

Mason Moor Primary School



Code of Conduct Policy

Disciplinary Policy

Approved by: Governing Body

Approval date:

Last review date: 2023

Contact: Head Teacher

Next review date: 2025

Approvers signature: Chair of Governors

Mason Moor Primary School's mission statement:

At Mason Moor Primary School, no child is left behind. Where you live, and your current personal circumstances, do not dictate your destiny. Every member of staff is aligned to our three core values; drivers for everything we do. Central to our philosophy on improving life-chances, is the relentless pursuit of the value 'nurture' - a continuous focus on positive regard for all.

Our values:



Nurture

We demonstrate and live this value through building unconditional positive praise for all who work at Mason Moor.

“No significant learning can occur without a significant relationship” (James Comer)



Grow

We demonstrate and live this value through opportunities to grow – for example through our Character Development Curriculum and wider enrichment enabling all pupils to grow as confident, articulate individuals.



Achieve

We ensure that there are no perceived (or real) ceiling limits placed on a child's potential. To this end, we expect staff to be every child's champion. Children here are developed to feel self-worth, to know their place in the world and to know they matter.

Every child deserves a champion. An adult who will never give up on them, who understands the power of connection and who insists that they become the best they can possibly be.

STATEMENT OF INTENT

Mason Moor School expects all its pupils to receive the highest possible quality of teaching and learning within a positive and respectful environment. By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Employees should understand that their own behaviour and the way they conduct themselves with their colleagues, pupils, parents, and other stakeholders, sets an example. We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards. We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

This document forms part of a staff member's employment contract and failure to comply with it and with the associated policies may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

This document applies to all staff members who are employed by the school, including the Headteacher.

LEGISLATION AND GUIDANCE

We are required to set out a staff code of conduct under regulation 7 of The School Staffing (England) Regulations 2009.

In line with the statutory safeguarding guidance 'Keeping Children Safe in Education' 2022, we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

KEY PRINCIPLES

Employees performing duties on behalf of the school:

- Will perform their duties to the highest possible standards, with honesty, integrity and impartiality and will be accountable for their own actions.
- Have a duty of trust to the school and to the pupils of the school and their families.
- Are expected to show tolerance and treat others with respect, fairness and dignity at all times; and have a collective responsibility to communicate any concerns about breaches of the Code to a member of the Senior Leadership Team or to the Chair of Governors.
- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- 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
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within, including (for Teaching Staff) adhering to the Teachers' Standards
- In either an official capacity or in their private life, school employees will ensure that they behave in a way that is not seen as bringing the school or the council into disrepute. Employees are entitled to a private life but must take care that the duties of public service are not breached by activities or inappropriate conduct in their off-duty hours.

SCHOOL POLICIES

This Code of Conduct should be read and adhered to in conjunction with the following school policies:

- The Safeguarding Policy, including the Child Protection Policy
- Health and Safety Policy
- Data Protection Policy
- Equality Policy
- E-Safety and acceptable use of the Internet policy and agreement
- Whistleblowing Policy
- Grievance Policy
- Disciplinary Policy

ROLES & RESPONSIBILITIES

Employees must: Comply with the standards and requirements of the Code and seek advice from their Headteacher if they are unsure what is expected in particular circumstances. Employees are also responsible for promptly reporting any breaches of the Code of which they become aware.

Headteachers and Leaders must: Ensure that all individuals working for or on behalf of the school are aware of their obligations under the Code and take appropriate action with the individual to resolve any conflicts of interest or deal with any breaches of the Code.

Governing Body: The Governing Body has a statutory responsibility to determine the disciplinary rules that operate within the school.

APPEARANCE AND DRESS

The expectations of the governing body are that staff members dress in a professional and appropriate manner. Staff should:

- Ensure that their appearance is clean and neat when at work or representing the school.
- Staff should dress in a manner that is appropriate to their role. Jeans (including 'jeggings') and 'denim' of any kind should not be worn by anyone, unless on a school trip, residential or Non-School Uniform Day.
- Ensure that outfits are not overly revealing, and should not cause embarrassment to pupils, parents, colleagues or other stakeholders.
- Remember that they are role models for pupils and that their dress and appearance should reflect this.
- Ensure clothes will not display any offensive or political slogans.
- Make every effort to cover visible tattoos.

ATTENDANCE

Our expectations are that staff members:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Make routine medical and dental appointments outside of their working hours or during holidays, where possible.
- Refer to the school's policy on special leave if they need time off for any reason other than personal illness.
- Follow the school's absence reporting procedure when they are absent from work due to illness or injury or the school's procedure for requesting time off in term time.

PROFESSIONAL BEHAVIOUR AND CONDUCT

- Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect.
- Discrimination, bullying, harassment or intimidation, including physical and verbal abuse, will not be tolerated at the school.
- Staff members must not misuse or misrepresent their position, qualifications or experience or bring the school into disrepute.
- Staff members must inform their Headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.
- All internal and external relationships with colleagues, service users and contractors will be conducted in a professional and respectful way, with honesty and integrity.
- Employees must comply with all reasonable management instructions; abide by legislation, statutory and other guidance, the policies and procedures of the school and operational practices as well as health and safety rules. They must also follow the protocols of any relevant professional bodies and the standards required of their profession.
- Outside of work, staff will not act in a way that would bring the school or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

EQUALITY

- Employees will comply with school's Equality Policy and guidance. Employees must not be involved in harassment or bullying of colleagues, other employees, workers, contractors, or job applicants.
- All colleagues and members of the local community have a right to be treated fairly and not to suffer from unlawful discrimination.

INFORMATION SECURITY AND CONFIDENTIALITY

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents. This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for.

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

- The school and the Council are responsible for the lawful and secure handling and disclosure of personal data in relation to staff, pupils and their families, in carrying out their functions in line with the Data Protection Act 2018 and GDPR 2018. The school will therefore ensure that anyone engaged in managing and handling personal information understands that personal data must be treated as confidential and that they are contractually responsible for following good data protection practice. Information concerning another employee, pupil or pupil's family must not be disclosed without prior approval except where the information must be provided by law.
- Employees may be criminally liable if they knowingly or recklessly disclose personal information in breach of the Data Protection Act 2018 (the 'DPA'). Any breach of the DPA, the school's own information security rules, or the Council's Information Governance policies, may be treated as a disciplinary matter.
- No documents containing personal data must be taken home. Documents which are taken home should be kept in a closed folder and held in a secure area of their house. Employees should avoid leaving documents in their car, as this creates a higher risk of them being stolen. Low risk documents with little personal data such as exercise books can be taken home by employees without the need to sign the register.

DISCLOSURE OF CRIMINAL CONVICTIONS

- Employees must inform the school of any criminal conviction or caution received, in a timely and appropriate way. Failure to do so may be regarded as gross misconduct under the Disciplinary Policy & Procedure. Appropriate checks will be made in line with DBS/ Children Act or Childcare Disqualification requirements and outcomes of these checks addressed accordingly.

SAFEGUARDING CHILDREN

- Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.
- Staff will familiarise themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.
- All staff can access copies of the School's Policies and Procedures from the office.
- The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Safeguarding Lead (DSL) for Child Protection, as shown on posters around the school. Staff must not demean or undermine pupils, their parents or carers, or colleagues.
- Staff must take the upmost care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

STAFF/PUPIL RELATIONSHIPS

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

- Staff should avoid contact with pupils outside of school hours if possible.
- Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.
- Where children email staff and this content is not of a classwork related nature, emails should always be forwarded to the lead DSL who will decide on the appropriate action needed.
- While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to individual pupils are not acceptable.
- Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. Where incidents occur, which might otherwise be misconstrued, or in the exceptional circumstances where it becomes necessary to physically restrain a pupil for their own protection or others' safety, this will be appropriately recorded and reported to the Headteacher and parents. Any physical restraint used will comply with DfE and LA guidance.
- For their own safety and protection, staff should exercise caution in situations where they are alone with pupils. Other than in formal teaching situations, the door to the room in which the 1:1 coaching, counselling or meeting is taking place should be left open. Where this is not practicable because of the need for confidentiality, another member of staff will be asked to maintain a presence nearby and a record will be kept of the circumstances of the meeting.
- If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the Headteacher.
- Except in cases of emergency, first aid will only be administered by qualified First Aiders. If it is necessary for the child to remove clothing for first aid treatment, there will, wherever possible, be another adult present. If a child needs help with toileting, nappy changing or washing after soiling themselves, another adult should be present or within earshot, unless other arrangements have been agreed, and signed off by, both parents and the Senior Leadership Team under the Intimate Care Policy. All first aid treatment and non-routine changing, or personal care will be recorded and shared with parents/carers at the earliest opportunity.
- Staff will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body. Staff will only use the approved school email, school

Learning Platform or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business and will not disclose their personal telephone numbers and email addresses to pupils or parents/carers. Staff will not use personal cameras (digital or otherwise) or camera phones for taking and transferring images of pupils or staff and will not store images at home.

- Staff should be aware of the school's whistle-blowing procedures and share immediately any disclosure or concern that relates to a member of staff with the Headteacher or one of the Designated Safeguarding Leads if the Headteacher is not available and nothing should be said to the colleague involved. It should be shared with the Chair of Governors if it relates to the Headteacher.
- School staff should also be alert to the possible risks that might arise from social contact with pupils outside of the school. Home visits to pupils or private tuition of pupils should only take place with the knowledge and approval of the Headteacher. Visits/telephone calls by pupils to the homes of staff members should only occur in exceptional circumstances and with the prior knowledge and approval of the Headteacher. Any unplanned contact of this nature or suspected infatuations or "crushes" will be reported to the Headteacher. Staff supervising offsite activities or school journeys will be provided with a school mobile telephone as a point of contact. Pupils will only be released to the care of those with Parental Responsibility or someone acting with their consent as notified on the green Safeguarding Permission Form.

Our expectations are for staff members to:

- Act in an open and transparent way that would not lead to any suspicion about their actions or intent.
- Respect their duty to protect children and young people from harm and to maintain professional boundaries.
- Read and understand school policies on child protection and safeguarding, including their obligations to undertake a Disclosure and Barring Service (DBS) check.

Staff Medication At Work Policy

Prescribed Medicines

Medicines should only be taken to school when essential; that is where it would be detrimental to a person's health if the medicine were not administered during your working hours.

- If any medication needs to be taken, it should be done so on scheduled breaks or away from the children.
- If an employee is prescribed a new medication, they should ask their doctor if this will in anyway affect their ability to care for children or perform their job
- If an employee suffers from any side effects from the medication that affects their ability to care for children or perform their job, the school will ask the employee to seek medical advice.
- If it is necessary to take prescribed drugs during working hours, the welfare officer and SLT should be informed upon arrival at work and a risk assessment will need to be completed detailing the medication.
- The medication should be kept in a secure, locked location unless the risk assessment states otherwise. This should be in the main office or, if necessary, in your locker.

Non-prescribed medicines

If it is necessary to have non-prescribed drugs on site (such as headache tablets) you should take the responsibility for ensuring that they are out of the reach of children and kept with your personal belongings in a secure location.

Storage of medication

Arrangements will be made for the safe storage of medication in a secure location. Where possible, this will be locked in the main office.

Confidentiality

The welfare officer and SLT will always treat medical information confidentially and will agree with the employee who else, if anyone, should have access to records and other information about them.

Record keeping

The school will keep records of all medicines taken by staff on their secure Meditracker account and will comply with all GDPR regulations.

ACCEPTABLE USE OF MOBILE TECHNOLOGY

The aim of this policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practices through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Personal Mobiles

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight during class time.
- Mobile phones should not be used in a space where children are present (eg. classroom, playground).
- Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- It is also advised that staff security protect access to functions of their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras and iPads.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on offsite activities. However, staff should ensure that:

- Mobile use on these occasions is appropriate and professional. However, this will never include taking photographs of children.
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office.
- Where parents are accompanying trips, they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

Please refer to the Online Safety Policy for further guidance on using mobile phones for work related purposes.

Personal Mobiles - Pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- Pupils are not permitted to have mobile phones at school or on trips
- If in the event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
 - the parent must discuss the issue first with their child's teacher.
 - the phone must be handed in, switched off, to the office staff first thing in the morning and collected from them by the child at home time (the phone is left at the owner's own risk).

- Mobile phones brought to school without permission will be confiscated and returned at the end of the day. Where mobile phones are used in or out of school to bully or intimidate others, then the Headteacher does have the power to intervene to “such an extent as is reasonable” (Behaviour and discipline in Schools, 2016) – See the Anti-Bullying Policy.

Volunteers, Visitors, Governors and Contractors

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises.

On arrival, such visitors will be informed of our expectations around the use of mobile phones.

Parents

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We therefore ask that parents’ usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment.

We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.

Dissemination

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.

SCHOOL PREMISES, EQUIPMENT AND COMMUNICATION

This section should also be read in conjunction with the School’s E-Safety and acceptable use of the Internet policy and agreement.

- School staff’s social media profiles should not be available to pupils. If they have a personal profile on social media sites, they are advised not to use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead and set public profiles to private.
- Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils’ or parents’ social media profiles.
- Staff will ensure that they do not post any images online that identify children who are pupils at the school, other than their own (if they also attend St Mary’s CE Primary School).
- School equipment and systems are available only for school related activities and should not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Headteacher.
- Illegal, inappropriate or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee’s dismissal.
- Employees receiving inappropriate communication or material or who are unsure about whether something he / she proposes to do might breach this Policy, should seek advice from the Headteacher.
- Communication systems may be accessed when the school suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity.

- Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Headteacher or IT department. Breach of this confidentiality may be subject to disciplinary action.
- School equipment that is used outside school premises, for example laptops, should be returned to the school when the employee leaves employment or if requested to do so by the Headteacher.

I.T STANDARDS

- The school's rules and guidelines on the use of IT and social media are intended to guide employees in the correct use of the IT facilities they need to do their jobs and to protect both the employee and the school's information.
- All employees should ensure that they are familiar with the rules and guidelines. Breaches of these will constitute misconduct and may in some circumstances be regarded as gross misconduct. Actions amounting to criminal activity will be reported to the Police and will be regarded as gross misconduct.

SCHOOL NETWORKING WEBSITES

- Employees must not access social networking sites for personal use during classes.
- Employees must act in the best interests of the school and not disclose personal data or information about any individual, including staff members, children and young people.
- Staff members should not 'friend' pupils on social networking websites.
- Access may be withdrawn, and disciplinary action taken if there is a breach of confidentiality or defamatory remarks are made against any individual at the school
- Staff who are on social networking sites such as Facebook should not talk about school, children, parents, the local authority etc.
- Staff members who are parents of children at St Mary's CE Primary School must not be friends of the relevant Class Teacher while their child is in that class.
- We strongly advise staff not to sign up pupils or parents as 'friends' even if the individuals have now left the school.
- Social networking sites are blocked in school.

LEGAL MONITORING OF EMAIL AND INTERNET USE

All school staff are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the public sector. All users should be aware that network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly and legally.

While normal privacy is respected and protected by password controls users may not expect files and messages stored on publicly funded networks to be private.

The school reserves the right to monitor e-mails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

DECLARATION OF INTERESTS AND OUTSIDE COMMITMENTS

Employees must declare:

- Any non-financial or financial interest that might conflict with the school or the Council's interests or services

- Membership of any organisation that is not open to the public without formal membership and commitment of allegiance and which has secrecy about rules, membership, or conduct.
- Membership of other groups, clubs and societies, e.g. The Round Table and The Rotary, that an employee believes could be relevant to declare in particular circumstances.

Employees should immediately inform their Headteacher of any other/additional work or employment they are considering undertaking. The Headteacher will ensure the employee is made aware of any contractual restrictions on accepting any additional employment outside of the School, especially in circumstances that may conflict with the School's or the Council's interests of the School/Council.

Detailed requirements are set out in the Register of Outside Interests available on the Young Southampton website. 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 Headteacher.

PROBITY OF RECORDS

- The deliberate falsification of documents is not acceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.
- Where a staff member has claimed any benefit, either directly or indirectly, or has failed to disclose their full earnings, this will be treated as gross misconduct and the employee may be dismissed and referred to the police.

GIFTS, HOSPITALITY, SPONSORSHIP OR ENDORSEMENTS

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money and claiming expenses:

- It is a criminal offence for School or Council workers to 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. Council employees should exercise caution concerning the acceptance of gifts or hospitality from external suppliers and contractors and any involvement in sponsorship events, or endorsement of a product or service, where there may be a conflict of interest.
- The receipt of minor articles, for example diaries and calendars will not be regarded as the acceptance of a gift, although employees should not accept significant personal gifts from contractors and outside suppliers. Offers of hospitality and invitations should be accepted only if there is a genuine need to impart information or represent the local authority.
- The Council requires all gifts and hospitality offered with a value of £50 or more to be properly recorded on the Gifts and Hospitality Register. Failure to do so may lead to disciplinary action being taken under the Disciplinary Policy & Procedure.
- Employees should refer to the "Gift & Hospitality Declaration Procedure" available on the Young Southampton website and must seek further advice from their Headteacher if in any doubt about their duties regarding gifts and hospitality.

SCHOOL CONTACTS

Staff members shall not use school business contacts for acquiring materials or services at trade / discount prices for non-school activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

HEALTH AND SAFETY

Staff members must:

- Be familiar with and adhere to the school's Health and Safety Policy and must ensure that they take every action to keep themselves and everyone in the school environment safe and well.
 - Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
 - Comply with hygiene requirements.
 - Comply with accident reporting requirements.
 - Complete the annual online Health and Safety Basics course
- Inform their line manager of any paid work which is undertaken elsewhere for compliance with Working Time Regulations.

THE SMOKE-FREE ENVIRONMENT

- Smoking is not permitted on any part of the school site at any time. This includes all school buildings and the outside areas of the school, including playgrounds and car parks.
- Smoking is not permitted in any vehicle being used on school business when pupils or staff are passengers.

ALCOHOL AND ILLEGAL DRUGS

Employees must not drink alcohol, use illegal drugs or any other substances whilst at work. Employees must also ensure that the use of alcohol or drugs outside of work does not adversely affect their performance or safety at work or the safety of others and must not bring the School or the Council into disrepute.

Employees who are taking legally prescribed or over-the-counter medication (long-term or short term) that may affect or impair them, must discuss this urgently with their line manager. The manager/Headteacher will consider how to appropriately manage this, what support the employee may need and any health and safety adjustments required.

If a Headteacher reasonably believes that an employee, contractor or agency worker is attempting to carry out their duties while under the influence of alcohol or drugs (either prescription drugs or illegal drugs); the employee must be sent home immediately but will continue to be paid. The Headteacher must then raise the issue with the employee under the Disciplinary Policy & Procedure or consider ending the contract of the contractor or agency worker.

DATA PROTECTION

- Staff members are required, under the Data Protection Act 2018, to collect, maintain and dispose of sensitive or personal data in a responsible manner.
- Staff members should not disclose sensitive information about the school, its employees, or the local authority, to other parties, unless it gives rise to concerns about the safety or welfare of a pupil.
- Staff members have the right to request access to data that is held about them and such requests should be made to the Headteacher.

DUTY TO ACT (WHISTLE BLOWING)

The school expects all employees who become aware of activities that they believe are illegal, improper, unethical or in any way inconsistent with the Code of Conduct, to report the matter in line with the Public Interest Disclosure Act 2018 and the confidential reporting procedure called the Duty to Act Policy.

Employees must ensure that public interest and assets are protected by reporting immediately any concerns about dishonesty or impropriety that they think has occurred or is likely to have occurred. Concerns or allegations which fall

within the scope of specific procedures will normally be referred for consideration under those procedures.

Employees should not make any public statements about their concerns until they have exhausted the correct internal procedures, unless such a disclosure is allowed for within the Duty to Act Policy.

The School will take all allegations seriously however if an employee makes an allegation which is frivolous, malicious or for personal gain, the matter will be dealt with under the Disciplinary Policy & Procedure.

Refer to the Whistleblowing Policy for further information.

USE OF SCHOOL FACILITIES

Employees must use any equipment or facilities provided by the school for use in carrying out their work, in a proper and responsible manner. Any inappropriate use of equipment or facilities will be dealt with as a disciplinary matter.

COPYRIGHT

All records, documents and other papers that relate to the School and/or Council's business and which are made or obtained by employees in the course of their work are the property of the School/Council. The copyright on all such original records, documents, papers (including copies and summaries of these) belong to the School/Council.

MONITORING ARRANGEMENTS

This policy will be reviewed annually but can be revised as needed. It will be ratified by the full governing board.