

PORT·REGIS

STAFF CODE OF CONDUCT

POLICY NAME	Staff Code of Conduct	POLICY OWNER	C Beaty-Pownall, Director of People
APPROVED BY	Governance Committee	DATE APPROVED	June 2026
DATE OF LAST REVIEW	May 2026	DATE OF NEXT REVIEW	June 2027
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Introduction & Definitions

This policy applies to all Members of Staff and volunteers at Port Regis regardless of their position, role or responsibility. It sets out clear guidance on the standards of behaviour expected from all Members of Staff (as defined below) at the school.

References to “Members of Staff” throughout this policy relate to all of the following groups:

- all employed staff including teaching and support staff;
- governors;
- volunteers;
- casual workers;
- temporary and supply staff, either from agencies or engaged directly; and
- student placements, including those undertaking initial teacher training and apprentices.

The principles underlying the guidance aim to encourage Staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring.

Staff are in a unique position of trust and influence as role models for pupils and must adhere to behaviour that sets a good example to all pupils within the School.

Members of Staff also have an individual responsibility to maintain their reputation and the reputation of the School, both inside and outside working hours and whether they are inside or outside the work setting. This policy therefore applies equally when staff are conducting lessons online or when it is necessary for them to work from home.

The School requires that all Members of Staff have read and agree to comply with this policy. Breach or failure to observe this policy may result in action being taken under the School disciplinary procedures including, but not limited to, dismissal.

This Staff Code of Conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy, Members of Staff are expected to exercise their professional judgement and act in the best interests of the pupils and the School.

This policy should be read in conjunction with the following related policies and procedures:

- Child Protection & Safeguarding Policy;
- Low-level Concerns Policy;
- Equity, Diversion & Inclusion Policy
- Anti-harassment and Bullying Policy;
- Prevention of Sexual Harassment Policy;
- ICT – Staff Usage Agreement;
- Mobile Phone, Mobile Device and Social Media Policy;
- Health and Safety at Work Policy;
- Anti-corruption and Bribery Policy; and
- Whistleblowing Policy.

Members of Staff should ensure that they have read and are familiar with these policies and procedures.

If you work directly with children, you are required to read and understand Part One and Annex A of the statutory guidance 'Keeping Children Safe in Education'. If you do not work directly with children, you will be required to read Part One of Keeping Children Safe in Education.

Bringing the School into disrepute

At all times remember that you are a Member of Staff of the School and that your conduct may reflect on us. Whether or not you are at work, you should not do anything that would bring the School into disrepute with customers or the general public.

This includes any statements made about the School, colleagues, pupils, or parents/guardians on the internet, forums or social networking sites which are likely to be interpreted as damaging to the reputation of any associated party of the business, the School's business interests or any duty of confidentiality. Please note such comments or statements are considered serious and may result in disciplinary action up to and including dismissal.

Obligation to obey instructions

You must obey all reasonable and lawful instructions given to you.

You must abide by terms and conditions of employment (where applicable).

You must familiarise yourself with and abide by the terms and conditions of your employment that include your contract of employment, this Code of Conduct and other School rules which may be issued to you from time to time.

Attendance and Timekeeping

Should you need to be absent from school, for example CPD or for personal reasons, you will need to ask the Headmaster, in advance, for permission, whether or not cover is required. If you are going to be late for school or absent for ill-health, childcare or other unplanned/unexpected reasons you should contact Barbara Lonergan – barbara.lonergan@portregis.com and copy in Clair Beaty-Pownall

clair.beaty-pownall@portregis.com and the School Office so that cover can be arranged. Further details can be found in the Holiday and Sickness Absence policy on iAMCompliant.

Eating and Drinking

Members of Staff benefit from meals at school while undertaking their duties at Port Regis. However, it is expected that all staff (except support staff) will sit with the children in the dining room and help to monitor table manners and general behaviour. While this is not a formal duty, it is an expectation that staff will carry out this informal role during any and all meals in term time. Teaching and boarding staff are permitted to sit together in small groups of no more than four and should spread themselves out around the dining room.

Smoking

It is the School's policy that from 1 July 2007 the entire School site is smoke free, except for the following designated smoking area

- Designated smoking area outside of the Maintenance building

All Members of Staff, pupils, parents, visitors and contractors have a right to work in a smoke free environment. All School vehicles are also smoke free. This policy applies to all employees, temporary employees, volunteers, governors, pupils, parents, visitors and contractors.

You must not smoke whilst working with or supervising pupils on or offsite.

Disciplinary procedures will be followed if a member of staff does not comply with this policy.

Help to stop smoking: The NHS offers a range of free services to help smokers give up. Please make use of these services or speak to your GP.

Alcohol and Illegal Drugs

It is in everyone's interest for the School to maintain a healthy, safe and productive working environment. This policy sets out the rules you must follow in relation to drugs and alcohol as an employee of this School.

It is very important that you comply with this policy at all times as the School considers any breach to be a serious matter. If you are found to be in breach of this policy, you may be dismissed without notice or pay in lieu of notice.

Consumption of alcohol is not permitted on site, unless an agreement has been made in advance that modest amounts of alcohol may be consumed for a specific function. Members of Staff that reside on site may consume modest quantities of alcohol in private accommodation when they are not on duty. Consumption of illegal drugs is never permitted.

Your conduct and performance must not be adversely impacted by alcohol or drugs when undertaking your duties.

Drugs

Using, possessing, selling and supplying drugs

Apart from drugs prescribed for you, or over the counter medication (both of which must be taken as directed), you are strictly prohibited from using or possessing drugs, including 'psychoactive (or mind-altering) substances formerly known as 'legal highs':

- During working time;
- Whilst on School, client or suppliers' premises (this includes vehicles);
- At lunchtime or during breaks;
- When representing the School at business functions or conferences;
- When attending School organised social events outside normal working hours.

You must not sell or supply illegal drugs, prescription medication or psychoactive (or mind-altering) substances formerly known as 'legal highs' in the circumstances specified above. Furthermore, it is important to remember that if you engage in activities outside the workplace that could seriously damage our reputation; this may affect your on-going employment with us.

Incidents involving the possession or use of illegal drugs on School premises will result in the authorities being notified.

Attending work under the influence of drugs

You are strictly prohibited from attending work or business functions under the influence of drugs (including psychoactive (or mind-altering) substances formerly known as 'legal highs') or other substances. It is your responsibility to ensure you attend work in an unimpaired condition.

If you are taking prescription or over the counter medication, we advise you to seek advice from your doctor or pharmacist regarding the effects this will have on you in your role and/or in the workplace. You should also have regard to any side effects or prohibited activities detailed in the instructions, such as drowsiness or advice that you should not operate heavy machinery.

You should advise your manager in confidence if medication may have an impact on your health and safety or that of others. This is to enable the School to take appropriate action where necessary. You do not have to inform the School of what illness the medication relates to.

Alcohol

Consumption of alcohol is not permitted on site, unless an agreement has been made in advance that modest amounts of alcohol may be consumed for a specific function. Staff that reside on site may consume modest quantities of alcohol in private accommodation when they are not on duty.

Attending work under the influence of alcohol

You are strictly prohibited from attending work under the influence of alcohol. It is your responsibility to ensure you attend work in an unimpaired condition.

Consuming alcohol

Without prior permission from the Headmaster, you are strictly prohibited from consuming alcohol:

- During working time;
- Whilst on School, client or suppliers' premises (this includes vehicles);
- At lunchtime or during breaks;
- When representing the School at business functions or conferences.

Where permission is given for alcohol to be consumed, you must demonstrate responsible behaviour and maintain a professional image and standards at all times. You must remember that the School's usual code of conduct still applies. Excessive alcohol consumption or unacceptable behaviour will not be tolerated by the School. These rules are equally applicable to work related social events, such as Christmas parties, where prior permission is not required to consume alcohol.

If you are permitted to consume alcohol, you must ensure that you comply with relevant legislation including drink driving legislation.

Bringing alcohol into the workplace

Alcohol must not be brought onto School or client's premises (including vehicles) without the prior permission of the Headmaster.

In the event that you are permitted to bring alcohol onto School premises it must remain sealed and out of sight of visitors.

If you have personal use of a School vehicle, you are permitted to carry alcohol in it providing this is done in your own time and you comply with road traffic laws.

Driving whilst under the influence of alcohol or drugs

If we know or suspect that you are under the influence of alcohol or drugs we will not permit you to drive, whether this is your own or a School vehicle. In such circumstances we will ask that you make alternative arrangements to get home and may reasonably assist you to do so, such as by ordering a taxi. Where you insist on driving, it may be necessary for us to contact the police.

Security

In the interests of security, Members of Staff must visibly wear their lanyards whilst in School .

We take every reasonable step to ensure the physical security of our pupils, employees, premises, vehicles, plant & equipment. If any employee has any concerns in respect of the security of any area of the school, they should present full details of their concerns to the Bursar. Such concerns will be taken seriously, and action will be taken if considered reasonable and necessary after investigation.

Everyone has an individual responsibility to be alert to strangers who appear to have no obvious reason for being on the premises. If in doubt, contact the Designated Safeguarding Lead.

You must not remove any School documents from the site or take any photographs without due permission.

Right to search

The School may inspect the contents of any vehicle, bag, parcel, handbag, case or similar article before it is brought on to or taken away from the premises. The School also reserves the right to request any employee to empty pockets etc. while on the School premises. Staff may have a colleague in attendance on such occasions.

A refusal to co-operate may result in disciplinary action and/or the police being involved.

Searches may be carried out on a random basis, and a search does not imply any dishonesty on the part of the employee.

Keys, key fobs, lanyards and passes

You must take all necessary steps to ensure that if issued with School keys, key fobs, security lanyards or passes, you do not let another person take control of them unless that person is a manager. If you lose any School key, key fob, security lanyard or pass you should immediately report this to your manager and if necessary, take all other steps to secure the premises.

Health and Safety

All Members of Staff have a duty to ensure that a safe working environment exists. Fire and evacuation procedures must be adhered to at all times and Members of Staff are required to familiarise themselves with the procedures and their responsibilities set out in the Health and Safety Policy (parts one and two).

Personal Appearance

We regularly receive visits from parents, potential parents and others, and naturally wish to convey an impression of professionalism and organisation. Therefore, whilst not wishing to impose unreasonable obligations, Members of Staff are, nonetheless, required to look smart in appearance at all times.

When working from home or remotely (including the delivery of online lessons, or virtual meetings using a virtual meeting platform such as Zoom and/or Teams) staff must ensure they are dressed appropriately in clothing that is smart and of a similar style to what they would wear on a normal school day.

Personal hygiene

A reasonable and appropriate standard of personal hygiene must be maintained during working hours.

Mobility and Flexibility

Due to the demands and nature of the School, employees should be prepared to transfer upon request within departments either temporarily or permanently and/or to undertake work of a different nature, providing it is reasonable and safe to do so and the individual is adequately trained. This may include working from home, if appropriate, and in the sole discretion of the School.

Personal relationships whilst at work

The School recognises that employees who work together may form personal friendships and, in some cases, close personal relationships. Whilst it does not wish to interfere with these personal relationships, it is necessary for the School to ensure that all employees behave in an appropriate and professional manner at work. Therefore, the following principles have been devised, and apply to all employees regardless of their job or level of seniority:

- Any Member of Staff who is involved in a close personal relationship with a colleague, contractor, parent/guardian or supplier must not allow that relationship to influence their conduct whilst at work;
- Intimate behaviour during working hours is expressly prohibited;
- Any Member of Staff who embarks on a close personal relationship with a colleague for whom they have line management responsibility must declare the relationship to their manager or the next most senior manager if appropriate.

In these circumstances, the School will consult both of the Members of Staff and seek to reach a satisfactory agreement. This may involve a transfer of one or both of them if considered appropriate.

Gifts, Rewards and Favours

Staff should take care to ensure that they do not appear to accept a gift that may be construed as a bribe or lead the giver to expect preferential treatment. Members of Staff are required to familiarise themselves with the content of the School's Anti-corruption and Bribery Policy and to record any gifts received over the value of £100 in the School's gifts and hospitality register.

Members of Staff should exercise care when selecting pupils for school teams, productions, trips and/or specific work tasks in order to avoid perceptions of favouritism or injustice. Similar care should be exercised when excluding a child from an activity without prior consultation with the Headmaster or the Deputy Heads.

Gambling

Customary sweepstakes and lottery syndicates require the permission of your manager. Otherwise, you may not participate in or provide facilities for betting or gambling on the School premises. Pupils are not permitted to engage in any sweepstakes and/or lottery syndicate.

Communication

Good communication between within the School community is vital. All communication between Members of Staff, pupils and parents should take place within clear, explicit and professional boundaries.

Communication with Parents

Form tutors in the Prep school and teachers/key workers in the Pre-Prep and Nursery are expected to be the first point of contact between parents and the School, although enquiries will also come through the School Office. Members of Staff can contact parents by telephone, email or letter. Microsoft Teams or Zoom can also be used with prior arrangement.

Members of Staff should not contact pupils, parents or conduct any school business using personal email addresses, or on platforms such as What'sApp. This does not prevent members of staff who have children at the school from having the usual contact with other parents and pupils to arrange play dates

etc. Members of Staff who are parents of children at the school must always be mindful of their employment/role at the school and exercise caution and high standards with regard to confidentiality, safeguarding and professional conduct.

Where a Member of Staff receives an email from a parent, regarding an urgent pastoral matter, a reply should normally be made as soon as practicable. If a full reply cannot be made within that time, or in circumstances where the query is less urgent, the Member of Staff should try to send a brief acknowledgment e-mail and let the parent know when a fuller reply can be expected.

Members of Staff sending emails to parents/carers discussing sensitive or contentious issues are advised to speak to their Head of Department or the Deputy Head Pastoral/Academic before sending. The email should be sent through iSams, not Outlook, so that a central record of all communication is kept on file for future reference. Members of Staff must inform the Deputy Head, Pastoral if they receive an offensive email.

Communication with Pupils

Members of Staff should carefully consider the manner in which they communicate with pupils at all times so as to avoid any possible misinterpretation of their motives or behaviours.

Members of Staff should not give their personal mobile phone numbers or email addresses to pupils, nor should they communicate with them by social media, text message or personal email. If they need to speak to a pupil by telephone, they should use one of the School's telephones and email using the School system. Any communication on video call platforms, such as Microsoft Teams or Zoom must be for professional reasons only and should accord with the rules of this policy at all times.

The group leader on all trips and visits involving an overnight stay should take a school mobile phone with them which should be used to contact parents and for all school business related to the trip.

Pupils should be encouraged to discuss with their parents or guardians any issues that are troubling them. It may be appropriate to suggest that a pupil sees the School counsellor or a member of the pastoral team.

Relationships with Pupils

Members of Staff should understand that they are in a position of trust in relation to pupils, giving them influence and power by virtue of the knowledge they have and/or the authority invested in their role. Members of Staff should ensure that their relationship with pupils clearly takes place within the boundaries of a respectful, professional relationship and avoid behaviour which may be misinterpreted by others.

Members of Staff are encouraged to self-refer under the School's Low-Level Concerns Policy in the event that they have found themselves in a situation which may be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in a way that may be considered to fall below the expected professional standard. All concerns will be handled sensitively and will be dealt with appropriately and proportionately.

Members of Staff are reminded that it is a criminal offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of power, even if the child is over 16 and the relationship is consensual.

Infatuations

On occasion, pupils may develop an infatuation for a Member of Staff. If a Member of Staff suspects or becomes aware of an infatuation, the advice of the Headmaster or Iain Hepburn (Deputy Head, Pastoral) must be sought immediately.

Other Members of Staff must alert a colleague to the possibility of an infatuation in order that appropriate steps can be taken.

Members of Staff should deal with these situations sensibly and appropriately to maintain the dignity and safety of all concerned.

One to One Situations

Members of Staff working individually with pupils should be aware of the potential vulnerability of pupils and Members of Staff in such situations. Members of Staff should manage these situations and take reasonable and sensible precautions to ensure the safety and security of the pupil and Members of Staff alike.

Individual work with pupils should not be undertaken in secluded areas or behind a closed door, with the exception of individual music lessons and other pre-agreed one-to-one tuition. Where it is necessary to close doors for reasons of confidentiality a colleague should be made aware of this and asked to remain vigilant. Wherever possible one-to-one work should only be undertaken with the knowledge and consent of a senior Member of Staff to minimise risk to those involved.

Where it is necessary to conduct a one-to-one session online (for example, using a platform such as Zoom or Teams) staff must ensure that a senior Member of Staff is aware of the session and, wherever possible, arrange for a parent to be in the same room, or alternatively, ask a colleague or a member of SLT to join the session.

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

Physical Contact with Pupils

There are occasions when it is entirely appropriate and proper for Member of Staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. Physical contact may be appropriate in the following circumstances:

- when a pupil needs to get comfort or reassurance e.g. following an accident or personal crisis;
- when a pupil needs encouragement to attempt a new challenge e.g. to climb on to a piece of apparatus; or
- when there is a need to take urgent action to avoid an incident or injury.

Members of Staff should use their professional judgement at all times. Physical contact must be appropriate for the age, understanding and sex of the child and must never threaten or be sexually inappropriate. Members of Staff must also be sensitive to an individual's cultural background and any special educational needs.

Members of Staff should not have unnecessary physical contact with pupils and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by pupils or onlookers.

Members of Staff are referred to the School's Restraints Policy for guidance on the use of reasonable force in relation to pupils.

Prevent Duty

You should understand that we have a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty.

We are required, in recognition that pupils may be susceptible to being drawn into terrorism or other forms of extremism, to carry out appropriate risk assessments which assess how pupils or staff may be at risk of being radicalised into terrorism, including online. Consequently, you should:

- understand the factors that lead people to support terrorist ideologies or engage in terrorist related activity
- be able to recognise susceptibility to terrorism and be aware of what action to take in response
- be aware of what action to take in response, including our internal Prevent referral arrangements

We protect children from being drawn into terrorism by having robust safeguarding policies in place to ensure that those at risk of radicalisation are identified and appropriate support is provided. Our procedure for dealing with concerns that a pupil may be susceptible to being drawn into to extremist ideology and radicalisation is set out in our Child Protection and Safeguarding Policy.

There is no single way of identifying whether a child is likely to be susceptible to an extremist ideology, there are possible indicators that should be taken into consideration alongside other factors and contexts. As with other safeguarding risks, you should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. You should use your judgement in identifying children who might be susceptible and act proportionately, which may include making a Prevent referral. More guidance for schools from the DfE on this can be found at:

https://assets.publishing.service.gov.uk/media/64f8498efdc5d10014fce6d1/14.258_HO_Prevent_Duty_Guidance_v5c.pdf

<https://www.gov.uk/government/publications/the-prevent-duty-safeguarding-learners-vulnerable-to-radicalisation>

This guidance should be read in conjunction with other relevant guidance including

- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education, and;
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers.'

Protect Duty

The Terrorism (Protection of Premises) Act 2025, also known as Martyn's Law, imposes legal obligations on those responsible for publicly accessible venues to take steps to reduce the threat to the public from terrorist attacks and enhance public security. You should understand the requirements under the Protect Duty and familiarise yourself with the school's evacuation and lockdown procedures.

The School will provide the appropriate risk assessments and training required by Martyn's Law. Further information is available from the Bursar.

Transporting Pupils

In certain circumstances it may be appropriate for Members of Staff to transport pupils offsite on approved school business. The Deputy Head, Pastoral must oversee the plan and provide oversight of all transport arrangements. Staff should not transport pupils without prior authorisation except in the case of an emergency.

Members of Staff should ensure that (i) the driver is not distracted while the vehicle is in motion for any reason other than an emergency; (ii) all passengers are wearing correctly fastened seatbelts; and (iii) the pupil(s) sit in the rear of the vehicle.

Wherever possible and practicable, vehicles other than private ones should be used to transport pupils to and from games fixtures and other activities. However, there will be occasions when staff may need to use their own cars to transport pupils, in which case the driver must:

- comply with the provisions in this section 'Transporting Pupils';
- comply with Minibus and Use of Own Vehicle Policy which is available on iAMCompliant'
- comply with the risk assessment: Transport Management – use of personal vehicles to transport children (this is available on iAMCompliant)
- comply with the risk assessment: Transport Management – use of school vehicles and minibuses (this is available on iAMCompliant)

Situations do arise when the decision to transport a pupil in a privately owned vehicle has to be taken quickly and without consultation – in cases of emergency, for example, and where not to give a lift would place a pupil at risk. Such circumstances must always be recorded and reported to the Deputy Head, Pastoral and Bursar without delay. In all such situations, it is the driver's responsibility to ensure that the vehicle used is roadworthy and appropriately insured, that the maximum capacity is not exceeded, and that all passengers wear seat belts.

It is inappropriate for Members of Staff to offer lifts to pupils outside their normal working duties, unless any arrangement has been agreed beforehand with parents and the Deputy Head, Pastoral.

Prior to transporting pupils offsite, consent must be obtained from a pupil's parent/guardian and Members of Staff should be aware that the safety and welfare of the pupils is their responsibility until they are safely returned to school or passed back to their parent/carer.

You should never be alone in a vehicle with a pupil, except in cases of an emergency.

Contact with Pupils Out of School

Members of Staff should not:

- arrange meetings with pupils off the School premises (whether in person or online) without the prior approval of the Headmaster;
- arrange private tuition of any of the School's pupils in school or outside of school whether in term-time or outside of term-time without the prior written approval of the Headmaster; and

- give pupils their home address or any of their personal contact details.

The above provisions will not prevent Members of Staff who are also parents at the school acting in that capacity e.g. hosting or attending play dates or birthday parties. Please see the 'Communication with Parents' section above for further details.

Conduct Out of School

Members of Staff are expected to be loyal to our stated aims and objectives and may not engage in any outside activity which, in the reasonable view of the Headmaster, might interfere with the efficient discharge of their duties or is in conflict with our School's interests.

You should at all times, both in and out of School, uphold our ethos and conduct yourself in a manner consistent with your position.

You must notify us of any outside conduct, activity or circumstances that are likely to either bring the School into disrepute or put into question a staff member's suitability for their role at the School.

School Events

You are expected to behave appropriately at School events, including School organised social occasions. A School event, which may or may not take place outside of working hours or on School premises, is sufficiently connected to the School such that the standards of behaviour expected will be in line with the requirements in this policy.

Acceptable Use of Technologies

Members of Staff should ensure that they are familiar with and comply with the School's Staff ICT Usage Agreement and Mobile Phone, Mobile Device and Social Media policies at all times. In particular, Staff must:

- not engage in inappropriate use of social network sites which may bring themselves, the School or the School community into disrepute;
- adopt the highest security settings on any personal profiles they have;
- remain mindful of their digital footprint and exercise caution in all their use of social media or any other web-based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups;
- exercise care when using dating websites where Staff could encounter students; and
- not contact pupils, their guardians or family members, accept or initiate friend requests or follow pupils' or their guardians' accounts on any social media platform. This will not prevent Members of Staff who are also parents at the school acting in that capacity e.g. contacting other parents to arrange play dates or birthday parties. Please see the 'Communication with Parents' section above for further details.

Equal Treatment

We are committed to equal treatment for all Members of Staff and pupils regardless of their race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability (together known as "Protected Characteristics").

We aim to create a friendly, caring and perceptive environment in which every individual is valued. We endeavour to contribute positively towards the growing autonomy, self-esteem and safety of each pupil. Members of Staff will be required to undertake regular consultation activities with pupils e.g. through safety questionnaires, participation in anti-bullying week and speaking to children about their experiences at lunchtime and playtimes.

Bullying, harassment, victimisation and/or discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration which we expect them to reciprocate towards each other, Members of Staff and the School. Members of Staff should ensure that they are familiar with the School's staff Diversity, Equity and Inclusion Policy, Anti-harassment and Bullying Policy and Preventing Sexual Harassment Policy and the School's pupil policies on Equal Opportunities and Anti-Bullying Policy.

Photographs

Many school activities involve recording images as part of the curriculum, extra school activities, publicity or to celebrate an achievement. In accordance with data protection legislation, the image of a pupil is personal data.

The School's detailed rules on using images of pupils are contained within its Taking, Storing and Using Images of Children Policy (available on iAMCompliant), which must be complied with by all members of Staff at all times.

Photographs must only be taken of children with the permission of a parent or an individual with parental responsibility. Such consent must have been provided in writing via the School's consent form. It is also important to consider the wishes of the pupil, remembering that some pupils do not wish to have their photograph taken or be filmed.

Where photographs are taken by members of Staff to evidence a child's progress, such photos should only be taken on School cameras. They must then be downloaded onto a School computer. Photos cannot be used or passed on outside the School. Neither Members of Staff nor children should use their own mobile phones or any other personal device to take or store photographs unless specifically required for the purposes of a lesson (for example, a child using their laptop in A and B Form). If you have any questions or concerns about this, you should speak to Iain Hepburn (Deputy Head, Pastoral and DSL).

Continuing Professional Development

All Members of Staff are expected to attend training sessions relevant to them during each termly INSET and to promptly complete any online training sent to them for completion.

Concerns or Complaints

The School aims to create an atmosphere in which a diverse range of people can work together openly in the spirit of mutual respect and trust towards a common purpose. Nevertheless, we recognise that it is possible for misunderstandings and disagreements to arise or for mistakes to occur.

Complaints

Complaints should be dealt with immediately and openly and Members of Staff should try to resolve issues informally in the first instance. If this approach is impractical or unsuccessful, Members of Staff may wish to raise their concerns more formally in accordance with the School's Grievance Procedure or Whistleblowing Procedure, depending upon the nature of the concern.

Parental Complaints

Members of Staff must ensure that parental complaints are dealt with in accordance with the School's Complaints Policy.

Safeguarding

For procedures for dealing with concerns or allegations about a child or disclosures / allegations of abuse, Members of Staff should refer to the School's Child Protection and Safeguarding Policy.

Low-level Concerns

As part of our whole school approach to safeguarding, we promote an open and transparent culture in which all concerns about adults working in or on behalf of the School are dealt with promptly and appropriately. This includes any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the School may have acted in a way that:

- is inconsistent with this Staff Code of Conduct, including inappropriate conduct outside of work; and
- does not meet the harm threshold set out in Part 4 of the statutory guidance, Keeping Children Safe in Education (KCSIE), or is otherwise not serious enough to consider a referral to the LADO.

Such allegations or concerns are referred to as "low-level concerns" within KCSIE. The term "low-level" does not mean that it is insignificant. Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

In order to create and embed a culture of openness, trust and transparency in which the School's values and expected behaviour set out in this Staff Code of Conduct are lived, monitored and reinforced constantly by all staff, it is vital that any such low-level concerns are shared in accordance with the School's Low-Level Concerns Policy which can be found on iAM Compliant. You can report a Low-Level Concern here: [Low-Level Concern Form](#)

Any questions regarding low-level concerns and/or the procedure for reporting them should be raised with Iain Hepburn (Deputy Head, Pastoral and DSL).

Use of School Property

Equipment, stationery and office supplies

You must not use the School's equipment, stationery and/or supplies for private purposes.

Telephones

You must not use School telephones for receiving or making calls unrelated to School business unless for emergency purposes.

Personal mail

All mail received at the School address will be opened including mail addressed to individual employees. You should not receive personal mail at work without prior permission from your manager and you must not mail personal post at School expense.

School property

Unless your manager has given prior written permission, you must not remove documents or items belonging to the School, its pupils and/ or their parents/ guardians, suppliers or employees from the premises.

Use of tools

You must not use the School's tools for private purposes without written permission of your manager.

Return of School tools

You must return any School tools to us on the termination of your service or earlier upon the School's demand.

Lost or stolen tools

It is the responsibility of the employee to keep safe and to maintain all tools and equipment belonging to the School. Tools and equipment that are the property of the School must be safeguarded at all times and not left unattended. They should be kept locked up and out of sight where appropriate. If you fail to do this you will be expected to reimburse the School for the cost of any tools or equipment that are lost or stolen while under your care.

Use of our premises

Housekeeping

For security and safety reasons ensure that your workspace is uncluttered, clean and sanitary.

Break rooms

You and your colleagues are responsible for ensuring that the places where you take your rest breaks are kept clean (disposing of any rubbish and cleaning up any perishable food stuffs). After use, ensure that the condition of these areas is clean and tidy in appearance.

Personal visits are not authorised

Please do not encourage any unauthorised individuals to visit you at work. Such visits will not be authorised unless for emergencies.