For this we stand:
to search for truth;
to live in love;
to grow together.



"Speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is Jesus Christ"

Ephesians 4

BISHOP WORDSWORTH'S SCHOOL
STAFF CODE OF CONDUCT

Definitions:

1. *'Parent(s)' includes guardian(s) or any person who has parental responsibility for the student or who has care of the student.*

2. *Is to', 'are to' and 'must' are obligatory. 'Should' is not obligatory but is good practice and is to be adhered to unless non-compliance can be justified.*

INTRODUCTION

1. Bishop Wordsworth's School is committed to providing positive academic, social and emotional outcomes for our children, underpinned by a strong safeguarding ethos. We are equally committed to the welfare of our staff, who are expected to adhere to the highest standards of professional behaviour to maintain the confidence and respect of the students, parents, public and colleagues. The governors will make sure that this policy reflects national and local requirements to protect and support the children and adults in our school.
2. This document takes the following statutory and guidance documents into consideration:
   a. Working together to Safeguard Children.
   b. Keeping Children Safe in Education.
   c. Safeguarding Vulnerable People Partnership (SVPP) procedures.
   d. Guidance for Safer Working Practice for those working with children and young people in educational settings.
3. Failure to adhere to the provisions of this Policy will be treated in line with the Staff Disciplinary Procedures.
4. This document should be read alongside the Child Protection and Safeguarding Policy. In addition, this policy has reference to numerous other policies of the School, where applicable these policies are referred to by name.
5. This policy is divided into two sections. The first covers staff behaviours in relation to their safeguarding obligations; the second covers other professional standards that are expected of staff. The two sections are not exclusive and information in each section is applicable and relevant to the other. For the purposes of this policy:

a. ‘Staff' refers to all those working for the school, full time or part time, on a temporary basis, or permanent, in a paid or regular voluntary capacity.

b. A ‘volunteer’ is a person who performs an activity that involves spending time, unpaid in this school or with students of the School.

c. A ‘position of trust’ is one in which one party is in a position of power or influence over another, due to their work or the nature of their activity.

d. ‘Child’ and ‘children’ refers to all children up to the age of 18. ‘Student’ refers to all students and pupils in the school, including children and those who may be over 18. All adults are in positions of trust in relation to every student, including those who are over 18, and consequently this policy refers to staff conduct in relation to students.

e. This policy does not apply to employees of external contractors and providers of services (e.g. contract cleaners). Such staff are covered by the relevant Code of Conduct of their employing body and the terms of their contract with the School.

AIMS

6. This Policy provides a guide for adults working and volunteering in Bishop Wordsworth’s School regarding acceptable and desirable conduct. It aims to safeguard children and adults and to ensure a respectful and positive working environment. It does not provide a complete checklist of appropriate behaviour for staff in every circumstance. Staff must make judgements about their behaviour to secure the best interests and welfare of the children in their charge.

7. In *very exceptional* circumstances where a member of staff believes it is the best interest of a child to breach these guidelines, that person must tell the Head or Designated Safeguarding Lead (DSL) of the justification for any proposed, or action already taken, at the earliest opportunity. The Head or DSL will make a written record of that discussion including any areas of disagreement and actions taken.

EXPECTATIONS OF STAFF

8. All staff must:

a Be familiar with this policy and have an opportunity to contribute to its annual review.

b Understand their responsibilities to safeguard and promote the welfare of children.

c Understand their responsibilities to their colleagues, the organisation and wider school community.

d Be aware that failure to meet the standards of behaviour and conduct in this policy may result in disciplinary action, as set out in the Staff Disciplinary Policy. This includes dismissal, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity.

CONFIDENTIALITY

9. The sorting and processing of personal information is governed by GDPR (General Data Protection Regulations 2018) and the School's Data Protection Policy. Student records are shared with those who have a professional need to see them and must only be shared when necessary.. Where staff have access to confidential information about colleagues, children or their parents/carers, the staff must treat such information in a sensitive and confidential way, sharing it only in the interests of a child and when legally permitted to do so.

10. Governors should not routinely access student records. Exceptions to this would be for the purpose of an investigation in line with the school's Complaints Policy and Procedures.

11. Staff and governors must not use their position to gain access to information for their own advantage and/or a student's or family's detriment.

12. If a member of staff is ever in any doubt about whether to share information or not, they should seek advice from the Data Protection Officer (DPO) or Designated Safeguarding Lead (DSL) depending on the nature of the information.

PART ONE: STAFF BEHAVIOUR AND CONDUCT TOWARDS STUDENTS

STAFF RELATIONSHIPS WITH STUDENTS AND THEIR FAMILIES

13. Staff are in positions of trust in relation to all students on roll. They must ensure that a power imbalance is never used for personal advantage or gratification. They must avoid behaviour which might be interpreted by others as an abuse of the position of trust. This includes sharing personal contact details with students or families.

14. Staff have a legal duty to protect the interests of children and accept the obligations inherent in that responsibility. This includes a duty to report any concerns that a student may be at risk of harm and a duty to report any concerns about the behaviour of adults in the School.

15. It is important to build trusted relationships with students which facilitate communication, using professional curiosity and speaking to the DSL if they have concerns about a student.

16. Staff must not establish or seek to establish social contact with students to secure a friendship or to pursue or strengthen a relationship. This includes meeting with students (including those over the age of 18) outside school hours for the purposes of social contact.

17. Staff must inform the Head of any pre-existing (prior to the member of staff or child starting at the school) or new relationship with a student or close family member, which they feel, might compromise the school or their own professional standing.

18. They should disclose any relationship or association (in the real world or online) that may impact on the school's ability to safeguard students.

19. It is an offence (Sexual Offences Act 2003) for a member of staff in a position of trust to engage in any form of sexual activity with a child under the age of 18. Any member of staff

engaging in any form of sexual activity with any student (including those over 18) is likely to be guilty of gross misconduct, regardless of the legal position.

20. Staff should not form or promote a close personal relationship with a student, or with a recent ex-student (defined as a student still within full-time education, or under the age of 21) which is of an emotional or sexual nature. Where a student has recently left the School (see above), any such relationship is likely to give cause for concern and may be treated as a breach of established trust in that prior relationship.

21. Certain behaviours are at odds with a position of trust. These include, but are not limited to:

a. Harassment or discrimination based on any characteristic protected by the Equality Act 2010.

b. Loss of personal civility including, personal attacks or insults, displays of temper (such as throwing objects), unwanted physical contact (pushing, shoving, hitting) or the threat of the same.

c. Swearing or using offensive language in front of students, or using language which is discriminatory and demeaning in any way.

Such behaviours may also be referred to the police.

COMMUNICATION WITH STUDENTS AND PARENTS, INCLUDING SOCIAL CONTACT OUTSIDE THE WORKPLACE

22. Staff routinely use Teams to communicate with students inside and outside of school hours. However, staff must be cautious of initiating contact with students, or responding to contact from students in the evenings, and should be aware of the potential for misinterpretation of such one-to-one contact during evenings and weekends. There are some occasions on which it may be appropriate for staff to respond, for example where a student has reached out for pastoral or safeguarding support.

23. Staff must use their professional judgement when requesting or accepting any social contact (including through social media, see para 44). This means that they must:

a. not accept any request from students for contact via any social media platform.

b. make a judgement about whether to maintain the connection in any cases where contacts were made before the child started at the school (e.g. teacher being friend with

a parent). Staff must discuss any decision to maintain such contact with the Head.

24. The School acknowledges that staff may have friendships and social contact with parents of children outside school. Staff will not engage in conduct outside work that could damage their professional reputation or the reputation of the school community, conduct that might lead a reasonable person to question the staff member’s motivation or intentions will always be investigated and could lead to disciplinary action.

25. Staff should never arrange social meetings with students outside school hours and have a professional duty to report any inappropriate conduct by students, such as underage drinking, to the relevant authority.

26. Staff must not make sexual innuendos or any comments of a sexual nature to any student (other than in the context of sex and relationship education in the PSHE curriculum), nor make any comments trivialising alcohol or drug abuse.

27. Occasionally, students may develop an infatuation for a member of staff. In such situations, the advice of the Head/Deputy Head must be sought. Staff should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is beyond reproach.

28. Staff must inform the Head of any proposed or pre-existing arrangements between them and the families of students on roll that take place outside school e.g. babysitting, sports coaching, private tuition.

29. Staff are advised to wait until after an ex-student's 18th birthday before accepting any request on social media. Staff should be aware that a close social relationship that is evident with an ex-student soon after they have left the school may imply the development of an inappropriate relationship whilst the student was still at the school.

GIFTS, REWARDS, FAVOURITISM AND EXCLUSION

30. The School recognises the generosity of students, parents, and the wider school community and acknowledges that staff may occasionally receive gifts. Small, low-value tokens of appreciation (such as cards, chocolates, or similar items) given at the end of an academic year or during recognised festive periods are generally acceptable .

31. Staff should be aware that the giving or receiving of gifts or hospitality from pupils and/or parents may give rise to perceptions of favouritism or an expectation of preferential treatment. Staff are therefore expected to exercise care and professional judgement when giving or receiving gifts or hospitality. Staff are expected to:

a. Declare, via the online declaration form set out in the staff handbook, any significant gift received from a pupil or parent that has, or is likely to have, a value in excess of £30, and any offer of a gift or hospitality that could reasonably be perceived as an attempt to influence professional conduct towards pupils, parents, or other staff. Gifts with a value exceeding £50 must not be accepted. Any decision regarding the acceptance or return of a gift or hospitality will be subject to approval.

b. Not give gifts to individual pupils. Limited exceptions may apply where a modest gift (for example, a book at the end of a course) is provided on an equal basis to all pupils within a group.

c. . Advise the Bursar/COO regarding the offer of any gift or hospitality which might be interpreted as an attempt to influence staff conduct towards children, parents or other employees. This should be done regardless of value or origin from outside, or inside the School.

d. Be vigilant that conferring any special treatment on a student, or group of students, may be considered part of a grooming process, which is a criminal offence.

PHYSICAL CONTACT INCLUDING INTIMATE/PERSONAL CARE AND BEHAVIOUR MANAGEMENT

32. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one student, in one set of circumstances, may be inappropriate in another, or with a different student.

33. Any physical contact with a pupil must be appropriate, necessary, proportionate, and in the pupil's best interests. Staff must maintain appropriate professional boundaries at all times and must never engage in physical contact which could be interpreted as abusive, indecent, inappropriate, secretive, or for personal gratification. Staff should adhere to the provisions of the Intimate Care policy, in addition to this they should understand that:

a. on a daily basis, it may be appropriate for staff to have physical contact with students, and that they do so in ways appropriate to their professional role and in relation to the student's individual needs.

b. some students are more comfortable with touch than others and/or may be more comfortable with touch from some adults than others. Whenever possible, adults should seek the student's permission before initiating contact and are sensitive to any signs that the student may be uncomfortable or embarrassed.

c. any physical contact with a student is limited to the shortest possible time that it could be required in the circumstances. For example, putting an arm around a student to offer comfort whilst distressed may be appropriate. However, continuing to have an arm around a student after the distress has appeased may be deemed inappropriate and unnecessary.

d. they have a responsibility to ensure the way they offer comfort to a distressed student is age appropriate.

e. they should be aware of cultural or religious views about touching and be sensitive to the issues of gender.

f. students who have suffered previous abuse or neglect may associate physical contact with such experiences. Such students may seek out inappropriate physical contact and staff should know to deter the student sensitively to help them to understand the importance of personal boundaries.

g. students with disabilities may require more physical contact to assist their everyday learning. Such arrangements are understood and agreed by all concerned in line with the School's Intimate Care Policy.

34. If a member of staff believes that physical contact involving themselves or another adult may have been misinterpreted, or observes conduct that causes concern, this must be reported immediately in accordance with the School's Child Protection & Safeguarding Policy.

35. In all cases where significant physical intervention with a student is required – this may be to administer first aid, prevent injury or ensure safety a record of the incident, and any subsequent actions, must be made in line with the School's Child Protection & Safeguarding Policy.

ONE-TO-ONE SITUATIONS

36. Staff carefully consider the welfare needs of students when with them in a one-to-one situation and should avoid placing themselves in situations where they are isolated with a pupil unless there is a clear professional reason for doing so and appropriate safeguards are in place. All spaces in the school are set up to allow any activity to be easily observed by other staff in the school. The majority of rooms have doors with windows to allow visibility and where this is not the case, staff are aware of the need to keep doors propped open to allow observation by other staff in the school. Windows and doors are kept clear from display materials to allow rooms to be overlooked. Internal doors remain open when practicable and where fire regulations are not breached.

37. Staff will record any time a student has appeared upset/angry during a one-to-one session and will report this to their line manager, or through the published safeguarding/pastoral care procedures.

HOME VISITS, EDUCATIONAL VISITS AND TRANSPORT

38. All work with students and parents is, whenever possible, undertaken in the School. There are however occasions where it may be necessary to arrange a home visit e.g. during changes in operating practice due to a pandemic, or when a student is unable to come to school for a long period of time due to illness or disability. In such situations, home visits will only be undertaken with the knowledge and consent of senior leadership and parents (unless there is a good reason not to, e.g. safeguarding concern).

39. Where possible staff will work in pairs during a home visit. A risk assessment will be undertaken and must be followed ensuring that staff understand the purpose and limitations of their home visit.

40. Staff remain in a position of trust during educational visits and other school activities taking place off-site or outside normal school hours. Staff must maintain appropriate professional boundaries at all times and conduct themselves in a manner consistent with the School's values, safeguarding expectations and this Code of Conduct.

41. Staff involved in educational visits or activities must comply with the Educational Visits Policy and any associated risk assessments, instructions or operating procedures.

42. As specified by the Educational Visits policy, any member of staff transporting a student in their own vehicle will:

    a. have prior written permission from parents and the Head /DSL.

    b. have the appropriate vehicle insurance for business use.

    c. have the correct ratio of students/adults.

    d. ensure that all passengers wear seat belts.

    e. wherever possible and practicable, transport should be in a vehicle other than a private vehicle, with at least one adult additional to the driver acting as an escort.

EXCEPTIONAL OPERATING CIRCUMSTANCES

43. If the school is required to change the way we offer our provision to students due to exceptional circumstances e.g. during a pandemic lockdown, the staff code of conduct, in particular staff safeguarding responsibilities to students, will continue to apply.

MOBILE PHONES, SOCIAL MEDIA, PHOTOGRAPHY AND RECORDING

44. In modelling standards and expectations mobile devices should not be used for personal reasons during lessons, while supervising pupils, or in circumstances where such use may be perceived as unprofessional. Wherever possible, personal mobile device use should take place away from pupils and should not interfere with a member of staff's duties, supervision responsibilities or professional conduct.

45. Staff may use personal mobile devices where there is a legitimate professional, operational, welfare or emergency reason for doing so.

46. When posting, sharing, or otherwise engaging with the use social media for school activities or purposes staff must read and follow the Social Media Policy.

47. Staff should not use their personal phones, cameras, smart technology, or any device for storing photographs or recordings of students. Any images of pupils taken for an authorised School purpose (for example, marketing the School or promoting a School event) must be captured using School-approved equipment and stored in accordance with the School's data protection procedures. In addition, staff will not:

a. take images of any student's injury, bruising or similar (e.g. following a disclosure of abuse).

b. make audio recordings of a student's disclosure.

48. Staff should be mindful of how students are dressed and behaving in images, and must avoid any possible interpretation of inappropriateness. Staff must ensure that images of pupils are appropriate in content and context and do not risk harm to a pupil's dignity or reputation or to the reputation of the School.

49. Staff must not share images of students on personal social media accounts, or via any form of technology (for example, by email). Sharing of images for School purposes must be done in accordance with the school's Social Media Policy, data protection procedures, and the UK GDPR.

STAFF DUTY TO REPORT SAFEGUARDING CONCERNS AND ALLEGATIONS AGAINST STAFF (INCLUDING SUPPLY TEACHERS, THIRD-PARTY & SELF-EMPLOYED STAFF VOLUNTEERS AND CONTRACTORS, AND ADULTS FROM ORGANISATIONS OR INDIVIDUALS USING THE SCHOOL PREMISES)

50. If a member of staff is concerned about the behaviour of a person working or volunteering at the school (including contractors), they will follow the agreed procedure set out in the flowchart 'Allegation against adults', displayed in the staff room and the Safeguarding and Child Protection Policy. Staff can also use the 'Staff Disclosure Form'

located on the school desktops to report any concerns about the behaviour of an adult working at the school.

51. If a member of staff is concerned that a student is being abused, is at risk of being abused or may have been abused in the past, they will follow the agreed procedure set out in the flowchart ‘What to do if you are worried about a child’, displayed in the staff room and in the Safeguarding and Child Protection Policy.

52. Staff must be confident and able to professionally disagree and challenge decision making as an entirely legitimate activity; a part of our professional responsibility to promote the best safeguarding practice. Staff should raise concerns and seek reconsideration where they believe that a decision relating to action or inaction on a safeguarding matter is not in the best interests of a child. The SVPP Case Resolution Protocol may be used where concerns are not resolved.

LOW-LEVEL CONCERNS

53. Bishop Wordsworth’s School ‘low-level’ concerns in accordance with KCSIE. ‘Low-level’ refers to behaviour that is inconsistent with expectations set out in this policy, including inappropriate conduct outside of work, and/or does not meet the safeguarding allegations threshold, or is otherwise not considered serious enough to consider a referral to the LADO.

54. All concerns, no matter how small, will be shared responsibly, recorded, and dealt with promptly and appropriately.

55. Low-level concerns are concerns about a staff’s conduct or practice that do not meet the threshold for a safeguarding allegation but may indicate a need for early intervention, guidance, or further consideration. Sharing such concerns helps to promote a culture of openness and safe professional practice. ‘Low-level' concerns could include, but are not limited to:

    a. being over friendly with students or having favourites.

    b. taking photographs of students on their mobile phone.

    c. engaging with a student on a one-to-one basis in a secluded area or behind a closed door.

    d. using inappropriate sexualised, intimidating or offensive language or behaviour.

56. Staff are encouraged to self-refer to their line manager or DSL where 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.

WHISTLEBLOWING

57. Staff are expected to raise concerns about malpractice, wrongdoing, unsafe practice, fraud, financial irregularity, breaches of policy, safeguarding failures or other conduct that may place pupils, staff or the School at risk. Concerns should be raised in accordance with the School's Whistleblowing Policy.

PART TWO: STAFF PROFESSIONAL STANDARDS AND CONDUCT TOWARDS COLLEAGUES

58. The following principles are central to this section:

a. That all staff maintain exemplary standards of conduct and integrity.

b. That all staff treat colleagues and others with dignity and respect.

c. That all staff act as role models for the students at the School.

d. That there is to be no discrimination on any grounds including sex, race, trade union activities, disability, age, sexual orientation, gender reassignment, religion, belief or any other personal characteristic or quality.

e. That all staff should always give balanced views and arguments regardless of their personal opinions on politics or religious matters.

f. That child protection and safeguarding are paramount.

STAFF APPEARANCE

59. Staff must dress smartly, in clothing appropriate to the role, compliant with professional standards and not likely to be viewed as offensive, revealing or sexually provocative. Clothing should be safe and appropriate for the tasks carried out by the individual staff member. Clothing and accessories to clothing should not distract, cause embarrassment or give rise to misunderstanding. Political slogans must be avoided.

60. Staff should wear the appropriate lanyard at all times as part of the safeguarding obligation. If the lanyard is lost or forgotten, staff should collect a temporary lanyard from reception so that safeguarding checked staff are identifiable at all times.

61. Any staff with tattoos that might be viewed as offensive, provocative or likely to give rise to misunderstanding must ensure those tattoos always remain covered when that adult is working for the school.

PUNCTUALITY AND ATTENDANCE

62. Staff must follow the requirements of the Staff Absence and Leave of Absence Policy.

63. Staff must be punctual for all school commitments, including lessons, meetings, training sessions and duties. Being punctual means being ready to **begin** on time, which will usually mean arriving before the timetabled start time.

64. Staff are reminded of the need to be available to both students and colleagues as part of their professional duties and must follow the absence reporting procedures for any form of absence including absence during the school day.

ALCOHOL, DRUGS, SMOKING AND VAPING

65. Staff must ensure that they are fit to carry out their duties safely and effectively at all times. Consequently, staff must not consume alcohol or use illegal drugs during working hours

or while undertaking school business. Staff must not attend work, or undertake school duties, whilst impaired through the effects of alcohol, drugs or any other substance.

66. The school operates a smoke-free site. Smoking and vaping are not permitted on school premises or during the supervision of pupils. Staff must not smoke or vape in view of students and must not be identifiable as BWS staff while doing so.

67. Staff taking prescribed medication which may affect their ability to perform their duties safely should seek appropriate medical advice and, where necessary, inform their line manager.

THE ACCEPTABLE USE OF TECHNOLOGIES, INCLUDING PROFESSIONAL AND PERSONAL SOCIAL MEDIA

68. Staff must not engage in inappropriate use of social network sites which may bring themselves or the school into disrepute.

69. Staff are not to use school equipment to access or publish inappropriate material or to publish private blogs which could be construed as detrimental to the School or School community.

70. Staff must abide by the School's Social Media Policy with regard to professional communications and personal communications which come within the scope of that policy.

71. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have to avoid any unwanted access to private accounts by students, parents or others.

72. Staff must be circumspect in their use of **all** social media or any other web-based presence that they may have, including written content, videos or photographs, and views expressed directly or by association with websites/pages or posts established by others (e.g. 'liking', reposting or forwarding). This includes the use of dating websites where staff could encounter parents or students either with their own profile or anonymously. Staff must consider the long-term implications of any content published by them online, specifically how it might ever have an adverse effect:

a. on their reputation as an individual working in an education setting.

b. on their ability to maintain good professional boundaries with parents and with students.

c. on the reputation of the school.

73. Staff must not access any content from the internet on personal device during school hours, on the school site, or on a school computer or device at any time that could bring the school into disrepute or that might lead a reasonable person to question the staff member's motivation or intention.

74. All staff are aware of their part in ensuring the acceptable use of technologies, including implementation of filtering and monitoring standards and cyber security standards. If staff become aware of misuse by another member of staff (inside or out of school), they must report those concerns using the relevant procedures.

USE OF SCHOOL FACILITIES

75. Staff are permitted to use the School's gym facilities provided they do not interfere with school activities or hirings. They are to liaise with the PE staff before first use to ensure that they are competent to use it.

76. Staff must avoid the use of shared toilet/changing facilities at the same time as students and should never shower or change with students. It is expected that staff will use designated staff facilities.

77. Staff are expected to leave the school site at the end of their normal working day to maintain a healthy work-life balance and all staff should normally leave the site by 7:00 pm. It is recognised, however, that there may be occasions when staff need to work beyond their normal hours or to use their offices or other school facilities during period of school closure.. Any arrangements to work later must be pre-agreed with the line manager, reported to the site team, and, where required, be included in the department's risk assessment to ensure compliance with health and safety requirements, avoid lone working risks, and fulfil the employer's duty of care.

CONDUCT TOWARDS COLLEAGUES – BULLYING, HARASSMENT AND GRIEVANCE

78. The School actively promotes respect between all members of the community and embraces equality and diversity. All staff should be aware of the School's Equality, Diversity and Inclusion Policy. All staff are expected to treat others with dignity and respect. No form of harassment or bullying, unfairness or abusiveness will be tolerated.

79. Harassment includes any type of unwanted behaviour related to any protected characteristics (age, disability, gender reassignment, race, religious belief, sex, sexual orientation). If the behaviour is deemed to have violated the person's dignity or created an intimidating, hostile, degrading, humiliating or offensive environment for that person, it will be deemed to be harassment.

80. Sexual harassment includes any type of unwanted behaviour of a sexual nature. This can be verbal, written, physical or online and can include making sexual remarks or jokes, touching someone against their will, sharing sexually explicit images, asking inappropriate and unwanted questions about someone's sex life.

81. Harassment also includes any behaviour that causes alarm or distress, such as stalking.

82. Bullying behaviour might include any unwanted behaviour from a person or group that is deemed to be offensive, intimidating, malicious or insulting. It includes abuse or misuse of power to undermine or humiliate. It can be a regular pattern of behaviour or a one-off incident. Whilst bullying is not a legal offence, it can amount to harassment where it relates to a protected characteristic. In this case a legal offence may be committed.

83. The Governing Body may take action if consensual close personal relationships between staff at work have an actual or potential impact on School services or the professional performance of staff.

84. Staff are encouraged to report any incidences of harassment, bullying or otherwise unwanted and inappropriate behaviour. They can do this in person to a line manager or senior leader, or by using the Staff Disclosure Form.

85. If a member of staff feels they have been treated unfairly, inappropriately or disrespectfully by a colleague, they may choose to raise a grievance. Details of how to do this and what to expect when raising a grievance can be found in the School's Grievance Policy.

COMMUNICATION

86. Communication is an essential part of working in a school community. All staff are to communicate promptly, courteously, clearly and appropriately for the context. Staff should carefully consider the necessary audience for all communications and only send to relevant parties.

87. Emails are normally to be answered within two working days although more complex matters may require a holding message. Staff should consider whether use of the 'out of office' facility would be of benefit during extended periods of absence.

88. Staff should be considerate about the quantity of emails and Teams communications being sent, to whom and at what time of day. Staff are encouraged to respect an email-free period between 9pm and 6am Monday to Friday and over the weekend wherever possible in order to promote staff well-being. Staff are encouraged instead to use the 'delay send' function.

COMMERCIAL PRACTICES, INCLUDING RECEIPT OF GIFTS AND HOSPITALITY

89. The School's business is to be conducted with integrity in the delivery of its services and the management of its resources and assets. Staff are not to use their position for personal gain and are to uphold and enhance the reputation of the School by:

a. Maintaining exemplary integrity in all professional relationships.

b. Maintaining exemplary standards of professional competence within their individual ambit.

c. Complying with the letter and the spirit of the law, their contracts of employment, line managers' instructions and Governing Body directives.

d. Complying with the instructions in para 30 regarding the handling of gifts, hospitality or other benefits with a financial equivalence or value.

WORK FOR OTHER EMPLOYERS

90. From time to time it may be acceptable for staff at the School to also work for other employers. Staff must disclose any employment they may have with other employers and are to notify the Head or Bursar before engaging in other employment or business activity.

91. In the event that the activity is directly or indirectly competitive with, or would otherwise conflict with their employment at the School, express written consent is to be secured from the Head or Bursar before accepting the role.

PERSONAL CONDUCT OUTSIDE SCHOOL

92. Working in a school carries a high level of responsibility for good role-modelling and exemplary conduct. Staff are not to engage in conduct outside work which could damage the reputation and standing of the School or the staff member's own reputation or the reputation of other members of the School community.

93. Acts of violence, possession or misuse of drugs, being intoxicated in a public place and sexual misconduct are some examples of unacceptable conduct outside of school and action may be taken under the School's Disciplinary Policy.

94. If during their employment with the School a member of staff is convicted or receives a caution, reprimand or warning from the Police for any reason, they are to inform the Head or Bursar within two days. Failure to do so may result in disciplinary action for gross misconduct.

CHANGES IN LEGISLATION

95. If, during the currency of this Policy, any statute or statutory instrument is enacted that adds to, modifies or is in conflict with any provisions of the Policy, then the Policy will be deemed to include any such statutory provision to the extent necessary to make the Policy compliant with that provision.

REVIEW OF THIS POLICY

96. This policy is to be reviewed annually and approved by governors. Staff have the opportunity to contribute to review of this policy. Should there be any change in legislation or guidance that affects this policy between review dates, an interim review may take place. The most recent 3 years' review history is below:

8th Nov 2024	Minor updates
1st Dec 2025	Minor updates
Ratified at committee 16th June 2026 Published later	Major revisions in light of other policy work including Educational Visits, Intimate Care, Staff Absence & Leave of Absence.