



Staff Code of Conduct

Ref: **LP-RW-008**

Version: **5.13**

Date: **23rd August 2024**

Document Owner: **Cathryn Marsden (HR Manager)**

Description: This policy outlines the School's approach to staff standards of behaviour.

OUR SCHOOL AIMS

- ❖ *To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.*
- ❖ *To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.*
- ❖ *To instil and nurture a strong sense of social responsibility, integrity and environmental awareness so our pupils positively contribute to a sustainable and just society.*
- ❖ *To guide each pupil in the discovery, delight and development of their individual gifts, talents and character.*
- ❖ *To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.*
- ❖ *To prioritise physical and emotional wellbeing across every facet of our school community.*

1.0 INTRODUCTION

- 1.1 A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the students within the school. The Code of Conduct also aims to provide clear guidance about behaviour and actions so as not to place staff at risk of harm (or of allegations of harm) by a pupil.
- 1.2 Staff also have an individual responsibility to maintain their own reputations and the reputation of the School, both inside and outside working hours and work setting.
- 1.3 This policy applies to all staff and volunteers in the school regardless of their position, role or responsibility. References to 'staff' throughout the policy relate to the following groups:
- All members of staff including teaching and support staff
 - Volunteers, including Governors
 - Casual workers
 - Temporary and supply staff
 - Students undertaking placements such as initial teacher training or apprenticeships



- 1.4 Lingfield College requires that all staff read and agree to comply with this Code of Conduct. A breach or failure to observe this Code will result in action being taken under the School's disciplinary procedures including, but not limited to, dismissal.
- 1.5 All staff set examples of behaviour and conduct which can be copied by the students and therefore staff must demonstrate the highest standards of conduct in order to encourage the students to do the same. All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 1.6 This Code of Conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. It does, however, highlight behaviour that is illegal, inappropriate or inadvisable. In situations where guidance does not exist in this policy, staff are expected to exercise their professional judgement and act in the best interests of the pupils and the School.
- 1.7 The School recognises its responsibility to provide training for staff, and the Deputy Head (Pastoral) Head of Prep School and HR Manager ensure that all staff have access to a number of useful school documents, including important Safeguarding resources. The Deputy Head and Head of Prep School, as DSLs, are also responsible for making sure that staff receive regular updates on any changes in Safeguarding legislation or Surrey processes.
- 1.8 Staff are strongly advised to carefully read the valuable guidance available in the DfE document [Guidance for safer working practice for those working with children and young people in education settings February 2022](#). Copies of these documents are also available in each Staff Room, and in the online Staff Handbook.

2.0 HEALTH AND SAFETY

- 2.1 Lingfield College has a duty of care towards its staff under the Health and Safety at Work etc Act 1974 which requires the School to provide a safe working environment for staff as well as guidance about safe working practices. This is provided to all staff at the start of the academic year. The Health & Safety Policy is reviewed annually.
- 2.2 The Act also imposes a duty on staff to take care of themselves and anyone else who may be affected by their actions or errors.

3.0 PART-TIME STAFF

- 3.1 Part-time staff are protected from any less favourable treatment under the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, and Lingfield College is committed to enabling part time work where the business need allows.
- 3.2 There are occasions or events when part-time staff are expected to attend, regardless of whether they are due to work or not on a particular day, for example Parents' Evenings, Transition events (such as Welcome BBQs) and INSET days.

4.0 PERSONAL AND PROFESSIONAL CONDUCT¹

- 4.1 Lingfield College staff are expected to:
 - demonstrate consistently high standards of personal and professional conduct

¹ The 2021 DfE document [Teachers' Standards](#) includes useful guidance on Personal and Professional Conduct



- show proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality, ensuring that they are ready for work by the formal start time according to their contract
- have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities
- ensure that they do not do or say anything which may bring the School or Governing Body into disrepute
- take responsibility for their own actions and behaviour, and aim to avoid any conduct which would lead any reasonable person to question their motivation and intentions
- treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- actively promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law
- avoid any conflict of interest between activities undertaken outside school and responsibilities within school

advise the HR department immediately if charged with, or convicted of, any safeguarding related crimes or be subsequently investigated by any agency or organisation in relation to concerns about behaviour towards children or young people. This disclosure must be made within 24 hours of the start of any investigation

- advise the HR Department immediately should the status of a DBS check or requirements of the Disqualification under the Childcare Act 2006 be affected in any way.
- recognise their duty of care to keep young people safe and protect them from harm by developing respectful, caring and professional relationships between staff and pupils, and by demonstrating integrity, maturity and good judgement
- establish and maintain appropriate professional boundaries in their relationships with students and parents, both in person and online
- establish and maintain professional boundaries in their relationships with colleagues, ensuring any conversations or comments are appropriate for a school and professional setting
- show fairness in their treatment of children, and avoid behaviours such as embarrassing or humiliating students, making jokes at the expense of students, discriminating against or favouring particular pupils and using sarcasm
- demonstrate self-awareness and take responsibility for accessing help and support in order to ensure that their own practice does not have a negative impact on learning or progress, or put students at risk of harm
- endeavour to develop productive and supportive relationships with all school colleagues
- exercise any leadership and management responsibilities in a respectful, inclusive and fair way, and in accordance with contractual obligations and national standards



- uphold school policies and procedures, and raise any concerns about the running of the school in a responsible and appropriate manner
- contribute to colleagues' learning and development; provide honest, accurate, and justifiable comments when writing references or giving feedback on their performance
- participate in whole-school development and improvement activities where possible

4.2 Staff who have children in the school need to be mindful of the following:

- children are not allowed in the Staff Room due to the sensitive confidential conversations that might take place there
- there should be no expectation for time off for Sports Day, Celebration Days, Productions, University visits etc. All requests for such absences must go through the HR department
- staff are expected to arrange appropriate childcare so they can attend meetings such as Staff Briefing, Year Meetings, evening events or productions as well as after school clubs, trips and sports
- if a member of staff has a query about their own child in the school, they should clarify to their colleagues whether they are discussing a concern in their role as a parent or staff member
- whilst covering duties / cover it is important that staff avoid special treatment of their own children
- befriending other parents on social media is discouraged, and it is not permitted for any member of staff to be friends with pupils on any form of social media.
- staff should not view pupil information held in iSams unless it is directly related to their work.

4.3 Staff are permitted to babysit to support parents who are also staff members, but this must be a private arrangement between the staff member and the parents and not an arrangement made through the School. Babysitting must not interfere with normal working hours. Staff members must inform the Head of Prep School before agreeing to undertake such an arrangement. Staff are not permitted to babysit for pupils in their own class or year group, even if they are friends with the staff member, as this can cause the child to become too familiar and use first names which breaks down the teacher / pupil relationship.

5.0 EQUALITY AND DIVERSITY

All staff are expected to:

- show tolerance of and respect for the rights of others
- act appropriately towards students, staff, parents and colleagues whatever their socio-economic background, age, gender, sexual orientation, disability, race, religion or belief
- take responsibility for understanding and complying with school policies relating to equality of opportunity, inclusion, access and bullying
- address unlawful discrimination, bullying, and stereotyping no matter who the victim or perpetrator might be, using guidance available in the School's Whistleblowing, Anti-Bullying & Cyberbullying and Behaviour Management Policies if necessary



- be aware that children with SEND or other differences are more susceptible to being bullied or becoming victims of child abuse
- help create a fair and inclusive school environment by taking steps to improve the well-being, development and progress of those with special needs, or whose circumstances place them at risk of exclusion or under-achievement
- help students to understand different views, perspectives, and experiences and develop positive relationships both within school and in the local community

6.0 GOOD TEACHING PRACTICE

Teachers at Lingfield College are expected to

- meet the professional standards for teaching relevant to their role and the stage they have reached in their career
- develop their practice within the framework of the School's curriculum
- make use of assessment techniques, set appropriate and clear learning objectives, plan activities and employ a range of teaching methodologies and technologies to meet individual and group learning needs
- base their practice on knowledge of their subject area/s and specialisms, and be aware of current research into teaching and learning
- actively seek out opportunities to develop their knowledge, understanding, skills and practice
- reflect on their practice and use feedback from colleagues to help them recognise their own development needs
- exercise their responsibilities in relation to the examination and assessment of achievement and attainment in a fair, transparent and honest way
- where there is a need for physical contact, for example in Music, PE or Drama, it is advised that staff only ever act in their professional roles and in relation to a pupil's individual needs
- any physical contact should be of limited duration and appropriate to their age, stage of development, gender, ethnicity and background (*further information on Physical Contact is on p.5*)
- in one-to-one situations, staff are advised to work where there is visual access and keep their doors open. They should also report any situation where a pupil becomes distressed or angry to their line manager, the relevant Head of Year, or the Deputy Head or Head of Prep School and should be aware that by working on an individual basis with a pupil they can be more vulnerable to allegations or complaints

7.0 CHILD PROTECTION EXPECTATIONS

7.1 It is expected that all members of staff at Lingfield College will:

- ensure that the school environment is safe and secure for children, and that appropriate Safeguarding procedures are followed – in accordance with the Children's Act 1989, the welfare of the child is paramount
- read and adhere to the School's Safeguarding and Child Protection policies and procedures, recognising that '*it could happen here*' and alerting the school's Designated Safeguarding Lead



(DSL)² to any concerns relating to Child Protection (physical, emotional, sexual abuse or neglect) either verbally or via My Concern

- ensure that they have read Part 1 and Annex A of the statutory document Keeping children safe in education 2023 (publishing.service.gov.uk), together with the Whistleblowing Policy and the E-Safety policy, and have signed the Safe Working Practice Agreement to confirm that they have done so
- make sure that they are fully aware of ways in which to report a concern about a child's well-being, particularly if they are at risk of immediate or significant harm
- the DSLs are available to discuss any safeguarding concerns during the school day, and can be contacted in the evening or during the holidays in case of emergency via mobile, phone or e-mail. Before each school holiday all staff will be informed which DSLs will be on call and how they can be contacted.
- remember that **anyone** can make a referral to the police, emergency services or social services if they feel that a child is at risk of immediate harm; contact details can be found in the Safeguarding and Child Protection Policy (available on the online Staff Handbook) and are also displayed in the Staff Room.
- if any member of staff has concerns about a colleague's behaviour or professionalism in relation to pupils, and is worried that a child is at risk of harm, they should contact the Headmaster immediately. The Headmaster would then discuss the allegation with the Surrey Designated Officer (formerly known as the LADO) within one working day³. For further details, see the Whistleblowing, Low-Level Concerns and Safeguarding & Child Protection Policies

7.2 Allegations - it is an allegation if a member of staff has:

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children (also includes behaviour outside the school).

7.3 Allegations should be reported to the Surrey Designated Officer 'without delay'.

7.4 Before contacting the Surrey Designated Officer, a basic enquiry is carried out in line with local procedures to establish the facts to help them determine whether there is any foundation to the allegation, being careful not to jeopardise any future police investigation.

7.5 The Surrey Designated Officer's role is not to investigate the allegation, but to ensure that an appropriate investigation is carried out, whether that is by the police, children's social care, the School, or a combination of these.

7.6 Low-level Concerns - concerns may be graded Low-level if the concern does not meet the criteria for an allegation; and the member of staff has acted in a way that is inconsistent with the staff code of conduct, including inappropriate conduct outside of work. Example behaviours include, but are not limited to:

- being over friendly with children;

² Full details of the DSLs can be found in Section 4 of the Safeguarding and Child Protection Policy.



- 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; or,
- using inappropriate sexualised, intimidating or offensive language.
- please see the separate Low Level Concerns Policy for more details.

8.0 SEXUAL CONTACT WITH YOUNG PEOPLE

- 8.1 No member of staff should make sexual remarks to a student, discuss their own sexual relationships with them, or discuss pupils' sexual relationships in an inappropriate setting or context
- 8.2 Staff should avoid any form of communication with a child which could be interpreted as sexually suggestive or provocative, either via text, email, notes, letters, phone calls, social media or through inappropriate physical contact
- 8.3 Any sexual behaviour by a member of staff with or towards a child or young person is both inappropriate and illegal
- 8.4 Staff should be mindful of [Section 16 of the Sexual Offences Act 2003](#) which states that it is an offence for a person aged 18 and over (such as a Teacher, Language Assistant or GAP Assistant) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if, in the case of those over 16, the relationship is consensual
- 8.5 A situation where a person is in a position of trust could arise where the child is in full-time education, and the adult is in a responsible position in the same establishment as the child, even if he/she does not teach the child
- 8.6 It is illegal to involve children in looking at or producing sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse, including via the internet
- 8.7 Staff should not confer special attention and favour upon a child which could be construed as being part of the grooming process
- 8.8 Staff should not give gifts to individual pupils, as doing so might give rise to concerns about grooming, and should be aware of the potential for a pupil to form an unsolicited, emotionally-dependent attachment to a teacher. If pastoral interactions with the pupil become difficult, the member of staff should discuss the situation with the DSL; it may be that the situation should be put in writing and added to the child's file

9.0 PHYSICAL CONTACT⁴

- 9.1 The use of physical force or restraint is illegal, and corporal punishment is unlawful in all schools including Lingfield College
- 9.2 There are occasions when it is entirely appropriate for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. Staff must always be mindful that their actions could be misconstrued, and must use their professional judgement

⁴Information on Physical Contact can also be found in the Safeguarding and Child Protection Policy



- 9.3 Staff such as PE or Music teachers may need to initiate physical contact with a pupil in order to teach them how to perform a task properly. This should be done with the pupil's agreement
- 9.4 Contact should be for the minimum time necessary to complete the activity and should ideally take place in as open an environment as possible
- 9.5 When playing a contact sport, the physical contact must be proportional and appropriate to the activity, and members of staff must always take into account the physical mismatches between themselves and the children with whom they are playing. Sports coaches must check the PE Department Handbook for more details (Senior School) or with the Head of Prep Sport (Prep School) on physical contact with pupils in a match situation
- 9.6 If a member of staff believes that an action could be misconstrued, they should discuss the matter with the DSL as soon as possible (as per the Low Level Concerns Policy), and the circumstances can be recorded in the Low-Level Concerns Log
- 9.7 Physical contact should never be secretive, or for an adult's gratification. Nor should it represent an abuse of authority
- 9.8 Where appropriate, staff should seek the permission of a child before touching them, and use a level of contact which is acceptable to the child for the shortest possible time
- 9.9 Staff should be sensitive to any discomfort expressed verbally or non-verbally by the child during any form of physical contact
- 9.10 Extra care is required where it is known that a child has suffered previous abuse or neglect, as in the child's view a member of staff touching him / her may be associated with assault and lead to a teacher being vulnerable to allegations of abuse
- 9.11 Some children may seek out physical contact which may be inappropriate. In such circumstances, staff should deter the child in as sensitive a way as possible by helping them to learn about personal boundaries. The member of staff should tell the DSL of the incident as per the Low Level Concerns Policy. The incident will be recorded on the Low Level Concerns Log.
- 9.12 It is inevitable that distressed children will need comfort and reassurance, which may include age-appropriate physical contact. Staff should make sure that the level of touch is not intrusive or open to misinterpretation

10.0 ONE-TO-ONE SITUATIONS⁵

- 10.1 Staff working in one-to-one situations with pupils may be more vulnerable to allegations, and must conduct their lessons or meetings in light of this.
- 10.2 Staff should arrange to meet pupils in busy parts of the school wherever possible, and aim to either work with the door open or at least allow visual access to the room. In certain cases, such as instrumental music lessons or in the Photography Dark Room, selecting another part of the school to work in is not practicable, so teachers must be particularly aware of the guidance on physical contact above. If a child becomes angry or distressed, or if anything happens that could be misconstrued, they should tell the DSL.
- 10.3 Nappy changing procedures are carried out by Foundation Stage staff in accordance with the Intimate Care and Nappy Changing Policy (LP-PP-019), whilst working with parents to understand a child's routines.

⁵ Information about one-to-one situations can also be found in the Safeguarding and Child Protection Policy



11.0 DISCUSSING SENSITIVE ISSUES WITH STUDENTS

- 11.1 Some areas of the curriculum, not least PSHE and RSE, will include sensitive subjects (sex, mental health, domestic violence, suicide etc). Members of staff should take care over selecting suitable resources for the lesson that cannot be misinterpreted and that clearly relate to the purpose of the lesson. They should avoid using over-sexualised or unnecessarily graphic materials or phrases in their teaching. If there is any doubt about what resources to use, the teacher should discuss their concerns with their Head of Department, Key Stage Leader, Head of Year, Subject Coordinator, Form Time and PSHE Coordinator or the DSL.
- 11.2 If the conversation in a lesson has led to an unplanned discussion about a sensitive issue, staff must use careful judgement when responding to questions and must steer the conversation carefully, bearing in mind that some of what is said could potentially be misconstrued. If the teacher has any concern that a particular child has been affected by the lesson, they should report their concerns to the DSL and the circumstances should be recorded in writing for the pupil's file or put on CPOMS.
- 11.3 Staff should avoid any behaviour during the course of a lesson which might lead any reasonable person to interpret their actions or words as promoting partisan political or religious views in the School. At any point where political or religious issues are raised with pupils, staff should take all reasonable steps required to ensure that pupils are offered a balanced presentation of opposing views.
- 11.4 Regardless of their own personal convictions, it is important that staff members remember the need to actively promote fundamental British values in their teaching where relevant, and show tolerance towards the protected characteristics which include age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion and belief, sex and sexual orientation.

12.0 CONFIDENTIALITY

It is School policy to provide both staff and students with a high level of privacy and confidentiality. Staff are advised to read the School's Data Protection Policy for further details on ensuring that information is used fairly and lawfully, stored appropriately and handled according to people's data protection rights and the Data Protection Act 2018.

- Members of staff will have access to confidential information about students, their parents/ carers and siblings; in some cases staff may be given additional information that is highly sensitive. Staff must not reveal such information except to those colleagues who have a professional role in relation to the student, but should treat the information in a discreet and confidential way
- Staff should not discuss any confidential information in any public areas, hallways, gathering spaces where they could be overheard by students or parents
- In emergencies or child protection cases it is important to share certain confidential details, but staff are expected to respect the students in their care and avoid revealing any private details about them otherwise
- In child protection cases, members of staff must pass on information to external agencies such as Children's Services or the Police without delay, in accordance with the Safeguarding and Child Protection Policy. The government document [What to do if you're worried a Child is being Abused](#) gives guidance on sharing information to protect children



- Any media or legal enquiries should be passed to the Senior Management and only approved staff and Governors should communicate with the media about the school
- Staff who are Lingfield College parents often have access to information ahead of other parents at the School. Staff parents should not use their position to give an unfair advantage to their own child or to disclose information to them (such as class lists, the examination results of other students or timetables) earlier than they would receive it otherwise

13.0 DRESS AND APPEARANCE

- 13.1 Lingfield College recognises that dress and appearance are matters of personal choice and self-expression. However, all staff must present themselves in a manner that is appropriate to their professional role.
- 13.2 All staff are expected to dress in clothing that reflects the professional environment in which they work, and should maintain high standards of modesty, style and taste. Pupils wear a strict uniform and sixth form students have a smart dress code. As role models, staff are required to dress appropriately in support of this ethos and to maintain a professional appearance through business attire
- 13.3 Tattoos and body art should be covered while staff are in School. Discreet earrings are acceptable but all other body piercings should be removed whilst on School premises. Consideration should be given to the appropriateness of hair colour and style, and for staff working in Early Years, long hair should be neatly tied back. Nails should be of a practical length, particularly for staff working with babies or young children..
- 13.4 A useful comparator is the standard and type of dress that can be commonly seen worn by staff working in a professional office:
- Smart trousers, jacket, shirt and tie for male staff, and female staff should be of equivalent smartness e.g. smart suit or separate jacket / trousers / skirt / dress combination
 - Skirts that touch the knee or are otherwise not immodestly short
 - Full-length trousers
 - Clothing should not be see-through, and underwear should not be visible – staff should discreetly limit the amount of bare flesh visible
 - Footwear should be smart and formal
 - There should be no evidence of casual summer, leisure or sportswear: denim, trainers, flip-flops, leggings or shorts are inappropriate
- 13.5 Those members of staff involved in teaching practical or sporting subjects are expected to wear suitable clothing or protective wear to set an appropriate example to pupils. They are expected to change into business attire or School tracksuits when appropriate
- 13.6 Maintenance staff, cleaning and catering staff are exempt from this section of the Code. It is also recognised that staff in the Prep School Foundation Stage, Key Stage One and Teaching Assistants may be exempt during certain activities. Midday Supervisors should wear smart common-sense clothing suitable for a school/playground environment.
- 13.7 Staff on school trips should dress in a smart casual fashion



- 13.8 Colleagues who are considered to be in breach of the dress code will be advised by their line manager and asked to conform to the guidelines. Disagreements about the suitability of specific items of clothing or footwear will be referred to the Deputy Head (Pastoral), the Head of Prep School or the HR Manager.
- 13.9 If there is a reason why a member of staff is not able to adhere to the dress code, they should speak to either the Headmaster or the HR Manager to make a request for consideration.

14.0 TECHNOLOGY AND E-SAFETY

- 14.1 All members of staff are expected to read the School's e-Safety Policy (LP-PP-012 for the Prep School and LP-PS-013 for the Senior School), together with the Computer Usage Policy (LP-MW-012).
- 14.2 The following guidance is important for the smooth running of the school, and should also help staff stay safe online and avoid accusations of malpractice
- 14.3 While members of staff are provided with a school email account for professional use, and should also have a separate account for personal email communications
- 14.4 During the school day, the primary focus should be the education and welfare of pupils, and any personal correspondence or business should not conflict with that focus. Staff must avoid using personal devices around the school site during the working day, other than the Staff Room or departmental offices.
- 14.5 Sharing information on particular sites or apps can enhance learning and personal development, and can help to safeguard children by showing them how to behave appropriately online. However, staff must ensure that such contact does not breach the guidance in this Code of Conduct
- 14.6 The guidance in these policies and within this Code of Conduct apply to all practice connected to Lingfield College, regardless of whether this is conducted using a School computer or iPad, the School network, on a personal device or over systems belonging to the member of staff or a third party
- 14.7 The School may exercise its right to monitor the use of information systems, including Internet access and the interception of e-mails for monitoring purposes. Where it believes unauthorised and/or inappropriate use of the School's information system or inappropriate behaviour may be taking place, the School will invoke its disciplinary procedures
- 14.8 Staff must not engage in inappropriate use of social networking sites which may bring themselves, the school or the school community into disrepute. It remains the case that when a teacher posts a comment on social media, their opinions will be linked with that of the school, and could reflect badly on it as a result.
- 14.9 Staff may like, share or make appropriate comments in response to the School's official social media accounts.
- 14.10 Staff must not post images on any unofficial Lingfield social media accounts that includes pupils, unless sharing posts made from a School official social media account.
- 14.11 Staff should be mindful of their digital footprint and exercise caution in all their use of social media or any other web-based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages of posts or following certain individuals or groups



- 14.12 Staff should maintain the highest security settings on any personal profiles they have on a site-by-site basis
- 14.13 In any professional capacity, staff must not use pseudonyms or post anonymously about the School, nor must they claim to speak in the name of the School unless given prior permission to do so by the Headmaster
- 14.14 Contact with students should be through Lingfield College's authorised systems i.e. email, Firefly and Teams. Personal phone numbers, email addresses or communication routes via all social media platforms should not be used, and staff should not share their home addresses with students. Contact with students should be through Lingfield College's authorised systems i.e. email, Firefly and Teams.
- 14.15 If contacted by a pupil via inappropriate means, the member of staff should inform the DSL immediately
- 14.16 Staff must not have 1:1 communication, including direct messaging (DM), with pupils through any social media, apart from via school email accounts.
- 14.17 Staff should not request or accept any current pupil of the School of any age or any ex-student of the School under the age of 18 as a friend, follower, subscriber or similar on any personal social media account unless they are the parent of the pupil or a close family member.
- 14.18 Any communication received from current pupils on any personal social media sites should be reported immediately to the DSL.
- 14.19 If any member of staff is aware of inappropriate communications involving an student on any social media, these concerns must be reported immediately to the DSL.
- 14.20 Members of staff must ensure that, wherever possible, and where the social media site allows, their privacy settings are set so that pupils cannot access information relating to their personal lives or follow them on their personal accounts.
- 14.21 Under no circumstances should adults in School access inappropriate images. Accessing child pornography or indecent images of children on the internet, and making, storing or disseminating such material is illegal and, if proven, will lead to the member of staff being barred from working with children and young people
- 14.22 Staff must not take photos of students or store such images on their personal devices, but should use school cameras or phones and download the images onto the Photo drive as soon as possible
- 14.23 Lingfield College reserves the right to check staff use of phones, the internet or email if the monitoring relates to the business and / or the equipment being monitored is provided partly or wholly for work
- 14.24 The school is within its rights to monitor the electronic communications of staff for a number of reasons including the need to prevent or detect crime or to ensure that electronic systems are operating effectively
- 14.25 Staff on duty should refrain from focusing on their iPads/mobile phones or other devices, so that they can keep a careful eye on the pupils in their care instead
- 14.26 Where a member of staff has a concern about a pupil's behaviour online, or if they believe that their own behaviour may have been misinterpreted, they should immediately inform their line manager, the DSL or the Headmaster as per the Low Level Concern Policy.



14.27 Staff will be provided with an overview of the schools filtering and monitoring systems during the start of year INSET. If there are any concerns about the effectiveness of these systems, then these must be raised to the DSL immediately

15.0 PHOTOGRAPHY, VIDEO AND IMAGES OF CHILDREN

- 15.1 There are many occasions where digital images and videos are taken and used as part of School life. Such circumstances include everything from assessment and observation purposes in the classroom to award ceremonies, pupil achievements, productions, trips and sporting events as part of the broader life of the School. The Data Protection Act 2018 affects the use of digital images. An image of a child is personal data, and it is, therefore, a requirement under the Act that consent is obtained from the parent of a child for any images made such as those used for school websites, productions or other purposes.
- 15.2 Staff need to be aware of the potential for such images to be misused. Careful consideration should be given as to how these activities are organised and undertaken. Particular regard needs to be given when they involve young or vulnerable pupils who may be unable to question why or how the activities are taking place. Pupils who have been previously abused in this way may feel threatened by the use of photography, filming etc. in the teaching environment. If in any doubt, please see the Data Protection Officer.
- 15.3 Staff must remain sensitive to any verbal or non-verbal cues that might suggest that a child is uncomfortable with having their photo taken and should recognise the potential for misrepresentation. It is also important to take into account the wishes of the child - a child's right not to be photographed is to be respected. Any images used must conform to appropriate standards of integrity and decency and avoid the possibility of embarrassment by the subject of the image.
- 15.4 Staff may take and use images deemed as for the essential operation of the School or where the School requires it and is otherwise lawfully entitled to do so do not require parental consent. These purposes include but are not limited to identification, administration and security and learning, observation, demonstration, evidence and assessment.
- 15.5 Using images of pupils for recording events in the life of the school or for marketing and promotional purposes requires the parental consent of the individual involved and/or their legal guardians. Parental consent is sought when the child starts at School, and parents reserve the right to alter their consent at any time. The School maintains a list of those pupils whose images may not be used for recording events in the life of the school and/or for marketing and promotional purposes. A record of pupils who cannot be photographed is stored securely on file and will be shared with staff at the start of each term.
- 15.6 For School productions, special events, and large-scale photography shoots, staff may contact the pupil(s) parent/guardians to reconsider their consent on the basis that they may wish to approve specific uses.
- 15.7 In terms of publicising a child's image for marketing and promotional purposes, the DfE advises '*If the image is used, avoid naming the child (or, as a minimum, use first names rather than surnames); if the child is named, avoid using their image...*'⁶ Staff will only publish the first name of a pupil alongside a photograph or video. If showcasing digital video work to an external audience, we ensure that pupils are not referred to by name on the video or on the credits at the end.

⁶ [Guidance for Safer Working Practice for Adults working with Children in Education Settings 2019 Professional and Personnel Relationships \(virtual-college.co.uk\)](https://www.virtual-college.co.uk/guidance-for-safer-working-practice-for-adults-working-with-children-in-education-settings-2019-professional-and-personnel-relationships)



- 15.8 Staff should ensure the images used are carefully selected to show the School and pupils in a positive light.
- 15.9 Staff may ask children without consent or who have indicated they do not wish to be photographed to stand aside during photo and filming opportunities or may carefully doctor the image to ensure that the pupil is not recognisable using pixelation prior to publishing.
- 15.10 Staff may still publish images where the child in question is in the frame but is unrecognisable, for example, has their back turned or is blurred in the background.

Prep School Specific

- 15.11 In the EYFS stage, personal mobile phones must be given up on arrival at the Foundation Stage where they will remain in a locked drawer until such time as the individual leaves the building.
- 15.12 Prep Staff must restrict personal mobile phones during the school day when they are around Prep pupils.
- 15.13 Photographs or recordings of children must only be taken on devices belonging to Lingfield College. All devices must stay in School at all times. Each year group is provided with a School IPAD on which photographs and recordings of the children are taken to evidence learning and development, for displays or performances within the setting and for newsletters and marketing purposes.
- 15.14 Any staff member using a personal mobile phone to take photographs or videos at any time will be asked to delete the images, refrain from taking further images and will be reported to the Head of Prep.
- 15.15 The PE Department, Prep Marketing Co-ordinator and School Marketing Department also have access to School Cameras and School Mobile Phones, which may be used when taking photos/videos of the children.
- 15.16 When leaving the School site for a trip or on an outing, staff must take a School mobile phone or IPAD with them and not use their personal mobile phone to take photographs or videos.
- 15.17 Images or video footage taken on School devices such as IPADS will be downloaded to a secure computer network. Devices will be cleared of images at regular intervals.
- 15.18 All members of staff will ensure that all images are available for scrutiny and will be able to justify any images in their possession.

Senior School Specific

- 15.19 At 13, the data protection laws give children the right to their own data (including images) where they are considered to have a capacity to understand their own data. In the Senior School (from Year 8) we can seek the verbal consent of a pupil before taking a photograph/video.
- 15.20 Taking digital images with devices such as mobile phones, tablets or cameras without the express permission of the person being photographed/video is strictly forbidden in School or on school transport.
- 15.21 Wherever possible, Staff should not take digital images of students using personal devices but should use School Cameras, IPADS or phones, to avoid any chance that the actions of a member of staff could be misconstrued. In particular, photos that might be considered sexually provocative, demeaning or otherwise provocative should be actively deleted



- 15.22 If a personal device is used, footage must be deleted once downloaded to the School network as soon as possible.
- 15.23 Images or video footage taken on School devices such as IPADS will be downloaded to a secure computer network. Devices will be cleared of images at regular intervals.
- 15.24 All members of staff will ensure that all images are available for scrutiny and will be able to justify any images in their possession.

16.0 TRANSPORTING PUPILS

- 16.1 Staff should not offer lifts to pupils unless the need for this has been agreed by a line manager and the student's parents
- 16.2 It is advisable that pupils are not transported in private vehicles wherever possible
- 16.3 Staff should ensure that they are alone with a child for the minimum time possible
- 16.4 If the arrangements for a school trip include a drive where a member of staff is alone in a car with a pupil, this should be added to the trip risk assessment and discussed in advance with the DSL
- 16.5 The safety and welfare of the child is the driver's responsibility until the end of the trip
- 16.6 It is a legal requirement that all passengers wear seatbelts and that the driver should ensure that they do so
- 16.7 Staff are expected to not behave in an illegal or unsafe manner whilst transporting children, such as exceeding the speed limit, being under the influence of drugs, prescribed medication or alcohol, driving a vehicle which is known to be unsafe, having inappropriate insurance, using a mobile phone whilst driving, or failing to use seatbelts. Staff should drive pupils in a safe manner at all times.

17.0 EDUCATIONAL VISITS AND AFTER-SCHOOL ACTIVITIES

- 17.1 Staff must take greater care when supervising pupils in the less formal atmosphere of an after-school activity or residential setting
- 17.2 During school trips or out-of-hours activities, a more relaxed atmosphere (in terms of dress or discipline) is part of the attraction of the event. However, staff remain in a position of trust and must ensure that their behaviour cannot be misinterpreted as seeking to establish a less formal, less appropriate relationship with a pupil
- 17.3 It remains inappropriate to touch pupils. Any physical contact should be restricted to occasions when it is absolutely necessary (such as medical care or comforting a pupil in a state of distress)
- 17.4 Where off-site activities include overnight stays, careful consideration needs to be given to sleeping arrangements, and pupils, staff and parents must be aware of this before the start of the trip. As far as possible, pupils and staff should be accommodated in separate rooms, with access to separate washing and toilet facilities
- 17.5 One member of staff should not take pupils on trips, organise out-of-school activities or entertain pupils in their own accommodation except as part of an organised school function or trip, for which permission has been sought from the DSL or Headmaster in advance – wherever possible they should aim to do these things with at least one other colleague



- 17.6 Staff on school trips must not drink alcohol irresponsibly, as they remain in charge of the students on the trip and may be required to manage an emergency situation. At any one time, at least one member of staff on the school trip will not drink alcohol to ensure this. This includes foreign exchanges as the host or hosted member of staff, even when pupils are staying with families overnight
- 17.7 Any member of staff who is prescribed medication before a school trip should inform their doctor of their plans and check whether potential side effects could affect their ability to carry out their responsibilities. If necessary, a risk assessment can be completed where reasonable adjustments can be made to their working environment or role on the trip while they remain on the course of treatment.
- 17.8 If at any point on a school trip a member of staff is concerned that a pupil is suffering harm or is at risk of harm, the matter should be referred to the DSL as soon as possible. If at any point there is a risk of immediate serious harm to a child, the police may need to be called, and children's care contacted immediately. Anybody can make a referral, not simply the DSL

18.0 ALCOHOL

- 18.1 In the UK it is illegal to serve alcohol to pupils under the age of 18 years. An exception is that where pupils are 16 or 17 years old, they can be legally served (not sold) beer, wine or cider with a meal.
- 18.2 On school trips, the provision of alcohol must be restricted to those pupils over the legal age for the country in which they are staying, subject to the prior consent of the parents. Any provision of alcohol should be controlled by the member of staff on duty and limited to a small amount of wine or beer, but not spirits.
- 18.3 During intervals at school plays or concerts, the provision of alcohol is restricted to staff and parents, and those pupils who are over 18.

19.0 MANAGEMENT OF MEDICAL SITUATIONS

- 19.1 It is expected that all staff will make themselves fully aware of any known pupil medical conditions; updated information is available on iSAMS, the Staff Handbook (Senior School), Firefly (Senior School), PE Office, Catering Office and School Offices. Emergency medical information is also available in the Pastoral Bulletin.
- 19.2 In the event of a member of staff finding themselves in an emergency situation requiring urgent medical attention, they should contact 999 immediately and ask for the appropriate medical service.
- 19.3 They should aim wherever possible to explain what is happening to the child.
- 19.4 The School has a number of trained first aiders, and the list is posted around the school in key areas. Teachers may volunteer for first aid training, but it is not a contractual requirement.
- 19.5 Staff should receive appropriate training before administering first aid or medication – at least one member of staff running/assisting on a school trip should have training in the use of adrenaline injectors (EpiPens) where necessary.
- 19.6 When administering first aid, staff should ensure wherever possible that another adult is present or is aware of the action being taken. The School Office and the child's parents should be informed when first aid has been administered.
- 19.7 Staff should not prevent children from easily accessing their inhalers or medication, or from administering this medication when necessary.



- 19.8 In any kind of medical emergency, it is advised that staff do not ignore the views of the child or their parents, but they should never dismiss medical evidence or opinion. If a child claims to be 'fine' but the adults caring for them feel sure that there is a problem, medical professionals must always be called.
- 19.9 If a child becomes ill, staff are advised not to send them to the School Office or Medical Room unaccompanied, but instead to send a responsible friend with them.
- 19.10 Students with known medical conditions should be allowed to drink, eat or take toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- 19.11 If a student needs to be taken to hospital in an emergency, a member of staff should always accompany them and stay with them until a parent or carer arrives. The staff member concerned should inform a member of the school's Senior Management Team before leaving the scene of the emergency and the hospital. Please also read the Medical Conditions Policy for further information.

20.0 WHISTLEBLOWING

- 20.1 Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion.
- 20.2 All staff have a duty to report a child protection concern to the DSL.
- 20.3 Lingfield College staff have a duty to report any behaviour by a colleague which raises concern. Staff should refer to the School's Whistleblowing Policy (LP-MW-007) for further guidance. This is particularly important where the welfare of students may be at risk.
- 20.4 Staff may wish to raise concerns about the behaviour of another staff member, unsafe practices or potential failures in the School's safeguarding.
- 20.5 In the event of an incident occurring which may result in an action being misinterpreted and an allegation being made against a member of staff, the relevant information should be promptly recorded and shared with the Headmaster (or in his absence, the Chair of Governors) in accordance with the School's Safeguarding and Child Protection policy. Early discussion with parents could help to avoid any misunderstanding.
- 20.6 Members of staff should feel able to talk to their Head of Department, Key Stage Lead, HR, or a member of the Senior Management Team to address any difficulties that may affect their relationship with pupils; appropriate support can then be provided or action can be taken.

21.0 COMPLIANCE

- 21.1 All staff must confirm they have read, understood and agree to comply with this policy, by completing the electronic declaration via the Every System.
- 21.2 **The School will support all staff in their actions so long as they have adhered to the Code of Conduct and relevant policies and procedures in place. Staff should be aware that a failure to comply with the Code of Conduct could result in disciplinary action up to and including dismissal.**



22.0 RELATED POLICIES

- Anti-bullying & Cyberbullying (LP-PW-003)
- Attendance & Registers (including CME) (LP-MW-002)
- Behaviour Management (Prep LP-PP-005 and Senior LP-PS-006)
- Complaints (LP-MW-023)
- Computer Usage (LP-MW-012)
- Curriculum (Prep LP-CP-006 and Senior LP-CS-007)
- Data Protection (LP-MW-014)
- Educational Visits (LP-CW-009)
- Equality, Diversity and Inclusion (LP-PW-011)
- E-Safety (Prep LP-PP-012 and Senior LP-PS-013)
- Health & Safety (LP-HW-001)
- Illegal Substances Misuse (Prep LP-PP-018) / Drugs and Substance Misuse (Senior LP-PS-017)
- Intimate Care (Senior LP-PS-020), Intimate Care and Nappy Changing (Prep LP-PP-019)
- Medical Conditions (Prep LP-PP-021 and Senior LP-PS-027)
- Mental Health and Wellbeing (LP-PW-023)
- Missing Child (Prep LP-PP-024 and Senior LP-PS-025)
- Mobile Phone (electronic devices) (LP-PW-039)
- PSHE (Senior LP-PS-027) / PSHE and RSE (Prep TP-PP-050)
- Pupil Welfare Risk Assessment (LP-PW-046)
- Reporting of Low Level Concerns (LP-PW-041)
- Safer Staff Recruitment (LP-RW-007)
- Safeguarding and Child Protection (LP-PW-034)
- Relationships and Sex Education (Senior LP-PS-030)
- Use of Digital Images (LP-PW-043)
- Whistleblowing (LP-MW-007)

Last reviewed August 2023

Next review due August 2024