



Staff Professional Behaviour Code - June 2024

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1. Introduction

All staff working at Aylesbury High School have a crucial role to play in the lives of children and are accountable for the way in which they: exercise authority; manage risk; use resources; and safeguard children. A great deal of trust is given by our students, parents and carers and the behaviour of our staff sets the standard by which the students will judge their own behaviour in the future.

All staff have a responsibility to keep students safe and to protect them from abuse (sexual, physical and emotional), neglect and extra-familial harm. Students have a right to be safe and to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure their safety and wellbeing. Failure to do so may be regarded as professional misconduct.

This Professional Behaviour Code has been produced to support AHS staff in establishing the safest possible learning and working environments and systems which safeguard children and also reduce the risk of them being falsely accused of improper or unprofessional conduct. AHS recognises that whilst some allegations will be genuine, allegations may also be false or misplaced and may arise from differing perceptions of the same event. When this occurs, such occurrences are inevitably distressing and difficult for all concerned. This document is written to provide clarity and thus minimise the chance of this happening; it is written to protect and support our staff community.

All staff have a responsibility to be aware of these systems within AHS which support safeguarding, as explained as part of staff induction and in regular staff training sessions. We fully recognise that the vast majority of adults who work with children act professionally and aim to provide a safe and supportive environment which secures the well-being and very best outcomes for children in their care. Achieving these aims is not always straightforward, as much relies on child and staff interactions where tensions and misunderstandings can occur. This document aims to reduce the risk of these.

Underpinning principles

- The welfare of the child is paramount
- Staff must understand their responsibilities to safeguard and promote the welfare of students
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Staff should work, and be seen to work, in an open and transparent way including self reporting if their conduct or behaviour falls short of these guiding principles
- Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded
- Staff should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern
- Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation
- Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the Teaching Regulation Agency (TRA)
- Staff and managers should continually monitor and review practice to ensure this guidance is followed and that systems are in place to support staff effectively

Staff are expected to have read and understood the following important policies and abide by their protocols: [AHS' Child Protection and Safeguarding Policy](#), arrangements for [Managing allegations against staff](#), [AHS Behaviour Policy](#), [AHS' Whistleblowing Policy](#), [IT Acceptable Use Policy](#), [AHS Smoking, Drugs and Alcohol Policy](#). Staff should read the current statutory guidance - "[Keeping Children Safe in Education 2023](#)" Part 1 and Part 4, Section 2.

A full list of these policies can be found in Google Docs in the Shared Drive area - Useful Document-School Policies Master Copies - For all staff to view.

2. Applicability

References made to 'child' and 'children' refer to children and young people under the age of 18 years. However, the principles of the document apply to professional behaviours towards all students, including those over the age of 18 years. 'Child' should therefore be read to mean **any student** at AHS.

References made to adults and staff refer to all those who work with students in an educational establishment, in either a paid or unpaid capacity. This would also include, for example, those who are not directly employed by the school or setting, e.g. local authority staff, sports coaches, governors, or trustees. All staff need to recognise that failure to meet appropriate standards of behaviour and conduct may result in disciplinary action.

The term 'allegation' means where it is alleged that a person who works with children has

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children;
- behaved or may have behaved in a way that indicates that they may not be suitable to work with children.

Staff must report concerns, no matter how small or 'low level', about their own behaviour or that of another member of staff, volunteer, supply teacher, contractor or other person working in school. Further details on 'Low Level Concerns' are given in Appendix 1 at the end of this document. All allegations will be taken seriously and properly investigated in accordance with the School's procedures and statutory guidance.

In the event of an allegation being made, information should be clearly and promptly reported to the Headmistress without delay. In the case of an allegation being made against the Headmistress, information must be clearly and promptly reported to the Chairs of Governors, whose contact details are on display in the Staff Room.

3. Power and positions of trust and authority

As a result of their knowledge, position and/or the authority invested in their role, all those working with children at AHS are in a position of trust and power in relation to all students on the roll.

It is vital for adults to understand this power; that the relationship cannot be one between equals and the responsibility they must exercise as a consequence. In order to protect the student from potential exploitation and harm, the adult has a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should always maintain appropriate professional boundaries, avoid behaviour which could be misinterpreted by others and report any such incident to a senior manager. This is as relevant in the online world as it is in the classroom; staff engaging with students and / or parents online have a responsibility to model safe practice at all times.

Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity.

4. Making professional judgements

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight, however, behaviour which is illegal, inappropriate or inadvisable. There will be rare occasions and circumstances in which staff have to make decisions or take action in the best interest of a student which could contravene this guidance or where no guidance exists. Individuals are expected to make judgments about their behaviour in order to secure the best interests and welfare of the students in their charge and, in so doing, will be seen to be acting reasonably. These judgements should always be recorded and shared with a manager.

Adults should always consider whether their actions are warranted, proportionate, safe and applied equitably.

5. Confidentiality

The storing and processing of personal information is governed by the General Data Protection Regulations UK (GDPR) and Data Protection Act 2018. AHS provides [clear advice](#) to staff about their responsibilities under this legislation so that, when considering sharing confidential information, those principles should apply.

Staff may have access to special category personal data about students and their families which must be kept confidential at all times and only shared when legally permissible to do so and in the interest of the child. Records should only be shared with those who have a legitimate professional need to see them.

Staff should never use confidential or personal information about a student or her family for their own, or others' advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the child. Confidential information 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 responsibility to pass information on without delay, but only to those with designated safeguarding responsibilities or to statutory services.

Staff have an obligation to share with the School's Designated Safeguarding Lead (DSL) any information which gives rise to any concerns about the safety and welfare of a student (See Child Protection and Safeguarding Policy). Staff must be careful never to promise a student that they will not act on information. All concerns must be recorded on CPOMS.

All staff are likely at some point to witness actions which need to remain confidential. For example, where a student is bullied by another student (or member of staff), this needs to be reported and dealt with in accordance with the appropriate procedures. Such matters must not be discussed, whilst the matter is still active and also when resolved, outside the lines of reporting, including with the student's parent or carer, nor with colleagues from the School.

If a member of staff is in any doubt about whether to share information or keep it confidential, he or she should seek guidance from the Designated Safeguarding Lead. Any media or legal enquiries should be passed to the SLT.

6. Curriculum

Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or sensitive nature. Staff should choose teaching materials that reflect our school's diversity and ambitious curriculum, but they should be aware of the risk that the use of teaching materials of a sensitive nature might be questioned, either by students or parents, and therefore have considered in advance their reasons for using such materials. If in doubt about the appropriateness of a particular teaching material, the teacher should consult with a member of the SLT before using it. Staff must be aware of any age restrictions that apply to video or film resources and websites.'

Staff must be aware of their duty to support our students' spiritual, moral, social and cultural development (SMSC) and to promote Fundamental British Values. Staff should also comply at all times with [AHS' policy for relationships, sex and health education](#) (RSHE) promoting healthy relationships inclusive of an understanding of consent. It should be noted that parents have the right to withdraw their children from all or part of any sex education provided but not from Relationships or Health Education or the National Curriculum for Science.

Where part of AHS' curriculum allows for student-led projects, staff should be mindful of safeguarding considerations in the topic chosen and the methodology used. Student projects are often conducted using questionnaires with peers; these should be checked for appropriateness to ensure the student respondents are not distressed by the questions asked and that any disclosures received through these questionnaires are picked up by the school's designated safeguarding lead. Other methodologies which might raise concerns include: students visiting unknown adults, alone, to interview them; conducting social experiments on peers or young children without parental consent; or accessing age inappropriate content online.

7. Acceptable use of Generative AI

Staff do not currently have access to generative AI resources on school devices and networks and all known generative AI resources are blocked; this is because we are not able to fulfil our safeguarding or GDPR obligations. We are aware that staff may well have access to such resources outside of school, we would remind staff that they should be extremely careful and ensure no AHS proprietary information is ever entered; any incidents of concern must be reported immediately. While there is no expectation for staff to be working from home outside of their working hours, we understand some staff may choose to. In such cases, where AI has been used, it is essential that materials are checked rigorously for accuracy, quality, data protection, alignment with school processes and policies and from a values perspective (values, norms and ethical aspects do not play a role in the creation of the text by AI). Any material created with the aid of AI is ultimately the teachers' responsibility.

Students do not have access to generative AI resources on School devices and networks and all known generative AI resources are blocked. This does not control students' personal devices or devices that are logged on to external internet sources such as 5G or hotspots. As such, it is essential that the use of devices is monitored by teachers in lessons, e.g. through the use of Impero, ensuring that device lids are closed when not in use, and issuing behaviour marks for inappropriate use of mobile phones. It is also important that staff circulate the room to monitor internet use, particularly for students in the Sixth Form who are not monitored by Imperio. It is important that students are educated surrounding the safe, ethical and meaningful use of AI and this is addressed through L4L and Computing lessons and Current Issues for Sixth Form. For guidance surrounding setting and use of AI for homework tasks, see the [Teaching and Learning Strategy](#).

The School has appropriate filters and monitoring in place to facilitate the safe use of non-generative AI technologies, however all staff members have a responsibility to ensure the security of any personal, sensitive or confidential information when using AI technologies. Staff should not input the names of students, staff, members of the school community, or any other sensitive information about students and staff into an AI tool. In the event of a data breach, it should be reported immediately in line with our data protection policy. Accidental exposure to inappropriate material or unethical use of AI must be immediately reported to the DSL and will be logged. Depending on the seriousness of the offence, an investigation may need to be carried out.

8. Private meetings with students

Staff working in one to one situations with students at AHS, including visiting staff from external organisations, can be more vulnerable to allegations or complaints. It is recognised that there will be occasions when confidential interviews must take place; as far as possible, staff should conduct such interviews in a room with visual access, or with the door open.

Where such conditions cannot apply, staff are advised to ensure that another adult knows that the interview is taking place. It may be necessary to use a sign indicating that the room is in use, but it is not advisable to use signs prohibiting entry to the room. Where possible another student or (preferably) another adult should be present or nearby during the interview.

Arranging to meet with students from AHS away from the School premises should not be permitted unless the necessity for this is clear and approval is obtained from a member of SLT, the student and their parents/carers.

9. Home visits

All work with students and parents should usually be undertaken at AHS. There are however occasions, in response to an urgent, planned or specific situation or job role, where it is necessary to make one-off or regular home visits; e.g., to undertake a welfare visit because of prolonged absence.

A risk assessment should be undertaken prior to any planned home visit taking place. The assessment should include an evaluation of any known factors regarding the student, parents/carers and any others living in the household. Consideration should be given to any circumstances which might render the staff member becoming more vulnerable to an allegation being made e.g. hostility, child protection concerns, complaints or grievances. Specific thought should be given to visits outside of 'office hours' or in remote or secluded locations.

Following the assessment, appropriate risk management measures should be put in place, before the visit is undertaken. In the unlikely event that little or no information is available, visits should not be made alone.

10. Private Tutoring of AHS Students

AHS supports, and thanks, staff for providing additional help for those students who require further tuition assistance. To safeguard our staff and students, the following conditions must be met:

1. Staff conduct tutoring in the manner requested in the 'Private meetings with students' above
2. The DH (Curriculum) is informed of all arrangements that are taking place on School property
3. Staff do not offer private tuition to students they teach formally, in any AHS timetabled lessons
4. Staff do not tutor more than 3 students/week on the School site, as this would potentially breach our insurance policy re. the use of our premises. Please note: If staff are tutoring AHS students (whom they do not teach formally) the School will, if able, support this without additional cost to the teacher
5. Tutors **must not** tutor non-AHS students on site as the safeguarding requirements around such an arrangement are more complex, as are the hiring arrangements for rooms that we would then be obliged to apply. They should not use their AHS email address in organising such tutoring. We advise that all arrangements follow the Private Meetings with Students guidance above.

11. Use of technology for online / virtual teaching

All staff should follow [this guidance](#) when conducting online/virtual teaching. They should display the same standards of dress and conduct that they would in the real world; they should also role model this to students and parents. The following points should be considered:-

- think about the background; photos, artwork, identifying features, mirrors - ideally the backing should be nondescript or the setting to blur the background should be applied.
- staff and students should be in living / communal areas - no bedrooms
- staff and students should be appropriately dressed
- filters at a child's home may be set at a threshold which is different to the school
- resources / videos must be age appropriate

It is the responsibility of the staff member to act as a moderator; raise any issues of suitability (of dress, setting, behaviour) with the child and / or parent immediately and end the online interaction if necessary. Recording lessons on online meetings does not prevent abuse. If staff wish to record the lesson they are teaching, consideration should be given to data protection issues; e.g., whether parental / student consent is needed and retention / storage. If a staff member believes that a child or parent is recording the interaction, the lesson should be brought to an end or that child should be logged out immediately. Staff, parent and student AUPs clearly state the standards of conduct required.

12. Contacting students by phone

If staff need to contact a student or parent by phone and do not have access to a work phone, they should discuss this with member of SLT and, if there is no alternative, always use 'caller withheld' to ensure the student / parent is not able to identify the staff member's personal contact details.

13. Transporting students

Staff should not offer lifts to students unless the need for this has been agreed by a member of SLT. In certain situations, staff or volunteers may be required or offer to transport students as part of their work.

In this case a risk assessment covering the health and safety of staff and students should be completed to manage any known risks. A designated member of staff should be appointed to plan and provide oversight of all transport arrangements and respond to any concerns that may arise.

Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements including the use of seatbelts and appropriate car seats if required. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum carrying capacity is not exceeded.

Staff should never offer to transport students outside of their normal working duties, other than in an emergency or where not doing so would mean the child may be at risk. In these circumstances the matter should be recorded and reported to both their manager and the child's parent(s). The school's health and safety policy and/or educational visits policy set out the arrangements under which staff may use private vehicles to transport students

14. Use of cars

Staff registration numbers will be held on the database and it is important that staff change their car details in Edulink. Please see details of how to do this under 'Useful Documents' in the Staff Quick Links section on the Staff Homepage. Staff should not use their cars for business purposes unless they have business insurance in place. This includes the use of their own car to attend courses or meetings on behalf of the School, or as part of their professional development. The mileage allowance is designed to cover all costs associated with using your vehicle for business purposes, such as insurance, road tax, depreciation, fuel, oil and maintenance.

Staff may park their car on the school site, as long as they park only within designated parking bays. Inconsiderate parking may result in staff being refused permission to park on the school site.

15. Educational visits

Staff responsible for organising educational visits must follow the [AHS Trip Policy Procedures](#).

Staff should take particular care when supervising students in the less formal atmosphere of an educational visit where 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.

16. First Aid and medication

AHS will ensure that it has an adequate number of qualified first-aiders, and parents should be informed when first aid has been administered.

Any member of school staff may be asked to become a qualified first-aider or to provide support to students with medical conditions, including the administration of medicines, but they cannot be required to do so.

All staff must adhere to AHS' H&S and Supporting Students with Medical Conditions Policies, and must always inform Matron or a member of SLT of any intervention that they have actioned.

17. Physical intervention/Positive handling

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, however, it is crucial that they only do so in ways appropriate to their professional role and in relation to the student's individual needs and any agreed care plan.

Staff should acknowledge that some students are more comfortable with touch than others and/or may be more comfortable with touch from some adults than others. Staff should listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact and/or form of communication which is acceptable to the student.

Any physical contact should be in response to the child's needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. Adults should therefore, use their professional judgement at all times.

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 by them or a colleague could be misinterpreted, or if an action is observed which is possibly abusive, the incident and circumstances should be immediately reported to a member of the SLT and recorded. Where appropriate, the DSL will consult with the Local Authority Designated Officer (the LADO).

A general culture of 'safe touch' should be adopted, where appropriate, to the individual requirements of each child. Students with special educational needs or disabilities may require more physical contact to assist their everyday learning. The arrangements should be understood and agreed by all concerned, justified in terms of the student's needs, consistently applied and open to scrutiny.

In certain curriculum areas, such as PE, drama or music, staff may need to initiate some physical contact with children, for example, to demonstrate technique in the use of a piece of equipment, adjust posture, or support a child so they can perform an activity safely or prevent injury.

Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e., one easily observed by others and last for the minimum time necessary. The extent of the contact should be made clear and undertaken with the permission of the student. Contact should be relevant to their age / understanding and adults should remain sensitive to any discomfort expressed verbally or nonverbally by the student

Aylesbury High School complies with the Department for Education [Guidance](#), 'The Use of Reasonable Force, Advice for Headteachers, Staff and Governing Bodies' July 2013 and with the Department for Education [Guidance](#), 'Searching, screening and confiscation' January 2018. This guidance states that staff may only use 'reasonable force', meaning no more force than is needed, to prevent children or young people hurting themselves or others, from damaging property, or from causing disorder. The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances. It is always unlawful to use force as a punishment.

Headteachers and trained members of the Senior Leadership Team can use such force as is reasonable in certain circumstances e.g. searching¹ for the following 'prohibited items': knives and weapons, alcohol, illegal drugs, stolen items, cigarettes, tobacco and vapes, fireworks, pornographic images, or any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property. Any searches will take place with an additional member of staff present.

If the use of force is necessary, reasonable adjustments for disabled children or young people with special educational needs will be made.

Any use of force or restraint, should be recorded and signed by a witness and the parent/carer will be informed of the incident. More detailed AHS guidance on physical intervention and/or positive handling can be found [here](#), with the required form if physical intervention has occurred.

18. Behaviour management

Corporal punishment and smacking are unlawful in all schools and education settings.

Staff should not use any form of degrading or humiliating treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children is completely unacceptable.

¹ We comply with the Department for Education [Guidance](#), 'Searching, screening and confiscation' - Advice for headteachers, school staff and governing bodies, January 2018.

Staff should understand the importance of challenging inappropriate behaviours between peers, including peer on peer sexual violence and sexual harassment. Where students display difficult or challenging behaviour, adults should follow the AHS Behaviour Policy.

SLT will ensure that AHS' [Behaviour Policy](#) includes clear guidance about the use of permanent exclusion, suspension and internal isolation. The legislation on these strategies is complex and staff should take extreme care to avoid any practice that could be viewed as unlawful, a breach of the student's human rights and/or false imprisonment.

19. Sharing concerns and recording incidents - linked to Section 2

All staff should be aware of their AHS' safeguarding procedures, including the procedures for dealing with allegations against staff, including agency staff and volunteers, and for reporting low level concerns.

In the event of an allegation being made, by any person, or incident being witnessed, the relevant information should be immediately recorded and reported to the Headmistress or Designated Safeguarding Lead as appropriate.

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

In order to safeguard and protect students and colleagues, where staff have any concerns about someone who works with children they should immediately report this to the Headmistress or DSL in line with the AHS ['Managing Allegations against staff, supply teachers, volunteers, contractors or any person involved in onsite hiring policy'](#).

20. Relationships with students

Safeguarding of students is the responsibility of all staff. They should ensure that their relationships with students are appropriate to the age and maturity of the students. Attitudes, demeanour and language all require care and thought, particularly when staff are dealing with adolescents.

Physical relationships with students, regardless of their age, are strictly forbidden and may lead to a criminal conviction. This may also apply to former pupils and advice must be sought before commencing any such relationship.

a. Gifts, rewards, favouritism and exclusion ([The Giving & Receiving of Gifts Policy](#))

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; e.g., at Christmas or as a thank-you and this is usually acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

Similarly, it is inadvisable to give such personal gifts to students or their families. This could be interpreted as a gesture either to bribe or groom. It might also be perceived that a 'favour' of some kind is expected in return.

Any reward given to a student should be in accordance with agreed practice, consistent with the AHS' Behaviour Policy, recorded and not based on favouritism.

Adults should exercise care when selecting children for specific activities, jobs or privileges in order to avoid perceptions of favouritism or injustice. Similar care should be exercised when students are excluded

from an activity. Methods of selection and exclusion should always be subject to clear, fair, agreed criteria.

b. Infatuations and ‘crushes’

All staff need to recognise that it is not uncommon for students to be strongly attracted to a member of staff and/or develop a ‘crush’ or infatuation. They should make every effort to ensure that their own behaviour cannot be brought into question, does not appear to encourage this and be aware that such infatuations may carry a risk of their words or actions being misinterpreted.

Any member of staff who receives a report, overhears something, or otherwise notices any sign, however small or seemingly insignificant, that a young person has become or may be becoming infatuated with either themselves or a colleague, should immediately report this to the Headmistress or DSL. In this way appropriate early intervention can be taken which can prevent escalation and avoid hurt, embarrassment or distress for those concerned.

c. Social contact outside of the workplace

It is acknowledged that staff may have genuine friendships and social contact with parents of students, independent of the professional relationship. Staff must declare any relationships that they may have with students outside of school; this may include mutual membership of social groups, tutoring, or family connections. A declaration form is available [here](#) for declaration of such relationships.

Staff should recognise that some types of social contact with students or their families could be perceived as harmful or exerting inappropriate influence on children, and may bring the setting into disrepute (e.g., attending a political protest, circulating propaganda).

If a student or parent seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement at that moment and then inform the Headmistress or DSL as soon as possible. This also applies to social contacts made through outside interests or the staff member’s own family.

d. Sexual conduct

Any sexual behaviour by a member of staff with or towards a student is unacceptable. It is an offence for a member of staff in a position of trust to engage in sexual activity; including non-contact activities; with a student under 18 years of age and sexual activity with a child could be a matter for criminal and/or disciplinary procedures.

There are occasions when adults embark on a course of behaviour known as ‘grooming’ where the purpose is to gain the trust of a child and manipulate the relationship so that sexual abuse can take place. All staff should undertake appropriate training so they are fully aware of those behaviours that may constitute ‘grooming’ and of their responsibility to always report to the Headmistress or DSL any concerns about the behaviour of a colleague which could indicate that a student is being groomed.

e. Communication with children (including the use of technology)

In order to make best use of the many educational and social benefits of new and emerging technologies, students need opportunities to use and explore the digital world. Staff should ensure that they establish safe and responsible online behaviours, working to local and national guidelines and acceptable use policies which detail how new and emerging technologies may be used.

Communication with children both in the ‘real’ world and through web based and telecommunication interactions, such as when virtual or remote teaching, should take place within explicit professional boundaries.

Staff should not request or respond to any personal information from children other than which may be necessary in their professional role. They should ensure that their communications are open and transparent and avoid any communication which could be interpreted as ‘grooming behaviour’

Staff should not give their personal contact details to children for example, e-mail address, home or mobile telephone numbers, details of web-based identities. If children locate these by any other means and attempt to contact or correspond with the staff member, the adult should not respond and must report the matter to the DSL. The child should be firmly and politely informed that this is not acceptable.

Staff should adhere to their AHS’ policies, including those with regard to communication with parents and carers and the information they share when using the internet.

f. Social Networking

If staff have a profile on any social networking site, including professional networking sites such as LinkedIn, they must ensure that they:

- Keep their profile private where functionality allows
- Lock all pictures and make sure that they can only be seen by ‘friends and family’
- Be careful of profile content and never post anything that might be deemed to bring the school into disrepute
- NEVER accept students as friends, nor contact parents or students via social media
- Ensure that students cannot gain access to any of staff’s social media sites, including being able to see details of who you follow, for example
- Do not engage in online discussion on personal matters relating to members of the school community or their opinions of the School
- Regularly check their security settings on personal social media profiles to minimise risk of loss of personal information
- Seek guidance from the SLT if unsure whether or not something is inappropriate

Staff must 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 employees could encounter students either with their own profile or acting covertly. Employees must not link themselves with the School on any social network site (excluding professional networking sites such as LinkedIn) they use unless with prior consent of the Headmistress.

It is not advisable to have contact with ex-students on social media as they could still have contacts attending the school.

Where excessive personal use of social media in school by a member of staff is suspected, and considered to be interfering with relevant duties, disciplinary action may be taken.

21. Photography, videos and other images / media

Many educational activities involve recording images. These may be undertaken for displays, publicity, to celebrate achievement and to provide records of evidence of the activity. If staff use their own device to take a photo of a school activity, it must be immediately transferred and not stored on their own device.

Whilst images are regularly used for very positive purposes, adults need to be aware of the potential for these to be taken and/or misused or manipulated for pornographic or ‘grooming’ purposes. Particular regard needs to be given when images are taken of young or vulnerable children who may be unable to question why or how the activities are taking place.

Making and using images of students will require the age appropriate consent of the individual concerned and their parents/carers. Images should not be displayed on websites, in publications or in a public place

without such consent. The definition of a public place includes areas where visitors to the setting have access.

22. Exposure to inappropriate images

Staff should take extreme care to ensure that children and young people are not exposed, through any medium, to inappropriate or indecent images.

There are no circumstances that will justify adults: making, downloading, possessing or distributing indecent images or pseudo-images of children (child abuse images). Accessing these images, whether using the setting's or personal equipment, on or off the premises, or making, storing or disseminating such material is illegal.

If indecent images of children are discovered at AHS or on AHS' equipment an immediate referral will be made to the Local Area Designated Officer (LADO) and the police contacted if relevant. The images/equipment will be secured and there will be no attempt to view or delete the images as this could jeopardise necessary criminal action. If the images are of children known to the school, a referral will also be made to children's social care in line with local arrangements.

Under no circumstances should any adult use school or setting equipment to access pornography.

23. Professional Conduct

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work.

a. Dress

The overlying principle is that a professional and smart code of dress is expected from all staff at the School. All students are expected to dress appropriately and respectfully for school at all times and the same is expected of staff. Work wear for staff should be that which would be acceptable within their particular professional environment:

- All staff must have their ID badge visible when on the school premises
- For all staff, dress should be smart and not overly casual or revealing. In essence we should meet or exceed the expectations we have of our students. In the business world of today, a formal business suit is not insisted upon, however jeans, t-shirts & flip flops would be deemed too casual.
- All staff: all clothing should be clean and smart and may include dresses, trousers or chinos (not jeans), skirts and a top. Skirts and dresses should not be overly short with a recommendation of no shorter than around 5 cm above the knee. Tops should be smart and professional such as a shirt or blouse. Shirts should be collared, suitably formal with a fully buttoned front (not a polo). Other tops do not need to be collared. It is not necessary for staff to wear a tie during the normal day, but it is recommended for formal meetings with parents and visitors, if appropriate. If worn, ties should be worn with the collar button secured. A jacket (or its equivalent) is recommended when presenting, representing the school, and in a formal setting such as meetings with parents. Shoes must not be running/athletic trainers, and should not pose a H&S risk. Examples of acceptable leather trainers are below, canvas/converse styles are not acceptable.



Sandals must have a strap or solid back.

- PE staff should wear appropriate wear for the activity they are supervising/teaching, with school branded outerwear. Parental meetings/evenings are as for all teaching staff. Note: PE Staff would not be expected to change more than once a day and changing facilities are provided for staff.
- Technicians and the IT Team are provided with AHS branded work-wear (polo shirts) which should be kept in good and clean condition. PPE equipment is provided by the school including a lab or dust coat, which should be worn when required for protection.
- Facilities team:
 - Caretaking staff are provided with AHS branded work-wear (polo shirts and jackets) which should be kept in good and clean condition. PPE equipment is provided by the school.
 - Cleaning staff are provided with the option of AHS branded work-wear and this should be kept in a good, clean condition. If they choose to wear their own clothes they must be suitable and not have logos that could cause offence. PPE equipment is provided by the school.
- When on school trips or out-of-hours activities, more casual attire will be the norm, but standards should still be neat, tidy, not overly revealing and not have logos that could cause offence.

Body piercing and excessive jewellery is discouraged where it renders students and other staff to be unsafe in the range of taught activities. Tattoos should be discrete, 5cm or less as a guide if on show; we reserve the right to ask staff to cover up any body art that exceeds this description.

Staff are expected to conform to this code while at the School or on School business.

Chewing gum is not allowed within the School's premises.

b. Mobile Phones

All Staff should not use their mobile phones during lessons and should not make or receive calls or texts while they are supervising students or in any school space where students are present, unless in an emergency situation or as sanctioned by the Headmistress. For example, the site team will use mobile phones around the site for eg contacting contractors. Mobile phones may be used in offices/spaces (when students are not present) as long as this does not interfere with the person's school role.

c. Staff IT Conduct

Staff guidance relating to their IT conduct is available both here, in the Staff Handbook and in the [Staff Acceptable Use of IT Agreement](#). Staff will also be reminded of IT conduct related guidance via the Weekly Bulletin and through training organised by the School, at appropriate times.

Staff are also required to agree to the Staff Acceptable Use Agreement using a Google Form. The information gained from this process is monitored and reviewed by a member of the Senior Leadership Team.

Information and communications technology (ICT) is an integral part of the way our school works, and is a critical resource for students, staff (including the Senior Leadership Team), governors, volunteers and visitors. It supports the teaching and learning, and pastoral and administrative functions of the school. To support teaching and learning, if a member of staff requests access to a site that Smoothwall is blocking, the IT team will check a regularly updated document from Buckinghamshire Council, which lists sites that

need to be blocked. The IT team also completes its own testing to ensure the site is safe; if the site links to social media or incorporates adverts access is not given.

d. Equipment and Private use of Official Facilities

Computers - Staff are responsible for the use of school laptops/computers while in their possession and passwords should be kept confidential and not shared with colleagues (or anyone else). Staff should follow the Staff Acceptable Use of IT Agreement (as linked above). Students are not allowed to use staff login details or indeed any computer, if a member of staff is logged on. In the event of the laptop/computer (or any other equipment) being stolen, it must be reported immediately to the Chief Financial and Operations Officer.

Other equipment - Any items belonging to the school must remain available to be used by other staff and students as necessary. Staff will be responsible for the safekeeping of equipment loaned to them by the School.

Permission from the appropriate person should be obtained if school equipment is to be taken home. It must be signed in and out with the Chief Finance and Operations Officer or other member of the Senior Leadership Team.

Employees are not to use official stationery or other consumable supplies for private purposes and must not carry out private correspondence during working time. Employees are allowed to make private essential telephone calls that cannot be made outside working hours but this privilege must not be abused and the duration of all calls must be kept to a minimum. If necessary, such calls should be made at break and lunchtimes when not on duty and not breach the use of mobiles phones guidance above.

e. School email accounts and appropriate use

Staff should be aware of the following when using email in school:

- Staff should use their school email accounts for school-related matters, contact with other professionals for work purposes and to communicate with students, parents or carers. Personal email accounts should not be used to contact any of these people.
- For any awkward, sensitive, easily misinterpreted situations or anything that may have legal repercussions, staff should have the content of their email checked carefully by a member of the Senior Leadership Team.
- Staff must tell a member of the Senior Leadership Team if they receive any offensive, threatening or unsuitable emails either from within the school or from an external account. They should not attempt to deal with this themselves.
- Staff should refer to the Data Protection and Confidentiality Policy before sending any sensitive or personal data via email.
- We ask that staff consider the time of day that you are sending emails, especially avoiding times you wouldn't expect to use the phone. We would advise 0700 - 1900 on work-days and avoided at weekends, and ask that if staff are working at other times, emails are scheduled where possible/reasonable to protect staff wellbeing.

f. Abuse of E-mail/Internet/other messaging and chat apps

The School will not accept any abuse of e-mail, internet or telephones. Such behaviour may result in disciplinary action.

Inappropriate use of the internet and email on school devices will result in disciplinary action. Examples include using the internet to access pornographic, racist or offensive material, or for personal financial gain, gambling, political purposes or advertising. Using email to harass, intimidate, humiliate or cause grievance will not be tolerated.

Staff should be aware that all internet data, browsing history and traffic on the school network is collected by the school's ISP and may be monitored by the school and third parties acting on behalf of the school.

Staff should be aware that all email content (be it present or historic), attachments and data are collected by Google Workspace and may be monitored and accessed by the school.

Staff are not permitted to use school email accounts for personal purposes. Staff should have non-school related, personal home accounts for non-school related internet and email usage.

Staff are not permitted to register or attach any school accounts to websites or internet services that are not related to school activities.

Staff are not permitted to subvert the school network and internet filtering systems. Usage of unauthorised third-party VPN applications is not permitted on school devices.

Staff should adhere to copyright regulations when downloading media onto a school computer, or device connected to the school network.

Staff are encouraged not to publish specific and detailed private thoughts on any social media sites, especially those that might be considered hurtful, harmful or defamatory. The school expects all staff to remember that they are always representing the school and must act appropriately.

Safe and professional behaviour of staff online will be discussed at staff induction and guidance is provided both here and in the Staff Handbook.

Under the Obscene Publications Act 1959, an employee may have criminal liability if an individual publishes material that could corrupt or deprave the persons likely to see the material, this includes the transmission of data stored electronically.

Students will frequently set up social media groups (eg on WhatsApp for a trip or collaborative purposes). This is perfectly acceptable but staff should not join the group because of the privacy issues this would raise.

g. Timekeeping and Attendance

Staff should be familiar with the guidance in the School's Staff Handbook and the Staff Leave of Absence and Attendance Policies.

Punctuality is an important element in running a successful school. Full-time teaching staff should be on site from 0830 on Mondays and Fridays, and 0835 on Tuesdays, Wednesdays and Thursdays. Students and staff are expected to attend all lessons on time and to remain on site throughout the morning and afternoon timetabled sessions. Staff should be ready to receive students at the scheduled start time for sessions, as well as making sure that students are not dismissed before the appropriate end of session time.

Staff are not required to be on site for PPA time, although we ask that they let their Line Manager know if they are leaving the site. We do ask that they are on-site for gained time at any time of year, unless working elsewhere is agreed by a member of the SLT.

All duties, supervisory or otherwise, must be completed on time. It is the duty person's responsibility to arrange a replacement if they will be absent for their duty and alert the SLT lead for their Duty Day.

h. Honesty and Integrity

Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of the School's property and facilities.

Staff with outside interests, or with relations or partners with outside interests, which might constitute a conflict of interest in their work at the School, particularly if the member of staff has responsibility for financial processes or manages a budget, must declare the interest in the Register of Pecuniary Interest held by the Chief Financial & Operations Officer.

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.

Employees must not make any false statement (e.g. on subsistence or mileage claims). Where there is evidence of an employee submitting such claims, he or she will be liable to disciplinary action and the matter may be reported to the Police for prosecution under the Theft Act 1968.

Where an employee has witnessed misconduct e.g. a fraudulent activity; he or she will have a duty to report such an incident. See also the Whistleblowing Policy.

Any meetings that staff attend should not be covertly recorded and as such will be treated as a conduct matter.

i. Discrimination

It is the School's policy that all current and prospective employees will have equal opportunity for employment, promotion and training on the basis of relevant ability, qualifications and merit. Employees must ensure that they do not unfairly discriminate on the grounds of gender, race, colour, marital and civil partnership status, national or ethnic origin, nationality, disability, sexual orientation, age, religion or belief, pregnancy or maternity/paternity. All job applicants and workers are treated equally and the School is willing to make reasonable adjustments where appropriate for disabled applicants and workers.

j. Communication with Press and Media

All press and media contact is to be undertaken by the Headmistress or with her approval.

k. Smoking, Vaping, Alcohol and Drugs

Staff must follow the [AHS Smoking, Drugs and Alcohol Policy](#).

Staff must follow the [School's Child Protection and Safeguarding Policy](#) when discussing issues, such as the use of illegal substances with students.

It is expected that staff will attend work in a fit state to carry out their duties. Staff found under the influence of drugs or alcohol will be deemed to be unfit and disciplinary action may follow.

l. Relationships with Other Staff

All staff are entitled to feel safe and secure at work and be free from harassment, intimidation or bullying behaviour including online. Staff should show professional courtesy and respect at all times to other colleagues working in the School.

Should a member of staff feel that the above guideline has not been followed, they should follow the School's Grievance Policy and raise the matter with their line manager, or in the case where this involves the line manager, with a member of the Senior Leadership Team. Should the Headmistress have any concerns in this respect or the concerns are in respect of the Headmistress, these concerns should be raised with the Co-Chair(s) of Governors. Disciplinary action will be taken against any employee who is found to have committed a deliberate or unlawful act of discrimination, sexual or racial harassment or bullying.

Those in a position of management or supervision should not behave in any way that could undermine their position.

m. Appointment and Management of Staff

Employees involved in the recruitment of internal and external staff must ensure that the decision to appoint is based on merit. An appointment that is based on anything other than the ability of the candidate to do the job may leave the School vulnerable to allegations of discrimination. Employees must

not be involved in an appointment where they are related to an applicant, or have a close personal relationship with him or her.

It is the policy of the School that spouses/partners will not be employed where there will be a line management relationship between them relating to discipline, promotion or pay adjustments and/or where they will be employed together in the area of contracts or finance.

n. Duty to report concerns about an individual's suitability to work with children.

There is a duty to report (including self-reporting and reporting under the [AHS Whistleblowing Policy](#)) any incident in which an adult has or may have behaved in a way that is inconsistent with the organisation's staff code of conduct including inappropriate behaviours inside, outside of work or online.

There may be times where an individual's actions in their personal life come under scrutiny from the community, the media or public authorities, including with regard to their own children, or children or adults in the community. Staff should be aware that their behaviour, either in or out of the workplace, could compromise their position within the work setting in relation to the protection of children, loss of trust and confidence, or bringing AHS into disrepute. Such behaviour may also result in prohibition from teaching by the Teaching Regulation Agency (TRA) a bar from engaging in regulated activity, or action by another relevant regulatory body.

The Childcare (Disqualification) Regulations 2018 set out grounds for disqualification under the Childcare Act 2006 where the person meets certain criteria set out in the Regulations. A disqualified person is prohibited from providing relevant early or later years childcare as defined in the Childcare Act 2006 or being directly concerned in the management of such childcare. Schools and private childcare settings are also prohibited from employing a disqualified person in respect of relevant early or later years childcare.

Keeping Children Safe in Education states that schools should make clear their expectation that staff should disclose any relationship or association (in the real world or online) that may impact on the School's ability to safeguard students. This applies to all staff at AHS.

Staff should recognise their individual responsibility to raise any concerns regarding behaviour or conduct (including low level concerns) that falls short of the principles outlined in this document and the setting's staff behaviour policy. It is crucial that any such concerns, including those which do not meet the harm threshold (see KCSiE), are shared responsibly and with the right person, and recorded and dealt with appropriately.

Failure to report or respond to such concerns would constitute a failure in professional responsibilities to safeguard children and promote welfare.

o. Parental /Care Contacts

The School has an expectation that staff will act professionally at all times. This is particularly important where parents/carers have contacted the School with a concern or complaint relating to the education of their child.

The aim at the School is to make a return email/call within the same school working day as the original contact was made, even if in the first instance this is just a holding call/email. At the very least, the call must be within two **school** days.

Where an error has been made, an apology should be given and the mistake corrected as soon as possible. Investigations should be carried out promptly and effectively with parents/carers informed of the outcome as soon as is practical, in line with the School's Complaints Procedure.

Where an ongoing investigation may take some time, due to a student or member of staff being absent, parents/carers should be informed and given a date by which the investigation will be completed.

p. School Identification

All staff must carry their school identification at all times. It should be displayed on the outside of clothing unless for a particular activity it might constitute a danger.

Visitors to the School between the hours of 07.30 and 16.30 will be booked in at Reception and display a red visitor's pass/ lanyard if they need to be accompanied at all times and a green visitor's pass/lanyard if they have been cleared to visit the school unaccompanied.

Any student not in School uniform or without an ID badge, and any adult must be asked for their identification and politely escorted to Reception to book in. If an unidentified person refuses to cooperate or leaves the site when challenged, the incident should be reported immediately to a member of the Senior Leadership Team and/or the police called as appropriate.

q. Matters of Conscience

Where an employee believes they are being required to act in a way which is illegal, improper, unethical, or in breach of the School's conventions, which may involve possible maladministration, or which is otherwise inconsistent with the Staff Professional Behaviour Code, they should refer to their line manager, the Headmistress or to the Whistleblowing Policy.

Where an employee is aware, or has evidence, of illegal, improper or abusive behaviour of another employee they should report the matter to the Headmistress, except in the case of the Headmistress when it should be reported to the Co-Chairs of the Governing Board. Failure to report such concerns may be construed as misconduct and lead to disciplinary action.

r. Reporting of Arrests, Prosecutions, etc.

Employees must report to the Headmistress details of any arrest or criminal conviction or caution made against them by the Police (except for minor civil 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 or may have a direct impact on the employee's job, or where it calls into question their suitability to work with young people, the matter may result in disciplinary action also being taken by the school.

s. Refusal to Obey a Reasonable Management Instruction

It is the responsibility of all employees to carry out reasonable instructions given them by the School's managers. In those circumstances, where an employee refuses to obey a reasonable management instruction, it will be necessary to investigate the situation and depending on the outcome of an investigation, it may result in disciplinary action.

t. Health & Safety

Employees have a duty to familiarise themselves with all the safety regulations that apply to their job and the area in which they work. Refer to the [School's Health and Safety Policies](#).

u. Data Protection

Employees have a duty to familiarise themselves with GDPR requirements by referring to the [AHS Data Protection and Confidentiality Policy](#).

v. Monitoring and Review

The Headmistress is responsible for monitoring the implementation of this Code and making an annual report to Governors regarding any changes to the policy or serious staff infringements.

Appendix 1 Low Level Concerns - Updated October 2021

Aim

This sets out a framework whereby staff are expected to report concerns, no matter how small, about their own behaviour or that of another member of staff, volunteer, supply teacher, contractor or other person working in school.

Its purpose is to help create and embed a culture of openness, trust and transparency in which the clear values and expected behaviour set out in our Child Protection and Safeguarding policy are lived, monitored, and reinforced.

This guidance should be read in conjunction with the current statutory guidance - "Keeping Children Safe in Education" Part 4, Section 2.

Applicability

This document applies to all school staff and also to adult workers from other organisations and volunteers working with the School. It applies both on and off the School's premises.

Definition of a low-level concern

A low-level concern is any concern, no matter how small, even if no more than causing a sense of unease or a 'nagging doubt', that a person working in or on behalf of the school may have acted in a way that:

- is inconsistent with the school's Staff Professional Behaviour Code, and
- does not meet the allegations threshold or is otherwise not considered serious enough to make a referral to the LADO

Examples of behaviour that could require reporting of a low-level concern include, but are not limited to:

- being over friendly with children;
- having favourites;
- taking photographs of children on their mobile phone;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- using inappropriate sexualised, intimidating or offensive language.

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse. It is crucial that any such concerns, including those which do not meet the harm threshold as laid out in Keeping Children Safe in Education are shared responsibly and with the right person, and recorded and dealt with appropriately. We ensure that all staff are aware of what constitutes a low level concern and create an environment whereby all staff feel that they are able to safely report concerns to the Headmistress. There is useful guidance from the NSPCC [here](#).

Ensuring they are dealt with effectively should also protect those working in or on behalf of schools and colleges from potential false allegations or misunderstandings.

Reporting low-level concerns

Where a low-level concern has been identified, this will be reported as soon as possible to the Headmistress. However, it is never too late to share a low-level concern if this has not already happened. Where the Headmistress is not available, the information will be reported to the Designated Safeguarding Lead (or member of the DSL team). Where the low-level concern has been reported to the Designated Safeguarding Lead, they will inform the Headmistress of the details as soon as possible.

Low-level concerns about the Designated Safeguarding Lead will be reported to the Headmistress and those about the Headmistress will be reported to the Co-Chair(s) of Governors (Hbush@ahs.bucks.sch.uk or Kweir@ahs.bucks.sch.uk)

Recording concerns

A summary of the low-level concern should be written down, signed, timed, dated and shared by the person bringing the information forward.

Where concerns are reported verbally to the Headmistress a record of the conversation will be made by the Headmistress which will be signed, timed, and dated.

These records will also be logged on a confidential spreadsheet accessed by the Headmistress, the DSL and the Safeguarding Governor.

Responding to low-level concerns

Where a low-level concern has been raised this will be taken seriously and dealt with promptly. The Headmistress will:

- Speak to the person reporting the concern to gather all the relevant information
- Speak to the individual about the concern raised to ascertain their response, unless advised not to do so by the LADO or police (HR advice may also need to be taken)

Where necessary further investigation will be carried out to gather all relevant information. This may involve speaking to any potential witnesses. The information reported and gathered will then be reviewed to determine whether the behaviour:

- is consistent with the school's Staff Professional Behaviour Code: no further action will be required
- constitutes a low-level concern: no further action is required, or additional training/guidance/support may be required to rectify the behaviour via normal day to day management processes. The employee should understand that failure to improve or a repeat of the behaviour may lead to further action being taken, e.g. via the Capability and Disciplinary Procedures.
- is serious enough to consult with or refer to the LADO: a referral should be made to the LADO and HR advice taken.

Allegations procedure within the Safeguarding Policy and Disciplinary Policy will be followed:

- when considered with any other low-level concerns that have previously been raised about the same individual, should be reclassified as an allegation and referred to the LADO or Police: a referral should be made to the LADO and HR advice taken. In this case the School's Staff Professional Behaviour Code within the Child Protection and Safeguarding Policy and Disciplinary Policy will be followed

When considered with any other low-level concerns that have previously be made, records will be made of:

- all internal conversations including any relevant witnesses
- all external conversations, e.g. with the LADO the decision and
- the rationale for it
- any action taken.

Can the reporting person remain anonymous?

The person bringing forward the concern will be named in the written record. Where they request to remain anonymous, this will be respected as far as possible. However, there may be circumstances where this is not possible, e.g. where a fair disciplinary investigation is needed or where a later criminal investigation is required.

Should staff report concerns about themselves (i.e. self-report)?

It may be the case that a person finds themselves in a situation which could be misinterpreted, or might appear compromising to others; or they may have behaved in a manner which on reflection they consider falls below the standard set out in the Staff Professional Behaviour Code. In these circumstances they should self report. This will enable a potentially difficult situation to be addressed at an early opportunity if necessary. This link is on our Staff Quick Links, and also [here](#).

Where behaviour is consistent with the Staff Professional Behaviour Code

Feedback will be given to both parties to explain why the behaviour was consistent with the Staff Professional Behaviour Code.

Should the low-level concerns file be reviewed?

The records will be reviewed periodically, and whenever a new low-level concern is added, so that potential patterns of concerning, problematic or inappropriate behaviour can be identified and referred to the LADO if required. A record of these reviews will be retained.

References

Low-level concerns will not be included in references unless a low-level concern, or group of concerns, has met the threshold for referral to the LADO and found to be substantiated.

What is the role of the Governors?

The Headmistress will regularly inform the Governing Board about the implementation of the low-level concerns policy including any evidence of its effectiveness, e.g. with relevant data. The safeguarding governor may also review an anonymised sample to ensure that these concerns have been handled appropriately.