



# **Loughton School**

## **Code of Conduct (incorporating the staff handbook)**

**September 2022**

## **Background**

We believe that it is essential for standards of conduct at work to protect the well-being of all its staff and pupils and to ensure the delivery of its vision, aims and experiences. The following policy will make sure that all members of staff are aware of the standards set by the School. The school environment can be stressful at times, we acknowledge that we all need to collaborate and support each other within school.

## **Scope**

This handbook applies to all members of staff, governors, contractors, supply workers, peripatetic teachers and temporary/casual workers of the School including volunteers.

All staff have a job description. Signed copies of the job descriptions of members of staff are kept in the personnel files/on CPOMs for staff. Job descriptions are regularly reviewed and are an integral part of Performance Management.

## **Purpose**

The purpose of this policy is to establish and ensure that all members of staff<sup>1</sup> understand and agree to high standards of conduct at work, and to help provide a fair and consistent way of dealing with any potential failures. The policy is designed to protect children and also to protect staff from placing themselves in a vulnerable position.

- We expect all of staff to conduct themselves with integrity, impartiality, and honesty, setting a good role model example at all times. Staff should be positive, cheerful and enthusiastic in their work. Breaches of conduct and personal behaviour will be dealt with in accordance with HR Policies.
- We expect all staff to work to school timetables and allocation of subjects.
- All staff are expected to follow the policies and procedures at all times.
- All staff must ensure they have read, understood and sign to say they will adhere to the child protection policy.
- All staff have a duty to promote and safeguard the welfare of children in the school, and to take immediate action where they consider that a child may be at risk of suffering harm.
- Staff have a duty to self-disclose anything that they may have done which is against the code of conduct or breaches expectations in terms of behaviour.
- All staff must follow the school behaviour policy.
- All staff are required to sign the school Code of Conduct stating they have read, understood and agree to adhere to it.

Members of staff are made aware that they represent the school and its values, whether at work or in leisure time.

The school expect staff to consider how their actions impact on their suitability to work with children. Staff should maintain vigilance, being mindful of how their actions are interpreted and what others may be doing.

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<sup>1</sup> Staff refers to paid staff, volunteers, contractors, or anyone working for or with the school.

Staff must report through any concerns that they identify. Non-disclosure is now identified as gross misconduct and may lead to disciplinary action or dismissal from post.

### **Equal Opportunities**

We value every individual within this school and that we encounter. We expect staff to treat everyone they meet with respect, regardless of ethnicity, gender, age, social status and disability. We expect staff to treat those they come into contact with, in the same way as they want to be treated themselves.

The school seeks to provide an environment for all members of staff, contractors and temporary workers free from harassment, bullying, intimidation and victimisation.

We will make reasonable adjustments where appropriate for disabilities.

We expect staff to challenge prejudice and discrimination and notify the headteacher, so issues can be addressed.

### **Child Protection & safeguarding**

Child protection and safeguarding is everyone's business. If information is withheld from the safeguarding team, this could lead to disciplinary action.

Procedure for dealing with suspected child abuse – if in doubt refer to the Safeguarding Board in the staffroom.

Should a child make a disclosure to any member of staff that member of staff must inform one of our designated persons for Child Protection:

Rebekah Green (DSL)

Kelly Gordge (Deputy DSL)

Emma Churchman (Deputy DSL)

Ellie Frost

Nana Brago (online safety)

Charlie McNeaney

Shelley Cadman (*safeguarding governor*)

### **Do not hesitate - report any concerns to the above**

If a child discloses to you, the important do's and don'ts are:

Do reassure the child

Don't question, just listen

Do accept the information freely

Don't look shocked

Do give the child space and time

Don't make judgements

Do tell the child that you must pass on the information

Don't make promises.

Do act quickly

Don't involve any one else

Don't just log concerns on team CPOMs

The safety of the child is of paramount importance and must override **ALL** other considerations.

Staff should inform the DSL immediately.

Staff must follow the Whistleblowing policy if they have concerns about a member of staff.

### **Confidentiality and Information Sharing**

We expect staff to respect confidentiality and not disclose school business to anyone outside the school unless officially sanctioned to do so. Any information about a child must be kept confidential, particularly any concerns that are raised around a child.

Members of staff must not use any information obtained during their employment for personal gain or benefit, nor should they pass it on to others who might use it for personal advantage.

Members of staff must not disclose official/confidential information. Information on pupils may not be disclosed without the consent of the child's parent, or where a child is of reasonable understanding, the child.

The only exceptions to this are:

- To safeguard the welfare of the child, information must be disclosed in accordance with the school's Child Protection policy.
- Where information is requested by the Police to detect or prevent offending.
- Where otherwise allowed to be disclosed by a legal obligation (for example, to give information to a child protection case conference), or an Order of a Court.
- When failure to disclose the information places other children or adults at risk.
- When it is in the public interest for the information to be shared (please refer to Whistle blowing policy).
- If the school fails to protect children in its care or supports institutional abuse, in which case staff should refer to the Whistleblowing policy.

There are times where information may need to be disclosed for legal reasons.

Before sharing any information, you must check that it is appropriate to do so.

Some of the organisations who we may need to disclose information to include:

- Local Authority
- MK Together
- Auditors
- Government Departments (DfE, DoH. TRA etc)
- OfSTED
- DBS Service
- Parents and children attending or potentially attending school

Staff must ensure all professional discussions are held in private away from visitors, pupils and parents, to limit conversation being overheard. Staff should not commence any discussions whilst waiting to go into a meeting or when walking to a meeting room.

Do not refer to your work in social media, even if you don't mention the school name, people know where you work.

Staff should not respond on behalf of the school unless they are authorised to do so. This includes written, oral, verbal and social media. Any responses from the school must be through the official channels.

### **Appointment and Management of staff**

All appointments are made subject to safer recruitment protocols, (see the Safer Recruitment Policy). All appointments are based on ability of the candidate to do the job and the best fit to the existing team.

Members of staff must not be confirmed in an appointment where they are related to an applicant or have a close personal relationship with him or her without declaring it at the application stage. If members of the same family or within a relationship are employed within the school, the school will ensure they are never working on their own together with children or in a line management relationship.

Any relationship that develops subsequently must be reported to the headteacher who will risk assess the situation. A decision will be made about the safety of the situation and whether a full investigation needs to be initiated.

### **Supply teacher Information**

For planned absences of several days, cover will be by a qualified teacher if at all possible. In emergencies other arrangements will need to be made in consultation with staff involved.

HLTAs and SCTAs may well be allocated to classes in the event of teacher absence. Staff are reminded that copies of planning should be left available and work related to targets should be on hand for emergencies.

The year manager or deputy year manager will brief the supply teacher regarding specific class arrangements, and will be available to offer support when needed.

Alongside Information Sheet the following should be available:

- All planning
- Any class books and any pupil group arrangements
- Photocopying
- A copy of the Behaviour Policy

Supply teachers should leave notes as to the curriculum followed that day, with any work marked. They should be shown the class information folder on the back of the teacher's cupboard door so they are aware of everything they need to be regarding the children in the class.

The year manager or deputy year manager will meet with the supply teacher at the end of the day/half day to discuss the day.

### **Activities outside School**

Staff are permitted to take on additional work or to volunteer with other organisations who have contact with children (i.e. football club, scouts or guides, faith groups etc.) They must not take on any work or be involved in any activity that conflicts with the school's interests or damages the school's interests or reputation. If in doubt, please ask the head teacher. This should be declared on the pecuniary interest form.

Staff must notify the school of any work undertaken (whether paid or voluntary) where they work with children. This should be done on the pecuniary interest form. The school would be required to disclose this information to the Local Authority Designated Officer (LADO), in the event of there being concerns about the individual having contact with children.

### **Conflict of Interest**

A member of staff, who believes that she or he is in a situation that may cause a conflict of interest, should discuss their situation with the headteacher.

A non-declaration may be considered misconduct.

Any financial/pecuniary interest to the employee may be seen as gross misconduct.

Where there is a likelihood of dismissal for inappropriate personal interest, it is the responsibility of the school to demonstrate that there is a genuine financial risk or reputational risk in continuing to employ the employee in the same capacity. An investigation will be necessary before beginning such a course of action. Below are further examples of what constitutes personal interest:

- Staff who tutor privately may not tutor a child attending the school.
- Staff must declare any other work or volunteering they engage in outside of school.
- Members of staff must exercise fairness and impartiality when dealing with all parents, pupils, customers, suppliers, other contractors and sub-contractors and no part of the local community should be discriminated against.
- Members of staff who have access to confidential information on tenders or costs for either internal or external contractors must not disclose that information to any unauthorised party or organisation.
- Members of staff, who engage or supervise contractors or have any other official relationship with contractors and have previously had or currently have a private or domestic relationship with them, must declare that relationship to the headteacher.

Members of staff must also declare an interest where:

- An employee has membership of any organisation not open to the public without formal membership and commitment of allegiance and which has secrecy about rules, membership or conduct.
  - Where an employee allocates school places to an acquaintance or relative

- A Register of Pecuniary Interest must be signed annually by all staff and governors.
- Staff are required to disclose any names (since birth) they have been known by not previously disclosed.

## **Staff Requirements**

### **Personal behaviour**

The school believes in treating all members of staff with respect and trust in a mature, respectful and considerate manner and expects the same approach from members of staff.

Staff are expected to be part of a supportive team, everyone fulfilling their role and sharing the workload.

Staff will not speak or write maliciously about parents, children, other staff member or anyone they have contact with because of their employment in school.

Keep professional and personal life separate particularly when it is linked with social media or messaging systems.

The school expects members of staff to respect the school's property, other members of staff and their property, suppliers and the public at all times.

Staff are expected to demonstrate the characteristics they are trying to inspire in pupils. Failure to observe the standards of behaviour expected breaks the bond of trust that is fundamental to the employer/employee relationship and may lead to disciplinary action.

The Discipline Policy will be initiated where any employee is found to be in breach of this policy. If an employee is found guilty of gross misconduct, he or she may face dismissal.

### **Absence from work**

All leave should be approved prior to it being taken. This includes parental leave, special leave, etc. Failure to notify absence is unauthorised absence.

Staff who are unwell and unable to come to work should follow this procedure:

Contact deputy headteacher on **07877 649795** (work) or **07749 115152\*** (personal) followed by their **year manager/line manager as appropriate (\*please do not give this number to anyone else)**, between **7am and 7.30am**. In case of not being able to contact the deputy headteacher, then the headteacher **must** be contacted on **07877 660108** (work) or **07803 804194** (personal) as well as the line manager. This still applies when the deputy headteacher is away from school for co-ordination purposes.

- The member of staff who is unwell must inform the deputy headteacher their

intended plans for the initial day of illness. If absence is for a longer period of time, then this will be organised by the year manager/deputy year manager.

- Deputy headteacher will arrange cover and inform the relevant staff.
- **You must inform the school by 2pm** on the day of your absence, if you plan to return the following day or if your absence is to continue. **This is your responsibility to do so.**
- If the absence continues please keep the school informed as to your likely return date. **This is your responsibility to do so.**

Staff should self-certificate for up to five working days, seven including weekends, after which they will need a certificate from their doctor.

On returning to work, after a length of absence longer than 5 consecutive days, a 'Return to work' meeting will be held with the headteacher and personnel manager.

Extended periods of absence, continuing illness or any other medical complaint or perceived medical complaint (in the opinion of the headteacher) will be referred to Occupational Health.

An extended period will be absence leave which exceeds 5% of working period i.e.: 2 weeks, based on a 39-week year.

Copies of timetables and weekly plans should be left accessible in the event of someone covering the class.

Staff should be familiar with the school's Health and Attendance Policy.

### **Poor timekeeping/Away from school**

Staff have a 'duty of care' and must be punctual, we expect staff to be on site and ready to perform timetable commitments. This means being in the place you are due to start work at the time stated on your contract, not tagging the door at this time.

Members of staff must inform their line manager of their whereabouts and expected time of return when out of school e.g. off-site meetings/visits etc. For health and safety reasons, staff must sign out and in if they are away from school for part of the day.

### **Leave of Absence (see leave of absence policy)**

The headteacher and Chair of Governors, will use their discretion to agree short periods of absence in exceptional circumstances.

Those likely to be agreed with pay might include:

- Close family bereavement
- Exam leave
- Family funerals

The limit of 5 discretionary days will be applied in any one year.

Longer periods of absence need to be agreed by the whole governing body.



Holidays for staff will **not** normally be granted in term time, unless this is written in your contract.

### **Medical Appointments**

Appointments during your PPA time can take place with advance permission by the headteacher. Your PPA will not be paid back though. Emergency appointments are at the discretion of the headteacher.

Routine medical/dental appointments should be taken outside school hours. Hospital/specialist appointments, paid leave of absence will be given should the appointment fall at a time when the individual would normally be working. This does not apply to medical appointments for treatment of children or other relatives.

Support staff must use time off in lieu (TOIL) for such appointments.

For any other appointment in working time, staff will be required to use lieu time, make up the time or take annual leave by agreement with the headteacher.

### **Negligence**

Negligence arises from failure by the employee to exercise reasonable care in his or her work. Members of staff must not cause loss or damage through carelessness, negligence, a reckless act or breach of instructions. It is only a disciplinary offence if the individual is personally responsible.

### **Refusal to obey a reasonable instruction**

Staff are expected to carry out reasonable instructions. In circumstances where an employee refuses to obey a reasonable instruction, it will be necessary to investigate the situation and depending on the outcome of an investigation it may result in disciplinary action.

Staff may not always agree with leadership decisions however they are expected to fulfil and support them unless it is a whistleblowing situation.

Everybody will struggle at times, staff should feel confident in asking for help and support.

### **Matters of Conscience**

If an employee believes he or she is being asked to act in a way which is illegal, improper, unethical, or in breach of the school's conventions, which may involve possible maladministration, he or she should refer to their headteacher or to the Whistleblowing Policy. This can be through the internal procedure as detailed in the Whistleblowing Policy or directly to the NSPCC Whistleblowing helpline.

If an employee is aware, or has evidence of illegal, improper or abusive behaviour of another employee they should refer to the headteacher or Chair of Governors.

If an employee is aware, or has evidence of potential abusive behaviour of another employee towards a pupil, they should notify the headteacher immediately if the allegation is against the head teacher, they should bring refer to the Safeguarding Governor.

Any failure to pass on these concerns could result in disciplinary action.

Staff must not allow allegations made by a child to go unchallenged, unrecorded or ignored.

### **Social behaviour**

Members of staff should be aware of the following expected standards of behaviour when attending work related events in and outside work time where attendance could be seen as representing the school:

- The Conduct and Personal Behaviour Policy will still apply e.g. regarding drug/alcohol abuse, harassment and discrimination.
- Consideration and respect for others.
- Those in a position of management/supervision should not behave in any way that could undermine their position.
- The School should always be seen in a favourable way by the public.

Members of staff using private vehicles for School business must ensure:

- The vehicle is road worthy and complies with Road traffic/Transport regulations.
- They are licensed to drive the vehicle, undergoing an additional test (such as minibus test) if necessary.
- They do not drive under the influence of drink/drugs or where there is ill health that may impair their ability to drive the vehicle safely.
- They have the business insurance that covers them to drive the vehicle for business purposes.
- They have the correct categories on their licence to drive the vehicle i.e D1 for minibus driver
- They declare any offences that has resulted in points/ or is likely to incur points on their licence,
- They abide by the current Road Traffic/Transport Regulations.
- They complete the insurance form at work with Finance and Resources Manager

Note that the school has a Motor Insurance Policy which provides 'Business Use' cover for staff and volunteers subject to certain conditions.

### **Dress and Appearance**

Dress and appearance are matters of personal choice and self-expression. However, staff should consider the manner of dress and appearance appropriate to their professional role which may be different to that adopted in their personal life. Staff should ensure they are dressed decently, safely and appropriately for the tasks they

undertake. The headteacher will monitor staff dress and speak to those whom she deems to be dressing inappropriately.

Staff should always be appropriately covered and supported.

No blue denim trousers or jeans, unless is it 'Dress down Friday'. Trousers should be smart and professional.

Dresses, skirts and shorts should be a reasonable length.

Items displaying slogans and pictures should not promote a particular religious or political view or contain wording or images that may be offensive.

On non-uniform days, dress should be casual but smart.

Staff do not have facilities to change for PE, so clothing should be appropriate for the whole day – trainers, smart tracksuit and top.

Footwear should be comfortable and appropriate to activities being undertaken.

When swimming with the children, staff need to wear shorts and a t-shirt which covers them.

Articles displaying the school logo should only be worn in school and when travelling to and from school. They should not be worn to the pub or to socialise out of school events.

**Online Dress** – Staff should follow the same guidelines if they are delivering training virtually. Dress should be smart/casual and should not include the wearing of pyjamas, swimming costumes or any skimpy clothing.

## **Relationships**

Members of staff should always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within the community.

Any personal relationship between staff members should be disclosed to the headteacher, this is to ensure that staff are not put in a position of working solely with a partner/relative if an allegation is made.

Any member of staff who has an existing relationship/friendship with a parent of a child in school, must declare this.

Staff should not show favouritism or pay particular attention to one child.

Sexual relationships or inappropriate relationships with anyone under the age of 18 in your care will be treated as an abuse of trust and dealt with through disciplinary procedures and legal processes.

Staff must never engage in rough, physical or sexual provocative games or allow or engage in any form of inappropriate touching or physical abuse.

## **Management of School**

### **Arrival and Departure**

All staff should be in school in good time to be prepared for the day. All staff are required to sign in using their tag at the front door. They must also tag out at the end of the day.

Staff should see the children into the classroom at the start of the day and verbally welcome each child personally.

They should also make sure the children sanitise their hands before coming into the cloakroom. Teaching assistants should be in the class they are allocated to at their contracted start time to ensure children are settled for the start of the day while the class teacher is completing interventions with the children. A member of SLT will be outside at the school gates at the start and end of the school day.

### **Assemblies**

In compliance with statutory requirements, assemblies are held every day. These are expected to include a reflection or prayer and follow the agreed theme for that particular week.

### **Playground Duties**

All staff should take note of the duty rota displayed in the staffroom. Any clash with courses or other events requires staff to rearrange/swap cover.

### Before School

- At 8:40am staff should unlock doors and welcome children/parents.
- Between 8.40am and 8.50am, registers should be taken promptly.
- Children arrive at 8.40am. The door will be kept open until 8.50am. After this time, the door will close and the children will be marked as late.
- Pupils arriving after 8.51am must enter by the main entrance and sign in using the electronic system.

### Morning Break

- Duty staff must be on the playground, promptly, at 10am and 10.15am.
- The class teacher should meet the children on the playground unless other arrangements are in place. If other arrangements have been made then they must be in class ready to welcome the children back in unless it is your PPA time.

- The end of break will be signalled by a whistle being blown – children should stand still quietly.
- On hearing the second whistle, children will move to the agreed place promptly.
- The children in their classes, will walk into school sensibly and quietly.
- This process will be repeated at lunchtime.

### Lunchtime

- See Lunchtime Procedures.

### **Attendance, Lates & Registers**

The office is responsible for monitoring daily pupil attendance.

Staff are required to:

Take registers (am and pm), using the management information system (SIMS) in the classroom. These must be completed by 8.55am and 1.20pm promptly.

Latecomers are registered at the main office using the electronic system. Marks are automatically transferred to SIMS.

Office staff will start contacting parents regarding absence at 8.55am to establish the whereabouts of the child.

Consistent breaches will be informed to the headteacher.

Teachers will inform the pastoral team over any concerns they have regarding children in their class or any patterns of absence (or lates) they may observe.

### **Timetables**

A class timetable should be displayed in each classroom. Copies of all room timetables are kept in the staffroom in a folder.

In September, the timetables will have set lessons on them. These are not to be amended without consultation with the headteacher. Any clashes must be brought to the attention of the headteacher. The rest of the timetable will be organised within year teams.

The timetable for the day should be displayed on the class whiteboard so all children know what is happening during the day.

### **INSET Days**

INSET days are agreed at the beginning of the school year. School based INSET will reflect the needs of the school, as indicated in the SDP. TAs are contracted to work 38 weeks per year and as such are not required to attend any INSET based training. However, TAs are always welcome to attend any INSET training or staff meetings. All staff are expected to attend annual safeguarding training, usually on an INSET day,

and may claim TOIL or overtime to do so. Some INSET may take the form of clusters of schools, or using external advisory support

### **Daily Procedure**

Office staff sign children arriving late using electronic system at reception.

Pupil administration manager will check absences and contact parents of those without reasons for absence provided. If there is any reason why the calls cannot be made, SLT will be informed.

Names of children whose parents are not supporting the system will be identified by the pupil administration manager and passed to the family support workers and headteacher.

IF THE CHILD IS ON THE CHILD PROTECTION REGISTER AND WE ARE UNABLE TO CONTACT IN THE MORNING, THE SOCIAL WORKER INVOLVED IN THE CASE WILL BE INFORMED.

### **Family Holidays during term time**

Pupils will not be granted authorised holidays during the school year. It will be logged as an unauthorised absence. If families consistently take holidays during term time, then the headteacher will escalate this further.

### **Communication**

The headteacher is usually in school by 7.30am on Monday to Wednesday and 8am Thursday and Friday. With the exception of meetings etc, will be present until about 5pm Monday – Wednesday and 4pm Thursday and Friday. Day-to-day matters can be taken to Year Managers or the member of SLT who is on duty that day, so they can be dealt with quickly. If, staff wish to discuss something at length with the headteacher please arrange a mutually convenient time. In the absence of the headteacher, please see the deputy headteacher.

Staff must keep aware of upcoming events and regularly check any changes. A school calendar of events will be available through *Outlook* throughout the academic year and will be updated regularly. It is your responsibility to check this. If you do not have access to it via *Outlook*, it will also be displayed on the communications board in the staffroom.

Staff must inform the headteacher or deputy headteacher via email of any school events. If this does not happen, the event will not take place.

Coffee and Comms will take place at 8.30am on a Friday morning. All messages need to be with SLT by Thursday at 6pm

A 'What's on next week' bulletin and cover arrangements are posted on the staff room communications board **and should be amended** as necessary during the week. Staff must read and act upon the information.

Please check with the deputy headteacher before making any arrangements for training, meetings etc, before making a final decision.

All staff must check their pigeon hole and empty daily. Pigeon holes must not be used for personal information or storage.

**Staff MUST check their email every day, as information will be sent out via email.**

All requests for cover should be written on the pink cover slip and put in the cover box located in the deputy headteacher's office by the Wednesday of the previous week or earlier if possible.

### **Meetings**

Staff are expected to attend at least one staff meeting (this may be virtually) and one planning meeting per week. Items for inclusion on the agenda should be discussed with the headteacher/deputy headteacher prior to the meeting. Staff meetings finish by 4.30pm at the latest, as long as everyone is on time.

### **Letters to Parents**

All letters sent home to parents must be seen by the headteacher or deputy headteacher before forwarding to the office team.

A copy of every letter sent home is filed by the office **and will usually be placed on the school website**. There is an expectation that, where possible, parents are given 2 weeks' notice of any changes happening within school. Any letter announcing trips should normally give at least a half term's notice to allow parents time to organise funding. Letters regarding fixtures or other events must be given out with 2 weeks' notice.

Letters should be distributed to the classes before or immediately after lunch.

Letters home should be in Arial font, size 12.

### **Liaison with Parents**

Each term the year manager sends out an information newsletter outlining key dates for the term ahead. It will inform parents of PE and Library days, explain homework expectations and any special events for the term. Parent webs can be found on the school website.

Face to face parents meetings will take place in the autumn term.

A virtual parents evening/phone call during the spring term.

A written report is sent home in the summer term. If there is a need, a parent may request a specific appointment to discuss it.

### **Staff Commitments expectations**

Staff involvement is expected at certain events. Please see the day to day document for directed time.

### **Expectations for pupils**

We expect children to pay attention to all school rules and to co-operate with staff. Pupils are taught to ask for help and support when they need it.

### **Uniform**

We expect children to wear full uniform. Senior leaders and class teachers have the responsibility to check children are dressed correctly.

Children should adhere to the same rules whether face to face education or if it is delivered virtually.

Details of our uniform are on the school website.

Jumpers/cardigans should either be worn or not. These should never be tied around a child's waist/neck. Fleeces can be worn inside school during the colder months due to the windows being open. Children can wear base layers under their school uniform. Footwear should be black and, in the summer, no sandals should be worn. There may be exceptions for children who have a SEN need.

Currently when children have PE, will come to school PE ready.

Every child must wear appropriate PE kit as listed on the school website. It is the responsibility of the adult teaching PE that day to remind any children without the correct PE kit what the expectations are. The headteacher should be informed of any children who continuously have the incorrect PE kit so this can be addressed with the parent/carer.

If children do not bring in PE kit they must still do PE as far as they are able. Outer clothing and shoes can be removed, and activities restricted.

Staff who are taking PE lessons should dress smartly, appropriately and modestly. Children should not wear jewellery to school (which includes body piercing).

Sensible watches may be worn, but they are the responsibility of the child concerned. The school cannot accept responsibility for the loss or damage to personal belongings.

No smart watches are permitted.



Children with pierced ears may only wear one small plain metal stud per ear and parents of pupils with pierced ears take responsibility for their loss and any damage they may cause to their child or another child.

During P.E. lessons, all children will be required to remove their studs for reasons of Health and Safety. It is no longer acceptable for children to tape over their earrings. Children who cannot remove their earrings will not be able to take part in PE lessons.

Jewellery or clothing worn for cultural or religious reasons should be dealt with sensitively on a case by case basis.

### **Children's Medical Needs**

First Aid and medical needs will be administered from the medical room, unless it has been closed off due to a COVID-19 incident. If this happens the Sanctuary will be used instead and all day to day medicine will be kept in the stock cupboard which can be locked and in the fridge in the headteacher's office.

Only authorised staff may administer medicine. It must be prescribed by a doctor. It must have the child's name on it and be in date.

Should pupils require such medication during the school day the correct procedure must be followed and the appropriate forms completed before any administration of medicines. These are in main reception and are also available on our website.

The medical LSA will advise and has access to the appropriate forms. **If in doubt, ask.** Each year, staff will be trained in the administration of Epi-pens and the signs and symptoms of asthma. This is a precaution against allergic reactions and prescribed emergency medication.

Staff must familiarise themselves with the needs of specific children and this information can be found as listed on the medical board in the medical room, in the medical folder located in the staffroom and in the medical information in your class folder along with the SEND documents. The folder should be kept on the back of the teacher's cupboard door.

Should a child become ill during the school day a second opinion must be sought from a member of the senior team before parents are contacted. It is then the responsibility of the Medical LSA (or office team in her absence) to make sure the child is collected by an appropriate adult and then signed out using the electronic system.

During any absence of the medical LSA, it is the duty of all staff to cover the absence. See Covid-19 section for further guidance.

## **Headlice**

Parents are regularly reminded of the need to be vigilant about headlice. If pupils are seen to have headlice in school (staff should not actively check hair) parents of the child will be notified privately.

The school office has letters to send home via ParentMail to year groups if there is a more general outbreak.

## **Intimate Care**

Staff should not do things of a personal nature for children or vulnerable adults that they can do for themselves. Intimate can only be undertaken by staff who are known to the child. Staff must have an enhanced DBS with barred list check.

Temporary staff must never undertake intimate care. Intimate care must only be undertaken by staff authorised to do so, modesty of the child should be observed, whilst ensuring the staff member is not open to false allegations. You must read the Intimate Care policy before doing this. All intimate care must be recorded either on CPOMS or on the clipboard in the accessibility toilet.

## **Staff information**

Some staff, as part of their role, within the school will have access to personal records, single central record and personnel files. Someone may accidentally overhear a conversation involving another staff member.

Staff will not disclose this information to anyone unless it is a requirement of their role.

As a school we will ensure that all personal information for staff, pupils and their families is stored securely and safely and shared only when it is necessary to do so. Safeguarding allegations made against staff, are recorded, and kept according to data protection 2018 guidance.

- Information relating to staff/pupils/public must not be disclosed either orally or in writing to unauthorised persons.
- Information relating to pupils/public must not be given over the telephone unless the caller has given details of their right to ask for such information. Members of staff should check on the caller's right to information by obtaining their telephone number and calling back to check their identity or by asking for a written request for information.
- Confidential matters relating to staff/pupils/public should not be discussed in areas where they may be heard by passers-by, i.e. corridors, reception, staff room, etc.
- Any breach of confidentiality may be regarded as misconduct and be subject to disciplinary action.
- Any information sent by email must be password protected or sent via an encrypted system.

## **Financial Procedures**

Only orders written on Loughton School purchase order forms or petty cash forms, approved by the headteacher can be actioned by the finance team.

All areas of the forms must be completed fully & correctly. **No purchases can be made without being signed off. If you do so, you may not be reimbursed.**

Finance team to enter onto Financial Management System (FMS).

Headteacher has final authorisation.

The finance team will place the order with the supplier either by email or phone.

### **Cash**

Any money brought into school must be in an envelope, marked with the child's name, class name and payment details. It should be collected by an LSA from the class, logged on the form in the register and then sent to the office team for processing.

### **Charging Procedure**

The Governing Body has agreed the following charging policy, in line with requirements of the 1988 education act:

- That where activities take place in school session times, parents are invited to make a voluntary contribution towards the cost of the activity on a pro rata basis, but that a pupil should not be debarred from participating in the activity in the event of parents failing to contribute.
- Activities taking place outside school times may have charges levied where appropriate.
- Any application for full or part remission of charges will be considered by the headteacher and/or the Governing Body. The school reserves the right to cancel activities where insufficient funding through voluntary contributions occurs.
- That parents be required to meet the cost of breakages, damages or loss as a result of the actions of their child. Such charges will be made at the discretion of the headteacher and/or Governing Body.

### **Gifts and Hospitality**

Often staff will be given small gifts at the end of term from parents and pupils. Staff should not encourage this and should not accept any personal gifts worth more than £25 or any cash gift from pupils and their families, contractors and external suppliers.

Any gifts must be declared to the financial resource manager and recorded.

Members of staff must not accept offers of hospitality unless there is a genuine need to impart information or represent the school in the community. Offers to attend purely social and sporting functions should be accepted only when these are part of the life of the community or where the school should be seen to be represented.

They should be properly authorised and recorded in the Gifts/Hospitality Register held with the financial resource manager.

Under the Prevention of Corruption Acts 1906 and 1916 it is an offence for an employee of a public body in his or her official capacity to accept any gift, inducement

or reward, including hospitality, for showing favour or disfavour to any person or other organisation.

Members of staff must seek permission from the headteacher before accepting such offers and be aware that the offers may have to be returned/refused. When gifts/hospitality must be declined those making the offer should be courteously but firmly informed of the procedures and standards operating within the school.

No one working for, employed by, or providing services on behalf of the school is to make, or encourage another to make any personal gain out of its activities in any way. Any person becoming aware of a personal gain being made at the expense of the school, contractors or the public should follow the Whistleblowing Policy.

The acceptance of gifts and hospitality may be a subject of criticism placing the school in a position that it has to defend such action. Consequently, it is essential that all details of gifts and hospitality (except small tokens by children or parents as detailed above) be recorded in the Gifts/Hospitality Register.

### **Sponsorship – Receiving**

Governors will be consulted on any organisation wishing to offer significant sponsorship to a school activity. Care must be taken when dealing with contractors or potential contractors to ensure that they are not being favoured because of the sponsorship.

### **Fraud and Corruption**

An employee who commits a fraudulent act is liable to disciplinary action, which may include dismissal and possible criminal prosecution even for a first offence. Fraud is defined as any manipulation of an accounting system or supply system to enable public money or material to be misappropriated.

It may also involve false information being given during recruitment or qualifications not being as stated

Members of staff involved in the investigation of alleged fraud may be required to sign an additional code of conduct relating to their specific duties.

### **Private use of official facilities**

Staff are not to use official stationery/equipment for private purposes and must not carry out private correspondence during working time unless this has been agreed by the headteacher (break time is exempt).

The use of mobile phone and accessing e-mails, social networking sites etc. for personal use must take place outside lesson and duty time and in a place away from the children e.g. staff rooms.

During lesson time, mobile phones must be switched off and locked away. Any watches or devices that can receive calls or texts must be placed on flight mode. Emergency calls should be directed through reception.

Staff have signed the Device Declaration Agreement for the use of devices at home. This is stored in the IT manager's office.

### **Reporting of Arrests, Prosecutions, unsuitability to work with children etc.**

Members of staff must report to the headteacher details of any arrest or criminal conviction or caution made against them by the police (except for minor traffic offences, i.e. where they do not mean imprisonment or suspension of his or her driving licence), where the offence is also a breach of discipline and/or may have a direct impact on the employee's job, or where it calls into question their suitability to work with children.

### **Reporting of previous names known by**

All new staff appointed will be asked to produce their birth certificate, as part of the identification process. In addition, any name changes since birth, must be supported by the relevant documentation i.e. birth certificate, marriage certificate, decree absolute, deed poll. Any change of name must be identified and must be checked when a DBS is undertaken. Existing staff will be asked to sign a declaration, stating that they have not been known by any other name not previously disclosed.

### **False Statements**

Staff must not make any false statement e.g. on subsistence/mileage claims, etc. Where there is evidence of an employee submitting such claims, he or she will be liable to disciplinary action and/or prosecution under the Theft Act 1968.

Staff who witness or are made aware of misconduct i.e. a fraudulent activity, inappropriate behaviour or conduct; have a duty to report such an incident. See also – the Whistleblowing Policy.

### **Abuse of the e-mail/internet/social networking sites**

We will not accept any abuse of school email/internet/social networking sites or telephones. Such behaviour may result in disciplinary action.

We monitor and filter all internet access by pupils and staff, using school internet and devices for downloading, sending or accessing of offensive material is not acceptable. Threatening, obscene or harassing messages including chain e-mails will initiate an investigation and possible disciplinary action.

### **Use of personal phone**

Staff should not use their personal mobile phone to contact parents or pupils. School devices should be used. Occasionally in the event of an emergency, staff may have to use a personal device. They must ensure that they block their number, so parents

cannot phone them on the number. They must also declare this and report it to the DSL. The DSL will ensure that this is recorded.

## **Environment**

### **Health & Safety**

Members of staff also have a duty to familiarise themselves with all the safety regulations that apply to their job and the area in which they work,

All staff will receive a briefing from the H&S Co-ordinator.

Stuart Cox (senior operations manager) is our Health and Safety Lead, and Rebekah Green in his absence. The Health and Safety Policy is available from the senior operations manager. Geoff Twiselton is the governor responsible for Health and Safety.

### **Repairs and Maintenance**

Staff must report any matters you feel need attention to the senior operations manager via email, stating in the subject line 'issue: projector HB1' for example. If a health and safety emergency occurs, for example a leak in the toilets, please verbally contact using the radios. The senior operations manager will check any requests on a regular basis.

Staff should ensure that the area is safe and free of hazards before leaving.

### **Security**

Staff must be constantly vigilant. If you see anyone wandering around the school, ask if you can 'help' them. Do not assume they have legitimate business in the school. All visitors to the school should wear the self-adhesive identity labels produced from the electronic signing in system.

Green lanyards are worn by school staff, orange lanyards are worn by governors. Red lanyards are worn by one-off visitors who do not have a DBS check.

ALL visitors are expected to report to the office, to sign in electronically, but it is possible that at times, not all offices are staffed.

Do not leave valuables where they can easily be taken. Money should not be left in desks and tins in classrooms, but sent to the office. Please ensure all exterior doors are closed and locked behind you.

Measures are in place to keep the pupils, staff and premises as safe as possible. However, it is up to every individual to be aware and alert to their safety and the safety of others.

The senior operations manager is responsible for the security of the building at the end of the school day until 5.30pm Monday to Thursday and 5pm on Friday. After this time, the responsibility is with the members of staff who have chosen to stay on site.

At the end of the school day staff should, for their own safety, ensure that all outside doors are closed and locked.

Staff should ensure they switch off all electrical appliances and lights at the end of the day.

If staff choose to be in school on their own, they must adopt appropriate Lone Person Working Policy.

### **Children leaving classrooms**

It is essential that you know the whereabouts of the children in your care at all times. Children must seek permission from their teacher, before they leave the classroom. No children should ever be left alone in a classroom or any other area unsupervised.

If a teacher needs to leave the room, then the teacher next door, an LSA or any other member of staff should be asked to watch the class while you leave the room.

At break times, no children should be left unsupervised inside or outside school.

**It is the duty and obligation of every member of staff, no matter what their designation, to ensure the safety of all pupils at all times.**

### **Fire and Lockdown**

Practice drills will take place at least termly. Notice will be given to allow staff to discuss and practise a drill before the event. Routes and procedures are displayed in each classroom. Class teachers must ensure this information is clearly displayed and any torn or scruffy notices are replaced.

New children or adults in your class must be acquainted with routes and procedures.

Teachers must be aware of Personal Evacuation Plans for specific pupils.

### **Washing of hands**

Children and staff are both encouraged to wash hands regularly.

### **Drinking Water**

We encourage pupils to keep hydrated during the school day and recommend each child bring a named water bottle, daily. All classes have access to mains water taps and water bottles should be refilled as required. Children should not fill bottles from taps located in toilet areas.

## **Online Teaching**

In the event that Loughton School is required to move to online training, a number of issues must be kept in mind.

- A risk assessment must be undertaken considering all risks and how to minimise them.
- A clear agreement must be put in place, setting standards for online teaching for both staff and pupil.
- Appropriate dress must be maintained at all times online
- Cameras and microphone must be turned on
- The teacher must act as moderator for session
- The background must not allow the location of the teacher to be identified. Use a background wallpaper or school logo as background.
- All virtual sessions must be undertaken in an open space i.e living room or kitchen. The bedroom is not appropriate
- Recording of the session should only be undertaken with express permission of parent, student and teacher.
- Any unauthorised recording, the teacher must shut the session down immediately.
- All online sessions must be timetabled and approved beforehand
- DSL or SLT must have ability to drop in to a session without notice
- Materials must be checked before use and any videos and resources used must be age appropriate and suitable for level of maturity.
- Teacher must check that the relevant filter is turned on, whilst being aware that the child's actions may not be as well monitored as they would be in school.
- Teacher must be aware that the filters set up on a home system are likely to not be as stringent as the school filter system.

## **Safeguarding yourself**

It is the responsibility of all staff to safeguard yourself in all situations. Allegations made against you by a child could lead to further investigations which means you may not be allowed on site during this time. In the worst-case scenario, you would be suspended.

Following the rules below will offer you a measure of protection.

- No photographs of children to be taken on a personal device
- Children should not be lifted up/carried unless in an emergency under the direction of a member of the safeguarding team
- Children should not sit on adults' laps
- Personal information i.e. telephone numbers should not be shared with parents/carers or children
- No child should be transported in a staff member's car or taken off site without 2 members of staff present
- Be careful who you connect with on any social media



- A child should never be restrained without a current Team Teach certificate. However, there may be an incident whereby the DSL or deputy DSLs may be seen to guide a child.
- Private tutoring of current children at Loughton School should not take place.
- Be careful who you socialise with outside of school (i.e. if the child attends our school and is not the child of a member of staff)
- Staff who have children attending the school need to be careful about arranging 'playdates' and parties at their house if they are inviting children from the school. This is not to say they cannot take place, but it would be in your best interest to let the head teacher know in case there are any repercussions.

### **Uses of images of children**

In line with the Data Protection Act and the Human Rights Act, we ask for parental consent when using children's photograph/video/internet/webcam images.

We would not use a child's full name simultaneously with their image at any time.

Parents are entitled to take videos or photographs of school productions and similar events, since, as individuals; parents are covered by a data protection exemption.

However, any such photographs or videos must be taken for personal use only and not put on the web/internet as in so doing, Data Protection legislation is likely to be contravened.

Once a child has left the school, all photos of that child will be removed from the school system in line with GDPR. In special cases, parental permission will be sought to keep any images.

### **Usage of DVD/Video in School**

Any video or DVD shown in school must be certified as "U" - Universal. If you would like to show a PG film, headteacher's or deputy headteacher's permission must be sought first followed by parental permission if granted.

### **Support for Staff**

The school actively encourages development and support for all staff.

We offer opportunities to improve subject knowledge and teaching skills by participating in continuing professional development.

Staff are responsible for their own health and well-being to avoid absence and must speak to the headteacher if feeling overwhelmed so support can be sought quickly.

We encourage you speak to the headteacher openly and honestly if there are any issues as soon as they arise so these can be addressed promptly.

Courses are advertised, discuss your needs with Charlie McNeaney, academic lead.

These must reflect the SDP priorities or your own performance management targets.

Staff should discuss any problems or concerns professionally and promptly with a member of the senior team, who will be able to help.

It is important that staff acknowledge when they require assistance and accept help graciously.

### **Home Visits**

There will be occasions when a home visit is appropriate and necessary. All home visits must be authorised by the headteacher.

- Staff must be clear of the purpose of the visit
- Staff must ensure that expectations are reasonable
- Staff must not enter the home, when parent is not present unless in an emergency.
- Any aggression or violence from family is unacceptable, the home visit should be terminated immediately and report given to manager .
- All interactions must be recorded on the CP file, including observations, responses and any concerns addressed.
- Meeting should only take place in a public area such as living room or kitchen. Staff should not be in child's bedroom
- Ensure a translator is available if needed.

### **Smoking**

Smoking is prohibited throughout the school and on its grounds. Smokers will be required to go off grounds, out of sight of pupils.

### **Alcohol/drugs**

Members of staff must ensure that they are not unfit for duty because of the effects of alcohol or drugs. Staff should be aware of the lasting effects of alcohol and drugs both prescription and illegal and ensure that any consumption of these substances does not impair their ability to discharge their duties.

Staff should be mindful about where they drink, avoiding the local area if possible.

### **Alcohol and Drugs Misuse**

Early identification of alcohol or drug problem and taking appropriate action will minimise the effect of the problem on the school and other members of staff and may also help reduce any stress experienced by the individual. The school has a duty to support the staff member and help them access the support that may be needed.

There may well be a feeling of shame or fear of reprisals, particularly if they are taking illegal drugs.

There is no single symptom of an alcohol or drug problem. The presence of any or some of the following may indicate one (unless the employee is suffering from an undisclosed illness/disability):

### **Absenteeism**

- Excessive sick leave, frequent and unexplained absences and lateness
- Frequent Monday and/or Friday absences
- Excessive lateness especially on Monday
- Leaving work early
- Frequent visits to the cloakroom
- Unexplained absence from post

### **High rate of accidents**

- Frequent accidents at work resulting in injury and/or damage to equipment
- Accidents away from work

### **Poor work performance**

- Difficulty in concentrating
- Taking longer than usual to do tasks
- Having an erratic work pattern
- Difficulty in recalling conversations, instructions or details
- Sticking to routine tasks and avoiding complex ones
- Frequent mistakes
- Improbable excuses for poor work
- Telling lies about performance
- Bad decision making
- Reluctance to accept responsibility

### **Change in personality and behaviour**

- Anxiety or depression
- Irritability or Lethargy
- Mood swings
- A tendency to blame others or be over-sensitivity to criticism
- Problems relating to colleagues
- Avoiding company
- Changes in attitude to authority

### **Additional signs**

- Smelling of alcohol at work
- Intoxicated at work (slurred speech, unsteadiness)
- Bloodshot eyes
- Shaky hands
- Poor personal hygiene and unkempt appearance
- Frequent borrowing of money
- Loss of driving licence through drink driving

The above is only a guideline. Members of the Senior Leadership Team (SLT) must investigate and not make assumptions as similar symptoms may occur in some illnesses. When in doubt SMT staff are advised to contact their HR Provider.

SLT staff will encourage members of staff to seek help as soon as a problem is identified. The most appropriate action needs to be considered in a confidential meeting with the individual (he/she may be accompanied by either a friend or union representative).

The meeting will need to be handled sensitively and focus on the wish to improve the employee's performance. The purpose should be to encourage the employee to admit there is a problem and explore the cause or reason for the problem.

It is important to establish whether any aspect of the job or stress has made the employee turn to drugs or alcohol.

It should be emphasised that the employee should be encouraged to seek help from a GP or a specialist agency.

Members of staff with a drink or drugs problem should have the same rights to confidentiality and support as they would if they had any other medical condition.

The consequences of continual poor performance need to be underlined if an employee is not ready to admit or refuses to recognise there is a problem. It is important to try and be supportive for as long as possible. However, where there are risks relating to health and safety, transferring the employee may be necessary in the short term.

Where an employee continually fails to reach adequate performance levels and fails to accept help and/or improve then it may result in dismissal, through the fair application of the *Capability Policy*.

### **In the event of another pandemic or major incident e.g Covid-19**

All staff must follow the school risk assessment and any additional rules and guidance put in place by the Senior Leadership team at school, DfE, PHE, DoH government guidance and legislation.

Staff must follow all major incident rules in and outside of school in a positive manner and encourage others, including parents and children, to adhere to the rules.

Staff and pupils will be encouraged to wash hands frequently.

Children and staff showing symptoms should not be attending school and should isolate according to current government guidance.

Assemblies will be held in individual classes, to maintain social distancing.

Parents evening will not be taking place, reports will be sent home at the end of autumn

term instead. Virtual meetings may be held with parents if required.

**Staff MUST check their email every day, as information will be sent out via email due to not being able to meet in big groups.**

### **School Day**

The format during any pandemic is subject to alteration. This will be arranged and organised as and when necessary.

This may be subject to change as additional restrictions and guidance is issued.

Staff with any symptoms must notify the headteacher and seek a test, they should not return until they have had a test. If it is negative, they may return, if not they must isolate according to current Government guidance.

Staff with family who display symptoms are required to quarantine in line with Government guidance, they must notify school asap.

### **Additional Guidance**

The DfE have produced an advisory document called 'Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings'. The governing body have endorsed this guidance and staff are expected to be guided by it. (Located in Head teacher's Office). You must read this document so you are aware of what it says and how to conduct yourself.

The school also expects staff to work to the code of conduct which summarises the standards relating to staff behaviour and conduct.

These underpin the values that we hold as an organisation and reflects the importance we place on keeping children safe.

**I have read and understood the Staff Handbook and Code of Conduct. I agree to work within the principles of these documents.**

**Name**.....

**Signed**.....

**Dated**.....