



Expectations of Staff Policy

Date Published	September 2022
Approved Date	September 2022
Review Cycle	Annually
Review Date	September 2023

Contents:

Statement of Intent

1. Legal framework
2. Safeguarding pupils
3. Appearance and dress
4. Attendance
5. Professional behaviour and conduct
6. Conduct outside of work
7. Smoking, alcohol and other substances
8. Health and safety
9. Declaration of interests
10. Relationships with pupils
11. Physical contact with pupils
12. Showering and changing
13. Transporting pupils
14. Financial inducements
15. Online safety
16. Premises, equipment and communication
17. Photography and videos
18. Data protection and confidentiality
19. Probity of records
20. Contacts
21. Monitoring and review

*“Safeguarding and promoting the welfare of children is **everyone’s** responsibility. **Everyone** who comes into contact with children and their families has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centered. This means that they should consider, at all times, what is in the **best interests** of the child” – KCSIE September 2022*

Statement of Intent

High Park School expects all pupils to receive high-quality teaching and learning in a positive and respectful environment.

Employees at the school 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.

We recognise that 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.

This policy forms part of a staff member's contract of employment and failure to comply with it, and with the associated school policies, may result in disciplinary action being taken, including legal action where this is warranted.

This document applies to all staff members who are:

- Employed by the school, including the Principal and volunteers.
- Employed in Outreach programmes/Learn and Play or bases that are attached to the school.

These employees are governed by their employment contracts and any relevant laws pertaining to their activities within the school, for example, the GDPR and the Data Protection Act 2018.

1. Legal Framework

1.1. This policy has due regard to all legislation including, but not limited to, the following:

- The General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- The Education Act 2011
- The Children Act 1989 (up to date with all changes known to be in force on or before 24th June 2022)
- The Working Time Regulations 1998 (as amended)
- Sexual Offences Act 2003

1.2. This policy also has due regard to statutory guidance including, but not limited to, the following:

- DfE (2022) 'Keeping children safe in education'
- DfE (2018) 'Working Together to Safeguard Children'
- DfE (2021) 'Staffing and employment advice for schools'

1.3. This policy operates in conjunction with the following school policies and documents:

- Child Protection and Safeguarding Policy
- PREVENT Duty
- Health and Safety Policy
- Equality and Cohesion/Equality Duty Policy
- Intimate Care Policy
- Leave of Absence Policy
- Care and Control Policy (DAP)
- Online Safety Policy
- CAT GDPR General Data Protection Regulations Policy
- CAT Whistleblowing Policy
- CAT Staff Code of Conduct
- CAT Grievance & Dispute Resolution Policy

1.4 **Disqualification under the Childcare Act 2006**

Under changes made to the Childcare Act 2006, on the 31st August 2018 we are no longer required to ask for information surrounding any potential offences or convictions committed by any other members of the household in which you live.

This was known as Disqualification by Association.

Whilst this no longer applies to schools, there has been a revised list of offences, which staff can be disqualified from working with children if they have been committed. The list of offences staff are now obliged to notify the school of are in Table A of Disqualification under the Childcare Act 2006 published 31st August 2018 – https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf

All information provided will be subject to the ICAT Data Protection.

Under your safeguarding responsibilities you must disclose any of the offences listed

in Table A. If you do have any offences to disclose, you must report these immediately to Ann Andrew, Principal.

2. Safeguarding Pupils

Procedures for reporting concerns regarding safeguarding and child protection issues are covered in our annual training, displayed in the staff room, work room and other areas of school along with photographs of the Designated Safeguarding Leads for safeguarding. The Child Protection and Safeguarding training and policy is included in the new staff induction. It is the responsibility of everyone to report safeguarding issues immediately to the Designated Safeguarding Lead(s). If there is an allegation against a member of staff this must be reported immediately to the Principal.

It is therefore essential that all possible steps are taken to safeguard children and ensure that the adults working with them do so safely.

- 2.1. In accordance with 'Keeping Children Safe in Education', all staff members have a responsibility to safeguard pupils and protect their welfare. The welfare of the child is paramount.
- 2.2. All staff members have a responsibility to ensure that they provide a learning environment in which pupils feel safe, secure and respected.
- 2.3. To effectively safeguard pupils, staff members are required to follow the procedures outlined in the CAT Staff Code of Conduct and the Child Protection and Safeguarding Policy, ensuring that they do not act in a way that may put pupils at risk of harm, or lead others to question their actions.
- 2.4. In accordance with the school's Child Protection and Safeguarding Policy. All staff should be aware of physical and behavioural signs/indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection. Staff should acknowledge that abuse exists and be prepared to act immediately should they suspect abuse. All staff will follow the necessary reporting and referral procedures. All concerns should be reported and recorded.
- 2.5. Any staff member that has concerns about an adult or intent that may lead to a pupil being put at risk of harm will report this in line with the CAT Whistleblowing Policy to the Principal immediately so appropriate action can be taken.
- 2.6. If the concern is regarding the Principal, staff will report this to the Chair of the Governing Board.
- 2.7. All staff will partake in the annual child protection and safeguarding training; additionally, all staff will receive regular child protection and safeguarding updates by the following: safeguarding e-bulletin, workshops, and specific training and Q&A sessions.
- 2.8. 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.

- 2.9. Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children
- 2.10. Staff must only carry items on their person, which is required to carry out their job role. Do not carry such items: medication, sweets, car keys, sharp objects, hand gel etc.
- 2.11. Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the National College of Teaching & Leadership (NCTL).
- 2.12. Senior and Middle Leaders should continually monitor and review practice to ensure this guidance is followed
- 2.13. Staff should be aware of and understand their school's child protection and safeguarding policy, arrangements for managing allegations against staff, code of conduct, CAT whistle blowing procedure and their Local Safeguarding Children Board LSCB procedures.

“Please note that negligence is a safeguarding concern and will be raised with the Safeguarding Team”.

3. Appearance and Dress

High Park School is a professional working environment and how we present ourselves should reflect this. Staff should come to school in suitable non designer/expensive clothing, for the activities in which they will be involved. Staff should not wear any clothing/jewellery and accessories that are of high value as these are not covered by the school insurance and we are unable to reimburse the cost of any items that are broken or damaged. It is advisable for staff members to bring in a spare set of clothing, increased clothing becomes damaged

3.1. The school expects that staff members will:

- Ensure that their appearance is clean and neat when at work or representing the school
- Dress in a manner that is appropriate to their role; staff to be mindful that clothing garments can potentially become revealing throughout the working day
- Remember that they are role models for the school, the way we dress, and our appearance is important and should reflect this
- **Must** not dress in a way that would cause embarrassment to, the staff member, pupils, parents, colleagues, professionals or other stakeholders. If items are or can be see through, these could cause embarrassment, please check clothing items, with this in mind
- Tattoo and body art **Must** be non-offensive, non-explicit etc...
- Small stud earrings and flat/stud nose ring are acceptable, but all other visible body piercings **must** be removed
- Must not have sharp pins visible or easily accessible e.g. badges, safety/Hijab pins for hair and head scarves.

- **Only smart** to the knee or 3/4 length shorts/skirts can be worn.
- **Must** not wear low cut trousers or items of clothing that may reveal under garments
- **Must** not wear thin strapped vests, or loose/low cut tops
- **Must** not wear tee shirts and tops with offensive or inappropriate slogans and large motifs
- **Must** not have long fingernails, including false/acrylic nails (any meds and first aid trained staff must have bare nails e.g no nail varnish, see bare below the elbow protocol)
- **Must** not wear high heels, flip flops/sliders/sandals which are not secured around the ankle and footwear that is not practical
- **Must** not wear ripped, grey, light or dark blue denim jeans/trousers. Smart black jeans are acceptable
- **Must** not wear hats, neck scarves, ties, braces etc....
- When swimming all staff to wear appropriate clothing, please see the swimming policy

4. Attendance

4.1. The school expects that staff members will:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays
- Members of all staff to be ready with their equipment require to carry out the roles, at the start of their dedicated working time: e.g., 8.20am start you need to be ready to work with pupils at 8.20am, not signing in
- Make routine medical and dental appointments outside of their working hours or during holidays where possible
- Refer to the school's Leave of Absence Policy if they need time off for any reason other than personal illness
- Follow the school's absence reporting procedure when they are absent from work due to illness or injury. In line with the school's Attendance Management Policy
- The SLT (Senior Leadership Team) must be contacted to request absence for any other reason than personal illness. This should be in accordance with the relevant procedure. Please note authorisation of these requests is not guaranteed as operational needs may take priority
- Be rigorous about your time keeping, only you as an individual sign in and out daily including for breaks/lunch/meetings. This is for fire safety reasons

5. Professional Behaviour and Conduct

- 5.1 Staff members are expected to be polite and treat other colleagues, pupils, parents, and external contacts with dignity and respect.
- 5.2 Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation.

- 5.3 Communicate clearly and professionally with parents, carers, colleagues and other professionals.
- 5.4 Staff should never hold a personal conversation when you are working with pupils.
- 5.5 Listen to other people's point of view and respect their opinion, even if they do not agree.
- 5.6 Help one another and work as a team, appreciate & value your colleagues' skills and knowledge.
- 5.7 Share a sense of humour but do not make jokes at the expense of others. The use of foul and abusive language will not be tolerated.
- 5.8 Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.
- 5.9 Staff members will not misuse or misrepresent their position, qualifications or experience, or bring the school into disrepute.
- 5.10 Staff members will inform the Principal if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.
- 5.11 Staff will be aware that professional behaviour and conduct is expected to be extended to extra-curricular trips and visits too. All staff attending a trip or visits will act in accordance with this policy.
- 5.12 Expect to work hard and to the best of your ability and deliver the best possible service to the pupils
- 5.13 Staff will act appropriately in terms of the views they express (in particular political views) and the use of school resources at all times and will not use school resources for party political purposes.

6. Conduct Outside of Work

- 6.1. Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school. The nature of the work cannot be seen to bring the school into disrepute, nor be at a level which may contravene the working time regulations or affect an individual's work performance.
- 6.2. Staff will not engage in outside work which could seriously damage the reputation and standing of the school or the employee's own reputation, or the reputation of other members of the school community. In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are unacceptable.
- 6.3. Staff will not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. This is explored further in section 15.

7. Smoking, Alcohol and Other Substances

- 7.1. High Park School has a NO SMOKING policy which extends to the school grounds and car park as well as the building.
- 7.2. Staff will not smoke whilst working with or supervising pupils off-site, such as when on educational visits and trips.
- 7.3. The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members must never attend work under the influence of alcohol or illegal drugs.
- 7.4. If alcohol or drug usage impacts on a staff member's performance, the school has the right to discuss the matter with the employee and take appropriate action in accordance with the school's disciplinary procedures, including referral to the police.

8. Health and Safety

- 8.1. Staff members will:
 - Be familiar with and adhere to the school's Health and Safety Policy and ensure that they take every action to keep themselves and everyone in the school environment safe and well.
 - Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
 - Comply with hygiene requirements.
 - Comply with accident reporting requirements.
 - Inform the Principal of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended).
 - Staff should not chew gum whilst working with the pupils and on school grounds including car park and building.
 - Please do not drop any litter in school grounds and building. Keep High Park School tidy.

9. Declaration of Interests

- 9.1. Staff members are required to declare their interests, both personal and financial, where the group or organisation they are affiliated with would be considered to be in conflict with the ethos of the school. This is recorded on the annual Declaration of Pecuniary Interest form.
- 9.2. For the purposes of this policy, a financial conflict of interest is one where there is, or appears to be, opportunity for personal financial gain, financial gain for close relatives or friends, or where it may be reasonable for a third party to take the view that financial benefits may affect an individual's actions.
- 9.3. The term 'financial interest' means anything of monetary value, including the following:
 - Payments for services
 - Equity interests
 - Intellectual property rights

- Hospitality or gifts
- 9.4. Examples of financial interests that must be declared include, but are not limited to, equity interests in services considered for use by the school.
- 9.5. Non-financial conflicts of interest can also come into conflict, or be perceived to come into conflict, with an individual's obligations or commitments to the school. These interests may include any benefit or advantage including, but not limited to, direct or indirect enhancement of an individual's career or gain for immediate family or someone with whom the individual has a close relationship.
- 9.6. Examples of situations that could give rise to non-financial conflicts of interest include the following:
- Pressure or temptation to accept gifts, inducements or hospitality
 - Participating in the appointment, hiring, promotion, supervision or evaluation of a person with whom the individual has a close personal relationship
 - Where a member of staff has or develops a close personal relationship with a colleague
- 9.7. Membership to a trade union or staff representative group does not need to be declared.
- 9.8. Staff members will also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities.
- 9.9. Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the school or trade union.
- 9.10. All declarations will be submitted in writing and are kept in their staff personnel file.

10. Relationships with Pupils

- 10.1. The school expects that 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 that they do not establish social contact with pupils for the purpose of securing a friendship, or to pursue or strengthen a relationship
 - Ensure that 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 school's established mechanisms: personal phone numbers, email addresses or social media

platforms will not be used to contact pupils

- 10.2. 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.

11. Physical Contact with Pupils

- 11.1. The school understands that there are circumstances in which it is entirely necessary for staff to have physical contact with pupils, e.g. when applying first aid, Intensive Interaction, Team Teach strategies, deep pressure, aromatherapy, massage and assisting with intimate care, but staff will only do so in a professional and appropriate manner in line with relevant school policies.
- 11.2. When physical contact is made with pupils, it is imperative that 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.
- 11.3. Staff will seek the pupil's permission, where possible, before initiating contact e.g.: "permission to touch" – peer massage.
- 11.4. 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 always be taken into account.
- 11.5. Staff will never touch a pupil in a way which is indecent and will always be prepared to explain their actions.
- 11.6. Staff will be aware that even well-intentioned physical contact may be misconstrued by a pupil, colleague, and visitor or by anyone to whom this action is described and, therefore, will be prepared to justify their actions.
- 11.7. Staff will engage in rough play, tickling or deep pressure with pupils using proportionate, moderate and reasonable physical contact.
- 11.8. Extra caution will be taken where it is known that a pupil has previously suffered from abuse or neglect.
- 11.9. Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be reported to the Principal and appropriate procedures will be followed.
- 11.10. 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, side friendly hug. Staff will remain self-aware of their actions at all times and ensure that their contact is not threatening, intrusive or subject to misinterpretation.
- 11.11. Staff may also use reasonable force as a means of physical contact with pupils for restraint purposes, such instances will always be in accordance with the school's Care and Control Policy and Team Teach training.

- 11.12 Ensure the school must take all reasonable steps to ensure that corporal punishment is not given by any person who cares for or is in regular contact with a child.

12. Showering and Changing

- 12.1. Pupils are entitled to respect and privacy whilst changing is taking place; however, a level of supervision is required to ensure that pupils are safe, and that they are not subjected to bullying.
- 12.2. The supervision will be appropriate to the needs and ages of the pupils, and sensitive to the potential for embarrassment.
- 12.3. Staff will announce their intention of entering the toileting/changing areas to allow pupils to maintain their privacy.
- 12.4. Staff will never change or shower in the same area as pupils.

13. Transporting Pupils

- 13.1. When it is necessary to transport pupils off-site, staff will ensure that 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.
- 13.2. Staff will gain consent from parents before transporting pupils and will be aware that the welfare of all pupils in the vehicle is their responsibility.
- 13.3. Two or more staff will be present in the vehicle to avoid any discrepancy regarding safeguarding concerns.

14. Financial Inducements

- 14.1. Staff members will:
- Familiarise themselves and comply with the school's financial regulations.
 - Declare to the governing board, in writing, any gifts received, with the exception of:
 - Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo – these items may be accepted.
 - Gifts offered by parents or pupils to school staff to express their gratitude, but staff members should always refuse monetary gifts.
 - Hospitality in the form of meals and drinks where it is part of a normal business meeting.
 - Authorised visits to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business, which shall be at the school's expense.
 - Not accept a personal gift, payment, or other incentive from a business contact – any such gifts should be returned.

- Declare any gift that cannot be returned to the governing board, who will decide how it will be used.
- Only accept offers to specific events after authorisation from the governing board.

15. Online Safety

- 15.1 Staff will adhere to the procedures outlined in the school's Online Safety Policy and Staff Technology Acceptable Use Policy at all times.
- 15.2 Staff are required to employ the highest security settings on any personal profiles they may have.
- 15.3 Staff will not engage in inappropriate use of social networking sites including contacting pupils or their family members, accepting or inviting friend requests from pupils or their family members, or following pupils or their family members on social media.
- 15.4 The school understands that some staff members are also parents of pupils at the school and, therefore, may wish to contact other parents. When doing so, staff will exercise their professional judgement and will not contact family members on social media if this would lead to a conflict of interest.
- 15.5 Staff will remain mindful of their use of social media and their web-based presence including written content, videos or photographs, and views expressed directly or indirectly which may bring themselves, the school or the school community into disrepute.

16. Premises, Equipment and Communication

- 16.1 Mobile phones are not permitted from the electronic gate at the front of the school, on the ground level of the school building and the inner car park. Mobile phones must be kept in lockers and left on silent or be switched off. No mobile phone zone School equipment and systems are available only for school-related activities and will not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Principal.
- 16.2 Illegal, inappropriate or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.
- 16.3 Employees receiving inappropriate communication or material, or who are unsure about whether something he/she proposes to do might breach this policy, should seek advice from the Principal.
- 16.4 The school reserves the right to monitor emails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.
- 16.5 Communication systems may be accessed when the school suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity. Access will be secured by the ICT Network Manager, only with the permission of the Principal and Governing Board.

- 16.6 Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Principal or ICT Network Manager. Breaches of this confidentiality may be subject to disciplinary action.
- 16.7 School equipment that is used outside the premises, e.g., laptops, will be returned to the school when the employee leaves employment or if requested to do so by the Principal.
- 16.8 Staff must carry Object of Reference with them when working with pupils to ensure effective communication with pupils.
- 16.9 Staff must take responsibility to look after any item loaned to you whilst you are employed by High Park School, e.g.: fob, key, radio, cameras and any IT equipment etc. We may charge for any lost items.
- 16.10 Staff must have their radios with them at all times when working with pupils, this is in line with our safeguarding roles and responsibilities.
- 16.11 Information held in school should be regarded as confidential and only disclosed to those who have a right of access to it. If you are uncertain about this please refer the matter to Base Leader in line with the current General Data Protection Regulations (GDPR).

17. Photography and Videos

- 17.1. Photographs and videos will only be taken using school equipment – using personal mobile phones for this purpose is prohibited, in accordance with the school's Online and E-Safety and Acceptable Use Policies.
- 17.2. Consent for taking photographs will be obtained from parents, or the pupil themselves, if they are deemed old enough and able to make the decision for themselves.
- 17.3. The age of consent that is legislated is 13 and above; however, this is only applicable for online services provided directly to children. For everything else, an appropriate age for consent is considered on a case-by-case basis by the ICT Network Manager, Principal and a pupil's parents (where appropriate).
- 17.4. Pupils who have not provided consent, either personally or via their parents, to have their photograph taken or be filmed will have their wishes respected, in line with the Online and E-Safety Policy.
- 17.5. All photographs and videos will be available for scrutiny, and staff will be prepared to justify the images or footage taken.
- 17.6. Careful consideration will always be given to the activities which are being filmed or photographed, to ensure that images or videos are not indecent and cannot be misused.

18. Data Protection and Confidentiality

- 18.1. Regarding personal and sensitive data, staff members are required,

under the GDPR and the Data Protection Act 2018, to:

- Consider the legal basis for collecting the data, ensuring that this is documented.
 - Ensure that the data is stored on a GDPR-compliant server, and that the data is not held for any longer than necessary.
 - Securely dispose of the data when the relevant retention period ends.
- 18.2. Staff members will not disclose sensitive information about the school, its employees or the LA to other parties. The only exception whereby it is acceptable for a staff member to disclose information that would otherwise be considered confidential is when the confidential information gives rise to concerns about the safety or welfare of a pupil.
- 18.4. Staff members have the right to request access to data that is held about them. Such requests will be made to the Principal in writing in accordance with the school's ICAT GDPR General Data Protection Regulation Policy.

19. Probity of Records

- 19.1. 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 materials or services at trade/discount prices for non-school activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

20. Contacts

20.1 Staff members will not use school business contacts for acquiring materials or services at trade/discount prices for non-school activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

21. Monitoring and Review

- 21.1. This policy will be reviewed on an annual basis or earlier if required by the Principal and any changes made will be communicated to all members of staff.
- 21.2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.