

The Kingston Academy



STAFF BEHAVIOUR AND CODE OF CONDUCT

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Staff Behaviour and Code of Conduct

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STAFF BEHAVIOUR AND CODE OF CONDUCT

1. Introduction

At The Kingston Academy trust, mutual respect and open and honest communication is central to the relationship between staff and pupils. We want to get to know our pupils: their personality, talents, interests, needs and aspirations and to work with them as individuals. Our Code of Conduct for staff is designed to accommodate and promote this ethos while ensuring that our working practices are thoughtful and well- considered and that they are designed with the safety and protection of staff and pupils in mind.

This policy clarifies what is expected in terms of professional behaviour from all staff (including volunteers) working in or on behalf of the school. It also describes safe practice and behaviours which must be avoided and may be considered as misconduct. Staff should also refer to the guidance set out in the Communications Policy, the Mobile Phone and Personal Devices Policy and the Online Safety Policy (copies are available in the Policy Folder in the Whole School Team Drive or on the [Policy page](#) of the school website).

2. Making a Professional Judgement

It is important to stress that this guidance cannot provide a complete checklist of what is or is not appropriate behaviour for staff in **all** circumstances. There may be occasions and circumstances in which staff members may have to make decisions where no guidance exists, or take action in the best interests of a pupil which could contravene the guidance given in this Code. In such circumstances, judgements and actions taken should always be recorded and shared with a member of the senior leadership team as soon as possible after the event.

Members of staff are expected to make judgements about their behaviour at all times in order to secure the best interests and welfare of the pupils in their charge. They should always consider whether their actions are warranted, proportionate and safe, and whether they are applied fairly and equally.

3. Responding to a Disclosure or Safeguarding Concern

(taken from the Safeguarding and Child Protection Policy, a copy of the full policy is available in the Policy Folder (Safeguarding sub-folder) in the Whole School Team Drive or on the [Policy page](#) of the school website):

The welfare and safety of pupils are the responsibility of **all** staff in school and ANY concern for a pupil's welfare **MUST** always be **immediately** reported to the Designated Safeguarding Lead or to a Deputy Designated Safeguarding Lead in accordance with this policy.

Do not rely on or assume that a colleague or another professional has taken or will take action. **If you have a concern you must report it as follows:**

- **concerns relating to a pupil in Year 7 should be reported to Tom Brook, Deputy Head Teacher;**

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- concerns relating to a pupil in Years 8 or 9 should be reported to **Anthony Sheppard, Assistant Head Teacher; and**
- concerns relating to a pupil in Year 10 should be reported to **Charlie Venter, Deputy Head Teacher**

If the member of the safeguarding team that leads on the particular year group is not available, you must speak to another member of the team.

If you have any safeguarding concerns regarding a pupil, immediately speak to the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead to report this, either face to face or by telephone using the safeguarding mobile number: 07519 738760 which is available from 7.00am to 7.00pm (outside of those hours, if the concern is of a medical nature the pupil should be taken to A&E, non medical concerns should be reported directly to the local authority Single Point of Access (SPA) Team, contact details below). Then make a written record without delay on CPOMS including a note of which member of the safeguarding team you spoke to (ie the Designated Safeguarding Lead or which of the Deputy Designated Safeguarding Leads if they were unavailable see below). If you are not a member of staff or do not have access to CPOMS for any reason use a school Concern Form which are available from Pupil Services (with a body map if injuries have been observed) and hand to the Designated Safeguarding Lead without delay.

Whether making a report on CPOMS or a Concern Form, always ensure that as far as possible you have recorded the actual words used by the child and record statements and observable things rather than your interpretations or assumptions. Do not destroy any original notes.

If the Designated Safeguarding Lead is unavailable you should speak to one of the Deputy Designated Safeguarding Leads. In the rare instance of the whole Safeguarding Team being offsite and uncontactable/unavailable to discuss a concern, you must:

- immediately speak to the head teacher or if the head teacher is also unavailable you must immediately speak to any member of the Senior Leadership Team and they will seek advice as appropriate directly from the relevant Local Authority.
- if neither the head teacher or a member of the Senior Leadership Team are available to discuss a concern **you** must immediately telephone and seek advice from the Children's Social Care Team at the relevant Local Authority (this will depend on where the pupil lives, for Kingston and Richmond this will be via the Single Point of Access team: telephone 020 8547 5008 Monday to Friday 8.00-18.00 and for out of hours 020 8770 5000 (Kingston) and 020 8744 2442 (Richmond). For pupils living outside these Boroughs the online tool [Reporting Abuse to your local council](https://www.gov.uk/report-child-abuse-to-local-council) <https://www.gov.uk/report-child-abuse-to-local-council> can be used to find the relevant contact number. An email should then immediately be sent to Sue Conder (Sue.Conder@kingston-college.ac.uk) and to Jenni Woods (j.woods@kingston.ac.uk) as the Lead Safeguarding Trustees marked 'Urgent -Safeguarding Referral Made' notifying them that a referral has been made in the absence of the Designated Safeguarding Leads

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and head teacher or other member of the Senior Leadership Team and the situation in
general terms (but without naming the pupil or providing specific details).

If anyone other than the Designated Safeguarding Lead makes a referral to external services for any reason (including referrals made outside hours pursuant to 6.3 above) , then the person who has made the referral must inform the Designated Safeguarding Lead in person or by telephone as soon as possible.

If a pupil discloses abuse or other information which raises a safeguarding concern you should:

- Keep calm and listen carefully to what is being said without interrupting or displaying shock or disbelief
- Do not ask leading questions (such as ‘Did he/she..?’) or more questions than you have to, just establish what the pupil is telling you.
- Take what is being said to you seriously, remain non-judgmental and note down briefly what has been said on any piece of paper to hand.
- Reassure the pupil that they have done the right thing in talking to you and alleviate guilt, if the pupil refers to it e.g. “you’re not to blame”.
- Do not promise confidentiality, you have a duty to refer, but reassure the pupil that information will only be shared with those who need to know.
- Be honest with the pupil and explain what will happen next and do not make promises you cannot keep e.g. “It will be alright now”.
- If the pupil requires first aid they must be seen immediately and support should be requested from a First Aider. They will assess any injuries and provide appropriate treatment if the injuries are minor.
- In the case of a serious injury or possible drugs overdose the pupil must be sent to hospital via ambulance and parents informed. In a situation where school staff believe that informing parents may place the pupil at further risk of harm, this decision must be recorded and a member of staff should accompany the pupil to hospital.
- **If a pupil expresses a wish to end their life or refers to suicidal thoughts or any intention to harm themselves, this must be treated extremely seriously and depending on the circumstances, the member of staff must immediately fetch the Designated Safeguarding Lead whilst another member of staff remains with the pupil; or accompany the pupil immediately to the Designated Safeguarding Lead; or take the pupil to a safe supervised space and then immediately speak to the Designated Safeguarding Lead. At no time should the pupil be left unsupervised, a member of staff should remain with them at all times.**
- In the case of any distressed pupil, their immediate safety is paramount and a member of staff should remain with them at all times.

Further advice for staff on responding to safeguarding concerns can be obtained from the Safeguarding Team.

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Dealing with disclosures can be traumatic for professionals, seek support for yourself. All staff can access RBK's confidential Counselling Service and there are posters around the school advertising this (in the first instance contact Sarah Kitt, Wellbeing & Counselling Advisor on 020 8547 5160 or Sarah.kitt@rbk.kingston.gov.uk).

4. Propriety and Behaviour

Teaching staff must comply with Part 2 of the [Teacher Standards](#): 'Personal and Professional Conduct'.

All staff should always:

- behave in a mature, respectful, safe, fair and considered manner at all times;
- provide a good example and 'positive role model' to pupils;
- treat all pupils equally, never favour one particular pupil, or build 'special relationships' with individual pupils, except where one to one working is part of a plan agreed with your line manager;
- report to the Head teacher as soon as possible any difficulties they are experiencing, for example, coping with a child presenting particularly challenging behaviour; situations where they anticipate that they may not be sufficiently qualified, trained or experienced to deal with or handle appropriately.

Staff should never:

- behave in a manner that could lead a reasonable person to question their conduct, intentions or suitability to work with other people's children;
- discriminate either favourably or unfavourably towards any pupil;
- develop 'personal' or sexual relationships with pupils;
- push, hit, kick, punch, slap, throw missiles at or smack a pupil or threaten to do so;
- be sarcastic, embarrass or humiliate, make remarks or "jokes" to pupils of a personal, racist, discriminatory, intimidating or otherwise inappropriate or offensive nature (it is the perception of the person subject to a remark or action rather than the stated intention that defines 'appropriate' or 'inappropriate');
- allow, encourage or condone pupils to act in an illegal, improper or unsafe manner e.g. smoking;
- behave in an illegal or unsafe manner;
- undertake any work with pupils when they are not in a fit and proper physical or emotional state to do so.

All staff in the school have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. It is therefore expected that members of staff at The Kingston Academy will adopt high standards of personal conduct in order to maintain the confidence and respect of the public in general and all those with whom they work.

Staff should be aware that safe practice also involves using judgement and integrity about

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behaviours in contexts other than the work place.

Staff must avoid behaviour or actions in their personal life which would compromise their position in the workplace or indicate an unsuitability to work with children or young people. Misuse of drugs, alcohol or acts of violence would be examples of such behaviour.

Staff should not drink alcohol with current pupils in public or private places, nor purchase alcohol for pupils. There may be exceptional circumstances where a member of staff is friends with a parent which means that normal social life will bring the pupil into social contact with a member of staff. However, generally if a member of staff finds themselves in a pub or other meeting place in which current pupils are drinking, the member of staff should not join the pupils and may need to draw the attention of bar staff to the age of the pupils. Staff should not drink alcohol when supervising pupils or on school trips. This applies even when there are no pupils present as the member of staff may be called to act if an emergency occurs.

Membership of organisations whose goals are in conflict with the values and equality policies of the school is not acceptable.

5. Disclosure of Matters That Would be Revealed by a DBS Check

All staff must disclose to the head teacher without delay any matter that would be revealed by an enhanced DBS check (criminal record check including barred list information). In addition, all staff will be asked to sign a statement annually that they are not aware of any such matter (or have already disclosed full details to the head teacher).

6. Dress and Appearance

Staff should consider the manner of dress and appearance appropriate to their professional role and be mindful that we are examples to our learners. We require pupils to be smart in their uniform and smart and professional appearance is expected at all times for staff. Male staff must wear a shirt, tie, jacket, trousers and shoes. Female staff must wear a smart formal top/blouse/dress/skirt/trousers and shoes which may include boots in cold weather and sandals in summer (subject to health and safety requirements). The following items are not appropriate:

- denim
- casual trousers including chinos and leggings or jeggings (any cropped trousers must be formal and tailored)
- women's tops:
 - may be sleeveless but should be professional and not 'strappy' (i.e. have narrow shoulder straps) or be strapless;
 - should not be low cut or transparent, so that any cleavage or underwear is visible
- flip flops
- trainers
- sports t-shirts
- shorts

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- extreme hairstyles or colours

Dress codes may be relaxed as appropriate whilst staff are teaching Going Beyond, as required and determined by the particular activity.

PE staff should wear appropriate sports clothing and footwear and do not need to change when moving into classroom based teaching.

Facial coverings will generally be expected to be removed whilst a teacher is on duty, to optimise good communication and to help identify individual teachers.

Staff should ensure their appearance and clothing is not likely to be viewed as offensive, revealing or sexually provocative and no aspect of an employee's dress or appearance should be politically motivated, discriminatory or insensitive.

Staff should ensure that they are dressed safely and appropriately for the tasks they undertake and wear clothing appropriate to their work area. If you are supplied with a uniform or protective clothing for your role with the school then you must wear these whilst carrying out your duties. Facilities staff may wear practical clothing as appropriate to their role as determined and provided by the school.

Jewellery should not be worn excessively nor amount to an unacceptable risk either to the employee or to the pupil. No more than one pair of discreet earrings should be worn and all facial piercings and visible body piercings must be removed.

Hair should be kept tidy and out of an employee's face and nails should be kept at a length where they are unlikely to amount to a risk or cause harm to pupils.

All tattoos must be covered up whilst on duty.

Dress codes may be relaxed in certain circumstances such as outdoor/adventure visits, training days, charity days and hot weather. In these circumstances, common sense should prevail at the head teacher's discretion.

All staff must wear their name badges/ID when on school premises.

Serious or persistent breaches of this Dress Code are likely to invoke the disciplinary policy.

7. Communication with Pupils

Communications with pupils must always be professional in nature and in motivation. Staff should never make arrangements to contact, communicate or meet pupils outside of work and should not write personal messages to pupils in any medium – including letters, notes, text messages, emails, messages left on social networking websites, etc. Staff should also not communicate with pupils using text messages, or give their personal mobile phone numbers or personal email addresses to

pupils.

Communication with pupils should not be from a personal phone or email address: if a member of staff needs to contact a pupil by telephone or email, s/he should do so using a school telephone and/or the school email system. In an emergency where a staff member doesn't have access to a school-owned device, they should use their own device and hide (by inputting 141) their own mobile number for confidentiality purposes and then report the incident to the Head teacher.

8. Private Tuition of Pupils by Staff Not Permitted

Staff are not permitted to provide private tuition to pupils of The Kingston Academy that results in any financial remuneration or benefit in kind. If a pupil requires additional support, this must be agreed with parents/carers and provided by the school, or parents may seek support for their child that is independent of the school.

9. Staff Involved in Setting Public Exam Questions

Any member of staff involved in setting any public exam question must make the head teacher and the Exam Officer aware of this without delay.

10. Online Chat, Social Networking and Gaming Sites

The ease of online publishing means that it is easy to write something which could bring the school into disrepute. Online participation can result in comments being permanently and widely available and open to being published in other media. Staff must stay within the legal framework and be aware that libel, defamation, copyright and data protection laws apply:

- Staff should not disclose confidential information online, make commitments or engage in activities on behalf of the school unless they are expressly authorised to do so.
- Staff must use social networking or chat sites responsibly and ensure that neither their personal/professional reputation, or the school's reputation is compromised by inappropriate postings.
- Staff must not make comments that are offensive or constitute bullying, harassment, defamation or other inappropriate conduct (or that could be interpreted as such by third parties) or that could bring The Kingston Academy into disrepute.
- Staff should not post any images of pupils, staff or anyone directly connected with the school whilst engaged in school activities. If staff wish to share pupils' work on Twitter for professional purposes pupils should not be identified.
- Staff should not post comments about the school, pupils, parents or colleagues.
- Staff should not respond to social media comments regarding the school, unless expressly authorised to do so. In particular, staff should not respond or retaliate to derogatory or abusive statements about the school, its staff or pupils, but should report the comments to a member of the senior leadership team.

When using social networking or chat sites staff should ensure that their profile and photos are 'locked down' as private and that settings are regularly checked to ensure full protection at all times and so that pupils or parents do not have access to personal data or images. Staff should not accept pupils or parents of pupils as friends on social media.

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Any communication received by a member of staff from a pupil via social media must be reported to the Head teacher without delay and not responded to.

If a member of staff becomes aware of any inappropriate online communication between a pupil and another person a report should be made to the Designated Safeguarding Lead without delay.

If a member of staff becomes aware that they are in an online game with a pupil, they should cease to play against that pupil and should not enter any games containing that player as part of the group and should report the circumstances to the Head teacher without delay. Under no circumstances should staff seek out pupils and/or share their own gamer tags/ID with pupils.

11. One-to-one situations

Members of staff may find themselves in one-to-one situations with a pupil from time to time, for example when providing extra teaching support or carrying out pastoral responsibilities.

We all have a responsibility to ensure that our behaviour is totally beyond reproach, and that it is not likely, inadvertently, to lay us open to allegations of abuse. It is good practice to:

- avoid one-to-one meetings with pupils in remote or secluded areas of the school;
- wherever possible, ensure that others are within earshot;
- use a room with a visual panel and /or leave the door open (unless there are good reasons why the conversation has to be had in confidence);
- avoid the use of 'Engaged' or equivalent signs, as they may create an opportunity for secrecy or the interpretation of secrecy.

It is important always to report to a member of the senior leadership team any one-to-one situation in which a pupil shows signs of becoming uncomfortable or ill at ease.

Pre-arranged meetings with pupils away from the school premises are not permitted unless approval has been obtained from their parent and the Head teacher.

12. Physical contact with pupils

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they do so only in ways which are appropriate to their professional role. Staff should, therefore, use their professional judgement at all times. Staff should not have unnecessary physical contact with pupils and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by pupils or onlookers. A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection. Physical contact should never be secretive, or represent a misuse of authority: staff should never touch pupils in a manner which is or may be considered sexual, threatening, gratuitous or intimidating.

If a member of staff believes that an action could be misinterpreted or that it may have been misinterpreted, s/he should record the incident and circumstances and inform the Designated

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Safeguarding Lead who will advise on the best course of action in the circumstances.

13. Physical Restraint

At The Kingston Academy we aim to create an environment in which the use of force in relation to a pupil is unlikely. However, physical restraint may be needed to secure the safety of a pupil or staff member, or where there is a serious breach of school discipline, or to prevent serious damage to property, as a last resort when all efforts to diffuse the situation have failed.

Please refer to the Behaviour, Discipline, Exclusion, Restraint and Search Policy for more detailed information (copies are available in the Policy Folder in the Whole School Team Drive or on the [Policy page](#) of the school website).

14. Physical education and other activities requiring physical contact

Where exercises or procedures need to be demonstrated, great caution should be used if the demonstration involves contact with pupils and, wherever possible, contact should be avoided. It is acknowledged that 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 pupil 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 pupil.

15. Showers and Changing

Pupils 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 pupils, 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 pupils concerned and sensitive to the potential for embarrassment.

16. Transporting pupils

It is inadvisable for a member of staff to give a lift in a car to a pupil alone. Wherever possible and practicable transport must be undertaken other than in private vehicles, with at least one adult additional to the driver acting being present.

There will inevitably be circumstances in which a member of staff, in their professional capacity and in the normal course of their duties, is required to transport a pupil unaccompanied in a car, for example a member of the PE department needing to accompany a pupil to A&E following a sporting injury. In all such situations, the journey should be made known to a member of the senior leadership team and a note made of the journey, its purpose and the time, date and destination. The member of staff concerned should retain this note in case it needs to be referred to at a later date.

17. Confidentiality

Staff members should never give absolute guarantees of confidentiality to pupils or adults. They should guarantee only that they will pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken to sort out the problem and that they will not tell anyone who does not have a clear need to know. They will also take whatever steps they can to protect the informing pupil or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made.

Staff may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances they may have access to, or be given, highly sensitive or private information. These details must be kept confidential at all times and shared only when it is in interests of the pupil to do so. Such information must not be used to intimidate, humiliate, or embarrass the pupil concerned. It should never be shared casually in conversation or passed to any person other than on a strictly need-to-know basis.

There may be circumstances in which a member of staff may be expected to share information about a pupil, for example if abuse is suspected. In such cases, staff have a duty to pass such information on without delay, but only to those with designated responsibilities for child protection.

If a member of staff is in any doubt about whether to share information or keep it confidential s/he should seek guidance from the Designated Safeguarding Lead.

18. Reference requests

If a member of staff receives a request for a reference in respect of a current/former TKA colleague or pupil, the head teacher must be notified straight away. The head teacher may then seek the views of relevant staff and compose the reference themselves, or may ask a member of staff to prepare a draft for their approval. All references must be approved by the head teacher before they are sent out.

A formal reference reflects on the school and not just on the person providing it and the school may also hold information which individual members of staff are unaware of. There are also legal risks associated with providing references: there is a duty to take reasonable care to ensure references are true, accurate, fair and not misleading. If this is breached either the ex-employee or the new employer may have a potential claim for damages and the ex-employee may also claim defamation or discrimination.

When writing references only statements that can be supported by facts should be used (for example from performance reviews or attendance records) and members of staff must be able to defend all statements included.

19. Gifts and Bribes

There are occasions when pupils or parents wish to pass small tokens of appreciation to staff, 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. Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential

Staff Behaviour and Code of Conduct treatment. As a general guideline, business gifts and hospitality should not be accepted by any member of staff, to ensure that the Academy can demonstrate that no undue influence has been applied or could be said to have been applied by any supplier or anyone else dealing with the Academy. 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 School Business Manager.

Any member of staff receiving any gifts or entertainment valued at more than £30 must disclose this to the School Business Manager and this must be recorded in the Gifts Register.

Members of staff may not give personal gifts to pupils. It is acceptable for staff to offer prizes of small value in certain tasks or competitions.

20. Photography and Videos

Many school activities involve the taking or recording of images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well-being of pupils. Informed consent from parents and agreement from the pupil should always be sought before an image is taken for any purpose. At The Kingston Academy parental consent is sought when pupils join the school and is updated annually.

Careful consideration should be given to the question of how these activities are organised and undertaken. Care should be taken to ensure that all parties understand the implications of the image being taken, especially if it is to be used for any publicity purposes or published in the media or on the Internet.

No child should be fully named in any published image and the Designated Safeguarding Lead maintains a list of children who should not be named at all or be facially recognisable in any published image.

Staff should:

- Be clear about the purpose of the activity and what will happen to the images when the lesson/activity is concluded;
- Ensure that a member of the senior leadership team is aware of the use and its purpose;
- Avoid making images in one-to-one situations, or ones which show a single pupil with no surrounding context;
- Ensure pupils are aware that they are being photographed and that they have agreed to this; also that they understand why the images are being taken, and that they are appropriately dressed;
- Use only equipment provided by the school: either the school camera or a school trip mobile phone;
- Not take any photographs involving pupils on a personal mobile phone or other personal device (if a photograph is taken on a personal mobile phone or other personal device this must be reported to the Head teacher without delay and the image must be transferred to a school device and deleted within 24 hours);

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- Remain sensitive to any pupils who, for whatever reason, appear uncomfortable and recognise the potential for such activities to raise concerns or lead to misunderstandings;
- Be able to justify any images of children in their possession.

It is totally unacceptable for any member of staff to take photographs of pupils for their personal use.

21. Home visits

All work with pupils and parents should, wherever possible, be undertaken in school or other recognised workplace. There may, however, be occasions where the use of one-off or regular home visits to support a family is very useful and they may also be used in response to urgent or specific situations.

Where a member of staff proposes to visit a pupil's home, it is essential that a member of the senior leadership team has approved the visit, or sequence of visits, and that an appropriate risk assessment is in place to safeguard pupils and the adults who work with them. A risk assessment should include an evaluation of any known factors regarding the pupil, parents and others living in the household.

Specific consideration should be given to visits outside of 'office hours' or in remote or secluded locations. Following an assessment, appropriate risk management measures should be in place before visits are agreed. Where little or no information is available, visits should not be made alone.

Where a programme of work is to be undertaken in the home, an appropriate work space should be provided and a written work plan/contract should be agreed with the pupil and parent. This should include: clear objectives; content; timing; and duration of sessions; ground-rules; child protection and confidentiality statements. The plan should take into account the preferences of pupil and parent.

There should also be an agreement that the parent or other suitable adult will remain in the home throughout the session. Where the situation is such that changes in agreed work arrangements are required, a quick assessment will be necessary to determine if the session can continue. The Head teacher or another member of the senior leadership team should then be informed as soon as is practically possible.

22. Actively promoting fundamental British values

In common with all schools, we are required to 'actively promote the fundamental British values of democracy, the rule of law, individual liberty and respect and tolerance for others, including those with different faiths and beliefs'. We must also be able to demonstrate that we do this.

These values are entirely in keeping with the ethos at The Kingston Academy and should therefore be inherent in everything that we do. Nevertheless, it is important always to bear these in mind and to ensure that they infuse every aspect of our school life, in the classroom, in extra-curricular activities, etc.

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Please refer to the school's Promoting British Values Policy for more detailed information (copies are available in the Policy Folder in the Whole School Team Drive or on the [Policy page](#) of the school website).

23. The Prevent Duty

The Counter-terrorism and Security Act 2015 places a duty on schools to take active steps to prevent their pupils from being radicalised or drawn into extremism and terrorism. In line with government guidance, we consider our responsibilities under The Prevent Duty to be part of our broader responsibilities to safeguard and promote the welfare of our pupils. To this end, a concern that a pupil is at risk of being radicalised or drawn into extremism should be treated in exactly the same way as a concern relating to physical, emotional, sexual or any other sort of abuse. Such concerns must be communicated at a very early stage to the Designated Safeguarding Lead.

We also have a duty to ensure that any speakers we invite to speak in school are suitably vetted in advance, and supervised while they are speaking or otherwise interacting with pupils, to ensure that such talks can never present an opportunity for extremist or partisan views to be promoted in our school.

Please refer to the school's Statement on the Prevention of Radicalisation and Extremism for more detailed information.

24. A non-partisan approach to political, ethical and religious issues

A healthy understanding of the world around us is an important part of the educational experience that we want to provide for our pupils. In doing so, the emphasis should always be on open-mindedness, tolerance and critical evaluation – encouraging pupils to appreciate that, where moral, ethical, religious or political questions are concerned, there is always likely to be a multiplicity of viewpoints, and stressing the need to respect the views of others.

When such issues arise, in subject teaching or in the context of co-curricular or extra-curricular activities (such as Debating Club) staff must always ensure that they offer a balanced presentation of opposing views which precludes the promotion of partisan (ie, one-sided) opinions or dogma. In particular, pupils should not be actively encouraged by teachers or others to support particular political viewpoints.

25. Whistleblowing

If a member of staff has concerns about the behaviour or another member of staff towards a pupil, then s/he should report these concerns at once to the Designated Safeguarding Lead (or to the Chair of the Trust Board if the concerns relate to the Head teacher).

It cannot be overemphasised that such concerns must be reported at once. No-one who reports a genuine concern in good faith needs to fear retribution. A member of staff or a pupil reporting a child protection issue, allegation or concern will suffer no adverse consequences, regardless of the status of the person against whom the allegation was made and of whether the allegation or concern

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proves founded over time, provided the report was made in good faith.

Please refer to the school's Safeguarding and Child Protection Policy and the Whistle Blowing Policy for more detailed information (copies are available in the Policy Folder in the Whole School Team Drive or on the [Policy page](#) of the school website).

This policy is to be reviewed annually by a member of the Senior Leadership Team and by the Kingston Educational Trust in consultation with staff.

Next review due: January 2020

Date: 4 February 2019

Signed: [signed original held by Clerk]
Sean Weston, Chair Buildings Finance and Resources

Sophie Cavanagh, Head Teacher

STAFF BEHAVIOUR AND CODE OF CONDUCT AGREEMENT FORM

I have read and understand the above and agree to abide by the guidance contained therein.

Name of Staff

Role/Team

Signed