Code of Conduct for All Adults

Date reviewed	June 2026
Frequency	Annually
Next review date	July 2027
Reviewed by	Health & Safety, Premises and Safeguarding Committee

Signed:_____ **Dated:**02/07/2026

Chair of Governors

Signed:_____ **Dated:** 02/07/2026

Principal

1. Introduction

1.1. The Code sets out the professional standards expected and the duty upon Adults to abide by it. All adults have a duty to keep pupils safe, promote their welfare and, to protect them from radicalisation (the Prevent duty), abuse (sexual, physical and emotional), neglect and safeguarding concerns. This duty is, in part, exercised through the development of respectful, caring and professional relationships between adults and pupils and behaviour by adults that demonstrates integrity, maturity and good judgement. Following this Code will help to safeguard adults from being maliciously, falsely or mistakenly suspected or accused of misconduct in relation to pupils.

1.2. All adults will receive the Code of Conduct at reception on their first visit to the school and confirm that they have read the code of conduct and agree to it when signing in on Inventory. A summarized version of the code of conduct is then placed inside the visitor badge for later reference. The most up to date version of the code of conduct for all adults is available on the website also. The Code of Conduct for All Adults is sent out to new employees as part of the onboarding process prior to their employment commencing.

1.3. For the purposes of this Code the term and references to 'adult' means the following: governing body [and trust] members, all teaching and other staff (whether or not paid or unpaid, employed or self-employed and whether or not employed directly by the Academy, external contractors providing services to pupils on behalf of the Academy, teacher trainees and other trainees/apprentices, volunteers and any other individuals who work for or provide services on behalf of or for the Academy to include but not limited to all those detailed in the single central record (as amended). For the purposes of this Code 'young person/people', 'pupils' and 'child/ren' includes all those for whom the Academy provides education or other services.

1.4. This Code takes account of the most recent versions of the following guidance (statutory and non-statutory); 'Keeping Children Safe in Education' Department of Education ('DfE') (statutory), Working together to safeguard children' HM Government (statutory) and 'Guidance for safer working practice for those working with children and young people in education settings' (non-statutory). This Code cannot provide an exhaustive list of what is, or is not, appropriate behaviour for adults; however, it does highlight behaviour that is illegal, inappropriate or inadvisable in relation to the required professional standards. There will be occasions and circumstances in which adults have to make decisions or take action in the best interests of the pupil where no specific guidance has been given. Adults are expected to make responsible and informed judgements about their own behaviour in order to secure the best interests and welfare of the pupils.

1.5. Any behaviour in breach of this Code by employees may result in action under our Disciplinary Procedure. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. The governing body will take a strict approach to serious breaches of this Code.

Child Protection and Safeguarding Policy

1.6. Adults have a duty to act in accordance with the Child Protection and Safeguarding Policy which is available on the school website, in the staff room or from the school office and report any safeguarding, child protection, welfare or radicalisation concerns about a pupil to the Designated

Safeguarding Lead.

Whistleblowing

1.7 Adults must raise concerns they have about the safeguarding or child protection practices by following the Whistleblowing Policy, which is available in the staff room or from the school office. An adult who "whistle blows" or makes a public interest disclosure will have the protection of the relevant legislation.

Allegations of Abuse Against Teachers and Other Staff and Volunteers

1.8 Where it is alleged that an adult has:

- behaved in a way that has harmed a child, 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 s/he would 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,

then the governing body will follow the Academy's Procedure for Dealing with Allegations of Abuse Against Teachers and Other Staff and Volunteers and the guidance set out in Part Four of Keeping Children Safe in Education DfE which is available in the staff room or from the school office.

2. Expected Professional Standards

2.1. All adults as appropriate to the role and/or job description of the individual, must:

- place the well-being and learning of pupils at the centre of their professional practice.
- have high expectations for all pupils, be committed to addressing underachievement, and work to help pupils progress regardless of their background and personal circumstances.
- treat pupils fairly and with respect, take their knowledge, views, opinions and feelings seriously, and value diversity and individuality.
- model the characteristics they are trying to inspire in pupils, including enthusiasm for learning, a spirit of enquiry, honesty, tolerance, social responsibility, patience, and a genuine concern for other people.
- respond sensitively to the differences in the home backgrounds and circumstances of pupils, recognising the key role that parents and carers play in pupils' education.
- seek to work in partnership with parents and carers, respecting their views and promoting understanding and co-operation to support the young person's learning and well-being in and out of school.
- reflect on their own practice, develop their skills, knowledge and expertise, and adapt appropriately to learn with and from colleagues.

- ensure that the same professional standards are always applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.

2.2. Teachers are required to comply with the *Teachers' Standards September 1st 2012*, in particular Part 2 Personal and Professional Standards.

2.3. All adults must be familiar with and act in accordance with the most recent versions of the following documents; Part 1 of Keeping Children Safe in Education DfE (statutory), Working Together to Safeguard Children HM Government (statutory), Prevent Duty Guidance HM Government (statutory), 'The Prevent duty departmental advice for schools and childcare providers' DfE and 'Guidance for safer working practice for those working with children and young people in education settings' (non-statutory).

2.4. An employee who fails to bring a matter of concern to the attention of senior management and/or the relevant agencies is likely to be subject to disciplinary action.

3. Confidentiality

3.1. As data controllers, all schools/academies are subject to the Data Protection Act 2018. In addition, teachers owe a common law duty of care to safeguard the welfare of their pupils. This duty is acknowledged in the provisions governing disclosure of information about pupils.

3.2. Adults may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be sensitive data and/or confidential. Confidential or personal information about a pupil or her/his family must never be disclosed to anyone other than on a need to know basis and advice should be sought prior to disclosure to ensure such disclosure is in accordance with the Data Protection Act 2018, The Education (Pupil Information) Regulations 2005 (maintained schools), and The ICO 'Guide to Data Protection'. In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously. Information must never be used to intimidate, humiliate, or embarrass the pupil. Information must never be used by anyone for their own or others advantage (including that of partners, friends relatives or other organisations).

3.3. There are some circumstances in which an adult may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, adults have a duty to pass information on without delay to those with designated safeguarding responsibilities.

3.4. Confidential information about pupils must be held securely. Confidential information about pupils must not be held off the Academy site other than on security protected Academy equipment. Information must only be stored for the length of time necessary to discharge the task for which it is required.

3.5. If a pupil or parent/carer makes a disclosure regarding abuse or neglect, the adult must follow the Academy's procedures and the guidance as set out in Keeping Children Safe in Education DfE. Confidentiality must not be promised to the pupil or parent/carer, however reassurance should be given that the information will be treated sensitively.

3.6. If an adult is in any doubt about the storage or sharing of information s/he must seek guidance from the Designated Safeguarding Lead. Any media or

legal enquiries must be passed to senior management.

4. Propriety, Behaviour and Appearance

4.1. All adults working with children have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They must adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, pupils and the public in general. An adult's behaviour or actions, either in or out of the workplace, must not compromise her/his position within the work setting, or bring the Academy into disrepute. Non-exhaustive examples of unacceptable behaviour are contained in our Disciplinary Procedure/Rules.

4.2. Adults are required to notify the Academy immediately of any allegation/s of misconduct that are of a safeguarding nature made against them (or implicating them), by a child or adult in relation to any outside work or interest (whether paid or unpaid) and, of any arrest or criminal charge whether child related or not. Where employees fail to do so, this will be treated as a serious breach of this Code and dealt with under our Disciplinary Procedure.

4.3. Individuals must 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 pupil; use inappropriate language (for example, racist, sexist, homophobic, biphobic, transphobic language) to or in the presence of pupils; discuss their personal or sexual relationships with or in the presence of pupils; make, or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such. Behaving in an unsuitable way towards children may result in disqualification from childcare under the Childcare Act 2006, prohibition from teaching by the NCTL, a bar from engaging in regulated activity, or action by another relevant regulatory body. This can include situations outside school where a person's behaviour may suggest transferable risk. For example, where a member of staff or volunteer is involved in an incident outside of school which did not involve children but could have an impact on their suitability to work with children.

4.4. A person's dress and appearance are matters of personal choice, self-expression, religious and cultural customs. As role models, staff are expected to present themselves in a professional manner. A consistent standard of dress supports the school's ethos and fosters respect from students, parents, and the wider community. Regardless of the role we undertake in school, it is important that we maintain a professional appearance emphasising the high expectations we have of students' appearance. Staff/volunteers appearance should not leave them open to criticism, invite comment from students, or make them vulnerable to complaints being made about immodesty. It is also important that we maintain standards and values that we would expect our young people to take into society. Our aim is always to maintain the high standards of dress expected in schools. We ask that tattoos are covered up and that clothes do not display any offensive or political slogans. Staff should wear attire that is:

- **Modest, smart, and clean**
- **Suitable for teaching or supporting pupils**

- **Practical for school duties**, including classroom activities, playground supervision, and meetings with parents or external visitors

Examples of appropriate clothing:

- Smart trousers, dresses, skirts (near to knee length)
- Collared shirts, blouses, smart tops with sleeves
- Smart shoes, flats, or clean, practical footwear
- School-branded clothing where provided (e.g. fleeces, polos)

The following are generally not suitable for a professional school environment:

- Denim (except on designated casual days or with explicit permission)
- Shorts, mini-skirts, or low-cut tops
- Clothing with large logos, slogans, or political statements
- Sportswear (unless delivering PE or physical activities)
- Flip-flops or trainers, open toe shoes (where Health and Safety guidance is applicable) are not allowed
- See-through fabrics or exposed midriffs

If a staff member's dress is deemed inappropriate, the school may:

- Provide a reminder or informal conversation
- Request a change of clothes (if practical)
- Address repeated issues through formal HR procedures

4.5. Teachers and teaching staff are required to recognise the formal nature of Parents' Evenings, Open Evenings and Information Evenings and dress appropriately.

4.6. Personal property of a sexually explicit nature or property which might be regarded as promoting radicalisation or otherwise inappropriate such as books, magazines, CDs, DVDs or such material on any electronic media including links to such material must not be brought onto or stored on Academy premises or on any Academy equipment.

4.7. Outside Interests – Adults should not undertake paid tutoring of our own pupils under any circumstances.

5. Sexual Contact with Children and Young People and Abuse of Trust

5.1. A relationship between an adult and a child or young person is not a relationship between equals; the adult has a position of power or influence. There is potential for exploitation and harm of children or vulnerable young people and all adults have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification. Adults must not use their status or position to form or promote relationships with children (whether current pupils or not), that are of a sexual nature, or which may become so. Adults should maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They must report any incident with this potential.

5.2. Any sexual behaviour or activity, whether homosexual or heterosexual, by an adult with or towards a child/pupil or young person is illegal. Children and young people are protected by the same laws as adults in relation to

non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether there is consent or not. Where a person aged 18 or over is in a specified position of trust with a child or young person under 18 years, the Sexual Offences Act 2003 makes it an offence for that person to engage in sexual activity with or in the presence of that child or to cause or incite that child to engage in or watch sexual activity.

5.3. Sexual behaviour includes non-contact activities, such as causing a child or young person to engage in or watch sexual activity or the production of indecent images of children. 'Working Together to Safeguard Children', *Appendix A* defines sexual abuse as "…forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening…"

5.4. Adults must not have sexual relationships with pupils or have any form of communication with a child, which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, texts, electronic mail, phone calls, social networking contact or physical contact. The adult must not make sexual remarks to, or about, a child or discuss their own sexual relationships with or in the presence of pupils. Adults must take care that their language or conduct does not give rise to comment or speculations. Attitudes, demeanour and language all require care and thought.

5.5. There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child or young person, and manipulate that relationship so that sexual abuse can take place. Adults must be aware that conferring special attention without good reason or favouring a pupil has the potential to be construed as being part of a 'grooming' process, which is a criminal offence.

6. Infatuations and Crushes

6.1. A child or young person may develop an infatuation with an adult who works with them. An adult, who becomes aware (may receive a report, overhear something, or otherwise notice any sign no matter how small or seemingly insignificant) that a pupil has become or may be becoming infatuated with him/herself or a colleague, must report this without delay to the Principal or the most senior manager so that appropriate action can be taken to avoid any hurt, distress or embarrassment. The situation will be taken seriously and the adult must be careful to ensure that no encouragement of any kind is given to the pupil. It must also be recognised that careless and insensitive reactions may provoke false accusations.

6.2. Examples of situations which must be reported are given below:

- Where an adult is concerned that he or she might be developing a relationship with a pupil which could have the potential to represent an abuse of trust.
- Where an adult is concerned that a pupil is becoming attracted to him or her or that there is a developing attachment or dependency.
- Where an adult is concerned that actions or words have been misunderstood or misconstrued by a pupil such that an abuse of trust

might be wrongly suspected by others.

- Where an adult is concerned about the apparent development of a relationship by another adult, or receives information about such a relationship.

7. Gifts, Rewards, Favouritism and Exclusion

7.1. It is against the law for public servants to take bribes. Adults need to take care that they do not accept any gift that might be construed by others as a bribe, or lead the giver to expect preferential treatment. There are occasions when pupils or parents/carers wish to pass small tokens of appreciation to adults e.g. at Christmas or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

7.2. Personal gifts must not be given to pupils or their families/carers. This could be misinterpreted as a gesture either to bribe or groom. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a pupil must be consistent with the Academy's behaviour or rewards policy, recorded, and not based on favouritism.

7.3. Care must be taken when selecting children for specific activities, jobs, privileges and when pupils are excluded from an activity in order to avoid perceptions of favouritism or injustice. Methods of selection and exclusion must be subject to clear, fair and agreed criteria.

8. Social Contact and Social Networking

8.1. Communication between pupils and adults, by whatever method, must take place within clear and explicit professional boundaries. This includes the wider use of technology such as smart devices, mobile phones, tablets, text messages, emails, instant messages, websites, social media such as Facebook, Twitter, Instagram, chat-rooms, forums, blogs, apps such as Whatsapp, gaming sites, digital cameras, videos, web-cams and other hand held devices. Adults must not share any personal information with pupils and they must not request, or respond to, any personal information from the child/young person, other than that which might be appropriate as part of their professional role. They must ensure that all communications are transparent and avoid any communication that could be interpreted as ‘grooming behaviour’.

8.2. Adults must not give their personal contact details such as home/mobile phone number; home or personal e-mail address or social networking details to pupils unless the need to do so is agreed in writing with senior management. If, for example, a pupil attempts to locate an adult’s personal contact details and attempts to contact or correspond with him/her, the adult must not respond and must report the matter to his/her manager.

8.3. It is recommended that adults ensure that all possible privacy settings are activated to prevent pupils from making contact on personal profiles and to prevent pupils from accessing photo albums or other personal information which may appear on social networking sites.

8.4. Adults are personally responsible for what they communicate in social media

and must bear in mind that what is published might be read by us, pupils, parents and carers, the general public, future employers and friends and family for a long time. Adults must ensure that their on-line profiles are consistent with the professional image expected by us and must not post material which damages the reputation of the Academy or which causes concern about their suitability to work with children and young people. Those who post material which may be considered as inappropriate could render themselves vulnerable to criticism or, in the case of an employee, allegations of misconduct which may be dealt with under the Disciplinary Procedure. Even where it is made clear that the writer's views on such topics do not represent those of the Academy, such comments are inappropriate.

8.5. Adults are advised not to have any online friendships with any current or previous students under the age of 18, unless they are family members or close family friends. Adults are advised not to have online friendships with parents or carers of pupils, or members of the governing body/trustees. Where such on line friendships exist, adults must ensure that appropriate professional boundaries are maintained.

8.6. It is acknowledged that adults may have genuine friendships and social contact with parents or carers of pupils, independent of the professional relationship. The adult must exercise his or her professional judgment, be open to scrutiny and declare this information as appropriate.

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

9. Physical Contact, Personal Privacy and Personal Care

9.1. There are occasions when it is entirely appropriate and proper for employees to have physical contact with pupils, but 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. When physical contact is made with pupils this must be in response to their needs at the time, of limited duration and appropriate given their age, stage of development, gender, ethnicity, culture and background. Employees must use their professional judgement at all times. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one pupil in one set of circumstances may be inappropriate in another, or with a different pupil.

9.2. Physical contact must never be secretive or casual, or for the gratification of the adult, or represent a misuse of authority. Adults must never touch a pupil in a way which may be considered indecent. If an adult believes that an action could be misinterpreted, the incident and circumstances must be reported as soon as possible [to the manager and recorded in the Academy's incident book, and, if appropriate, a copy placed on the pupil's file].

9.3. Physical contact, which occurs regularly with a pupil or pupils, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to pupils with SEN or physical disabilities). Any such contact must be the subject of an agreed and open school policy and subject to review. Where feasible, staff must seek the pupil's permission before initiating contact. Adults must listen, observe and take note of the pupil's reaction or feelings and – so far as is possible - use a level of contact which is acceptable to the pupil for the minimum time necessary.

9.4. There may be occasions when a distressed pupil needs comfort and reassurance. This may include age-appropriate physical contact. Adults must remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation. Adults must always tell a colleague when and how they offered comfort to a distressed pupil.

9.5. Where an adult has a particular concern about the need to provide this type of care and reassurance s/he must seek further advice from a senior manager.

9.6. Some employees, for example, those who teach PE and games, or who provide music tuition will on occasions have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This must be done with the pupil's agreement. Contact under these circumstances must be for the minimum time necessary to complete the activity and take place in a safe and open environment. Adults must remain sensitive to any discomfort expressed verbally or non-verbally by the pupil.

9.7. All parties must clearly understand from the outset what physical contact is necessary and appropriate in undertaking specific activities. Keeping parents/carers informed of the extent and nature of any physical contact may also prevent allegations of misconduct arising. Any incidents of physical contact that cause concern or fall outside of these protocols and guidance must be reported to the senior manager and parent/carer.

9.8. Pupils are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision must be appropriate to the needs and age of the pupils concerned and sensitive to the potential for embarrassment. Adults who are required as part of their role to attend changing rooms must announce their intention of entering any pupil changing rooms and only remain in the room where the pupil/s needs require this.

9.9. Employees with a job description which includes intimate care duties will have appropriate training and written guidance including a written care plan for any pupil who could be expected to require intimate care. Staff must adhere to the Academy's intimate and personal care policies. No other adult should be involved in intimate care duties except in an emergency. A signed record must be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, include times left and returned. Employees must not assist with personal or intimate care tasks which the pupil is able to undertake independently.

10. Behaviour Management and Physical Intervention

10.1. All pupils have a right to be treated with respect and dignity. Adults must not use any form of degrading treatment to punish a pupil. The use of sarcasm, demeaning or insensitive comments towards pupils is not acceptable in any situation. Deliberately intimidating pupils by shouting aggressively, hectoring or overbearing physical presence is not acceptable in any situation. Any sanctions or rewards used must be part of our Sanctions and Rewards Policy.

10.2. Physical intervention can only be justified in exceptional circumstances. Non-statutory guidance is available from the Department of Education website. See 'Use of reasonable force - advice for Head Teachers, Staff and Governing Bodies'. Adults may legitimately intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Adults must have regard to the health and safety of themselves and others. It is always unlawful to use force as a punishment. The use of unwarranted physical force is likely to constitute a criminal offence.

10.3. Where a pupil has specific needs in respect of particularly challenging behaviour, a positive handling plan, including a risk assessment, must be put in place and agreed by all parties. Where it is judged that a pupil's behaviour presents a serious risk to themselves or others, a robust risk assessment that is regularly reviewed and a physical intervention plan, where relevant, must be put in place. All incidents and subsequent actions must be recorded and reported to a manager and the pupil's parents/carers. Where it can be anticipated that physical intervention is likely to be required, a plan must be put in place that the pupil and parents/carers are aware of and have agreed to. Parental consent does not permit the use of unlawful physical intervention or deprive a pupil of their liberty. The Academy has separate policies on Behaviour Management and the Use of Physical Intervention.

11. First Aid and Medication

11.1. The Academy has a separate policy on supporting pupils with a medical conditions. Employees must have regard to the statutory guidance 'Supporting pupils at school with medical conditions' DfE December 2015, which includes advice on managing medicines. All settings must have an adequate number of qualified first aiders/appointed persons. Employees must have had the appropriate training and achieved the necessary level of competency before administering first aid or medication, or taking on responsibility to support pupils with medical conditions. If an adult is concerned or uncertain about the amount or type of medication being given to a pupil this must be discussed with the Designated Safeguarding Lead.

11.2. Adults taking medication that may affect their ability to care for children must seek medical advice regarding their suitability to do so and should not work with pupils whilst taking medication unless medical advice confirms that they are able to do so. Adult medication on the premises must be securely stored out of the reach of children.

12. One to One Situations and Meetings with Pupils

12.1. One to one situations have the potential to make children/young persons more vulnerable to harm by those who seek to exploit their position of trust. Adults working in one to one settings with pupils may also be more vulnerable to unjust or unfounded allegations being made against them. Adults must recognise this possibility and plan and conduct such meetings accordingly. Every attempt must be made to ensure that the safety and security needs of both adults and pupils are met. Managers must undertake a risk assessment in relation to the specific nature and implications of one to one work for each adult and pupil, which must be reviewed regularly. Where such a meeting is demonstrably unavoidable it is advisable to avoid remote or secluded areas and to ensure that the door of the room is left open and/or visual/auditory contact with others is maintained. Any arrangements must be reviewed on a regular basis.

12.2. Pre-arranged meetings with pupils away from the premises or on the Academy site when the Academy is not in session are not permitted unless written approval is obtained from their parent/carer and the Principal or other senior colleague with delegated authority.

12.3. No pupil should be in or invited into, the home of an adult who works with them, unless they are family members or close family friends, in which case adults are advised to notify their line manager. Pupils must not be asked to assist adults with jobs or tasks at or in their private accommodation or for their personal benefit.

12.4. There are occasions during exam periods when timetables clash and arrangements needs to be made to preserve the integrity of the of the examination process and in these circumstances exam boards may allow candidates to take an exam the following morning, including Saturdays. The examination board requires the centre to determine a method of supervision on journeys to and from the centre and overnight, which ensures the candidate's wellbeing. This supervision may be undertaken by a parent/carer or, employees may be asked to volunteer to supervise pupils, which may with prior approval be in their own home.

12.5. Occasionally an adult may need to make a visit to a pupil's house. An example of this may be an adult that needs to deliver a pack of work for a child to complete at home. Any visit must always be documented and agreed with the line manager and senior member of staff before taking place. A suitable risk assessment must be in place. If staff need to cross over the threshold on a home visit two staff must make that visit.

Other than in an emergency, an adult must not enter a pupil's home if the parent/carer is absent. Always make detailed records including times of arrival and departure and ensure any behaviour or situation that gives rise to concern is discussed with a senior manager/Principal. A risk assessment must be undertaken and appropriate risk management measures put in place prior to any planned home visit taking place. In the unlikely event that little or no information is available, home visits must not be made alone.

12.6 Home visits must be kept to a minimum and all the preparatory steps advised above followed in full. Whether home visits take place on a regular or occasional basis, staff need to feel confident that they are not being placed at risk, either of violence or of allegations of abuse from pupils or their families. The health and safety of school staff must always take precedence when the need to make home visits is being considered.

The first question must always be: “Should this visit be made by a social worker/education welfare officer (or equivalent), or someone else trained for and specialising in home visiting?”

For the majority of staff and head teachers, for whom home visiting is not part of their job description, it is recommended that, wherever possible, meetings must take place in school. Home visiting by staff must always be authorised by the principal and/or service manager. Wherever possible, staff should be accompanied by someone trained in home visiting, for example, an education welfare officer.

13. Transporting Pupils

13.1. In certain situations, e.g. out of school activities, adults may agree to transport pupils. Transport arrangements should be made in advance by a designated employee who will be responsible for planning and overseeing all transport arrangements and respond to any concerns that may arise. Wherever possible and practicable transport should be provided other than in private vehicles, with at least one adult additional to the driver acting as an escort.

13.2. Adults must ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They must ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded. It is a legal requirement that all passengers wear seatbelts and the driver must ensure that they do so. The driver must be aware of the current legislation concerning the use of car seats for younger children where applicable. It is illegal to drive using hand-held phones or similar devices and the driver must ensure that they adhere to all driving regulations.

13.3. It is inappropriate for adults to offer lifts to a pupil, unless the need has been agreed with a manager and, if this falls outside their normal working duties, has been agreed with parents/carers.

13.4. There may be occasions where a pupil requires transport in an emergency situation or where not to give a lift may place a pupil at risk. Such circumstances must always be recorded and reported to a senior manager and parents/carers.

14. Educational Visits and School Clubs

14.1. Adults must take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Adults remain in a position of trust and the same standards of conduct apply. Please refer to the Academy’s policy on educational visits and the Health and Safety policy.

15. Curriculum

15.1. Some areas of the curriculum can include or raise subject matter which is sexually explicit, of a political, cultural, religious or an otherwise sensitive nature. Care must be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This plan must highlight particular areas of risk and sensitivity.

15.2. The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political, cultural, religious or otherwise sensitive nature. Responding to pupils' questions can require careful judgement and adults must take guidance in these circumstances from the Designated Safeguarding Lead. Adults must not enter into or encourage inappropriate discussion about sexual, political or religious activity or behaviour or, discussions which may offend or harm others. Adults must take care to protect children from the risk of radicalisation and must act in accordance with advice given under Part 1 of Keeping Children Safe in Education DfE and accordingly must not express any prejudicial views or, attempt to influence or impose their personal values, attitudes or beliefs on pupils.

15.3. Please refer to the Academy's policy on sex and relationships education (SRE) and, the policy on spiritual, moral, social and cultural development (SMSC).

16. Photography, Videos and other Creative Arts

16.1. Please refer to the Academy's guidance on e-safety, the use of images and the consent forms therein. Adults must have regard to the ICO CCTV code of practice and the guidance 'Taking Photographs in Schools'.

16.2. Many educational activities involve the taking or recording of images. This may be undertaken as part of the curriculum, extra school activities, for displays, publicity, to celebrate achievement or, to provide evidence of the activity. The Data Protection Act 2018 affects the use of photography. An image of a child is personal data and it is, therefore, a requirement under the Act that consent is obtained from the parent/carer of a child before any images are made such as those used for school web sites, notice boards, productions or other purposes.

16.3. Adults need to be aware of the potential for such images to be taken and/or misused to create indecent images of children and/or for 'grooming' purposes. Careful consideration must be given as to how these activities are organised and undertaken. There must be an agreement as to whether the images will be destroyed or retained for further use, where these will be stored and who will have access to them.

16.4. Adults must remain sensitive to any pupil who appears uncomfortable and should recognise the potential for misinterpretation. It is also important to take into account the wishes of the child, remembering that some children do not wish to have their photograph taken.

16.5. Adults must only use equipment provided or authorised by the Academy to make/take images and must not use personal equipment, mobile telephones or any other similar devices to make/take images.

16.6. The following guidance must be followed:

- if a photograph is used, avoid naming the pupil
- if the pupil is named, avoid using the photograph
- photographs/images must be securely stored and used only by those authorised to do so
- be clear about the purpose of the activity and about what will happen to the photographs/images when the lesson/activity is concluded
- only retain images when there is a clear and agreed purpose for doing so
- ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose ensure that all photographs/images are available for scrutiny in order to screen for acceptability
- be able to justify the photographs/images made
- do not take images of pupils for personal use
- only take images where the pupil consents to this
- do not take photographs in one to one situations
- do not display or distribute photographs/images of pupils unless there is consent to do so from the parent/carer
- only publish images of pupils where they and their parent/carer have given explicit written consent to do so
- do not take images of pupils in a state of undress or semi-undress
- do not take images of pupils which could be considered as indecent or sexual.

17. Unacceptable Use of ICT Facilities and Monitoring

17.1. This section must be read in conjunction with the Academy Acceptable Use Policy AUP of ICT facilities. Posting, creating, accessing, transmitting, downloading, uploading or storing any of the following material (unless it is part of an authorised investigation) is likely to amount to gross misconduct and result (where the adult is employed) in summary dismissal (this list is not exhaustive):

a) pseudo-images of children (child abuse images), pornographic or sexually suggestive material or images of children or adults which may be construed as such in the circumstances (that is, writing, texting, pictures, films and video clips of a sexually explicit or arousing nature),

b) any other type of offensive, obscene or discriminatory material, criminal material or material which is liable to cause distress or embarrassment to the Academy or others.

17.2. If indecent images of children are discovered at the premises or on the Academy's equipment/devices, an immediate referral must be made to the Academy designated Safeguarding Lead and Head Teacher (unless he or she is implicated) and the external Designated Officer (DO) and, if relevant, the police contacted. The images/equipment must be secured, must not be used by others and must be isolated from the network. There must be no attempt to view, tamper with or delete the images as this could jeopardise any necessary criminal investigation. If the images are of children are known to the Academy, a referral must also be made to children's social care in accordance with local arrangements.

17.3. The contents of our ICT resources and communications systems are our property. Therefore, adults must have no expectation of privacy in any message, files, data, document, facsimile, telephone conversation, social media post, conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on our electronic information and communications systems.

17.4. We reserve the right to monitor, intercept and review, without prior notification or authorisation from adults. Usage of our IT resources and communications systems, including but not limited to telephone, e-mail, messaging, voicemail, CCTV, internet and social media postings and activities is monitored to ensure that our rules are being complied with and for the following purposes:

a) to monitor whether the use of the e-mail system or the internet is legitimate and in accordance with this Code;

b) to assist in the investigation of alleged wrongful acts; or

c) to comply with any legal obligation.

17.5. Adults consent to monitoring by acknowledgement of this Code and the use of our resources and systems. We may store copies of data or communications for a period of time after they are created, and may delete such copies from time to time without notice. If necessary information may be handed to the police in connection with a criminal investigation.

17.6. Cyber-bullying can be experienced by adults as well as pupils. Adults must notify the Principal if they are subject to cyber-bullying. The Academy will endeavour to protect adults and stop any inappropriate conduct.

18. Reporting Concerns and Recording Incidents

18.1. All adults must report concerns and incidents in accordance with the guidance set out in Keeping Children Safe in Education DfE and/or the Managing Allegations of Abuse Against Staff and Volunteers Policy. In the event of an allegation being made, or incident being witnessed, the relevant information must be immediately recorded and reported to the Principal, Senior Manager or Designated Safeguarding Lead as appropriate. An employee who fails to bring a matter of concern to the attention of senior management and/or the relevant agencies will be subject to disciplinary action.

18.2. In addition to behaviours outlined elsewhere in this Code and, the types of abuse and neglect set out in Keeping Children Safe in Education DfE, the following is a non-exhaustive list of some further behaviours which would be a cause for concern:

An adult who:

- Allows a pupil/young person to be treated badly; pretends not to know it is happening
- Gossips/shares information inappropriately
- Demonstrates inappropriate discriminatory behaviour and/or uses inappropriate language
- Dresses in a way which is inappropriate for the job role
- Does not treat pupils fairly - demonstrates favouritism
- Demonstrates a lack of understanding about personal and professional boundaries
- Uses his/her position of trust to intimidate, threaten, coerce or undermine
- Appears to have an inappropriate social relationship with a pupil or pupils
- Appears to have special or different relationships with a pupil or pupils
- Seems to seek out unnecessary opportunities to be alone with a pupil

19. Monitoring and Review

19.1. The Principal is responsible for monitoring the implementation, use and effectiveness of this policy and will report on these matters annually or more frequently if necessary.

19.2. This policy will be reviewed by the Governing Body as necessary.