	Code of Conduct for School Employees
	Updated: 10-26 Next Review: 10-27 Prepared by: KED/JOH Approved by: TZL

This Code of Conduct applies throughout the School from the EYFS to Year 6.

Introduction

The Governors are required to set out a Code of Conduct for all School employees. This policy applies to all Staff in the School regardless of their position, role or responsibility. It sets out clear guidance on the standards of behaviour expected from all Staff at the School.

We are required to establish procedures for the regulation of staff conduct under regulation 7 of The School Staffing (England) Regulations 2009.

In addition to this Code of Conduct, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the *Teachers' Standards: guidance for school leaders, school staff and governing bodies* (published 2011, updated 2013, updated 2021) and in relation to this Code of Conduct, *Teachers' Standards, Part Two: Personal and Professional Conduct*.

Purpose, scope and principles

The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring. This Code of Conduct is designed to give clear guidance on the standards of behaviour all School staff are expected to observe.

Staff are in a unique position of trust and influence as role models for pupils and must adhere to behaviour that sets a good example to all pupils within the School.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

As a member of the School community, each employee has an individual responsibility to maintain their reputation and the reputation of the School, both inside and outside working hours and whether they are inside or outside the work setting. This policy therefore applies equally when staff are conducting lessons online or when it is necessary for them to work from home.

Staff are reminded that they are in a position of trust under the Sexual Offences Act 2003. This position extends beyond the school premises and includes online environments and communications. Engaging in any behaviour, online or offline, that could reasonably be perceived as breaching this position of trust is prohibited.

The School requires that all staff have read and agree to comply with this policy. Breach or failure to observe this policy may result in informal action or formal action being taken under the School's disciplinary procedures, including, but not limited to, dismissal. The School will familiarise new staff with this Code of Conduct and the expectations therein as part of their induction. It will also be discussed and reviewed periodically in staff meetings.

This Code of Conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. 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.

Our staff are chosen for their potential expertise, commitment and attitude to education. Our community believes in the equality of individuals and in treating others as we would wish to be treated.

This Code of Conduct applies to:

- All staff who are employed by the School, including the Head

This Code of Conduct does not apply to:

- Visiting teachers and other adults who are self-employed
- Club supervisors
- School catering staff employed by Accent Catering
- Employees of external contractors and providers of services (e.g. contract cleaners)
- Other adults in supervision of School pupils, including volunteers
- Governors
- Student placements, including those undertaking initial teacher training
- Casual workers

These adults are covered by the School's Code of Conduct for Other Adults in Supervision of Pupils Who Are Not Employees of the School.

Professional conduct

The following areas are particularly important:

- Compliance with all School policies and procedures
- Considerate and respectful communication with other staff, pupils, parents, guardians and carers
- Attendance and punctuality
- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs
- Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- Smart and practical appearance (see dress code below)
- Teachers should, at all times, follow part two of the teachers' standards involving personal and professional conduct

High-performing culture and professional behaviours

To deliver on our aims, The Cavendish School adopts a high-performing culture and six key professional behaviours as follows:

- Committed - we know, understand and believe in the values of the School
- Collaborative - we cooperate, share, work well together and look after one another
- Agile - we respond to opportunities and adapt to challenges
- Innovative - new ideas are encouraged. Individuals can move ideas through the School and we choose to be bold
- Responsible - we are accountable for our actions; know and understand what determines success in our role
- Communicative - we send, receive and understand necessary information and we know who to go to for information

As agreed, as a staff team, we adhere to our communication principles:

- **Openness**: Proactively share information
- **Accuracy**: Consistent messaging
- **Acknowledgement**: Listen to feedback
- **Purpose**: Direct messages to the appropriate audience

Safeguarding pupils

Staff have a duty to safeguard pupils from all forms of abuse mentioned in the School's Safeguarding and Child Protection Policy, including child-on-child abuse, sexual abuse, exploitation, online harm and prejudice-based harm. Staff must have due regard to the Prevent duty and the current statutory guidance: *Protecting children from radicalisation: the prevent duty* (2015).

Staff must challenge and report discriminatory or prejudice-based behaviour and language, including racism, misogyny, disability-related prejudice and other forms of prejudice-based harm. Concerns must be reported through the School's safeguarding procedures; staff must not assume that behaviour is harmless because it is described as banter or occurs between pupils.

The School's DSL is Josie Hodgson. The Deputy Designated Safeguarding Leads (DDSLs) are Maryam Kadhim, Fergus Simpson and Taryn Lombard. Staff must follow the School's published arrangements if the DSL/DDSL is unavailable. If a child is in immediate danger, call 999 and inform the DSL/Head as soon as possible. If the concern relates to the DSL, report it to the Head; concerns about the Head must be referred to the Chairs of Governors. Staff are provided with a copy of the School's Safeguarding and Child Protection Policy prior to joining and must understand this document. The Safeguarding and Child Protection Policy may also be accessed via the Employee Handbook, the Teaching and Learning Handbook, shared staff folders and the School website.

As part of their induction, staff will be expected to read and be aware of their role in implementing the following:

- Part 1 and Annex A of the statutory guidance Keeping Children Safe in Education
- The Safeguarding and Child Protection Policy
- Pupil Behaviour Policy
- Anti-bullying Policy for Pupils
- Code of Conduct for Employees
- Children Missing or Absent in School Policy
- Whistleblowing Policy
- Prevent Policy

The Designated Safeguarding Lead will ensure that all staff are fully inducted with regard to the school's child protection procedures and that they receive safeguarding and child protection training on a yearly basis as a minimum.

The Head of HR & Compliance will keep a central record of all statutory and other training undertaken by staff members, other adults, Governors and volunteers.

Peripatetic teachers, club supervisors, catering and cleaning staff, volunteers and Governors will receive relevant safeguarding training annually.

Staff will receive regular and timely updates on child protection and safeguarding issues via the Designated Safeguarding Lead, or their delegate, in order to ensure they remain up to date with new legislation.

The Head and Governors will ensure that all teaching staff receive appropriate training on behaviour management in line with the expectations set out in Teaching Standards.

Staff are required to adhere to the Safeguarding Code of Conduct set out in Appendix 1 to this policy so as not to place pupils or School employees at risk of harm or of allegations of harm to a pupil.

Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare at all times.

Staff are reminded that Under the Sexual Offences Act 2003, it is a criminal offence for a person over 18 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 (for example, a work experience student), the relationship is consensual.

Online safety: staff must adhere to the School's IT and Acceptable Use Policy and Online Safety Policy. Staff have a duty to report any incidents or breaches of online safety by pupils or staff to the DSL or a member of the Senior Leadership Team. Staff must follow the School's policies on social media and generative AI use. They must not create, share or endorse misinformation, disinformation, or conspiracy theories, and any use of AI must comply with school guidance and safeguards. Staff must not provide pupils, parents, guardians or carers with their personal email addresses or telephone numbers and should not use these to communicate with pupils, parents, guardians or carers: they should use the School's phones and email system. The exception to this is during emergency situations whilst accompanying educational visits. Staff are reminded that we are required to report to the Disclosure and Barring Service and the Charity Commission within one month of them leaving the School anyone whose services are no longer used because they are considered unsuitable for working with children.

The School must make a referral to the Disclosure and Barring Service where the legal referral conditions are met, including where it has removed a person from regulated activity, or would have done so had they not left, because they harmed or posed a risk of harm to a child. Referrals must be made promptly in accordance with DBS guidance and safer-recruitment procedures. Any separate reporting obligations to a regulator or the Charity Commission must be assessed where applicable; these are not a blanket substitute for a DBS referral.

Staff must alert the school as appropriate to any changes to their own personal circumstances which may affect their suitability to work with children. This includes informing the Head of any medical condition, disability or medication that may affect their ability to do their job.

Staff must not demean or undermine pupils, their parents, guardians or carers, or colleagues.

Bullying, harassment and victimisation and discrimination, including banter, will not be tolerated. We treat all our staff, pupils, their parents, guardians or carers fairly and with consideration and we expect them to reciprocate towards each other, the staff and the School. Please see the School's Anti-bullying Policies for further details.

Discussions of political or potentially divisive topics on School premises should be avoided or conducted in an inclusive manner and never in front of pupils.

Staff must use school-approved digital systems and follow the School's online-safety, filtering and monitoring and acceptable-use procedures. They must report concerns about harmful content, online contact, image-sharing, cyberbullying, sexual harassment or misuse of AI promptly. Staff must not enter identifiable pupil or staff information into AI tools unless the School has expressly approved the tool and the processing arrangement.

Low-level concerns

Definition: For the purposes of this Code of Conduct, a low-level concern is defined as any concern about an adult's behaviour towards, or concerning, a child that does not meet the harms threshold (see below), or is otherwise not serious enough to consider a referral at the time of its reporting.

The school understands that spotting the early signs of harmful behaviour towards children can be difficult, and that many will be hesitant to report concerns they have about their colleagues' behaviour, particularly the behaviour of their superiors. Staff are encouraged to maintain an attitude that recognises that abuse can happen anywhere, in any setting, and that anyone can be a perpetrator regardless of their age, sex, level of authority, personality, etc.

Low-level concerns refer to behaviour on the part of a staff member towards pupils that is considered inappropriate in line with statutory safeguarding advice, this Code of Conduct, and the appropriate and inappropriate behaviour outlined below. Low-level concerns are differentiated from concerns that can cause harm. The harms threshold is the point at which a concern is no longer low-level and constitutes a threat of harm to a child.

This threshold is defined as accusations that an adult 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 in a way that indicates they may pose a risk of harm to children and/or
- Behaved in a way that indicates they may not be suitable to work with children, including behaviour that has happened outside of School

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

Why?

While low-level concerns are, by their nature, less serious than concerns which meet the harms threshold, the school understands that many serious safeguarding concerns, e.g. child sexual abuse, often begin with low-level concerns, e.g. being overly friendly with children. The school will ensure that all staff are aware of the importance of recognising concerns before they escalate from low-level to serious, wherever possible.

What is appropriate behaviour

The School wishes to create a culture of openness, trust and transparency in which the School's values and expected behaviour are lived, monitored and reinforced by all staff. The school will ensure that all staff members are aware of the standards of appropriate behaviour expected towards pupils. Staff will ensure that they pay due regard to the fact that:

- They are in a unique position of trust, care, responsibility, authority and influence in relation to pupils
- There is a significant power imbalance in the pupil-staff dynamic
- There are more stringent expectations on their behaviour with regard to pupils due to their position as a public professional

Staff will remain aware of the fact that all our pupils are children by law – consequently, staff will ensure that they do not assume maturity beyond their years.

Inappropriate behaviour

Inappropriate behaviour can exist on a wide spectrum, from inadvertent or thoughtless behaviour to behaviour which is ultimately intended to enable abuse.

Examples of inappropriate behaviour that would constitute a low-level concern that should be reported to the Head, or in her absence, the DSL, include:

- Being overly friendly with children – this could include, but is not limited to, communicating with a child through personal social media or allowing inappropriate conversations or enquiries to occur with pupils, e.g. conversations that are about a staff member's personal life or are of a sexual nature
- Having favourites – this could include, but is not limited to, calling pupils by pet names or terms of endearment or buying pupils gifts
- Taking photographs of children on their personal mobile phones or devices
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- Using inappropriate, sexualised, intimidating or offensive language
- Humiliating pupils

Staff will be aware that some of the above low-level concerns may meet the harms threshold depending on certain factors, e.g. the age or needs of the child or the content of exchanged messages, and that some of the above incidents may possibly not be concerns in context.

Staff will also be made aware that behaviour which raises concerns may not be intentionally inappropriate, and that this does not negate the need to report the behaviour. Staff will be aware that where there is any doubt regarding whether the behaviour of another adult is appropriate, this should be reported to the Head, and in her absence, the DSL, immediately.

Staff members who engage in low-level inappropriate behaviour in relation to pupils inadvertently will be made aware and supported to correct this behaviour. The Head will also evaluate whether additional training would be beneficial for any staff members exhibiting concerning behaviour, or the staff cohort as a whole, where low-level concerning behaviour is seen more widely. Staff are encouraged to self-refer if they feel that their behaviour may give rise to a low-level concern, for example, if they have found themselves in a situation which could be misinterpreted, or below the professional standard expected of them. Self-referral should be encouraged in the knowledge that it will be responded to sensitively and proportionately.

The DSLs, along with the Head and the Governor with responsibility for safeguarding, reflect on their practice and identify and negate weaknesses in policies, procedures and protocols.

Low-level concerns about a member of staff, peripatetic teachers, club supervisors, supply staff, volunteers or contractors should be reported to the Head. Concerns about the Head should be referred to the Chair of Governors.

All low-level concerns should be recorded in writing and contain all relevant details, including the name of the person sharing the concern (possibly remaining anonymous if requested) and the action taken. Records must be factual, proportionate, securely stored and accessible only to those with a legitimate need to know. They should include the concern, context, how it was followed up and the outcome, and be reviewed for patterns. Information-sharing and retention must follow KCSIE, the School's records-retention schedule and data-protection requirements.

The School shall retain such information until that member of staff leaves their employment.

Further detailed information on addressing low-level concerns can be found in our Safeguarding and Child Protection Policy.

Where a concern meets, or may meet, the harms threshold, staff must report it immediately under the allegations procedure and must not treat it as a low-level concern. The Head should consult the Local Authority Designated Officer in accordance with KCSIE and local procedures.

Whistleblowing

The School has a Whistleblowing policy in place to enable members of staff to raise concerns internally and in a confidential fashion about matters such as safeguarding and child protection, fraud, bribery, malpractice, health and safety, criminal offences, miscarriages of justice, failure to comply with legal obligations or unethical conduct, and to ensure that there is transparency and accountability in relation to how concerns are received and handled. The School fosters a culture of openness and has put in place strategies and procedures to ensure that staff feel enabled to raise concerns relating to the safeguarding of children or poor practice within the School that may cause a risk to children.

The school recognises that there may be circumstances where staff and pupils feel unable to raise concerns or incidents of malpractice within the school environment, as there is reasonable doubt that these would be dealt with adequately. The Policy also provides, if necessary, for such concerns to be raised outside the School's internal organisation.

For full information, see the Whistleblowing Policy.

Physical contact with pupils

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

Physical contact may be appropriate in the following circumstances:

- When a pupil needs to get comfort or reassurance, e.g., following an accident or personal crisis
- When a pupil needs encouragement to attempt a new challenge, e.g., to climb onto a piece of apparatus
- When there is a need to take urgent action to avoid an incident or injury

Staff should use their professional judgement at all times, taking into account the pupil's needs at the time, their age, stage of development and protected characteristics. Unnecessary physical contact should be avoided, and staff should be alert to the fact that minor forms of friendly physical contact can be misconstrued by pupils or onlookers.

A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection.

Physical contact should never be secretive, for the gratification of the adult, or represent a misuse of authority. If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, the incident and circumstances should be recorded as soon as possible, and the Head (in her absence the DSL) should be informed. If appropriate, a report of the incident should be uploaded to the pupil's file on CPOMS.

Where possible, staff should seek to ensure that any physical contact is witnessed by another adult.

Our Restrictive Interventions, including the use of Reasonable Force Policy, outlines instances when pupils may be physically restrained in order to protect themselves or others from harm.

Providing intimate or personal care to pupils

Staff may need to provide intimate or personal care to younger pupils, for example, helping a child who has soiled themselves. Children should be encouraged to carry out self-care tasks for themselves where appropriate, but where adult intervention is needed, the following should be observed:

- Staff should follow any agreed school policy or practice when providing intimate or personal care; this will be as outlined in the pupil's Intimate Care Plan
- When taking pupils to the toilet, staff should make colleagues aware of the task to be undertaken and explain to the child what will happen
- Parents should always be notified if intimate care has been provided
- When providing intimate care, staff should carefully and sensitively observe the child's emotional response and report any concerns to the Designated Safeguarding Lead
- Staff should avoid any physical contact unless a child needs help

Please see the School's Intimate Care Policy for more information.

Physical education and other activities requiring physical contact

Where exercises or procedures need to be demonstrated, extreme caution should be used if the demonstration involves contact with pupils and, wherever possible, contact should be avoided. It is acknowledged that some staff, for example, those who teach PE and games, or who offer music tuition, will, on occasions, have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should always be done with the pupil's agreement in advance.

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

Pupil development

Staff must comply with all School policies and procedures, including those that support the well-being and development of pupils.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the learning and development of pupils.

Staff must follow reasonable instructions from the Head, Senior Leadership Team (SLT) and Subject Co-ordinators that support the development of pupils.

Staff must ensure that their practice supports the safeguarding and welfare of all pupils in accordance with KCSIE 2026 and EYFS Statutory Framework 2026, including promoting pupil well-being and mental health.

Equal treatment

We are committed to equal treatment for all staff and pupils regardless of their race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy and maternity, marriage and civil partnership status, gender reassignment, age and disability (together known as **"Protected Characteristics"**). Everyone must treat staff and pupils with respect, dignity, sensitivity and fairness.

We aim to create a friendly, caring and perceptive environment in which every individual is valued. We endeavour to contribute positively towards the growing autonomy, self-esteem and safety of each pupil. Teaching staff will be required to undertake regular consultation activities with pupils, e.g., through safety questionnaires, Pupil Voice, participation in anti-bullying week, School Council and speaking to children about their experiences at lunchtime and playtimes) and provide suitable opportunities for pupils to be involved in decision-making processes.

Bullying, harassment, victimisation and/or discrimination, including banter, will not be tolerated. We treat all our pupils and their parents fairly and with consideration, which we expect them to reciprocate towards each other, the staff and the School. Staff should ensure that they are familiar with the School's Diversity, Equity and Inclusion Policy and the Prevention of Sexual Harassment Policy, Anti-Bullying and Harassment Policy for Staff and the School's Anti-Bullying Policy and Equal Opportunities Policy for Pupils. Staff must act in line with the Equality Act 2010.

Attendance and punctuality

Staff must adhere to the School's Absence Policy, including the reporting of absence and if they will be late arriving to School. Absence in advance must be requested via the Pink Form booking system. Sickness or last-minute absence must be notified to the Deputy Head (Strategy and Operations) by telephone. Any staff who will be later than a few minutes must notify the Deputy Head (Strategy and Operations) by telephone. See the Absence Policy for more detailed information.

Honesty and integrity

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of School property and facilities.

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this Act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person.

The giving or receipt of gifts or hospitality is not prohibited if the following requirements are met:

- It is not made with the intention of influencing a third party to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits
- It complies with the law
- It is given in the School's name, not in the staff member's name
- It is appropriate in the circumstances. For example, in the UK it is customary for small gifts to be given at Christmas time
- Taking into account the reason for the gift, it is of an appropriate type and value and given at an appropriate time
- It is given openly, not secretly
- Gifts should not ordinarily be given to or accepted from suppliers. Staff should consult the Bursar or the Head should such a situation arise
- Gifts should not ordinarily be offered to or accepted from public sector employees. Staff should consult the Bursar or the Head should such a situation arise

From time to time, parents, guardians or pupils may offer members of staff gifts on an individual basis as a demonstration of their gratitude for the work they have done on their behalf, and this is perfectly legitimate. However, in some contexts, such gifts could be construed as an improper inducement to, for instance, accord preferential treatment in the future. Consequently, it is necessary for the School to have rules applying to such gifts. These are as follows:

- If a member of staff receives a gift from a group of parents or guardians, then the maximum value that can be accepted will be based on an average of £25 per pupil
- If a member of staff receives a gift from an individual pupil's parents or guardians, any gift of cash or other monetary equivalent (e.g. vouchers) of whatever value, or any other gifts of a value of £100 or over, should be reported to the Bursar via email. The Head will decide as to the appropriate way to proceed in each instance
- Staff may retain any other gifts of a value of up to £100. If staff are in doubt about the value of the gift, they should declare it to the Bursar

- Staff may retain gifts received from suppliers if they are token work-related items e.g. pens, notepads, USB drives, desk calendars or diaries. Any other gifts should be politely refused or donated to the School or School's nominated charity. In either case, the Bursar should be notified by email, and if the gift is being donated to charity, then the giver of the gift should be told that this is the case

Personal gifts from individual members of staff to individual pupils are inappropriate and could be misinterpreted. Presents from individual members of staff to whole classes or groups are acceptable, but should be small in value and only given at the end of term, to mark the end of the School year or to celebrate, for example, Christmas or Easter.

Declaration of interests: staff are required to declare an interest where their membership of a group or organisation could be considered to be in conflict with the ethos of the School, including its obligation to uphold the Prevent Duty.

Conduct outside work

Staff must not engage in conduct outside work which could damage the reputation and standing of the School or the employee's own reputation or the reputation of other members of the School community.

Staff must inform the Head (or Governors if the employee is the Head) immediately if they are subject to a criminal conviction or pending prosecution. This includes cautions, charges, investigations, or convictions for any offences, including those outside of the workplace, in line with KCSIE. The Head will discuss this with the employee in the context of their role and responsibilities in order to help safeguard pupils and other employees at the School.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and will likely have consequences for a member of staff's employment.

Staff must exercise caution when using information and communications technology and be aware of the risks to themselves and others.

Staff may, with the prior written consent of the Head, undertake work (paid or unpaid) or business activities outside School, provided that it does not conflict with the interests and ethos of the School or be to a level which may contravene the working time regulations or affect an individual's work performance. Consent should be requested by emailing the Head.

Where staff undertake privately arranged work for parents or guardians of current or past pupils or any other person or entity associated with the School, they should ensure that their conduct at all times maintains the professional standards required of School staff and should exercise confidentiality and discretion in all matters relating to the School and the School community.

Staff must not engage in inappropriate use of social networking sites which may bring themselves, the School or School community into disrepute, and should ensure that they use the highest privacy settings. All off-duty conduct that could reasonably be perceived as harmful to children or the School must be reported to the Head.

Dress code

Teachers, Teaching Assistants and other members of the Cavendish staff team are all professionals who are role models for our pupils, parents and prospective families. They should dress to build respect and inspire confidence in all members of our community and to market our School to prospective families. Clothing should be smart but appropriate. Very dark, smart, coloured jeans may be worn, but not blue denim jeans. Staff should not wear clothing that is ripped, frayed or dirty. Revealing clothing such as very short skirts, midriff-baring or strappy tops and mules or flip-flops should not be worn. Underwear should not be visible. Tattoos should be covered and multiple facial piercings avoided. Facial piercings apart from the ears should not be worn in School. Smart shoe-like trainers may be worn to complement a smart dress or work outfit. Running shoe trainers are only to be worn for PE or specific sports events, such as sports day. Shorts should be avoided for all staff unless the weather is unreasonably hot. This will be at the discretion of the Head, which should be sought in advance. A more relaxed dress code can be adopted during INSET days (e.g. jeans and trainers may be worn), but staff should still be mindful that this is a work day. For more formal events such as attending places of religious worship, when representing the School, open mornings, class performances or meetings with parents, dress should be more smart than casual.

Confidentiality

Staff must work within the requirements of the relevant Data Protection Legislation[1] ensuring that they follow the School's Data Protection Policy for Staff.

Safeguarding information must be shared lawfully, fairly and securely when necessary to protect a child. Staff must not delay sharing relevant information solely because consent has not been obtained; they should follow the School's safeguarding and information-sharing procedures and seek advice from the DSL where needed. The child's safety and welfare remain central.

Where staff have access to confidential information about pupils or their parents, guardians, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil. Records should only be shared with those who have a legitimate professional need to see them.

Staff should be careful about the kinds of personal information about pupils which are on view on monitors, laptops, iPads, and interactive boards, as well as in classrooms, staff rooms, work areas and offices, especially if these areas are used or visited by parents, visitors or contractors.

All staff are likely at some point to witness actions which need to remain confidential. For example, when discussing an incident with a pupil's parents or guardians, other pupils should not be mentioned by name if at all avoidable.

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy. Staff must **never** promise a pupil confidentiality that prevents them from taking appropriate safeguarding action.

[1] **"Data Protection Legislation"** means any data protection legislation from time to time in force in the UK, including the Data Protection Act 2018, as supplemented and amended by the Data (Use and Access) Act 2025 and the UK General Data Protection Regulation (or any successor legislation).

Processing data

Staff are required to collect, maintain and dispose of personal data and special category personal data in a responsible manner in accordance with Data Protection Legislation[2]. Please see the School's Data Protection Policy for Staff for more information.

Photographs

Many School activities involve recording images as part of the curriculum, extra school activities, publicity, or to celebrate an achievement. In accordance with data protection legislation, the image of a pupil is personal data.

Parents are invited to consent to the School using images of their child for internal and external purposes and a list of pupils whose parents have not consented to the use of their images is drawn up from the consent forms and consulted by those members of staff who manage the School's website, publications and social media. The list is available to all staff on shared staff folders.

Please see the School's Taking Storing and Using Images of Pupils Policy for more information, which must be complied with by all staff at all times.

Mobile phones

KS1 and KS2 staff should not make use of personal mobile phones or tablets during the working day other than in the staff room or in an area not frequented by pupils and where they do not have access, during breaks and off the School premises or when there is an urgent need to contact someone in an emergency. If family and friends need to contact staff urgently, they should do so through the School Office. Other than in exceptional circumstances, staff must not bring personal cameras, tablets or mobile phones into our EYFS and are individually responsible for placing their personal cameras, tablets and mobile phones in a specified secure place (currently the lockers in the area in Room 22A) for the duration of the School day and using them only during breaks in the staff room. Furthermore, staff are required to use the School's cameras and tablets when, under supervision, capturing children's learning and development.

Exceptional circumstances include, for example, the use of a mobile phone by the Admissions and Marketing Manager to facilitate a virtual tour for overseas parents and to take photographs for social media use. In this instance, only a School phone, clearly marked with the School logo, should be used. Exceptional circumstances must have prior consent from the Head of HR & Compliance.

School trip phones, or school-issued iPads, must be used when taking photographs of pupils during the school day, including during educational visits and fixtures. Such photos must not be taken on personal devices.

Acceptable use of technologies

Staff should ensure that they are familiar with and comply with the School's IT & Acceptable Use Policy and the Social Media Policy at all times. In particular, staff must:

[2] **"Data Protection Legislation"** means any data protection legislation from time to time in force in the UK, including the Data Protection Act 2018, as supplemented and amended by the Data (Use and Access) Act 2025 and the UK General Data Protection Regulation (or any successor legislation).

- Not use technology in school, or belonging to the school, to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content
- Not engage in inappropriate use of social network sites which may bring themselves, the School or the School community into disrepute
- Adopt the highest security settings on any personal profiles they have
- Remain 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 or posts or following certain individuals or groups
- Exercise care when using dating websites where staff could encounter students
- Not contact pupils, their guardians or family members, accept or initiate friend requests or follow pupils' or their guardians' accounts on any social media platform

We have the right to monitor emails and internet use on the school IT system.

Curriculum

The law states that teachers must not promote partisan political views and should offer a balanced overview of opposing views when political issues are taught. Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This can be supported by developing ground rules with pupils to ensure sensitive topics can be discussed in a safe learning environment. This plan should highlight particular areas of risk and sensitivity and care should especially be taken in those areas of the curriculum where usual boundaries or rules are less rigorously applied, e.g. drama. The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political or otherwise sensitive nature. Responding to children's questions requires careful judgement and staff should take guidance in these circumstances from the Designated Safeguarding Lead. Care should be taken to comply with the setting's policy on spiritual, moral, social and cultural (SMSC) matters, which should promote fundamental British values and be rigorously reviewed to ensure it is lawful and consistently applied. Staff should also comply at all times with the policy for Relationships and Sex Education (RSE) and KCSIE safeguarding principles.

Health and safety

Staff must adhere to the School's Health and Safety Policy and Fire Risk Prevention Policy and Procedures and must ensure that they take every action to keep themselves and everyone in the School environment safe and well. This includes taking immediate safety action in a potentially harmful situation (either at School or off-site) by complying with statutory and School guidelines and collaborating with colleagues, agencies and the local authority where appropriate.

Misuse of alcohol and drugs

All adults are not permitted to misuse, or be under the influence of, alcohol or illegal drugs, on the school premises or whilst in charge of pupils at any other venue in the UK or abroad. Alcohol may only be consumed when no pupils are on the premises and only at whole staff/School or Friends of

the Cavendish events. Consumption of illegal drugs is never permitted. Disciplinary action may follow if these guidelines are not upheld.

Smoking on the premises (in any form, including the vaping of e-cigarettes) is not permitted. Employees discovered smoking or vaping in an area where there is a particular fire risk will be liable to dismissal without notice. You must not smoke or vape whilst working with or supervising pupils off-site.

Security

In the interests of security, employees must wear their identity card and green staff lanyard whilst in School and ensure their card is not visible when off-site at all times. All visitors to site must be granted access via the office and staff are asked not to allow any visitors onto site as they are entering or leaving site. Visitors must be asked to ring the bell to the office who will grant them access. All visitors, with the exception of parents and prospective parents attending school and admissions-type events or when dropping off or collecting their children, wear ID stickers and staff are asked to challenge anyone unknown on-site who is not wearing an ID card or visitor's sticker and escort them to the office.

Staff must not remove any School documents (including in electronic form) from the site nor take any photographs without due permission. The School reserves the right to search the outer clothing, bags, lockers and vehicles, etc. of staff members whilst on site. The staff member may have a colleague in attendance on such (rare) occasions.

Staff complaints

Complaints should be dealt with immediately and openly and staff should try to resolve issues informally in the first instance. If this approach is impractical or unsuccessful, staff may wish to raise their concerns more formally in accordance with the School's Grievance Procedure or Whistleblowing Policy and Procedure, depending upon the nature of the concern.

Parental complaints

Staff must ensure that parental complaints are dealt with in accordance with the School's Complaints Policy.

Informal disciplinary action

Minor cases of misconduct will be dealt with informally in the first instance. This may include a conversation, email, informal meeting or standard setting letter with your line manager or member of SLT.

Formal disciplinary action

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in formal disciplinary action, up to and including dismissal. Full information can be found in the School's Capability and Disciplinary Procedure.

Resources

Keeping Children Safe in Education
https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

Working Together to Safeguard Children (2026)
https://www.gov.uk/government/publications/working-together-to-safeguard-children--2

Teachers' Standards
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/665520/Teachers__Standards.pdf

The Prevent Duty
https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales

The Equality Act 2010: Guidance for Schools
https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools

Bribery Act 2010
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/832011/bribery-act-2010-guidance.pdf

Linked policies

- Anti-bullying Policy for Pupils
- Anti-corruption and Bribery Policy
- Anti-harassment & Bullying Policy for Staff
- Behaviour Policy for Pupils
- Capability and Disciplinary Procedure
- Children Missing and Absent from School Policy
- Complaints Procedure
- Data Protection Policy for Staff
- Diversity, Equity and Inclusion Policy
- Educational Visits Policy
- Equal Opportunities Policy for Pupils
- Fire Risk Prevention Policy and Procedures
- Grievance Procedure
- Health and Safety Policy
- Intimate Care Policy
- IT and Acceptable Use Policy
- Online Safety Policy
- Prevent Policy
- Prevention of Sexual Harassment Policy
- Restrictive Interventions including the use of Reasonable Force Policy
- RSE Policy
- Safeguarding and Child Protection Policy (including low-level concerns)
- Social Media Policy
- Staff Safer Recruitment Policy
- Taking, Storing and Using Images of Pupils Policy

- Whistleblowing Policy

APPENDIX 1: SAFEGUARDING CODE OF CONDUCT

Introduction

All staff accept responsibility for the welfare of pupils with whom they come into contact in the course of their work, and will report any concerns about a pupil or somebody else's behaviour, using the procedures laid down in the School's Safeguarding and Child Protection Policy and "What to do if you are worried a child is being abused" guidance (DfE 2015). Staff must have due regard to the Prevent duty, both as part of their safeguarding responsibilities and part of their professional conduct as stipulated by the Teachers' Standards Part 2:

https://www.gov.uk/government/publications/teachers-standards

Staff must also be aware of the risks of child exploitation, including sexual exploitation and county lines.

The School's DSL is Josie Hodgson. She will take action following any expression of concern in accordance with the process laid out in the School's Safeguarding and Child Protection Policy. Her deputies are Maryam Kadhim, Fergus Simpson and Taryn Lombard.

The Head and the DSL will ensure that appropriate referrals are made to statutory child protection agencies.

All staff must adhere to the School's Safeguarding and Child Protection Policy, the procedure for reporting safeguarding concerns and have regard to any other relevant guidance issued by the School. Failure to comply with these obligations may result in disciplinary action in accordance with the School's Capability and Disciplinary Procedure or Capability and Disciplinary Procedure for Employees on Probation (as appropriate). Teaching staff are also expected to observe the Teachers' Standards issued by the DfE at all times.

Information relating to any allegation or disclosure must be clearly recorded as soon as possible, as outlined in the Safeguarding and Child Protection Policy. Staff must ensure that any records are kept securely and in line with data protection requirements.

The Children Act 1989 states that the "welfare of the child is paramount". This means that considerations of confidentiality, which might apply to other situations, should not be allowed to override the right of children to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.

The Safeguarding and Child Protection Policy will be referred to or included in recruitment, training and policy materials, where appropriate, and will be openly and widely made available to members and staff and volunteers and actively promoted within the School.

A culture of mutual respect between pupils and staff will be encouraged, with adults modelling good practice and professional behaviour at all times.

It is part of the School's acceptance of its responsibility of duty of care towards pupils that members of staff who encounter child protection concerns in the context of their work will be supported when they report their concerns in good faith. Staff must also be aware of the procedures for whistleblowing as detailed in the School's Whistleblowing Policy.

Staff must avoid

- Inappropriate physical contact with pupils: Physical contact is only appropriate in very limited circumstances. For more detailed advice, please see the School's Physical Restraint Policy and Intimate Care Policy - extra caution may be required where it is known that a child has suffered previous abuse or neglect. Staff need to be aware that the child may associate physical contact with such experiences. They also should recognise that these pupils may seek out inappropriate physical contact. In such circumstances, staff should deter the child sensitively and help them to understand the importance of personal boundaries
- Taking the lead from pupils in their behaviour or engaging in any behaviour that may be seen as in breach of the Teachers' Standards, be perceived as unprofessional, may bring the School into disrepute or may be misrepresented
- Using confidential or sensitive information about a pupil or their family for their own benefit or to humiliate or embarrass a pupil. Confidential information about pupils or the School should not be shared casually; however, information that might suggest that a pupil is in need or at risk of significant harm must be shared with the DSL or the Head, in accordance with safeguarding and child protection procedures
- Taking photos of pupils: photographs and films taken for official School use may be covered by data protection legislation, e.g., if the images are going to be stored with other personal data. Appropriate parental consents should be obtained. Names of pupils must not be published with photographs or films
- Establishing or seeking to establish any social contact with a pupil or parents. Unplanned or other social contact which happens outside the School setting should be reported to the Head. Staff should not give their personal telephone numbers or email addresses to pupils or their parents. No member of staff will enter into extra or private tuition or childcare arrangements with parents without the prior written permission of the Head. Staff should notify their line managers of any existing or previous family or social relationship with a pupil or parents
- Making suggestive or inappropriate remarks to or about a pupil, even in fun, as this could be misinterpreted. Inappropriate remarks include innuendo, swearing, banter and discussing their or your own intimate relationships
- Other than for routine classwork-related matters, communicating directly with children by email and only then with the prior consent of the pupil's parent. If electronic communication is necessary, best practice would be to communicate directly with parents and to copy in a senior colleague. Further guidance on electronic communications with pupils is to be found (below)
- Communicating with pupils via Instagram, Facebook or other social media. Please see the School's Social Media Policy for further guidance
- Engaging in behaviour which could be construed as 'grooming' a pupil (for example, giving a pupil money, presents or favours or talking or behaving in an inappropriate or unprofessional manner towards pupils)
- Communicating to the public, press, television or any outside agency the contents of any documents relating to the School or the proceedings of any safeguarding matters which is

confidential information unless required by law or authorised by an appropriate official to do so

- Mobile phones must not be visible and must be switched off at all times in all areas of the School where children may be present. This applies to all staff, parents, helpers, volunteers and Governors. Mobile phones must **NEVER** be brought into the EYFS by staff. Parents entering the EYFS must be reminded that their mobile phones should be out of sight and NOT used
- Mobile phones may only be used in the staffroom, in offices which are not frequented by children, or in areas of the school which are at that time not frequented by children and to which children have no access to. Mobile phones may be used when there are no children on the premises
- It is not unusual for pupils or, sometimes, their parents to develop infatuations or 'crushes' on staff. Staff must not keep this a secret. All such situations must be responded to sensitively to maintain the dignity of those concerned and any indications that this might be happening reported to the Head. In addition, the object of the pupil or parent's affections may not even be aware of this. In this case, colleagues must bring this to their colleague's attention and report it to the Head
- It is not permissible to take pupils alone in a car on journeys, however short, unless with the prior consent of the pupil's parent, and then only in exceptional circumstances with prior authorisation from the Head

Staff must

- Maintain an attitude of 'it could happen here' where safeguarding is concerned
- Take a disclosure of abuse from a pupil seriously. It is important not to deter pupils from making a disclosure of abuse through fear of not being believed, and to listen to what they have to say. Guidance on responding to an allegation of abuse is set out in the Safeguarding and Child Protection Policy. If the allegation gives rise to a child protection concern, it is important to follow the School's procedure for reporting such concerns, and not to attempt to investigate the concern yourself
- Always report any concerns immediately to the School's DSL or Head regarding the conduct of another staff member in relation to pupils
- Remember that those who abuse children can be any age (even other children), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action from taking place
- Remember that good practice includes valuing and respecting pupils as individuals, and the adult modelling of appropriate conduct, which will always exclude bullying, shouting, racism, sectarianism or sexism
- Notify the School immediately of anything that may affect their suitability to work with children. This will include notification of any convictions, cautions, court orders, reprimands or warnings they may receive. Staff who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such staff may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed

- In accordance with the School's Taking, Storing and Using of Images of Pupils Policy, ensure that written permission from parents of all children in the School, including the EYFS, is obtained before taking photographs or films on any devices, including cameras and tablets.
- All images and films must be stored appropriately and securely and only used by those authorised to do so. Staff should be able to give an account of the rationale behind any images of pupils in their possession
- Staff in the EYFS are individually responsible for placing their personal cameras, tablets, laptops and mobile phones in a specified secure place (currently the area adjacent to Room 22A) for the duration of the School day and using them only during breaks in the Staff Room. Furthermore, staff are required to use the School's cameras and tablets when, under supervision, capturing children's learning and development

Always follow the advice and guidance on child protection and safeguarding issues available in the School's Safeguarding and Child Protection Policy, which can be found on the School website.

Guidance on responding to a pupil making an allegation of abuse or neglect

- Stay calm
- Listen carefully to what is said and show that you are taking it seriously
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets
- Tell the pupil that the matter will only be disclosed to those who need to know about it
- Allow the pupil to continue at their own pace
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer
- Reassure the pupil that they have done the right thing in telling you
- Tell the pupil what you will do next, and with whom the information will be shared (in School this will be the DSL or, in her absence, the DDSL)
- Make no judgment about what you have heard
- Record in writing what was said, using the pupil's own words as closely as possible, and as soon as possible - note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated
- Where the allegation relates to harmful sexual behaviours, ideally, and where this would not inhibit disclosure, the disclosure should ideally be managed with two members of staff present, one of them preferably being the DSL
- Remember that while you may have been the first person encountering an allegation of abuse, it is not your responsibility to decide whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the School's DSL

Guidance on avoiding behaviour which could be misinterpreted

All adults who work with children are at risk from false accusations of abuse or inappropriate behaviour. This is particularly true in the current climate of increasing parental empowerment and litigiousness and when reporting of abuse in the media is frequent. All staff are advised to exercise common sense and caution to ensure, as far as possible, that behaviour is never open to

misinterpretation. This is especially true of male staff working in a girls' school, but it is also applicable to female staff.

Much of the advice included in the Safeguarding and Child Protection Policy is simply sound common sense and is routinely followed by all staff. It is related to the maintenance of the appropriate boundaries, which are intrinsic to the profession. The culture of this School is intended to be supportive of the pupils and traditionally, relations between staff and pupils here are friendly. Nobody would wish for these positive aspects of School life to be replaced by excessive formality, or for there to be a climate of suspicion and distrust, but it is essential that a proper distance is maintained between staff and pupils.

The following points should be borne in mind

- Avoid being alone with a pupil unless it is really necessary or inevitable
- If you are alone with a pupil, position yourself so that both you and the pupil are visible through the glass panel in the door
- Except when absolutely necessary, for example when assisting a pupil in PE or when teaching a musical instrument, avoid all physical contact with pupils. If you do need to touch a pupil, explain in advance that you are going to do so and why
- It is certainly necessary to avoid any physical contact when you are alone with a pupil. Sadly, even a consoling hug can be misinterpreted or misrepresented
- Take care over commenting on a pupil's appearance. A casual remark can also be misinterpreted or misrepresented
- Ensure that any supervision in changing rooms is respectful to the pupils

Guidance on teacher/pupil boundaries

- It is important to ensure that the School retains its friendly and open atmosphere and that a climate of unwarranted suspicion does not develop
- Sadly, some pupils on some occasions either misinterpret or even maliciously misrepresent the behaviour of adults. It is very important to observe appropriate professional boundaries and to avoid putting oneself in a vulnerable position
- Pupils can develop 'crushes' on their teachers. All teachers need to be aware of this possibility and to seek advice from senior colleagues if they feel that they are being inappropriately focused on by a pupil
- In addition to exercising caution when seeing pupils, there may well be occasions on which it is better to have another colleague with you when you see an individual pupil, just as at times it is more appropriate not to see parents on one's own
- Contact between teaching staff and pupils away from the School in contexts other than on organised School activities is only very rarely likely to be appropriate. Members of staff should always consult senior staff about any possible contact of this kind and should always ensure that it is known about and approved of by the pupil's parents
- If you are asked to give a pupil extra tuition or a private lesson in their own home, you should obtain the prior written consent of the Head before agreeing

- Inviting a pupil to your own home for extra teaching or any other purpose is fraught with difficulty and should only happen after discussion with and the agreement of the Head
- It is important to be especially cautious at social occasions at which staff and pupils are both present. It may be tempting to step out of role at informal events, but it must be emphasised that pupils remain under our care and on the School roll until they have formally left School
- Staff should never give alcoholic drinks, cigarettes or vaping products to pupils and should avoid situations in which their presence could be interpreted as permitting or encouraging pupils to drink or smoke
- Do not be afraid to ask for advice from or to express concern to the DSL or other senior members of staff. It is crucial that staff feel empowered to report any concerns without fear of repercussions

Guidance on online behaviour

This guidance applies to electronic and digital media, mobile phone technology, including 3G, 4G and 5G, and social media.

- Be extremely careful over the use of Facebook, Instagram, YouTube and any other social media. Staff should be mindful of their personal online presence and how it may impact their professional role
- Make sure your privacy settings on social networking sites are at the highest possible level to avoid IT-savvy pupils being able to access any private material
- Never accept a pupil, parent or a recent leaver as a 'friend' on any social media
- If you need pupils, parents or recent former pupils to contact you via Facebook, Instagram or the like for a school-related activity (e.g. for an educational visit or sports fixture), set up a special, separate site and let the DSL and Head know what you have arranged and why
- Always use your School email address and pupils' School email addresses when communicating with pupils by email
- Always use your School email address when communicating with parents by email
- For anything apart from the most routine delivery and return of work or any learning-related queries, copy in your line manager or another appropriate colleague to all email exchanges with pupils and parents
- Use a School phone rather than your private phone for School activities and contacting pupils and parents
- Apply common sense and professional judgment in all your electronic contacts with pupils and parents. Staff should ensure that all online communications are appropriate and professional