings must be transferred promptly to approved secure storage, retained only for as long as required and deleted securely in accordance with the retention schedule. Staff must check that publication or sharing is authorised and does not identify or place a child at risk.

If an unauthorised or concerning image or recording is discovered, staff must not copy, forward, investigate or delete it. They must secure the device or information where safe to do so and report the matter immediately through the safeguarding procedures.

32. Declaration of Personal Interests and Outside Commitments

Employees are responsible for ensuring that their private interests, beliefs and personal associations do not conflict with their professional duties. All employees should declare any non-financial or financial interest which might conflict with the ethos or work of the School or any relationship which, by the employee's association with that person, might adversely affect the School's reputation, attract negative publicity or potentially bring into question the employee's suitability to work with children and young people.

Declarations should be made via the School Business Manager (or for the Headteacher via the Chair of Governors) who should ensure that a written record is made in accordance with the school's procedure.

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

Where employees are in any doubt about whether any personal relationships, interests, or outside commitments should be declared in particular circumstances, they should either declare the information in any case, or else seek further advice from the SBM or the Headteacher.

33. Secondary Employment

Employees are able to take up additional employment other than at the school provided the employment concerned does not constitute a conflict of interest or adversely affect their employment at the school.

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

34. Criminal Charges or Convictions

All employees must inform the Headteacher immediately of any criminal conviction, caution, reprimand or final warning or if they are the subject of a police investigation during the course of their employment.

Staff should be aware that behaviour by themselves, those with whom they have a relationship or association, or others in their personal lives, may impact on their work with children.

35. School Policies

The school has in place a range of policies, some of which have been referred to in this code of conduct. Employees are expected to familiarise themselves with any policy the school has provided or drawn to their attention and to ensure that they take account of any future policy changes communicated to them.

If in doubt about the application or interpretation of any policy an employee should seek advice from his/her line manager in the first instance.

36. Status of Code of Conduct

This code is a staff behaviour policy and does not create additional contractual rights. Failure to follow it may result in management action under the relevant safeguarding, capability or disciplinary procedure and may be

referred to the LADO, police, Disclosure and Barring Service, Teaching Regulation Agency or another body where required.

The policy will be provided at induction, reinforced through training and staff briefings and reviewed at least annually. Staff must confirm that they have read and understood the current version and must comply with updates brought to their attention.

The Governing Body will review the effectiveness of the policy, including whether expectations are understood, concerns are reported promptly, patterns are identified and appropriate action is taken. The policy may be reviewed sooner following changes in statutory guidance, legislation, local procedures or lessons learned from an incident.