Foxfield School

**Code of Conduct for Employees in Schools**

This policy is due for review on June 2022



**Governors’ Committee Responsible**: Staffing Committee

**Status Review Cycle:** Statutory Policy that applies to all staff

**Policy formally adopted**: December 2021

**Next Review Date:** June 2022

1. **Introduction**
	1. This policy sets out clear guidance on the standards of behaviour expected from all staff at Foxfield School. The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring.
	2. School staff are in a unique position of trust and influence as role models for pupils. Therefore, staff must adhere to behaviour that sets a good example to all pupils within the school.
	3. Staff also have an individual responsibility to maintain their reputation and the reputation of the school, both inside and outside working hours and work setting.
	4. This policy applies to all staff and volunteers in the school regardless of their position, role or responsibility. References to ‘staff’ throughout the policy relate to all of the following groups:
		* All members of staff including teaching and support staff
		* Temporary and supply staff, either from agencies or engaged directly
		* Student placements, including those undertaking initial teacher training
		* Volunteers, including governors
	5. Foxfield School requires that all staff have read and agree to comply with this policy.
	6. Breach or failure to observe this policy will result in action being taken under the school disciplinary procedures including, but not limited to, dismissal.
	7. This code of conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy staff are expected to exercise their professional judgement and act in the best interests of the pupils and the school.
2. **Professional Behaviour and Code of Conduct**

Foxfield has a highly experienced and professional team of excellent staff who work in close collaboration. To maintain a high standard of performance and conduct all staff are expected to abide by the following Code of Conduct:

* 1. Staff are expected to demonstrate the highest possible standards of personal and professional

conduct and behaviour and consistently act with honesty and integrity.

* 1. Foxfield School expects staff to treat each other, pupils, parents and the wider community with dignity and respect at all times. Staff must always be polite, courteous, welcoming, respectful and friendly to everyone they meet while carrying out their role.
	2. Staff must demonstrate respect for the views of others and not try to undermine colleagues, verbally or in any other way.
	3. Staff must work as a team, maintain the highest levels of safety possible, share good practice and treat everyone with dignity.
	4. Staff must show fairness and respect in their treatment of children and avoid behaviours such as embarrassing or humiliating pupils, making jokes at the expense of pupils, discriminating against or favouring pupils and sarcasm.
	5. Every member of staff must act as a role model to colleagues and all other stakeholders exhibiting behaviour that sets a positive and professional example at all times.
	6. All staff must aspire to be motivational, inspirational, positive and supportive to parents pupils and all other visitors to the school.
	7. Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are accorded the highest priority.
	8. All staff must be constantly aware of the Professional Standards demanded of someone in their position and ensure that you meet these in all aspects of your work.
	9. All staff must have regard for the ethos and values of the school and must not do or say anything which may bring the school or governing body into disrepute.
	10. Staff must act in accordance with the school’s policies and procedures at all times.
	11. Staff are expected to demonstrate the highest possible standards in school and in the public domain. Staff’s behaviour outside the workplace can be observed and judged by the public.
	12. Unprofessional behaviour including inappropriate comments about the school, other staff, governors, pupil or parents made within in the community or online e.g. e-mails or social media etc. can lead to very serious consequences.

All Foxfield staff are expected to adhere to this Staff Behaviour Policy including the Code of Conduct and Dress Code. Failure to do so will have serious consequences and can lead to formal disciplinary procedures being taken against the individual concerned.

**3.0 Staff Dress Code**

The dress and appearance of a person makes a strong statement about them. It also sends a clear message however deliberate or unintentional to others. Staff in any professional setting including schools must recognise that the clothing that they wear and how they present themselves will create an impression in others including colleagues, pupils, parents and visitors. At Foxfield School we want all stakeholders to always have the very best impression of the skills, capability, attitude and professionalism of the staff. The clothing and appearance of each member of staff will play a part in that. It is recognised that certain rules of dress followed by staff in other settings may not be appropriate at Foxfield however this Dress Code sets out what is expected of every person employed by the school. This will clarify the requirements and gives clear guidance to all present and future staff.

3.1 What am I expected to wear to school?

The general guidance for all staff is that as a minimum standard they should dress in a smart, casual style. Staff are not required to wear more formal clothing such as suits to work. In some roles ties should also be avoided. Senior staff may however regard such clothing as more appropriate in terms of what would be expected of people in their positions by parents, visitors etc.

Staff should consider what their clothing and appearance at work says about them and the image it portrays. This equally applies in Foxfield and when staff are attending training or meetings off site and representing the school. Staff should consider all aspects of their appearance and the professional or casual impression it gives to others, particularly pupils and parents or carers. Clothing is important but the same applies to footwear, jewellery etc.

In considering what to wear at Foxfield other basic questions to ask are:

***Am I dressed in a way that is suitable for a professional person who works in a school?***

***Am I dressed appropriately for work given my role and the contact I have with pupils, parents and other stakeholders?***

***Does my appearance give a good impression of my professionalism and the school I represent or does it suggest a more casual attitude?***

***Would people expect me to dress any differently to what would be expected in another school or similar setting?***

***What would parents or carers think of my professional attitude when I am dressed like this?***

3.2 What is inappropriate?

Certain aspects of dress are not appropriate at Foxfield. This may be for appearance or safety reasons. The following list gives some guidance:

Denim Jeans - These can vary greatly in appearance. While practical they do give a causal impression to others and so are best avoided. It is far more appropriate to wear jeans style trousers that are not blue denim or to wear chino style trousers. Staff must not wear denim jeans that are torn, bleached, patched, very faded or soiled. Jeans and other trousers should also not be too tight as to be revealing or impractical to work in.

T- Shirts – Staff must avoid wearing T-Shirts that appear very casual. It is far more appropriate to wear a polo style shirt with a collar to work and this gives a more professional impression. Large Slogans can also be distracting for the pupils and so should not be worn.

Footwear - Flip Flops and other casual strapped sandals are inappropriate for work for both male and female staff. There is a high risk of injury to the wearer and they are unsuitable footwear to wear in circumstances where you may have to respond quickly or work in potentially hazardous or difficult situations. Flip flops and strapped open toed sandals are therefore unacceptable footwear for any staff to wear in school. Shoes with high heels are also inappropriate and hazardous.

Revealing clothing – Staff should consider the suitability of some clothing that may be very tight, flimsy or revealing. The risks of injuries to staff from being pinched, scratched or bitten by a pupil are high and such clothing can easily be ripped.

Clothing that could be deemed by others as too revealing should be avoided. This applies to exposed midriffs and short skirts as well as unsuitable shirts, tops, trousers or leggings that are very tight. Staff should also avoid wearing clothing that can reveal their underwear when worn or when they move e.g. low cut trousers or tops that reveal a person’s underwear. Staff should be particularly aware if they are likely to be bending in front of pupils (during first aid, talking to pupils sitting on the floor or leaning across a table). Such clothing may be perfectly acceptable outside school but it is not appropriate to be worn in a school setting.

Shorts - Unless involved in sporting activities shorts invariably give a very causal impression. Shorts also once again increase the likelihood of injury by a pupil and would be unsuitable to wear in situations where a pupil is being physically restrained. At Foxfield therefore the only time that staff are allowed to wear shorts is if they are undertaking PE or other outdoor activities.

Jewellery - Jewellery of different types is worn by many people. Staff have to consider its suitability in terms of the risks of injury to themselves if necklaces or earrings are pulled by a pupil. Stud type earrings clearly present less of a hazard to the member of staff. People should also consider any rings, watches or bracelets that they wear and the risks of these scratching a pupil when in close physical contact e.g. when changing them, physically holding them etc. Jewellery also can easily injure other colleagues, however accidentally. Finally, items of jewellery can be very expensive or hold great sentimental value. Staff should therefore consider the risks of loss or damage when wearing such items to work as the school cannot be held responsible for the costs of repairing or replacing such items.

Piercing – Body, ear or face piercing is becoming more common. In school there is however a high risk of injury if a piece of jewellery piercing a member of staff was pulled by a pupil deliberately or accidentally. Some people also find such body or face piercing very unattractive and off putting and it is not the norm to be found within professional settings. The school fully accepts that staff may have their ears pierced and can wear appropriate earrings to work. Some staff may also wear a nose stud for cultural or fashion reasons. The wearing of suitable earrings or nose studs are acceptable at school however other forms of facial piercing are not permitted in work. Where a member of staff has body piercing this should be covered up at all times within school.

Hair styles – Staff are expected to keep their hair clean, neat and tidy in work. Staff who have long hair should wear this in a way as to reduce the risks of their hair being pulled. They should also be sensitive to the possibility of their hair hanging down and presenting an additional distraction, temptation or hazard to pupils when working with them. This Dress Code does not place any requirements on staff with regards to hair colour but staff should consider whether dying their hair in a more colourful or unusual manner gives a good professional impression in the workplace.

Finger Nails – Staff must avoid having long finger nails in school that increase the risk of a pupil or colleague being scratched. The risk of an injury is particular high when a pupil is demonstrating challenging behaviours and restrictive physical intervention is required.

In accordance with good health and hygiene procedures in school staff should keep their fingernails clean and reasonably short. In order to avoid the risks of cross contamination when staff are involved in activities including changing pupils, tube feeding, handling food and drinks at snack and meals times etc. the school require staff to follow the policy adopted by the Hospital Trust where staff cannot wear coloured nail varnish.

The actual requirements within the health sector go further and require that

*‘When providing patient care, nails should be kept short and clean and staff should not wear false nails.*

*Finger nails should not exceed ¼ inch (approx. 0.5 cm) beyond the end of the finger tip to prevent the accumulation of debris under nails and to facilitate effective hand hygiene.*

*Artificial nails should not be worn as they inhibit hand hygiene and pose an infection risk.*

*Nail products should not be worn as chips may harbour bacteria and thus represent an infection risk.’*

Tattoos – It has become far more common in recent years for both male and female staff to have tattoos. Some are more subtle than others. Certain tattoos would be unacceptable in school including facial tattoos or those which contain sexual, aggressive or offensive images or captions.

In accordance with this Dress Code the Headteacher reserves the right to ask any member of staff to cover their tattoos while working in school. Given their permanent nature if a member of staff is considering having a tattoo and is unsure if this may cause problems in school they are welcome to go and discuss the matter with the Headteacher in advance.

Hats - Hats such as baseball caps are not to be worn by staff in the school. Equally staff should not wear hooded tops with their hoods up. If staff are working outside however it is acceptable to wear a suitable hat or a hood to protect their head from the heat or cold providing that this does not significantly impair their view of the pupils they are supervising at the time.

Residential Trips and other out of school activities – Staff at Foxfield are regularly involved in out of school activities including residential trips with the pupils. During such activities it is perfectly reasonable for staff to dress in a more informal, practical and relaxed manner. They will also need to ensure that they dress appropriately for the activities that they are involved in. During such activities staff still need to recognise they are representing the school and so this basic guidance about the suitability and appropriateness of their clothing and appearance should still be followed.

Much of this Dress Code should be common sense to staff at Foxfield. People should recognise the appropriateness of wearing certain clothing or items in a school setting where they are trying to display high professional standards. Staff should also recognise the impact of their clothing on their own safety and the safety of others. This Code is intended to clarify expectations where there may be uncertainty. In doing so it promotes high professional standards amongst the workforce and avoids members of staff being challenged about their appearance at work by school leaders.

**4.0 Smoking, alcohol and other substances**

4.1 Foxfield School is a non smoking site. Staff must not smoke on school premises or outside school gates. Any member of staff wishing to smoke must leave the school grounds.

4.2 Staff must not smoke whilst working with or supervising pupils offsite.

4.3 Staff must not consume or be under the influence of illicit drugs or other illegal substances on or near school premises.

4.4 Staff must not be under the influence of alcohol or consume alcohol during their working hours in school. Staff must also not consume alcohol when off site and in charge of pupils including overnight stays and on residential trips.

4.5 Staff must notify the Headteacher of any prescribed medication they are taking which may affect their safety, performance or judgement in the workplace and when responsible for pupils.

4.6 Staff must refrain from consuming excessive amounts of alcohol at organised events within school or at other venues where pupils and/or parents are present

**5.0 Relationships with Pupils**

5.1 Staff must maintain professional boundaries with pupils appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably. Staff must act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.

5.2 Staff must not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. If a young person seeks to establish social contact staff should exercise their professional judgement in making a response and be aware that such social contact could be misconstrued. If uncertain of how to respond staff should seek guidance from the Headteacher.

5.3 Staff must not develop personal or sexual relationships with pupils and must not engage in any sexual activity with a pupil.

5.4 Working Together to Safeguard Childrendefines *s*exual abuse as ... ‘forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

5.5 Staff must not make sexual remarks to a pupil, discuss their own sexual relationships with, or in the presence of, pupils or discuss a pupil’s sexual behaviour in an inappropriate setting or context.

5.6 Contact with pupils and their parents or carers should be through Foxfield School’s authorised channels. Personal phone numbers, email addresses or communication routes via all social media platforms should not be used and staff must not share their home address or contact details with pupils or their parents/carers. If contacted via an inappropriate route the member of staff must inform the Headteacher immediately.

5.8 Foxfield School staff must not accept friend invitations or become friends with any pupil of the school on any social media platform. Staff must also refrain from following the Twitter or other similar social media accounts of pupils or their parents. Staff must read the school’s e-safety policy carefully and follow all advice and guidance contained within it.

**6.0 Infatuations and close attachments**

6.1 It is not unusual for pupils or, sometimes, their parents to develop infatuations towards members of staff or very close attachments to them. All such situations must be responded to sensitively to maintain the dignity of those concerned.

6.2 Staff must also be aware that such circumstances carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. Any indications of an infatuation or unusually close attachment by a pupil or parent/carer towards yourself or another member of staff must be reported to the Headteacher

6.3 Staff must not normally communicate with pupils or parents outside of school hours via telephone or any electronic medium without the approval of the Headteacher

**7.0 Gifts/Hospitality**

7.1 Staff need to take care that they do not accept any gift/offer of hospitality that might be construed as a bribe by others, or lead the giver to expect preferential treatment. However, there may be occasions where pupils or parents wish to give a small token of appreciation to staff, for example at religious festivities or at the end of the year. This is acceptable.

7.2 It is unacceptable to receive gifts on a regular basis or to suggest to pupils or their parents that gifts are appropriate or desired. Money must not be accepted as a gift from a parent or pupil. Staff who are unsure whether to accept a gift must consult the Headteacher.

7.3 Staff must not normally accept significant gifts or hospitality from pupils, parents, carers, actual or potential contractors or outside suppliers in excess of £20 in value. All such gifts/offers of hospitality should be reported to the Headteacher and recorded. The Headteacher will decide if it is appropriate for the member of staff to accept the gift.

7.4 Personal gifts must not be given by staff to individual pupils. Any reward to pupils should be in accordance with the school’s rewards and behaviour policies and not based on favouritism.

**8.0 Physical Contact with Pupils**

8.1 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. A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with pupils it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.

8.2 Where feasible, staff must seek the child's permission before initiating contact. Staff should listen, observe and take note of the pupil’s reaction or feelings and, so far as is possible, use a level of contact which is acceptable to the pupil for the minimum time necessary. Staff must remain sensitive to any discomfort expressed verbally or non-verbally by the pupil.

8.3 It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one pupil in one set of circumstances may be inappropriate in another, or with a different pupil. Staff must therefore, use their professional judgement at all times.

8.4 Staff should 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. Staff must never touch a pupil in a way which may be considered indecent. Always be prepared to explain actions and accept that all physical contact may be open to scrutiny. Staff must not engage in rough play or tickling with pupils unless it is part of an agreed behaviour plan or sensory diet.

8.5 Extra caution should be exercised where a pupil is known to have suffered previous abuse or neglect. Such experiences may sometimes make a pupil exceptionally needy and demanding of physical contact and staff should respond sensitively by deterring the pupil through helping them to understand the importance of personal boundaries.

8.6 Physical contact with a pupil must never be secretive, for the gratification of the adult or represent a misuse of authority.

8.8 If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be reported to the Headteacher, recorded and, if appropriate, a copy placed on the child’s file.

8.9 Staff must refer to Foxfield School’s Physical Intervention, Positive Handling and Intimate Care Policies

**9.0 Pupil in distress**

9.1 There may be occasions when a pupil is in distress and in need of comfort as a reassurance. This may include age appropriate physical contact. Staff must remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

9.2 If staff have a particular concern about the need to provide this type of care and reassurance they should seek further advice from their line manager.

**10.0 Showers and changing**

10.0 Pupils are entitled to respect and privacy whilst they are changing or showering after PE or swimming. However, there needs to be an appropriate level of supervision in order to safeguard young people, meet health and safety requirements and to ensure that bullying does not take place. The supervision should be appropriate to the needs and age of the pupils and sensitive to the potential for embarrassment.

10.1 Staff must be vigilant about their own behaviour and announce their intentions when in the changing rooms. Staff must not change or shower in the same place as pupils.

**11.0 One to one situations**

11.1 Staff working individually with pupils should be aware of the potential vulnerability of pupils and staff in such situations. Staff must manage these situations with regard to the safety of the pupil and to themselves.

11.2 Individual work with pupils should not normally be undertaken in isolated areas or rooms where there is no external viewing panel. Where it is necessary to close doors for reasons of confidentiality a colleague should be made aware of this and asked to remain vigilant.

**12.0 Transporting pupils**

12.1 In certain circumstances it may be appropriate for staff to transport pupils offsite for out of school activities. A senior member of staff should approve and provide oversight of all transport arrangements and to respond to any difficulties that may arise.

12.2 Staff must ensure that the transport arrangements and the vehicle meet all legal requirements. Staff must ensure that the driver has the appropriate license for the vehicle, that the vehicle is roadworthy, has a valid MOT certificate and is appropriately insured and that the maximum capacity is not exceeded.

12.3 Staff must ensure that the driver is not distracted while the vehicle is in motion for any reason other than an emergency and should also ensure all passengers are wearing correctly fastened seatbelts. Staff must never transport pupils in they have consumed alcohol or while under the influence of prescribed or illegal drugs.

12.4 Prior to transporting pupils offsite consent must be obtained from a pupil’s parent or carer and staff should be aware that the safety and welfare of the pupils is their responsibility until this is safely passed back to their parent/carer.

12.5 Staff must be aware of the school’s policy of transporting pupils. Unless it is an exceptional situation and prior permission has been given by the Headteacher staff should not transport pupils in a vehicle where they are the only adult present.

**13.0 E-Safety**

13.1 Staff must follow Foxfield School’s E-Safety policy for staff and the Acceptable Use Policy at all times and have regard for Foxfield School’s E-Safety policy for pupils. Staff should also have read the Social Networking Policy and have agreed and signed this. These policies are designed to protect all pupils and staff as far as possible when they are online.

13.2 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school or the school community into disrepute. Staff should adopt the highest security settings on any personal profiles they have.

13.3 Staff must remain mindful of their digital footprint and exercise caution in all their use of social media or any other web based presence they have. This includes written content, videos or photographs and views expressed either directly or by ‘liking’ certain pages or posts or following certain individuals or groups. Staff must not engage in online behaviour that is inappropriate for somebody in their professional position and which by association can bring the school into disrepute.

13.4 Staff must exercise care when using dating websites where staff could encounter students, ex-students or parents.

13.5 Staff must not make contact with pupils, must not accept or initiate friend requests nor follow pupils’ accounts on any social media platform. Staff must not communicate with pupils via social media, websites, instant messenger accounts or text message. The only acceptable method of contact is via the use of school email accounts or telephone equipment.

13.6 Staff must not make contact with pupils’ family members, accept or initiate friend requests or follow pupils’ family member’s account on any social media platform.

13.7 However, Foxfield School acknowledges that staff who are also relatives or existing friends of parents/carers may wish to make contact with other these people over social media. Staff must exercise caution and professional judgement in these circumstances and should not have any contact with pupils’ family members via social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.

13.8 Mobile phones and personally-owned devices may not be used during lessons or formal school time unless staff are on a break in the staffroom. They should be switched off (or silent) at all times. The Bluetooth functionality of a mobile phone should be switched off at all times and may not be used to send images or files to other mobile phones. Mobile phones and personal devices are not permitted to be used in certain areas within the school site such as changing rooms and toilets.

13.9 Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. Foxfield School accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

**14.0 Photography, video and images of children**

14.1 Many school activities involve recording images as part of the curriculum, extra school activities, publicity or to celebrate an achievement. In accordance with The Data Protection Act 1998 the image of a pupil is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/guardian of a pupil for any images made. It is also important to take into account the wishes of the pupil, remembering that some pupils do not wish to have their photograph taken or be filmed.

14.2 Using images for publicity purposes will require the consent of the individual concerned and their parent/guardian. Images should not be displayed on websites, in publications or in a public place without their consent. Staff should also be clear about the purpose of the activity and what will happen to the photographs/images/video footage when the lesson or activity is concluded.

14.3 Photographs/stills or video footage of pupils should normally only be taken using school equipment for purposes authorised by the school. Images and video should be stored securely and only on school equipment.

14.4 Staff must ensure that a member of the senior staff is aware of the proposed use of staff’s personal photographic/video equipment and that this is recorded in lesson plans. All photographs/stills and video footage should be available for scrutiny and staff should be able to justify all images/video footage made.

14.5 Staff must remain aware of the potential for images of pupils to be misused to create indecent images of children and/or for grooming purposes. Therefore, careful consideration should be given to how activities which are being filmed or photographed are organised and undertaken. Particular care should be given when filming or photographing young or vulnerable pupils who may be unable to question how or why the activities are taking place. Staff should also be mindful that pupils who have been abused through the use of video or photography may feel threatened by its use in a teaching environment.

**15.0 Confidentiality**

15.1 Members of staff may have access to confidential information about pupils, their parents/carers or their siblings. Staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil on a need to know basis.

15.2 Staff must never use confidential or personal information about a pupil or her/his 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 pupil.

15.3 All staff will witness actions which need to be confidential. For example, where a pupil is assaulted or bullied by another pupil, this needs to be reported and dealt with in accordance with the appropriate school procedures. It must not be discussed outside the school, including with the pupil’s parent or carer, nor with colleagues in the school unless authorised by a senior member of staff.

15.4 Staff have a statutory obligation to share with Foxfield’s Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare or safety of a pupil or that might suggest a pupil is in need or at risk of significant harm. Staff should pass on information without delay in accordance with Foxfield’s safeguarding policy and procedures and this should be recorded. Staff must never promise a pupil that they will not act on or pass on any information that they are told by the pupil.

15.5 Staff must refer to the Department of Education’s document *’Information sharing: advice for practitioners providing safeguarding services’* for further guidance on information sharing. If you are in any doubt about whether to share you should seek guidance from a member of the senior leadership team.

15.6 Any media or legal enquiries must be passed to the senior leadership team and only approved staff and Governors should communicate to the media about the school.

**16.0 Whistle blowing**

16.1 Whistle blowing is the mechanism by which staff can voice their concerns, without fear of repercussion.

16.2 All school staff have a duty to report any behaviour by a colleague which raises concern. Staff should refer to Foxfield’s whistle blowing policy for further guidance. This is particularly important where the welfare of pupils may be at risk.

**17.0 Compliance**

17.1 All staff must complete the form in appendix 1 to confirm they have read, understood and agree to comply with this policy. This form should be signed and dated and a copy retained on the member of staff’s file.

**Appendix 1**

**Confirmation of compliance**

I hereby confirm that I have read, understood and agree to comply with Foxfield School’s staff behaviour policy.

Name …………………………………………..

Signed ………………………………………….. Date ………………………………

**Once completed, signed and dated, please return this form to the Headteacher**