



KINGS EDUCATION TRUST

CODE OF CONDUCT

THIS IS AN ADDTION TO
BUCKINGHAMSHIRE COUNCIL CODE OF CONDUCT
WHICH APPLIES TO ALL STAFF

Shared with Staff: 03.09.2025

Overview

Kings Education Trust seeks to provide a safe and supportive environment, which secures the well-being and very best outcomes for children in our care and the staff who work with them.

This document should clarify what is expected in terms of professional behaviour; it gives clear advice about what constitutes illegal behaviour and what might be considered as misconduct. **It also describes safe practice and which behaviours should be avoided. This covers expectations at school but also outside of school in the wider community.**

If a member of staff does not follow the guidance provided in this Code of Conduct it may lead to formal disciplinary action being taken by Kings Education Trust.

There may be times when professional judgements are made in situations that are not covered by this document, or which directly contravene the guidance given by the employer. It is a requirement that in these circumstances staff will immediately and in all situations advise the Headteacher, Deputy Headteacher, DSL or Line Manager of the circumstances and their justification for any such action already taken or proposed actions. A record of this will be made.

The some of the information contained in this document is based on:

- Guidance for safer working practice for adults who work with children and young people (DfE, 2009)
- Working Together, (2018)
- Keeping children safe in education (DfE, 2025).
- Inspecting safeguarding in maintained schools and academies (Ofsted Sept 2024).

Core Principles

- The welfare of children is paramount.
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff should work, and be seen to work, in an open and transparent way at all times.
- Staff should discuss and/or take advice immediately from the Headteacher, DSL or line manager over any incident, which may give rise to concern.
- Records should be made of any such incident/discussion and of decisions made/further actions agreed.
- Staff should apply the same professional standards in keeping with the School's Equality Policy.
- All staff should know the name of their Designated Safeguarding Lead (DSL) for child protection, be familiar with child protection arrangements and understand their responsibilities to safeguard and protect pupils. This means taking part fully in all

training and demonstrating they have read and understood any policies they have been asked to read.

- Staff should be aware that breaches of the law and other professional guidelines could result in criminal charges and/or disciplinary action being taken against them.

All adults working in education settings should know the name of the school's designated teacher for child protection (DSL), know and follow all the relevant child protection policy and procedures. All staff have a duty to report any child protection concerns to their designated person for child protection.

This includes the responsibility of all staff members to report any concerns relating to Female Genital Mutilation, to fulfil your legal responsibilities, or Radicalisation through the appropriate channels.

Anyone who has concerns or is in doubt should seek advice immediately from DSL, Headteacher or Line Manager. Out of hours support can be found at First response:

First Response Team

Telephone: 01296 383 962

Monday to Thursday, 9am to 5.30pm

Friday 9am to 5pm

If you need an urgent response outside of these hours, contact the Emergency Duty Team (EDT) on 0800 999 7677.

If a child is in immediate danger, call 999 or report a crime on 101.

**Safe Working Practices for the Protection of Pupils and Staff
who are part of Kings Education Trust**

1. Introduction	
This guidance has been produced to help all staff establish the safest possible learning and working environments. The aims are to safeguard children and staff. Ensuring welfare of the child is central to all our actions. It will reduce the risk of staff being falsely accused of improper or unprofessional conduct or committing such acts.	This means that these guidelines: • apply to all adults working in education settings (either paid, Voluntary or via third party) whatever their position, roles, or responsibilities.
2. Duty of Care	
Teachers and other staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect pupils from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff and pupils and behaviour by staff that demonstrates integrity, maturity and good judgement. There are legitimate high expectations about the nature of the professional involvement of staff in the lives of pupils. When individuals accept a role that involves working with children and young people, they need to understand and acknowledge the responsibilities and trust inherent in that role. Employers have a duty of care towards their employees which requires them to provide a safe working environment for staff and guidance about safe working practices.	This means that staff should: • understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached • always act, and be seen to act, in the child's best interests • avoid any conduct which would lead any reasonable person to question their motivation and intentions • take responsibility for their own actions and behaviour • report any concerns they have about the actions of others immediately using the agreed appropriate procedures. This means that Kings Education Trust should: • ensure that safeguarding procedures are in place and reviewed • ensure that systems are in place for concerns to be raised

	ensure that adults are not placed in situations which render them particularly vulnerable
3. Exercise of Professional Judgement	
This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight however, behaviour that is illegal, inappropriate or inadvisable. It is vital that staff their carefully consider their actions and how these may be perceived by others either inside or outside of the Trust. They must not share views or personal opinions of the Trust or individuals within it which may be disrespectful or bring the reputation of the Trust into disrepute. This will relate to both work and personal communications or any social media. This will include roles such as PTA members, volunteers and Local advisory committee as well staff members. There may be exceptional circumstances in which staff have to make decisions or take action in the best interests of the pupils in that moments which could contravene this guidance, or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge and in so doing, will be seen to be acting reasonably. Staff will report any actions which are not specifically covered by this guidance using the agreed procedures. This will include but is not to limited to acts such as: - Picking up children - Touching them unnecessarily - Hugging them unnecessarily	This means that where no specific guidance exists staff should: - Always record and discuss with Line Manager, Headteacher or DSL any actions which may breach the guidance provided - discuss the circumstances that informed their action, or their proposed action, with their Line Manager, Headteacher or DSL. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted - always discuss any misunderstanding, accidents or threats with the Headteacher, DSL or Line Manager. - always record discussions and actions taken with their justifications - Not share details of work-related concerns or grievances except with those involved or proving support e.g. Union Representatives. - Will not take the advantages of being employed and use this for others means e.g. communication with Parents share personal views their own views.

• Stroking children • Showing favouritism toward certain pupils or groups of pupils. • Using language not appropriate with primary age children • Sharing personal details which are not appropriate • Spending unnecessary time alone with children for no reasonable purpose	
4. Power and Positions of Trust	
All adults working with pupils in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a pupil cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people; staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification. Staff should always maintain appropriate professionalism and they should always avoid behaviour which might be misinterpreted by others. They must report and record any incident with this potential immediately.	This means that staff should not: • use their position to gain access to information for their own advantage and/or a pupils' or family's detriment • use their power to intimidate, threaten, coerce or undermine pupils • use their position to gain the trust of a family or child and seek to form a relationship outside of school. • use their status and standing to form or promote a relationship with a pupil or their family members, which is of a sexual nature.
5. Confidentiality	
Members of staff may have access to confidential information about pupils in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a pupil or their family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the pupil.	This means that staff: • are expected to treat information they receive about pupils in a discreet and confidential manner. • in any doubt about sharing information they hold or which has been requested of them should seek advice from a senior member of staff before sharing information. • need to be cautious when passing information to others about a pupil. • Need to know to whom any concerns or allegations should be reported.

Confidential information about pupils should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously. There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities. If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff. Any media or legal enquiries should be passed to senior leadership. Adults need to be aware that although it is important to listen to and support pupils, they must not promise confidentiality or request pupils to do the same under any circumstances. Additionally concerns and allegations about adults should be treated as confidential and passed to a senior leader without delay.	
6. Dress and Appearance	
Staff should consider the manner of dress and appearance appropriate to their professional role. We require pupils to be smart in their uniform. Smart and professional appearance is expected at all times for staff. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. We would not expect staff to show any underwear or	This means that staff should ensure their appearance and clothing: • promotes a positive and professional image. • is appropriate to their role • is not likely to be viewed as offensive, revealing, or sexually provocative • does not distract, cause embarrassment or give rise to misunderstanding

tattoos that may be deemed not appropriate for Primary age children or which may cause offence to others.	• is absent of any political or otherwise contentious slogans • is absent of any personal views which may not represent the values of their school and the Trust
7. Infatuations	
Staff need to be aware that it is not uncommon for pupils to be strongly attracted to a member of staff and/or develop an infatuation. Staff should be aware that such circumstances always carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. A member of staff who becomes aware that a pupil may be infatuated with themselves or a colleague should discuss this at the earliest opportunity with a senior colleague so that appropriate action can be taken. In this way, steps can be taken to avoid hurt and distress for all concerned.	This means that staff should: • Report to Line Manager, Headteacher or DSL any indications (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff. • Be mindful if they are alone in a room with a pupil. Leave the door open so you or child can leave and others can see you.
8. Gifts	
Staff need to take care that they do not accept any gift from individuals that might be construed as a bribe by others or lead the giver to expect preferential treatment.	This means that staff should: • ensure that gifts received or given in situations which may be misconstrued are declared to Headteacher or Senior Leaders • generally, only give gifts to an individual young person as part of an agreed reward system • where giving gifts other than as above, ensure that these are of insignificant value and given to all pupils equally.
9. Communication with pupils (including the use of technology)	
Communication between pupils and adults, by whatever method, should take	This means that staff should: • Always use school approved channel for communication e.g. ClassDojo as

place within clear and explicit professional boundaries. This includes communication using the wider technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites, social networking sites, online gaming and blogs. Adults should not share any personal information with a pupil or their parents. They should not request, or respond to, any personal information from the pupil/parent, other than that which might be appropriate as part of their professional role through the agreed channels. Adults should ensure that all communications are transparent and open to scrutiny. Adults should also be circumspect in their communications with pupils so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to pupils/parents including school or personal e-mail, home or mobile telephone numbers, unless the need to do so is agreed with the Headteacher and parents. E-mail or text communications between an adult and a pupil outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet-based web sites, such as social networking, instant messaging or gaming.	detailed in the Acceptable Use Policy 2024 • not give their personal contact details to pupils/parents , including their email address, social media details or telephone number. • communicate with pupils in an appropriate and professional manner at all times. • only make contact with pupils/parents for professional reasons using approved channel of communication. • not use internet or web-based communication channels to send personal messages to a pupil/parents. • not to take or have images of pupils stored on mobile phones, personal cameras, devices or home computers. • not make images of pupils available on the internet, other than through the school network/website, and then only with express consent from Headteacher and Parents.
10. Social Contact	
Staff should not establish or seek to establish social contact with pupils, or their families, for the purpose of securing a friendship or to pursue or strengthen a relationship. Even if a young person or	This means that staff should: • consider the appropriateness of the social contact according to their role and nature of their work

their parents seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in making a response but should always discuss this with a senior leader. Staff must be aware that social contact, in certain situations, could be misconstrued as grooming. Staff should not give their personal details such as their home or e-mail address; social network sites, gamer tags or web pages to pupils/parents. In the highly unlikely event this is necessary written consent must be obtained from unless the need to do so is agreed with Headteacher/CEO in advance.	• always approve any planned social contact with senior colleagues, for example when it is part of a reward scheme or pastoral care programme. • advise senior leadership of any regular social contact they have with a pupil or parent which may give rise to concern • report and record any situation, which they feel, might compromise the school or their own professional standing.
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11. Physical Contact

There are occasions when it is entirely appropriate/necessary 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. A 'no touch' approach is impractical for most staff and may in some circumstances be in itself inappropriate dependent on the age of the child. When physical contact is made with pupils this should be in response to their needs at that time, of limited duration and appropriate to the context of the situation. As children move to Key Stage 2 it is highly unlikely that physical contact will be necessary except in an emergency. Staff should use their professional judgement at all times about the appropriateness of any physical contact and always seek advice if unsure.	This means that staff should: • be aware that even well-intentioned physical contact may be misconstrued by the pupil, an observer or by anyone to whom this action is described • never touch a pupil in a way which may be considered indecent • always be prepared to explain actions and accept that all physical contact be open to scrutiny • Always inform the Headteacher if they believe physical contact has been made and could be misinterpreted. This means that Great Kingshill Combined School should: • ensure they have a system in place for recording serious incidents and the means by which information about incidents and outcomes can be easily accessed by senior leadership.
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Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority (Position of Trust). If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be made clear to Headteacher, DSL or member of SLT immediately. (Whistle blowing Policy and guidance) Physical contact, which occurs regularly with an individual pupil, is likely to raise serious questions unless the justification for this is part of a formally agreed plan (for example in relation to pupils with SEN or physical disabilities). Any such plan will have been made in advance with school and families involved. Staff who deal with this will be fully aware of the plan and have the chance to ask any questions they may have about this.	• Provide staff, on a "need to know" basis, with relevant information about vulnerable pupils in their care. • Make staff aware of the DfES guidance in respect of physical contact with pupils and meeting medical needs of children and young people in school.
12. Physical Education and other activities which require physical contact.	
Some staff, for example, those who teach PE and games, or who offer music tuition, will on occasions have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a particular piece of equipment, instrument or assist them with an exercise. This should be done with the pupil's agreement in advance and in full view of other adults. Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment (see one-to-one situations, below). Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil.	This means that staff should: • consider alternatives, where it is anticipated that a pupil might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable pupil in the demonstration. • always explain to a pupil the reason why contact is necessary and what form that contact will take unless their safety is at immediate risk
13. Changing and washing	

Young people are entitled to respect and privacy when changing clothes or washing/showering. However, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the pupils concerned and sensitive to the potential for embarrassment. Staff therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the pupils.	This means that staff should: • avoid any physical contact when pupils are in a state of undress • avoid any visually intrusive behaviour and where children are changing. • remain in the room when groups are changing • ensure that they are sensitive to the needs of some pupils who may require privacy for particular reasons. This means that staff should not: • change in the same place as pupils • shower with pupils
14. Pupils in Distress	
There may be occasions when a distressed pupil needs comfort and reassurance. This may include age - appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation. Where a member of staff has a particular concern about the need to provide this type of care and reassurance s/he should seek further advice from DSL or Line Manager.	This means that staff should: • consider the way in which they offer comfort to a distressed pupil • always tell a colleague when and how they offered comfort to a distressed pupil • record situations which may give rise to concern.
15. Behaviour Management	
All pupils have a right to be treated with respect and dignity. Staff should not use any form of degrading treatment to punish a pupil. The use of humour can help to defuse a situation. Staff should follow the Behaviour Policy at all times. If in any doubt them advice	This means that staff should: • not use force as a form of punishment • try to defuse situations before they escalate • keep parents informed of any sanctions • adhere to Schools' Behaviour policy.

should be sought from Line Managers, DSL or Headteacher.	
16. Care, Control and Physical Intervention	
Staff may legitimately intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others. Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence. In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported in line with the school Physical Restraint Policy.	This means that staff should: • always seek to defuse situations • always use minimum force for the shortest period necessary. See Behaviour Policy for further guidance.
17. Propriety and Behaviour	
Any sexual behaviour by a member of staff with or towards a pupil is both inappropriate and illegal. Pupils are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether the child or young person consents or not. This includes the prohibition on adults in a position of trust. The sexual activity referred to does not just involve physical contact including penetrative and non-penetrative acts. It may also include noncontact activities, such as causing children to engage in or watch sexual activity or the production of pornographic material.	This means that staff should: • not pursue sexual relationships with children and young people either in or out of school. • avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative e.g. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact. • Ensure they monitor children who are using screens • Be mindful of their own screen use and report any concerns using the appropriate systems Ensure they are familiar with contents of Child Protection Policy, KCSIE 2025 and the Acceptable Use Policy (see Section 25)

There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child and manipulate that relationship so sexual abuse can take place. Staff should be aware that conferring special attention and favour upon a child might be construed as being part of a 'grooming' process, which is a criminal offence. KCSIE 2023 update The schools use filtering and monitoring systems protect pupils and staff from harmful and inappropriate content online. Harmful content may be legal or illegal, and could include: • Pornography • Promotion of self-harm and/or suicide • Misogyny • Racism • Fake news • Extremist views All staff should follow policies and procedures, report any problems, and always monitor what's happening on screens in school	
18. One to One Situations	
Staff working in one to one situations with children and young people are more vulnerable to allegations. Teachers and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and pupils are met. Pre-arranged meetings with pupils away from the school premises are not permitted unless approval is obtained from their parent and the Headteacher, Deputy or other most senior DSL available.	This means that staff should: • avoid meetings with pupils in remote, secluded areas of the school • ensure there is visual access and/or an open door in one to one situations • inform other staff of the meeting beforehand, assessing the need to have them present or close by • avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy

	• always report any situation where a child becomes distressed or angry to a senior colleague • consider the needs and circumstances of the child/children involved.
19. Transporting Children	
In certain situations, for example out of school activities, staff or volunteers may agree to transport children. A designated member of staff should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. The driver must also have appropriate insurance for transporting children in this context. Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded.	This means that staff should: • plan and agree arrangements with all parties in advance, responding sensitively and flexibly to disagreements • ensure that they are alone with a child for the minimum time possible • be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer • report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures • ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety • take into account any specific needs that the child may have.
20. Extra-Curricular Activities	
Staff should take particular care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity. During school activities that take place off the school site or out of school hours, a more relaxed discipline or informal dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.	This means that staff should: • always have another adult present in out of school activities, unless otherwise agreed with senior staff in the school • undertake a risk assessment • have parental consent to the activity • ensure that their behaviour remains professional at all times

Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Pupils, staff and parents should be informed of these prior to the start of the trip. Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of school activity.	
21. First Aid and Administration of Medication	
The school has an administration of medication policy, which must be adhered to at all times. All staff receive First Aid training and are able to deal with minor injuries themselves. Staff must not administer any medicine to children unless they have had the appropriate training to do so. Staff should always record their actions on CPoms.	This means that staff should: ▪ make other staff aware of the task being undertaken ▪ explain to the child what is happening. ▪ Record their actions using agreed procedures.
22. Intimate Care	
All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet/soiled clothing). A care plan should be drawn up and agreed with parents for all children who require intimate care on a regular basis. See Intimate Care policy for further information. Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable.	This means that staff should: • make other staff aware of the task being undertaken • explain to the child what is happening • consult with colleagues where any variation from agreed procedure/care plan is necessary • record the justification for any variations to the agreed procedure/care plan and share this information with parents.

When assistance is required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken. Additional vulnerabilities that may arise from a physical disability should be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child, their parents and the organisation must be negotiated, agreed and recorded.	
23. Curriculum	
Many areas of the curriculum can include or raise subject matter which is sexually explicit, or of an otherwise 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 plan should highlight particular areas of risk and sensitivity. The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit or otherwise sensitive nature. Responding to pupils' questions can require careful judgement and staff may wish to take guidance in these circumstances from a senior member of staff. Care should also be taken to abide by the governing body's required policy on sex and relationships education and the wishes of parents. Parents have the right to withdraw their children from all or part of any sex education provided (but not from the biological aspects of human growth and reproduction necessary under the science curriculum).	This means that staff should: • have clear written lesson plans which follow the guidelines of the National Curriculum and school policies. This means that staff should not: • enter into or encourage inappropriate or offensive discussion about sexual activity.
24. Photography and videos	
	This means that staff should:

Many school activities involve recording images. These may be undertaken as part of the curriculum, out of school activities, for publicity, or to celebrate achievement. Express consent has been sought from each family and all staff have details for each child who may be have photos taken or displayed. Staff must take note of this and ensure the wishes are followed.	• Not use personal equipment for this purpose unless it has been agreed with the headteacher in advance and risk assessment/guidelines are followed. • be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded • ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose. • ensure that all images are available for scrutiny in order to screen for acceptability • be able to justify images of children in their possession • avoid making images in one to one situations. This means that staff should not: • have images of pupils stored on personal cameras, devices or home computers. • make images of pupils available on the internet, other than through the school network/website with permission from parents and senior teachers.
25. Internet Use	
Great Kingshill Combined School has a clear policy about access to and the use of the Internet. Please refer to the Acceptable use of Internet policy for further guidance. This will include filtering systems for safe internet use, staff should be aware that the school and Trust monitor all usage of the internet to ensure safety of pupils. Under no circumstances should adults in the school access inappropriate images. Accessing child pornography or indecent images of children on the internet, and making, storing or disseminating such material, is illegal and, if proven, will	• Ensure they comply with all details in Section 17 Proprietary Behaviors. • Report any internet filtering issues immediately to the Headteacher or DSL.

invariably lead to the individual being barred from work with children and young people. This is a criminal act. Using school equipment to access inappropriate or indecent material, including adult pornography, will lead to formal disciplinary action, particularly if as a result pupils might be exposed to inappropriate or indecent material. Remember that all website traffic is monitored by the school and it is an adults responsibility to report immediately any filtering issues they find.	
26. Whistleblowing	
Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Please refer to the school Whistle Blowing Policy. Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior leadership and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.	This means that staff should: • report any behaviour by colleagues that raises concern using the agreed protocols
27. Sharing Concerns and Recording Incidents	
All staff should be aware of the school's child protection procedures, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their professional association. In the event of an incident occurring, which may result in an action being misinterpreted and/or an allegation being made against a member of staff, the relevant information should be clearly and promptly recorded and reported to senior	This means that staff: • should be familiar with Kings Education Trust Child Protection procedures • should take responsibility for recording any incident and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school or workplace. See Child Protection Policy 2022 for further information

staff. Early discussion with a parent could avoid any misunderstanding. Members of staff should feel able to discuss with their line manager any difficulties or problems that may affect their relationship with pupils so that appropriate support can be provided, or action can be taken.	
28. Personal and Professional conduct These expectations will apply to all staff not just Teachers	
School staff are expected to demonstrate consistently high standards of personal and professional conduct. This includes whilst at work but also when they are not at work. They are representatives of their Profession, their school and Kings Education Trust. Staff should consider their actions in all situations and ensure they always act in accordance with the expectations of their role. Failure to do so may result in formal disciplinary proceedings. Some situation that may require consideration, this is not an exhaustive list: • Out of work events e.g. professional meetings or celebrations • End of year parties and celebrations • Courses both day and residential • Residential trips • Social events that they attend • Representing the school and Kings Education Trust in a position of trust Staff are Ambassadors of the school and Kings Education Trust. They must always behave in a way that pertains to our values and meet the requirements of the teacher professional standards and our own Code of Conduct.	This means staff should : • Be familiar with all relevant policies (see list at back of this document) • Always seek advice from senior colleagues if unsure • Maintain their professional image at all times • Consider how their actions may be perceived by others • Report any concerns they may have about the behaviour of others

Safeguarding Code of Conduct Agreement

Name : _____

I confirm that I have read the school's Code of Conduct and E-Safety policy and Acceptable Use Policy understand my responsibility in relation to the following areas:

1. **Power and Positions of Trust**
2. **Confidentiality**
3. **Dress and Appearance**
4. **Infatuations**
5. **Gifts**
6. **Communication with pupils (including the use of technology)**
7. **Social Contact with children, their families and the wider community**
8. **Physical Contact**
9. **Physical Education and other activities which require physical contact.**
10. **Changing and washing/showering**
11. **Pupils in Distress**
12. **Behaviour Management**
13. **Care, Control and Physical Intervention**
14. **Propriety and Behaviour**
15. **One to One Situations**
16. **Transporting Children**
17. **Extra-Curricular Activities**
18. **First Aid and Administration of Medication**
19. **Intimate Care**
20. **Curriculum**
21. **Photography and videos**
22. **Internet Use – Acceptable Use Policy including internet filtering and E Safety**
23. **Whistleblowing**
24. **Sharing Concerns and Recording Incidents**
25. **Personal and Professional Conduct**

Signed _____ Date: _____