CANBURY SCHOOL

STAFF CODE OF CONDUCT

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Policy Owner: Head - P Rich

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Code of Conduct for All Staff

1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards. We also expect all support staff, governors and volunteers to act with personal and professional integrity, respecting the safety and wellbeing of others.

School staff have an influential position in the school and will act as role models for students by consistently demonstrating high standards of behaviour.

This Code should clarify what is expected in terms of professional behaviour; it gives clear advice about what constitutes illegal behaviour and what might be considered as misconduct. It also describes safe practice and behaviours that should be avoided.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its students.

2. Legislation and guidance

In line with the statutory safeguarding guidance Keeping Children Safe in Education, we should have a staff code of conduct, which should cover low-level concerns, allegations against staff and whistleblowing, as well as acceptable use of technologies (including the use of mobile devices), staff/student relationships and communications, including the use of social media.

3. General obligations

Staff set an example to students. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat students and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs
- Not express personal beliefs in a way that exploits students' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards

Staff should be aware that breaches of the law, their contract or school policy could result in criminal or disciplinary action being taken against them.

4. Safeguarding

Staff have a duty to safeguard students from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.

Staff will familiarise themselves with our child protection and safeguarding policy and procedures, and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Canbury School takes its responsibility to safeguard children very seriously, and any staff member who is aware of anything that may affect their suitability to work with children must notify the Head or Bursar immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings they may receive.

Staff must take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school or workplace.

Our child protection and safeguarding policy and procedures are available on the Google Shared Drive (Policies, Procedures and Forms). New staff will also be given an electronic copy on arrival.

4.1 Allegations that may meet the harm threshold

This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A 'case manager' will lead any investigation. This will be the Head, or the chair of Governors where the Head is the subject of the allegation.

4.2 Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites

- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating students

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Our procedures for dealing with allegations will be applied with common sense and judgement.

Reporting and responding to low-level concerns is covered in more detail in our Child Safeguarding Policy, Appendix.

4.3 Whistle-blowing

Whistle-blowing reports wrongdoing that it is "in the public interest" to report. Examples linked to safeguarding include:

- Students' or staff members' health and safety being put in danger
- Failure to comply with a legal obligation or statutory requirement
- Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected. The school aims to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report their concern to the Head. If the concern is about the Head, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the chair of the governing body.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

For our school's detailed process, please refer to our whistle-blowing policy.

5. Sexual harassment

Sexual harassment is any unwanted physical, verbal or non-verbal conduct of a sexual nature that has a purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It also includes treating someone less favourably because they've submitted or refused to submit to unwanted conduct of a sexual nature in the past, or harassment related to sex or gender reassignment. When this behaviour is unwanted, it includes (but isn't limited to):

- Unwanted physical conduct or 'horseplay' including touching, pinching, pushing and grabbing
- Continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome
- Sending or displaying material that is pornographic, or that some people might find offensive
- Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless)
- Offensive emails, text messages or social media content
- Comments and jokes of a sexual nature
- Sexually suggestive looks and staring
- Sexual propositions and advances
- Promising things in return for sexual favours
- Physical contact such as massaging, hugging or kissing
- Sexual contact on social media

Staff will help create a positive environment that works to prevent sexual harassment. This includes calling out sexual harassment that they witness. All witnesses will be provided with appropriate support and will be protected from victimisation.

If a staff member is concerned at any point about incidents of sexual harassment (either directed at them or someone else), they should report their concern to the Head. If the concern is about the Head, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the chair of the governing board. The school will investigate any complaints in a timely, respectful and confidential manner.

All staff will receive training on recognising and responding to incidents of sexual harassment. The school will monitor the treatment and outcomes of any complaints of sexual harassment or victimisation received to make sure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved, and workforce training is targeted where needed.

6. Staff-student relationships
Staff will observe proper boundaries with students that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so. Any sexual behaviour by a member of staff with or towards a student is both inappropriate and illegal.

In the event of an incident occurring, which may result in an action being misinterpreted and/or an allegation being made against a member of staff, the relevant information should be clearly and promptly recorded and reported to senior staff.

Members of staff should feel able to discuss with their line manager any difficulties or problems that may affect their relationship with students so that appropriate support can be provided or action can be taken.

6.1 One-to-one basis
Staff working in one to one situations with children and young people are more vulnerable to allegations. Staff should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and students are met.

Pre-arranged meetings with students away from the school premises are not permitted unless approval is obtained from their parents / carers and the Head or other senior colleague with delegated authority.

If staff members and students must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see into the room
- A line manager knows this is taking place
- They avoid use of 'engaged' or equivalent signs wherever possible
- Always report any situation where a child becomes distressed or angry to a senior colleague

6.2 Contact outside of school
Staff should avoid contact with students outside of school hours if possible.

Personal contact details should not be exchanged between staff and students. This includes social media profiles.

6.3 Power and Positions of Trust
All adults working with students in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a student cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people; staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

For example:

- Staff must not use their position to gain access to information for their own advantage and/or a students' or family's detriment
- Staff must not use their power to intimidate, threaten, coerce or undermine students
- Staff must not use their status and standing to form or promote a relationship with a student, which is of a sexual nature.

6.4 Infatuations

Staff need to be aware that it is not uncommon for students to be strongly attracted to a member of staff and/or develop an infatuation (verbal, written or physical). Staff should be aware that such circumstances always carry a high risk of words or actions being misinterpreted and for allegations to be made against staff.

A member of staff who becomes aware that a student may be infatuated with themselves or a colleague should discuss this at the earliest opportunity with a senior colleague so that appropriate action can be taken. In this way, steps can be taken to avoid hurt and distress for all concerned.

See the one-to-one working guidelines above for further guidance.

If a staff member is concerned at any point that an interaction between themselves and a student may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a student, this should be reported in line with the procedures set out in our Safeguarding Policy.

7. Communication and social media

7.1 Social Media

School staff's social media profiles should not be available to students. If they have a personal profile on social media sites, they are advised to not use their full name, as students may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.
Staff must deny current or recent students access to your profile, so you do not put yourself in a vulnerable position.

Staff should not attempt to contact students or their parents/carers via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find students' or parents/carers' social media profiles. Where relationships exist between staff and those who are also parents at the school, or personal friends who are parents at the school, social networking is acceptable but caution must be exercised so that professional standards are maintained and staff do not compromise themselves or the school. Please speak to the Head if the above is applicable to you.

If a student does gain access to the profile of a member of staff by fraudulent means (impersonation or hacking) senior leadership should be informed immediately.

Communication with ex-students who are over 18 is left to staff discretion. Please be conscious of the fact that ex-students may be in contact with current students.

Be aware that actions that bring the school into disrepute could lead to disciplinary procedures being taken.

Staff should be aware of the school's Online Safety Policy.

7.2 Social Media and Imagery

Staff will ensure that they do not post any images online that identify children who are students at the school without their consent.

Staff must not have images of students stored on personal cameras, mobile devices or home computers.

Using images of children for the school's publicity purposes has already had the consent of parents through the Consent Form. Images should not be displayed on other websites, in publications or in a public place without additional consent.

Staff should be aware that they leave themselves open to a charge of professional misconduct if images of a member of staff in a compromising situation are made available on a public profile by anyone.

7.3 Online gaming

As soon as a member of staff becomes aware that they are in an online game with a student of Canbury, the member of staff should cease to play against that student and should not enter any games containing that player as part of the group.

Under no circumstances should staff seek out students and/or share their own gamer tags/ID with students, or use school equipment to play online games.

If students do become aware of a staff gamer tag, it must be changed.

8. Acceptable use of technology

Staff will not use technology in school or belonging to the school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

8.1 Mobile devices and Imagery

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of students. The only exception to this rule is that on a rare occasion a member of staff may need to capture photos or videos of students linked to school activities, but these will be appropriate, taken without secrecy and not in a one-to-one situation, and always moved to school storage as soon as possible, after which they are deleted from personal devices and personal cloud services.

Any personal use must be in the employee's own time (before or after working hours or during unpaid lunch breaks). All personal use must comply with the standards and restrictions set out in this Code.

We have the right to monitor emails and internet use on the school IT system.

Many school activities involve recording images. These may be undertaken as part of the curriculum, out of school activities, for publicity, or to celebrate achievement.

Staff need to be aware of the potential for these aspects of teaching to be misused for pornographic or grooming purposes. Careful consideration should be given as to how these activities are organised and undertaken.

These directives must be followed by all staff, in keeping with the Canbury School's Acceptable Use of ICT document.

Staff should read the 'Online Safety Policy' for further information around safe use of digital images and video in school.

8.2 Online Activity

Canbury School has a clear policy about access to and the use of the Internet. Please refer to the Acceptable Use of Internet document in the back of the 'Online Safety Policy' for further guidance.

Under no circumstances should adults in the school access inappropriate images. Accessing child pornography or indecent images of children on the internet, and making, storing or disseminating such material, is illegal and, if proven, will invariably lead to the individual being barred from work with children and young people.

Using school equipment to access inappropriate or indecent material, including adult pornography, would normally lead to disciplinary action, particularly if as a result students might be exposed to inappropriate or indecent material.

Staff may use AI tools, such as Google's Gemini and NotebookLM, to support their work, provided that the school has authorised the use of the specific tools. You must not input any confidential or sensitive information, including student data, into any AI tool that has not been sanctioned by the school. This is to ensure the protection of our data and to comply with data protection regulations.

9. Confidentiality

Members of staff may have access to confidential information about the school, staff, students and their parents in order to undertake their everyday responsibilities. In some circumstances, staff may be given additional highly sensitive or private information.

This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others

- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our Safeguarding Policy.

Confidential information about students should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the student's identity does not need to be disclosed, the information should be used anonymously.

There are some circumstances in which a member of staff may be expected to share information about a student, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities.

If a member of staff is in any doubt about whether to share information or keep it confidential, they should seek guidance from a senior member of staff. Any media or legal enquiries should be passed to senior leadership.

Adults need to be aware that although it is important to listen to and support students, they must not promise confidentiality or request students to do the same under any circumstances.

Additionally, concerns and allegations about adults should be treated as confidential and passed to a senior leader without delay. Allegations about staff should be passed on to the Head. Allegations about the Head should be passed on to the Chair Governors.

10. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with students, handling money, claiming expenses and using school property and facilities.

Staff need to take care that they do not accept any gift that might be construed as a bribe by others or lead the giver to expect preferential treatment.

There are occasions when students or parents wish to pass small tokens of appreciation to staff, for example at Christmas or as a 'thank you', and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Any member of staff concerned about whether they or their colleagues may be at risk of giving or receiving a bribe (financial or otherwise) should contact the Bursar. Any member of staff receiving gifts or entertainment valued at more than £75 must disclose this to the Bursar, see the anti-corruption and anti-bribery policy.

Members of staff may not give personal gifts to students. It is acceptable for staff to offer prizes of small value in certain tasks or competitions.

Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)

- Qualifications
- Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

11. Dress code

Staff should consider the manner of dress and appearance appropriate to their professional role. We require students to be smart in their uniform, as such a smart and professional appearance is expected at all times for staff. Staff should ensure they are dressed in a professional and appropriate manner which is safe and appropriate for the tasks they undertake.

Clothes will not display any offensive or political slogans.

12. Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media, any conduct of this nature could lead to disciplinary action.

13. Propriety and Behaviour

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of students. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, students and the public in general.

An individual's behaviour, either in or out of the workplace, should not compromise their position within the work setting (transferable risk: covers behaviour of staff or volunteers outside school that could impact on their suitability to work with children, e.g. domestic abuse). It is important to exercise due care and attention when outside the school environment.

Membership of organisations whose goals are in conflict with the values and equality policies of the school is not acceptable.

For example, staff must:

- Not behave in a manner which would lead any reasonable person to question their suitability to work with students or act as a role model.
- Not make inappropriate remarks to a student (including email, text messages, phone or letter etc)
- Not discuss their own sexual or intimate relationships with or in the presence of students
- Not discuss a student's sexual or intimate relationships in inappropriate settings or contexts
- Not make (or encourage others to make) unprofessional personal comments in any form of communication (e-mail, conversations or social networking comments).

The above list is not exhaustive.

On school trips or on other occasions when students are under staff supervision, those planning the visit must ensure that there are sufficient members of staff available and able to respond appropriately to any emergency that might occur.

13.1 Use of Alcohol, Medication and Smoking

All staff, contractors, and volunteers executing duties for or on behalf of Canbury School are subject to an absolute prohibition on the consumption of alcohol while supervising students, regardless of whether the activity occurs on school premises or during off-site educational visits and residential trips. In absolute synchronisation with the school's Safeguarding Policy, staff must not consume alcohol under any circumstances during the entire lifecycle of a school trip or event. Adults must remain completely unimpaired, clear-headed, and legally ready to activate emergency safety or first aid protocols at any hour of the day or night.

If staff are taking any medication which may affect their ability to care for children, those staff must seek medical advice. The school must ensure that staff and volunteers only work directly with children if medical advice confirms that the medication is unlikely to impair that member of staff's or volunteer's ability to care for and respond to the needs of children.

Staff medication when on school premises must be stored securely, and out of reach of children at all times. Any staff carrying out school business away from school premises must ensure that any medication they need to have with them is safely secured and out of the reach of children at all times.

Canbury School is a non-smoking site. Smoking constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues. Employees discovered smoking on site will be liable to disciplinary proceedings.

13.2 Personal Living Space

No student should be in, or invited into, the home of an adult who works with them, unless the reason for this has been firmly established (e.g. babysitting) and agreed with parents and senior leaders or in a very rare case of child protection concern and with the advice of Children's Social Care or the Police.

14. Physical Contact

There are occasions when it is entirely appropriate and proper for staff to have physical contact with students, but it is crucial that they only do so in ways appropriate to their professional role.

A 'no touch' approach is impractical for most staff members and may in some circumstances be inappropriate. When physical contact is made with students this should be in response to their needs at the time, of limited duration and appropriate.

Staff should use their professional judgement at all times about the appropriateness of any physical contact.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be made clear to senior staff.

Physical contact, which occurs regularly with an individual student, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to students with SEN or physical disabilities). Any such contact should be the subject of an agreed and open school policy and subject to review.

Be aware that staff must always be prepared to explain actions and accept that all physical contact be open to scrutiny.

14.1 Physical Education and other activities which require physical contact.

Some staff, for example, those who teach PE and games, or who offer music tuition, will on occasions have to initiate physical contact with students in order to support a student so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the student's agreement.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment (see one-to-one situations, above). Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the student.

Staff should always consider alternatives, where it is anticipated that a student might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable student in the demonstration.

If touch is necessary, then staff must always explain to a student the reason why contact is necessary and what form that contact will take, unless their safety is at immediate risk.

14.2 Showers and Changing

Young people are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard students, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the students concerned and sensitive to the potential for embarrassment.

Students no longer get changed for PE or Games, but there may be occasions when individuals or small groups need to change on site.

Staff therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines, and be mindful of the needs of the students.

Staff should avoid any physical contact when students are in a state of undress. If students require support such as buttoning up their shirt, then another same sex member of staff should be witness to this.

Staff must not change in the same place as students or shower with students.

14.3 Students in Distress

There may be occasions when a distressed student needs comfort and reassurance. This may include age-appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

It is advised that staff always tell a senior leader when and how they offered comfort to a distressed student.

Where a member of staff has a particular concern about the need to provide this type of care and reassurance, they should seek further advice from a senior leader.

15. Behaviour Management

All students have a right to be treated with respect and dignity. Staff should not use any form of degrading treatment to punish a student. At Canbury School our aim is to always seek to defuse situations before they escalate, the use of humour can often help. The use of sarcasm, demeaning or insensitive comments towards students is not acceptable in any situation.

See our 'Behaviour Policy' for further guidance.

15.1 Care, Control and Physical Intervention

Staff may legitimately intervene to prevent a student from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others.

Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence.

In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported.

Staff should always use minimum force for the shortest period necessary.

For a breakdown of physical management boundaries, de-escalation protocols, and the statutory requirements for same-day incident recording and parental notification telemetry, staff must refer directly to the school's *'Use of Restrictive Interventions Procedure'*.

16. Transporting Children

In certain situations, for example out of school activities, staff or volunteers may agree to transport children.

Wherever possible and practicable, it is advisable that transport is undertaken other than in private vehicles, with an additional adult acting as an escort. If there is no alternative other than to transport a student in a private vehicle and without an escort, then that student should sit in the rear of the vehicle. Wherever possible, parents should be made aware that a student is being transported and permission gained from them. The driver must also have appropriate insurance.

Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded.

17. Co-curricular activities

Staff should take particular care when supervising students in the less formal atmosphere of a residential setting or after-school activity. During school activities that take place off the school site or out of school hours, a more relaxed discipline or informal dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship, and it must remain professional at all times.

Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements (this must be considered in risk assessments).

General permission for off-site sporting and local cost free curriculum based visits, such as Games afternoons and photoshoots in Richmond Park, has to be sought when students enrol in the school. For all types of other activities, you must seek parental consent prior to the activity.

Health and safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of school activity.

18. Health and Medical

The school has Health and Safety and First Aid Policies, which must be adhered to at all times.

18.1 Intimate Care

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example, assisting with toileting or removing wet/soiled clothing).

Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken. During the activity staff must make sure to explain to the child what is happening.

Additional vulnerabilities that may arise from a physical disability should be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child, their parents and the organisation must be negotiated, agreed and recorded. Staff must consult with colleagues where a variation from agreed procedure is necessary and **r**ecord the justification for any variations to the agreed procedure and share this information with parents.

19. Curriculum

Many areas of the curriculum can include or raise topics of discussion which are sexually explicit, or of an otherwise sensitive nature, such as racism and religion. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This plan should highlight particular areas of risk and sensitivity.

The curriculum can sometimes include or lead to unplanned discussion about subjects of a sexually explicit or otherwise sensitive nature. Responding to students' questions can require careful judgement, and staff may wish to take guidance in these circumstances from a senior member of staff. Staff must not enter into or encourage inappropriate or offensive discussion about sexual activity.

Parents have the right to withdraw their children from all or part of the sex element of our Relationship and Sex education programme (but not from the biological aspects of human growth and reproduction necessary under the science curriculum).

20. Links with other policies

This policy links with our policies and procedures on:

- Administration of Medicines
- Anti-Corruption and Bribery
- Anti Violence & Aggression
- Attendance and Child Missing Education
- Child Safeguarding
- Complaints
- Communication
- Disciplinary
- Online Safety, inc ICT Acceptable Use
- Educational Visits
- Grievance
- Personal Use of Cars
- PSHE
- Relationship, Sex, and Education
- Remote Learning
- Searching and Confiscation
- Student Complaints
- Supervision of Students
- Taking, Storing and Using Images of Pupils
- Use of Reasonable Force and Physical Restraint
- Whistleblowing