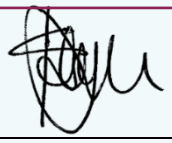
Staff Code of Conduct

2026 - 27

St Bartholomew's CE Multi Academy Trust



CEO SIGNATURE

n/a – delegated to CEO

CHAIR OF TRUST BOARD SIGNATURE

September 2026

DATE

Annual or on updates

NEXT REVIEW DATE

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Contents

Safeguarding **8**
Allegations that may meet the harm threshold 9
Low-level concerns about members of staff 11
Staff-pupil relationships 13
Physical contact 17
Showering and changing 18
Transporting pupils 21
Sexual Harassment ..... Error! Bookmark not defined.
Relationships between staff members 25
Financial inducements **25**
Confidentiality and data protection **31**
Honesty and integrity **33**
Dress code **34**
Conduct outside of the workplace **35**
Smoking, E-Cigarettes, alcohol and other substances **39**
Health and Safety **39**
Monitoring arrangements **40**
Links with other policies **41**

St Bartholomew's CE Multi Academy Trust is a private company limited by guarantee, with charitable status, registered in England and Wales (company number: 10312858) and whose registered office address is at St Bartholomew's Church of England Primary School, Sedgley Road, Penn, Wolverhampton WV4 5LG.

Policy Statement

St. Bartholomew's CE Multi Academy Trust ('**we**' / ''**our**' / '**us**') expects all pupils to receive high-quality teaching in an environment where everyone is safe, happy and treated with respect, whilst promoting a positive, respectful and supportive workplace for our employees ('**you**').

This Code of Conduct has been produced to help us establish the safest possible learning and working environment that will safeguard children and reduce the risk of you being falsely accused of improper or unprofessional conduct. It has been created in line with statutory guidance, using 'Guidance for safer working practice for those working with children and young people in education settings' and 'Keeping Children Safe in Education (KCSIE)'.This Code of Conduct forms part of our wider safeguarding, professional standards and accountability framework. You are therefore expected to read, understand and apply this Code of Conduct alongside Keeping Children Safe in Education, our Safeguarding and Child Protection Policy, Child on Child Abuse Policy, Low-Level Concerns procedures, Whistleblowing Policy, Dignity at Work Policy, Disciplinary Policy and ICT/Acceptable Use arrangements]. Failure to follow this Code of Conduct, including a failure to report concerns, declare relevant information, maintain professional boundaries or act transparently, may be considered under the Disciplinary Policy and Procedure located on Microsoft SharePoint.

We expect you to observe certain standards of behaviour and to bring to light any irregularity in behaviour or procedure that you become aware of. You should not put yourself in a position where your role and responsibilities as an employee and private interests' conflict. To achieve this, we will collectively uphold the Nolan Principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

If you are employed under the Teachers' Terms and Conditions of Employment, you also have a statutory obligation to adhere to the Teachers' Standards and the expectations outlined within.

This Code of Conduct complies with our funding agreement and articles of association, both of which are available on the Trust's website.

We are committed to equality and values diversity. As such we are committed to fulfilling our Public Sector Equality Duty (Equality Duty) obligations and expect all staff and volunteers to share this commitment.

The Equality Duty requires us to have due regard to the need to:

- Eliminate unlawful discrimination, harassment, and victimisation.
- Advance equality of opportunity.
- Foster good relations between people who share protected characteristics, such as age,

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gender, race and faith, and people who do not share them.

If you consider that any of our practices, policies or procedures may be indirectly discriminatory, you should report your concerns and the basis for them to your line manager, who will take appropriate action and ensure that you receive a written response in respect of the concerns that you have raised.

This Code of Conduct does not form part of your contract of employment with us. We reserve the right to amend or withdraw this policy at any time.

Scope

This Code of Conduct outlines our professional and ethical standards and applies to all including employees, supply/agency/third party staff and volunteers and is designed to provide clear guidance regarding our expectations.

We expect you to demonstrate consistently high standards of personal and professional conduct at all times. You must have regard for the need to safeguard pupils' well-being in accordance with statutory requirements and are required to build positive relationships with pupils and colleagues rooted in dignity and mutual respect.

This Policy provides information which underpins our Dignity at Work, Safeguarding and Child Protection, Health and Safety, Data Protection, Digital Safeguarding (incl. social media, and Equality Policies and Procedures and Cyber Security and Acceptable Use Agreement.

It is your responsibility to follow and uphold the principles outlined within this Code of Conduct and to challenge and report any behaviour that goes against this code to your line manager.

Aims and Principles

This Code of Conduct aims to establish a set of principles which underpin the expected conduct within our Trust, with the intention of encouraging you to achieve the highest standards of conduct at work and of minimising the risk of improper conduct occurring, and applies to all including employees, supply/agency/third party staff and volunteers. This document outlines our expectations in terms of professional behaviour; it provides clear advice about what constitutes illegal behaviour and what might be considered as misconduct. It also describes safe practice, and which behaviours should be avoided.

This Code of Conduct is structured in two distinct sections to provide clear guidance:

- **Section One: Safeguarding Responsibilities and Professional Conduct with Pupils**
- **Section Two: Expectations of Professional Conduct**

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It is our expectation for this Code of Conduct to be read, understood and adhered to. It is your responsibility to seek further clarification should this be required.

We are committed to the aims and principles which underpin this policy. You are accountable for the behaviour that you demonstrate when carrying out your role and responsibilities. It is our expectation that you will:

- Be diligent, honest and ethical in the performance of your duties.
- Undertake your day-to-day duties in a professional and competent manner in willing co-operation with others.
- Co-operate fully and honestly with any scrutiny appropriate to your role.
- Make sure your personal and professional life does not adversely affect our standing and reputation.
- Have proper and professional regard for our ethos, policies, procedures and legal practices, including but not restricted to those on safeguarding, equality and diversity.
- Be accountable for your actions and decisions.
- Make sure public funds and our resources are used in a respectful manner.
- Be polite and courteous in your behaviour at all times.
- Dress appropriately, maintaining high standards of tidiness.
- Treat our property, whether material or intangible, with respect and care.
- Refuse gifts or hospitality where any suggestion of improper influence is possible.
- Maintain political neutrality, not allowing your own personal or political opinions to interfere with your role and responsibilities.
- Treat pupils, parents/carers, colleagues and external contacts with dignity and respect.
- Observe proper boundaries appropriate to your professional position, showing tolerance of and respect for the rights of others.
- Inform your line manager immediately if you are subject to any criminal conviction, caution, ban, police enquiry, investigation, or pending prosecution regardless of whether the matter occurred inside or outside the workplace, or whether the allegation has been substantiated or not. This includes any **formal** or **informal** investigations where your conduct may impact your suitability to work with children, young people, or vulnerable adults, or could affect our reputation.
- Be aware that professional behaviour and conduct is expected to be extended to extracurricular trips and visits.
- Take responsibility for your own actions and behaviour, avoiding any conduct which would lead any reasonable person to question your motivation and intentions.
- Create and maintain an ethos of mutual respect, openness and fairness, and be seen to be working in an open and transparent way.
- Discuss and/or take advice promptly from senior members of staff over any incident which may give rise to concern.
- Make accurate records of any incident and of decisions made/further actions agreed.

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- Know the name of your designated person for child protection and be familiar with child protection arrangements, understanding your responsibility to safeguard and protect children.

We must always set an example and act as a role model for our pupils. It is our expectation that you will:

- Maintain high standards in your attendance and punctuality.
- Never use inappropriate or offensive language.
- Treat everyone with dignity and respect.
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.
- Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law.
- Understand the statutory frameworks and act within them.

You are expected to report safeguarding, conduct, boundary, professional standards, discrimination, harassment, bullying, online safety, confidentiality and conflict of interest concerns promptly and through the appropriate route. This includes concerns about your own conduct, the conduct of colleagues, supply staff, volunteers, contractors, visitors, governors/trustees, or any other adult working with or on behalf of the Trust.

A failure to report or escalate a concern, a delay in doing so, or an attempt to minimise, conceal, discourage or prevent a concern being raised, may itself amount to a conduct matter and may be considered under the Disciplinary Policy and Procedure located on Microsoft SharePoint.

Leaders and managers have additional responsibility for modelling this Code of Conduct, setting clear expectations, challenging inappropriate conduct, acting promptly where concerns arise, maintaining appropriate records, seeking HR/safeguarding advice where required, and taking reasonable and proportionate steps to prevent recurrence.

Failure by a leader or manager to act on known or reasonably suspected concerns, including bullying, harassment, sexual harassment, safeguarding, boundary, confidentiality, discrimination, conflict of interest or professional conduct concerns, may be considered under the Disciplinary Policy and Procedure located on Microsoft SharePoint.

You are required to cooperate fully, honestly and promptly with any reasonable management review, safeguarding enquiry, fact-finding exercise, investigation, disciplinary, grievance, whistleblowing, complaint, audit or external agency process.

This includes providing accurate information, preserving relevant records, maintaining confidentiality, not discussing matters with witnesses or other parties unless authorised, and not deleting, altering,

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concealing or withholding information. Failure to cooperate, or any attempt to mislead, obstruct or interfere with a process, may be treated as a serious conduct matter and considered under the Disciplinary Policy and procedure located on Microsoft SharePoint .

The expectations outlined within this Code of Conduct are not exhaustive. If situations arise that are not covered by this Code, you must use your professional judgement and act in the best interests of the Trust, the school, the pupils and our community by:

- Discussing the circumstances that informed your action, or proposed action, with the Designated Safeguarding Lead. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted.
- Discussing any misunderstanding, accidents or threats with the Senior Leadership or Designated Safeguarding Lead.
- Always recording discussions and actions taken with your justifications.
- Recording any areas of disagreement and, if necessary, refer to another agency, i.e. the Local Authority, Ofsted, Teaching Regulation Agency (TRA) or any other Regulatory Body.

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Section One

Safeguarding

You are accountable for the way in which you exercise authority; manage risk; use resources; and protect children from discrimination and avoidable harm.

Whether paid or voluntary, you 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 you and children and your behaviour that demonstrates integrity, maturity and good judgement.

There are legitimate high expectations about the nature of the professional involvement of staff in the lives of children. 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.

We have a duty of care towards you which requires us to provide a safe working environment for you and guidance about safe working practices.

You have a duty to safeguard pupils from harm, and to report any concerns you have. This includes physical, emotional and sexual abuse, and neglect.

In accordance with the school's Behaviour Policy, Child on Child Abuse Policy and Safeguarding and Child Protection Policy, staff members will be prepared to identify pupils who may be subject to, or at risk of, various types of abuse and neglect, including, but not limited to, the following:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child-on-child abuse
- Serious violence
- FGM
- Child sexual exploitation (CSE)
- Child criminal exploitation (CCE)
- Bullying: this includes cyberbullying, and prejudice-based and discriminatory bullying

Staff will have a clear understanding of the school's policies and procedures with regards to safeguarding issues, e.g., abuse, and the important role they play in preventing harm against pupils. In accordance with the school's Safeguarding and Child Protection Policy, staff will also be aware of

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the factors that could increase a pupil's risk of being subject to safeguarding issues, including but not limited to:

- Pupils who need a social worker (Child in Need and Child Protection Plans).
- Pupils requiring mental health support.
- Children absent from education, particularly if on repeat occasions and/or long periods of time.
- Elective Home Education (EHE).
- LAC and previously LAC.
- Pupils with SEND.
- Pupils who identify as LGBTQ+.
- Pupils perceived to be LGBTQ+.
- Pupils struggling with mental health needs.
- Pupils who have a family member in prison, or who are affected by parental offending.
- Pupils that are frequently absent or permanently excluded from school.

You must read and understand Part One in full of KCSIE and The Trusts Safeguarding and Child Protection and Child on Child Abuse Policy and procedures, which includes details of our approach to the Prevent initiative located on SharePoint. Leaders and DSL's/DDSL's must also read and understand Designated Safeguarding Leads (DSLs) and Designated Safeguarding Leads (DDSL's) must read the **entirety of the guidance document**, with particular focus on the updated core sections and the role-specific annex.

You are also required to engage with any safeguarding updates, induction, annual safeguarding training and local safeguarding briefings issued by the School, Local Authority and Trust. You are expected to confirm your understanding where required and seek clarification immediately if any part of the guidance or local procedure is unclear.

Allegations that may meet the harm threshold

This section is based on 'Section 1: Allegations that may meet the harm threshold' in part 4 of Keeping Children Safe in Education.

The term 'allegation' applies to all cases in which it is alleged that anyone working in the Trust, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or

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- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A 'case manager' will lead any investigation. They will be appointed by the Headteacher/Head of School/CEO or their representative as applicable and will be the Chair of the Trust Board where the CEO is the subject of the allegation.

If you feel unable to raise an issue with us, you can access other whistleblowing channels, including contacting the NSPCC's helpline on 0800 028 0285 (between the hours of 8:00am and 8:00pm Monday to Friday) or email address help@nspcc.org.uk. You can also access guidance at www.gov.uk/whistleblowing. Fear about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare of our pupils.

You will undergo safeguarding and child protection training at induction. This will include training around online safety, particularly concerning the understanding of roles and responsibilities in relation to filtering and monitoring. This training is mandatory and will be updated at least annually to continue to provide you with the relevant skills and knowledge to safeguard children effectively.

You will recognise that, when teaching pupils about safeguarding and online safety, a one-size-fits-all approach may not be appropriate for every pupil, and a more personalised or contextualised approach may be needed for pupils who are vulnerable, victims of abuse and/or have SEND.

You will be aware of the local early help process and understand your role in the application of it.

You will be aware of the process for making referrals to children's social care service (CSCS) and for statutory assessments under the Children Act 1989, along with the role they may be expected to play in such assessments.

You will reassure victims that they are being taken seriously and that they will be supported and kept safe by the school. You will never give the impression that pupils are creating a problem by reporting abuse, sexual violence or sexual harassment, nor should a pupil ever be made to feel ashamed for reporting an incident.

You will know how to manage the requirement to maintain an appropriate level of confidentiality, involving those who need to be involved, but will never promise a pupil that you will not tell anyone about a report of any form of abuse, as this may ultimately not be in the best interests of the pupil.

You will be aware of our legal duty to make a referral to the DBS and/or TRA where we consider an individual has engaged in contact that has harmed, or is likely to harm, a pupil.

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Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the Staff Code of Conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating pupils

Low-level concerns can include inappropriate conduct inside and outside of work.

Low-level concerns must be reported even where there is no clear evidence of harm, where the concern appears minor in isolation, or where you are unsure whether the behaviour meets the reporting threshold. Patterns of low-level concerns may indicate wider safeguarding, suitability, boundary or professional conduct risks and will be reviewed appropriately by senior leaders and/or the DSL in accordance with our Safeguarding and Child Protection Policy.

You must not investigate low-level concerns themselves, discuss them unnecessarily with others, or delay reporting while attempting to establish whether the concern is substantiated.

All staff should share any low-level concerns they have using the reporting procedures set out in our Safeguarding and Child Protection Policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage. This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns are covered in more detail in our Safeguarding and Child Protection Policy. This is available on each school's website.

Our procedures for dealing with allegations will be applied with common sense and judgement.

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Roles and Responsibilities

We will:

- Ensure that appropriate safeguarding and child protection policies and procedures are distributed, adopted, implemented and monitored.
- Promote a culture of openness and support.
- Ensure that systems are in place for concerns to be raised.
- Ensure that employees are not placed in situations which render them particularly vulnerable.
- Ensure that all employees are aware of expectations, policies and procedures.
- Ensure that all employees who need to share 'special category personal data' are aware that the DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk.

You will:

- Understand the responsibilities which are part of your 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 pupil's best interests.
- Avoid any conduct which would lead any reasonable person to question your motivation and intentions.
- Take responsibility for your own actions and behaviour.
- Know the name of the Designated Safeguarding Lead (DSL) and the Deputy Designated Safeguarding Lead (DDSL) and be familiar with the Multi-agency Partnership and our child protection procedures and guidance.
- Treat information you receive about pupils and families in a discreet and confidential manner and do not discuss it with anyone outside of the school.
- Seek advice from a senior member of staff or Designated or Deputy Designated Safeguarding Lead if you are in any doubt about sharing information they hold, or which has been requested of them.
- Be clear about when information can/must be shared and in what circumstances.
- Know the procedures for responding to allegations against employees and to whom any concerns or allegations should be reported.
- Ensure that where personal information is recorded electronically, that systems and devices are kept secure.

You should not:

- Use your position to gain access to information for your own advantage and/or a pupil's or family's detriment.

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- Use your power to intimidate, threaten, coerce or undermine pupils.
- Use your status and standing to form or promote relationships with pupils which are of a sexual nature, or which may become so. This is as relevant in the online world as it is in the classroom.

Staff-pupil relationships

The school expects that staff will:

- Always maintain professional boundaries and relationships with pupils, 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.
- 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.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see into the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our safeguarding and child protection policy.

Maintaining Professional Relationships with Pupils

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You will observe proper boundaries with pupils that are appropriate to your professional position. You will act in a fair and transparent way that would not lead anyone to reasonably assume that you are not doing so.

If there is a requirement for you to spend time with a pupil on a 1-to-1 basis, **it is our expectation that you will**:

- Work one to one with a pupil only when absolutely necessary (both in person or online) and with the knowledge and consent of senior leaders and parents/carers.
- Be aware of relevant risk assessments, policies and procedures, including child protection, acceptable use policy and behaviour management.
- Ensure that wherever possible there is visual access and/or an open door in a one-to-one situation.
- 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.
- Consider the needs and circumstances of the pupil involved.
- Ensure, prior to any online learning, that there are clear expectations of behaviour and conduct of all parties which have been agreed in advance.

Communication between pupils and yourself, 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, webcams, websites, social networking sites, online gaming and blogs.

You should not share any personal information with a pupil. In addition, you should not request, or respond to, any personal information from a pupil, other than that which might be appropriate as part of your professional role. You should always ensure that all communications are transparent and open to scrutiny.

You should also be cautious in your communications with pupils to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming. You should not give your personal contact details to any pupil, including e-mail, home or mobile telephone numbers.

E-mail or text communication between you and a pupil outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet-based websites, such as social networking, instant messaging or gaming.

It is not uncommon for pupils to be strongly attracted to a member of staff and/or develop an infatuation. You should be aware that such circumstances always carry a high risk of words or actions being misinterpreted and for allegations to be made against you.

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Should you become aware that a pupil may be infatuated with you or a colleague, you should discuss this at the earliest opportunity with a senior member of the leadership team so that appropriate action can be taken. In this way, steps can be taken to avoid hurt and distress for all concerned.

There may be exceptional circumstances where a member of staff may be personal friends with a parent/carer which means that a normal social life will bring the pupil into social contact with you. However, generally, if you find yourself in a pub or other meeting place in which pupils are drinking, you should not join the pupils and may need to draw the attention of bar staff to the age of the pupils. It is difficult to determine exact regulations in this area; if you feel that there are exceptional reasons why the general restriction on drinking alcohol with pupils should not apply, you should discuss the matter with a senior leader.

In maintaining your professional relationship with pupils, **it is our expectation that you will**:

- Always maintain professional boundaries and relationships with pupils, and will consider whether your actions are warranted, proportionate, safe and necessary.
- Act in an open and transparent way that would not lead to others questioning your actions.
- Ensure that you do not establish social contact with pupils for the purpose of securing a friendship, or to pursue or strengthen a relationship.
- Ensure that you do not develop personal or sexual relationships with pupils: this includes sexual remarks and discussing your 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.
- Arrange to meet pupils outside of the school day or off the school site at any time without the express permission of the CEO/Headteacher/Head of School as appropriate. This applies to former pupils for three years after their leaving education date. In the case of a pupil with an EHCP this will apply until the pupil reaches 25 years of age.
- Report any indications (verbal, written or physical) that suggest a pupil may be infatuated.
- Be vigilant in maintaining your privacy and mindful of the need to avoid placing yourself in vulnerable situations.

In maintaining your professional relationship with pupils, **it is our expectation that you will not**:

- Discuss personal information with pupils, such as concerning your lifestyle or marital status, unless it is directly relevant to the topic being taught.
- Correspond in a personal nature through any medium with pupils, e.g. phone calls or text messages, unless it is within your role and via an approved communication method, e.g. school emails.
- Adopt an ongoing support role beyond the scope of your position.
- Use personal equipment for approved activities, such as a personal camera, unless approved in writing by the Headteacher/Head of School, and will not photograph, audio record or film

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pupils without authorisation from the Headteacher/Head of School or CEO as appropriate to your role and consent from the pupil's parent/carers.

- Save images, videos or audio recordings of pupils on personal devices, unless authorised by the Headteacher/Head of School or CEO as appropriate to your role, and consent from the pupil's parent/carers.
- Upload images, videos or audio recordings of pupils to any location without consent from parents/carers and the Headteacher/Head of School or CEO as appropriate to your role.
- Discuss or share information regarding other pupils or members of staff; you should be aware of your surroundings when speaking to others, where your conversations may be overheard.
- Ignore instances of sexual harassment and inappropriate behaviour amongst pupils.
- Invite or allow pupils to visit your home.
- Allow pupils to access your personal devices.
- Attend pupils' homes or their social gatherings, unless approved by the Headteacher/Head of School or CEO as appropriate to your role.
- Be alone with a pupil outside of teaching responsibilities, unless approved by the Headteacher/Head of School or CEO as appropriate to your role
- Enter changing rooms or toilets occupied by pupils, when supervision is not required or appropriate, use toilet facilities allocated to pupils, or undress in facilities intended for use by pupils.
- Not transport a pupil unless in line with the transporting pupils information below.
- Carry out one-to-one tutoring, mentoring or coaching of our pupils, unless approved by the Headteacher/Head of School or CEO as appropriate to your role.
- Give personal gifts or special favours, or disproportionately single specific pupils out for special duties or responsibilities.
- Offer overnight, weekend or holiday care as a respite to parents/carers without the approval of the Headteacher/Head of School or CEO as appropriate to your role.
- Drink alcohol when supervising pupils or on school trips (this applies even when no pupils are present).

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.

Where inappropriate contact is made with pupils, this will be raised with the Headteacher/Head of School or CEO as appropriate to your role and DSL and handled in line with our Safeguarding and Child Protection Policy and Staff Code of Conduct.

If a pupil is consistently attempting to befriend or contact you on social media, you will inform the Headteacher/Head of School or CEO as appropriate to your role as soon as contact is made.

You are strongly discouraged from forming personal relationships with former pupils, including on social media, as well as with the parents/carers of any pupils on social media.

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Should we become aware of a close relationship between you and a former pupil which may raise concerns about your suitability to work with children, we will contact the Local Authority Designated Officer (LADO) for advice and guidance.

Any inappropriate contact made with former pupils will be handled in line with our Safeguarding and Child Protection Policy and Staff Code of Conduct, located on the school website

Appropriate language

Pupils should not be treated as friends. As such you will not:

- Use inappropriate names or terms of endearment.
- Allow inappropriate conversations or enquiries of a sexual nature to occur.
- Comment on a pupil's appearance, including personal flattery or criticism.
- Treat pupils disrespectfully or discriminatorily, based upon their perceived or actual protected characteristics.
- Subject pupils to humiliation, profanity, or vilification.
- Allow or partake in suggestive humour, banter, jokes or innuendos of a sexual nature.
- Use obscene or inappropriate gestures and language.
- Partake in personal conversations, including on the phone, where this may be overheard by pupils.

Physical contact

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 and assisting with intimate care, but staff will only do so in a professional and appropriate manner in line with relevant school policies.

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.

Staff will seek the pupil's permission, where possible, before initiating contact. 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 considered. Staff will never touch a pupil in a way which is indecent and will always be prepared to explain their actions. Staff will be aware that even well-intentioned physical contact may be misconstrued by a pupil, an observer or by anyone to whom this action is described and, therefore, will be prepared to justify their actions. Staff will not engage in rough play, tickling or play fights with pupils.

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Extra caution will be taken where it is known that a pupil has previously suffered from abuse or neglect.

Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be reported to the Headteacher, or the Chair of Governors if the concern is about the Headteacher, and appropriate procedures will be followed.

Where it is necessary in PE classes for teachers to demonstrate use of equipment, this will be conducted with another member of staff if possible. If a pupil is required to participate, their consent will be given before doing so.

If a child is in distress and in need of comfort as reassurance, staff may use age-appropriate physical contact, such as placing their hand on the pupil's shoulder. Staff will always remain self-aware of their actions and ensure that their contact is not threatening, intrusive or subject to misinterpretation.

We acknowledge that situations may arise in which you will be required to use physical, and in some cases reasonable force, in order to manage conflict, disruption and distressed behaviour when other measures have failed to do so. In these cases, you will ensure that actions such as safe touch and reasonable force are used in a correct and safe manner, in accordance with the relevant legislation and national guidance, and in line with our Physical Intervention Policy, located on Microsoft SharePoint.

In all interactions with pupils, you will always behave and act in a respectful and professional manner, and will be aware that extra caution and consideration may be needed where it is known that a pupil has previously suffered from abuse or neglect.

We will ensure that we have a system in place for recording incidents and the means by which information about incidents and outcomes can be easily accessed by senior management. You will be informed on a 'need to know' basis, of any relevant information about vulnerable children in your care. We will conduct regular audits of physical intervention records.

It is our expectation that you will:

- 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 be open to scrutiny.

Showering and changing

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Pupils are entitled to respect and privacy whilst they are changing, e.g., before and after PE; however, a level of supervision is required to ensure that pupils are safe, and that they are not subjected to bullying.

The supervision will be appropriate to the needs and ages of the pupils, and sensitive to the potential for embarrassment.

Staff will announce their intention of entering a changing room (where relevant at school swimming lessons or on residential) to allow pupils to maintain their privacy.

You will adhere to the appropriate policies and risk assessments, e.g. PE risk assessments and ensure that appropriate supervision and support are given to all pupils, including those who may need assistance with showering and changing.

It is our expectation that you will:

- Avoid any physical contact when pupils are in a state of undress.
- Avoid any visually intrusive behaviour and where there are changing rooms:
  - Announce your intention of entering the changing room to allow pupils to maintain their privacy and only remain in the changing room for as long as is necessary.
  - Provide sensitive pupils with the opportunity to change privately.
  - Adhere to policies and risk assessments.
  - Never change or shower in the same area as pupils.

Intimate / Personal Care

Our pupils have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet/soiled clothing). A care plan should be drawn up and agreed with parents/carers for all pupils who require intimate care on a regular basis.

Pupils should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.

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

Each of our schools will have written care plans in place for any pupil who could be expected to require intimate care and will:

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- Update intimate/personal care plans in writing where appropriate, e.g. because there are changes to staff rotas, etc.
- Ensure that pupils are actively consulted about their own care plan.
- Ensure that intimate/personal care is provided by staff known to the pupil.
- Ensure that only individuals who have been checked against the relevant DBS barred list are permitted to engage in intimate or personal care.
- Ensure that temporary or visiting staff have been trained in intimate and personal care procedures if it is necessary to involve them in such activity.

It is our expectation that you will:

- Adhere to the intimate and personal care and nappy changing policies and procedures.
- Make other employees aware of the task being undertaken.
- Always explain to the pupil what is happening before the commencement of a care procedure.
- Consult with colleagues where any variation from agreed procedure/care plan is necessary.
- Record the justification for any variations to the agreed procedure/care plan and share this information with the pupil and their parents/carers.
- Avoid any visually intrusive behaviour.
- Where there are changing rooms announce your intention of entering.
- Always consider the supervision needs of the pupils and only remain in the room where their needs require this.

It is our expectation that you will not:

- Change or toilet in the presence or sight of pupils.
- Assist with intimate or personal care tasks which the pupil is able to undertake independently.

- Any physical contact with pupils should be in accordance with any agreed school procedures, such as the Intimate Care Policy. Any inappropriate physical contact may be viewed as a conduct issue and may lead to formal action under our Disciplinary Policy and procedure.

This applies to former pupils for three years after their leaving full time education date. In the case of a pupil with an EHCP this will apply until the pupil reaches 25 years of age.

First Aid and Administration of Medication

The Medical Policy and relevant appendices, and Intimate Care Policy located on Microsoft SharePoint, must be adhered to at all times.

Behaviour Management

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All pupils have a right to be treated with respect and dignity. You 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 or insensitive comments towards pupils is not acceptable in any situation.

It is our expectation that you will:

- Not use force as a form of punishment
- Try to defuse situations before they escalate
- Keep parents/carers informed of any sanctions
- Adhere to the School's Behaviour Policy

Care, Control and Physical Intervention

We understand there will be occasions where you may be required to legitimately intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. In doing so you should have regard to the health and safety of yourself 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 and be in accordance with the School's Physical Intervention Policy, located on Microsoft SharePoint.

It is our expectation that you will:

- Always seek to defuse situations
- Always use minimum force for the shortest period necessary

Transporting pupils

When it is necessary to transport pupils off-site or travel during the working day, 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 are insured for business use.

Staff will gain consent from parents/carers before transporting pupils and will be aware that the welfare of all pupils in the vehicle is their responsibility and adhere to the appropriate school policies and risk assessments.

Two or more staff will be present in the vehicle to avoid any discrepancy regarding safeguarding concerns.

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It is our expectation that you will:

- Hold a full valid driving licence for the category of vehicle being driven and provide your licence details to the school where required.
- Have insurance that includes business use.
- Drive in accordance with the laws of the road and Highway Code.
- Check before each journey that the vehicle is roadworthy, e.g. tyres are properly inflated and meet legal requirements.
- Ensure that you are fit to drive; where your fitness to drive may be impaired, e.g. due to a medical condition or taking medication, you will inform your line manager as soon as possible and notify the DVLA where required.
- Notify the Headteacher/Head of School or CEO as appropriate to your role where there is any change in your circumstance in relation to driving at work, e.g. you acquire penalty points on your licence for motoring offences outside of work.
- Plan and agree arrangements with all parties in advance, responding sensitively and flexibly to disagreements.
- Ensure that you are alone with a pupil for the minimum time possible.
- Be aware that the safety and welfare of the pupil is your 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 your behaviour and all arrangements ensure vehicle, passenger and driver safety.
- Only use your own vehicle to transport pupils where there is no practical or reasonable alternative and were agreed upon by the Headteacher/Head of School or CEO as appropriate to your role, and parents/carers in advance of the journey.
- Consider any specific needs that the pupil may have.

You will **not** offer pupils transport outside of your normal working duties, other than in an emergency or if a pupil is at risk. These circumstances will be recorded and reported to the Headteacher/Head of School or CEO as appropriate to your role and the pupil's parents/carer.

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 judgement and you may wish to take guidance in these circumstances from a senior member of staff.

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Care should also be taken to abide by our policy on sex and relationships education and the wishes of parents/carers. Parents/carers have the right to withdraw their pupils 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).

It is our expectation that you will:

- Have clear lesson plans.
- Not enter or encourage inappropriate or offensive discussion about sexual activity.

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Section Two

In accordance with our Dignity at Work Policy you are expected to demonstrate the highest standards of professionalism in your interactions with one another. A respectful, inclusive, and cooperative working environment is essential to our success and the wellbeing of our employees within it.

You are responsible for helping to maintain a working environment in which colleagues feel safe, respected and able to raise concerns. You must not dismiss concerns as banter, over-sensitivity, personality conflict or humour where the behaviour may reasonably be perceived as intimidating, humiliating, degrading, hostile, offensive, discriminatory or sexual in nature.

Staff must:

- Treat all colleagues with dignity, respect, and courtesy, regardless of role, background, or personal beliefs.
- Communicate in a professional, constructive, and respectful manner at all times.
- Work collaboratively, supporting a culture of teamwork, trust, and mutual respect.
- Address disagreements or concerns appropriately and, where necessary, seek support through the appropriate internal channels (e.g., line manager or HR).
- Refrain from any behaviour that may be considered bullying, harassment, discrimination, or intimidation.
- Respect the confidentiality and privacy of colleagues and handle sensitive information with discretion.
- Set a positive example through conduct that aligns with our values and reflects the professional standards expected of our organisation.

Upholding these standards helps to create a safe, supportive, and productive workplace for everyone. Breaches of professional conduct may be addressed under the disciplinary procedure.

Harassment, Sexual Harassment and Third-Party Conduct (*This section should be read alongside the Trust's Dignity at Work, Grievance and Whistleblowing Policies and Procedures, which sets out in greater detail the behaviours that may constitute bullying, harassment, sexual harassment, discrimination, victimisation or intimidation, the responsibilities of staff and leaders, and the processes for raising and addressing concerns*)**.**

We are committed to providing a workplace free from bullying, harassment, sexual harassment, discrimination, victimisation and intimidation. This applies to conduct by colleagues, leaders, governors/trustees, contractors, agency workers, volunteers, pupils, parents/carers, visitors and other third parties.

You must not engage in, encourage, tolerate, minimise or ignore any conduct which may amount to bullying, harassment, sexual harassment, discrimination, victimisation or intimidation. This includes verbal, physical, written, online, digital, visual and non-verbal conduct.

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You are required to report any concerns promptly through the appropriate route, including your senior/executive leader, HR, the Grievance Policy and Procedure, the Whistleblowing Policy and Procedure, your trade union representative, the Chair of Governors or Chair of Trustees as approppriate]. Managers and leaders must take concerns seriously, act without unreasonable delay, and ensure that appropriate records are maintained.

Retaliation, victimisation or detrimental treatment because a person has raised a concern, supported a concern, acted as a witness or challenged inappropriate behaviour will not be tolerated and may be addressed under our Disciplinary Policy and Procedure.

Relationships between staff members

All employees must ensure that they maintain professionalism within the working environment. Where employees are in a romantic relationship with a colleague and/or connected to another colleague on a social basis outside of the workplace, working relationships in all school establishments should remain professional and positive. Out of work relationships should not impact on the functioning or workplace environment and employee **must** declare any relationships or personal connections to the Headteacher/Head of School (and/or CEO as appropriate to the staff role).

Financial inducements

Staff members will:

- Familiarise themselves and comply with the school's financial regulations.
- Abide by the requirements set out in the Trust's Gifts & Hospitality Policy, a copy of which is available on Microsoft SharePoint.

Acceptable Use of Technology

We are aware of the benefits and challenges associated with using technology. When using technology, you must always adhere to the various procedures, freedoms and limitations outlined in our relevant policies, which include but are not limited to:

- Digital Safeguarding Policy (incl Socia Media Policy).
- Data Protection Policy.

You will maintain a professional level of conduct in your personal use of technology, and read, sign, and adhere to our Cyber Security and Acceptable Use Agreement, available from the School Office.

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You will be aware of how the use of technology can impact safeguarding and wellbeing issues, e.g. online abuse.

You must be vigilant to ensure your own behaviour is respectful and that pupils are using technology appropriately while under your care.

Under no circumstances should you access inappropriate images on any of our premises. Accessing child pornography or indecent images of children on the internet, and making, storing or disseminating such material, is illegal and, if proven, will invariably lead to the individual being barred from work with children and young people.

Using our equipment to access inappropriate or indecent material, including adult pornography, would normally lead to disciplinary action, particularly if as a result, children might be exposed to inappropriate or indecent material.

Any personal electronic device that is brought onto our premises is the responsibility of the user.

Personal devices are not permitted to be used anywhere where there are children present. You are not permitted to use your personal devices, including wearable electronic devices, during your working hours, other than in an emergency. All personal devices should remain silent. Smart watches can be worn, provided they and the mobile phone are in airplane mode and have their Wi-Fi disabled, and are only used for telling the time whilst with children. During break and lunchtimes where there are no children present, smart devices may be switched on.

Additionally, personal subscriptions or streaming services (e.g. Netflix, Amazon Prime, Spotify, etc.) must not be accessed or used via school devices, systems, or networks. This includes both during and outside of working hours

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. You need to be aware of the potential for these aspects of teaching to be misused for pornographic or 'grooming' purposes. Careful consideration must be given as to how these activities are organised and undertaken.

Images should not be displayed on other websites, in publications or in a public place without additional consent.

You are not permitted to use your personal devices to take photos or videos of pupils. Photographs, images and videos will only be taken using our equipment.

You will ensure that imagery and videos will be kept in an appropriate and secure place within the school.

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No pupil will be photographed in a state of undress or semi-undress, or in a situation which could be considered as indecent or sexual.

You must not take images of a pupil's injury, bruising or similar (e.g. following a disclosure of abuse), even if you have been requested to do so by children's social care. You must not make audio recordings of any disclosure made by a pupil.

Consent for taking photographs will be obtained from parents/carers, or the pupil themselves, if they are deemed old enough and able to make the decision for themselves.

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 of consent is considered on a case-by-case basis by the Data Protection Officer (DPO), Headteacher/Head of School, and a pupil's parents/carers (where appropriate).

Pupils who have not provided consent, either personally or via their parents/carers, to have their photograph taken or be filmed will have their wishes respected.

The Headteacher/Head of School/CEO as applicable will be notified of the proposed use of the imagery or video and the equipment and ensure that the use of such is included in lesson plans where this is necessary.

All photographs and videos will be available for scrutiny, and you will be prepared to explain and justify the images or footage taken.

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.

It is our expectation that you will:

- 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 Senior Leadership Team has authorised and is aware of the use of photography, filming or image capture equipment and understands the purpose for which it is being used.
- Ensure that all images are available for scrutiny in order to screen for acceptability.
- Be able to justify images of children in your possession and demonstrate that they have been obtained, stored and used appropriately.
- Avoid making images in one-to-one situations unless there is a clear, legitimate and authorised reason for doing so.
- Keep personal mobile phones and devices away from areas accessible to pupils and use them only in accordance with our Digital Use Policy.

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It is our expectation that you will not:

- Store images of pupils on personal mobile phones, cameras, tablets, laptops, removable storage devices or home computers.
- Upload, share or make images of pupils available on the internet, social media platforms or any external system unless this you have been expressly authorised to do so and appropriate parental/carer consent has been obtained where required.
- Use your mobile phone in areas where pupils are present, except where authorised to do so.

Artificial Intelligence, Image Manipulation and Digital Content

You must not use artificial intelligence (AI), image editing software, deepfake technology, image manipulation applications, nudification tools or any other digital system to create, generate, alter, store, search for, view, share or distribute images, audio recordings, video footage or personal information relating to pupils, staff, parents/carers or members of the school/Trust community unless this has been expressly authorised for a legitimate school purpose and is fully compliant with our safeguarding, data protection, and Digital Safeguarding Policies and Procedures.

Any use of AI or digital technologies that:

- Creates or increases a safeguarding risk;
- Compromises an individual's dignity, privacy, consent or confidentiality;
- Generates, alters or misrepresents a person's image, voice, likeness or identity;
- Creates false, misleading or manipulated content;
- Breaches the School's policies, professional standards or statutory obligations; or
- Is likely to undermine public confidence in the School or Trust, or bring the School or Trust into disrepute,

may be treated as a serious conduct matter and could result in disciplinary action.

Social Media and Online Gaming

We acknowledge that staff may use social networking sites for personal use.

When using social media, you are to abide by the expectations outlined within our Digital Safeguarding Policy (incl Social Media Policy), located on Microsoft SharePoint.

Conduct on social media can have an impact on your role and reputation within your employment. You are to remain mindful of your use of social media and your web-based presence, including written

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content, videos or photographs, and views expressed directly or indirectly which may bring yourselves, us, the school and/or our community into disrepute.

You are required to employ the highest security settings on any personal profiles you may have.

You must 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.

We understand that some staff are also parents/carers of pupils at the school and, therefore, may wish to contact other parents/carers. When doing so, you must exercise your professional judgement and will not contact family members on social media if this would compromise your position and lead to a conflict of interest.

As soon as you become aware that you are in an online game with a pupil, you must cease to play against that pupil and should not enter any games containing that player as part of the group.

Under no circumstances should you seek out pupils and/or share your own gamer tags/ID with pupils or use our equipment to play online games.

It is our expectation that you will:

- Lock down your profile to ensure that data and images are not freely available. Seek advice if you are unsure how to do this.
- Not permit current and recent pupils or parents/carers to have access to your profile.
- Ensure all your passwords are kept strong and secure.
- Be aware that images of others should be protected and be treated as carefully as you would your own.

Premises, Equipment and Communication

Our 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 Headteacher/Head of School/CEO as appropriate. Illegal, inappropriate, or unacceptable use of our equipment or communication systems may result in disciplinary action.

We reserve the right to monitor emails, phone calls, internet activity or document production on our owned equipment, principally to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of our systems.

Communication systems may be accessed if we suspect that you have been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity. Access will be secured by the Trust's external ICT provider, only with the permission of the Headteacher/Head of School/CEO.

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All communication and interactions conducted through our IT systems, including email, messaging platforms, online learning environments, and social media, must remain courteous and professional at all times. You are expected to treat colleagues, pupils, parents, and all stakeholders with dignity and respect, ensuring that language and tone are appropriate and uphold our values. The use of IT to send, share, or post material that is offensive, aggressive, or disrespectful will be treated as a breach of this Code of Conduct and may result in disciplinary action.

Sensitive information should only be communicated to parents/carers through the secure channels and only by authorised members of staff.

All communication with parents/carers, including emails, should only take place during the school day (between 8.00 am – 5 pm). There is no expectation that staff will respond to communications sent outside of this time. An automated email will respond to share these expectations with parents/carers. This will be monitored regularly.

In the event of disagreements or conflicts with parents/carers, you should approach the situation calmly and seek to resolve the issue collaboratively. You should immediately raise any situation that you feel is escalating to a senior member of staff. To ensure accountability and transparency a written record of any significant communication and resolutions with parents/carers should always be maintained. Records must be factual, timely, accurate, professional and stored in the correct location. You must not create informal parallel records, retain Trust information on personal devices or accounts, or remove records from Trust systems unless authorised to do so. Where professional judgement has been exercised, the rationale for decisions should be recorded clearly.

Passwords should not be shared and access to computer systems must be kept confidential, except on the express request of the Headteacher/Head of School/CEO as applicable or the Trust's external ICT provider. Breaches of this confidentiality may be subject to disciplinary action.

All equipment that is used outside the premises, e.g. laptops, will be returned to us when you leave our employment or if requested to do so by the Headteacher/Head of School/CEO (as applicable) or the Trust's external ICT provider.

In accordance with the Financial Procedures Manual, located on Microsoft SharePoint, you are not permitted to enter into agreements, contracts or subscriptions without the approval of Headteacher/Head of School/CEO/DFO (as applicable). If you do enter into such agreements, you will be personally liable for any costs incurred.

It is our expectation that you are responsible for:

- Securing windows and doors when rooms are not in use.

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- Securing external doors during the school day.
- Ensuring that visitors sign in and out.
- Challenging any unidentified individuals and notifying the CEO/Executive Headteacher/ Headteacher/Head of School of any unauthorised person.
- Securing valuable equipment after use.
- Ensuring the security of our equipment when taken off our premises, such as laptops.
- Accessing our premises in accordance with the school's keyholding procedures, where applicable.
- Acting in accordance with our Data Protection Policy, cyber security procedures and Critical Incidents and Emergency Plan, ensuring that data and information is secure.
- Reporting any minor security concerns to the Headteacher/Head of School.
- Reporting major security concerns directly to the police or emergency services, where appropriate.
- Carrying your school ID with you at all times.
- Being responsible for the security of any of your own property.

Intellectual Property (IP) Rights

Unless agreed in writing, IP created by you in the course of your employment with us is our property. As such you must disclose any IP created during your employment that relates to business operations or research. This could include:

- Long, medium and short-term planning
- Curriculum schemes of work
- CPD information including resources and slides
- Assessment TAFS
- Policies
- School improvement plans
- Trust Documentation

We will take appropriate steps to secure and protect our IP rights. You are required to cooperate with us in the protection and defense of our IP.

Unauthorised disclosure of our IP may result in disciplinary and legal action, in cases of significant infringement or misappropriation, being taken.

Confidentiality and data protection

To undertake your everyday responsibilities, you may be provided with access to confidential information about pupils and/or staff. In some circumstances you may also be given access to additional highly sensitive or private information. You should never use confidential or personal information about a pupil, their family or staff member for your own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the pupil or staff member.

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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 you may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, you have a duty to pass information on without delay, but only to those with designated child protection responsibilities.

If you are ever in any doubt about whether to share information or to keep it confidential you should seek guidance from a member of the senior leadership team.

You are expected to be aware of your responsibilities as laid out in our Data Protection Policy, available on Microsoft SharePoint, and in line with the core principles of the UK GDPR and the Data Protection Act 2018.

You will not disclose sensitive information about us, our employees, or our pupils to other parties. The only exception to this is when confidential information gives rise to concerns about the safety or welfare of a pupil.

You have the right to request access to data that is held about you. Such requests will be processed by the DPO, and further details can be found in the privacy notice for staff available on the Trust's website.

It is our expectation for you to ensure that:

- Confidential paper records are kept in a locked filing cabinet, drawer or safe, with restricted access, and will not be left unattended or in clear view anywhere with general access.
- A 'clear desk policy' is implemented to avoid unauthorised access to physical records containing sensitive or personal information.
- The use of memory sticks is strictly prohibited.
- You will not use your personal laptop/computer for our purposes. All necessary members of staff are provided with their own secure login and password, and every computer regularly prompts users to change their password.
- When sending confidential information, you will always check that the recipient is correct before sending.
- You treat information you receive about pupils in a discreet and confidential manner.
- Advice is sought from a member of the leadership team if in any doubt about sharing information that has been requested.
- You involve the DPO in all data protection matters closely and in a timely manner.

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If you need to use your personal laptop for school purposes, particularly if you are working from home, there will be a requirement for you to bring your device into school before using it for work to ensure the appropriate software can be downloaded and information encrypted.

Before sharing data, **you will ensure**:

- You are allowed to share it.
- That adequate security is in place to protect it.
- That who will receive the data has been outlined in a privacy notice.

Where personal information that could be considered private or confidential is taken off the premises, either in electronic or paper format, you will take extra care to follow the same procedures for security, e.g. keeping devices under lock and key. The person taking the information from the school premises accepts full responsibility for the security of the data.

When pupils and staff join the school, the staff member or pupil (or, where appropriate, pupil's parent/carer) will be required to complete a consent form for personal data use. This consent form deals with the taking and use of photographs and videos, amongst other things. Where appropriate, third parties may also be required to complete a consent form.

We hold the right to take the necessary disciplinary action against a staff member if we believe them to be in breach of our security measures.

Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff must abide by the requirements set out in the Trust's Gifts & Hospitality Policy, a copy of which is available via Microsoft SharePoint.

Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

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Dress code

Dress and Appearance

We firmly believe that we are all role models for our pupils and hence we should present and conduct ourselves professionally at all times.

You should consider the manner of dress and appearance appropriate to your professional role by ensuring that you dress decently, safely and appropriately for the tasks that you undertake.

You are expected to dress appropriately and formally with smart attire, setting a good example in what you wear and avoiding clothing that is overly casual.

During periods of warm weather your clothing must remain appropriate and suitable. You should avoid certain items of clothing e.g. jeans, shorts, revealing or tight garments, (thin strappy and/or low-cut tops) and therefore there is an expectation that these are not worn for work. It is not acceptable to wear clothing that over-exposes parts of the body, e.g. stomach, chest, legs etc.

Staff should ensure that the lengths of skirts and dresses are appropriate and are, at maximum, 2 inches above the knee to ensure that they always present themselves professionally. Alternatively, wear leggings or thick opaque tights under items of clothing.

Footwear should be of a 'sensible' nature and worn appropriately, particularly for health and safety reasons and appropriate for school duties. (*No flip flops)*

It is recognised that some lessons require the wearing of sporting attire. When sports, including swimming, is timetabled, you will ensure that you wear suitable and appropriate sportswear but will always revert to normal clothing at a suitable time during the school day.

It is our expectation that you will:

- promote a positive and professional image that is appropriate to your role
- not wear attire that may be viewed as offensive, revealing, sexually provocative, distracting, likely to cause embarrassment, give rise to misunderstanding and is absent of any political message, contentious slogans or affiliations

Religious and Cultural Dress

You may wear religious and cultural dress (including clerical collars, head scarves, skullcaps and turbans) unless it breaches this Code of Conduct or compromises the health and safety of the wearer, their colleagues or any other person.

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Whilst we respect and supports the expression of religious and cultural identity, clothing must remain professional and neutral in appearance. In order to maintain an inclusive and impartial working environment you should avoid wearing garments or accessories that display overt political messages, slogans, or affiliations.

Where necessary, you are encouraged to provide information explaining cultural or religious dress and customs to support understanding within the workplace. Any queries or concerns regarding such matters should be directed to your line manager in the first instance.

Priority will always be given to health and safety requirements. Where appropriate, advice will be sought to assess any health and safety implications.

Attendance

We expect you to attend work in accordance with your contract of employment and the associated terms and conditions in relation to your hours, days of work and holiday.

It is our expectation that you will:

- Comply with the notification and follow the sickness absence procedures outlined in the Management of Attendance Policy and procedure.
- Communication of absence should always take place with a direct phone call to the Headteacher/Head of School/CEO or their delegate as appropriate to your role- please see staff handbook.
- If you are not able to speak directly to your designated point of contact on the first call, leave a message and phone again until you are able to speak to them (or their nominated delegate) directly.
- Absence cannot be confirmed via email, WhatsApp or text message.
- You should contact your Headteacher/Head of School/CEO or their nominated delegate, as appropriate to your role, via a phone call every day of your absence unless a fit note is provided.
- Make routine medical and dental appointments outside of your working hours or during holidays where possible.
- Refer and abide by the Leave of Absence Policy, located on Microsoft SharePoint if you require time off for any reason other than personal illness.

Conduct outside of the workplace

You must not engage in conduct outside work which could seriously damage our reputation and the standing of the school, yourself or other members of our community.

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In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct, are regarded as unacceptable and could result in dismissal.

You will also not engage in outside work at a level which may contravene The Working Time Regulations 1998 or affect your work performance.

You may undertake work outside school (including tuition), either paid or voluntary, if it does not conflict with our interests, nor be to a level which may contravene the working time regulations or affect an individual's work performance. You are required to declare all paid or unpaid work outside of your employment where it may create a conflict of interest, safeguarding concern, reputational risk, working time concern, confidentiality risk, or impact on your ability to perform your role. This includes private tuition, coaching, mentoring, consultancy, online content creation, work with pupils or families, and work with external organisations.

Furthermore, you must not provide private tuition, coaching, mentoring or paid support to current pupils, former pupils within the restricted period, or pupils' family members without prior written approval from the Headteacher/CEO or other designated senior leader. Any approval must include consideration of safeguarding, professional boundaries, conflicts of interest, use of Trust resources, confidentiality and data protection.

Declaration of interest forms are available on SharePoint which may be shared with the Governance Professional and/or central team for audit purposes.

You must be aware of section 16 of the Sexual Offenders Act 2003, which provides that 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 of that child, even if the relationship is consensual. A situation where a person is in a position of trust could arise where the child is in full-time education and the person looks after children under 18 in the same establishment as the child, even if they do not teach the child.

Conflicts of Interest

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

Whilst it can be difficult to define what constitutes a personal relationship with a colleague, for the purpose of making a declaration of interest, the relationships that go beyond normal accepted boundaries of the professional sphere between colleagues are required to be declared. Examples include:

- Family relationships e.g. parent/carer or child, siblings, In-laws, aunt/uncle, niece/nephew, grandparent/grandchild, cousins, members of the same household.

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- Employees who are married, in a civil partnership or in a co-habiting arrangement.
- A business/commercial /financial relationship.
- Person in a romantic/sexual relationship will another work colleague.
- Relationship with contractor/service user/supplier.

This list is not exhaustive. Anyone who considers that they are in a potential conflict of interest should discuss this in confidence with their line manager.

You must be able to demonstrate that you do not have a vested interest in any decision-making or budget spending. All declarations will be declared on a declaration of interest form that is available from the School Office which may be shared with the Governance Professional and/or central team for audit purposes.

Failure to make a relevant declaration of interest is a serious breach of trust and confidence, therefore, if you are in doubt about a declaration, you are advised to contact the Headteacher/Head of School/CEO as appropriate to your role, or your trade union.

Where a declared or undeclared relationship, association or interest may influence, or reasonably be perceived to influence, recruitment, selection, appraisal, pay progression, deployment, supervision, investigation, disciplinary, grievance, procurement, financial or safeguarding decisions, you must not participate in the decision-making process unless this has been expressly considered and authorised.

You must not use your position to secure, or attempt to secure, preferential treatment, advantage, access to information, appointment, promotion, payment, contract, opportunity or other benefit for themselves or any person with whom they have a personal, family, financial or other relevant connection.

If you are found to be withholding information about a conflict of interest, you will be subject to disciplinary action in line with our Disciplinary Policy and Procedure, located on Microsoft SharePoint.

It is our expectation that you will be responsible for:

- Declaring any conflicts of interest.
- Acting in accordance with this policy at all times.
- Identifying any conflicts of interest that have not been previously declared.
- Following our Whistleblowing Policy, located on Microsoft SharePoint, where there are concerns that a conflict of interest has not been declared, and an individual might have subsequently benefitted.
- Ensuring that all individuals in a discussion do not have a vested interest in the subject.
- Informing the Headteacher/Head of School/CEO as appropriate to your role of any relatives who may have a declarable interest.

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- Considering whether you need to declare your relationship with any individual where this might cause a conflict with our activities.

Membership to a trade union or staff representative group does not need to be declared.

Gifts

You are expected to maintain high standards of honesty and integrity in your role. This includes when dealing with pupils, handling money, claiming expenses and using our property and facilities.

You should be aware of our Gifts and Hospitality Policy regarding arrangements for the declaration of gifts received and given, located on Microsoft SharePoint.

You are required to take care that you do not accept any gift that might be construed as a bribe by others or lead the giver to expect preferential treatment. In addition, you should not use our funds to purchase gifts for alcohol consumption. This includes petty cash reimbursements or separate school fund accounts.

There are occasions when pupils or parents/carers wish to pass small tokens of appreciation to you, for example at Christmas or as a thank-you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value (over £50). Any member of staff concerned about whether they or their colleagues may be at risk of giving or receiving a bribe (financial or otherwise) should contact the Headteacher/Head of School/CEO as applicable to their role. Any member of staff receiving gifts or entertainment valued at more than £50 must disclose this to the CEO/Executive Headteacher/Headteacher/Head of School as appropriate to your role. You may not give personal gifts to pupils. It is, however, acceptable for staff to offer prizes of small value such as rewards or small tokens to recognise effort at certain times of the year like the end of the academic year.

You must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to our Whistleblowing Policy and Procedure, located Microsoft SharePoint.

It is our expectation that you will:

- Ensure that gifts received or given in situations which may be misconstrued are declared.
- Ensure that gifts of significant value are declared.
- Generally, only give gifts to a pupil as part of an agreed reward system.
- When giving gifts other than as above, ensure that these are of insignificant value and given to all pupils equally.

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- Ensure that all selection processes of pupils are fair, and these are undertaken and agreed to by more than one member of staff.
- Ensure that you do not behave in a manner which is either favourable or unfavourable to individual pupils.

Smoking, E-Cigarettes, alcohol and other substances

Staff will not smoke or vape on, or within a one-mile radius of, the school premises. Staff will not smoke or vape whilst working with or supervising pupils off-site, such as when on educational visits and trips.

No alcohol is to be consumed by staff on school grounds, without the written permission of the CEO.

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.

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.

Health and Safety

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 Headteacher of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended).

Whistleblowing

Whistleblowing is the mechanism by which you can voice your concerns, made in good faith, without fear of repercussion. Please refer to our Whistleblowing Policy and procedure located on Microsoft SharePoint.

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You should acknowledge your 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 pupils may be at risk.

Probity of Records

The deliberate falsification of documents, such as references, academic qualifications, or legal documents, is unacceptable. Should the falsification of records or other documents, including those held electronically, be identified, we will regard this to be a serious disciplinary matter and potentially a criminal offence.

In accordance with our Confidential Employment References Policy and Procedure located on Microsoft SharePoint, you must not provide employment references, character references, professional endorsements, statements of support, or representations on behalf of the Trust unless authorised to do so. In circumstance where you provide a personal reference, you must make clear reference that it is given in a personal capacity and must not use Trust letterhead, job title, email address or resources in a way that could imply the Trust endorsement unless expressly approved to do so.

Any unauthorised, misleading, inaccurate or inappropriate reference or representation may be treated as a conduct matter.

Monitoring arrangements

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

Our Trust will ensure this Code of Conduct is implemented effectively and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

Breaches of this Code of Conduct

Your agreement to abide by this guidance is confirmed by signing the annual declaration form, located on SharePoint, at induction and annually thereafter. By signing, you confirm that you have read, understood and agree to comply with this Code of Conduct and the related policies identified within it. You are responsible for seeking clarification where any expectation or requirement is unclear. A failure to read, understand, comply with, or seek clarification regarding this Code of Conduct will not,

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in itself, be accepted as a reasonable explanation for conduct falling below the standards expected and outlined within.

Any breach of this Code of Conduct, including a failure to report concerns, maintain professional boundaries, declare relevant information, comply with reasonable management instructions, or act honestly and transparently, may be managed under the School's/Trust's Disciplinary Policy and Procedure, located on Microsoft SharePoint.

Links with other policies

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this Code of Conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Grievance Policy
- Safeguarding and Child Protection Policy
- Digital Safeguarding Policy (incl Social Media Policy)
- Whistleblowing Policy and Procedures

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