

Garlinge Primary School and Nursery



Code of Conduct

Garlinge Primary School and Nursery

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Part A: Policy

1 Policy Statement

The School expects the highest standards of personal and professional conduct from all Employees.

As such the School requires all Employees to act in a manner which reflects the values and ethos of the School.

Employees must ensure that their behaviour and actions are consistent with their position as a role model to pupils and are compatible with working with young people and in a school setting.

Employees must act with integrity, honesty and demonstrate ethical and respectful working practices towards pupils, colleagues, parents/carers and other members of the School community.

All Employees have a responsibility to observe appropriate professional boundaries and act at all times in a manner which safeguards and promotes the welfare of pupils.

Employees must disclose any relevant information which may impact on their role or suitability to work with young people or in a school setting.

The School requires Employees to adhere to all relevant school policies and observe the highest standards of business and financial practice.

Each Employee has an individual responsibility to act in a manner which upholds the School's interests and protects its reputation.

Employees are accountable for their actions and conduct and should seek advice from their line manager or Headteacher if they are not sure of the appropriate action to take.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

This policy explains the School's expectations with regards to the conduct of Employees in the following areas:

- Professional conduct
- Safeguarding Pupils
- Use of ICT & Social Media
- Business conduct

2 Scope

This policy applies to all current Employees of Garlinge Primary School and Nursery.

This policy should also be adhered to by all Governors, volunteers and supply and agency workers engaged by the School.

Reference to the management role of the Headteacher in this policy may include their identified nominee. In the case of the Headteacher this management function is undertaken by the Chair of Governors.

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3 Adoption Arrangements and Date

This policy was adopted by the Governing Body of Garlinge Primary School and Nursery in December 2018.

This policy will be reviewed by the Governing Body every three years or earlier if there is a need. This will involve consultation with the recognised unions.

4 Responsibilities of the School

- Explain the provisions of the Code of Conduct to Employees and signpost Employees to other relevant policies, documents and guidelines.
- Provide additional advice and guidance to Employees in relation to queries they may have regarding the application of the code of conduct.
- Coach, support and provide feedback to Employees on their performance in relation to the required standards of conduct.
- Take appropriate action at the earliest opportunity to address breaches of the expected standards of conduct.

5 Responsibilities of the Employee

- To read, understand and comply (Appendix 1) with the Code of Conduct at all times.
- To use this code, alongside other relevant School policies and professional codes, to guide them in their role.
- To seek guidance from the Headteacher or line manager (or Chair of Governors in the case of the Headteacher) if they are unclear about the conduct or actions expected of them.
- To alert the Headteacher (or Chair of Governors in the case of the Headteacher) at the earliest opportunity if they are aware that they have conducted themselves in a way which may have breached the expected standards of conduct.

6 Reference to Other Sources of Information

This Code of Conduct is not exhaustive and does not replace the general requirements of the law, common sense and good conduct.

The Code of Conduct should be read in conjunction with a number of associated policies and links relating to conduct which are set out in Appendix 2 to this document.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the provisions of the School Teachers' Pay and Conditions Document (STPCD), the latest 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct. Whilst this is a contractual requirement of teaching posts only, the School expects all Employees to reflect these expectations in their conduct.

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Part 2 of the Teachers' Standards can be accessed on line via:

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

All employees must also ensure they have read, understood and comply with Part 1 of Keeping Children Safe in Education (September 2018). Further guidance regarding Safeguarding is in Part C of this document.

Staff must also have due regard to other professional codes, policies and guidance which may be relevant to their specific role.

Part B: Professional Conduct

7 General

Employees are expected to demonstrate consistently high standards of personal and professional conduct.

Employees are required to work in a diligent and conscientious manner.

Employees are expected to work to the requirements of their job and are required to respect managerial authority and follow reasonable instructions.

Employees must conduct themselves in a manner which reflects the ethos and values of the School and adhere to School policies and procedures at all times.

Employees should ensure they work their contracted hours and are expected to maintain a high level of attendance and punctuality.

8 Honesty and Integrity

Employees must maintain high standards of honesty and integrity in their work.

Employees should not behave in a manner which would call into question their motivation or intentions.

During the course of their work Employees should ensure they do not:

- Provide false/misleading information
- Destroy or alter information/records without proper authorisation
- Withhold information or conceal matters which they could reasonably be expected to have disclosed
- Misrepresent the School or their position
- Accept or offer any form of bribe/inducement or engage in any other corrupt working practice.

Should an Employee become aware of any conduct on the part of a colleague which raises concerns regarding health and safety, safeguarding or criminal activity – they have a duty to disclose this.

Allegations concerning fraudulent, dishonest or corrupt practices or the falsification or withholding of information may be addressed as a disciplinary matter.

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9 Setting an Example

School staff are role models and must adhere to behaviour that sets a good example to all the pupils within the School and is appropriate in a school setting.

This includes:

- Refraining from abusive or potentially offensive/discriminatory language or actions
- Demonstrating tolerance and respects towards others
- Observing boundaries appropriate to a school setting
- Ensuring any topics of conversation with pupils are suitable to the school setting/curriculum
- Refraining from allowing personal/political opinions to impact on the discharge of duties and/or unduly influence pupils
- Maintaining high standards of personal presentation, attendance and punctuality.

Should Employees be in doubt about the appropriateness of their behaviour they should seek guidance from the Headteacher. Breaches of expected behaviour may be considered under the disciplinary procedure.

10 Confidentiality

Employees may have access to confidential or sensitive information about pupils, colleagues or the business and operation of the School as part of their job role.

Such information must not be disclosed to any person who is not entitled to have access to this or does not legitimately need it for work purposes.

Specifically all Employees must:

- Work in accordance with the requirements of the General Data Protection Regulation (2018) and associated legislation
- Observe the School's procedures for the release of information to other agencies and members of the public
- Not use or share confidential information inappropriately or for personal gain
- Not speak inappropriately about the school community, pupils, parents, staff or governors including discussing incidents, operational or employment matters with parents/members of the public
- Ensure all confidential data is kept secure and password protected.

Should Employees be in doubt about the appropriateness of sharing information they should seek guidance from the Headteacher.

11 Working Relationships & Relationships with other Stakeholders/Community

The School expects Employees to maintain positive and professional working relationships. Colleagues, pupils, parents and other stakeholders should be treated with dignity and respect.

Employees should be polite and courteous in their interactions with parents pupils and other stakeholders/members of the School community.

Behaviour which constitutes bullying and harassment, intimidation, victimisation or discrimination will not be tolerated and may be addressed via the School's Discipline and Conduct Policy and Procedure. This

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includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, children and parents.

Where an individual is employed in a school in which their child is a pupil they should ensure that appropriate professional boundaries are maintained.

Employees should treat all stakeholders in a fair and equitable way and not behave in a manner which may demean, distress, offend or discriminate against others.

Employees should ensure that policies relating to equality issues are complied with.

Employees should be aware of the School's Complaints Procedure and address any concerns from parents, pupils and other stakeholders in accordance with this document.

12 Conduct Outside of the Workplace

Employees must not engage in conduct outside of work which has the potential to:

- Affect or is likely to affect the suitability of the Employee to undertake their job role or work with children/young people or in a school setting
- Impact on the operation or reputation or standing of the School
- Impact on the operation or reputation of the School's relationship with its staff, parents, pupils or other stakeholders
- Seriously undermine the trust and confidence that the School has in the Employee to undertake their job role or work with children/young people or in a school setting.

The above actions may be the subject of disciplinary action which could lead to dismissal.

13 Duty to Disclose

Employees have a duty to immediately disclose to the Headteacher (or Chair of Governors in the case of a Headteacher) prior to the start of their employment, at the start of their employment or during the course of their employment, any change in their circumstances or any information which may affect or is likely to affect the suitability of the Employee to undertake their job role or work with children/ young people or in a school setting.

This includes, but is not restricted to:

- the Employee being subject to any police investigation/enquiry, arrest, ban, charge, caution, reprimand, warning, fine or pending prosecution or criminal conviction. This includes any actions committed overseas which would be subject to a police investigation or formal action if such actions had been committed in any part of the United Kingdom
- the Employee being subject to any referral, or any investigation, proceedings, or prohibition order being undertaken by the National College for Teaching and Leadership, General Teaching Council for Scotland, or the Education Workforce Council in Wales
- the Employee being subject to the inclusion on the DBS Children's Barred List and any change in DBS status during employment, or any referral, or any investigation or proceedings being undertaken by the DBS
- the Employee being subject to any referral, or any investigation, proceedings, or prohibition order being undertaken by any other regulatory or professional authorities or actions of other agencies relating to child protection and/or safeguarding concerns

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- the Employee being subject to any orders made in relation to the care of children, the refusal or cancellation of registration relating to childcare, or children's homes, or being prohibited from private fostering
- the Employee being subject to any 'live' disciplinary process, formal sanction or any other relevant information arising from a previous or current secondary employment/voluntary work which may impact on the Employee's suitability to undertake their role or work with children/young people or in a school setting. This includes substantiated safeguarding allegations.
- The Employee's close personal relationships outside of the workplace presenting a 'risk by association' to the safeguarding of children / young people.

This list is not exhaustive. Should an employee be unclear about whether it is appropriate to disclose a matter they are encouraged to seek guidance from the Headteacher (or Chair of Governors in the case of a Headteacher) at the earliest opportunity.

Employees must also report any current or historical information in the public domain or which is likely to come into the public domain which may be of relevance to their job role or their suitability to work with children/young people or in a school setting or matters which may be subject to adverse media attention or have a detrimental impact on the reputation of the School.

In addition, in the case of individuals who work with, or manage the education of, early years pupils (under the age of five) during school hours, and children up to the age of eight in relation to activities outside of the school day (for example breakfast club employees), the following legislative provisions also apply.

In accordance with the Childcare (Disqualification) Regulations 2009 (Section 75 of the Childcare Act 2006) an Employee should immediately disclose to the Headteacher (or Chair of Governors in the case of the Headteacher) if, at any point in their employment, they:

- Are disqualified from providing childcare provision or being involved in the management of such provision, including where any application for an Ofsted waiver from disqualification has been made, regardless of whether such an application was successful.

Such employees also have a duty to ensure that they are fully aware of their obligations and will be asked by the school to confirm that they understand and comply with these provisions.

Further guidance relating to Employee's obligations under the Childcare (Disqualification) Regulations 2009 including details of the relevant offences which must be disclosed to the school is available at:

[https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006;](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006)

Employees should seek clarification from the Headteacher (or Chair of Governors in the case of the Headteacher) if they are unclear whether they are required to disclose certain information under this provision.

In all cases disclosures will be handled sensitively and discretely, and with regard to data protection principles.

The Headteacher will consider carefully any disclosure which is made and the appropriate response.

This may result in a suspension from duties while an investigation or risk assessment takes place, or Ofsted waiver application made (where applicable).

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In instances where the information disclosed constitutes a risk to the safeguarding of children/young people or is incompatible with an Employee's job role or their suitability to work with children/young people in a school setting, termination of employment may be considered.

Any failure to disclose any information required in the course of employment or any other information that may have a bearing on an individual's suitability to carry out their job role or work with children/young people or in a school setting may be the subject of disciplinary action which could lead to dismissal.

14 Secondary Employment

Employees should ensure that their activities outside of work do not conflict with their duty to the School.

Employees should inform the Headteacher if they undertake additional paid/unpaid employment or engage in any other business.

Secondary employment will be deemed appropriate by the Headteacher providing that:

- It does not affect or is unlikely to affect the suitability of the Employee to undertake their job role or work with children/young people or in a school setting
- It does not conflict with the interests of the School/KCC or have the potential to bring the School/KCC into disrepute
- There is no detrimental impact on an Employee's work performance or their own or others' health and safety
- Privileged or confidential information is not shared
- Work is undertaken outside of the School and of contracted hours of work
- The activity is not in direct competition with those of the School.

It is an Employee's responsibility to monitor the hours they work and ensure they are rested and refreshed to be able to carry out their role. An average working week of 48 hours across all employments should not normally be exceeded unless the Employee has elected to opt out of the Working Time Regulations.

15 Dress and Presentation

All Employees must ensure their dress, personal appearance and personal hygiene is appropriate to the professional nature of their role in the School and promotes a professional image (i.e no denim to be worn).

Dress should be appropriate to the activities an Employee is engaged in and any related health and safety requirements.

Suitable protective equipment must be worn where provided and appropriate. Uniforms should be worn where provided.

Employees should wear their identity badges at all times.

Employees should not dress in a manner that is potentially offensive, revealing or sexually provocative.

Wherever possible, tattoos and body piercings should not be exposed (except earrings).

The School recognises the diversity of cultures and religions of its Employees and will take a sensitive approach where this affects dress and uniform requirements.

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16 Smoking and the use of drugs and alcohol

The School is a no-smoking environment. Smoking and the use of e-cigarettes or “vaping” is not allowed on School premises or during working time. Staff should also refrain from smoking immediately outside of the school entrances.

Employees must not consume/use alcohol, illicit drugs or other illegal substances in the workplace or be under the influence of such substances whilst at work.

Employees must ensure that any use of alcohol/other substances outside of work does not adversely affect their work performance, attendance, conduct, working relationships, health and safety of themselves and others or damage the School’s image and reputation.

17 Health and Safety at Work

All Employees must, by law, take reasonable care for their own health and safety and that of others in the workplace.

Employees are required to comply with the School’s Health and Safety policy and agreed procedures at all times.

This includes:

- avoiding risk of injury or danger to yourself or others
- using any protective clothing and equipment supplied
- complying with hygiene requirements
- reporting, at the earliest opportunity, any hazards, defects, accidents or incidents to the Headteacher or other designated person
- not interfering with, or misusing, anything provided for health, safety or welfare
- informing the School of any medical condition or medication which has been prescribed which may have an impact on health and safety in the workplace.

Managers should also be aware of and comply with any additional health and safety obligations associated with their role.

18 Contact with the Media

All enquiries from the media should be directed to the Headteacher.

Employees should not make contact with or comment to the media about matters relating to the School without the prior approval of the Headteacher.

Employees should speak to the Headteacher in the first instance about any concerns they have regarding their own employment or operation of the school and/or may refer to the School’s Whistleblowing or Grievance policies if they wish to raise a formal complaint.

Should an Employee speak directly to the media about non-school matters care should be taken to ensure that it is clear that any opinions expressed are personal and that the individual is not acting on behalf of or representing the School.

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Any contact with the media in a personal capacity should be compatible with the Employee's role and their position working with children/young people or in a school setting and must not negatively impact on the reputation of the School.

19 Whistleblowing

Employees may raise concerns about any aspect of the operation of the School which is not directly related to their own employment through the Whistleblowing Policy.

Employees raising a concern with reasonable grounds for doing so will not be subject to discrimination, harassment or victimisation.

20 Misconduct

Failure to follow the Code of Conduct may result in disciplinary action, including dismissal.

Employees should ensure they are familiar with the type of conduct which may be regarded as a breach of School rules.

Examples of behaviours which are likely to be regarded to constitute misconduct are set out in the Appendix to the School's Discipline and Conduct Policy and Procedure. Allegations of misconduct will be managed in accordance with this procedure.

Part C: Safeguarding Pupils

21 General Obligations

All Employees have a responsibility to:

- Safeguard pupils from physical abuse, sexual abuse, emotional abuse and neglect
- Promote the welfare of pupils and provide a safe environment in which children can learn
- Identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm
- Report as soon as possible and without delay any concerns regarding child protection/safeguarding to the Headteacher/Designated Safeguarding Lead (DSL) (or Chair of Governors where concerns relate to the Headteacher)

All Employees must ensure they have read, understood and comply with:

- Part 1 of Keeping Children Safe in Education (September 2018) can be accessed via <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>;
- The School's Safeguarding Policy
- The School's Positive Behaviour Policy

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- Additionally Employees with managerial responsibilities must ensure they comply with the Local Authority's procedure for Managing Allegations Against Staff and Parts 2-4 of Keeping Children Safe in Education.

Employees must attend and comply with any training as required by the School associated with the safeguarding of pupils.

22 Appropriate relationships with pupils

Employees must maintain appropriate professional boundaries with pupils.

Employees are expected to act in an open and transparent way that would not lead any reasonable person to suspect their actions or intent. In order to protect both children and themselves, Employees should also avoid behaviour that might be misinterpreted by others.

23 Allegations against Members of Staff and Volunteers

All Employees have a duty to report to the Headteacher/DSL at the earliest opportunity the conduct of a colleague which may place a child at risk.

Where the concerns relate to the Headteacher these should be reported to the Chair of Governors.

Failure to report such concerns may be regarded as a disciplinary matter.

24 Guidance for Safer Working Practice

Employees are required to read, understand and comply with the Guidance For Safer Working Practice for those working with Children and Young People in Education Settings.

This guidance can be accessed via:

<http://www.kelsi.org.uk/data/assets/pdf/0016/46510/Guidance-for-safer-working-practice-working-in-education.pdf>;

This document explains the School's specific expectations with regard to safeguarding pupils and contains practical guidance on behaviours which constitute safe working practice.

Employees should seek immediate guidance from their Headteacher or line manager if they are unclear about the conduct or actions expected of them.

25 Other Safeguarding Considerations

Prevent Duty

Schools have a duty to protect children/young people from radicalisation and extremism.

All staff have a responsibility to report any concerns about pupils who may be 'at risk' to the Headteacher/DSL.

Female Genital Mutilation

Teachers have a legal duty to report to the police where they discover an act of Female Genital Mutilation appears to have been carried out on a pupil.

All staff have a responsibility to discuss any concerns with the Headteacher/DSL.

Please refer to Part 1 and Annex A of Keeping Children Safe in Education (September 2018) for further guidance.

Part D: ICT and Social Media

26 General Obligations

Employees should ensure that they have read, understand and comply with the School's e-Safety Acceptable Use Policies at all times (Appendix 3 and 4).

Whilst at work or using a work device all Employees must:

- Ensure all electronic communication with pupils, parents/carers, colleagues and other stakeholders is compatible with their professional role, appropriate boundaries and in line with School policies.
- Not use work IT equipment to browse, create, transmit, display, publish or forward any material/images which is illegal, sexually explicit, obscene or could offend, harass or upset others or anything which could bring an Employee's professional role or the School/Local Authority into disrepute.
- Not use personal IT equipment to browse, create, transmit, display, publish or forward any materials/images which are illegal or could offend or harass others or anything which could bring an Employee's professional role or the School/Local Authority into disrepute.
- Ensure that ICT system security is respected and password protocols are observed – including the use of **strong passwords** and **encryption**.
- Not install personal software on School equipment or make unauthorised copies of School registered software.
- Not use school internet, email and ICT equipment for personal purposes.

Employees should seek guidance from their Headteacher or line manager if they are unclear about the conduct or actions expected of them.

Breaches of expected use of ICT may be considered under the disciplinary procedure.

27 Use of Social Media

Employees must ensure that their online presence/profile is compatible with their professional role.

All Employees should:

- Ensure appropriate privacy settings are applied when using social media sites
- Refrain from sharing confidential/privileged information, discussing incidents, operational or employment matters or making critical/negative comments about the School/pupils/parents or colleagues on such forums

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- Not browse, create, transmit, display, publish or forward any material/images which is illegal, could offend or harass or anything which could bring an Employee's professional role or the School/Local Authority into disrepute
- Never share/post images of pupils
- Not post images of work colleagues without permission
- Not access or update social media sites using school devices or during working time

Employees should not make contact with pupils or parents via social media accounts or have these individuals as social media 'friends'/'contacts'. It is also recommended that Employees do not have ex-pupils or their families as social media 'friends'.

Employees should seek guidance from their Headteacher or line manager if they are unclear about the conduct or actions expected of them.

28 Use of Personal Mobile Phones/Devices

Employees are not permitted to make/receive personal calls/texts, send/receive emails or access internet/social media during work time where children are present.

Employees should ensure that mobile devices are silent at all time whilst in the classroom or where children are present. Mobile devices should not be left on display.

Employees should not use their personal equipment (mobile phones/cameras/tablets) to take photos or make recordings of pupils/students.

29 Monitoring of Usage

Emails, documents or browsing history on School systems should not be considered to be private and may be monitored and recorded to ensure the safety of pupils and ensure compliance with this policy. This monitoring will be proportionate and will take place in accordance with data protection/privacy legislation.

The School may address concerns regarding unauthorised, unacceptable or inappropriate use of ICT systems/devices or social media as a disciplinary matter.

Part E: Business Conduct

30 Use of Financial Resources

The School requires Employees to observe the highest standards of business/financial practice.

Employees should ensure that School/public funds with which they are entrusted are used in a responsible and lawful manner.

Employees must comply with the School's stipulated financial regulations and any other relevant policies/audit requirements.

Appropriate authorisation should be sought for any expenditure and audit trail/suitable records kept.

School monies, credit/debit cards and accounts should not be used for personal purposes.

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The use of personal credit cards/accounts to purchase goods and services on behalf of the School should be avoided unless prior agreement from the Headteacher is obtained.

All expense claims for travel and subsistence should be appropriately authorised and accompanied by receipts/proof of purchase.

Personal loyalty cards should not be used when making purchases on behalf of the School.

31 Personal Use of Equipment and Resources

Employees may not make personal use of the School's property, materials or facilities unless authorised to do so by the Headteacher.

32 Declaration of Interests

The School recognises that Employees may wish to take an active role in the local community and undertake additional personal/business activities outside of work.

In the majority of instances such activities will have no impact on their role in School. However on occasion there may be a potential conflict of interest.

Employees should therefore declare annually to the Headteacher any financial or non-financial interests which may conflict with those of the School. Employees should also declare membership of any professional bodies/organisations which may conflict with their School role.

Should Employees be in doubt about whether a conflict of interest may exist they should seek guidance from the Headteacher.

33 Contracting out of Services

Employees should follow agreed School protocols for the award of contracts to external providers.

Employees should adhere to School rules regarding the separation of roles in procurement/tendering process.

In particular, care should be taken to ensure competition between prospective contractors is fair and open and that all competing parties are treated equally.

Employees should ensure that preferential treatment is not shown to current/former Employees or partners, close relatives or friends/associates in the award of contracts.

Employees must not accept any form of financial or other inducement which may be offered by a potential contractor. All such approaches should be reported to the Headteacher.

Confidential information relating to the tendering process must not be disclosed to any unauthorised party or organisation.

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34 Gifts and Hospitality

Employees should not accept significant gifts from parents/carers, pupils, actual or potential contractors or outside suppliers which could compromise the individual or the School .

Employees should notify the Headteacher should they receive any unsolicited gifts and return the item with a polite refusal letter to the sender. A record should be kept of all gifts which are received.

Small tokens of appreciation which have no substantial financial value (less than £25) such as presents from pupils at the end of term may be accepted and do not have to be declared.

Employees may only accept an offer of hospitality if there is a genuine need to do so in order to represent the School in the community. Employees should discuss any invitations with the Headteacher (or Chair of Governors in the case of the Headteacher).

Where the School receives sponsorship of a School activity/event, care should be taken to ensure that this does not infer that the sponsor will receive preferential treatment in any future contracting/tendering process. An Employee or their partner, family member or friend may not benefit from the sponsorship.

35 Appointments

An Employee should not be involved in a recruitment process or promotion decision where one of the applicants is a relative, partner or close friend.

36 Political Activity

Employees may engage in political activity outside of work – however they should not allow personal/political views to interfere with their duties. Any activity should be compatible with the Employee's responsibility as a role model to pupils.

Where an Employee is involved in political activity outside of work care must be taken to ensure that it is clear that any opinions expressed are personal and that the individual is not acting on behalf of or representing the School.

37 Intellectual Property

Any intellectual property created by an Employee during the course of their employment will be considered the property of the School, unless specific permission is granted to the Employee to have ownership of such materials.

Appendix 1

Code of Conduct – Confirmation of Compliance

Please sign the declaration below and return this to the Personnel Office.

I hereby confirm that I have read, understood and agree to comply with the provisions of the School's Code of Conduct.

Should I have any queries about any aspect of the code or am unclear of the School's expectations I will discuss these with the Headteacher at the earliest opportunity.

Name:

Job Title:

Signed:

Date:

Appendix 2

List of Relevant Policies and Links

- Discipline and Conduct Policy and Procedure
- Complaints Procedure
- Health and Safety Policy
- Whistleblowing Policy
- Safeguarding Policy
- Positive Behaviour Policy
- Teachers' Standards – Part 2. Personal and professional conduct:
<https://www.gov.uk/government/publications/teachers-standards>
- Keeping Children Safe in Education – Part 1:
[https://www.gov.uk/government/publications/keeping-children-safe-in-education--2;](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)
- Guidance for Safer Working Practice:
[http://www.kelsi.org.uk/data/assets/pdf_file/0016/46510/Guidance-for-safer-working-practice-working-in-education.pdf;](http://www.kelsi.org.uk/data/assets/pdf_file/0016/46510/Guidance-for-safer-working-practice-working-in-education.pdf)



Appendix 3

Staff Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology and the school systems, they are asked to read and sign this Acceptable Use Policy (AUP).

This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with the school ethos, other appropriate school policies, relevant national and local guidance and expectations, and the Law.

1. I understand that Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include laptops, mobile phones, tablets, digital cameras, email and social media sites.
2. School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
3. I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
4. I will respect system security and I will not disclose any password or security information. I will use a 'strong' password (A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system and is changed regularly).
5. I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.
6. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1998. This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online (only within countries or sites with suitable data protection controls that meet the EU and UK regulations) or accessed remotely (e.g. via VPN). Any data which is being removed from the school site (such as via email or on memory sticks or CDs) will be encrypted by a method approved by the school. Any images or videos of pupils will only be used as stated in the school image use policy and will always take into account parental consent.
7. I will not keep or access professional documents which contain school-related sensitive or personal information (including images, files, videos, emails etc.) on any personal devices (such as laptops, digital cameras, mobile phones), unless they are suitably secured and encrypted. I will protect the devices in my care from unapproved access or theft.

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8. I will not store any personal information on the school computer system including any school laptop or similar device issued to members of staff that is unrelated to school activities, such as personal photographs, files or financial information.
9. I will respect copyright and intellectual property rights.
10. I have read and understood the school online safety (e-Safety) policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
11. I will report all incidents of concern regarding children's online safety to a Designated Safeguarding Lead, the SLT, or the Online Safety Coordinator, Nicholas Piper, as soon as possible. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to the DSL and the Online Safety Coordinator as soon as possible.
12. I will not attempt to bypass any filtering or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware, or if I have lost any school related documents or files, then I will report this to the ICT Support Provider, Business Computer Solutions as soon as possible (Contactable by email: helpdesk@365itsupport.co.uk).
13. My electronic communications with pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny at all times. All communication will take place via school approved communication channels e.g. via a school provided email address or telephone number and not via personal devices or communication channels e.g. personal email, social networking or mobile phones. Any pre-existing relationships or situations that may compromise this will be discussed with the SLT or Headteacher.
14. I will ensure that my online reputation and use of ICT and information systems are compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media/networking and gaming and any other devices or websites. I will take appropriate steps to protect myself online and will ensure that my use of ICT and internet will not undermine my professional role, interfere with my work duties and will be in accordance with the school AUP and the Law.
15. I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.
16. I will promote online safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
17. If I have any queries or questions regarding safe and professional practice online either in school or off site, then I will raise them with the SLT or the Online Safety Coordinator, Nicholas Piper.
18. I understand the school has high expectations regarding safe practice relating to the use of technology within school as set out below:
 - To model safe and responsible use of technology
 - Users are responsible for the care and safe-keeping of any ICT equipment immediately reporting any faults to our ICT Support provider (Business Computer Solutions)
 - Liquids and food must be kept away from any ICT equipment to prevent health and safety hazards relating to electrical equipment
 - Portable equipment (ie tablets and iPads) must be kept securely locked away when not in use

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- Users are not permitted to download and install licensed or unlicensed software packages on any machines
- Users are responsible for day to day management of their data ensuring unwanted material is deleted
- To protect data and keep access to digital information secure and when leaving any machine to lock the screen or log out

19. I understand that my use of the school information systems (including any devices provided by the school), school Internet and school email may be monitored and recorded to ensure the safety of children and staff and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

The School may exercise its right to monitor the use of information systems, including Internet access and the interception of emails in order to monitor policy compliance. Where it believes unauthorised and/or inappropriate use of the schools information system or unacceptable or inappropriate behaviour may be taking place, the School will invoke its disciplinary procedure. If the school suspects that the school system may be being used for criminal purposes then the matter will be brought to the attention of the relevant law enforcement organisation.

I have read and understood and agree to comply with the Staff Acceptable Use Policy.

Signed: Print Name:

Date:

Accepted by: Print Name:



Appendix 4

Wi-Fi Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all members of the school community are fully aware of the school's boundaries and requirements when using the school Wi-Fi systems, and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. This is not an exhaustive list and all members of the school community are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law.

Please be aware that the school will not be liable for any damages or claims of any kind arising from the use of the wireless service. The School takes no responsibility for the security, safety, theft, insurance and ownership of any device used within the School premises that is not the property of the school.

The school provides Wi-Fi for the school community and allows access for education use only.

1. The use of ICT devices falls under Garlinge Primary School and Nursery's Acceptable Use Policy (AUP), Online Safety (e-Safety) Behaviour Policy, Safeguarding Child Protection Policy, which all students/staff/visitors and volunteers must agree to, and comply with.
2. The school reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.
3. School owned information systems, including Wi-Fi, must be used lawfully and I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
4. I will take all practical steps necessary to make sure that any equipment connected to the schools service is adequately secure (such as up-to-date anti-virus software, systems updates).
5. The school's wireless service is not secure, and the school cannot guarantee the safety of traffic across it. Use of the school's wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. For that reason, I expressly agree that I knowingly assume such risk, and further agree to hold the school harmless from any claim or loss arising out of, or related to, any such instance of hacking or other unauthorized use or access into my computer or device.
6. The school accepts no responsibility for any software downloaded and/or installed, e-mail opened, or sites accessed via the school's wireless service's connection to the internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other internet-borne programs is my sole responsibility; and I indemnify and hold harmless the school from any such damage.
7. The school accepts no responsibility regarding the ability of equipment, owned by myself, to connect to the school's wireless service.
8. I will respect system security and I will not disclose any password or security information that is given to me. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.

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9. I will not attempt to bypass any of the schools security and filtering systems or download any unauthorised software or applications.
10. My use of the school Wi-Fi will be safe and responsible and will always be in accordance with the school AUP and the Law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.
11. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring the school into disrepute.
12. I will report any online safety (e-Safety) concerns, filtering breaches or receipt of inappropriate materials to a Designated Safeguarding Lead, a member of our the Senior Leadership Team and the Online Safety (e-Safety) Coordinator, Mr N Piper as soon as possible.
13. If I have any queries or questions regarding safe behaviour online then I will discuss them with the Online Safety (e-Safety) Coordinator Mr N Piper or the Headteacher.
14. I understand that my use of the schools Wi-Fi will be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If the school suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then the school terminate or restrict usage. If the school suspects that the system may be being used for criminal purposes then the matter will be brought to the attention of the relevant law enforcement organisation.

I have read and understood and agree to comply with Garlinge Primary School and Nursery Wi-Fi Acceptable Use Policy.

Signed: Print Name:

Date:

Accepted by: Print Name:.....