



TEALBY PRIMARY SCHOOL

Aspire, Believe, Achieve

Staff Code of Conduct

Date approved: September 2026

Next review date: September 2027

Reviewed and updated to align with: Keeping Children Safe in Education (KCSIE) 2026 and the Lincolnshire County Council (LCC) Safeguarding and Child Protection Policy 2026-27

Named personnel with responsibility for safeguarding in our school

Headteacher and Designated Safeguarding Lead (DSL): Zoe Humberstone

Deputy Designated Safeguarding Leads (DDSL): Chloe Brown & Christa Haslam

Chair of Governors: Rebecca Blackwood

Safeguarding Governor: Rebecca Blackwood

Designated teacher for children in care and previously in care: Zoe Humberstone

SENDCO: Christa Haslam

These roles are as set out in the LCC Safeguarding and Child Protection Policy 2026-27 and are reviewed whenever personnel change.

Statement of intent

Tealby School expects all pupils to receive high-quality teaching and learning in a positive and respectful environment.

Employees at the school should understand their own behaviour, and the manner in which they conduct themselves with their colleagues, pupils, parents and other stakeholders, sets an example.

We recognise that staff act appropriately and treat each other with dignity, but we consider it important to clarify the expected standards.

This policy forms part of a staff member's contract of employment and failure to comply with it and with the associated school policies may result in disciplinary action being taken.

This Code of Conduct works alongside, and must be read in conjunction with, the school's Safeguarding and Child Protection Policy, Whistleblowing Policy, Disciplinary Policy (including its Low-Level Concerns procedure) and Online Safety Policy. Where any conflict arises between this Code and the Safeguarding and Child Protection Policy, the Safeguarding and Child Protection Policy takes precedence, as safeguarding requirements are set nationally through statutory guidance.

This document applies to all staff members who are:

- Employed at the school, including the Headteacher and volunteers

or

- Employed in units or bases that are attached to the school.

This document does not apply to:

- Peripatetic staff members who are centrally employed by the LA

or

- Employees of external contractors.

These employees are governed by their employment contracts and any laws pertaining to their activities in school, for example GDPR and the Data Protection Act 2018. All visitors and contractors are nonetheless expected to follow the school's safeguarding procedures while on site, in line with the Safeguarding and Child Protection Policy.

Purpose

The purpose of the code is to supplement an employee's terms and conditions of employment and to support Tealby School's values, standards and behaviours.

Links with other policies

The Code of Conduct draws together policies and requirements of the School and aims to assist staff in performing their duties to the best of their ability.

Staff are required to familiarise themselves with the content of the Code and the documents referred to therein, in particular the school's Safeguarding and Child Protection Policy. However, it cannot cover every eventuality and if you are in doubt please contact the Headteacher/DSL, a DDSL, or HR Lincolnshire County Council.

Legal framework

This policy has due regard to all legislation including, but not limited to, the following:

- The General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- The Education Act 2002
- The Children Act 1989
- The Children Act 2004
- The Working Time Regulations 1998
- The Sexual Offences Act 2003
- The Public Interest Disclosure Act 1998

This policy also has due regard to statutory and non-statutory guidance including, but not limited to, the following:

- DfE Keeping Children Safe in Education 2026 (KCSIE) – www.gov.uk/government/publications/keeping-children-safe-in-education--2
- DfE Working Together to Safeguard Children (most recent version) – www.gov.uk/government/publications/working-together-to-safeguard-children--2
- DfE Staffing and Employment Advice for Schools – www.gov.uk/government/publications/staffing-and-employment-advice-for-schools
- DfE Guidance for Safer Working Practice for those who Work with Children and Young People in Education Settings
- DfE Generative Artificial Intelligence (AI) in Education guidance
- Lincolnshire Safeguarding Children Partnership (LSCP) policies and procedures
- The LCC Safeguarding and Child Protection Policy 2026-27

Part 1

1. Safeguarding pupils

Keeping Children Safe in Education (KCSIE) 2026 is statutory guidance from the Department for Education issued under Section 175 of the Education Act 2002. In accordance with KCSIE 2026, all staff have a responsibility to safeguard pupils and promote their welfare, and to have due regard to this guidance when carrying out their duties.

- All staff have a responsibility to ensure that they provide a learning environment in which pupils feel safe, secure and respected.
- To effectively safeguard pupils, staff members are required to follow the procedures outlined in this Staff Code of Conduct and the school's Safeguarding and Child Protection Policy, thus ensuring that they do not act in a way that may put pupils at risk of harm, or lead others to question their actions.
- In accordance with the school's Safeguarding and Child Protection Policy, staff members will be prepared to identify pupils who may be subject to, or at risk of, abuse and neglect (including child-on-child abuse, online abuse, criminal and sexual exploitation, and radicalisation), and will follow the necessary recording, reporting and referral procedures.
- All concerns about a pupil's welfare must be reported to the Designated Safeguarding Lead (DSL) or, in their absence, a Deputy Designated Safeguarding Lead (DDSL), without delay and before any discussion with parents/carers.
- Any staff member who has concerns about a colleague's actions or intent that may put a pupil at risk of harm will report this immediately, in line with the school's Whistleblowing Policy, to the Headteacher. Where appropriate, or if the Headteacher does not act, such concerns will be, or may need to be, referred to the Local Authority Designated Officer (LADO) via the Lincolnshire Safeguarding Children Partnership (LSCP).
- If the concern is about the Headteacher, staff will report to the Chair of Governors, who is responsible for liaising with the LADO.
- Staff who feel unable to raise a concern internally, or who feel a concern has not been taken seriously, have a duty to take it further, including by contacting the NSPCC Whistleblowing Advice Line.
- All staff will partake in appropriate safeguarding and child protection training aligned to the DSL/DDSL safeguarding training framework; all staff will receive regular safeguarding updates – at least annually – and will be briefed on any changes arising from a new edition of KCSIE.
- If a pupil discloses a potential safeguarding issue, staff will never promise confidentiality to a pupil, and staff will always act in accordance with the school's Safeguarding and Child Protection Policy and procedures.

1.1 Low-level concerns

In line with KCSIE 2026 and the school's Safeguarding and Child Protection Policy, the school fosters a culture of openness where all concerns and allegations about adults are taken seriously and responded to promptly, so that any escalation of risk can be identified and addressed early.

A low-level concern is behaviour that is inconsistent with this Code of Conduct (including inappropriate conduct outside of work) but which does not meet the harm threshold for a referral to the LADO. Examples include, but are not limited to:

- being overly friendly with children
- having favourites
- taking photographs of children on a personal mobile phone
- engaging with a pupil on a one-to-one basis in a secluded area or behind a closed door unnecessarily
- using inappropriate sexualised, intimidating or offensive language

Staff are expected, and are supported and trusted, to share any low-level concern about a colleague's behaviour with the Headteacher, without fear that doing so will be seen as a breach of trust or an attack on a colleague. All low-level concerns will be recorded, kept securely, and reviewed regularly for patterns, in line with the school's Disciplinary Policy.

2. Appearance and dress

- All staff are role models for the children and have a responsibility to model appropriate dress and appearance.
- The dress code is smart casual.

3. Attendance

The school expects that staff members will:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Make routine medical and dental appointments outside of their working hours or during holidays where possible.
- Refer to the school's Staff Leave of Absence Policy if they need time off for any reason other than personal illness.
- Follow the school's absence reporting procedure when they are absent from work due to illness, injury or any other reason – a phone call or message to the Headteacher by 7.30am (zoe.humberstone@tealby.lincs.sch.uk) or, in the event of the Headteacher's absence, a phone call or message to the Chair of Governors. Staff/the Headteacher will inform the Headteacher/Chair of their expected return date as soon as it is known.

4. Professional behaviour and conduct

- Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect.
- The use of foul and abusive language will not be tolerated.
- Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.
- Staff members will not misuse or misrepresent their position, qualifications or experience, or bring the school into disrepute.
- Staff members will inform the Headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.
- Staff will be aware that professional behaviour and conduct is expected to extend to extra-curricular trips and visits too. All staff attending a trip or visit will act in accordance with this policy.
- Where a staff member's conduct raises a low-level concern (see section 1.1) or an allegation that a pupil may have suffered, or be at risk of suffering, harm, this will be addressed through the school's Low-Level Concerns procedure or Managing Allegations procedure, as set out in the Safeguarding and Child Protection Policy, and may involve referral to the LADO.

5. Conduct outside of work

- Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school. The nature of the work cannot be seen to bring the school into disrepute, nor be at a level which may contravene the working time regulations or affect an individual's work performance.
- Staff will not engage in outside work, actions or activities 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. In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are unacceptable.

- Staff will not engage in inappropriate use of social networking sites which may bring themselves, the school, the school community or employer into disrepute. This is explored further in section 14.

6. Smoking, alcohol and other substances

- Staff will not smoke (including e-cigarettes/vaping) on, or near to, the school premises.
- Staff will not smoke whilst working with or supervising pupils off-site, such as when on educational visits and trips.
- The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members must never attend work under the influence of alcohol or illegal drugs.
- If alcohol or drug usage impacts on a staff member's performance, the school has the right to discuss the matter with the employee and take appropriate action in accordance with the school's disciplinary procedures, including referral to the police.

7. Health and safety

Staff members will:

- Be familiar with and adhere to the school's Health and Safety Policy on the school's website and ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
- Comply with hygiene requirements.
- Comply with accident reporting requirements.
- Inform the Headteacher of any paid work which is undertaken elsewhere, for compliance with the Working Time Regulations 1998.

8. Declaration of interests

- Staff members are required to declare their interests, both personal and financial, where the group or organisation they are affiliated with would be considered to be in conflict with the ethos of the school.
- For the purposes of this policy, a financial conflict of interest is one where there is, or appears to be, opportunity for personal financial gain, financial gain for close relatives or friends, or where it may be reasonable for a third party to take the view that financial benefits may affect an individual's actions.
- The term 'financial interest' means anything of monetary value, including: payments for services; equity interests; intellectual property rights; hospitality or gifts.
- Examples of financial interests that must be declared include, but are not limited to, equity interests in services considered for use by the school.
- Non-financial conflicts of interest can also come into conflict, or be perceived to come into conflict, with an individual's obligations or commitments to the school. These may include any direct or indirect enhancement of an individual's career, or gain for immediate family or someone with whom the individual has a close relationship.
- Examples include: pressure or temptation to accept gifts, inducements or hospitality; participating in the appointment, hiring, promotion, supervision or evaluation of a person with whom the individual has a close personal relationship; where a member of staff has or develops a close personal relationship with a colleague (see Appendix 1); membership of a trade union or staff representative group does not need to be declared.
- Staff members will also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities (see Appendix 1).
- Failure to make a relevant declaration of interests is a very serious breach of trust; if employees are in doubt about a declaration, they are advised to contact the school or trade union.
- All declarations, including nil returns, will be submitted in writing to the Headteacher for inclusion on the Register of Business Interests.

9. Relationships with pupils

The school expects that staff will:

- Maintain professional boundaries and relationships with pupils at all times, and will consider whether their actions are warranted, proportionate, safe and necessary.
- Act in an open and transparent way that would not lead others to question their actions, self-reporting where required, in line with the DfE Guidance for Safer Working Practice.
- Ensure that they do not establish social contact with pupils for the purpose of securing a friendship, or to pursue or strengthen a relationship.
- Ensure that they do not develop personal or sexual relationships with pupils: this includes sexual remarks and discussing their own sexual relationships with, or in the presence of, pupils.
- Communicate with pupils via the school's established mechanisms: personal phone numbers, email addresses or social media platforms will not be used to contact pupils.
- Never request, produce, possess or share, and always report immediately to the DSL, any concern relating to nude or semi-nude images and/or videos of a pupil (sometimes referred to as 'nudes', 'semi-nudes' or child sexual abuse material), including any that may be digitally altered or AI-generated (for example 'deepfakes').

Under the Sexual Offences Act 2003, it is an offence for a person aged 18 or over 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 the relationship is consensual.

10. Physical contact with pupils

The school understands that there are circumstances in which it is entirely necessary for staff to have physical contact with pupils, e.g. when applying first aid and assisting with intimate care, or comforting a pupil, but staff will only do so in a professional and appropriate manner in line with relevant school policies and the DfE Guidance for Safer Working Practice for those who Work with Children and Young People. When physical contact is made with pupils, it is imperative that it is conducted in a way which is responsive to the pupil's needs, is of limited duration and is appropriate to their age, stage of development, gender, ethnicity and background.

- Staff will seek the pupil's permission, where possible, before initiating contact.
- Staff will always use their professional judgement when determining what physical contact is appropriate, as this may differ between pupils. As such, the pupil's feelings and wishes will always be taken into account.
- Staff will never touch a pupil in a way which is indecent and will always be prepared to explain their actions.
- Staff will be aware that even well-intentioned physical contact may be misconstrued by a pupil, an observer or anyone to whom this action is described and, therefore, will be prepared to justify their actions and will record any incident or decision that could be questioned.
- Staff will not engage in rough play, tickling or play fights with pupils.
- Extra caution will be taken where it is known that a pupil has previously suffered abuse or neglect.
- Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be self-reported to the Headteacher and appropriate procedures will be followed.
- If a child is in distress and in need of comfort or reassurance, staff may use age-appropriate physical contact. Staff will remain self-aware of their actions at all times and ensure that their contact is not threatening, intrusive or subject to misinterpretation.
- Staff will not carry or cuddle children, nor will they allow them to sit on their laps.
- Staff may also use reasonable force as a means of physical contact with pupils for restraint purposes, recorded in line with the school's Behaviour and physical intervention procedures.

11. Changing

Pupils are entitled to respect and privacy whilst they are changing before/after PE; however, a level of supervision is required to ensure that pupils are safe, and that they are not subjected to bullying. This is rare in

school as pupils come to school in their PE kit on PE days, but is relevant to the Year 3 year group during swimming or during residential trips.

- The supervision will be appropriate to the needs and ages of the pupils, and sensitive to the potential for embarrassment.
- Staff will never change in the same area as pupils.

12. Transporting pupils

- When it is necessary to transport pupils off-site, staff will ensure that the transport arrangements of the vehicle meet all legal requirements, they have an appropriate licence and the vehicle is roadworthy, has a valid MOT certificate and is insured to the appropriate level (business insurance).
- Staff will gain consent from parents before transporting pupils and will be aware that the welfare of all pupils in the vehicle is their responsibility.
- Two or more staff will be present in the vehicle to avoid any discrepancy regarding safeguarding concerns.

13. Financial inducements

Staff members will:

- Familiarise themselves with and comply with the school's financial regulations.
- Declare to the governing board, in writing, any gifts received, with the exception of: low cost, functional items suitable for business rather than personal use and displaying the supplier's logo (these items may be accepted); gifts up to the value of £40.00 (gifts above this value offered by parents or pupils to express gratitude should be declared; staff members should always refuse monetary gifts); hospitality in the form of meals and drinks where it is part of a normal business meeting; and authorised visits to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business, at the school's expense.
- Not accept a personal gift, payment, or other incentive from a business contact – any such gifts should be returned.

14. Online safety and acceptable use of technology

Staff will adhere to the procedures outlined in the school's Online Safety Policy and Technology Acceptable Use Agreement at all times, and will be aware of how the use of technology, including generative Artificial Intelligence (AI) tools, can impact safeguarding and wellbeing, e.g. online abuse, and the creation of AI-generated or digitally altered nude/semi-nude images.

- Staff are required to employ the highest security settings on any personal profiles they may have.
- Staff will not engage in inappropriate use of social networking sites, including contacting pupils or their family members, accepting or inviting friend requests from pupils or their family members, or following or otherwise engaging with pupils or their family members on social media.
- The school understands that some staff members are also parents of pupils at the school and, therefore, may wish to contact other parents. When doing so, staff will exercise their professional judgement and will not contact family members on social media if this would lead to a conflict of interest.
- Staff will remain mindful of their use of social media and their web-based presence, including written content, videos, photographs and AI-generated content, and views expressed directly or indirectly, which may bring themselves, the school or the school community into disrepute.
- Staff must not use any generative AI tool with pupil data, images or personal information unless this has been specifically approved by the Headteacher in line with the school's guidance on Generative AI in Education.
- Staff receive annual training on online safety, including their individual role in the school's filtering and monitoring arrangements, and will report any concerns about online harm immediately to the DSL.
- Staff are aware that the school has stringent filtering and monitoring systems in place for all school accounts and technology, which are reviewed regularly.

- School equipment and systems are available only for school-related activities and will not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Headteacher.
- Illegal, inappropriate or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.

15. Premises, equipment and communication

- Employees receiving inappropriate communication or material, or who are unsure about whether something they propose to do might breach this policy, should seek advice from the Headteacher.
- The school reserves the right to monitor emails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.
- Communication systems may be accessed when the school suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity.
- Access will be secured by the Headteacher, only with the permission of the governing board.
- Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Headteacher. Breaches of this confidentiality may be subject to disciplinary action.
- School equipment used outside the premises, e.g. laptops, will be returned to the school when the employee leaves employment or if requested to do so by the Headteacher.

16. Photography and videos

- Photographs and videos will only be taken using school equipment; no member of staff should use personal equipment to photograph or film pupils.
- Consent for taking photographs will be obtained from parents.
- The age of consent legislated is 13 and above; however, this is only applicable for online services provided directly to children. For everything else, an appropriate age for consent is considered on a case-by-case basis by the Headteacher and a pupil's parents (where appropriate).
- Pupils who have not provided consent, either personally or via their parents, to have their photograph taken or be filmed will have their wishes respected.
- The Headteacher will be notified of the proposed use of the imagery or video and the equipment, and will ensure that the use of such is appropriate.
- Personal photos and imagery are not permitted on school equipment.
- All photographs and videos will be available for scrutiny, and staff will be prepared to justify the images or footage taken.
- Careful consideration will always be given to the activities being filmed or photographed, to ensure that images or videos are not indecent and cannot be misused.
- Staff will remain alert to the risk that images of pupils, once shared, could be used by others to create AI-generated or digitally altered abusive imagery, and will select and manage images accordingly, in line with the school's Safeguarding and Child Protection Policy.
- All images posted on the school's social media pages will be subject to the Image Protocol set out in Appendix 2.

17. Data protection and confidentiality

Regarding personal and sensitive data, staff members are required, under the GDPR and the Data Protection Act 2018, to:

- Consider the legal basis for collecting the data, ensuring that this is documented.
- Ensure that the data is stored on a GDPR-compliant server, and that it is not held for any longer than necessary.
- Securely dispose of the data when the relevant retention period ends.
- Not disclose sensitive information about the school, its employees or the LA to other parties.

The only exception whereby it is acceptable for a staff member to disclose information that would otherwise be considered confidential is when the confidential information gives rise to concerns about the safety or welfare of a pupil.

Staff members have the right to request access to data that is held about them. Such requests will be made to the Headteacher in writing in accordance with the school's Data Protection Policy.

18. Probity of records

The deliberate falsification of documents, such as references, academic qualifications or legal documents, is unacceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

Part 2

In addition to the above in Part 1, due regard should also be made to the following principles, as also outlined in Lincolnshire County Council's Staff Code of Conduct. The policy encompasses guidelines from the Teacher Standards, Lincolnshire County Council's own Code of Conduct, and School policies. These principles are:

1. Honesty, integrity, impartiality and objectivity

- An employee must perform their duties with honesty, integrity, impartiality and objectivity.
- Employees serve Tealby as a whole and have individual responsibility as part of their job roles for implementing policy, delivery of services and operational management of the School. Those who work at senior level to advise and support Governors will ensure that Governors have appropriate and timely information on key issues and decisions, and will give independent, professional advice not influenced by political views or preferences.
- It is vital that employees understand that it is not just about reality, it is also about perception. The public has a right to expect the highest levels of integrity and responsibility from all employees, and this must be capable of demonstration.
- Political neutrality: employees should not be involved in advising any political group, nor in attending any of their meetings, without the express consent of the Headteacher, and must not compromise their political neutrality. All employees are eligible to stand for office as a Member of Parliament or as a member of a County, District, Borough or Parish Council, provided any resultant conflict of interest is declared.

2. Accountability

- An employee must be accountable to the School for their actions and must comply with relevant legislation, including the Health and Safety at Work Act 1974, the Equality Act 2010, the Data Protection Act 2018, the Freedom of Information Act 2000, and the Computer Misuse Act 1990 (this list is not exhaustive).
- All employees have a responsibility to safeguard and promote the welfare of children and young people, and should be familiar with the Safeguarding and Child Protection Policy, the Disciplinary Policy (including the Low-Level Concerns procedure), the Equality and Diversity Policy, and the Whistleblowing Policy.
- All employees must ensure that policies relating to equality issues are complied with, in addition to the requirements of the law. All members of the Tealby community have the right to be treated with fairness and equity regardless of gender, religion or belief, race, colour, nationality, ethnic background, age, disability or sexual orientation.
- Employees should follow the school's Social Media Policy for both school-business use and personal use where it could be deemed to have a negative impact on the reputation of Tealby School.
- Employees should be suitably dressed for their duties and responsibilities, including wearing appropriate safety clothing and equipment, in accordance with Health and Safety regulations.
- Employees who are members of a professional institute or association must also comply with any relevant professional code of conduct, e.g. the Teacher Standards, the DfE Guidance for Safer Working Practice for Adults who Work with Children and Young People, or relevant social care/accountancy professional standards.

3. Respect for others

An employee must: treat others with respect; not discriminate unlawfully against any person; and treat Governors of the School professionally.

4. Dignity at work

Employees: Tealby School wishes to create an environment where all its employees are treated with dignity and respect, with mutual respect between all employees. The School has procedures in place to deal with harassment, discrimination, victimisation and bullying.

Governors: mutual respect between employees and Governors is essential to the efficient running of the School. Close personal familiarity between employees and individual Governors can damage relationships and should be avoided where possible. Employees who have or enter into a personal relationship with a Governor should declare this to the Headteacher.

The local community: employees are expected to give the highest possible standard of service to the public and, where relevant, to provide impartial advice to Governors and fellow employees. Honesty and integrity must be beyond question, and employees must never use their authority or position for personal gain, or to enable colleagues or others to gain personally.

Contractors: all relationships of a business or private nature with external contractors or potential contractors of the School should be made known to the Headteacher. Orders and contracts must be awarded on merit in fair competition, with no part of the local community discriminated against or shown special favour. Staff are required to sign a Declaration of Interest in such matters.

5. Financial

If an employee discovers that a contract in which they have a financial or other interest has been, or could be, entered into, they must advise the Headteacher.

Stewardship

- An employee must use any public funds entrusted to, or handled by, themselves in a responsible manner, and must not make personal use of School property or facilities unless properly authorised to do so.
- All records, documents and other papers relating to the finance and administration of the School, compiled or acquired by an employee in the course of their employment, remain the property of the School. Copyright in academic work undertaken as part of a course to further an employee's professional career (e.g. books, articles, conference papers) will belong to the employee.

6. Care and use of School resources

School resources, whether tangible assets such as materials, equipment and cash, or business information, may not be used other than for the proper advancement of the business of the School. All equipment belonging to the School should be treated with due care and respect. Any employee wishing to use an item of equipment, for example a photocopier, laptop or printer, for business other than that of the School, must gain permission from the Headteacher.

7. Security and use of computer data/equipment

The information stored and processed on the information technology systems operated by the School is of paramount importance to its day-to-day activities. It is essential that data and systems are adequately secured against risks such as operator error, theft of equipment, unauthorised access to or copying of programmes, use of unauthorised software or AI tools on school-owned machines (which increases the risk of importing viruses or exposing personal data), and natural hazards such as fire, flood and power failures. Relevant legislation, including the Data Protection Act 2018 and the Computer Misuse Act 1990, must be complied with.

- Employees must endeavour to ensure that no unauthorised person gains access to equipment or data within their responsibility. No data should be released unless finally approved and compliant with Data Protection legislation. User identifications and passwords must not be disclosed to anyone.
- Misuse and time-wasting of the email system is unacceptable, and personal messages are not permitted. Email must not be used to undertake personal business for monetary gain.
- Under the law, if an email message sent during the course of employment is defamatory, the employer is liable even if the message is sent between one employee and another.

- Emails are not normally deleted from the system and are available for audit purposes. The tone and content of messages should be appropriate and consistent with any other form of School communication.
- Personal use of the internet, including social media, is permitted provided the Social Media Policy is adhered to and it does not impact on an employee's job or interfere with other staff performing their duties. There should be no access to sites with terrorist, sexual or gambling/game-playing content.
- Employees should be aware that access to the internet will be monitored on a regular basis.

8. Personal interests

An employee must not, in their official or personal capacity, allow their personal interests to conflict with the School's requirements, or use their position improperly to confer an advantage or disadvantage on any person.

Alcohol/drugs

- The consumption of alcohol is not permitted on the premises.
- Tealby School prohibits the use, possession, distribution or sale of drugs at the workplace or when conducting School business.
- Where an alcohol or drug dependency problem is established, this will be considered a treatable illness and assistance will be provided wherever possible.
- Where an employee refuses help or drops out of a treatment programme this will not be automatic grounds for dismissal. However, any unacceptable level of behaviour or performance thereafter will be subject to appropriate action.

Other personal interests

- Employees are required to declare an interest if they have a connection or potential connection with any business or organisation (including voluntary bodies) which deals with the School, for example if a relative is a supplier.
- An employee's life away from work is their personal concern; however, an employee should not subordinate their work to their private interests or put themselves in a position where their job or the School's interests and their own interests conflict.
- Tealby School requires all employees to notify their Headteacher without delay of any criminal investigation, charge or caution imposed upon them, including driving offences, whether incurred on or off duty.

9. Additional employment

Tealby School will not prevent an employee from undertaking additional employment provided it does not conflict with the interests of, or in any way weaken public confidence in, the School, and does not affect performance of their duties. If there is a conflict, the Headteacher can ask an employee to discontinue the conflicting private business interests.

10. Health and safety of employees

Employees have a duty to take reasonable care of their own health and safety and must inform their Headteacher if they have, or take up, additional employment, particularly where total hours worked exceed an average of 48 hours per week, or where this could have a detrimental effect on their health and safety.

Where an employee undertakes work arising from their School-related skills using School information, equipment or facilities (e.g. writing a book, marking examination papers during holidays, or producing software for external sale), the Headteacher may consult Tealby's Human Resources provider on the acceptability of the project and, if applicable, how resulting payments will be handled, prior to commencement.

11. Registration of interests

An employee must comply with any requirements of the School to register or declare interests, and to declare hospitality, benefits or gifts received as a consequence of their employment.

Payments and gifts

- An employee should not receive any reward or fee other than their proper remuneration and should tactfully refuse offers of gifts or services from organisations or persons who do, or might, provide work, goods or services to the School.
- A gift with a value in excess of £40 would not normally be considered of small or nominal value. Receipt of hospitality at a level above that which the School might offer in return should normally be discussed in advance with the Headteacher.
- All employees are required to read and adhere to the Gifts, Hospitality and Other Benefits Policy.

Hospitality

Employees should only accept offers of hospitality where there is a genuine need to impart information or represent the School in the community; hospitality that is primarily social should normally be declined. Each gift, act of hospitality, or offer thereof, must be recorded in the register provided by the School for that purpose.

Promotional sales/benefits and sponsorship

Offers of promotional sales should be declined and referred to the Headteacher. The use of personal loyalty cards when purchasing on behalf of the School is unacceptable. Any prizes won while on School business or using School funds should be reported immediately to the Headteacher. Where an external organisation wishes to sponsor a School activity, the conventions concerning acceptance of gifts and hospitality apply, with particular care taken when dealing with contractors or potential contractors.

12. Reporting procedures

- An employee must not treat another employee less favourably by reason that the other employee has used, intends to use, or is suspected of using, the School's procedures for reporting misconduct.
- Employees are expected to report the non-compliance of other employees to the Headteacher, and any safeguarding concern about a colleague in line with section 1.1 (Low-level concerns) and the Safeguarding and Child Protection Policy, escalating to the LADO where the harm threshold may be met.
- Under the Public Interest Disclosure Act 1998, employees are legislatively protected in the event that they raise concerns.
- Employees will be expected, through agreed procedures, to report any deficiency in the provision of service, and any impropriety or breach of procedure, to the Headteacher.

13. Anti-fraud and anti-corruption

The School is committed to maintaining high standards in every aspect of its activities. Opportunities for fraud and corruption will be identified and actively managed to reduce risk. Suspected fraud or corruption will be dealt with firmly, in line with the School's Staff Disciplinary Policy and the appropriate external authorities.

14. Openness

An employee must not disclose information given to them in confidence, or information acquired which they believe is of a confidential nature, without proper authorisation or legal requirement to do so, and must not prevent another person from gaining access to information to which they are entitled by law.

- All employees must understand and comply with Information Governance requirements, covering the correct handling and management of information in line with relevant legislation and confidentiality/security standards. A breach of confidentiality may be considered a disciplinary matter.
- Information concerning an employee's private affairs must not be supplied to any person outside the School without the employee's consent, nor to anyone within the School unless that person has authority or responsibility for such information.
- Employees must never use their authority or position for personal gain. Personal information received from a Governor must not be divulged without the Governor's prior consent, except where disclosure is required or sanctioned by law.

- If an employee has reservations about a request to supply information, they should immediately refer the matter to the Headteacher.

15. Media contacts

Employees must not make statements to the media, or any other public statement concerning the business of the School, unless authorised by the Headteacher to do so.

16. Appointment of staff

An employee must not be involved in the appointment or any other decision relating to the discipline, promotion, pay or conditions of another employee, or prospective employee, who is a relative or friend. 'Relative' means spouse, civil partner, partner, parent, parent-in-law, son, daughter, step-son, step-daughter, child of partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons; 'partner' means a member of a couple who live together.

Employees involved in appointments should ensure that appointments are made only on the basis of merit, avoiding involvement where they are related to, or have a personal relationship outside work with, an applicant. Similarly, employees should not be involved in decisions relating to discipline, promotion, recruitment, pay or conditions for a relative, partner, etc.

17. Duty of trust

An employee must at all times act in accordance with the trust that the public is entitled to place in them.

- Employees are expected to be ready and able at the agreed times to carry out their job. Staff are expected to arrive in school a minimum of 5 minutes before their time of work; drinks should be made in staff's own time prior to starting work.
- Politeness and courtesy should be shown to the public and to all members of the School community at all times.
- Customer care and courtesy must be maintained with appropriate professional boundaries, with particular attention when in contact with children. Honesty and integrity should be beyond question.
- Staff should never partake in idle gossip in view of stakeholders, or when supervising pupils in school or on the playground. The welfare of pupils should always come first.

Appendix 1: Personal Relationships at Work Policy

Definition of close personal relationship

- Employees or applicants who are married, dating, in a civil partnership or a cohabiting arrangement.
- Immediate family members of the applicant or employee, e.g. parents and step-parents, son and daughter, brother and sister, grandparent and grandchild.
- Other relations of the applicant or employee, e.g. extended family such as aunts, uncles, cousins, nieces, nephews, and any other individuals with whom there is a close personal relationship.

The School recognises that relationships as defined above may exist or develop within the organisation. Whilst not all such situations raise issues, there may be occasions where a perceived or actual conflict of interest exists between an employee's job or the School and the public's interests and the employee's personal interests.

Objectives

The policy aims to assist Headteachers and employees in dealing sensitively, but effectively, with situations where employees have, or form, a relationship with a work colleague.

Minimum standards

The provisions of this policy are intended to avoid any possible conflict of interest, perception or accusation of bias, favouritism or prejudice, and to ensure all employees feel confident of fair treatment.

Participation in recruitment, promotions, grievance and discipline

All applicants are required to disclose on the application form if they are related to any employees or governors of Tealby School. Failure to disclose such a relationship may disqualify the applicant or result in action under the Disciplinary Procedure. An employee must not be involved in any appointment process, or any decision relating to discipline, grievance, promotion or pay, where they are related to, or have a close personal relationship outside of work with, the individual concerned. Appointments should be made only on merit.

Where there is a relationship between an applicant and a manager

Where a personal relationship exists between an applicant and an existing employee who would be their immediate or senior line manager, the implications should be considered and discussed as part of the selection process, including: potential conflicts of interest and confidentiality; alternative supervision/line management arrangements; separation of duties for financial transactions; and impact on the School community, trust and public image. Any approach must avoid unfair or discriminatory assumptions.

Where there is a relationship between an applicant and team colleagues

Where an individual is appointed, transferred or promoted into a team or establishment with someone with whom they have a defined relationship, but not in a line management relationship, the implications should be considered and discussed as part of the selection process.

Authority to appoint

Where an appointing employee considers a candidate could be appointed despite a declared relevant relationship, this must be cleared with the Headteacher. Where one party is the Headteacher, authority rests with the Chair of Governors (who may seek HR advice); where the relationship concerns the Chair of Governors, authority rests with the Governors' Personnel Committee. A written record of the decision must be kept on the candidate's personal file.

Relationships formed whilst in post

Relationships may form between colleagues during employment and should be managed with care and sensitivity, avoiding unfair or discriminatory action.

Requirement to disclose a close personal relationship

Where a relationship forms between members of the same team whilst in post, this should be disclosed, in confidence, to the Headteacher, and recorded on the employee's personal file. Employees should exercise judgement as to whether a friendship has developed into a close personal relationship for this purpose; failure to disclose could leave an employee open to allegations of misconduct.

Where a relationship develops between a member of the Senior Management Team and a team member

The appropriate senior manager, in consultation with the HR provider, should discuss with both employees: alternative supervision/line management arrangements for matters involving potential conflicts of interest (pay, promotion, discipline, grievance); whether to communicate agreed adjustments to colleagues; specific operational issues (e.g. finance/procurement roles); and impact on the School community.

Relationships between team members / inter-team relationships

Where a relationship exists between team members (with no line management relationship), or between members of separate but interdependent teams, a member of the Senior Leadership Team should explore the relevant operational, financial, confidentiality and community-impact issues with those concerned, and agree how any adjustments will be communicated.

When issues cannot be managed effectively

Where issues cannot be managed effectively, or individuals feel uncomfortable remaining in the same team, a move to another team or school may be explored, without assumptions based on gender, status or grade, and with reference to the Redeployment Scheme for School-Based Staff where required.

When relationships break down

Where a relationship breakdown causes or is likely to cause ongoing workplace issues, this should be addressed sensitively in discussion with the employees concerned, with support from the HR provider where required.

Use of confidential and private information

Employees must never use or disclose confidential information to anyone with whom they are in a personal relationship for personal gain, or to the disadvantage or discredit of the School or anyone else, and must always observe the Data Protection Act 2018.

Conduct or performance issues

Significant conduct or performance issues may need to be dealt with under the School's Disciplinary or Capability procedures, depending on the nature and degree of the issue.

Other colleagues affected by a close personal relationship

Employees who feel affected by a close personal relationship at work involving other colleagues should feel able to approach the Headteacher and/or Chair of Governors without prejudice to explain their concerns.

Provision of references

When providing references, the individual should make clear whether it is a personal/colleague reference or a formal reference on behalf of the School. Informal references should not be produced on School headed stationery.

Relationships with contractors or potential contractors

No special favour should be shown in the tendering process to businesses run by friends, partners or relatives. Employees with a close personal relationship with someone working for a contractor must declare this to their Headteacher.

For further information and guidance, employees should contact Tealby School's Human Resources provider at LCC.

Appendix 2: Image Protocol for Posting Photographs of Children on School Social Media

Consent

- Are all visible children consented for social media?
- Is this logged on the school's parental consent record?

Content

- No underwear/inappropriate clothing visible.
- No names visible.
- Activity is appropriate for public sharing.
- Image quality is suitable.
- Image adheres to NSPCC guidelines.
- Consideration has been given to the risk that the image could be reused or manipulated, including through AI, to create abusive imagery, in line with the school's Safeguarding and Child Protection Policy.

Privacy

- No personal information visible (addresses, phone numbers, etc.).
- No inappropriate background details.
- No location tags or geotags.

Timing

- Save the post as a draft – never publish without approval.
- Provide minimum of 2 whole school days for approval and check the school calendar for any potential obstacles.
- Reduce the number of posts with pupil image sharing to a maximum of 2 per day.
- Where possible/or appropriate reduce the number of photos in a single post.
- Larger screens to be used where possible in the editing stage
- All posts must be approved by a DDSL or DSL (this cannot be the same person who created the post).
- All posts must go live in working hours (between 8am and 4pm), unless by exception (e.g. residentials, out-of-hours events, reposts), in which case posts may go live in adjusted working hours and/or during school holidays and weekends, provided all of the above criteria are met.