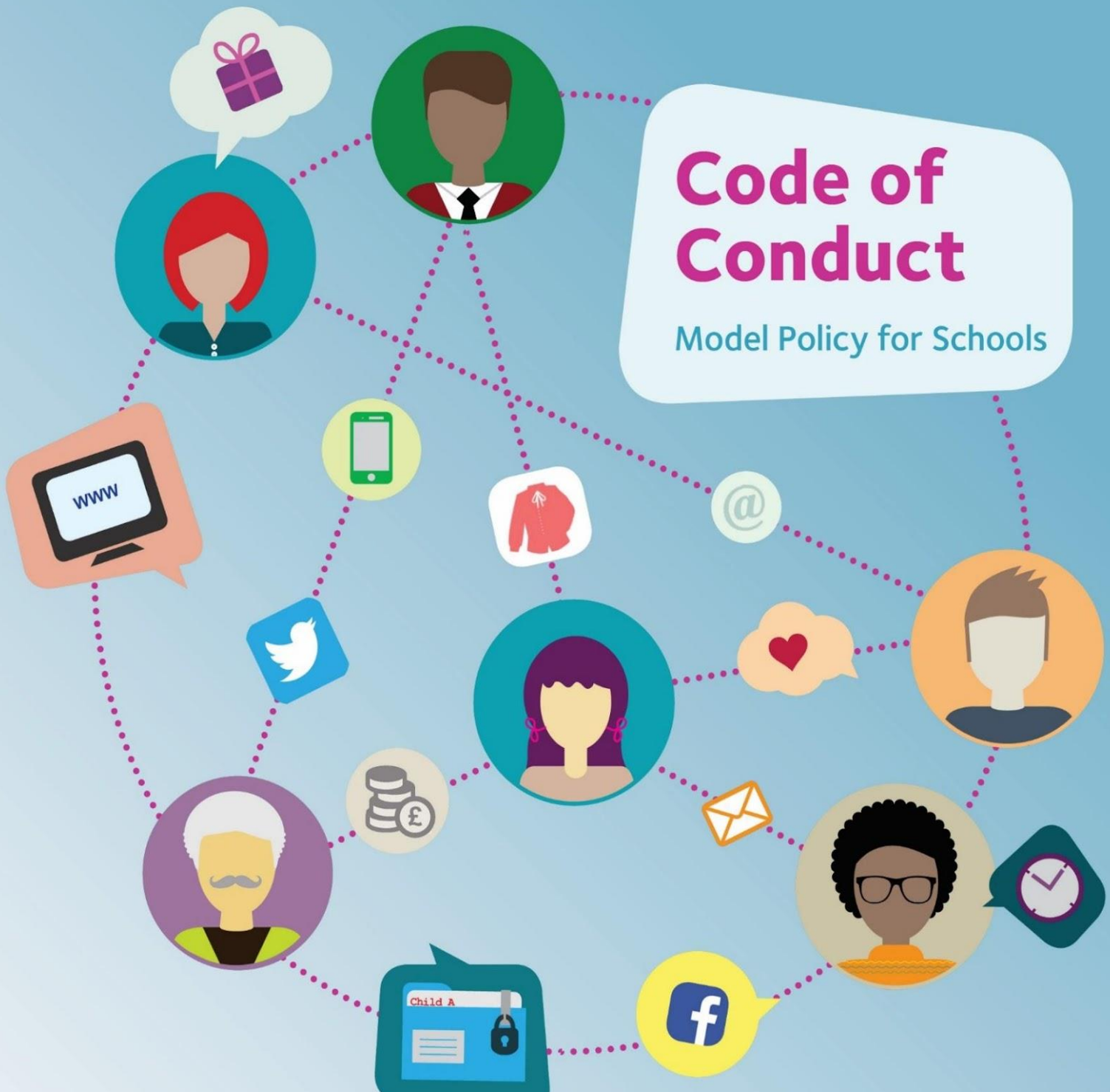
Schools
HR Services

ISLINGTON



Code of Conduct

Model Policy for Schools

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Code of Conduct

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1. Introduction

1.1 This Code of Conduct aims to set and maintain standards of conduct that we expect all staff to follow. By creating this policy, we want to ensure our school is an environment where everyone is safe, happy and treated with respect.

1.2 The Code of Conduct sets out the expectation that all school staff will consistently demonstrate high standards of behaviour and act with integrity, honesty, impartiality and objectivity.

- 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.

1.3 This Code is to be given to existing school staff and new school staff when they commence employment/ engagement.

1.4 Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

1.5 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, safeguarding guidances and act in the best interests of the school and its pupils.

2. School Ethos/Vision

Our Parable

"Love God. Love your neighbour as yourself: Be the Good Samaritan." (Luke 10: 25–37)

Our Vision

Inspired by Jesus' parable of the Good Samaritan, we live out our love for God through collective worship and meaningful opportunities for spiritual growth. Rooted in God's unconditional love, we treat everyone with respect and compassion, nurturing a safe, loving, inclusive school where everyone belongs. Learning together, we flourish and reach our full potential. We empower each other to make positive change for the community we share.

Our Ethos

At St Luke's, our approach is rooted in consistency, compassion, and clarity. By being proactive, relational, inclusive, and rooted in love, we create a school where every child can thrive — emotionally, socially, and spiritually. Everyone has the right to feel safe, respected, and treated with dignity.

Our L.I.F.E. Principles

At St Luke's, everything we do is shaped by our values:

- **Love** – We love God and one another.
- **Include** – Everyone belongs, everyone matters.
- **Flourish** – We learn and grow together, reaching our full potential.
- **Empower** – We make a positive difference in our school, community, and world.

3. The purpose of the Code and its status

3.1 The Code sets out the core values for acceptable standards of behaviour by employees and the consequences of any failure to meet the standards. It aims to ensure:

- employees are clear about the school's standards and expectations of them
- employees deal appropriately with difficult and/or potenitally compromising situations
- employees recognise their individual, collective and corporate responsibility to promote and encourage high standards of conduct
- that the pupils and school community receive the best service
- that the school community is treated respectfully at all times
- improved management of the school and its services

3.2 If in doubt, about any aspect of the Code or a member of staff is unsure about how to respond to a particular situation, staff should seek advice, guidance and support from their Head of Department/SLT, Headteacher or Chair of Governors.

3.3 The Code does not seek to assess every possible circumstance or outline what is considered good behaviour or conduct, and simply because a particular action is not addressed within the code, this does not condone that action by omission. Staff are required to be aware of their professional obligations and act accordingly and reasonably at all times within these boundaries, exercising professional judgement reflecting loyalty, honesty, competence, integrity, professionalism and commitment to safeguarding. If in doubt, about any aspect of the Code or a member of staff is unsure about how to respond to a particular situation, staff should seek advice, guidance and support from their Head of Department, Headteacher or Chair of Governors.

- Headteachers have a particular responsibility to make sure that employees are aware of the Code and its requirements, including its implications for their duties and that working arrangements, practices and policies support and are compatible with the Code.
- The Code forms part of employees' contracts of employment and any breaches of the Code may result in disciplinary action and in some case possible dismissal being taken under the relevant schools' procedures.

3.4 In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards' and, in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

3.5 Employees are expected to comply with the Code in all aspects of their work and in their lives outside work insofar as they may compromise their employment by the school.

3.6 The Code does not place restrictions on employees' trade union activities, provided that these are reasonable, authorised by senior trade union branch officers, and are within the trade union facilities agreement.

3.7 The Code refers to a number of school policies and procedures in respect of behaviour and the ways in which employees are required to work. Employees should refer to these for greater details on matters referred to in the Code. School policies and procedures can be found through the School Office and Line Manager.

4. Who is covered by the Code

4.1. The Code applies to all employees of St Luke's Primary School.

4.2. Headteachers have a particular role and responsibility for assisting employees to meet the school's standards and for taking action where standards are not met. Managers must take steps to ensure that they and all employees for whom they are responsible comply with the requirement of the Code.

4.3. The Code is applicable to anyone who is engaged or contracted to work with children or at the school, regardless of grade/position, hours of work or type of contract. It also includes governors, contractors, volunteers and any other adults working with children.

- School Governors
- consultants and their employees
- contractors and their employees
- the Council's partners and their employees
- employees of other organisations who have been seconded to work for the school
- agency staff
- volunteers and individuals undertaking work placements or apprenticeships or similar roles

4.4. In the event that the Code is breached, consideration will be given to terminating, or seeking compensation under the contract or other arrangement between the consultant/ contractor/ outside organisation and the school, and/or referring the matter to the police or other relevant regulatory body, dependent on the circumstances.

4.5. The Code will apply to employees in education establishments where it has been adopted by the governing body.

5. Standards, service delivery and equality

5.1. In addition to high levels of performance, a good image is vital for the school so that its residents and businesses can have confidence in the services provided.

5.2. As public servants, school employees have a particular responsibility to look after public resources and property and their conduct inside and outside work must never undermine the trust and confidence the public and the school need to have in them to carry out their work properly and conscientiously.

5.3. All employees who work in schools set examples of behaviour and conduct which can be copied by pupils/students. All employees must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.

5.4. Employees are the schools "ambassadors". It is vital, therefore, that the public finds them polite, competent, professional, friendly, helpful and trustworthy.

High standards

5.5. At all times employees are required to:

- give the highest possible standard of service to the school community and make service delivery their main priority
- do nothing inside or outside their working hours which could undermine public confidence in them as school employees and/or in the school
- work in the best interests of the school and the community it serves, in line with school policy

- do nothing which results in the school (or any other public authority) being denied revenue to which it is entitled
- follow school policies and procedures, and meet laid down standards

Honesty and Integrity

5.6. Employees must maintain high standards of honesty and integrity in their work.

5.7. Employees should not behave in a manner which would call into question their motivation or intentions.

5.8. During the course of their work Employees should ensure they do not:

- Provide false/misleading information
- Destroy or alter information/records without proper authorisation
- Withhold information or conceal matters which they could reasonably be expected to have disclosed
- Misrepresent the Counil, the School or their position
- Accept or offer any form of bribe/inducement or engage in any other corrupt working practice

5.9. Should an Employee become aware of any conduct on the part of a colleague which raises concerns regarding health and safety, safeguarding or criminal activity – they have a duty to disclose this.

5.10. Allegations concerning fraudulent, dishonest or corrupt practices or the falsification or withholding of information may be addressed as a disciplinary matter.

Equality

5.11. St Luke's Primary School is an equal opportunities service provider and employer. No form of discrimination is tolerated. All school employees have a responsibility to promote and comply with the schools equal opportunities policies and practices and within the requirements of the law.

5.12. School employees are required to:

- make sure that the school's equality policies are complied with and carried out
- treat all members of the community, parents, pupils and other employees fairly and equally regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- assist all members of the community, parents and pupils so that they can benefit from the services on offer
- never display in or out of the workplace, nor allow others to display, sexist or racist material, or material which would normally be considered offensive taking into account the school's equality policy

- Report Incidents of discrimination, bullying and harassment or victimisation of themselves, colleagues, parents, pupils or members of the community to the staffs line manager or Headteacher

- In line with Safeguarding expectations, self-refer themselves to the Headteacher 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.

5.13. The Headteacher has a particular responsibility for making sure that:

- services are delivered in a manner which effectively meets the Council's/schools equality policies and that all groups within the community have equal access

- employees, pupils and parents can enjoy an environment which is free of any discrimination

- the Headteacher/Governor is informed about any incidents and/or complaints about discrimination, victimisation, or harassment

Attendance and Punctuality

5.14. Employees must report promptly at the appointed time at their designated workplaces, at the start of their working day and after any authorised breaks.

5.15. Employees who are prevented from reporting for work because of illness and/or injury must comply with the sickness notification/certification requirements detailed in their contracts of employment, school policy and/or as directed by their Headteacher.

5.16. School employees must arrive in good time in order to start work promptly. Employees are expected to be punctual in relation to all appointments and engagements unless there are exceptional circumstances. Lateness for appointments with people who do not work for the school (e.g. parents) reflects badly on the school.

5.17. Employees who are going off-site for a significant period of time (i.e. more than 30 minutes, (other than their lunch break), during normal working hours, must ensure:

- that a member of the Senior Leadership Team (SLT) is aware in line with the school's policy.
- swipe/sign out and swipe/sign in on return (where applicable)

5.18. Headteachers must:

- make sure that proper arrangements are in place for employees to record their start and finish times at work and their whereabouts.

Criminal Convictions/ Charges/ Investigations

5.19. School employees must:

- show their up-to date valid original DBS certificate to the school before they take up post or as soon as practicable afterwards, including for Update Service registration and DBS renewals
- Unless exempt by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986, any criminal convictions, which occur while employed by the Council/school and which may affect the ability of staff to carry out their job, should be disclosed to the

Headteacher or Chair of Governors. The purpose of this is not to prejudice employment but to safeguard the interests of the school, the Council and the employee.

- keep the Headteacher informed of progress if they are investigated and/or charged in connection with a criminal offence
- tell their Headteacher immediately if they are convicted of any criminal offence, bound over, or cautioned about activities inside or outside work, including road traffic offences
- further information is also included in Duty to Disclose section

5.20. Employees are required to report any criminal activities by colleagues in the course of their employment.

Behaviour at work

5.21. The way employees behave at work directly affects the service, colleagues, the workplace and the public's perception about the school.

5.22. Employees must always:

- Show respect for the school's community, public and colleagues and behave in a way which cannot reasonably cause offence
- Exercise self-control - never behave in an aggressive and angry manner, nor use foul and abusive language.

Setting an Example

5.23. Employees are role models and must adhere to behaviour that sets a good example to all pupils and is appropriate in a School setting.

5.24. This includes:

- Refraining from abusive or potentially offensive/discriminatory language or actions
- Demonstrating tolerance and respect towards others
- Observing boundaries appropriate to a School setting
- Ensuring any topics of conversation with pupils are suitable to the School setting/curriculum
- Refraining from allowing personal/political opinions to impact on the discharge of duties and/or unduly influence pupils
- Maintaining high standards of personal presentation, attendance and punctuality

5.25. Should employees be in doubt about the appropriateness of their behaviour they should seek guidance from the Headteacher. Breaches of expected behaviour may be considered under the disciplinary procedure.

Dress

5.26. As part of the ethos of the school staff should present a positive and professional image of the school.

5.27. The manner in which employees present themselves at work directly affects the school's image, their colleagues, parents and the service and should be appropriate for the work they are carrying out for the school. Therefore, employees are required to:

- Be clean, tidy, presentable and professional at all times and comply with the requirements of the school in relation to appropriate dress for their service and work role
- Always wear uniform or protective clothing if these have been issued, or made available for particular tasks, and make sure that these are clean and in good repair
- Always have regard to the health and safety implications of what they wear e.g. wear protective clothing.

5.28. Employees may follow the traditions of their ethnic/cultural/religious background provided they do not give rise to health and safety risks. If there is any need for clarity on what is approriate or safe, this must be discussed with the Line Manager/Headteacher to make sure there are no health and safety or other implications. Advice should be sought from Schools HR.

5.29. The Headteacher/ line managers and middle / senior leaders must:

- Explain to all employees the importance of being dressed appropriately i.e. presenting a positive and professional image, as part of creating a productive and aspirational work environment
- Meet with employees if s/he is not dressed in a way which presents a positive and professional image. If this is not resolved satisfactorily, then the school may use the disciplinary policy.

Name badges

5.30. Employees must always wear their name badges at work (unless the Headteacher has specifically agreed that they may carry it instead).

Visitors

5.31. When arranging for visitors to come in school, employees must ensure:

- their line manager, or the appropriate senior leader/Headteacher, is aware and gives approval. A member of the SLT will determine whether a DBS check is necessary depending on the nature of the visit.
- the visit appears on the school bulletin (if/where required)
- the visitor adheres to the school dress code and other relevant protocols
- the appropriate visitors' registration is completed with their name, the time of the visit, whom they are to meet
- come and collect the visitor at reception when they arrive and ensure supervision as required
- the visitors recieves the relevant visitor's badge
- you return the visitor to the reception area when they leave; Visitors must not be allowed to find their own way in school, and should display their visitors badges at all times

If a visitor is seen unaccompanied in school without a badge, it is everyone's duty to challenge that person.

Driving

5.32. Employees who have to drive in the course of their work must:

- always drive courteously and according to the laws and rules of the road
- always make sure that vehicles are roadworthy, well-maintained, appropriately insured, taxed, and suitable for the purposes for which they are being used
- immediately advise the Headteacher if they are stopped by the police whilst driving, are involved in a road traffic accident or incurring a parking ticket in the course of their work duties
- advise their manager of any health issues which may affect their driving

Smoking

5.33. All employees are required to comply with the requirements of the law and with the school's no smoking policy. The legislation makes it illegal to smoke in enclosed workplaces, public building, work vehicles or on public transport in the UK.

5.34. The school is a no-smoking establishment. Smoking and the use of e-cigarettes or "vaping" is not allowed on school premises. Staff should refrain from smoking immediately outside of the school entrances.

Alcohol, Drugs and Substance misuse

5.35. It is the school's policy that employees must not consume alcohol or take drugs (other than prescribed or over the counter drug) during working hours (including lunchtimes and other breaks) and must not work under the influence of either of these.

5.36. Employees should not present themself at school or at work drunk or under the influence of alcohol or drugs such that their performance is diminished or otherwise unacceptable. This includes committing a drink or drug offence which could endanger anyone's safety or diminish confidence in the employees' suitability for continued employment.

5.37. Employees must consult their GPs for advice on the effects any legal medication may have on their ability to perform or conduct themselves at work, and advise the Headteacher accordingly.

5.38. Employees must inform the Headteacher if they have genuine reason to believe that a colleague may have an alcohol, drug or substance misuse problem.

5.39. Employees who think that they may have an alcohol, drug or substance abuse problem, can speak to the Headteacher and seek support through the employee assistance programme at www.workplaceoptions.co.uk or other support programme. Employees should also be advised to seek support through their trade union.

5.40. Employees must ensure that alcohol is not to be consumed or stored on the school premises unless under the authorisation of the Headteacher, for example for end of term social events.

Health and safety

5.41. All employees have a responsibility:

- for their own health and safety as well as the health and safety of pupils, members of the public and colleages who are affected by what they do
- to carry out their work in a safe and proper manner having regard at all times for their own health and safety and that of colleagues and the public

5.42. All employees should follow key H&S principles to:

- work in accordance with health and safety law, which is displayed or instructed in all workplaces, and the schools Health and Safety Policy
- report any health and safety incidents that have led to, or may lead to, injury or damage
- comply with the health and safety regulations relating to the particular task(s) they are carrying out
- use any machinery, equipment, safety devices, transport and substances in accordance with safety instructions and the training given
- complete and remain up to date with the health and safety training or activities applicable to their jobs

5.43. The Headteacher/manager must make sure that their employees work in a safe place, with safe methods, and must be familiar with the school's Health and Safety Policy and their responsibilities within it.

5.44. All Staff have a responsibility to comply with the school's Health and Safety policy and with any policies, procedures or other measures put in place to ensure safe working practise. Failure to follow correct Health & Safety guidelines may result in disciplinary action being taken.

Personal financial affairs

5.45. All employees must:

- ensure they do not conduct their personal finances in a way which results in the school, Islington Council, or another public body, being defrauded (this includes claiming Housing Benefit to which they are not entitled; failing to register for Council Tax; occupying Council property unlawfully)
- keep up to date with Council Tax, rent and service charges due to this and any other Council - the Council will use any powers available to it to reclaim monies, including attachment of earnings once the relevant procedures for establishing monies to be reclaimed is complete
- avoid being the subject of legal action which may bring the Council/school into disrepute and/or undermine the relationship of trust and confidence between the employee, the Council and the school.

5.46. Employees should note that:

- employment and payroll data held by the Council/school may be used to identify employees with debts to the Council/school, including rent, commercial rent, Council tax, leasehold service charges, Business Rates, Right-to-Buy Insurance, Housing Benefit etc.
- It is the employees responsibility to check their payslip and to report an overpayment or any other payment error to the School Business Manager or Headteacher. Failure to do so may potentially be treated as fraud.

6. Communication, internet and social media

6.1. The school has email and internet policies and guidelines. Employees must read and sign up to these before they use email and the internet.

6.2. Employees' names, designations and service areas will be available to the public.

6.3. Communications may be intercepted where appropriate, in line with the school's policy. This may include monitoring (and recording) of telephones, the internet and e-mail.

6.4. Employees must ensure that their online presence/profile is compatible with their professional role.

6.5. Adhere to GDPR regulations and ensure sensitive information is sent only to appropriate people and via secure email.

Communications including internet, phone, social media and safe computer use

6.6. All employees must:

- familiarise themselves with the school's e-mail and internet use policy
- not make derogatory remarks about the school, management, colleagues, pupils, or other members of the school community
- take all reasonable steps to prevent students having access to their details on social networking sites, such as Facebook, Twitter, Instagram, Snapchat etc. (this list is not exhaustive)
- not access Facebook or any other social networking pages of our students or accept students as 'Friends'
- not make public comments or opinions on the internet about the school/Council unless given permission from the Headteacher
- not speak on behalf of the school/Council referring to their job and or expressing an opinion
- always lock their computer if required to leave the computer unattended; Never leave a logged on computer unattended. Never use a computer that is logged on as someone else
- not allow students to have access to their mobile phone number or to their mobile phone
- not contact students via their mobile phone, but only through their parents' contact details
- not use their mobile phone in school other than in the staffroom or office spaces
- never give students their personal email address or contact students using their personal email
- ensure appropriate privacy settings are applied when using social media sites
- refrain from sharing confidential/privileged information, discussing incidents, operational or employment matters or making critical/negative comments about the Council/ School/ pupils/ parents or colleagues on such forums
- not browse, create, transmit, display, publish or forward any material/images which is illegal, could offend or harass or anything which could bring an Employee's professional role or the School/Council into disrepute
- never share/post images of pupils without school and parental permissions.
- not post images of work colleagues without permission
- not access or update personal social media sites using school devices / during working time

6.7. It is not appropriate to use mobile phones in public areas of the school. They should only be used in the staff room and in designated staff work bases.

6.8. All staff have access to the school's server and ICT services. On logging in, all users agree to accept the school's "Acceptable Use" policy. It is important to remember that whatever activity the staff are using ICT for, staff are borrowing school equipment. The school will monitor usage and traffic across the system.

7. Working with and safeguarding children

7.1. Staff must safeguard children's well-being, in accordance with statutory provisions, the local Safeguarding Children Board procedures and the School's Safeguarding and Child Protection Policy. Staff must report any safeguarding concerns immediately to the Designated Safeguarding Lead in school and/ or the Headteacher. All staff have a responsibility to take appropriate action and work professionally with other services accessed by the school as required.

7.2. All staff should be familiar with the school procedures and understand their safeguarding responsibilites.

7.3. Governing bodies and proprietors should ensure that those staff who work directly with children are provided with school's safeguarding and child protection policy.

7.4. The delegated Safeguarding Lead should ensure these polices and procedures are followed by all staff.

7.5. At least one member of any interview panel must have completed a Safer Recruitment course once every three years at a minimum. Senior staff and governors should attend this course which is run in conjunction with Schools Human Resources.

7.6. To promote an open and honest culture in which all concerns about adults (including allegations that do not meet the harms threshold) are shared responsibly and with the right person, recorded and dealt with appropriately.

7.7. A culture of vigilance where adults working in or on behalf of the school or college are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the institution.

Low-level concerns

7.8. Low-level concerns are concerns and/or allegations that do not meet the harm threshold. They can relate to employee's conduct within the school or outside of work, that even if not linked to a paticular act or ommision, has caused a sense of unease about the adult suitability to work with children.

7.9. The term 'low-level' concern does not mean that it is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a concern or a 'nagging doubt' - that an adult working in or on behalf of the school may have acted in a way that:

- is inconsistent with the staff Code of Conduct, including inappropriate conduct outside of work and
- does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.

7.10. As part of the whole school approach to safeguarding, school staff, volunteers, governors and contractors should ensure that they promote an open and transparent culture in which all concerns about all adults working in or on behalf of the school (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately.

7.11. Low-level concerns should be shared with the DSL /Headteacher in a timely fashion. These should be recorded, reviewed and actioned in line with KCSIE guidance.

7.12. The school and all school staff, volunteers, governors and contractors have a responsibility to creating a culture in which **all** concerns about adults are shared responsibly and with the right person, recorded and dealt with appropriately. This should:

- encourage an open and transparent culture
- enable the school to identify inappropriate, problematic or concerning behaviour early
- minimise the risk of abuse
- ensure that adults working in or on behalf of the school are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the school.

Duty to Disclose

7.13. Employees have a duty to immediately disclose to the Headteacher prior to the start of their employment, at the start of their employment or during the course of their employment, any change in their circumstances or any information which may affect or is likely to affect the suitability of the Employee to undertake their job role or work with children/young people or in a School setting.

7.14. This includes, but is not restricted to:

- the Employee being subject to any police investigation/enquiry, arrest, ban, charge, caution, reprimand, warning, fine or pending prosecution or criminal conviction. This includes any actions committed overseas which would be subject to a police investigation or formal action if such actions had been committed in any part of the United Kingdom
- the Employee being subject to any referral, made to, or any investigation, proceedings, or prohibition order being undertaken by the Teaching Regulation Agency (TRA), General Teaching Council for Scotland, or the Education Workforce Council in Wales
- the Employee being subject to the inclusion on the DBS Children's Barred List and any change in DBS status during employment, or any referral, made to, or any, investigation or proceedings being undertaken by the DBS
- the Employee being subject to any referral, made to, or any investigation, proceedings, or prohibition order being undertaken by any other regulatory or professional authorities or actions of other agencies relating to child protection and/or safeguarding concerns
- the Employee being subject to any orders made in relation to the care of children, the refusal or cancellation of registration relating to childcare, or children's homes, or being prohibited from private fostering
- the Employee being subject to any 'live' disciplinary process, formal sanction or any other relevant information arising from a previous or current secondary employment / voluntary work which may impact on the Employee's suitability to undertake their role or work with
- children/young people or in a School setting. This includes substantiated safeguarding allegations

7.15. This list is not exhaustive. Should an employee be unclear about whether it is appropriate to disclose a matter they are encouraged to seek guidance from the Headteacher (or Chair of Governors in the case of a Headteacher) at the earliest opportunity.

7.16. Employees must also report any current or historical information in the public domain or which is likely to come into the public domain which may be of relevance to their job role or their suitability to work with children/young people or in a School setting or matters which may be subject to adverse media attention or have a detrimental impact on the reputation of the School.

7.17. Any failure to disclose any information required in the course of employment or any other information that may have a bearing on an individual's suitability to carry out their job role or work with children/young people or in a School setting may be the subject of disciplinary action which could lead to dismissal.

Child Protection

7.18. It is the responsibility of all employees to safeguard and promote the welfare of children and young people.

7.19. The school is committed to providing an environment where children can play, learn, develop and achieve and where they are safeguarded and are enabled to communicate if they are being harmed in some way. The school is committed to ensuring that all staff are sensitive to issues of race, culture, gender and diversity ensuring these issues are never a barrier to sharing and reporting concerns about children.

7.20. All employees including, temporary and supply staff, volunteers and staff working on site employed by other services and agencies have a statutory responsibility to safeguard and promote the welfare of children and must be aware of and fully conversant with the relevant school policies (Safeguarding/Child Protection Policy).

7.21. The policy and other information on Child Protection, can be found on our google drive as well as a hard copy being available in our staffroom. Please ensure that you are familiar with the policy and know how to report any concerns. All visitors to the school also receive a Safeguarding Leaflet which summarises our Safeguarding information.

7.22. In all instances where you have a concern about a child's well-being, no matter how trivial you may feel it may be, it is your duty to report this concern in line with the School's Child Protection policy. If you are unsure who to tell, then see the DSL or your immediate line manager for guidance.

7.23. Employees must not give lifts to students in their car, unless authorised by the Headteacher.

7.24. Employees must never leave students unattended in rooms. Always lock classrooms when you have left the room, and make sure you or an adult is the last to leave. If you discover an unlocked classroom or office, please lock it, and report it to the office.

7.25. Employees must only use staff toilets, and students must only use student toilets. Adult visitors must only use the staff toilets, and child visitors must only use student toilets.

7.26. Child Protection training will be delivered as part of the school INSET programme and on-going training to be developed to meet the needs of the school.

7.27. Employees must not demean or undermine pupils, their parents or carers, or pupils.

7.28. Employees must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

7.29. The name of the Designated Safeguarding Lead is Monica Dickman. The Deputy DSL's are Tom O'Donnell, Keith Grey, Jenny Phillips and Anisa Lucey.

Pupil/Student development

7.30. Employees must comply with school policies and procedures that support the well-being and development of pupils/students.

7.31. Employees must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.

7.32. Employees must follow reasonable instructions that support the development of pupils/ students.

Photography and filming

7.33. All employees must:

- not take school equipment, such as cameras, out of school without permission from the Headteacher/SLT, for example for a school trip
- be clear about the purpose of the activity and about what will happen to the images when the activity is concluded
- be able to justify images of children in their possession
- avoid making images in one to one situations or which show a single child with no surrounding context
- ensure the child/young person understands why the images are being taken and has agreed to the activity and that they are appropriately dressed
- only use equipment provided or authorised by the organisation
- report any concerns about any inappropriate or intrusive photographs found
- always ensure they have parental permission to take and/or display photographs
- never display or distribute images of children unless parent/carer consent has been received
- never use images which may cause distress
- never use mobile telephones to take images of children
- never take images 'in secret', or take images in situations that may be construed as being secretive

Inappropriate teaching material / content

7.34. Employees must only show resources which are age appropriate. Employees showing films that are PG or above, must be checked beforehand to ensure that the section of the film that is being shown does not include any inappropriate scenes of a violent or sexual nature.

7.35. Employees must not allow students to act out / role play / discuss scenarios of a sexual nature or allow students to act out / role play scenes of a violent nature unless as part of a planned lesson and are checked beforehand. Professional judgement must be exercised to ensure the planned lesson, relevant teaching material and methods are age appropriate and checked with the relevant member of the school leadership team.

Physical contact with students and use of "reasonable force"

7.36. In rare circumstances, employees may be required to use their professional judgement and exercise physical restraint on a student who is an immediate danger to him/herself or to others.

7.37. Employees are expected to be familiar with the school's behaviour management policy which must be followed at all times.

7.38. Physical restraint must not be used unless absolutely necessary. The types of force which are deemed by the DfE to be reasonable are:

- passive physical contact resulting from standing between two pupils

- active physical contact such as leading a pupil by the hand or arm; ushering a pupil away by placing a hand in the centre of his/her back; or, in more extreme circumstances, using appropriate restrictive holds

Employees should not:

- bar door ways or corridors to stop a student leaving unless there is reason to believe the student is about to commit a dangerous act such as harm another student
- act in temper (it is recommended they should involve another staff member if they fear loss of control)
- Involve other pupils in the restraint
- touch or hold the pupil in sexual areas
- twist or force limbs back against a joint
- bend fingers or pull hair
- hold the pupil in a way which will restrict blood flow or breathing e.g. around the neck
- slap, punch, kick or trip up the pupil

7.39. If employees have recourse to use physical restraint, they must report this immediately to the Headteacher or another senior member of staff.

8. Relationships at work

8.1. People who work together often form personal friendships and, in some cases, romantic relationships. While personal friendships at work are generally to be encouraged, a romantic relationship between colleagues who work together can sometimes result in actual or potential difficulties. Where there is the possibility that such a relationship could interfere with an individual's objectivity when making decisions or behaviour at work, the matter becomes the rightful concern of the organisation and the steps outlined below must be taken.

8.2. Similar problems can arise if two employees who are related to one another work together, either in the same department or in positions requiring that they liaise and cooperate over work matters and the points below also applies to this circumstance.

8.3. Where relationship occurs, the employee must bring it to the attention of the Headteacher/Chair of Governors personally and in confidence so that a risk assessment can be completed.

Employees' relationships with Councillors and School Governors

8.4. Where relationships occurs, the employee must bring it to the attention of the Headteacher/Chair of Governors personally and in confidence so that the implications for the Council/school can be discussed and action taken to avoid any difficulties it may present.

8.5. Employees must not contact school governors over the Headteacher about personal employment issues. They should speak to their Headteacher and go through established procedures such as appraisal, grievance and appeal procedures. Employees can also seek advice from their trade union.

8.6. This does not interfere with the employees' rights, if they are Islington residents, to correspond with their ward Councillors or constituency MPs on ward and constituency matters.

Managers' relationships with their staff member

8.7. Where such a relationship occurs, the manager/Headteacher must bring it to the attention of the Headteacher/Chair of Governors personally and in confidence so that the implications for the school can be discussed and action taken to avoid any difficulties it may present. This includes segregation of duties.

Relationships between an employee and their child/grandchild

8.8. Employees are expected to conduct themselves in a professional, sensitive and confidential manner at all times.

8.9. Where a relationship exists between an employee and their child/grandchild (whether a colleague or a child enrolled at the school), the employee must bring it to the attention of the Headteacher/Chair of Governors personally and in confidence so that the implications for the school can be discussed and action taken to avoid any difficulties it may present. This includes segregation of duties.

Conflicts of interest arising from any connection employees or their close relations may have with a contractor/partner

8.10. Managers must make sure that ethical standards are embedded in the schools relationships with stakeholders, including outside bodies and partners. External suppliers and service providers are required to operate to public sector standards e.g. not offering or providing inappropriate gifts or hospitality to school employees or governors.

8.11. Contracts must be awarded on merit, by fair competition against other tenderers in accordance with the school's procurement rules, and no special favour must be shown to businesses run by, for example, friends, partners and relatives.

8.12. Employees, who have responsibility for engaging or supervising contractors, or have any other official relationship with them, must declare any past or current relationships with them (including private, professional and/or domestic relationships) to the Headteacher or Chair of Governors.

8.13. Employees must notify their Headteacher or Chair of Governors of any relationship (business or private) they or a close relative may have, or may have had, with an external contractor or potential contractor, so that the implications for the school can be discussed and action taken to avoid any difficulties it may present.

Conflicts of interest arising at School Governor meetings

8.14. All school governor meeting agenda contain a standard item for governors, associates and any other person present to disclose any personal or business interests that they may have in any agenda item.

8.15. Employees must declare a financial or non-financial interest in an issue if they are advising or otherwise participating in debate (this does not negate the need to make a written notification in the school's register of pecuniary interests);

Employees who are unsure whether or not to disclose information

8.16. Employees must ask their Headteacher/Chair of Governors for advice if there is any doubt as to whether or not information should be disclosed. Advice can also be sought from Schools HR and the revelant Trade Union.

9. Safer recruitment (including equal opportunities) and other employment matters

9.1. Safer recruitment is not just about carrying out the right DBS checks. Similarly safeguarding should not be limited to recruitment procedures. Good safeguarding requires a continuing commitment from governing bodies, leaders, and all staff to ensure the safety and welfare of children is embedded in all of the organisation's processes and procedures, and consequentially enshrined in its ethos.

9.2. Governing bodies and leaders should ensure that those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training with the expectation that at least one of the persons who conducts an interview has completed safer recruitment training within the last 3 years.

9.3. Employees involved in the recruitment and appointment of employees, must ensure that appointments are made on the basis of merit. In order to avoid any accusation of bias, employees must not be involved in any selection process involving a prospective employee, to whom they are related or with whom they have a close personal relationship outside work.

9.4. All school appointments must be made on merit and in accordance with the Schools' Safer Recruitment Guidance.

Providing references

9.5. Employees are expected to give their Headteacher as a contact if they are applying for other roles and need to provide referee contact for their school employment. In the case of the Headteacher, this should be the Chair of Governors.

9.6. References given to other employers on behalf of the school must be signed off/seen by the Headteacher and be provided on school headed paper/or with the school logo and details.

9.7. Employees may give personal references but these must never be on school stationery and must not imply that they are school references - any personal reference must make it clear that it is provided on a personal basis.

10. Outside commitments and personal interests

Conflicts of interest between employees' activities outside and inside work

10.1. Employees must not allow their private interests or beliefs to conflict with their professional duty.

10.2. Employees' off-duty hours are their personal concern, but they must not allow private interests to interfere with their school duties or put themselves in a position where they may appear to conflict.

10.3. Employees must:

- inform the Headteacher or Chair of Governors of any financial and non-financial interest the employee may have, if they think that it might bring about some conflict with their work
- inform the Headteacher or Chair of Governors of any out-of work activities which interfere with his or her ability to perform his or her professional duties, is not in the school's best interests, undermines public confidence in the school's affairs or might potentially bring the school into disrepute
- report any family tie, or other relationship, with an organisation (or people who work for that organisation) if the employee, in any way, provides advice to governors or senior management on the management or funding of that organisation or is involved in the adminstration of the contract or other arrangement governing the school's relationship with the organisation.

Conduct outside of school hours - propriety and behaviour of staff

10.4 All school staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children and young people. Their conduct inside and outside work must never undermine the trust and confidence the public and the school need to have in them to carry out their work properly and conscientiously, they should be aware that behaviour in their personal lives may impact upon their work with children and young people.

This means that staff should not:

- behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model
- make or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate, or which might be interpreted as such
- Make derogatory remarks about the school, management, colleagues, pupils, or other members of the school community or share personal views about the school/council

10.5 The school has no immediate jurisdiction over the activities that staff undertake outside of school hours and off the premises. However this advice is aimed at minimising the risk of accusations of unprofessional or unsafe conduct. In particular:

- be aware of the content you post and access on social networking sites such as Facebook.
- be aware that content you posted in the past can still be accessed by others and could compromise your integrity
- be cautious when out socialising in the local area
- conduct yourself with dignity and propriety on public transport

10.6 School staff are seen as role models for young people, whether we are at work or not. We have a duty to maintain high levels of confidence from the school community about our ability to keep children safe and our ability to guide young people to make positive life choices.

Secondary Employment

10.7 Employees should ensure that their activities outside of work do not conflict with their duty to the School.

10.8 Employees must discuss with their Headteacher and obtain their consent before taking up additional paid/unpaid employment or engaging in any other business.

10.9 Requests will not be unreasonably refused providing that:

- it does not affect or is unlikely to affect the suitability of the Employee to undertake their job role or work with children/young people or in a School setting
- it does not conflict with the interests of the School /Council or have the potential to bring the School/Council into disrepute
- there is no detrimental impact on an Employee's work performance or their own or others health and safety.
- privileged or confidential information is not shared
- work is undertaken outside of the School and of contracted hours of work
- the activity is not in direct competition with those of the School

10.10 It is an Employee's responsibility to monitor the hours they work and ensure they are rested and refreshed to be able to carry out their role. An average working week of 48 hours across all employments should not normally be exceeded unless the Employee has elected to opt out of the Working Time Regulations.

11. Financial procedures and use of financial resources

11.1. Appropriate employees must:

- Ensure that they use any public funds entrusted to them in a responsible and lawful manner
- always try to obtain value for money and avoid legal challenge to the school
- be conversant with and comply with the school's/ Council's Scheme of Delegation.

11.2 Headteachers must make sure that their employees are aware of and comply with the Schools' Financial Regulations. They must ensure that the financial procedures and practices for which they are responsible conform to the Council's regulations and are secure against theft and fraud.

11.3 Headteachers must ensure that employees working in a post which has been identified as one in which work routinely involves them in the decision making process, for example, in respect of procurement by the school, must complete the standard declaration of interests form within 28 days of taking up their appointment. These employees should be asked to review and update their declaration of interest annually.

Best value, tendering, outsourcing, partnerships etc.

11.4 Employees who are involved in tendering, outsourcing, partnerships, the awarding of contracts, dealing with contractors, etc. must:

- be aware of and follow the procurement rules set out in the relevant procedures
- be clear on the separation of client and service-provider roles

- not disclose confidential information to any unauthorised party or organisation
- exercise fairness and impartiality when dealing with potential service providers
- not participate in any employee/management buy-out of Council or school services without the written express approval of the Council/school or within two years of leaving employment of the Council/school
- not show special favour to current or former employees or their partners, friends, relatives, or associates in outsourcing to businesses run by them in a senior or relevant managerial capacity
- discuss any problems with their Headteacher or chair of Governors if they are unclear whether or not they may be compromised in relation to the awarding of contracts

12. School property

12.1. Employees must:

- Only use school property, vehicles or other facilities for school purposes and according to instructions
- not remove school property, including laptops and phones, from school premises unless authorised to do so
- secure school property against theft/loss/damage; ensuring that valuable items such as keys, money, credit cards, mobiles, wallets, personal bags, laptops and other valuable items are looked after properly and never left unattended even for short periods
- report any theft/loss/damage of school property
- never hand school keys or swipe cards to students

12.2. The loss or theft of any computer or confidential data must be reported immediately to the Headteacher or School Business Manager.

12.3. The Headteacher must inform the Governing Body/Chief Internal Auditor of any theft of school property and s/he will advise on whether or not the police should be involved.

12.4. The schools property includes its "Intellectual property" which includes inventions, creative writings and drawings, including those created by an employee in the course of their duties.

12.5. All employees should note that any documents or programmes etc., created within the scope of their employment are the intellectual property of Council/school and should not be sold or shared with other individuals or organisations outside of the school/Council unless specific permission is granted to the Employee to have ownership of such materials.

12.6. The school does not accept responsibility for loss of or damage to personal property or school property in the care of an individual colleague. Cars, bicycles and other means of personal transport are parked or left on the school grounds at the owner's risk.

13. Gifts, rewards and sanctions

13.1. Although school staff may receive 'thank you' gifts from pupils at the end of the term, it is serious misconduct for employees to corruptly receive or give any gift, loan, fee, reward or advantage for doing, or not doing, anything in connection with their duties. This also applies to showing favour or disfavour. If it is alleged that an employee has corruptly accepted such a reward it will be for her/him to demonstrate that this is not the case.

13.2. Hospitality includes drinks, meals, entertainment, overnight accommodation, travel and holidays, but not a lift in a private or company car or in a taxi, or light refreshment in the course of duties.

13.3. The following rules apply to any gifts and hospitality, including those provided on a basis where employees reimburse all or any part of the costs.

13.4. Employees must not accept or solicit from any member of the public or school community with whom the school has had, is having, or may in the future have any dealings:

- any gift (other than an inexpensive seasonal gift, such as a calendar or diary for use in the office); or
- any hospitality without the written authorisation of their Headteacher or Chair of Governors.

13.5. The Headteacher and Chair of Governors will not accept or authorise the acceptance of any such hospitality unless they are satisfied that the hospitality is not offered with any intention to corrupt, or could be seen to be intended to corrupt, and its acceptance is in the interests of the Council/school. As a general rule, participation in activities paid for by firms outside school working hours or whilst on leave is not considered to be commensurate with employment with the Council/school.

13.6. All employees must record any gift or hospitality they are offered or receive with a value of £25 or more or exceeding such other limiits as notified from time to time. This includes any gift or hospitality that is declined or donated, for example to school fundraising events.

13.7. Staff should not solicit or accept **any gift, loan, fee, hospitality or other reward** which influences the way in which they carry out their duties. They should not influence or be influenced unfairly in the way they carry out their duties by ties of kinship or friendship, or by some other association or loyalty.

Rewards and sanctions

13.8. Employees should use only the rewards and sanctions as outlined in the school's agreed Behaviour for Learning policy. For example, the following sanctions are not part of our agreed policy:

- Writing lines
- Standing in the corner of a room
- Standing outside the classroom

13.9. Employees should not give gifts to students. However, if students are on occasion rewarded with small prizes such as chocolate, the employee's line manager should be made aware of the reasons for the prize.

14. Sponsorship - giving and receiving

14.1 Where an outside organisation wishes to sponsor a school activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.

14.2 Where the school wishes to sponsor an event or service, no employee nor any partner, spouse or relative must benefit from such sponsorship, directly or indirectly, without there being full disclosure to Headteacher and Governors of any such interest. Similarly, where the school through sponsorship, grant aid, financial or other means, gives support in the community,

employees must ensure that impartial advice is given and there is no conflict of interest involved.

15. Confidentiality and disclosure of information

15.1. Although the school aims to operate in an open and transparent way, some information held by the school is confidential or sensitive and managed stored and accessed in line with GDPR and therefore not appropriate to a wide audience and the school may be subject to statutory or common law obligations to keep it confidential. On the other hand the school is also subject to obligations to release information in some circumstances, for example under the Freedom of Information Act.

Employees' responsibilities for confidential information

15.2 The Headteacher must make sure that they have secure systems in their work place to safeguard confidential information and that employees maintain confidentiality at all times. They must also comply with the schools policies and practices under the prevailing data protection legislation in force from time to time.

15.3 Employees must:

- be aware of the implications of the data protection legislation on the use, maintenance, transfer and disclosure of personal information about employees and the public
- not disclose any confidential information (including intellectual property) to anyone outside the Council/school, and make sure that this information is kept securely - this applies while working for the Council/school and after they leave
- not disclose confidential information to colleagues unless there is proper authority
- take all reasonable steps to protect and safeguard confidential documents etc, particularly if they need to be taken outside the usual workplace
- not disclose information to any person who is not entitled to have access to this or legitimately needs it for work purposes
- work in accordance with the requirements of the Data Protection Act 2018 and the Freedom of Information Act 2000
- observe the Council's and the School's procedures for the release of information to other agencies and members of the public
- not use or share confidential information inappropriately or for personal gain
- not speak inappropriately about the school community, pupils, parents, staff or governors including discussing incidents, operational or employment matters with parents / members of the public
- ensure all confidential data is kept secure and password protected

15.4 Should Employees be in doubt about the appropriateness of sharing information they should seek guidance from the Headteacher.

Personal information about colleagues

15.5 Employees must keep personal details and work records of other employees confidential, and must not reveal these to third parties without authority, or unless the permission of the employees concerned has been obtained, or where it is required by law.

Giving information to the media

15.5 All enquiries from the media should be directed to the Headteacher.

15.6 Under no circumstances should employees communicate directly with the media (e.g. national and local papers, press agencies, radio, television stations, professional journals, and including socal media platforms) about their work, or matters concerning the Council/school, unless specifically authorised to do so by the Headteacher/Chair of Governors.

15.6 Employees must refer any approach by the media for an interview, an article and/or comment on Council/school affairs, to the Headteacher or Council's Communications Officers.

15.7 Employees should speak to the Headteacher in the first instance about any concerns they have regarding their own employment or operation of the school and/or may refer to the School's Whistleblowing or the Grievance policies if they wish to raise a formal complaint.

15.8 Should an Employee speak directly to the media about non-school matters, care should be taken to ensure that it is clear that any opinions expressed are personal and that the individual is not acting on behalf of or representing the school.

15.9 Any contact with the media in a personal capacity should be compatible with the Employee's role and their position working with children/young people or in a school setting and must not negatively impact on the reputation of the Council and the school.

15.10 Nothing in these paragraphs prevents senior trade union officials from contacting the media in relation to appropriate trade union activities.

16. Malpractice/ fraud/ corruption/ whistleblowing (Public Interest Disclosure Act)

16.1 Where an employee becomes aware of activities which the employee believes to be illegal, improper, unethical or otherwise inconsistent with this Code, the employee should report the matter under the School's Whistleblowing Policy. This policy sets out the protection available to employees who make disclosures and the protection available under the law.

Whistleblowing

- Employees may raise concerns about any aspect of the operation of the School which is not directly related to their own employment through the Whistleblowing Policy.
- Employees raising a concern with reasonable grounds for doing so will not be subject to discrimination, harassment or victimisation.
- Please also refer to the School Whistleblowing Policy.

17. Staff well-being

17.1. The school should provide tools and resources for staff to support them with their mental, health, financial and personal well-being. This includes, but is not limited to, Employee Assistance Programme, financial support intiatives, salary sacrifice schemes, training and development opportunities.

17.2. Each employee has responsibility for their own well-being and it is the employee's responsibility to use the appropriate resources and tool to safeguard their own well-being.

End