

# BISHOP'S HATFIELD GIRLS' SCHOOL

## CODE OF CONDUCT FOR EMPLOYEES IN SCHOOLS

<b>Date of last review:</b>	<b>Autumn Term 2018</b>
<b>Date of next review:</b>	<b>Autumn Term 2021</b>
<b>Approved by Governors:</b>	<b>14th November 2018</b>

## **Objective, Scope and Principles**

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school employees are expected to observe. School employees are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to all employees of the school. This Code of Conduct does not form part of any employees' contract of employment.

In addition to this Code of Conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

The Consent Forms at the end of this policy confirm staff commitment to adhere to all aspects of this code.

### **1. Setting an Example**

1. All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore, for example, avoid using inappropriate or offensive language at all times.
2. All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same; staff should always treat each other with respect.
3. All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
4. This Code helps all staff to understand what behaviour is and is not acceptable, regard should also be given to the disciplinary rules set out in the Schools' Disciplinary Policy and Procedure.
5. All staff are expected to familiarise themselves and comply with all school policies and procedures.
6. All staff are expected to subscribe to the school's values and are expected to treat ALL colleagues and pupils with respect, honesty and trust. It is not acceptable to display aggressive or condescending behaviour to any other adult in the school.

### **2. Safeguarding Pupils/Students**

1. Staff have a duty to safeguard pupils/students from physical abuse, sexual abuse, emotional abuse and neglect
2. The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student or colleague to the school's Designated Senior Lead (DSL) for Child Protection.
3. The school's DSL is Adrian Dudley. The Deputy DSL is Melissa Jackson.
4. Staff know how to access the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.

5. Staff should treat children with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.
6. Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.
7. Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

### **3. Relationships with offenders**

3.1 There is a duty to disclose all relationships which may create an enhanced risk to children – cohabitation with a person convicted of a serious offence, irrespective of whether the childcare disqualification by association regulations apply, could create potential for enhanced risk which when disclosed can be risk assessed against.

### **4. Relationships with students**

1. Staff must declare any relationships that they may have with students outside school; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the school is aware of any such connections. A declaration form may be found in Appendix 1 of this document.
2. Relationships with students must be professional at all times, physical relationships with students are not permitted and may lead to a criminal conviction.
3. Encouraging a relationship to develop in a way which may lead to a sexual relationship or any other inappropriate relationship will be viewed as a grave breach of trust.
4. Contact with students must be via school authorised mechanisms and solely for educational purposes. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students.
5. If contacted by a student by an inappropriate route, staff should report the contact to the Headteacher immediately.
6. Behaviour giving rise to concern should also be reported which includes pupils seeking affection, being sexually provocative or exhibiting overly familiar behaviour.

### **5. Pupil/Student Development**

1. Staff must comply with school policies and procedures that support the well-being and development of pupils/students.
2. Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.
3. Staff must follow reasonable instructions that support the development of pupils/students.

### **6. Honesty and Integrity**

1. Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
2. All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing Procedure for schools.
3. Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received.

## **7. Conduct outside Work**

1. Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.
2. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
3. Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance in the school.
4. Forming inappropriate relationships or friendships with children or young people who are pupils or students under the age of 18 at another school/college will be viewed as inappropriate and impact upon the school's ability to trust the member of staff to maintain professional boundaries with pupils at the school.

## **8. E-Safety and Internet Use**

- 8.1 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools' E-Safety and ICT Acceptable Use Policy at all times both inside and outside of work.
- 8.2 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.
- 8.3 Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter students either with their own profile or acting covertly.
- 8.4 Contact with students should only made via the use of school email accounts or telephone equipment when appropriate.

8.5 Photographs/stills or video footage of students should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the school's procedures on school equipment.

## **9. Confidentiality (refer also to GDPR guidelines)**

1. Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.
2. All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter.
3. However, staff have an obligation to share with their line manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.
4. Staff are not allowed to make any comment to the media or through social media channels (eg. in breach of the ICT acceptable use agreement below) about the school, its performance, governance, pupils or parents without written approval. Any media queries should be directed to the Headteacher.

## **10. Dress and Appearance**

1. All staff must dress in a manner that is appropriate to a professional role and promoting a professional image
2. Staff should dress in a manner that is not offensive, revealing or sexually provocative
3. Staff should dress in a manner that is absent from political or other contentious slogans.

## **11. Disciplinary Action**

Staff should be aware that a failure to comply with the Code of Conduct could result in disciplinary action including but not limited to dismissal.

## 12. Compliance

All staff must complete the forms at the end of this policy to confirm they have read, understood and agreed to comply with the Code of Conduct.

### **PROFESSIONAL RESPONSIBILITIES**

When using any form of ICT, including the Internet, in school and outside school

**For your own protection we advise that you:**

- Comply with the ICT Acceptable Use Agreement (signed when accepting the offer of a post at the school).
- Ensure all electronic communication with students, parents, carers, staff and others is compatible with your professional role and in line with school policies.
- Do not talk about your professional role in any capacity when using social media such as Facebook and You Tube.
- Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role.
- Use school ICT systems and resources for all school business. This includes your school email address, school mobile phone and school video camera.
- Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.
- Only take images of students and/or staff for professional purposes, in accordance with school policy and with the knowledge of SLT.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, both in school and outside school, will not bring the school or professional role into disrepute.
- Emails should be checked daily, as a minimum on working days or every other day if one day is particularly busy.
- You have a duty to report any eSafety incident which may impact on you, your professionalism or the school.



# CONSENT FORMS

NAME: \_\_\_\_\_

ROLE: \_\_\_\_\_

COMPANY\*: \_\_\_\_\_

**STAFF / GOVERNOR / ONSITE CONTRACTOR / REGULAR VISITOR**

(please select)

\*If you are an onsite contractor or regular visitor

## EU General Data Protection Regulations

On 25th May 2018, the General Data Protection Regulations (GDPR) came into force in the UK. These are new data protection regulations build upon the Data Protection Act of 1998. The GDPR require public authorities and businesses to identify the lawful basis for storing personal data, audit information we already hold and take a 'data protection by design and default' approach to personal data.

We take data protection very seriously at Bishop's Hatfield. In line with GDPR requirements, we have appointed a Data Protection Officer, Andrew North (Parent Governor) to oversee our approach to data management and protection. He may be contacted on:

**DPO@bishophatfield.herts.sch.uk**

In order to ensure that we comply with the new regulations, we have reviewed our current policies and practices. This pack needs to be read carefully and signed where indicated. This is to confirm that you have read and understood the new policies and consent to your personal data being stored and processed by the school. This is very important as without this consent we will be unable to provide you with services such as access to IT, printing and catering.

The GDPR will also impact the way we share data with parents and carers. The introduction of Go4Schools assessment reporting enables us to provide them with progress information in a compliant manner, and we will be introducing an online approach to updating personal details rather than relying on paper forms.

To learn more about the General Data Protection Regulation, please visit the Information Commissioner's Office website on <http://ico.org.uk>

**PERSONAL INFORMATION**

NAME: -----

ADDRESS: -----

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TELEPHONE NO: -----

MOBILE NO: -----

EMAIL ADDRESS: -----

CAR MAKE: ----- COLOUR: -----

REGISTRATION NO: -----

CAR MAKE: ----- COLOUR: -----

REGISTRATION NO: -----

**EMERGENCY CONTACT INFORMATION**

NAME: -----

(Relationship) -----

TEL. NO. (Work): -----

(Home): -----

(Mobile): -----

The school is required to hold staff personal data for regulatory purposes. However, additional data such as car details, bank details and medical records require consent. This information is obtained through your new starter forms on joining us, subsequent change of details forms (such as change of bank details), medical/sickness documents (eg. sickness forms), minutes of formal meetings and correspondence as well as from this pack.

Additionally, the school has a signing in and out system called Invenry which will retain details of the dates and times that you are on school premises.

All sensitive personal data will be held securely with restricted staff access.

**I consent to the school retaining the above information.**

Signed: .....

Date: .....

## **Staff Biometric System**

At Bishop's we use an electronic system which uses biometric recognition technology to enable you to:

- **Pay for items from our school canteen and café** which offer a wide range of fresh food and drinks. Our Wisepay payment system interfaces with this and will enable you to put funds on your catering account, all new members of staff are provided with a username and password (please contact the Finance Office should you need any support).
- **Print, scan or copy documents** from one of the school's multi-functional printers.

### Notification of intention to process biometric information

The information from you that we wish to use is referred to as "biometric information" and under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify you and obtain the written consent before being able to use this biometric information for an automated system.

### Biometric information and how it will be used

The school would like to take and use information from your fingerprint for the purpose of providing you with the means to pay for items in the canteen and for printing purposes. The automated recognition system will take measurements of a fingerprint and convert this measurement into a code which is stored on the system. It is not possible to create a fingerprint image from the data that is stored.

Bishop's Hatfield Girls' School:

- Cannot use the information for any purpose other than those for which it was originally obtained
- Must ensure that the information is stored securely
- Must tell you what it intends to do with the information
- Cannot disclose personal information to another person/body.

Please note that the school will only share the information with Live Register, our supplier of biometric systems as this is necessary in order to use the system. The data is held securely by the school as required under the General Data Protection Regulations 2018.

### Benefits of the system for catering

- There is no need to carry cash (although cash may be credited to the account using the cash loader if required) and therefore a quicker service
- You can view your account to top up and see what has been purchased
- The canteen is able to better track sales and tailor menus

Please see the FAQ sheet on our website for more information.

### Benefits of the system for printing

- There is no need to type in the full user name and password therefore speeding up printing services

To comply with General Data Protection Regulations 2018 it is essential that the school receive consent to hold this information. Consent may be withdrawn at any time by notifying the school in writing. Please select:

- I give consent to fingerprint information being used as part of an automated biometric system.**

- I do not wish to use the biometric system and request a pincode for catering payments**

Signed: .....

Date: .....

## **Photography Permission**

Occasionally, we may take photographs at our school. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website and on other media platforms. We may also make video, webcam and audio recordings for school-to-school conferences, monitoring, music events or other educational use.

From time to time, our school may be visited by the media who will take photographs or file footage of a visiting dignitary or other high profile event such as charity fund raising or examination results day. Staff, Governors and other regular contractors will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

### **Conditions of use**

1. This consent relates to images being taken during their time at the school. The use of these may continue beyond this period for those images which are in a current publication, on the website or in a display or which are already in the public domain.
2. The school will be responsible for securely storing all the photographic images (stills and video) at all times to prevent misuse, theft etc.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
4. We may include pictures of staff that have been drawn by the pupils.
5. We may use group or class photographs or footage with general labels, such as "a science lesson" or "making Christmas decorations".
6. We will not use the personal details or surname in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without prior consent.

**Do you consent to your name being attached to images?** Yes/No

7. If we name a staff member in the text, we will not use a photograph to accompany the article without specific consent.

**Do you consent to your image being attached to text in communications?** Yes/No

Please select:

- I give permission for images of me to be used as stipulated above.**
- I do not give permission for images of me to be used. I will ensure that I advise any photographer that I am not happy to be included in any photographs or films.**

Signed: .....

Date: .....

The school has external CCTV which is used for security purposes. Whilst your image may be stored for up to one month, there will be no name associated with this. CCTV footage is for internal use with the exception of a security breach or alleged criminal offence in which case this would be referred to the relevant authority.

## **ICT Acceptable Use Agreement**

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff must read this agreement in line with the Online Safety Policy and sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Adrian Dudley (DSL) or Debbie Daniel (Business Manager).

- I will only use the school's IT equipment / email / Internet / Intranet and any related technologies for professional purposes and in line with the Online Safety Policy
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will only log on to the school network, other school systems and resources using my own school username and password.
- I will not reveal my password to anyone.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own, or others, personal details, such as mobile phone number and personal e-mail address, to pupils.
- I will only use the approved, secure e-mail system(s) for any school business.
- I will only use school IT equipment for school purposes.
- I will ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal or sensitive data taken off site must be encrypted or in a locked case and it will be the responsibility of the individual to keep this secure. Electronic personal data must not be held on personal devices but instead stored in the school's Google drive or uploaded through RM Portico.
- I will not install any hardware or download software on school devices without the permission of Adrian Dudley or Debbie Daniel and without checking compatibility with IT Support.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of all parties involved.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community. Inadvertent access should be reported to Adrian Dudley.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher.

- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, including social media posts, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's information security policies and help pupils to be safe and responsible in their use of ICT and related technologies.
- I will not register pupils for online learning packages without undertaking the appropriate checks to ensure security of their data and without the agreement of the Business Manager.

**I agree to follow this Acceptable Use Agreement and to support the safe and secure use of ICT throughout the school.**

Signed: .....

Date: .....

## Relationship with students outside work

It is recognised that there may be circumstances where students of the school are known socially or through external work. Examples include sports clubs, family connections or tutoring.

Please declare any relationship outside school which you have with students:

Student name	Relationship

You need to be aware of the Code of Conduct relating to relationships with pupils. It is advisable NOT to tutor pupils. However, if you are tutoring a student outside school, you must adhere to the following:

- Do not teach the student in question as part of your daily timetable
- Emphasise to parents that this is done independently of the school
- No monies are to come through the school at any point, even informally eg. cash passed from the pupil
- No private tutoring is to take place on school premises.

Should a potential conflict of interest arise, it is important that you make the Headteacher aware of this. For instance, being the sole invigilator in a public exam where you have a relationship with the student.

**I confirm that I have declared all relationships with students and that if these circumstances change I will complete a new form and ensure that the school is aware.**

Signed: .....

Date: .....

## Paid or voluntary work outside school (Staff and Governors only)

From time to time, staff undertake paid or voluntary work outside the school. This can vary from tutoring to decorating. Whilst most of the time there are no problems associated with such activities, there is always the chance that the receiver judges the work unacceptable and this may, in turn,

create problems in the working environment. It may also pose a conflict if work outside school affects your capability to fulfil the duties of your role in school.

Please be reminded of the following points in the Code of Conduct for Employees in Schools (Governors, please refer to the Governors' Code of Conduct):

- 6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 7.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.
- 7.3 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations (currently no more than 48 hours over a 17 week period) or affect an individual's work performance.

Please also note that no school owned resources or equipment may be used for work undertaken privately outside school.

Please complete the table below to indicate any paid or voluntary work undertaken outside school, even if this is part-time or occasional hours. This includes any examining or moderation work for awarding bodies.

Nature of work	Employer name or self-employed	Time commitment

**I confirm that if these circumstances change I will complete a new form and ensure that the school is aware.**

Signed: .....

Date: .....

## Business Interests (Staff and Governors only)

Conflicts of interest may arise through other business interests. It is important to declare any direct or indirect business interests you have or that your close family members have as this could constitute a conflict of interest regarding the provision of goods and services to the school community, either now or in the future. For instance, being the director or senior manager of a company which supplies services to the school. Close family members are defined as your spouse/partner, parents, siblings and children as well as anyone living with you.

*Please note that Governors and SLT are required to list ALL business interests (including employment) of family members whether a conflict of interest or not.*

Please provide your declaration by ticking and completing the section below:

**Either**

Neither I nor any close members of my family have any direct or indirect outside business interests which could constitute a conflict of interest in my role or regarding the provision of goods and services to the school community.

**or**

I have set out below details of business interests held by me and/or close members of my family which could constitute a conflict of interest in my role or regarding the provision of goods and services to the school community.

Company or organisation	Nature of interest / job title	Date of start of interest	Name and relationship to you if this relates to a family member or someone living with you

**I confirm that I have declared all my business interests and agree to advise the school if the above position changes.**

Signed: .....

Date: .....

## Code of Conduct

I confirm that I have read and understood and will comply with the Staff/Governor Code of Conduct.

Signed: .....

Date: .....

## Privacy Notice

The BHGS Privacy Notice 2018 provides full details of how we store and use your data. You have been provided with a copy of this, and it is also available on the school website.

I acknowledge that I have received a copy of Bishop's Hatfield Girls' School Privacy Notice 2018, and that I have read and understood it.

Signed: .....

Date: .....

## Breaches in Security

It is important that every member of the school community ensures that personal data remains secure. Under the GDPR 2018, any breach in security of personal data by a member of the school community must be advised to the Independent Commissioner through the organisation's Data Protection Officer (DPO). This applies to both paper and electronic information. The school's DPO is Andrew North and the contact email is:

**DPO@bishophatfield.herts.sch.uk**

I understand that I must report any breaches in data security immediately to the DPO.

Signed: .....

Date: .....

## REMINDER: Data Protection is everyone's responsibility

- EMAIL:** Is sensitive information encrypted?  
Are you sending to the correct recipient?  
Don't use personal accounts for work.
- PAPER:** Don't leave sensitive paperwork lying around.  
Lock it away when not in use.  
Shred it when disposing.
- DISCS:** Use cloud storage and avoid sticks and discs  
Memory sticks and hard drives must be encrypted.  
Don't leave sticks and drives lying around.
- TALKING:** Make sure you cannot be overheard if sensitive information.
- COMPUTER:** Lock it / log out when unattended.  
Don't leave it in your car.  
Ensure your personal devices are password protected.
- ONLINE:** Don't sign other people up for online services.  
Avoid non-approved cloud storage.  
Discuss with the Data Protection Officer first.
- PASSWORDS:** Don't share them or write them down.  
Don't use one password for everything.  
Make your password difficult to guess.

### Annual review and update of consent

You will be asked to review the consent given in this booklet every year and will need to sign below to demonstrate this. Any changes should be handwritten on the document and initialled and dated.

Academic Year	Signature	Date	Signed by authorised reviewer (Head/SBM)	Date
2019 - 20				
2020 - 21				
2021 -22				

2022 - 23				
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**Holding and processing the information contained in this booklet**

Bishop's Hatfield Girls' School complies with the regulations set out in GDPR 2018. The data collected in this booklet will be held electronically on MIS software and in paper files and may be accessed by or shared with school staff, the Department for Education, the Local Authority, the software providers, approved agencies and RM Education for educational, safe-guarding and operational purposes. The information will not be shared with other third parties without further consent.

Consent may be withdrawn at any time by writing to the school. The school will make every endeavour to implement this change as quickly as possible. Please note that consent is not required for data which is held for statutory, child protection and safe-guarding purposes.