



BENSHAM MANOR *School*

Staff Code of Conduct

Last reviewed: September 2025

Next review: July 2026



INTRODUCTION

This policy aims to set and maintain standards of conduct that we expect all staff to follow. By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect. Many of the principles in this code of conduct are based on the Teachers' Standards. School staff have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards. We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others and all staff must adhere to the Expectation documents..

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

At Bensham Manor School, we are required to establish procedures for the regulation of staff conduct under regulation 7 of The School Staffing (England) Regulations 2009.

In line with the statutory safeguarding guidance Keeping Children Safe in Education 2025, we have a staff code of conduct, which (among other things) covers low-level concerns, allegations against staff and whistle-blowing, as well as acceptable use of technologies (including the

use of mobile devices), staff/pupil relationships and communications, including the use of social media.

Staff at Bensham Manor will subscribe to:

- Putting the wellbeing, development and progress of children and young people first.
- Take responsibility for maintaining the quality of their teaching practice if a teacher or in a teaching role.
- Help children and young people to become confident and successful learners.
- Demonstrate respect for diversity and promote equality.
- Strive to establish productive partnerships with parents and carers.
- Work as part of a whole-school team.
- Cooperate with other professional colleagues.
- Demonstrate honesty and integrity and uphold public trust and confidence in the teaching profession.
- Maintaining confidentiality at all times.
- Following school rules and protocols especially with regard to start and finish times, duties, trips and visits, use of mobile phones and smart devices and sickness and absence.

At Bensham Manor School our Code of Conduct makes responsibilities clear in a range of areas. In terms of safeguarding, everyone, when operating within the code, can be secure that they have the approval of the Headteacher, Governors and Local Authority. We must all remember that what can be caring and helpful on the part of a benign person can equally be a grooming tool in the hands of an abuser.

We must all work within the code and be robust in challenging those who don't. Although there may be rare occasions that we need to stretch or break the Code in the best interests of the child or health and safety, in all cases this should be documented and brought to the attention of the Head teacher.

DUTY OF CARE

All staff have a duty of care to ensure that children are safe and comfortable. They must manage risk to protect them from harm (physical, sexual, emotional) and discrimination.

The Governors and Local Authority have a duty of care for all staff.

POLICIES

Staff should be familiar with school policies and protocols. All policies are on the Google Shared Drives > Policies – the school office can provide paper copies but reserve the right to charge for large quantities. You will be notified of any charges applicable. Policies are reviewed regularly and the latest version will always be on these Shared Drives.

ATTENDANCE AND LATENESS

Staff must ensure they understand the procedure for contacting school in the event of an absence. Additionally, staff have a duty to arrive at school on time. Lateness has a significant

impact on the school offer. Staff will be given a breakdown of their sickness, absence and lateness termly. Please see the Staff Disciplinary Policy about absence and lateness.

CONFIDENTIALITY

Members of staff may have access to confidential information about pupils in order to undertake their every day responsibilities. In some circumstances staff may be given highly sensitive or private information. They should never use confidential or personal information about a pupil or her/his family for their own, or others' advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the pupil.

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

There are some circumstances in which a member of staff may be expected to share information about a child, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities. This must be recorded within the My Concern system.

If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff. Any media or legal enquiries should be passed to the Senior Leadership team.

The storing and processing of personal information about pupils is governed by the Data Protection Act 1998. Employers should provide clear advice to staff about their responsibilities under this legislation. Confidential documents must be stored securely.

PROPRIETY AND BEHAVIOUR

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

An individual's behaviour, either in or out of the workplace, should not compromise their position within the work setting. Any additional employment must be disclosed and must not impact on the good name of the school or the employee's ability to carry out their duties.

No one should release information about colleagues to students or other parties. Judgement must be used in deciding what information is appropriate, for example, which perfume/aftershave you prefer is fine, disclosing a bereavement isn't.

Do not disclose information over the telephone unless you know who you are talking to, even if they sound legitimate.

Ensure you know who has parental responsibility for a pupil before discussing a student. Do not discuss a pupil where you may be overheard by other pupils.

SMOKING, VAPING & DRINKING ALCOHOL

Staff must not smoke on the school premises or during directed time/duty hours. Staff must not consume alcohol prior to, or during, working time.

DRESS AND APPEARANCE

A person's dress and appearance are matters of personal choice and self-expression. However, staff should consider the manner of dress and appearance appropriate to their professional role which may be different to that adopted in their personal life. Staff should ensure they are dressed decently, smartly and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegation and will be sent home to change. Please see the guidance below:

- **Mini-skirts, see-through clothing, ripped denim jeans, tight leggings (must be covered with a long top), low cut tops, crop tops, off the shoulder clothing, clothing with holes/rips or unclean and pyjamas. If in doubt, discuss with your Headteacher. Please wear sensible footwear.**
- **Jewellery is generally acceptable so long as it does not present a health and safety hazard.**
- **Clothing which promotes political or otherwise contentious slogans, offensive logos.**

PERSONAL PROPERTY

Staff should not lend personal property to students. All personal property is the responsibility of the individual.

RESIGNATION AND HANDOVER

All resignations must be in writing. When you resign you are expected to do a handover with the member of staff replacing you or if this is not possible, with a member of SLT.

As a professional courtesy you must not delete or destroy resources that you have created for pupils whilst working at Bensham Manor School. All work is the intellectual property of Bensham Manor School. This includes work saved on the school drive or paper copies of work. Destroying and deleting work is misconduct. The Headteacher has the right to gain access to your network, emails and school drive to access any resources which are necessary. We can also terminate access to all of your school accounts during your employment if you are in breach of the Code of Conduct. We can hold disciplinary meetings as per Bensham Manor Policy even whilst a staff member is on short or long term sick leave.

The school reserves the right to terminate your contract before your resignation date if you do not adhere to this Code of Conduct. The school also reserves the right to pause your final working month's salary until all outstanding work is completed and a handover, including a handover of online resources and school files saved (including on your own personal drive). The school also reserves the right to contact your new employer, whilst you are working through your notice period, to update your new employer on any recent concerns, including absences and failure to adhere to the Code of Conduct. This may result in the original reference submitted by the Headteacher being rewritten to reflect any new concerns.

MOBILE PHONES/SMART WATCHES

Mobile phones must be kept locked away or in bags during lessons. They can be used at break and lunch time in the staff room/class room. They must not be used in the toilet. If you are awaiting an

urgent call/appointment, please let the Headteacher know and ensure your phone is on vibrate. Smart watches must not be accessed (other than for telling the time) when with pupils.

GIFTS, PRIZES, REWARDS AND SELECTION OF PUPILS

There are occasions when children or parents wish to pass small tokens of appreciation to staff e.g. 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.

No gifts should be given individually or privately to pupils.

It is an agreed practice that class teachers, teaching assistants may give cards and small gifts at Christmas or other significant times for that pupil. This should be provided for all pupils in the group and in a public setting.

Staff should exercise care when selecting pupils for school teams, productions, trips and/or specific work tasks in order to avoid perceptions of favouritism or injustice. Similar care should be exercised when pupils are excluded from an activity. Children should only be excluded from an activity because they have not met the criteria for inclusion.

Staff may offer prizes for competitions and achievement; these should be announced publicly and presented publicly, where appropriate. This should be written into curriculum documents.

INFATUATIONS

Staff need to be aware that it is not uncommon for pupils to be strongly attracted to a member of staff and/or develop a heterosexual or same sex infatuation. All situations should be responded to sensitively to maintain the dignity of all concerned. Staff should also be aware that such circumstances always carry a high risk of words or actions being misinterpreted and for allegations to be made against staff.

A member of staff, who becomes aware that a pupil may be infatuated with themselves or a colleague, should discuss this at the earliest opportunity with a senior colleague so that appropriate action can be taken. In this way, steps can be taken to avoid hurt and distress for all concerned.

SOCIAL CONTACT

Staff should not establish or seek to establish social contact with pupils. This could be construed as grooming. This also applies to social contacts made through outside interests or the staff member's own family.

It is recognised that staff can support a parent who may be in particular difficulty. Care needs to be exercised in those situations. This situation should be discussed with a member of the SLT. and where necessary referrals made to the appropriate support agency. All such contact must be recorded.

COMMUNICATION WITH STUDENTS, PARENTS AND CARERS

This should be done through school equipment and during working hours. Staff should take care not to release their home, mobile numbers or email address to students, parents and carers. Beware phones can now display your number, but this can be blocked. All calls should be logged. Any exceptions to this should be logged and reported to the Head teacher.

Staff must NEVER invite pupils into their home.

COMMUNICATION USING TECHNOLOGY

Communication with children and adults, by whatever method, should take place within professional boundaries and staff should avoid any personal subject matter. This includes the wider use of technology such as mobile / smart phones, text messaging, e-mails, digital cameras, videos, web-cams, tablets, game consoles, websites, wearable technology, blogs and social networking sites.

Please read the Staff Email Policy and follow the guidance on sending emails.

Adults should be circumspect in their communications with children so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming.

Staff should not give their personal contact details to pupils including e-mail, home or mobile telephone numbers. The School email systems should be used to communicate with parents and students. You must not use your own personal drive or personal emails for school work or in any form of communication with pupils and families.

Staff should not communicate with pupils or parents via social networking sites. Any inappropriate contact made to staff by pupils or parents should be copied and SLT should be informed immediately

SOCIAL NETWORKING SITES

Staff should avoid mention of the school, pupils and colleagues on their personal profiles on these sites. Any mention of the school, pupils, parents or colleagues deemed to be negative, critical or derogatory will be regarded as gross misconduct and the Governors will take disciplinary action. Please see the schools Social Media Policy for more information.

PHYSICAL CONTACT

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role.

A 'no touch' approach is impractical and will in some circumstances be inappropriate. When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Staff should therefore, use their professional judgement at all times.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible in the school's incident book and, if appropriate, a copy placed on the child's file.

Extra caution may be required where it is known that a child has suffered previous abuse or neglect. In the child's view, physical contact might be associated with such experiences and lead to staff being vulnerable

to allegations of abuse. It is recognised that many such children may seek out inappropriate physical contact. In such circumstances staff should deter the child sensitively by helping them to understand the importance of personal boundaries.

The general culture of 'limited touch' should be adapted, where appropriate, to the individual requirements of each child. For some children it will be important to teach appropriate physical contact, ie handshake, linking arms.

PUPILS IN DISTRESS

There may be occasions when a distressed pupil needs comfort and reassurance. This may include age appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

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

PHYSICAL EDUCATION AND OTHER ACTIVITIES WHICH REQUIRE PHYSICAL CONTACT

Some staff, for example, those who teach PE and games, or who offer music tuition will, on occasions, have to initiate physical contact with pupils in order to support a child so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

SHOWERS AND CHANGING

Young people are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard young people, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment.

Staff must be vigilant about their own behaviour and be mindful of the needs of the pupils.

BEHAVIOUR MANAGEMENT

All pupils have a right to be treated with respect and dignity. Corporal punishment is unlawful in all schools. Equally, staff should not use any form of degrading treatment to punish a pupil. Staff should be familiar with the Behaviour Management Policy.

SAFEGUARDING & LOW LEVEL CONCERNS

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

Staff will familiarise themselves with our child protection and safeguarding policy and procedures, and the Prevent duty, and ensure they are aware of the processes to follow if they have concerns about a child.

Low-level concerns are defined as “any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ - that an adult working in or on behalf of the school may have acted in a way that:

is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO. The Croydon LADO’s details are below:

Jane Parr

- 0208 726 6000 ext. 24817
- Mobile: 07716 092630

Examples of such behaviour could include, but are not limited to:

- being over friendly with children;
- having favourites;
- taking photographs of children on their mobile phone;
 - engaging with a child on a one-to-one basis in a secluded area or behind a closed door;
- Humiliating pupils

Low-level concerns should be reported to the headteacher. Where the low-level concern is about the Headteacher, it should be shared with the Headteacher Chair of Governors - Martin Williams. Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding 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 to the Headteacher.

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 school values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

All low-level concerns should be recorded in writing by the Headteacher including details of the concern, the context and action taken. The Headteacher will decide where these records are kept but these must be secure, confidential and comply with the Data Protection Act 2018 and GDPR. Our procedures for dealing with allegations will be applied with common sense and judgement.

CARE, CONTROL AND PHYSICAL INTERVENTION

The circumstances in which staff can intervene with a pupil are covered by the 1996 Education Act. Staff may 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. Staff should have regard to the health and safety of themselves and others. This is a complex area and staff must have regard to current DCSF guidance.

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.

SEXUAL CONTACT

Any sexual behaviour by a member of staff with or towards a child or young person is both inappropriate and illegal.

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

If staff members and pupils must spend time on a 1-to-1 basis, staff will make sure that:

This takes place in a public place that others can access

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

While we are aware many pupils and their parents/carers may wish to give gifts to staff, e.g. at the end of the school year, gifts from staff to pupils are not acceptable

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 child protection and safeguarding policy.

SEXUAL HARASSMENT OF A STAFF MEMBER/VISITOR

Sexual harassment is any unwanted physical, verbal or non-verbal conduct of a sexual nature that has a purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It also includes treating someone less favourably because they've submitted or refused to submit to unwanted conduct of a sexual nature in the past, or harassment related to sex or gender reassignment. When this behaviour is unwanted, it includes (but isn't limited to):

Unwanted physical conduct or 'horseplay' including touching, pinching, pushing and grabbing

Continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome

Sending or displaying material that is pornographic, or that some people might find offensive

Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless)

Offensive emails, text messages or social media content

Comments and jokes of a sexual nature

Sexually suggestive looks and staring

Sexual propositions and advances

Promising things in return for sexual favours

Physical contact such as massaging, hugging or kissing

Sexual contact on social media

Staff will help create a positive environment that works to prevent sexual harassment. This includes calling out sexual harassment that they witness. All witnesses will be provided with appropriate support and will be protected from victimisation.

If a staff member is concerned at any point about incidents of sexual harassment (either directed at them or someone else), they should report their concern to the headteacher. If the concern is about the headteacher, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the chair of the governing board. The school will investigate

any complaints in a timely, respectful and confidential manner.

All staff will receive training on recognising and responding to incidents of sexual harassment. The school will monitor the treatment and outcomes of any complaints of sexual harassment or victimisation received to make sure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved and workforce training is targeted where needed.

ONE TO ONE SITUATIONS

Staff working in one to one situations with children and young people may be more vulnerable to allegations. Staff should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and pupils are met – let someone know, take a walkie talkie/phone, use a room with a viewing panel and keep your door ajar when possible.

Pre-arranged meetings with pupils away from the school premises are not permitted.

HOME VISITS

All work with pupils and parents should, wherever possible, be undertaken in the school. There are however occasions, in response to an urgent or specific situation where it is necessary to make one-off or regular home visits. Any such visit will always involve either the Family Support Worker or a member of the Senior Leadership Team.

A risk assessment should include an evaluation of any known factors regarding the pupil, parents and others living in the household. Risk factors such as hostility, child protection concerns, complaints or grievances can make staff more vulnerable to an allegation. Specific consideration should be given to visits outside of 'office hours' or in remote or secluded locations. Following the assessment, appropriate risk management measures should be in place before the visit is undertaken. Where little or no information is available, visits should not be made alone.

Emergency situations should be immediately reported to the line manager, police or social care as appropriate.

TRANSPORTING CHILDREN AND YOUNG PEOPLE

In certain situations, e.g. out of school activities, staff or volunteers may agree to transport children. Ideally it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. This is seldom practical and the school accepts this. In each case a risk assessment should be carried out, considering each child as he presents at that time.

Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded.

EDUCATIONAL VISITS & RESIDENTIAL WORK

Staff should take particular care when supervising pupils in an after-school activity.

During school activities that take place off the school site, or out of school hours, staff are in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Pupils, staff and parents must be informed of these arrangements prior to the start of the trip.

Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of school activity. Staff must be aware of and follow guidance. (Grave Emergency procedures).

FIRST AID AND ADMINISTRATION OF MEDICATION

Staff should receive appropriate training before administering first aid or medication.

Pupils may need medication during school hours. In circumstances where children need medication regularly a health care plan should be drawn up to ensure the safety and protection of pupils and staff. With the permission of parents, children should be encouraged to self administer medication or treatment including, for example any ointment, sun cream or use of inhalers.

If a member of staff is concerned or uncertain about the amount or type of medication being given to a pupil, this should be discussed with the appropriate senior colleague at the earliest opportunity. When administering first aid, wherever possible, staff should ensure that another adult is present, or aware of the action being taken. Parents should always be informed when first aid has been administered. There should be due regard to current DCSF guidance.

INTIMATE CARE

All children 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 for all children who require intimate care on a regular basis.

Children 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 or learning difficulty should be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child, their parents/carers and the organisation must be negotiated, agreed and recorded. In addition, the views and/or emotional responses of children, regardless of age and ability must be actively sought in regular reviews of these arrangements.

STAFF RESOURCES

All staff should treat resources responsibly, and exercise due financial care. All staff have a responsibility to look after the resources of the school. This includes: not wasting resources unnecessarily (including physical resources and those such as heat/electricity); following the principles of 'reduce, re-use, recycle' where appropriate; signing out for items taken from the school premises (school iPads and laptops). All money handled should be clearly labelled and sent to the

school office by the end of the working day.

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

Care should also be taken to abide by the governing body's required policy on sex and relationships education and the wishes of parents. Parents have the right to withdraw their children from all or part of any sex education provided (but not from the biological aspects of human growth and reproduction necessary under the science curriculum).

PHOTOGRAPHY, VIDEOS AND OTHER CREATIVE ARTS

Many school activities involve recording images. Staff must be aware of which pupils have parental permission for photos (a folder is kept in the main school office).

These may be undertaken as part of the curriculum, extra school activities, for publicity, or to celebrate achievement. Staff need to be aware of the potential for these aspects of teaching to be misused for pornographic or 'grooming' purposes. Photos should never be taken of a member of the Bensham Community in compromising positions or in a way that could be considered distressing to the individual. Careful consideration should be given as to how these activities are organised and undertaken.

Staff should remain sensitive to any children who appear uncomfortable and should recognise the potential for misinterpretation.

Images must not be displayed on websites, in publications or in a public place without consent from a parent or guardian. The definition of a public place includes areas where visitors to the school have access.

- Staff must not store images of pupils on their own cameras, laptops or home computers.
- Images should be securely stored on the 'curriculum network' in the staff media area.
- Where possible, school rather than personal equipment should be used.

Students and visitors (including parents/carers) should not take video or still images without permission and must be accompanied by a member of the SLT at all times.

INAPPROPRIATE IMAGES

Staff should take extreme care to ensure that children and young people are not exposed,

through any medium, to inappropriate or indecent images.

Under no circumstances should any adult use school equipment to access such material, including adult pornography. Personal equipment containing these images, or links to them should never be brought into

or used in the workplace. This will raise serious concerns about the suitability of the adult to continue working with children and young people.

Accessing indecent images of children on the internet, whether using school or personal equipment, on or off school premises and making, storing or disseminating such material is illegal. If proven this will lead to criminal proceedings and the individual being barred from work with children and young people.

Staff should keep their passwords confidential and not allow unauthorised access to school equipment. In the event of any indecent images of children or unsuitable material being discovered on a school computer or laptop, the equipment must not be tampered with in any way. It should be secured and isolated from the network, and the designated LA officer contacted without delay. Staff should not attempt to investigate the matter or evaluate the material themselves as this may lead to a contamination of evidence and a possibility they will be at risk of prosecution themselves.

Staff should be familiar with, and adhere to, the school's Policy on Internet use.

WHISTLEBLOWING

Whistle blowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion.

Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.

Staff should be familiar with, and adhere to, the school's Policy on Whistle Blowing. Bensham Manor school follows the Local Authority's policy on Whistle blowing.

SHARING CONCERNS AND RECORDING INCIDENTS

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

In the event of an incident occurring, which may result in an action being misinterpreted and/or an allegation being made against a member of staff, the relevant information should be clearly and promptly recorded and reported to senior staff. Early discussion with a parent or carer could avoid any misunderstanding, but should be undertaken by senior staff not the individual staff member.

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

It is essential that accurate and comprehensive records are maintained wherever concerns are raised about the conduct or actions of adults working with or on behalf of children and young people.

See "School Emergency Management Plan"

CONTACT WITH MEDIA

Staff may only communicate with the media following permission from the Head teacher and Local Authority. Any approach should be referred to the Head teacher.

Links with other policies:

Social Media Policy

Staff Email Policy

Staff Disciplinary Policy

Whistleblowing Policy

KCSIE