

Berkswich CE Primary School			
Reference Number S10a	Shared with Staff February 2026	Ratified by Governing Board February 2026	Review Date February 2027
Policy Title	Code of Conduct for Employees (in line with Keeping Children Safe in Education, DfE)		

The Staff Code of Conduct operates within the Christian ethos of the school, and has been written to reflect an understanding that we are a school and people of life-long learning and development; and that God seeks to cherish and protect all members of the school community. The values which underwrite this statement are based on our Christian values and seek to allow all to flourish and grow into the people that God has created them to be.

Berkswich CE Primary expects all pupils to receive high-quality teaching and learning in a safe, positive and respectful environment. Employees at the school should ensure that their own behaviour, and the manner in which they conduct themselves with colleagues, pupils, parents and other stakeholders, sets a positive and professional example for pupils.

We recognise that the majority of staff members act appropriately and treat each other with dignity and respect; however, we consider it important to clarify the expected standards.

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

This document applies to staff members who are:

- employed by the school, including the headteacher and volunteers.

This document does not apply to:

- peripatetic staff members who are centrally employed by the LA.
- school catering staff employed by Mellors.
- employees of external contractors.

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

1. Safeguarding pupils

In accordance with 'Keeping Children Safe In Education' (KCSIE), DfE, staff members have a responsibility to safeguard pupils, and protect and promote their welfare by:

- providing help and support to meet the needs of pupils as soon as problems emerge.
- protecting pupils from maltreatment, whether that is within or outside the home, including online.
- preventing the impairment of pupils' mental and physical health or development.
- ensuring that pupils grow up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all pupils to have the best outcomes.

To effectively safeguard pupils, staff are required to follow the procedures outlined in this Staff Code of Conduct, the Behaviour Policy, the Safeguarding Policy, and the Children Missing from Education Policy.

Staff will undergo safeguarding and child protection training at induction and regularly throughout the year. Induction CPD and annual level 1 Safeguarding CPD will include training around online safety, particularly concerning the understanding of roles and responsibilities in relation to filtering and monitoring, in line with the [filtering and monitoring standards](#). This training will be updated at least annually to continue to provide staff members with relevant skills and knowledge to safeguard children effectively.

All staff should be aware of systems within Berkswich CE, which support safeguarding. These will include all staff having a full working understanding of the following within the context of Berkswich CE:

- the most recently revised Keeping Children Safe in Education document (part one)
- safeguarding children policy, including safeguarding against child-on-child abuse
- behaviour policy (which includes measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying)
- [Working Together to Safeguard Children](#) (DfE)
- allegations against staff and whistleblowing policies
- safeguarding response to children who go missing from education
- the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies).

Staff will be given access to, and digital copies of, all policies and relevant documents through an on-line system which records their acceptance of policies; support is given through CPD to ensure that staff knowledge and understanding of safeguarding systems remains extremely high and is developed in line with up-to-date guidance from external CPD, safeguarding updates, the needs of the school community, Staffordshire Safeguarding Children Partnership (SSCP) and government guidance (this list is not exhaustive). Copies of policies and a copy of Part one of KCSIE will be provided to staff at induction.

All staff must ensure that they do not act in a way that may put pupils at risk of harm, or lead others to question their actions. Staff should also be aware of the role of the DSL and when to contact them.

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

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child-on-child abuse
- Child criminal exploitation (CCE)
- Child sexual exploitation (CSE)
- Domestic abuse
- FGM
- Serious violence

Staff will also be expected to understand that mental health problems can, in some cases, be an indicator that a pupil has suffered or is at risk of suffering abuse, neglect or exploitation.

Copies of policies and a copy of Part one (or, where appropriate Annex A for staff not working directly with children) of KCSIE will be provided to staff at induction via National College (staff will confirm that they have read this and understood its application at Berkswich CE). 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. All staff will be trained in their use of the school's secure online recording platform and use this to communicate concerns appropriately.

In accordance with the school's Safeguarding Policy, staff will also be aware of the factors that could increase a child'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).
- Children absent from education, particularly if on repeat occasions and/or long periods of time.
- Elective Home Education (EHE).
- Pupils requiring mental health support.
- LAC, PLAC and care leavers.
- Pupils with SEND or health issues.
- Pupils who identify as or are perceived to be LBGTQ+.

If a member of staff has any concerns about a pupil's welfare, they will act on them immediately. They will follow the necessary reporting and referral procedures outlined in the Child Protection and Safeguarding Policy and speak to the DSL. Staff will be aware of the procedures to follow if a pupil tells them they are experiencing abuse, exploitation, or neglect.

In all cases, if a member of staff feels unsure as to whether an incident or pupil would be classed as a safeguarding concern, they will speak directly to the DSL. Staff will not assume a colleague will take action and share information that might be critical in keeping children safe.

Staff will recognise, acknowledge, and understand that even if there are no reports of child-on-child abuse in the school, this does not mean it is not happening. Staff will understand the scale of harassment and abuse and challenge inappropriate behaviours between peers that are abusive in nature and report any concerns regarding any form of abuse to the DSL without undue delay.

Any member of staff that has concerns about another staff member's actions or intent or believes these actions may lead to a pupil being put at risk of harm, will report this in line with the Allegations of Abuse Against Staff Policy or Whistleblowing Policy immediately so appropriate action can be taken. This includes if the staff member in question is a volunteer, supply staff or an individual using school premises to host extra-curricular activities.

If the concern is regarding the headteacher, staff will report this to the chair of the governing board.

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

Staff 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, in line with the filtering and monitoring standards. This training will be updated at least annually to continue to provide staff members with relevant skills and knowledge to safeguard children effectively.

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

Staff will be aware of their local early help process and understand their role in it.

Staff will be aware of the process for making referrals to Staffordshire Integrated Front Door and for statutory assessments under the Children Act 1989, along with the role they may be expected to play in such assessments.

Staff will reassure victims that they are being taken seriously and that they will be supported and kept safe by the school. They 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.

Staff 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 child that they will not tell anyone about a report of any form of abuse, as this may ultimately not be in the best interests of the child.

Staff will be aware of the school's legal duty to make a referral to the DBS where they consider an individual has engaged in contact that has harmed, or is likely to harm, a child.

Staff members have a responsibility to ensure that they provide a learning environment in which pupils feel cherished, safe, secure and respected. Individuals are celebrated within the community by all staff members.

Upskirting is not tolerated by the school and any incidents of upskirting must be reported to the DSL, who will decide on the next steps to take; this may include involving the police.

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

Staff will partake in the appropriate safeguarding and child protection training, which will include online safety; additionally, staff will receive regular safeguarding and child protection updates at least annually.

Staff will recognise that, when teaching pupils about safeguarding and online safety (Digital Literacy), 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.

Staff will be aware of their local early help process and understand their role in it. Staff will also be aware of the process for making referrals to Staffordshire Integrated Front Door and for statutory assessments under the Children Act 1989, along with the role they may be expected to play in such assessments.

Staff will be aware that confidentiality must never be promised to a pupil – staff will understand the procedure for if a pupil discloses a potential safeguarding issue, in accordance with the school's Child Protection and Safeguarding Policy.

Staff will be aware of the school's legal duty to make a referral to the DBS where they consider an individual has engaged in contact that has harmed, or is likely to harm, a child.

2. Appearance and dress

The school expects that staff members will:

- ensure that their appearance is clean and neat when at work or representing the school.
- dress in a manner that is appropriate to their role – the school will make reasonable adjustments to uniform expectations to suit disabilities, medical conditions, and religious and cultural beliefs.
- remember that they are role models for pupils, and that their dress and appearance should reflect this.
- not dress in a way that would cause embarrassment or offence to pupils, parents, colleagues or other stakeholders.

3. Attendance

The school expects that staff members will:

- attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- make routine medical and dental appointments outside of their working hours or during holidays where possible.
- refer to the school's Staff Leave of Absence Policy if they need time off for any reason other than personal illness.
- follow the school's absence reporting procedure when they are absent from work due to illness or injury.

4. Professional behaviour and conduct

Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect.

The use of foul and abusive language will not be tolerated. Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.

Staff members will not misuse or misrepresent their position, qualifications or experience, or bring the school into disrepute.

Staff members will inform the headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

Staff will be aware that professional behaviour and conduct is expected to be extended to extra-curricular trips and visits. Staff attending a trip or visit will act in accordance with this Code of conduct.

Staff will act appropriately in terms of the views they express (in particular political views) and the use of school resources at all times and will not use school resources for party political purposes.

5. Conduct outside of work

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school. The nature of the work cannot be seen to bring the school into disrepute, nor be at a level which may contravene the working time regulations or affect an individual's work performance. If a member of staff has an additional job (outside of their roles in school), they will need to inform the Headteacher and governors in writing (this relates to The Working Time Regulations 1998 as amended).

Pecuniary interests must always be disclosed to the governing board.

Staff will not engage in outside work which could seriously damage the reputation and standing of the school, the employee's own reputation, or the reputation of other members of the school community. In particular, criminal offences that involve violence, possession or use of illegal drugs, or sexual misconduct are unacceptable.

Staff will not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. This is explored further in the acceptable use of technology section of this policy.

6. Smoking, alcohol and other substances

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

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.

7. Health and safety

Staff members will:

- Be familiar with, and adhere to, the school's Health, Safety and Wellbeing 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).

8. Declaration of interests

Staff members are required to declare their interests, both personal and financial, where the group or organisation they are affiliated with could be considered to be in conflict with the ethos of the school.

For the purposes of this policy, a financial conflict of interest is one where there is, or appears to be, opportunity for personal financial gain, financial gain for close relatives or friends, or where it may be reasonable for a third party to take the view that financial benefits may affect an individual's actions.

The term 'financial interest' means anything of monetary value, including the following:

- payments for services
- equity interests
- intellectual property rights
- hospitality or gifts

Examples of financial interests that must be declared include, but are not limited to, equity interests in services considered for use by the school.

Non-financial conflicts of interest can also come into conflict, or be perceived to come into conflict, with an individual's obligations or commitments to the school. These interests may include any benefit or advantage including, but not limited to, direct or indirect enhancement of an individual's career or gain for immediate family or someone with whom the individual has a close relationship.

Examples of situations that could give rise to non-financial conflicts of interest include the following:

- pressure or temptation to accept gifts, inducements or hospitality

- participating in the appointment, hiring, promotion, supervision or evaluation of a person with whom the individual has a close personal relationship
- where a member of staff has or develops a close personal relationship with a colleague

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

Staff members will also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities.

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

All declarations, including nil returns, will be submitted in writing to the headteacher for inclusion on the Register of Business Interests.

See also the Financial section below.

9. Relationships with pupils

The school expects that staff will:

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

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.

10. Physical contact with pupils

The school understands that there are circumstances in which it is entirely necessary for staff to have physical contact with pupils, for example, 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 taken into account. 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.

Extra caution will be taken where it is known that a pupil is vulnerable or 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 remain self-aware of their actions at all times and ensure that their contact is not threatening, intrusive or subject to misinterpretation.

Staff may also use reasonable force as a means of physical contact with pupils for restraint purposes, such instances will always be in accordance with the school's policies.

11. Showering and changing

Pupils are entitled to respect and privacy whilst they are changing, for example, 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 the changing room (i.e., at the swimming pool) to allow pupils to maintain their privacy and will only remain in the changing room for as long as is necessary.

Staff will never change in the same area as pupils.

12. Transporting pupils

When it is necessary to transport pupils off-site, staff will ensure that the transport arrangements of the vehicle meet all legal requirements, they have an appropriate licence and the vehicle is roadworthy, has a valid MOT certificate and is insured appropriately for work-related travel.

Staff will gain consent from the headteacher and parents or carers before transporting pupils and will be aware that the welfare of all pupils in the vehicle is their responsibility. Car seats must be used as age appropriate.

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

13. Financial inducements

While there are not any specific statutory requirements for schools in relation to accepting gifts, it is common practice to avoid accepting cash or monetary gifts, including gift vouchers from individuals, as these could easily be misinterpreted, leaving the staff member who accepts the gift vulnerable to accusations of favouritism, corruption and accepting bribes. A gift that would not be considered lavish includes, for example, a bunch of flowers, a box of chocolates, or gift of a similar value.

Individual gifts of a value exceeding £30 should not be accepted from any individual; in the rare event of a gift exceeding this value, then this must be reported to the headteacher and be recorded on the

gift register and shared with the governing board. In the instance when the headteacher receives a gift exceeding a value of £30, then this should be recorded in the register and a governor notified.

Professional judgment may be exercised in relation to the points above, particularly in the situation whereby parents have decided to collect together to present a class teacher with a single, larger gift which combines to the equivalent value of smaller gifts; in this instance, the gift would not need to be added to the gift register (unless the average contribution from individuals exceeds £30).

Staff should avoid accepting gifts from parents, carers or pupils where the following might apply:

- The gift feels 'too much' or inappropriately personal.
- The gift is lavish or extravagant, or is overly expensive.
- The gift or the way in which it was gifted makes the recipient feel uncomfortable.
- The gift or the way in which it was gifted carries the implication that the individual giving the gift expects something in return.
- The recipient feels as though it crosses the professional pupil-staff or staff-parent boundary.
- The recipient is worried about how them accepting the present will 'look' for the school if it becomes public knowledge, (i.e., that it may compromise the school's reputation or the public's trust in it).

In the instance when a gift could compromise the judgement and integrity of the school, (i.e., gifts not considered 'trivial'), then these must also be disclosed to the headteacher and recorded on the gift register. Staff and parents will be made aware of this register, to ensure transparency and honesty in the approach to receiving gifts, and to avoid potential embarrassment.

Staff members will:

- Familiarise themselves and comply with the school's financial regulations.
- Declare to the headteacher, any gifts received, with the exception of:
 - low cost, functional items suitable for business rather than personal use and displaying the supplier's logo – these items may be accepted (for example, a football kit donation).
 - non-excessive gifts offered by parents or pupils to school staff to express their gratitude; staff members should always refuse monetary gifts.
 - hospitality in the form of meals and drinks where it is part of a normal business meeting.
 - authorised visits to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business, which may be at the school's expense.
- Not accept a personal gift, payment, or other incentive from a business contact – any such gifts should be returned.
- Not accept gifts or hospitality offered to partners, family members or friends.
- Not accept gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tender process
- Declare any gift that is not inline with this policy and cannot be returned, to the headteacher who will decide how it will be used and inform the governing board.
- Only accept offers to specific events after authorisation from the governing board.

In the event of a parent or carer deciding to gift the school, rather than an individual, this will also be recorded on the gift register if the monetary value exceeds £30. The headteacher and governing board reserve the right to politely decline acceptance of a donation, if it could lead to accusations of favouritism, corruption and accepting bribes, if it was felt that this would compromise the school's safeguarding procedures, or if there were concerns that the person gifting did not have the full capacity to make the decision to do so.

14. Acceptable use of technology

Staff will adhere to the procedures outlined in the school's Online Safety Policy and the Staff IT and Electronic Devices Policy.

Staff will be aware of how the use of technology can impact safeguarding and wellbeing issues, for example, online abuse. Staff will be vigilant to ensure their own behaviour is respectful and that pupils are using technology appropriately while under their care.

Staff are required to employ the highest security settings on any personal profiles that they may have. As part of safer recruitment procedures, all social media check will be carried out for all new recruits; this will check that the sites are not public and cannot be accessed by the children.

Staff members will maintain and model the vision, ethos and values of the school within and outside of school; they will not engage in inappropriate use of social networking sites including contacting pupils or their family members, accepting or inviting friend or follow requests from pupils or their family members, or following pupils or their family members on social media. Personal accounts will be set to private. Teachers have the responsibility to check all accounts regularly to ensure that changes made by platforms do not mean that accounts become public. Where staff have open social network accounts, for example, an educational or sporting account, the contents must be in accordance with this policy; pupils will not be invited or encouraged to follow such an account.

The school understands that some staff members are also parents of pupils at the school and, therefore, may wish to contact other parents. When doing so, staff will exercise their professional judgement and will not contact family members on social media if this would lead to a conflict of interest. Staff members will discuss any possible concerns or questions related to their use of social media with the headteacher.

Staff will remain mindful of their use of social media and their web-based presence, including written content, videos or photographs, and views expressed directly or indirectly which may bring themselves, the school or the school community into disrepute. Should there be content on any staff member's social media sites or other website that is in conflict with the school's Christian vision, ethos and values, then the staff member will be asked to remove this immediately. The school's disciplinary procedures will be followed if a staff member does not comply with a request made.

15. Premises, equipment and communication

School equipment and systems are available only for school-related activities and will not be used for the fulfilment of another job or for personal use, unless specifically authorised by the headteacher.

Illegal, inappropriate or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.

Employees receiving inappropriate communication or material, or who are unsure about whether something they propose to do might breach this policy, should seek advice from the headteacher.

The school reserves the right to monitor emails, phone calls, internet activity or document production on school-owned equipment, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

Communication systems may be accessed when the school suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity. Access will be secured by the systems manager, only with the permission of the governing board.

Passwords should not be shared, and access to computer systems must be kept confidential except on the express request of the headteacher or systems manager. Breaches of this confidentiality may be subject to disciplinary action.

School equipment that is used outside of the premises, for example, laptops, will be returned to the school when the employee leaves employment or if requested to do so by the headteacher.

16. Photography and videos

Photographs and videos will only be taken in accordance with the school's Use of Digital Devices Policy; use of personal devices is strictly through permission obtained from the headteacher.

Consent for taking photographs will be obtained from parents and carers. Staff will abide by the parental and carer consent forms and refer to these when using any photographs taken. Staff will respect the decision of staff members who prefer not to be photographed or have their images used publicly.

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

The headteacher 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 staff will be prepared to 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.

17. Data protection and confidentiality

Regarding personal and sensitive data, staff members are required, under the UK GDPR and the Data Protection Act 2018, to:

- Consider the legal basis for collecting the data, ensuring that this is documented.
- Ensure that the data is stored on a UK GDPR-compliant server, and that the data is not held for any longer than necessary.
- Securely dispose of the data when the relevant retention period ends.

Staff members will not disclose sensitive information about the school, its employees or the LA to other parties.

The only exception whereby it is acceptable for a staff member to disclose information that would otherwise be considered confidential, is when the confidential information gives rise to concerns about the safety or welfare of a pupil.

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

18. Probity of records

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

19. Contacts

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

20. Monitoring and review

This document will be reviewed on an annual basis by the headteacher 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.