



Staff Code of Conduct

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

OUR SCHOOL AIMS

- ❖ *To foster intellectual curiosity and a love of learning.*
- ❖ *To achieve high academic standards in a supportive but disciplined atmosphere.*
- ❖ *To equip pupils with the skills and knowledge to meet the challenges of our rapidly changing world.*
- ❖ *To instill an enthusiasm in interests and opportunities beyond the classroom.*
- ❖ *To support pupils' development of a sense of justice and an awareness of their rights and responsibilities as global citizens.*

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) to 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
 - Student 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 <https://www.safeguardingschools.co.uk/guidance-for-safer-working-practice-for-adults-who-work-with-children-and-young-people-in-education-2019/> Copies of this document 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 employees 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 employees 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 2013 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 should the status of a DBS check 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
- 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
- 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.

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

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)
- Ensure that they have read Part 1 and Annex A of the statutory document [Keeping Children Safe in Education \(2019\)](#), 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
- 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.

² The DSL is **Angela Brown** (Deputy Head Pastoral): Ext 393 browna@lingfieldcollege.co.uk; The Deputy DSL is **Sue Sevier** (SENDCo) Ext 303 seviers@lingfieldcollege.co.uk. The PS DSL is **Jacky Shackel** (Head of Prep School): Ext 202 shackelj@lingfieldcollege.co.uk.



- 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 and Safeguarding & Child Protection Policies

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
- 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

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



- 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, he/she should discuss the matter with the DSL as soon as possible, and the circumstances can be put in writing and added to the child's file
- 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
- 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.

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/ PSHECE, 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 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 MyConcern
- 11.3 Parents have the right to withdraw their children from all or part of any sex education provided, although not from topics that are crucial to the Science curriculum, such as human growth, development and reproduction. The School's policy in cases when parents withdraw their children from a presentation or talk about a sensitive issue is to agree to the child spending time in the Library during the talk, but to remind the parents that their son/daughter will find out all about what was said from their peers, rather than from a teacher or professional speaker.
- 11.4 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.
- 11.5 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

- 12.1 It is School policy to provide both employees 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. They are regarded as role models by the pupils, and consistent standards of professional dress help to set a purposeful and business-like tone
- 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.
- 13.4 A useful comparator is the standard and type of dress that can be commonly seen worn by staff working in a professional city office:
- Smart suits or separate jackets / trouser / skirt combinations
 - Full-length trousers
 - Skirts that touch the knee, or are otherwise not immodestly short.
 - Clothing should not be see-through, and underwear should not be visible – staff should discreetly limit the amount of bare flesh visible
 - Men should wear tailored shirts with their collar and ties done up
 - 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 and Key Stage One may be exempt during certain activities.
- 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 HR Manager.

14.0 TECHNOLOGY AND E-SAFETY

- 14.1 All members of staff are expected to read the School's e-Safety Policy, together with the Computer Usage Policy (which can be found in Appendix A of the e-Safety Policy), and are encouraged to use digital technologies, but to do so in a way that is fully consistent with the position of trust they occupy. Advice for pupils on staying safe online is available on Firefly, and they are expected to click and agree to comply with the rules on Firefly.
- 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
- 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. Many people include a disclaimer saying that their views are their own and not their employer's, but such a disclaimer does not mean that a member of staff should not exercise good judgement and care in anything they post online
- 14.9 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
- 14.10 Staff should maintain the highest security settings on any personal profiles they have on a site-by-site basis
- 14.11 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



- 14.12 A School email address should never be used for any personal use or social media
- 14.13 Contact with students should be through Lingfield College's authorised systems i.e. email and iSAMS. 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
- 14.14 If contacted by a pupil via inappropriate means, the member of staff should inform the DSL immediately
- 14.15 Lingfield College staff must not accept friend invitations or become friends with students or students' parents on any social media platform. They should also refrain from following the School Twitter feed from their personal accounts unless they have the highest possible security settings
- 14.16 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 individual being barred from working with children and young people
- 14.17 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
- 14.18 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
- 14.19 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
- 14.20 Staff on duty should refrain from focusing on their iPads or other devices, so that they can keep a careful eye on the pupils in their care instead
- 14.21 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

15.0 PHOTOGRAPHY, VIDEO AND IMAGES OF CHILDREN

- 15.1 Many school activities involve recording images as part of the curriculum or extra-curricular activities, for reasons of publicity or to celebrate an achievement. However, whilst images are regularly used for very positive purposes, staff need to be aware of the potential for these aspects of teaching to be misused for grooming purposes. Careful consideration should be given as to how these activities are organised and undertaken: children must always be appropriately dressed and be comfortable with having their photograph taken.
- 15.2 In accordance with the Data Protection Act 2018, the image of a student is personal data. Therefore it is a requirement under the Act for consent to be obtained from the parent/guardian of a student for any images made
- 15.3 Parental consent is sought when the child starts at the School, and parents reserve the right to alter their consent at any time. The School maintains a list of those pupils whose images should not be used on websites, in publications or in a public place. This list is displayed in the Staff Room in the Senior School, and on the JSC drive in the Prep School.



- 15.4 In terms of publicising a child's image on the website, Twitter feed or in the local press, 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 The School will not normally use children's full names alongside their photograph, although they may be included in group pictures where it is hard to identify particular pupils
- 15.5 Photographs or video footage of students should only be taken using school equipment for purposes authorised by the school and should be stored securely on school equipment only.
- 15.6 In the EYFS stage, mobile phones must be given up on arrival to the Foundation Stage where they will remain in a locked drawer until such time as the individual leaves the building
- 15.7 The child's consent must always be sought; pupils who have been previously abused in a manner that involved images may feel particularly threatened by the use of video or photography; staff must remain sensitive to any verbal or non-verbal cues that might suggest that a child is uncomfortable with having their photo taken
- 15.8 Photographs or video footage of students should not be taken on personal mobile phones or devices, and images should be downloaded as soon as possible on to the School network Photo Drive (S-Drive) 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
- 15.9 Staff should ensure that a member of Senior Management is aware of the proposed use of photographic/video equipment, and that all photographs and video footage should be available for scrutiny: staff should be able to justify all the images or footage they take

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 The Staff Safe Working Agreement specifies that 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

⁶ [Guidance for Safer Working Practice for Adults working with Children in Education Settings 2019](#)



- 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. 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 the medical conditions suffered by some of the children in their care; updated information is available on iSAMS, in the Staff Rooms 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 him/her feel sure that there is a problem, medical professionals must always be called
- 19.9 If the 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 arrives wherever possible. 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 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
- Attendance & Registers (including CME)
- Behaviour Management
- Complaints
- Computer Usage
- Curriculum
- Data Protection
- Educational Visits
- Equal Opportunities and Racial Equality
- E-Safety
- Health & Safety
- Illegal Substances Misuse
- Intimate Care
- Medical Conditions
- Mental Health
- Missing Child
- PSHE
- Risk Assessment
- Safer Recruitment
- Safeguarding and Child Protection
- Relationship and Sex Education
- Teaching and Learning
- Use of Photographs
- Whistleblowing



Last reviewed August 2019

Next review due August 2020