

PINNER WOOD SCHOOL



STAFF CODE OF CONDUCT AND ACCEPTABLE ICT AGREEMENT

Approval Authority

Effective From:

September 2025

Date Ratified by GB:

Next Review Date:

September 2026

Signed by Chair of GB:

Pinner Wood School is committed to safeguarding pupils and promoting their welfare.

Aims

The guidance in this Professional Code of Conduct and Online Acceptable Use Policy has been developed to ensure that all adults in school are clear about professional boundaries and exercise the highest professional standards. This includes all paid staff, volunteers and partner organisations.

The code of practice aims to:

- protect pupils
- protect staff by providing clear good practice guidelines
- provide a uniform approach to working with pupils
- encourage a culture of openness, improved communication and sharing of practice.

All staff are expected to make themselves familiar with, and work within, this Code of Practice and the Safeguarding Policy and Preventing incitement to racial hatred and radicalisation Policy. If they do not, they will not have the support of the Governors of Pinner Wood School for any possible adverse consequences resulting from their actions.

A Code of Practice cannot address all issues or cover all eventualities, but gives a very clear indication of the kind of behaviour expected of staff. It is the responsibility of every member of staff to check if they are unclear about acceptable and appropriate professional boundaries and working practices.

This School Code of Conduct should be read in conjunction with the more detailed 'Guidance for Safer Working Practice for those working with children and young people in education settings – Safer Recruitment consortium, Feb 2023 (found [here](#))

Teachers should also familiarise themselves with the Code of Conduct and Practice for Registered Teachers – GTC Oct 2009

This code of conduct is in line with the statutory safeguarding guidance 'Keeping Children Safe in Education' and covers acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

Staff Responsibility

It is the responsibility of all staff to share with their line manager any concerns they have about the behaviour of other staff. This is particularly important if a member of staff feels uncomfortable about the way a member of staff interacts with young people, or a particular individual young person. (Also see Pinner Wood's Whistle Blowing Policy.)

This code of practice is to be read in conjunction with:

- **Pinner Wood's Safeguarding Policy and other related policies**
- **DCSF Health and Safety of Pupils of Education Visits: A Good Practice Guide.**
- **The Sexual Offences (Amendment) Act (2000)** *which states it is an offence for person over 18, in a position of trust, to have sexual intercourse or engage in other sexual activity with any person under 18 subject to their authority. The Governors of Pinner Wood School would consider such behaviour by staff as gross misconduct, regardless of the law*
- **The GTC Code of conduct and Practice for Registered Teachers (Oct.2009)**

Professional Boundaries

We expect that pupils have the right to the highest levels of integrity and professional practice from the staff who work with them. If a member of staff does not establish clear boundaries, they are putting themselves and young people at risk.

Having professional boundaries means:

- ensuring subjective feelings do not interfere with professional relationships
- being consistent in approach, actions and responses
- maintaining professional relationships in the working environment

Code of Professional Conduct

The code of professional conduct is valid for all staff working within Pinner Wood School. However, certain aspects may apply to the Headteacher or SLT more than other members of staff because of the nature of the responsibility. The following points are not in any order of priority.

Staff Must:

- 1) Be punctual for their duties in line with directed time.
- 2) Provide information requested by the Headteacher and Senior Staff by a given deadline.
- 3) Attend all planned staff meetings unless absence has been agreed in advance with the Headteacher.
- 4) Treat each other and the pupils with respect, being sensitive to individual rights and not unduly favour or disfavour an individual.
- 5) Not behave in a racist manner or make any racist remarks towards or about ethnic minority groups or individuals. Any such incident must be reported to the Headteacher.
- 6) Act appropriately in terms of the views they express (in particular political views), not use school resources for party political purposes, nor promote partisan political views in school.
- 7) Treat all information given to them about the pupils as confidential. This information should be exchanged privately, not with the pupils or other staff.
 - Such information should not be discussed with the parents of other pupils
 - If a pupil gives confidential information to a member of staff, e.g. about home or family situations, if the staff member believes that withholding such information could be harmful

to the pupil. In such a situation, the Designated Senior Person responsible for Safeguarding and Child Protection MUST be informed.

- 8) Respond to parental concerns and complaints appropriately and act with due regard for school policy. All parental concerns must be reported immediately to your Line Manager.
 - 9) Accept responsibility for ensuring that positive and cooperative behaviour amongst the pupils is encouraged in all areas of school.
 - 10) Not denigrate any other member of staff or act in a way that is harmful to the school's reputation.
 - 11) Conduct themselves in a professional manner with parents and other adults.
 - 12) Demonstrate honesty and integrity and maintain reasonable standards in their own behaviour to enable them to maintain an effective learning environment and also to uphold public trust and confidence in the profession.
- If a member of staff is experiencing concerns in relation to the work or behaviour of a colleague, then that member of staff should discuss the matter informally and in confidence with that colleague – If the concern is not resolved, then both should agree to discuss the concern with the Headteacher or appropriate senior leader.

Confidentiality and sensitivity should remain the main priority.

Employment of staff

- All staff are recruited in line with nationally accredited training and national guidance.
- In all instances close relatives must not line manage each other.

Visitors

- Care must be taken that visitors without a valid DBS certificate are not left unsupervised when pupils and young people are present. This includes visitors to school, parents, contractors, etc.
- All staff are responsible for asking visitors why they are on site, and ensuring they are not left alone with pupils.
- Visitors who have no legitimate reason to be on site when pupils are present, must be asked to leave. A person should not be visiting regularly when pupils are present (other than to drop off or collect) as this could give uncleared people access to pupils.
- All visitors must sign in and out at reception and wear a visitor's badge.

Dress Code

- In school, dress needs to be appropriate
- Staff must always dress professionally, wearing appropriate clothing during the school day. This will vary between roles in school and should be appropriate to the role, including the wearing of appropriate safety clothing and equipment.
- Sporting dress needs to be appropriate for any other activity undertaken. Staff must always ensure that pupils are appropriately dressed.

School Visits

- Residential / Trips and School Day Trips

- There is a detailed policy on Educational Visits and Journeys. There are also clear guidelines in the School's Educational Visits Policy and the Department for Education Guidance on Educational Visits which must be followed.

Use of Staff's Personal Transport

- The use of personal transport to transport pupils must not take place unless the member of staff has appropriate car insurance and is accompanied by another member of staff.
- Outside of work situations, it is not acceptable to give "lifts" to pupils at the school.
- The driver and the car used must be insured for business use and approved by the school. Appropriate pupil seats/seat belts must be used.

Pupils visiting staff at home

- Pupils should never be at a member of staff's house. Visits may take place if the pupil is known to the staff member through personal relationships with parents or if staff children are friends. Prior relationships must be notified to the Headteacher.
- If a pupil arrives at a member of staff's house, the member of staff must talk to them on the doorstep and explain to them that they need to see them at their place of work and it is not appropriate for them to be at their home. This needs to be recorded and passed to the Headteacher.
- If the pupil is at immediate risk, then Social Services, the Police or other relevant agencies must be contacted, and the pupil referred on as quickly as possible. Under no circumstances can the pupil enter the staff home.

How staff interact with pupils' verbal interaction

It is important that staff are always aware of how they communicate with pupils. Interactions should be positive and respectful, not negative and must not be demeaning or belittling. For example, jokes should never be made at the expense of pupils if they may be hurt by these jokes. The intended outcome of any interaction with pupils is to promote their learning and raise their self-esteem. When working with pupils, staff should never engage in or allow inappropriate language to go unchallenged.

Sexualisation

Sexualisation in the workplace is unacceptable. Staff must be careful that what they say cannot be misconstrued. They should avoid innuendo.

Counselling/one-to-one work with pupils

If a one-to-one session is being carried out, it should, where possible, be in a room that can be overseen by other staff, or in a public area out of earshot. At no time should a one-to-one interview be held in a building when no other staff are present.

Confidentiality

Pupils should feel confident and safe discussing a wide range of issues with adults in school. It is important that staff members treat this information 'in confidence'. Staff cannot offer absolute confidentiality. Professional considerations concerning the safety of a pupil will override confidentiality. Staff must ensure that pupils are made aware of this and must always act in line with the Safeguarding and Child Protection Policy.

Physical Contact

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. You should, therefore, always use your professional judgement. Physical contact should never be secretive, or for your gratification, or represent a misuse of authority. Physical contact between staff and young people should only take place when there is a genuine reason and in relation to a professional role.

When working with pupils, staff should never:

- Engage in horseplay
- Engage in rough, physical, or sexually provocative games
- Let allegations a pupil makes go unchallenged, unrecorded, or not acted upon
- Do things of a personal nature that young people should do for themselves

Sporting Activity

Staff need to be very aware of how they interact with young people in informal activities which can allow physical contact, i.e., sports, outdoor activities, etc.

- Coaching: This must be conducted in relation to the activity and the professional codes of practice relating to that sport, i.e. from National Governing bodies of Sport.

Comforting and congratulating

It is important for staff to show support, congratulate through words, and body language when comforting pupils. However, the pupil's needs must always be prioritised and professional judgement about a suitable level of physical contact should be used. Staff should never physically comfort or congratulate pupils in a closed room, unless in the presence of another member of staff.

Responding to physical contact by pupils

Pupils may initiate physical contact with staff. This may be through excitement, distress or related to their special needs. This kind of spontaneous action from a pupil needs to be handled in a way that does not hurt their feelings. The member of staff needs to disengage themselves from any inappropriate contact as soon as possible, and where appropriate, initiate a discussion about appropriate boundaries and roles.

Pupils with Identified SEND

Pupils with special needs may need specific physical support. If this is the case then guidance must be sought from the SENDCO

Responding to unacceptable behaviour from young people

At times, the behaviour of pupils is unacceptable as this may endanger others. This needs to be challenged by all staff immediately. In most cases this will be sufficient. Staff should use Senior Managers as support for developing alternative responses.

If a staff member is concerned that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the Headteacher.

Miscellaneous issues

Photography and video cameras

Video footage and photographs of pupils must not be taken, published, or displayed, including on twitter, without prior permission from the pupil and their parents. Staff should not use their personal phones to take photographs of pupils. School devices must be always used.

Internet and Digital Technology

- Staff must not have open access accounts on social networking websites e.g. Facebook, Instagram, Twitter, etc.
- All staff must sign and adhere to the school's Online Acceptable Use Agreement within this code of practice.

Use of Personal Phones

- Staff must not use personal phones in any space that is used by pupils.
- Staff must not send any inappropriate messaging or images (e.g. any material pertaining to radicalization, extremism, discriminatory, images which objectify adults or inappropriate images of children) to other staff members be it via facebook, whatsapp or to private email addresses).

Supervision of pupils

- Pupils must always be supervised in school. Pupils should never be on site without the presence of a member of staff
- Staff should not leave pupils unsupervised or give permission for pupils to go into rooms or work in rooms where no member of staff is present. This includes classrooms and areas such as the shared areas or cloakrooms,
- Pupils must never be left alone on a device (laptop or iPad). This includes classrooms and other open areas such as shared spaces. This is part of the KCSIE monitoring and filtering updates.

Buying goods from pupils

- Staff must not purchase goods from pupils. With the exception of school related activities e.g. year 6 company event.

Use of illegal substances/alcohol/ smoking

- Staff need to take a view about whether social activities in their own time could be detrimental to their professional role. These could also be interpreted by the school as inappropriate, or bring the school into disrepute, and are disciplinary criteria.
- Pinner Wood supports staff who have problems from using cigarettes, alcohol and/or illegal substances through its occupational health provider. Staff with problems are referred for medical support and if this is not resolved disciplinary procedures could follow.
- When staff use legal or illegal substances outside of work, but it impinges on work, this becomes a disciplinary matter. For example, if the pupil sees the use of illegal substances and discusses it, this will undermine the school's credibility and expose the staff member to possible prosecution.
- Smoking is not permitted on the school site. Staff are not allowed to smoke in the company of young people. This also applies during any educational visit with pupils.

- Staff must not drink during working hours. Similarly, staff should not drink alcohol immediately before coming to work. This also applies during any Educational Visit with pupils.
- Illegal substances are not permitted in any school building or any building or vehicle being used for educational activities. All staff are responsible for ensuring this. Staff must not be at work under the influence of illegal substances.

Monitoring and Evaluation

The policy and procedures will also be updated whenever necessary because of outcomes from consultations and/or in response to particular situations that have arisen.

How Staff Use Technology

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity, and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should always have an entitlement to safe internet access.

Appendix 1

ICT acceptable use agreement

This section of the professional code of conduct is intended to ensure:

- That staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal, and recreational use.
- That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That staff are protected from potential risk in their use of ICT in their everyday work.
- That any devices connected to the school system (laptops/iPads) or to the school WiFi (mobile phones) adhere to the fair use policy and not used inappropriately.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for pupils' learning and will, in return, expect staff and volunteers to agree to be responsible users.

Agreement below

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications including any use of school WiFi.
- I understand that the rules set out in this agreement also apply to the use of school ICT systems (e.g. laptops, email, cloud services etc.) out of school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the Online Safety Coordinator (Headteacher).

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others professionally, not use aggressive or inappropriate language, and appreciate that others may have different opinions.
- I will not share any personal data of pupils over email, including attaching spreadsheets and CSVs with identifiable data.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images. Where these images are published (e.g. on the school website) it will not be possible to identify by name, or other personal information, those who are featured. Additionally, I will upload any digital / video images of pupils to a secure location and then delete those digital / video images off the device at the earliest possible convenience.
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not communicate with pupils via any social media platforms, including adding them as 'friends', 'followers', 'connections' or anything similar.
- I will report any incidences where data protection may have been breached, for example a spreadsheet with personal information shared via email, to the Data Protection Officer immediately.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my personal handheld / external devices (mobile devices) in school, I will follow the rules set out in this agreement, in the same way as if I were using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up-to-date anti-virus software and are free from viruses.
- I will only use my work email address on the school ICT systems for educational or appropriate uses.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programs.
- It is my responsibility to ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.

- I understand that the online policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- I will ensure that I have permission to use the original work of others in my own work.
- Where any protected or restricted data has been held outside of school systems I will get a certificate of secure deletion for any server that once contained personal data.

I understand that I am responsible for my actions in and out of school:

- I understand that this Acceptable Use Agreement applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to disciplinary action. This could include a warning, suspension, referral to Governors and/or the Local Authority, and in the event of illegal activities, the police's involvement.

Staff are required to read and understand the above and agree to use the school ICT systems (both in and out of school) and personal devices (in school and when carrying out communications related to the school) within these guidelines.