
CODE OF CONDUCT FOR TEACHING AND SUPPORT STAFF



RÆDWALD
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CODE OF CONDUCT FOR TEACHING AND SUPPORT STAFF

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1. Overview

Academies within the Raedwald Trust seek to provide a safe, supportive and nurturing environment. Our vision is to create a high quality partnership that builds on existing good practice across the MAT which secure the well-being of and very best outcomes for pupils in their care.

Our work is underpinned by four pillars of excellence:

Quality: a quality service provided to all our young people offering them a new start and new opportunities to succeed and re-engage in the mainstream of society in the 21st century

People: our young people are at the heart of what we do and we seek to develop bespoke learning pathways with their needs driving the outcomes

Innovation: we strive to innovate within an ever-changing society and fulfil the needs of our individual young people. Our staff 'think outside the box' and instigate radical approaches to learning opportunities.

Community: our aim is to support the community in which our young people live and to support our young people to actively engage in a productive way which benefits them and our society as a whole.

This document clarifies 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 are encouraged or should be avoided.

If a member of staff does not follow this code of conduct this may lead to disciplinary procedures.

There may be times when professional judgments 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.

2. Core Principles of Raedwald Trust

The welfare of pupils is paramount.

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 should work, and be seen to work in an open and transparent way.

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.

Records should be made of any such incident and of decisions made/further actions agreed using school systems.

Staff should apply the same professional standards in keeping with school Equality Policy.

All staff should know the name of their designated person for safeguarding and child protection, be familiar with current safeguarding and child protection legislation and arrangements and understand their responsibilities to safeguard and protect pupils.

Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

3. Safe Working Practices for the Protection of Pupils and Staff at all Academies in the Raedwald Trust

This 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.

4. Duty of Care

Teachers and other staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect pupils from discrimination and avoidable harm.

All staff, whether paid 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 pupils and behaviour by staff that demonstrates integrity, maturity and good judgment.

There are legitimate high expectations about the nature of the professional involvement of staff in the lives of pupils. 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 actions and behaviour

This means that the Raedwald Trust should:

- ensure that safeguarding procedures are in place and reviewed
- ensure that systems are in place for concerns to be raised
- ensure that adults are not placed in situations which render them particularly vulnerable

5. Exercise of Professional Judgment

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight however, behaviour that is illegal, inappropriate or inadvisable. There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the pupils which could contravene this guidance or where no guidance exists. Individuals are expected to make judgments 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 exists 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
- always discuss any misunderstanding, accidents or threats with a senior leader
- always record discussions and actions taken with their justifications

6. Power and Positions of Trust

All adults working with pupils 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 pupil 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, should avoid behaviour which might be misinterpreted by others, 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 pupils' or family's detriment
- use their power to intimidate, threaten, coerce or undermine pupils
- use their status and standing to form or promote a relationship with a pupil, which is of a sexual nature
- attempt to initiate a relationship with a former pupil, which is of an intimate or sexual nature

7. Confidentiality

Members of staff may have access to confidential information about pupils 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 pupil or his/her family for their own, or others' advantage. Information must never be used to intimidate, humiliate, shame or embarrass the pupil.

Confidential information about pupils should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously.

There are some circumstances in which a member of staff is expected to share information about a pupil, for example relating to a safeguarding issue. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child safeguarding responsibilities. Please see Safeguarding Policy.

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 senior leadership.

This means that staff:

- are expected to treat information they receive about pupils in a discreet and confidential manner
- in any doubt about sharing information they hold or which has been requested of them, should seek advice from a member of the SLT
- need to be cautious when passing information to others about a pupil.
- need to know to whom any concerns or allegations should be reported

8. Attendance, Absence and Punctuality (see also Staff Absence Policy)

All staff are to arrive in good time for work. All staff should attend all designated scheduled meetings including morning briefings and appropriate staff meeting. *Unless formally agreed otherwise.*

Unplanned Absence

Any anticipated lateness or absence due to unforeseen circumstances should be telephoned into academy as soon as possible but before 8am. Where practicable, teachers should direct staff to any cover work that might be available for the groups of children affected on that day.

Planned Leave of Absence

Requests for Private and Personal (P&P) time should be requested from the Head Teacher/Campus Manager or, in their absence, the Deputy Head or next senior member of staff. P&P is itself discretionary including as to whether it is paid or unpaid. If agreed, teaching staff should provide appropriate cover work made available to the SLT.

In the following circumstances where employees are entitled to time off work, which is governed by statutory and/or contractual entitlement, whether paid or unpaid, the Trust will meet the relevant requirements.

Maternity, adoption, maternity support (paternity) leave and leave for family emergencies;
Trade union activities and duties, and specified public duties.

In other circumstances where an employee requests leave during term time for urgent personal reasons, the Head is authorised to grant time off with pay, of up to two days.

Requests for time off with pay over two days in duration and/or for time off on more than one occasion will be considered by the CEO.

Additionally:

The arrangements cover any other staff absence that is not personal ill health.

In broad terms, 'leave of absence' is at the Heads discretion.

There is no automatic right to paid leave of absence of a personal nature.

Under the general guidance on Leave of Absence, this remains within the Heads discretion and is based on 'Compassionate leave'.

Staff who require P&P should in advance see the Head, and put the request in writing. The Head will make the decision whether to agree to the request and consider if it should be paid.

Raedwald Trust have determined that paid P&P, based upon 'Compassionate Leave', will not exceed ten working days (pro rata) in any academic year, i.e. Sept to July.

Medical Appointments

Except in emergency situations, all medical appointments, including dental, should be made outside of school hours.

Emergency Care, as described in the Staff Absence Policy, e.g. for children or relatives is discretionary, but when agreed is expected to cover the first 24 hours only to allow staff to find alternative care arrangements.

Absence from school due to illness should be telephoned to the Headteacher/Campus Manager or Deputy by 8am.

Under normal circumstances staff are expected to make appointments (Dr, Dentist etc) outside of working hours. In exceptional circumstances staff should submit a request to SLT of their Centre.

9. Dress and Appearance

Staff should consider the manner of dress and appearance appropriate to their professional role. Smart and professional appearance is expected at all times for staff. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake.

Those who dress or appear in a manner which could be considered as inappropriate could themselves vulnerable to criticism or allegation.

This means that staff should ensure their appearance and clothing:

- promotes a positive and professional image
- is appropriate to their role
- does not include denim
- is not likely to be viewed as offensive, revealing, or sexually provocative
- does not distract, cause embarrassment or give rise to misunderstanding
- is absent of any political or otherwise contentious slogans

10. Propriety and Behaviour

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the public in general.

An individual's behaviour, either in or out of the workplace, should not 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.

This means that staff should not:

- behave in a manner which would lead any reasonable person to question their suitability to work with pupils or act as a role model.
- drink alcohol with current pupils in public or 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 pupil (including email, text messages, phone or letter etc)
- discuss their own sexual relationships with or in the presence of pupils
- discuss a pupils' sexual relationships in inappropriate settings or contexts
- discuss their own health, highly intimate or personal circumstances

This means that staff will:

- speak to others with a positive statement rather than a negative one so that pupils can learn what we expect of them in any situation

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- use a calm tone of voice at all times, to explain something to or instruct the pupils, so that they can follow our words without feeling threatened or uncomfortable
 - avoid using sarcastic words or phrases as these demean pupils and prevent them from developing high self-esteem
 - speak respectfully to other adults at all times, even if we disagree with them
 - avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it
 - maintain confidentiality about anything that we see or hear in the workplace or in academies, so that colleagues, parents, pupils and outside agencies can trust us, and as a way of showing respect to our fellow professionals
 - work as part of a team, contributing as well as learning from others and helping to build up a strong workforce.
 - work within the policies and practices set out by Raedwald Trust
 - treat everyone with respect and support each other.
 - Have a positive outlook and demeanour at all times.

This means that staff must:

- be aware that their behaviour in their personal lives may impact upon their work with pupils.
- Staff to notify senior managers if any changes to criminal record, investigations or charges pending.
- Staff to sign to confirm acceptance of this code of conduct and all contained.
- Promote the academy in a positive manner.

11. Infatuations

Staff need to be aware that it is not uncommon for pupils 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 pupil may be infatuated with themselves or a colleague should discuss this at the earliest opportunity with a member of the SLT so that appropriate and supportive 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 senior colleagues any indications (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff.
- be mindful if they are alone in a room with a pupil, informing a colleague or SLT

12. Personal Living Space

No pupil should be in or invited 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 organisation or regulatory body as a work place e.g. child minder, foster carer.

This means that staff should:

- 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

13. Communication with pupils (including the use of technology)

Communication between pupils 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 pupil. They should not request, or respond to, any personal information from the pupil, 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 cautious in their communications with pupils 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 pupils 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 pupil 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-pupils who are over 18 is left to staff discretion. Please be conscious of the fact that ex-pupils may be in contact with current pupils.

Be aware that actions that bring the school into disrepute could lead to disciplinary procedures being taken.

14. Social Contact

Staff should not establish or seek to establish social contact with pupils, or their families, for the purpose of securing a friendship or to pursue or strengthen a relationship. Even if a young person seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgment in making a response but should always discuss this with a senior leader. Staff must be aware that social contact, in certain situations, could be misconstrued as grooming.

Staff should not give their personal details such as their home or e-mail address; social network sites, gamer tags or web pages to pupils unless the need to do so is agreed with senior leadership.

This means that staff should:

- have no secret social contact with pupils
- consider the appropriateness of the social contact according to their role and nature of their work
- always approve any planned social contact with senior colleagues, for example when it is part of a reward scheme or pastoral care programme
- advise senior leadership of any regular social contact they have with a pupil or parent which may give rise to concern
- report and record any situation, which they feel, might compromise the school or their own professional standing.

15. Social Networking Sites and Online Gaming

Staff may use social networking sites for personal use. However, the Trust requires that profile and photos of the member of staff are 'locked down' as private so that pupils or parents do not have access to personal data or images.

Staff must deny current or recent pupils access to their profile to avoid being placed 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.

If a pupil does gain access to the profile of a member of staff by fraudulent means (impersonation or hacking) senior leadership should be informed immediately.

As soon as a member of staff becomes aware that they are in an online game with a pupil at a school in Raedwald Trust group, the member of staff should cease to play against that pupil and should not enter any games containing that player as part of the group.

Under no circumstances should staff seek out pupils and/or share their own gamer tags/ID with pupils, or use school equipment to play online games.

16. Physical Contact

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. Staff should be school safe trained and implement guidance issued.

A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate.

Staff should use their professional judgment at all times about the appropriateness of any physical contact. There may be occasions when a distressed or agitated pupil needs comfort and reassurance. This may include age appropriate physical contact such as a sideways hug. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

Where a member of staff has a particular concern about the need to provide this type of care and reassurance s/he should seek further advice from a senior leader.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be made clear to a member of the SLT.

Physical contact, which occurs regularly with an individual pupil, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to pupils with SEN). Any such contact should be the subject of an agreed and open school policy and subject to review.

This means that staff should:

- be aware that even well intentioned physical contact may be misconstrued by the pupil, an observer or by anyone to whom this action is described
- never touch a pupil in a way which may be considered indecent
- always be prepared to explain actions and accept that all physical contact is open to scrutiny
- consider the way in which they offer comfort to a distressed pupil
- always tell a colleague when and how they offered comfort to a distressed pupil
- record situations which may give rise to concern

This means that Raedwald Trust should:

- ensure there is a system in place for recording serious incidents and the means by which information about incidents and outcomes can be easily accessed by senior leadership.
- provide staff, on a "need to know" basis, with relevant information about vulnerable pupils in their care.

17. Behaviour Management

All pupils have a right to be treated with respect and dignity. Staff should not use any form of degrading treatment to punish a pupil. The use of humour can help to defuse a situation. The use of sarcasm, demeaning, insensitive or judgmental comments towards pupils 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 informed of any sanctions
- adhere to the Trust Behaviour Policy

18. Care, Control and Physical Intervention

Staff may legitimately intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour which may damage 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.

19. Sexual Contact with Pupils

Any sexual behaviour by a member of staff with or towards a pupil is both inappropriate and illegal. Pupils 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 (see Section 5).

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 or the production of pornographic material.

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.

This means that staff must:

- 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.

20. 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 pupils are met.

Pre-arranged meetings with pupils away from the academy premises should not be permitted unless approval is obtained from their parent and the Headmaster or other senior colleague with delegated authority.

This means that staff should:

- avoid meetings with pupils in remote, secluded areas of the academy
- ensure there is visual, camera 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 pupil becomes distressed or angry to a senior colleague
- consider the needs and circumstances of the pupils involved.

21. 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

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- take into account any specific needs that the pupil may have

22. Extra-Curricular Activities

Staff should take particular care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity.

During school activities that take place off the academy 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. Pupils, 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:

- gain authorisation for trip/activity from Head Teacher/Campus Manager or Deputy before trip/activity taking place and being planned for.
- always have another adult present in out of school activities, unless otherwise agreed with senior staff in the school
- undertake appropriate risk assessment(s), checked by senior manager.
- follow all relevant Health and Safety protocols for trips and visits, as laid down in Academy Health and Safety Policy.
- have parental consent to the activity
- ensure that their behaviour remains professional at all times.

23. First Aid and Administration of Medication

The Trust has an administration of medication policy, which must be adhered to at all times.

24. 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 pupils' questions can require careful judgment 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 Trust's required 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.

This means that staff should not:

- enter into or encourage inappropriate or offensive discussion about sexual activity.

25. 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. Consent to use images of children for the school's publicity purposes is sought from parents. Images should not be displayed on other websites, in publications or in a public place without additional consent.

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 member of the SLT 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 in their possession
- avoid making images in one to one situations.

This means that staff should not:

- take or store images of pupils on personal cameras, devices or home computers.
- make images of pupils available on the internet, other than through the school network/website with permission from parents and a member of the SLT.

26. Internet Use

Raedwald Trust has a clear policy about access to, and use of the Internet. Please refer to the Acceptable Use of Internet Policy (AUP) for further guidance.

Under no circumstances should adults in the Trust 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 lead to the individual being barred from work with children and young people.

Using Trust equipment to access inappropriate or indecent material, including adult pornography, will lead to disciplinary action.

27. Whistleblowing

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Please refer to the Trust's Whistle Blowing Policy

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.

This means that staff should:

- report any behaviour by colleagues that raises concern.

28. Sharing Concerns and Recording Incidents

All staff should be aware of the Trust's child protection procedures, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their professional association.

In the event of an incident occurring, which may result in an action being misinterpreted and/or an allegation being made against a member of staff, the relevant information should be clearly and

promptly recorded and reported to senior staff. Early discussion with a parent could avoid any misunderstanding.

Members of staff should feel able to discuss with their line manager any difficulties or problems that may affect their relationship with pupils so that appropriate support can be provided or action can be taken.

This means that staff should:

- be familiar with the Trust's safeguarding and Child Protection policies and procedures
- should take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school or workplace. – See Safeguarding Policy for further information

29. Health and Safety

The Health and Safety of all users of the relevant sites is of paramount importance. The Raedwald Academy Trust Board notes the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 2000. The Employer is responsible for seeing that the Health & Safety Policy of their school is monitored and reviewed on a regular basis. It is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the academy and is part of the good education of its pupils.

This means that staff should:

- be familiar with the Trust's Health and Safety Policy
- be aware of your responsibilities as an employee, regarding Health and Safety.
- Be aware that the use of private electrical equipment is to be authorised by the Headteacher/Campus Manager or Deputy.