

Staff Code of Conduct Policy

THIS POLICY REFERS TO ALL STAFF INCLUDING THOSE IN EYFS

TO BE READ ALONGSIDE THE SAFEGUARDING AND CHILD PROTECTION CHILDREN POLICY

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Key Principles

- The welfare of the child is paramount
- Staff should understand their responsibilities to safeguard and promote the welfare of students
- Staff at the School are trusted adults and role models to the students, whether on or off duty
- Staff are expected to maintain the respect and confidence of pupils, parents, colleagues and the public by exhibiting the highest standards of personal and professional conduct at all times
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Staff should work, and be seen to work, in an open and transparent way
- Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded
- 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 (please also refer to the School Equal Opportunities Policy)
- Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children (please also refer to the School Off-Site Visits Policy on residential trips)
- 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)
- Staff and managers should continually monitor and review practice to ensure this guidance is followed
- Staff should be aware of and understand the School's Safeguarding and Child Protection policy which includes arrangements for managing allegations against staff, the School's whistleblowing procedure and the procedures of the relevant Local Safeguarding Partnership (LSP) for reporting safeguarding concerns
- Staff should be aware of and consider their personal social media profile and activity and ensure they maintain professional standards at all times.

Aims of this document

- This policy aims to provide clear guidance about conduct, behaviour and actions so as not to place students or staff at risk of harm or of allegations of harm to a student
- To remind staff of professional boundaries both in their professional and personal life given their unique position of trust

- To remind staff of the location of key policy documentation
- To draw attention to areas of risk and offer guidance on prudent conduct
- To help protect staff from allegations

This guidance does not provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight, however, behaviour that is illegal, inappropriate or inadvisable. Where there is no specific guidance given in this policy (or in another School policy or relevant guidance document) then staff are expected to exercise their professional judgment and to always act in the best interests of the students and the School.

This policy will be reviewed annually or as legislative or regulatory changes require.

This document will be provided to all staff on appointment. It is also available on SharePoint.

Responsibilities

- Staff are accountable for the way in which they:
 - exercise authority;
 - manage risk;
 - use resources;
 - and safeguard children.
- All staff have a responsibility to keep students safe and to protect them from abuse (sexual, physical and emotional), neglect and contextual safeguarding concerns and comply at all times with the School's safeguarding policy. Students have a right to be safe and to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure their safety and well-being. Failure to do so may be regarded as professional misconduct.
- School has duties towards its employees and this means that staff should:
 - understand the responsibilities which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached;
 - always act, and be seen to act, in the child's best interests;
 - be aware of and act in accordance with the School's policies and procedures;
 - avoid any conduct which would lead any reasonable person to question their motivation and intentions; and
 - take responsibility for their own actions and behaviour.
- School should:
 - promote a culture of openness and support;
 - ensure that systems are in place for concerns to be raised;
 - ensure that adults are not placed in situations which render them particularly vulnerable; and
 - ensure that all adults are aware of expectations, policies and procedures.

Making Professional Judgements and Boundaries

You must act in accordance with your duty of care to students and ensure that their safety and wellbeing is always given the highest priority.

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight however, behaviour which is illegal, inappropriate or inadvisable. There will be rare occasions and circumstances in which staff have to make decisions or act in the best interest of a student which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the students in their charge and maintain high professional standards and, in so doing, will be seen to be acting reasonably. These judgements must always be recorded and shared with a manager.

Staff should always consider whether their actions are warranted, proportionate, safe and applied equitably. This means that where no specific guidance exists staff should:

- discuss the circumstances that informed their action, or their proposed action, with their line manager or, where appropriate, the School's Designated Safeguarding Lead. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted; always discuss any misunderstanding, accidents or threats with the Headmaster or Designated Safeguarding Lead; and
- always record discussions and actions taken with their justifications.

All staff working within an educational setting are in a position of authority and trust in relation to the students that attend the School. A relationship between a student and yourself can never be a relationship of equals. Staff should not therefore:

- use their position for personal advantage or gratification;
- use their position to gain access to information for their own advantage and/or a student's or family's detriment;
- use their power to intimidate, threaten, coerce or undermine students;
- use their status and standing to form or promote relationships with students or any other child(ren) which are of a sexual nature, or which may become so; or
- have a sexual relationship with a child under 18 where the staff member is in a position of trust in respect of that child, even if, in the case of those over 16, the relationship is consensual.

Staff working in one-to-one situations with children and young people are more vulnerable to allegations. Teachers and others should recognise this possibility and plan and conduct meetings accordingly. Staff must treat all students with respect and try, as far as possible, not to be alone with a child or young person. Where this is not possible, for example, in an instrumental music lesson, or sports coaching lesson, it is good practice to ensure that others are within earshot or have the door

to the room open. Where possible, a gap or barrier should be maintained between teacher and child at all times. Any physical contact should be the minimum required for care, instruction or restraint.

When there is a need for an adult to be present when children are changing, such as in the Infant Department, staff should ensure that they are not alone with the children and that another member of staff is present or that the door is left ajar or has a vision panel. If it is necessary to change a child who has soiled themselves, staff must again ensure that another member of staff is present or that doors are left ajar while modesty is preserved. Staff members must ensure that they have informed a colleague before they supervise changing a child who has soiled themselves.

Staff must ensure the language they use in any School context (including in electronic communication) is appropriate and any communication with any parents, students or colleagues must be within professional appropriate boundaries. Staff should avoid the use of sexualised, explicit or derogatory language.

Low Level Concerns

As per KCSIE (2023) 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 set out at paragraph 355. Paragraph 355 states a member of staff has

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

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 on their mobile phone for no professional reason;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door;
- using inappropriate sexualised, intimidating or offensive language; or,
- humiliating children.

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

Reporting a low level concern

Serious concerns should be reported as per the School's Safeguarding and Child Protection Policy.

Low-level concerns about a member of staff, supply staff, volunteer or contractor should be reported to the Headmaster and/or DSL or DDSL. If the concern is about the DSL, the report should be made to the Headmaster. Reports about supply staff and contractors should be notified to their employers, so any potential patterns of inappropriate behaviour can be identified. If the School is in any doubt as to whether the information which has been shared about a member of staff as a low-level concern in fact meets the harm threshold, they should consult with their LADO.

Staff are encouraged and feel confident to self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

Recording a low level concern

The Head will ultimately be informed of all low level concerns and make the final decision on how to respond although it is recognised that depending on the nature of some low-level concerns and/or the role of the DSL in some schools/colleges, the Head may wish to consult with the DSL and take a more collaborative decision making approach.

All low-level concerns will be recorded in writing. The record will include details of the concern, the context in which the concern arose, and action taken. The name of the individual sharing their concerns should also be noted, if the individual wishes to remain anonymous then that should be respected as far as reasonably possible. Schools can decide where these records are kept, but they must be kept confidential, held securely and comply with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)

Records will be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, the School should decide on a course of action, either through its disciplinary procedures or where a pattern of behaviour moves from a concern to meeting the harms threshold, in which case it should be referred to the LADO. Consideration will also be given to whether there are wider cultural issues within the school or college that enabled the behaviour to occur and where appropriate policies could be revised or extra training delivered to minimise the risk of it happening again.

It is for the School to decide how long we retain such information, but it is recommended that it is retained at least until the individual leaves their employment.

Responding to low level concerns

If a concern has been raised, the DSL, DDSL or Headmaster should collect as much evidence as possible by speaking:

- directly to the person who raised the concern, unless it has been raised anonymously;
- to the individual involved and any witnesses. The information collected will help them to categorise the type of behaviour and determine what further action may need to be taken as per Part Four of KCSIE (2023).

Infatuations and ‘crushes’

All staff need to recognise that it is not uncommon for students to be strongly attracted to a member of staff and/or develop a ‘crush’ or infatuation. They should make every effort to ensure that their own behaviour cannot be brought into question, does not appear to encourage this and be aware that such infatuations may carry a risk of their words or actions being misinterpreted. Any member of staff who receives a report, overhears something, or otherwise notices any sign, however small or seemingly insignificant, that a young person has become or may be becoming infatuated with either themselves or a colleague, should immediately report this to the Headmaster.

This means that staff should:

- report any indications (verbal, written or physical) that suggest a student may be infatuated with a member of staff; and
- always maintain professional boundaries.

Parents as employees

Occasionally a staff member will have a child attending the School. It is recognised that in these cases you fulfil a dual role of parent and employee.

If you are a parent and an employee you should ensure that you uphold the boundaries between the two roles and that your behaviour does not constitute a conflict of interest. For example, you must maintain the same level of confidentiality despite social expectations and not show or obtain preferential treatment for your child at the expense of others.

Social contact with students and parents outside of the workplace

Staff should not establish or seek to establish social contact with students for the purposes of securing a friendship or to pursue or strengthen a relationship. It is acknowledged that staff may have social contact with parents of students or students (for example, if the staff member's child is friends with a student of the School), independent of the professional relationship. Transparency is key to ensuring School manages staff/student/parent relationships professionally.

Whilst employed at School staff should:

- always use your professional judgement in such circumstances;
- promptly inform Senior Management of any relationship with a parent or student where this extends beyond a professional relationship;
- advise Senior Management of any regular social contact they have with a parent of a student or a student;
- refrain from sending personal communication to students unless agreed in advance with senior managers; and
- inform Senior Management of any requests or arrangements where parents wish to use their services outside of the workplace in advance of accepting / agreeing to those e.g. music lessons, babysitting, tutoring.

This [form](#) can be used to advise senior management in any of the above cases. Sharing this information is necessary to ensure the School can assess and appropriately manage any possible risks to you or others, or any conflicts of interests, that may arise as a result of this social contact. Any data shared by the School in relation to this will be processed in accordance with the School's Data Protection Policy and Privacy Notice. Only the lead DSL, Director of Finance and Operations, Head of the Infant and Junior School and Headmaster will have access to it.

If a former student seeks to establish social contact with you, you should exercise professional judgement and act in accordance with your obligations pursuant to your contract of employment, this code and other relevant policies when deciding whether to make a response, if in doubt please contact the DSL. In making a response you should be aware that such social contact could be misconstrued.

Confidentiality

The storing and processing of personal information is governed by the General Data Protection Regulations 2018 (GDPR) and Data Protection Act 2018. Staff should be aware of and adhere to the School's Data Protection Policy and the Retention Policy.

Staff will have access to special category personal data about students and their families which must be kept confidential at all times and only shared when legally permissible and in the interest of the child. Records should only be shared with those who have a legitimate professional need to see them.

Staff should never use confidential or personal information about a student or her/his family for their own, or others advantage (including that of partners, friends, relatives or other organisations).

Confidential information should never be used casually in conversation or shared with any person other than on a need-to-know basis. Staff therefore:-

- need to know the name of their Designated Safeguarding Lead and be familiar with child protection procedures and guidance;
- are expected to treat information they receive about students and families in a discreet and confidential manner;
- should seek advice from a senior member of staff, the Designated Safeguarding Lead, if they are in any doubt about sharing information they hold or which has been requested of them need to be clear about when information can/ must be shared and in what circumstances;
- need to know the procedures for responding to allegations against staff and to whom any concerns or allegations should be reported; and
- need to ensure that where personal information is recorded electronically that systems and devices are kept secure.

Communications with students including use of social media

The School has been developing systems such as Google Classroom to facilitate communications about matters such as homework, access to remote learning and recognising that students need opportunities to use and explore the digital world.

Online risks are posed more by behaviours and values than the technology itself. Staff should ensure that they establish safe and responsible online behaviours both in their professional and personal life, working to local and national guidelines and the School's acceptable use policies.

Communication with children both in the 'real' world and through web based and telecommunication interactions should take place within explicit professional boundaries. This includes the use of computers, tablets, phones, texts, e-mails, instant messages, social media such as Facebook, Instagram, Twitter and TikTok, chat-rooms, forums, blogs, websites, gaming sites, digital cameras, videos, web-cams and other hand-held devices. (This list gives examples only and is not exhaustive.)

Staff should:-

- not seek to communicate/make contact or respond to contact with students outside of the purposes of their work;
- not give out their personal details;
- only use internet-enabled personal devices in line with the School acceptable use policies when working in the School context;

- ensure that their use of all types of technologies and social media platforms could not bring the School into disrepute; and
- not discuss or share data relating to children/ parents / carers in staff social media groups.

If staff need to speak to a student by telephone, they are advised to use one of the School's telephones. The Group Leader on all trips and visits involving an overnight stay should take a School mobile phone with him/her, and may ask the students for their mobile numbers before allowing them out in small, unsupervised groups. The School mobile should be used for any contact with pupils that may be necessary. The Group leader should delete any record of students' mobile phone numbers at the end of the trip or visit. Other Staff may borrow a School phone from IT Services at other times, if the need arises.

Photography, videos and images of pupils

Many School activities involve recording images which are undertaken as part of the School curriculum or School events which are used for publicity or to celebrate achievement. Careful consideration should be given as to how these activities are organised and undertaken and staff should note our Procedure on Taking, Storing and Using Images of Children. You should ensure that students are appropriately dressed and are comfortable and aware that videos or photographs are being taken.

Staff can:

- take photos on any School device of our students providing the necessary consents have been obtained;
- store the photos on the School network;
- use the photos for School promotions providing the necessary consents have been obtained;
- take photos on their own device but must then delete them from the personal device and the cloud once used.

Staff cannot:

- keep photos unnecessarily on personal tablets or mobile phones;
- download photos to personal computers or devices at home;
- store any photos of our students that have been obtained from elsewhere on personal computers, e.g. Facebook, Instagram or Twitter;
- name students by surname and forename on any social media platform. They should be named by one or the other.

By following the above procedures, staff minimise their risk of being exposed to inappropriate images as contact is kept within professional boundaries.

Staff working in the EYFS setting must ensure they adhere to sector specific guidance in respect of the use of mobile phones and digital resources.

Use of School's IT systems

You should be aware that the School's computer systems are monitored by the School this includes online searches and attempts to access websites that are blocked by the School due to illegal or inappropriate content. Such attempts may be flagged for investigation by our safeguarding team.

You should follow the School's acceptable use policies at all times. You must recognise your role in upholding standards around Filtering and Monitoring, as per KCSIE.

Standards of Behaviour

All staff have a responsibility to maintain the confidence of our parents and carers in their ability to safeguard the welfare and best interests of children. There may be times where an individual's actions in their personal life come under scrutiny from the community, the media or public authorities, including with regard to their own children, or children or adults in the community. Staff should be aware that their behaviour, either in or out of the workplace, could compromise their position within School in relation to the protection of children, loss of trust and confidence, or bringing the School into disrepute. Such behaviour may also result in prohibition from teaching by the Teaching Regulation Agency (TRA) a bar from engaging in regulated activity, or action by another relevant regulatory body.

Schools are prohibited from employing a disqualified person in respect of relevant early or later years childcare.

Staff should not:

- behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model;
- make, or encourage others to make sexual remarks to, or about, a student or any other child
- use inappropriate language to or in the presence of student;
- discuss their personal or sexual relationships with or in the presence of students; or
- make (or encourage others to make) unprofessional personal comments which scapegoat, demean, discriminate or humiliate, or might be interpreted as such.

Staff should:

- inform the Headmaster or Director of Finance and Operations of any cautions, convictions, or relevant orders accrued during their employment, and / or if they are charged with a criminal offence; and
- 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.
- show respect for students, parents, visitors and colleagues through honesty, courtesy and punctuality;

- conduct themselves in a professional manner at all times, present a positive image of the School to the wider community;
- be aware of their duty of care towards students and take reasonable steps at all times to ensure the safety of students, visitors and colleagues by following the Health and Safety Policy;
- attend regular safeguarding training sessions as directed by the DSL. Failure of staff to attend compulsory safeguarding training or failure to complete an online safeguarding assessment when requested to may be considered a disciplinary matter;
- report to the DSL or Head any concerns they have about the welfare, health and safety of students or other staff and report using the Safeguarding and Child Protection Policy or (in the event they have a public interest concern (danger, malpractice or illegality) the Whistleblowing Policy
- look after School property;

Unless otherwise notified in your Contract or Statements of Particulars of Employment, personal mobile telephones must be switched to silent at all times during contact with students, such as during classes, Tutor Sets, Form Period and assemblies. Personal calls and text messages should be made during normal break times or free periods only, and phone calls should not be made or taken during lessons or normal work time except in an emergency.

Dress and Appearance

Members of staff act as role models to the students and, when at work during time-time, should therefore be dressed in clothing that is appropriate for their role in a formal business environment or that which would be worn at a professional job interview – this applies equally during any online teaching. During School holidays smart casual clothing may be worn unless a uniform is required for your duties.

The School dress code applies on all days when teaching or that parents and students are in School during term-time. On INSET days if working directly with students the term-time guidance applies.

Given that we are working in a School setting we expect the same standards of modesty and smartness for staff as we would expect from our students. As examples of this, we expect that male staff will keep the top buttons of their shirts done up in any situation where students are present. Similarly, skirts and dresses should be of an appropriate length (covering at least the top half of the thigh when seated).

Smart casual clothing may only be worn in School holiday times. Staff may wear religious or cultural dress (including headscarves, skullcaps or turbans).

Where there is a requirement to use safety clothing, equipment or PPE, it should be worn or used as appropriate and as directed.

Staff Participating in Sport

PE and Games Staff are expected to wear the relevant NHS staff kit provided for practical activities.

Shorts and leggings are not appropriate for classroom teaching, assemblies or pastoral time. They may be worn in the Sports hall, swimming hall and at any outdoor sports venue.

All PE staff are expected to wear business dress for formal occasions, assemblies (unless teaching period 1 when a tracksuit should be worn), including the beginning and end of term, parent meetings and concerts etc.

Teaching staff taking games should change wherever practical immediately prior to their games session – where this is not practical they may wear the relevant NHS kit, to include a tracksuit.

School Trips, Non-Uniform Days & INSET Days

For School trips, non-uniform days and INSET days appropriate casual clothing may be worn as long as it is suitable for wearing in a School environment in terms of modesty.

Exceptions

There may be instances where injury or a medical condition precludes the wearing of, for example, appropriate footwear. In these cases, staff should liaise with the Deputy Head Individuals (Senior School) or the Deputy Head Pastoral (Infant and Junior School), who have responsibility for staff welfare, to discuss the appropriate adjustments to the dress code depending on the specific circumstances.

Some support staff will have uniform or appropriate PPE for their role and will be required to wear clothing issued to them.

Ultimate responsibility for the interpretation of the dress code lies with the Head.

Gifts and Rewards

Staff need to take care that they do not accept any gift that might be construed as a bribe, or lead the giver to expect preferential treatment. Staff should consider the appropriateness of the intention, value and timing of any gifts. There are occasions when students or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or as a thank-you and this is usually acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value (above £100). Any gift of cash should not be accepted. Similarly, it is inadvisable to give such personal gifts to students or their families. You should be aware that the giving of gifts can be misinterpreted as a gesture either to bribe or “groom” a young person.

Staff should:

- be aware of and understand the School's behaviour policies for students;
- ensure that gifts received or given in situations which may be misconstrued are declared and recorded;
- where giving gifts other than as above, ensure that these are of insignificant value and given to all students equally;
- ensure that all selection processes of students are fair and these are undertaken and agreed by more than one member of staff;
- ensure that they do not behave in a manner which is either favourable or unfavourable to individual students
- Staff should exercise care when selecting children for specific activities, jobs or privileges in order to avoid perceptions of favouritism or injustice. Similar care should be exercised when students are excluded from an activity. Methods of selection and exclusion should always be subject to clear, fair, agreed criteria.

Staff should report any gifts of monetary value above £100 to the Director of Finance and Operations. If in any doubt, staff should consult the Director of Finance and Operations before accepting a gift.

Physical Contact and Restraint

Staff must not use Corporal Punishment or the threat of it at all at Nottingham High School. Please see the School's Restraint Policy, published on our website, for further detailed information about physical contact and restraint.

Visitors

If you are welcoming any visitors to the School, you must abide by the direction of the School's Visitors, Contractors and Visiting Speakers procedure, found [here](#).

Behaviour Management

All students have the right to be treated with dignity and respect. Staff should never use any form of degrading treatment to punish a student. The use of demeaning or insensitive comments towards students is not acceptable under any circumstances. Staff should not exhibit behaviour that discriminates (directly or indirectly) against pupils or other staff contrary to Part 6 of the Equality Act 2010.

Where a student's behaviour causes concern, the School Behaviour and Discipline Policy (Senior School) and Promoting Good Behaviour Policy (IJS) should be adhered to. If staff are in any doubt as to the best course of action, they should seek further advice from their line manager, or contact the DSL/DDSL if the student's behaviour indicates that there may be a safeguarding issue or a serious mental health concern.

Alcohol and Medication

All Staff (Including those in an EYFS setting) must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication which may affect their ability to care for children, those staff should seek medical advice and ensure Operations/HR are aware of any medical advice in respect of suitability to work. Individual risk assessments may be necessary depending on the role of the individual.

The Head of the Infant and Junior School will ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the Lovell House premises must be securely stored, and out of reach of children, at all times.

The possession, use, production or supply (selling or giving) of illegal drugs, or other harmful substances intended to resemble drugs, whilst at work or on School premises, is strictly prohibited and is likely to result in disciplinary action and potentially dismissal. Criminal activity by reason of possession, use, production or supply (selling or giving) of illegal drugs outside work has the capacity to bring the School into disrepute and is also likely to result in disciplinary action being taken. Should the School become aware of such activity reports will be made to the Police.

Transporting Students

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles. Individual staff should avoid taking one student on his/her own in a car. Staff should ensure their behaviour is safe, students are suitably supervised, seat belts are worn and the transport arrangements and vehicle meet all legal requirements including with regard to appropriate insurances. It is strongly advised that one-on-one journeys with students are avoided. Should such a journey be unavoidable the student should sit in the backseat.

Troubled Students

In general, students should be encouraged to discuss issues that are troubling them with a parent or guardian. It may be appropriate to suggest that a student talks to their Tutor, the School Counsellor or Nurse. Staff are advised not to back away if it is clear that a student wishes to speak to them – it may have taken a lot of courage for them to take the initiative, but staff must follow the guidelines in the Safeguarding and Child Protection Policy regarding disclosures.

NSPCC – 0800 800 5000 www.nspcc.org.uk

ChildLine – 0800 1111 www.childline.org.uk

Whistleblowing

Whistleblowing is the mechanism by which you can raise a concern, in good faith, about a danger, malpractice, wrongdoing or illegality that you suspect at the School, without the fear of reprisal. For more information please refer to the School's Whistleblowing Policy in the Employee Handbook, found on SharePoint.

Other Relevant Policies Staff should be aware of and comply with School policies in place from time to time, including:

- *Safeguarding and Child Protection Policy*
- *Key Government Statutory and Non-Statutory Guidance can be found [here](#): Keeping Children Safe in Education, Sept 2023*
- *Academic Staff Handbook*
- *Whistleblowing Procedure*
- *Internet and Email Policy for Staff [here](#)*
- *Equal Opportunities Policy*
- *Data Protection Policy*
- *Privacy Policy*
- *Health & Safety Policy*
- *Behaviour and Discipline policy*
- *School Off-Site Policy for Residential Trips*

Breach of the staff code of conduct

A breach or failure to observe this code of conduct or any associated School policy is likely to result in action being taken under the School's disciplinary procedure.