



*Creative  
Education  
Trust*

# Code of Conduct

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## **1. Introduction**

- 1.1 Creative Education Trust seeks to provide a safe and supportive environment, which secures the well-being and very best outcomes for pupils.
- 1.2 This document clarifies what is expected in terms of professional behaviour from all Creative Education Trust employees and volunteers. It also describes safe practice, and which behaviours should be avoided by staff and volunteers.
- 1.3 If a member of staff does not follow this code of conduct this may lead to action being taken under the terms of the Disciplinary Policy, or other authorities being informed, for example the Police, the Disclosure and Barring Service, the Health and Safety Executive or the Teaching Regulation Agency.
- 1.4 There may be times when professional judgements are made in situations not covered by this document. It is expected that in these circumstances staff will behave in a reasonable and measured manner, and always advise their senior colleagues of their justification for any such action already taken or proposed.

## **2. Core principles**

- 2.1 All staff must:
  - Place the well-being and learning of pupils at the centre of their professional practice.
  - Have high expectations for all pupils, be committed to addressing underachievement, and work to help pupils progress regardless of their background and personal circumstances.
  - Treat pupils fairly and with respect, and take their knowledge, views, opinions and feelings seriously.
  - Seek to work in partnership with parents and carers, respecting their views and promoting understanding and co-operation to support the young person's learning and well-being in and out of school.
  - Take responsibility for their own actions and behaviour and avoid any conduct which would lead any reasonable person to question their motivation and intentions.



- Act in a way which supports and upholds the reputation and values of the school and the Trust.
- Demonstrate high standards of conduct towards all members of the school community (including but not limited to staff, pupils, and parents) in order to encourage our pupils to do the same.
- Communicate in a professional, courteous, and respectful manner to all members of the school community (including but not limited to staff, pupils, parents) at all times, whether on site, in the immediate vicinity of school premises or when representing the school or the Trust. Inappropriate or offensive language must not be used at any time.
- Exhibit and role model professional and personal integrity and honesty at all times.
- Work and be seen to work in a professional, open and transparent way.
- Discuss and/or take advice promptly from their line manager or another senior member of staff over any incident that may give rise to concern.
- Act in accordance with the Trust's and school's policies (including but not limited to the Equality and Diversity Policy, E-safety Policy, Data Protection Policy, Child Protection Policy).
- Reflect on their own practice, develop their skills, knowledge and expertise, and adapt appropriately to learn with and from colleagues.

### **3. Safe working practices for the protection of pupils and staff**

#### **3.1 *Duty of care***

- 3.1.1 All staff are accountable for the way in which they exercise authority, manage risk, use resources and safeguard pupils from discrimination and avoidable harm.
- 3.1.2 All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff and pupils and behaviour by staff that demonstrates integrity, maturity and good judgement.
- 3.1.3 There are legitimate high expectations about the nature of the professional involvement of staff in the lives of pupils. When individuals accept a role that involves working with children and young people, they need to understand and acknowledge the responsibilities and trust inherent in that role.
- 3.1.4 Employers have a duty of care towards their employees, which requires them to provide a safe working environment for staff and guidance about safe working practices.
- 3.1.5 *This means that staff must:*



- Understand their responsibilities in relation to pupils, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached.
- Always act, and be seen to act, in each child's best interests.
- Avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Take responsibility for their own actions and behaviour.

*3.1.6 This means that Creative Education Trust will:*

- Ensure that safeguarding procedures are in place and reviewed.
- Ensure that systems are in place for concerns to be raised.
- Endeavour to ensure that adults are not placed in situations which render them particularly vulnerable.

**3.2 Exercise of professional judgement**

3.2.1 This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight however, examples of behaviour that is illegal, inappropriate or inadvisable. There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the pupils which could contravene this guidance or where no guidance exists. Individuals are expected to make reasonable judgements about their behaviour in order to secure the best interests and welfare of the children in their charge.

*3.2.2 This means that where no specific guidance exists staff must:*

- Discuss the circumstances that informed their action, or their proposed action, with a senior colleague. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted.
- Always discuss any misunderstanding, accidents or threats with a senior leader.
- Always record discussions and actions taken with their justifications.

**3.3 Power and positions of trust**

3.3.1 All adults working with pupils 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 pupil 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.

3.3.2 Staff should always maintain appropriate professionalism and wherever possible, they should avoid behaviour which might be misinterpreted by



others. Any incident with the potential for misinterpretation, should be reported to their line manager (or other senior manager) and recorded.

3.3.3 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. Where a person aged 18 or over is in a position of trust established with a person who has only recently left the school, any attempt to engage in sexual activity with that person will be a cause for concern and will be treated as a breach of trust established in that prior relationship.

3.3.4 *This means that staff must not:*

- Use their position to gain access to information for their own advantage and/or a pupil's or family's detriment.
- Use their power to intimidate, threaten, coerce or undermine pupils.
- Use their status and standing to form or promote a relationship with a pupil, which is of a sexual nature.
- Attempt to initiate a relationship which is of a sexual nature, with a recent ex-pupil.

### **3.4 Confidentiality**

3.4.1 Members of staff may have access to confidential information about pupils and other parties in order to undertake their every day responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a pupil or their family; or member or staff; or other party for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the pupil or any other party. Information must be treated in accordance with the Data Protection Act 2018, please see Data Protection Policy for further details.

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

3.4.3 There are some circumstances in which a member of staff may be expected to share information about a pupil, 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. For further information see Child Protection Policy.

3.4.4 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



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

3.4.6 Additionally concerns and allegations about adults should be treated as confidential and passed to a senior leader without delay. If the concern is about the Principal (in this document, the term “Principal” refers to Principals of secondary schools and Headteachers of primary schools) or a member of the Head Office team then the Chief Executive of Creative Education Trust should be informed.

3.4.7 Any media or legal enquiries must be passed to the Principal.

3.4.8 *This means that staff must:*

- Treat information they receive about pupils in a discrete and confidential manner.
- Seek advice from a senior member of staff, if they are in any doubt about sharing any information they hold.
- Be cautious when passing information to others about a pupil.
- Know to whom any concerns or allegations should be reported.
- Pass any media or legal enquiries to the Principal.

### **3.5 Propriety and behaviour**

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

3.5.2 An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting so it is important to exercise due care and attention when outside of the school environment.

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

3.5.4 *This means that staff must not:*

- Behave in a manner which would lead any reasonable person to question their suitability to work with pupils or act as a role model.
- Drink alcohol with current pupils in public or private places, nor purchase alcohol for pupils.
- Drink alcohol or be intoxicated when working, including when supervising pupils, at events with pupils, or on school trips. In the case of school trips, this applies even when there are no pupils present, as the member of staff may be called to act if an emergency occurs.



- Make inappropriate remarks to a pupil (including email, text messages, phone or letter etc).
- Discuss their own sexual relationships with or in the presence of pupils.
- Discuss a pupil's sexual relationships in inappropriate settings or contexts.
- Make (or encourage others to make) unprofessional personal comments in any form of communication (e-mail, conversations or social networking comments).

**3.5.5** *This means that staff must:*

- Be aware that their behaviour in their personal lives may impact upon their work with pupils.

**3.6** ***Honesty and integrity***

3.6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of academy property and facilities.

**3.7** ***Criminal Charges and Convictions***

3.7.1 In accordance with the Independent School Standards Regulations, schools require applicants to disclose criminal convictions, whether committed in the UK or elsewhere.

**3.7.2** *This means that staff must:*

- Notify their Principal in writing immediately (i.e. next working day) if charged with any criminal offence or if convicted of any criminal offence; this includes cautions.

It should be noted that the term 'conviction' includes a finding of guilt, regardless of whether or not a conviction is recorded. Failure to notify the Principal in either case will constitute grounds for disciplinary action.

**3.8** ***Dress and appearance***

3.8.1 Each Creative Education Trust school requires pupils to be smart in their uniform. Staff should therefore consider the manner of dress and appearance appropriate to their professional role and as a role model to pupils. Staff must have a smart, professional and clean appearance at all times. In addition, staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake.

3.8.2 Appropriate personal presentation will be business/professional attire, for example a suit, unless specialist roles or activities or the environment dictate otherwise. Male members of staff must wear smart trousers and a shirt with a



collar and tie, and female members of staff must wear a smart dress, or trousers or skirt and a smart top, unless there are good reasons for not doing so.

- 3.8.3 Footwear must be smart and formal.
- 3.8.4 Tattoos should be covered wherever possible.
- 3.8.5 Staff involved in the teaching of practical or sporting subjects must wear suitable clothing and protective wear if necessary. However, they are expected to change back into business attire where and when appropriate.
- 3.8.6 Creative Education Trust values and recognises the diversity of cultures, religions and disabilities of its employees and will take a sensitive approach when this affects dress requirements. For example, hijabs, turbans, kippots, and headscarves are supported on religious grounds, but must not compromise health and safety or the learning of pupils.
- 3.8.7 The following are examples of items of dress that are not usually permitted:
- Leisure/sportswear and trainers (except for PE or sports events)
  - Denim
  - Flip flops or slider style sandals
  - Clothes, e.g. leggings, that are particularly tight or revealing
  - Clothes, e.g. mini skirts or short shorts, that are immodestly short.
  - Ostentatious or large jewellery items
  - Visible body or facial piercings (other than discreet earrings).
  - Extreme hair colours.
- 3.8.8 The points above are not exhaustive in defining acceptable and unacceptable standards of dress and appearance, and staff must use a common sense approach in adhering to the principles underpinning the dress code.
- 3.8.9 The Principal's decision on appropriate dress for staff is final.
- 3.8.10 *This means that staff must ensure their appearance and clothing:*
- Promote a positive, professional and business-like image.
  - Are appropriate to their role.
  - Do not compromise their safety or that of others.
  - Are not likely to be viewed as discriminatory, offensive, or revealing.
  - Are absent of any political or otherwise contentious slogans.

### **3.9 *Infatuations***

- 3.9.1 Staff need to be aware that there may be times when a pupil is strongly attracted to a member of staff and/or develops an infatuation. Staff should be aware that such circumstances carry a high risk of words or actions





being misinterpreted, and potentially for allegations to be made against staff.

3.9.2 A member of staff who becomes aware that a pupil 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 any misunderstandings or distress for all concerned.

3.9.3 *This means that staff must:*

- Report to senior colleagues any indications (oral, written or physical) that suggest a pupil may be infatuated with a member of staff.
- Be mindful if they are alone in a room with a pupil, and leave doors open if possible.

### **3.10 Gifts**

3.10.1 Staff need to take care that they do not accept any gift or hospitality that might be construed as a bribe by others, or lead the giver to expect preferential treatment. For further details, please see Gifts and Hospitality Policy.

3.10.2 There are occasions when pupils 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 Principal. Any member of staff receiving gifts or entertainment valued at more than £20 must disclose this to the Principal.

3.10.3 Members of staff may not give personal gifts to pupils. It is acceptable for staff to offer prizes of small value in tasks or competitions. It is also acceptable for staff to offer small gifts to whole classes where each child receives a gift, for example at the end of the school year.

3.10.4 *This means that staff must:*

- Ensure that gifts received or given in situations which may be misconstrued are declined and declared.
- Ensure that gifts of significant value are declared.
- Generally, only give gifts to an individual young person as part of an agreed reward system.

### **3.11 Personal living space**

3.11.1 No pupil should be in or invited into the home of an adult who works with them, unless the reason for this has been firmly established and agreed with



parents (and senior leaders if the child is not a relative of the adult who works with them) or the home has been designated by the organisation or regulatory body as a work place e.g. childminders, foster carers.

3.11.2 There should be a clear rationale for staff to visit the homes of pupils. Staff safety must be paramount, and the visit must be planned and organised appropriately. This will involve obtaining all available information on a particular pupil and their family and home environment, and where possible ensuring that another responsible adult will be present. Staff who frequently visit the homes of pupils will receive appropriate guidance and support.

### **3.12 Communication with pupils (including the use of technology)**

3.12.1 Communication between pupils and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites, social networking sites, online gaming and blogs. For further details regarding communicating via technology, please see E-Safety Policy.

3.12.2 Staff should not share any personal information with a pupil. They should not request, or respond to, any personal information from the pupil, other than that which might be appropriate as part of their professional role. Staff should ensure that all communications are professional, appropriate transparent and open to scrutiny.

3.12.3 Staff should also be cautious in their communications with pupils so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to pupils including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with senior leadership and parents, or in exceptional circumstances with an appropriate official agency. E-mail or text communications between a member of staff and a pupil outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites, such as social networking, instant messaging or gaming.

#### **3.12.4 This means that staff must:**

- Never give their personal contact details to pupils, including their mobile telephone number, unless there are exceptional circumstances.
- Communicate with pupils in an appropriate and professional manner, making sure that parents have given permission for this form of communication to be used.
- Only make contact with pupils for professional reasons.
- Not use internet or web-based communication channels to send personal messages to a pupil.



- Not have images of pupils stored on personal cameras, devices or home computers.
- Not make images of pupils available without permission from parents and senior teachers.
- Be cautious in their contact with ex-pupils, as there is still a professional relationship.

3.12.5 Staff should not establish or seek to establish social contact with pupils, or their families, for the purpose of securing a friendship or to pursue or strengthen a relationship. Even if a young person seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in making a response but should always discuss this with a senior leader. Staff must be aware that social contact, in certain situations, could be misconstrued as grooming.

3.12.6 Staff should not give their personal details such as their home or e-mail address; social network sites, gamer tags or web pages to pupils unless the need to do so is agreed with senior leadership.

3.12.7 *This means that staff should:*

- Have no secret social contact with pupils.
- Consider the appropriateness of the social contact according to their role and nature of their work.
- Always approve any planned social contact with senior colleagues, for example when it is part of a reward scheme or pastoral care programme.
- Advise senior leadership of any regular social contact they have with a pupil or parent which may give rise to concern.
- Report and record any situation, which they feel, might compromise the school or their own professional standing.

### **3.13 Social Networking sites and internet use**

3.13.1 Creative Education Trust staff may use social networking sites for personal use. However, the Trust requires that staff follow the requirements as set-out in the E-Safety Policy.

3.13.2 Under no circumstances should access inappropriate images or websites in the school. Using school equipment to access inappropriate or indecent material, including adult pornography, at any time, would normally lead to disciplinary action, particularly if as a result, pupils might be exposed to inappropriate or indecent material. In some cases, matters may be also referred to the Local Authority Designated Officer or the Police.

3.13.3 *This means that staff should:*

- Set the privacy levels of their personal sites as strictly as they can.



- Be aware of location sharing services.
- Opt out of public listings on social networking sites.
- Log out of accounts after use.
- Keep passwords safe and confidential.
- Carefully consider the information, including text and images, they share and post online, and to ensure that their social media use is compatible with their professional role and is in accordance with school policies and the wider professional and legal framework.
- Ensure they do not represent their personal views as that of the school.
- Not communicate with or add as 'friends' any current or past pupils or current or past pupils' family members via any personal social media sites, applications or profiles.

#### *3.13.4 This means that staff must:*

- Not share or discuss information and content that staff members have access to as part of their employment, including photos and personal information about pupils and their family members or colleagues.
- Notify a member of the leadership team immediately if they consider that any content shared on social media sites conflicts with their role in the school.

### **3.14 Physical Contact**

- 3.14.1 There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role.
- 3.14.2 A blanket 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate.
- 3.14.3 Staff should use their professional judgement at all times about the appropriateness of any physical contact. Some staff, for example, those who teach PE and games, or who offer music tuition, or work in early years will on occasions have to initiate physical contact with pupils in order to support a pupil 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 pupil'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 section 3.20, one-to-one situations, below). Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil.
- 3.14.4 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.

3.14.5 Physical contact, which occurs regularly with an individual pupil, must be part of a formally agreed plan (for example in relation to pupils with SEN or physical disabilities).

3.14.6 *This means that staff must:*

- Be aware that even well intentioned physical contact may be misconstrued by the pupil, an observer or by anyone to whom this action is described.
- Never touch a pupil in a way which may be considered indecent.
- Always be prepared to explain actions and accept that all physical contact be open to scrutiny.
- Consider alternatives, where it is anticipated that a pupil might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable pupil in the demonstration.
- Always explain to a pupil the reason why contact is necessary and what form that contact will take unless their safety is at immediate risk.

3.14.7 *This means that Creative Education Trust will:*

- Ensure that there is a Physical Restraint Policy in place.
- Ensure there is a system in place for recording serious incidents and the means by which information about incidents and outcomes can be easily accessed by senior leadership.
- Provide staff, on a "need to know" basis, with relevant information about vulnerable pupils in their care.

### **3.15 Showers and changing**

3.15.1 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 pupils, 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 pupils concerned and sensitive to the potential for embarrassment.

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

3.15.3 *This means that staff must:*

- Avoid any physical contact when pupils are in a state of undress.
- Avoid any intrusive behaviour and where there are changing rooms:
  - Announce their intention of entering the changing room.



- Always consider the supervision needs of the pupils, and only remain in the room where the pupils needs or age require this.
- Ensure that sensitive pupils are offered the opportunity to change privately if this is possible.

3.15.4 *This means that staff must not:*

- Change in the same place as pupils or shower with pupils.

### **3.16 Pupils in distress**

3.16.1 There may be occasions when a distressed pupil 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.

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

3.16.3 *This means that staff must:*

- Consider the ways in which they offer comfort to a distressed pupil.
- Always tell a colleague when and how they offered comfort to a distressed pupil.
- Record situations which may give rise to concern.

### **3.17 Behaviour Management**

3.17.1 All pupils have a right to be treated with respect and dignity. Staff should not use any form of degrading treatment to punish a pupil. Demeaning or insensitive behaviour towards pupils is not acceptable.

3.17.2 *This means that staff must:*

- Not use force as a form of punishment.
- Try to defuse situations before they escalate.
- Adhere to the school's Behaviour for Learning Policy and local procedures document.

### **3.18 Care, Control and Physical Intervention**

3.18.1 Staff may legitimately intervene to prevent a pupil 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.



3.18.2 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.

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

3.18.4 *This means that staff must:*

- Always seek to defuse situations.
- Always use minimum force for the shortest period necessary.

### **3.19 Sexual Contact with Pupils**

3.19.1 Any sexual behaviour by a member of staff with or towards a pupil is both inappropriate and illegal. Pupils are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether the child or young person consents or not. This includes the prohibition on adults in a position of trust (see Section 3.3).

3.19.2 There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child, and manipulate that relationship so sexual abuse can take place. Staff should be aware that conferring special attention and favour upon a child might be construed as being part of a 'grooming' process, which is an offence.

3.19.3 *This means that staff must:*

- Not pursue sexual relationships with children and young people either in or out of school.
- Avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. oral comments, letters, notes, electronic mail, phone calls, texts, physical contact.

### **3.20 One-to-one Situations**

3.20.1 Staff working in one-to-one situations with children and young people are more vulnerable to allegations. Teachers and others 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 pupils are met.

3.20.2 Pre-arranged meetings with pupils away from the school premises should not be permitted unless approval is obtained from their parent and the Principal or other senior colleague with delegated authority.



### 3.20.3 *This means that staff must:*

- Avoid meetings with pupils in remote, secluded areas of the school
- Ensure there is visual access and/or an open door in any one-to-one situations wherever possible.
- Consider the needs and circumstances of the child/children involved.
- Inform other staff of the meeting beforehand, assessing the need to have them present or close by.
- Avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy.
- Always report any situation where a child becomes distressed or angry to a senior colleague.

## 3.21 **Transporting Children**

3.21.1 In certain situations, for example out of school activities, staff or volunteers may agree to transport children. A designated member of staff should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise.

3.21.2 Wherever possible and practicable transport should not be undertaken in private vehicles.

3.21.3 There should be at least one adult additional to the driver acting as a chaperone. The driver must also have appropriate insurance.

3.21.4 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.

### 3.21.5 *This means that staff must:*

- Plan and agree arrangements with all parties in advance, responding sensitively and flexibly to disagreements.
- Ensure that they are alone with a child for the minimum time possible.
- Be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer.
- Report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures.
- Ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety.
- Take into account any specific needs that the child may have.

## 3.22 **Extra-curricular activities**

3.22.1 Staff should take particular care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity.





3.22.2 During school activities that take place off the school site or out of school hours, 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.

3.22.3 Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Pupils, staff and parents should be informed of these prior to the start of the trip.

3.22.4 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.

3.22.5 *This means that staff must:*

- Always have another adult present in out of school activities, unless otherwise agreed with senior staff in the school.
- Undertake a risk assessment.
- Have parental consent to the activity.
- Ensure that their behaviour remains professional at all times.

### **3.23 First Aid and Administration of Medication**

3.23.1 The school has a Supporting Students with Medical Conditions Policy, which must be adhered to at all times.

### **3.24 Intimate Care**

3.24.1 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). Please see Intimate Care Policy for more details.

### **3.25 Curriculum**

3.25.1 Areas of the curriculum can include or raise subject matter which is sexually explicit, or of an otherwise sensitive nature. 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.

3.25.2 The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit or otherwise sensitive nature. Responding to pupils' questions can require careful judgement and staff may seek to take guidance from a more senior member of staff.

3.25.3 *This means that staff should:*



- Have clear schemes of work.

**3.25.4** *This means that staff must not:*

- Enter into or encourage inappropriate or offensive discussion about sexual activity.

**3.26** ***Photography, videos and other creative arts***

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

3.26.2 Careful consideration should be given as to how these activities are organised and undertaken. Please see Data Protection Policy for further details.

**3.26.3** *This means that staff must:*

- Be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded.
- Ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose.
- Ensure that all images are available for scrutiny in order to screen for acceptability.
- Be able to justify images of children in their possession.
- Avoid making images in one-to-one situations.

**3.26.4** *This means that staff must not:*

- Have images of pupils stored on personal cameras, devices or home computers.
- Produce or make images of pupils available for any use other than the approved use.

**3.27** ***School property***

3.27.1 Staff must not steal, damage on purpose or seriously neglect anything that belongs to Creative Education Trust.

3.27.2 Staff must return any property or equipment which they have been allowed to use by Creative Education Trust, as soon as they leave their employment or when asked by a senior member of staff.

**3.28** ***Whistleblowing***



3.28.1 Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Please refer to the Whistleblowing Policy for further details.

3.28.2 Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior leadership. This is particularly important where the welfare of children may be at risk.

### **3.29 *Sharing Concerns and Recording Incidents***

3.29.1 All staff should be aware of the school's child protection procedures, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their professional association.

3.29.2 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.

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

3.29.4 *This means that staff must:*

- Be familiar with the School's Child Protection procedures.
- 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. Please see Child Protection Policy for further information.

### **3.30 *Equal Opportunities and Diversity***

3.30.1 Creative Education Trust is committed to developing, maintaining, and supporting an inclusive culture and environment for the benefit of its employees and the communities served by the Trust. For more details please see Equality and Diversity Policy.

3.30.2 Any complaint of discrimination, harassment, or victimisation or complaints made on the grounds of a protected characteristic as defined by the Equality Act 2010, will be taken seriously and will be the subject of a thorough investigation.

### **3.31 *Smoking***



3.31.1 Smoking and vaping is prohibited on or near school premises. Smoking/vaping is also prohibited whilst engaging in school business off site, for example, school trips and educational visits. For more details please see Smoking and Vaping Policy.

### **3.32 Health and Safety**

3.31.1 All staff have a duty to take reasonable care of themselves and to cooperate with management under the Health and Safety at Work Act 1974. These responsibilities are detailed in the School's Health and Safety Policy.