



Staff Code of Conduct

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1. Statement of Intent

- 1.1 The Community Inclusive Trust expects all pupils to receive high-quality teaching and learning in a positive and respectful environment.
- 1.2 All Trust employees should understand that their own behaviour, and the manner in which they conduct themselves with their colleagues, pupils, parents and other stakeholders, sets an example.
- 1.3 We recognise the majority of staff members act appropriately and treat each other with dignity and respect; however, we consider it important to clarify the expected standards.
- 1.4 This policy does not form part of any employee's Statement of Main Terms of Employment and is not intended to have any contractual effect. The Trust reserves the right to amend this policy at any time. Failure to comply with this policy, and with the associated Trust or school policies, may result in disciplinary action being taken, including legal action where this is warranted.

2. Legal Framework

- 2.1 This policy has due regard to all legislation including, but not limited to, the following:
 - The General Data Protection Regulation (GDPR)
 - Data Protection Act 2018
 - Education Act 2002
 - The Children Act 1989
 - The Working Time Regulations 1998 (as amended)
 - Sexual Offences Act 2003
- 2.2 This policy also has due regard to statutory guidance including, but not limited to:
 - DfE 'Keeping children safe in education' (KCSIE)
 - DfE 'Working Together to Safeguard Children'
 - DfE 'Staffing and employment advice for schools'
- 2.3 This policy operates in conjunction with the following school policies and documents:
 - Safeguarding Statement – Trust-wide
 - School Child Protection and Safeguarding policies
 - Health and Safety Policy
 - Health & Safety Staff Handbook
 - Data Protection Policy
 - Allegations of Abuse Made Against Staff Policy
 - Low-level Concerns Policy
 - Absence Management Policy
 - Whistleblowing Policy
 - Acceptable Use of IT Systems Policy
 - Disciplinary Policy
 - Photography Policy
 - Social Media Policy
 - Annual Leave and Leave of Absence Policy
 - Anti-Harassment & Bullying Policy
 - Preventing Sexual Harassment in the Workplace Policy

3. Scope

- 3.1 This Code of Conduct applies to all employees regardless of length of service including those in their probationary period.

- 3.2 It also applies to consultants, contractors, casual and agency staff and volunteers (collectively referred to as staff in this policy) although, unlike employees, breaches of the Code of Conduct will not be managed through the disciplinary procedure.

4. Professional Behaviour and Conduct

- 4.1 Staff are expected to demonstrate consistently high standards of personal and professional conduct, both within and outside of work, such that public confidence in their integrity is sustained.
- 4.2 CIT staff are expected to demonstrate the CIT values of Honesty, Integrity, Aspiration, Professionalism and Inclusivity at all times.
- 4.3 Staff are also expected to demonstrate The Seven Principles of Public Life (The Nolan Principles) of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty & Leadership. Please see [Gov.uk](https://www.gov.uk) guidance for more information.
- 4.4 Staff will:
- Have proper and professional regard for the ethos, values, policies and practices of the Trust.
 - Have regard for the need to safeguard students' wellbeing, in accordance with statutory provisions.
 - Maintain high standards in their attendance and punctuality.
 - Take care of themselves and others affected by their activity at work.
 - Co-operate with school leaders in meeting their duties under the relevant regulations.
 - Treat pupils, parents, colleagues and external contacts with dignity and respect.
 - Observe proper boundaries appropriate to their professional position.
 - Inform the Headteacher or ELT if they are subject to a criminal conviction, caution, ban, Police enquiry, investigation or pending prosecution.
 - Be aware that professional behaviour and conduct is expected to be extended to extracurricular trips and visits. All staff attending a trip or visits will act in accordance with this policy.
 - Show tolerance of, and respect for, the rights of others and avoid any conduct that could amount to discrimination or harassment.
 - Act appropriately in terms of the views they express – in particular, political views – and the use of school resources at all times.
 - Ensure all conduct concerns witnessed relating to other staff are reported through the appropriate reporting channels.
- 4.5 Staff will not:
- Use foul or abusive language.
 - Perpetrate discrimination, bullying, harassment, or intimidation, including physical, sexual and verbal abuse.
 - Misuse or misrepresent their position, qualifications, or experience.
 - Seek to bring the Trust or their school into disrepute.
 - Use school resources for political purposes.
 - Express personal beliefs in ways which exploit students' vulnerability or might lead them to break the law.
 - Undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

5. Safeguarding Pupils

- 5.1 In accordance with KCSIE, all staff members have a responsibility to safeguard pupils and protect and promote their welfare.

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- 5.2 All staff members have a responsibility to ensure they provide a learning environment in which pupils feel safe, secure and respected.
- 5.3 To effectively safeguard pupils, staff members are required to follow the procedures outlined in this Staff Code of Conduct, the Low-level Concerns Policy, and the relevant school's Child Protection and Safeguarding Policy and Behaviour Policy.
- 5.4 All staff must ensure they do not act in a way that may put pupils at risk of harm, or lead others to question their actions.
- 5.5 In accordance with the school's Behaviour Policy and Child Protection and Safeguarding Policy, all staff members will be prepared to identify pupils who may be subject to, or at risk of, the following types of abuse and neglect:
- Physical abuse
 - Emotional abuse
 - Sexual abuse
 - Neglect
 - Child-on-child abuse
 - Serious violence
 - Female genital mutilation (FGM)
 - Child sexual exploitation (CSE)
 - Child criminal exploitation
 - Domestic abuse
 - Any other type of abuse
- 5.6 Copies of policies and a copy of Part One (or, where appropriate Annex A for staff not working directly with children) of KCSIE will be provided to staff at induction. Staff will have a clear understanding of the Trust's policies and procedures with regards to safeguarding issues, e.g. abuse, and the important role they play in preventing harm against pupils.
- 5.7 In accordance with the school's Child Protection and Safeguarding Policy, all staff will also be aware of the factors that could increase a pupil's risk of being subject to safeguarding issues, including but not limited to:
- Pupils who need a social worker (Child in Need and Child Protection Plans).
 - Pupils requiring mental health support.
 - Children missing from education.
 - Elective Home Education (EHE).
 - CLA, previously LAC and care leavers.
 - Pupils with SEND or health issues.
 - Pupils who identify as or are perceived to be LGBTQ+.
 - Any other factor as identified by the Local Authority as part of their annual training.
- 5.8 If a member of staff has any concerns regarding a pupil's welfare, they will act on them immediately. They will follow the necessary reporting and referral procedures outlined in the Child Protection and Safeguarding Policy and speak to the DSL, ideally within 15 minutes. This must be done before the end of the school day or the child leaves to go home. Staff will be aware of the procedures to follow if a pupil tells them they are experiencing abuse, exploitation, or neglect.
- 5.9 In all cases, if a member of staff feels unsure as to whether an incident or pupil would be classed as a safeguarding concern, they will speak directly to the DSL. Staff will not assume a colleague will take action and share information that might be critical in keeping children safe.
- 5.10 Staff will recognise, acknowledge, and understand that even if there are no reports of child-on-child abuse in the school, this does not mean it is not happening. Staff

will understand the scale of harassment and abuse and challenge inappropriate behaviours between peers that are abusive in nature and report any concerns regarding any form of abuse to the DSL without undue delay.

- 5.11 Any staff member that has concerns about another staff member's (including volunteers and supply staff) actions or intent that may lead to a pupil being put at risk of harm will report this in line with the Low-Level Concerns Policy, Allegations of Abuse Made Against Staff Policy or Whistleblowing Policy immediately so appropriate action can be taken.
- 5.12 If the concern is regarding a Headteacher or the CEO, staff will report this to the Director of HR. Concerns regarding the CEO will be reported to the Chair of the Trust Board.
- 5.13 If a staff member feels unable to raise an issue with the school, they will use other whistleblowing channels, including contacting the NSPCC's helpline on 0800 028 0285 (between the hours of 8:00am and 8:00pm Monday to Friday) or email help@nspcc.org.uk. Staff members can also access guidance at www.gov.uk/whistleblowing. Fear about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare of pupils.
- 5.14 All staff will partake in the appropriate safeguarding and child protection training; additionally, all staff will receive regular safeguarding and child protection updates in line with the Trust's yearly schedule.
- 5.15 Staff will recognise that, when teaching pupils about safeguarding and online safety, a one-size-fits-all approach may not be appropriate for every pupil, and a more personalised or contextualised approach may be needed for pupils who are vulnerable, victims of abuse and/or have SEND.
- 5.16 Staff will be aware of their local early help process and understand their role in it.
- 5.17 Staff will be aware of the process for making referrals to children's social care service (CSCS) and for statutory assessments under the Children Act 1989, together with the role they may be expected to play in such assessments.
- 5.18 Staff will be aware that confidentiality will never be promised to a pupil – staff will understand the procedure for if a pupil discloses a potential safeguarding issue, in accordance with the school's Child Protection and Safeguarding Policy.
- 5.19 Staff will be aware of the Trust's legal duty to refer anyone who has harmed, or poses a risk of harm to, a child or vulnerable adult to the DBS – this includes where:
 - The harm test is satisfied in respect of that individual.
 - The individual has received a caution or conviction for a relevant offence, or if there is reason to believe the individual has committed a listed relevant offence.
 - The individual has been removed from working in regulated activity or would have been removed if they had not left their post.

6. Tackling Discrimination and Harassment

- 6.1 Employees are required to understand the types of discrimination, harassment and bullying that students and colleagues may be subject to. Employees are required to have read and understood our Equal Opportunities and Diversity policies, Anti-Harassment and Bullying Policy and Preventing Sexual Harassment at Work Policy.
- 6.2 The law protects employees, workers, those involved in governance, contractors, self-employed staff, apprentices, those undertaking vocational training, volunteers, former workers and job applicants from sexual harassment and the Trust has a duty to take reasonable steps to prevent sexual harassment of its staff at work.
- 6.3 Examples of sexual harassment include, but are not limited to:

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- Flirting, gesturing, making sexual remarks about someone's appearance in any means of communication.
 - Asking questions about someone's sex life.
 - Telling sexually offensive jokes/pranks and or sharing pornographic or sexual images.
 - Unwanted touching, kissing or assault.
 - Continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome.
 - Sending or displaying material that is pornographic, or that some people may find offensive.
 - Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless)
- 6.4 To report an incident of sexual harassment or to raise a concern, staff are encouraged to raise the matter with their line manager and/or CIT HR. Alternatively, concern can be raised in line with the CIT Grievance Policy. Please refer to the Preventing Sexual Harassment at Work Policy for details of how the Trust responds to a report of sexual harassment.
- 6.5 Employees must not ignore any form of discrimination or harassment. Employees must positively promote equality and diversity and inclusion at all times and not display any behaviour that constitutes any form of discrimination, bullying or harassment.

7. Appearance and Dress

- 7.1 Our employees are role models for our students and how they present themselves is important. Our expectation is that staff are decently, appropriately and professionally dressed in work at all times.
- 7.2 The Trust expects staff members will:
- Ensure their appearance is clean and neat when at work or representing the Trust.
 - Dress in a manner that is appropriate to their role. The Trust will make reasonable adjustments to dress code expectations to suit disabilities, medical conditions, and religious and cultural beliefs.
 - Not wear any clothes that are revealing, are ripped or torn or allow underwear to be seen.
 - Not wear clothing that could have implications for the health and safety of themselves or others in their care.
 - Not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders.
 - Cover any visible tattoos or body art that are likely to cause offence whilst in school.
 - Ensure that jewellery and piercings are minimal and, in the health and safety interests of both staff and students, avoid anything that could catch or be caught by pupils.
 - Ensure that clothes do not display any offensive or political slogans.
- 7.3 If a member of staff is unsure whether any item of clothing is appropriate, they should not wear it to work until they have discussed it with an appropriate line manager.
- 7.4 The requirements of particular faiths to wear specific types of clothing or to dress modestly will be respected so long as the item of clothing does not pose a hazard to the health and safety of employees, does not contravene any reasonable and legitimate requirements of the Trust, and does not have a negative impact on any other person.

8. Attendance

8.1 The Trust expects staff members will:

- Maintain high standards in their attendance and punctuality.
- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Make routine medical and dental appointments outside of their working hours or during holidays where possible.
- Refer to the Trust's Annual Leave and Leave of Absence Policy if they need time off for any reason other than personal illness.
- Follow the Trust's absence reporting procedure as set out in the Absence Management Policy when they are absent from work due to illness or injury.

9. Conduct outside of Work

9.1 Staff are expected to operate within the law. Unlawful or criminal behaviour, at work or outside work, or any conduct outside of work that could impact their role within the Trust, or affect the Trust's reputation, may lead to disciplinary action, including dismissal, being taken. However, being investigated by the police, receiving a caution, or being charged will not automatically mean that an employee's employment is at risk.

9.2 Employees must ensure that they:

- Uphold the law at work.
- Never commit a crime away from work which could damage public confidence in them or the Trust, or which makes them unsuitable for the work they do. This includes, for example:
 - Submitting false or fraudulent claims to public bodies (for example, income support, housing or other benefit claims).
 - Breaching copyright on computer software or published documents.
 - Sexual offences which will render them unfit to work with children or vulnerable adults; and
 - Crimes of dishonesty which render them unfit to hold a position of trust.
- Write and tell the headteacher or ELT (Chair of Board if they are the CEO) immediately if they are questioned by the police, charged with, or convicted of, any crime, or accused of conduct which could impact their role within the Trust, or affect the Trust's reputation, whilst they are employed at the Trust (this includes outside of their working hours). The Headteacher and/or Chair of Board will then need to consider whether this charge or conviction damages public confidence in the Trust or makes the employee unsuitable to carry out their duties.

9.3 Staff are required to demonstrate responsible behaviour at work-related functions and work-related social events which take place outside of normal working hours and to act in a way that will not have a detrimental effect on our reputation.

9.4 Staff must not behave in a way outside work that may impact on their suitability to work with children. This includes behaviour which does not directly involve a child/children. Should we become aware of any such incident or behaviour, we may treat the issue as a safeguarding matter and manage it in accordance with the Keeping Children Safe in Education statutory guidance document. Employees should be aware that any behaviour that we consider may impact on an employee's suitability to work with children will be addressed under our disciplinary procedure and may lead to a referral to the Disclosure and Barring Service (DBS) and the Teaching Regulation Agency (where appropriate).

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- 9.6 We therefore expect employees to make us aware immediately of any such situations that have happened outside of the Trust.
- 9.7 Staff may undertake work outside of the Trust, either paid or voluntary, provided they have declared this to the Trust and it does not conflict with the interests of the Trust. This work must be outside their contractual working hours and not negatively impact their work for the Trust. Staff cannot work for any other organization, during their contractual working hours, if they are signed off work with the Trust for medical or health reasons.
- 9.8 Staff will not engage in activities, work (paid or voluntary) or hobbies outside of work which could seriously damage the reputation and standing of the Trust, the employee's own reputation, or the reputation of other members of the Trust community. Staff will also not engage in outside work at a level which may contravene The Working Time Regulations 1998 or affect an individual's work performance.

10. Smoking, Vaping, e-cigarettes, Alcohol and Other Substances

- 10.1 All Trust premises are non-smoking areas. Any reference to smoking also includes 'vaping'.
- 10.2 The CIT No Smoking Policy must be followed at all times.
- 10.3 Staff will not smoke whilst working with or supervising pupils off-site, such as when on educational visits and trips, including residentials.
- 10.4 The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated.
- 10.5 Staff are expected to arrive at work fit to carry out their job and to be able to perform their duties safely without any limitations due to the use or aftereffects of alcohol or drugs (whether prescribed, over the counter, legal highs or illegal substances). In this policy drug use includes the use of controlled drugs, psychoactive (or mind-altering) substances formerly known as "legal highs", and the misuse of prescribed or over-the-counter medication.
- 10.6 If an employee arrives at work and a manager reasonably believes they are under the influence of alcohol or drugs, the employee shall immediately be taken to a private room so that an investigation of the circumstances can be undertaken. This may be due to smelling alcohol on the member of staff, a deterioration in work performance and/or changes in patterns of behaviour.
- 10.7 If alcohol or drug usage impacts on a staff member's performance, the Trust has the right to take appropriate action in accordance with the Trust's Disciplinary Policy, including referral to the police.
- 10.8 Alcohol and drug-related problems may develop for a variety of reasons and over a considerable period of time. Therefore the Trust will seek, where appropriate, to treat these problems in a similar way to other health issues. Support may be provided at this point, in order to aid a full recovery, allowing a return to work/effective performance and the full range of duties.

11. Health and Safety

11.1 Staff members will:

- Be familiar with and adhere to the Trust's Health & Safety Policy and Health & Safety Staff Handbook and ensure they take every action to keep themselves and everyone in the Trust environment safe and well.
- Comply with health and safety regulations, adhering to any rules, routines and procedures in place, use safety equipment and protective clothing which is provided by the Trust and cooperate with leaders and colleagues on

- matters relating to health and safety.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Comply with hygiene requirements.
- Comply with accident reporting requirements.
- Never act in a way which may cause risk or damage to any other members of the Trust, community or visitors.
- Inform the Headteacher (schools) or Director of HR (Central staff) of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended).
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

12. Maintaining Professional Boundaries and Relationships with Pupils

12.1 Our staff are in a position of trust in relation to our pupils, which means the relationship between an employee and a student is not one of equals. Students are not employee's friends and should not be treated as such.

12.2 Our Trust and Schools are part of our community, and we recognise that, as members of the community, employees will come into contact with students outside of the work. We expect staff to use their professional judgement in such situations and to report to their headteacher or ELT any contact that they have had with a student outside of school, that they are concerned about or that could be misinterpreted by others.

12.3 The Trust expects staff will:

- Maintain professional boundaries and relationships with pupils at all times, and will consider whether their actions are warranted, proportionate, safe and necessary.
- Act in an open and transparent way that would not lead to others questioning their actions.
- Ensure they do not establish social contact with pupils for the purpose of securing a friendship, or to pursue or strengthen a relationship.
- Ensure they do not develop personal or sexual relationships with pupils: this includes sexual remarks and discussing their own sexual relationships with, or in the presence of, pupils.
- Only contact pupils via the Trust's established mechanisms. Personal phone numbers, email addresses or social media platforms will not be used to contact pupils.

12.4 The Trust expects staff will not:

- Discuss personal information with pupils, such as concerning their lifestyle or marital status, unless it is directly relevant to the topic being taught.
- Correspond through any medium with pupils, e.g. phone calls, text messages, social media platforms or communication and dating apps, unless it is within the staff member's role and via an approved communication method, e.g. school emails.
- Use inappropriate names or terms of endearment.
- Allow inappropriate conversations or enquiries of a sexual nature to occur.
- Treat pupils disrespectfully or discriminatorily, based upon their perceived or actual protected characteristics.
- Subject pupils to humiliation, profanity, or vilification.
- Allow or partake in suggestive humour, banter, jokes or innuendos of a sexual nature.
- Use obscene or inappropriate gestures and language.
- Adopt an ongoing support role beyond the scope of their position.

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- Use personal equipment for approved activities, such as a personal camera, unless approved in writing by the site lead. See the Mobile Device Policy for more information.
 - Save images, videos or audio recordings of pupils on personal devices, unless authorised by the site lead or parents.
 - Upload images, videos or audio recordings of pupils to any location without consent from parents and senior leadership.
 - Discuss or share information regarding other pupils or members of staff; staff should be aware of their surroundings when speaking to others, as their conversations may be overheard.
 - Ignore instances of sexual harassment and inappropriate behaviour amongst pupils.
 - Invite or allow pupils to visit their home.
 - Allow pupils to access staff members' personal devices.
 - Attend pupils' homes or their social gatherings, unless approved by the site lead.
 - Be alone with a pupil outside of teaching responsibilities, unless approved by the SLT.
 - Enter changing rooms or toilets occupied by pupils, when supervision is not required or appropriate, use toilet facilities allocated to pupils, or undress in facilities intended for use by pupils.
 - Give personal gifts or special favours, or disproportionately single out specific pupils for special duties or responsibilities.
 - Give personal gifts or special favours, or disproportionately single specific pupils out for special duties or responsibilities.
 - Offer overnight, weekend or holiday care as a respite to parents without the approval of the Headteacher.
- 12.5 Under the Sexual Offences Act 2003, it is an 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 trust in respect to that child, even if the relationship is consensual.
- 12.6 Staff should be aware that it is not uncommon for students to become strongly attracted to a member of staff or to develop an infatuation. If any staff become aware of an infatuation or if a pupil is consistently attempting to befriend or contact a member of staff on social media, the member of staff will inform the Headteacher or ELT as soon as possible.
- 12.7 Where inappropriate contact is made with pupils, this will be raised with the headteacher and handled in line with the School's Child Protection and Safeguarding Policy.
- 12.8 Staff are strongly discouraged from forming personal relationships with former pupils, including on social media, as well as with the parents of any pupils on social media.
- 12.9 In the event of the Trust becoming aware of a close relationship between a member of staff and a former pupil which may raise concerns about their suitability to work with children, the Headteacher will contact the Local Authority Designated Officer (LADO) for advice and guidance.
- 12.10 Any inappropriate contact made with former pupils will be handled in line with the Child Protection and Safeguarding Policy and Staff Code of Conduct.

13. Physical Contact with Pupils

- 13.1 All staff members will respect the personal space and privacy of all pupils and will avoid situations which unnecessarily result in close physical contact.

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- 13.2 The Trust understands there are circumstances in which it is entirely necessary for staff to have physical contact with pupils, e.g. when applying first aid and assisting with intimate care, but staff will only do so in a professional and appropriate manner in line with relevant school policies.
- 13.3 When physical contact is made with pupils, it is imperative it is conducted in a way which is responsive to the pupil's needs, is of limited duration and is appropriate to their age, stage of development, gender, ethnicity and background.
- 13.4 Staff will seek the pupil's permission, where possible and appropriate, before initiating contact.
- 13.5 Staff will always use their professional judgement when determining what physical contact is appropriate, as this may differ between pupils. As such, the pupil's feelings and wishes will be taken into account where appropriate and possible.
- 13.6 Staff will never touch a pupil in a way which is indecent and will always be prepared to explain their actions.
- 13.7 Staff will be aware that even well-intentioned physical contact may be misconstrued by a pupil, an observer or by anyone to whom this action is described and, therefore, will be prepared to justify their actions.
- 13.8 Staff will not engage in rough play or play fights with pupils.
- 13.9 Extra caution will be taken where it is known a pupil has previously suffered from abuse or neglect.
- 13.10 Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be reported to the Headteacher or relevant DSL and appropriate procedures will be followed.
- 13.11 Where it is necessary in PE classes for teachers to demonstrate use of equipment, this will be conducted with another member of staff if possible. If a pupil is required to participate, their consent will be given before doing so.
- 13.12 If a child is in distress and in need of comfort as reassurance, staff may use age-appropriate physical contact, such as placing their hand on the pupil's shoulder. Staff will remain self-aware of their actions at all times and ensure their contact is not threatening, intrusive or subject to misinterpretation.
- 13.13 The Trust acknowledges that situations may arise in which staff members will be required to use physical intervention, and in some cases reasonable force, in order to manage conflict, disruption and distressed behaviour when other methods have failed to do so. In these cases staff will ensure that actions such as safe touch and reasonable force are used in a correct and safe manner, in accordance with relevant legislation and national guidance and in line with the schools physical intervention policy.
- 13.14 Staff may legally intervene with students to prevent them from committing a crime, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Physical force should never be used as a form of punishment.
- 13.15 Sexual contact, including grooming patterns of behaviour, with students is unlawful and unacceptable in all circumstances.

14. Working one-to-one with students

- 14.1 There will be times where an employee is working one-to-one with a student and this is acceptable. Employees need to understand that this means that they may be more vulnerable to allegations being made against them. Therefore, it is important that employees:
 - Avoid meeting on a one-to-one basis in secluded areas of the school.

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- Ensure that the door to the room is open or that there is visual access into the room.
- Inform a colleague or line manager of the meeting, preferably beforehand; and
- Report to their line manager if the student becomes distressed or angry.

15. Transporting Pupils

- 15.1 Staff are aware that the safety and welfare of students is the responsibility of the school until pupils are with their parents/carers. The Trust is committed to taking all possible safety measures to ensure the safety of pupils.
- 15.2 When it is necessary to transport pupils off-site, staff will ensure the transport arrangements of the vehicle meet all legal requirements, they have an appropriate licence and the vehicle is roadworthy, has a valid MOT certificate and is insured.
- 15.3 Staff will gain consent from parents before transporting pupils and will be aware the welfare of all pupils in the vehicle is their responsibility.
- 15.4 Staff will ensure any school transport policy, i.e. lone transport, or risk assessment are followed at all times.
- 15.5 All staff will familiarise themselves with the Trust's Transport Policy before driving any pupils and must adhere to the regulations set out within that policy at all times.

16. Acceptable Use of Technology

- 16.1 Staff will adhere to the procedures outlined in the Trust's Acceptable Use of IT Systems Policy, Mobile Device Policy and Social Media Policy at all times.
- 16.2 Staff will ensure their use of social media is in line with the CIT Social Media Policy. Where a member of staff's web-based presence including written content, videos or photographs, and views expressed directly or indirectly, may bring themselves, the Trust or the Trust community into disrepute it may be investigated under the CIT Disciplinary Policy.

17. Premises, Equipment and Communication

- 17.1 Staff are responsible for:
- Securing windows and doors when rooms are not in use.
 - Ensuring visitors sign in and out at the school office.
 - Challenging any unidentified individuals and notifying the Headteacher or DSL of any unauthorised person.
 - Securing valuable equipment after use.
 - Ensuring the security of Trust equipment when taken off the school premises, such as laptops.
 - Acting in accordance with the Trust's Data Protection Policy ensuring data and information is secure.
 - Reporting any minor security concerns to the Headteacher or ELT.
 - Reporting major security concerns directly to the police or emergency services, where appropriate.
 - Carrying their Trust ID with them at all times during working hours.
- 17.2 Employees receiving inappropriate communication or material, or who are unsure about whether something they propose to do might breach this policy, should seek advice from their Headteacher or ELT.
- 17.3 Passwords should not be shared and access to computer systems must be kept confidential except on the express request of a Headteacher, ICT Strategic Lead or ELT. Breaches of this confidentiality may be subject to disciplinary action.
- 17.4 Trust equipment used outside the premises, e.g. laptops, will be returned to the Trust when the employee leaves employment or if requested to do so by their

Headteacher or ELT.

18. Photography and Videos

18.1 All staff must familiarise themselves and comply with all terms of the Trust's Photography Policy.

19. Data Protection and Confidentiality

19.1 All staff must familiarise themselves and comply with all terms of the Trust's Data Protection Policy.

19.2 Staff members have the right to request access to data that is held about them. Such requests will be made to the Headteacher or ELT in writing in accordance with the Trust's Data Protection Policy.

20. Curriculum

20.1 Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or 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 can be supported by developing ground rules with students to ensure sensitive topics can be discussed in a safe learning environment. This plan should highlight particular areas of risk and sensitivity, and care should especially be taken in those areas of the curriculum where usual boundaries or rules are less rigorously applied e.g., health and social care, PSHE, drama.

20.2 The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political, or otherwise sensitive nature. Responding to children's questions requires careful judgement and employees should take guidance in these circumstances from the Designated Safeguarding Lead.

21. Probity of Records

21.1 The deliberate falsification of documents, such as references, academic qualifications or legal documents, is unacceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

22. Conflicts of Interest

22.1 The Trust is aware that situations may arise where family interests or loyalties conflict with those of the Trust; however, staff have an obligation to act in the best interests of the Trust community to avoid situations where there may be a potential conflict of interest.

22.2 All staff will be able to demonstrate that they do not have a vested interest in any decision-making or budget spending. All declarations will be submitted in line with Trust processes using online forms.

22.3 Failure to make a relevant declaration of interests is a serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the Trust or trade union.

22.4 Any member of staff found to be withholding information about a conflict of interest will be subject to disciplinary action in line with the Disciplinary Policy and Procedure.

22.5 Staff and volunteers will be responsible for:

- Following the provisions outlined within the school's Conflict of Interests Policy.
- Declaring any conflicts of interest.
- Acting in accordance with this policy at all times.

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- Identifying any conflicts of interest that have not been previously declared.
 - Following the school's Whistleblowing Policy where there are concerns that a conflict of interest has not been declared, and an individual might have subsequently benefitted.
 - Informing the headteacher or ELT of any relatives who may have a declarable interest.
 - Consider whether they need to declare their relationship with any individual where this might cause a conflict with Trust activities.
- 22.6 Membership to a trade union or staff representative group does not need to be declared.
- 22.7 Staff members will familiarise themselves and comply with the Trust's financial regulations including those in relation to gifts and hospitality.
- 22.8 Staff members will not use Trust business contacts for acquiring materials or services at trade/discount prices for non-Trust activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

23. Agency workers

- 23.1 We will investigate allegations made against agency workers with the cooperation of the agency. Whilst we may decide to cease using the services of an agency worker, this will not prevent us from investigating allegations and liaising with the Local Authority Designated Officer (LADO) to determine a suitable outcome. We expect agency workers and agencies to cooperate with our investigations and with external agencies where applicable.
- 23.2 We will discuss with the agency whether it may be appropriate for them to consider suspending an agency worker, or whether we are prepared to redeploy an agency worker during an investigation.

24. Monitoring and Review

- 24.1 This document will be reviewed on an annual basis and any changes made will be communicated to all members of staff.
- 24.2 All members of staff are required to familiarise themselves with this document as part of their induction.