

## 21. STAFF CODE OF CONDUCT POLICY

### Policy Statement

Westonbirt Schools seek to provide a safe and supportive environment, which secures the well-being and very best outcomes for students in their care. This policy should clarify what is expected in terms of professional behaviour; it gives clear advice about what constitutes illegal behaviour and what might be considered as misconduct. It also describes safe practice and which behaviours should be avoided. All members of staff must read this policy before commencing work. The member of staff is accountable for his/her own actions at all times and must take these responsibilities seriously. If a member of staff does not follow this code of conduct this may lead to disciplinary procedures. There may be times when professional judgements are made in situations not covered by this document, or which directly contravene the guidance given by their employer. It is expected that in these circumstances staff will always advise their senior colleagues of their justification for any such action already taken or proposed.

### 1. Core principles supporting the implementation of the policy statement

- I. The welfare of students is paramount.
- II. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff are role models at all times to the children and young people in our care and must be mindful of this.
- III. Staff should work, and be seen to work in an open and transparent way.
- IV. Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident, which may give rise to concern.
- V. Records should be made of any such incident and of decisions made/further actions agreed.
- VI. Staff should apply the same professional standards in keeping with ALL the School's policies.
- VII. All staff must dress and present themselves smartly and professionally at all times.
- VIII. All staff should know the name of their designated person for Safeguarding and be familiar with child protection arrangements and understand their responsibilities to safeguard and protect students.
- IX. All members of staff should be aware that they can ask for support, help or guidance from their line-manager or any senior leader in the school.
- X. Staff should be aware that breaches of the law and other professional guidelines or policies could result in criminal or disciplinary action being taken against them.
- XI. This policy takes full account of the latest iteration of the Keeping Children Safe In Education (KCSIE) guidance, September 2023.

### 2. Safe Working Practices and Procedures

All staff, contractors and volunteers are required to read and acknowledge the Safeguarding Policy and the Code of Conduct. All other schools' policies must be read in order for the member of staff to familiarise him/herself with Westonbirt Schools procedures. This constitutes a key part of the employees' induction process. The policies can all be found on the share point. This code of conduct guidance has been produced to help all staff establish the safest possible learning and working environments. The aims are to safeguard young people and reduce the risk of staff being falsely accused of improper or unprofessional conduct. This means that these guidelines apply to all adults working in education settings whatever their position, roles, or responsibilities.

- **Duty of Care.** All staff, volunteers and contractors are accountable for the way in which they exercise authority; manage risk; use resources; and protect students from discrimination and avoidable harm. All

staff, whether paid, contracted or voluntary, have a duty to keep young people safe and to protect them from physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff and students and behaviour by staff that demonstrates integrity, maturity and good judgement. There are legitimate high expectations about the nature of the professional involvement of staff in the lives of students. When individuals accept a role that involves working with children and young people, they need to understand and acknowledge the responsibilities and trust inherent in that role. Employers have a duty of care towards their employees which requires them to provide a safe working environment for staff and guidance about safe working practices. This means that staff should:

- understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached
  - always act, and be seen to act, in the child's best interests
  - avoid any conduct which would lead any reasonable person to question their motivation and intentions
  - take responsibility for their own behaviour and be accountable for their own actions.
  - Complete the twice daily attendance registers and all other relevant registers of children on the premises, if it is within the remit of their position to do so. This is a legal responsibility and failure to do so could lead to a disciplinary.
- **Exercise of Professional Judgement.** There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the students which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge and in so doing, will be seen to be acting reasonably. This means that where no specific guidance can be found staff should discuss the circumstances that informed their action, or their proposed action, with a senior colleague. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted.
  - **Power and Positions of Trust.** All adults working with students in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a student cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people; staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification. Staff should always maintain appropriate professionalism and wherever possible, they should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential. Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity. Where a person aged 18 or over is in a position of trust established with a person who has only recently left the school, any attempt to engage in sexual activity with that person will be a cause for concern and will be treated as a breach of trust established in that prior relationship. This means that staff should not:
    - use their position to gain access to information for their own advantage and/or a students' or family's detriment
    - use their power to intimidate, threaten, coerce or undermine students
    - use their status and standing to form or promote a relationship with a student, which is of a sexual nature
    - attempt to initiate a relationship with a recent ex-pupil, which is of a sexual nature
  - **Confidentiality.** Members of staff may have access to confidential information about students in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a

student or his/her family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the student. Confidential information about students should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the student's identity does not need to be disclosed the information should be used anonymously. There are some circumstances in which a member of staff may be expected to share information about a student, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated safeguarding responsibilities. If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff. Any media or legal enquiries should be passed to the Head. Adults need to be aware that although it is important to listen to and support students, they must not promise confidentiality or request students to do the same under any circumstances. Additionally concerns and allegations about adults should be treated as confidential and passed to the Head without delay.

- **Propriety and Behaviour.** All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of students. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, students and the public in general. Staff must be aware that their behaviour in their personal lives may impact upon their work with students and public. This means that staff should not:
  - behave in a manner which would lead any reasonable person to question their suitability to work with students or act as a role model
  - drink alcohol with current pupils unless in small quantities with over age pupils for celebration events, nor purchase alcohol for pupils. There may be exceptional circumstances where a member of staff may be personal friends with a parent which mean that normal social life will bring the student into social contact with a member of staff. Discretion and professional behaviour should apply in these situations
  - compromise her/his position within the work setting so it is important to exercise due care and attention when outside of the school environment. Membership of organisations whose goals are in conflict with the values and equality policies of the school is not acceptable
  - drink alcohol when supervising pupils or on school trips. This applies even when there are no pupils present, as the member of staff may be called to act if an emergency occurs
  - make inappropriate remarks to a student (including through social media, email, text messages, phone or letter etc)
  - discuss their own sexual relationships with or in the presence of students
  - discuss a student's sexual relationships in inappropriate settings or contexts
  - make (or encourage others to make) unprofessional personal comments in any form of communication (e-mail, conversations or social networking comments)
  - enter the boarding houses without permission or good reason unless it constitutes an integral part of their role.
- **Infatuations.** Staff need to be aware that it is not uncommon for students to be strongly attracted to a member of staff and/or develop an infatuation. Staff should be aware that such circumstances always carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. A member of staff who becomes aware that a student may be infatuated with themselves or a colleague should discuss this at the earliest opportunity with a senior colleague so that appropriate action can be taken. In this way, steps can be taken to avoid hurt and distress for all concerned. This means that staff should:
  - report to the Head and DSL any indications (verbal, written or physical) that suggest a student may be infatuated with a member of staff

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- be mindful if they are alone in a room with a student. Leave the door open if it is possible to do so
  - not invite a student into, the home of an adult who works with them, unless the reason for this has been firmly established and agreed with parents and senior leaders or the home has been designated by the School
  - be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations
  - be mindful of the need to maintain professional boundaries
- **Communication with students (including the use of technology).** Communication between students and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites, social networking sites, online gaming and blogs. Adults should not share any personal information with a student. They should not request, or respond to, any personal information from the student, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny. Adults should also be circumspect in their communications with students so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to students including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with senior leadership and parents. E-mail or text communications between an adult and a student outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites, such as social networking, instant messaging or gaming. Communication with ex-students who are over 18 is left to staff discretion. Please be conscious of the fact that ex-students may be in contact with current students. Be aware that actions that bring the school into disrepute will be investigated and can lead to dismissal. This means that staff should:
    - only give their personal contact details to students, including their mobile telephone number, for professional reasons and with the knowledge of their line manager
    - communicate with students in an appropriate and professional manner, making sure that parents have given permission for this form of communication to be used
    - only make contact with students for professional reasons
    - any communication with pupils, whether electronic or on paper should include a professional salutation and sign-off
    - not use internet or web-based communication channels to send personal messages to a student
    - not to have images of students stored on personal cameras, devices or home computers
    - not make images of students available on the internet, other than through the school network/website, without permission from parents and senior teachers
    - be cautious in their contact with ex-pupils, as there is still a professional relationship and there may be contact with current pupils. Any deviation from this could lead to disciplinary measures
  - **Behaviour Management.** All students have a right to be treated with respect and dignity. Staff should not use any form of degrading treatment to punish a student. The use of humour can help to defuse a situation. The use of sarcasm, demeaning or insensitive comments towards students is not acceptable in any situation. This means that staff should:
    - not use force as a form of punishment
    - try to defuse situations before they escalate
    - keep parents or a relevant member of staff informed of any sanctions or incidents of concern
    - adhere to Westonbirt Schools' Behaviour Policy

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Westonbirt Schools Pastoral Care and First Aid policies give detailed guidance for each of these aspects and must be referred to for specific guidance. However, for the purposes of the Code of Conduct the following information details the expectations of staff:

- **Care, Control and Physical Intervention.** Staff may legitimately intervene to prevent a student from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others. Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence. In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported. This means that staff should:
  - always seek to defuse situations
  - always use minimum force for the shortest period necessary
- **Sexual Contact with Students.** Any sexual behaviour by a member of staff with or towards a student is both inappropriate and illegal. Students are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether the child or young person consents or not. This includes the prohibition on adults in a position of trust. The sexual activity referred to does not just involve physical contact including penetrative and non-penetrative acts. It may also include non-contact activities, such as causing children to engage in or watch sexual activity. This means that staff should:
  - not pursue sexual relationships with children and young people either in or out of school
  - avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact.
- **Grooming.** There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child, and manipulate that relationship so sexual abuse can take place. Staff should be aware that conferring special attention and favour upon a child might be construed as being part of a 'grooming' process, which is an offence.
- **One to One Situations.** Staff working in one to one situations with children and young people are more vulnerable to allegations. Teachers and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and students are met. Pre-arranged meetings with students away from the school premises should not be permitted unless approval is obtained from their parent and the Head or other senior colleague with delegated authority. This means that staff should:
  - avoid meetings with students in remote, secluded areas of the school
  - ensure there is visual access and/or an open door in one to one situations
  - inform other staff of the meeting beforehand, assessing the need to have them present or close by
  - avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy
  - always report any situation where a child becomes distressed or angry to a senior colleague
  - consider the needs and circumstances of the child/children involved
- **Transporting Children.** In certain situations, for example out of school activities, staff or volunteers may agree to transport children. A designated member of staff should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise. Wherever



possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. The driver must also have appropriate insurance. Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded. This means that staff should:

- plan and agree arrangements with all parties in advance, responding sensitively and flexibly to disagreements
  - ensure that they are alone with a child for the minimum time possible
  - be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer
  - report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures
  - ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety
  - take into account any specific needs that the child may have
- **Extra-curricular activities.** Staff should take particular care when supervising students in the less formal atmosphere of a residential setting or after-school activity. During school activities that take place off the school site or out of school hours, a more relaxed discipline or informal dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship. Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Students, staff and parents should be informed of these prior to the start of the trip. Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of school activity. This means that staff should:
- always have another adult present in out of school activities, unless otherwise agreed with senior staff in the school
  - undertake risk assessments as appropriate
  - have parental consent to the activity
  - ensure that their behaviour remains professional at all times
- **First Aid and Administration of Medication.** The School has an administration of medication policy, which must be adhered to at all times. Staff are reminded that if they are taking prescribed or over-the-counter medication which needs to be on the school site it is their responsibility to ensure that it is kept securely out of reach of children or preferably in a locked medicine cupboard or in the Health and Well Being Centre. It must be clearly labelled with the staff member's name. In the case of controlled drugs, the Health and Well Being centre will ensure that they are securely contained in the locked medicine cabinet.
- **Intimate Care.** All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet/soiled clothing). A care plan should be drawn up and agreed with parents for all children who require intimate care on a regular basis. Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken. This means that staff should:
- make other staff aware of the task being undertaken
  - explain to the child what is happening
  - consult with colleagues where any variation from agreed procedure/care plan is necessary
  - record the justification for any variations to the agreed procedure/care plan and share this information with parents.

Additional vulnerabilities that may arise from a physical disability should be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child, their parents and the organisation must be negotiated, agreed and recorded.

- **Curriculum.** Many areas of the curriculum can include or raise subject matter which is sexually explicit, or of an otherwise sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This plan should highlight particular areas of risk and sensitivity. The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit or otherwise sensitive nature. Responding to students' questions can require careful judgement and staff may wish to take guidance in these circumstances from a senior member of staff. Care should also be taken to abide by the policy on sex and relationships education and the wishes of parents. Parents have the right to withdraw their children from all or part of any sex education provided (but not from the biological aspects of human growth and reproduction necessary under the science curriculum). This means that staff should:
  - have clear written lesson plans
  - not enter into or encourage inappropriate or offensive discussion about sexual activity
- **Photography, Videos and other Creative Arts.** Many school activities involve recording images. These may be undertaken as part of the curriculum, out of school activities, for publicity, or to celebrate achievement. Staff need to be aware of the potential for these aspects of teaching to be misused for pornographic or 'grooming' purposes. Careful consideration should be given as to how these activities are organised and undertaken. This means that staff should:
  - be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded
  - ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose
  - ensure that all images are available for scrutiny in order to screen for acceptability
  - be able to justify images of children

Using images of children for the school's publicity purposes has already had the consent of parents through the Parent Agreement. Images should not be displayed on other websites, in publications or in a public place without additional consent. This means that staff should not:

- have images of students stored on personal cameras, devices or home computers (in accordance with the Use of Technology and Social Media Policy)
  - make images of students available on the internet, other than through the school network/website with permission from parents and senior teachers
- **Internet Use.** Westonbirt School has a clear policy about access to and the use of the Internet and social media. Please refer to the acceptable use of Internet policy for further guidance. Under no circumstances should adults in the school access inappropriate images. Accessing child pornography or indecent images of children on the internet, and making, storing or disseminating such material, is illegal and, if proven, will invariably lead to the individual being barred from work with children and young people. Using school equipment to access inappropriate or indecent material, including adult pornography, would normally lead to disciplinary action, particularly if as a result students might be exposed to inappropriate or indecent material.
  - **Whistleblowing.** Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Please refer to the school Whistle Blowing Policy for further

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information. Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior leadership and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.

### 3. Dress and Appearance

Staff should consider the manner of dress and appearance appropriate to their professional role. We require students to be smart in their uniform. Smart and professional appearance is expected at all times for staff. Staff should ensure they are dressed safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be considered as inappropriate (which might include tattoos or piercings or contentious slogans on clothing) may receive further guidance from their line-manager. This means that staff should ensure their appearance and clothing:

- promotes a positive and professional image
- is appropriate to their role
- is not likely to be viewed as offensive, revealing, or sexually provocative
- does not distract, cause embarrassment or give rise to misunderstanding and allow themselves vulnerable to criticism or allegation
- Jewellery should be discreet

### 4. Behaviour and Language

Staff will use appropriate language at all times; swearing and any form of offensive language is not permitted unless in the context of a learning situation. Discriminatory language is not tolerated from staff at any point and must be dealt with by staff if witnessed between pupils.

### 5. Attendance and Timekeeping

Punctuality and good records of attendance are extremely important at both schools. Should you need to be absent or expect to be late for any reason, you should make a request in advance to Ann Dicks (WPS), Simon Balderson (WBS) or relevant Line Manager for Support Staff. If this is not possible, please contact the Head or your Line Manager at the earliest opportunity.

### 6. Gifts

Staff should be aware of the school's policy regarding arrangements for the declaration of gifts received and given. Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment. There are occasions when students or parents wish to pass small tokens of appreciation to staff, for example at Christmas or as a thank-you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Any member of staff concerned about whether they or their colleagues may be at risk of giving or receiving a bribe (financial or otherwise) should contact the Finance Director. Any member of staff receiving gifts or entertainment that is out of the ordinary, or they or their colleagues feel is excessive must report this to the Heads. It is acceptable for staff to offer prizes of small value in certain tasks or competitions and for celebratory occasions.



### **7. Confidentiality**

Any school information/records including details of pupils, parents and employees whether actual, potential or past, other than those contained in authorised and publicly available documents, must be kept confidential unless the school's prior written consent has been obtained. This requirement exists both during and after your employment. In particular, you must not use such information for the benefit of any future employer.

### **8. Illegal and Illicit Drugs, Legal Highs, Alcohol, Smoking (including e-cigarettes) and Guns**

The use of illegal drugs or legal highs is not permitted. Dealing in drugs, or providing alcohol to pupils is also strictly forbidden. Both these offences will be treated as gross misconduct. It is unacceptable to be under the influence of illegal drugs when at work, or in the vicinity of pupils.

Consumption of alcohol is not permitted on site save where at a school function or otherwise agreed when modest amounts of alcohol may be consumed. Employees conduct and performance must not be adversely impacted by alcohol when undertaking their duties. Staff who reside on site may consume modest quantities of alcohol in private accommodation when they are not on duty.

Smoking, including e-cigarettes, is forbidden anywhere on the schools' campus (neither in the buildings nor the grounds and including on school trips) other than staff accommodation off the campus; this is in order to promote a healthy and pleasant working environment, to minimise the fire risk, and to comply with the Government's smoke-free legislation. Smoking anywhere on the premises will be subject to disciplinary procedures and any employee discovered smoking in an area where there is a particular fire risk will be liable to dismissal without notice.

The possession and/or use of guns on the Westonbirt campus is forbidden unless by written consent by the Head for the use of pest control purposes and only when the site is not being used by people. Failure to adhere to this policy will be liable to dismissal without notice. Hunting or shooting over Westonbirt School grounds is strictly forbidden without the express permission in writing (by name, date, time and defined location) to be taken from the Head. No such permission will be granted unless and until the staff member seeking permission provides evidence of all necessary, valid licences and no permission whatsoever will be granted during term time.

Staff are expected to support the behavioural policies for students in line with drugs, alcohol, smoking and firearms.

### **9. Professionalism and Integrity**

All staff are expected to share and uphold the mission and values of the schools and be positive ambassadors for Westonbirt Schools at all times. The schools also expect that staff will be professional, considerate, respectful and courteous to each other, and always be mindful of the equal opportunities policy.

### **10. Flexibility**

Due to the demands and nature of the school, employees should be prepared to transfer upon request within different subject areas/key stages/departments either temporarily or permanently, to undertake work of a different nature, providing it is reasonable and safe to do so and the employee is adequately trained.

### 11. Communication

#### Use of Internet and E-mails

The policy regarding the use of the internet and e-mails relates to all internet and electronic mail facilities, multi-user computers, workstations, micro-computers and any networks connecting them provided by the School. It also covers all hardware owned, leased, rented or otherwise provided by a member of staff and connected to or otherwise accessing School networks or other facilities.

Hardware owned, leased, rented or otherwise provided by staff may be directly connected to the school intranet only by arrangement with, and with the explicit approval of, the IT Manager, or in his absence the Head.

The school computer system (intranet) must be used primarily in connection with your duties for which the School employs you. In addition, some limited use of e-mail and internet facilities for personal purposes is permitted. The School acknowledges that personal use may occur from time to time. Any such use must be in accordance with this policy and must not disrupt staff duties. Abuse or excessive use of the e-mail and/or internet will be dealt with through the disciplinary procedure.

You must not interfere with the work of others or the system itself. The facilities must be used in a responsible manner. In particular, staff are expected not to create, transmit or cause to be transmitted material that is:

- designed to, or likely to, cause annoyance, inconvenience, needless anxiety or offence
- obscene or indecent
- defamatory material
- likely to infringe the copyright of another person is infringed

In addition, staff are expected not to:

- download any files unless virus scanned
- use networked computing equipment for playing computer games
- gain deliberate unauthorised access to facilities or services accessible via local or national networks
- transmit by e-mail any confidential information of the School otherwise than in the normal course of your duties
- send any message internally or externally which is abusive, humiliating, hostile or intimidating;
- join any mailing groups or lists without the consent of the School
- gain unauthorised access to or violate the privacy of other people's files, corrupt or destroy other people's data or disrupt the work of other people
- disclose passwords to third parties without the consent of the School

In using the school computer systems and network. This means that staff are expected to:

- observe this policy at all times and note the disciplinary consequences of non-compliance which in the case of a gross breach or repeated breach of the policy, may lead to dismissal
- ensure that you use the School standard e-mail sign off and disclaimer for all external e-mail
- produce and write e-mails with the care normally given to any form of written communication
- appreciate that electronic mail is relatively insecure and consider security needs and confidentiality before transmission

The School reserves the right to monitor staff communications in order to:

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- establish the existence of facts
- ascertain compliance with regulatory or self-regulatory procedures
- monitor standards which are achieved by persons using the system in the course of their duties and for staff training purposes
- prevent or detect crime
- investigate or detect unauthorised use of the school's telecom system
- ensuring the effective operation of the system such as protecting against viruses, backing up and making routine interceptions such as forwarding e-mails to correct destinations
- gain access to routine business communications, for instance checking voice mail and e-mail when staff are on holiday or on sick leave
- monitor the use of social media with pupils to ensure that:
  - you must not engage in dialogue on social media or any social media network site or message board with current pupils
  - if maintaining contact with a former pupil via social media, you must ensure that your dialogue is wholly professional and appropriate
  - any social network site or message board contact with friends outside Westonbirt must not damage the reputation of the school
  - you must not disclose your mobile telephone number to current pupils except for safety reasons when on a school trip, for example
  - conversations, or text communication with pupils is recognised as an opportunity for safeguarding, particularly for trips and excursions, but these details should not be kept on the phone post trip and should be kept at a very professional level

### Social Networking Sites

School staff may use social networking sites for personal use. However, the school requires that profile and photos of the member of staff adopt the highest security settings so that students or parents do not have access to your personal data or images. Staff must deny current or recent students access to your profile so you do not put yourself in a vulnerable position. Staff should be aware that they leave themselves open to a charge of professional misconduct if images of a member of staff in a compromising situation are made available on a public profile by anyone. If a student does gain access to the profile of a member of staff by fraudulent means (impersonation or hacking) senior leadership should be informed immediately. Staff who are also parents at the school, or personal friends who are parents at the school, social networking is acceptable but extreme caution must be exercised so that professional standards are maintained and staff do not compromise themselves or the school. Staff can take advice on maintaining personal boundaries and professional standards from their line-manager.

### 13. Use of Telephone

Westonbirt School accepts that the school telephone system may be occasionally and reasonably used for making short private calls. In such circumstances, the calls would normally be restricted to the UK. The exception to this general rule is for staff accommodated on site with a telephone on the School's system. They should log all personal calls and annotate the monthly billing sheet, issued by the Finance Team, to this effect. The Finance Team will then deduct the costs from their next monthly pay. Where mobile telephones have been loaned to members of staff, they are for duty calls only and should not be used for private business.

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### 14. Inventions, Patents, Copyright

You are required to inform the school immediately of any invention, improvement, discovery, process, design or copyright which you create or obtain whilst in the school's employ or as a consequence of it. This will become the absolute property of the School except as otherwise stated by statute.

### 15. External Interests

You may not engage in any outside activities or undertake any work outside the school, whether paid or unpaid, which might conflict with the school's interests, without the written consent of the Head.

### 16. Health and Safety and Risk

All staff are expected to understand their role in the processes of health and safety to ensure that they and their pupils are monitored carefully. Trips must be adequately staffed and a risk assessment completed and authorised, including DBS checks, where appropriate, for all eventualities.

All trips and excursions should be submitted and approved by the Assistant Head/Activities and Extra Curricular prior to arranging. Any tutor trips should be arranged in conjunction with the House Staff.

All staff are expected to be mindful of their own responsibilities with regards to health and safety in the workplace and to report any concerns to their Line Manager.

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

- Safeguarding and Child Protection Policy
- KCSIE 2020
- Safer Recruitment
- Use of ICT and Social Media
- Behaviour
- Pastoral Care
- Grievance
- Disciplinary
- Capability
- Intimate Care
- Equal Opportunities
- Mission statement and ethos
- Whistleblowing
- Health and Safety
- Risk Assessment
- All EYFS policies (if working in the Early Years Department)
- Dogs at Westonbirt