



Colchester County High School for Girls

Policy No: 26 Code of Conduct

COMMITTEE	HR
SLT RESPONSIBLE	Suzanne Parrott Associate Principal
REVIEW	2 Yearly or following changes to Statutory Guidance
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1. Introduction

The overriding expectation is that employees, volunteers and those engaged to work in the school will adopt the highest standards of personal integrity and conduct both in and outside work. As role models they must behave, through their words and actions, at all times in a manner which demonstrates their suitability to work with children and which upholds the standards and reputation of the school.

This Code of Conduct provides an overall framework of the behaviours expected of individuals who work in the school. The Code is not intended to be exhaustive and individuals should use sound professional, ethical and moral judgement to act in the best interests of the school, its students and its community.

The Code should be read in conjunction with:

- The policies listed below in section 3.3
- The terms of any employment or service contracts and agreements
- Relevant professional standards, including Teaching Standards.

2. Scope

This Code applies to all individuals employed by the school or those engaged by the school including:

- relief/casual staff;
- supply staff;
- third parties providing services to the school (including self-employed individuals); and
- voluntary workers.

For the purpose of elements of this Code applying to all individuals set out above, they are collectively referred to as “workers”.

3. Roles and responsibilities

3.1 Governing Board

Alpha Trust Board of Trustees delegates the responsibility of establishing and monitoring standards of conduct and behaviour within its schools to the Local Governing Board (LGB). This includes the establishment of relevant policies and procedures in school other than those established by Alpha Trust.

It is the responsibility of the CCHSG Governing Board to monitor standards of conduct and behaviour within the school, including the establishment of relevant school policies and procedures beyond those provided by Alpha Trust.

CCHSG Governors are subject to their the Alpha Trust LGB Code of Conduct.

3.2 Executive Principal/Associate Principals and Line Managers

It is the responsibility of the Executive Principal/Associate Principals and Line Managers to address promptly any breaches of good conduct and behaviour, using informal procedures where possible but implementing formal procedures where necessary.

3.3 Employees

It is the responsibility of all employees to familiarise themselves with, and comply, with this Code.

Any breaches of this Code of Conduct will be regarded as a serious matter which could result in disciplinary action, and in certain circumstances could potentially lead to dismissal. The school reserves the right to take legal action against employees where breaches of this code are deemed to warrant such action.

If an employee is unsure of what is expected of them, they **must** raise the matter immediately with the Executive Principal or one of the Associate Principals.

It is important that staff are aware of, and understand the relevance of, the following policies and guidance:

- Teaching Standards
- Alpha Trust Discipline and Dismissal Policy (AT P5)
- Alpha Trust Performance Management Policy (AT P11)
- Alpha Trust Capability Procedure (AT P12)
- Alpha Trust Grievance Procedure (AT P6)
- Alpha Trust Probationary Policy (AT P8)
- Alpha Trust Whistleblowing Policy (AT P7)
- Alpha Trust Safeguarding and Child Protection Policy (AT 2)
 - Alpha Trust Procedure for Dealing with Allegations against Adults in School (AT P14)
 - Alpha Trust Gifts and Hospitality Policy (AT F3)
 - Alpha Trust Anti-fraud Policy (AT F4)
- CCHSG E-safety Policy (44)
- CCHSG Acceptable Use Policy - Staff (44a)
- CCHSG Social Media Policy (44c)
- CCHSG Data Protection Policy (A19)

All are available on the Alpha Trust website, CCHSG website, on the Staff Resources Drive or from the school office on request.

Full time employees should be in school from 08.30 until 15.45. In general, CCHSG expects all employees and voluntary workers to deal with one another, the public, students and parents in a courteous and civil manner. Relationships between work colleagues should be supportive, cooperative and respectful. Employees should behave in a way that enhances the performance and wellbeing of others and the effectiveness of the school and Alpha Trust and upholds professional integrity at all times.

When going about their functions, employees and voluntary workers should be aware in particular, but not exclusively, of the Health and Safety policy and procedures, Safeguarding and Child Protection Policy and Procedures and the Acceptable Use of IT requirements (this last is outlined in Appendix 1). Failure to comply with policies and procedures is given in Appendix C of the Alpha Trust Discipline and Dismissal Policy (AT P5) as an example of misconduct where a form of warning may be issued, or where cumulative or repeated acts could lead to dismissal.

3.4 Engaged workers/Volunteers

Engaged workers and volunteers are required to familiarise themselves, and comply, with this Code in so far as it is relevant to their role. Any breaches of this Code may result in the engagement of the worker/volunteer being terminated, in accordance with any applicable terms of engagement.

4. Reporting breaches of standards of good conduct

CCHSG wishes to promote an open environment that enables individuals to raise issues in a constructive way and with confidence that they will be acted upon appropriately without fear of recrimination.

All employees, engaged workers and volunteers are expected to bring to the attention of an appropriate manager/Governor/Trustee any impropriety, deficiency in the provision of service or breach of policy or this Code. Where appropriate, individuals should also refer to;

- Alpha Trust Whistleblowing Policy (AT P7)
- Alpha Trust Procedure for Dealing with Allegations against Adults in School (AT P14)
- Alpha Trust Grievance Policy and Procedure (AT P6)
- Alpha Trust Safeguarding and Child Protection Policy (AT 2)

These policies are available on the Alpha Trust website, on the Staff Resources Drive or from the school office on request.

5. The Code of Conduct

5.1 Safeguarding and Child Protection

It is essential that all adults working with children understand that the nature of their work and the responsibilities related to it, place them in a position of trust. Adults must be clear about appropriate and safe behaviours for working with children in paid or unpaid capacities, in all settings and in all contexts, including outside work.

The relevant requirements specific to safeguarding and child protection are set out in:

- the Trust Safeguarding & Child Protection and Behaviour Management Policy and Procedures and the CCHSG specific Child Protection Procedures (A3)
- the Department for Education Statutory Guidance “Keeping Children Safe in Education” (as amended from time to time).

This is the key statutory guidance which all employees must follow and all employees and volunteers must, as a minimum, read Part 1 of that Document.

“Guidance for Safer Working Practice for those working with Children and Young People in Education Settings” issued by the Safer Recruitment Consortium sets out key expectations for adult interactions with children and young people – the full guidance is available [here](#).

In addition, individuals should be aware that it is criminal offence (s 16. Sexual Offences Act 2003) for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.

Individuals should familiarise themselves with these documents, in conjunction with the body of the Code of Conduct and other relevant Alpha Trust and CCHSG policies and procedures as in 3.3 above.

Raising safeguarding concerns

As part of our whole school approach to safeguarding, we promote a culture of openness, trust and transparency in which safeguarding is a shared responsibility and our values and expectations are lived, monitored and reinforced by all staff. In this context, everyone is

expected to share any and all safeguarding concerns. This includes an expectation of self-reporting where an individual finds themselves in a situation which may be, or appear to be, compromising or where they have fallen short of expectations.

Concerns should be referred to the Executive Principal/either of the Associate Principals (or where the concerns relate to the Executive Principal to the Chair of Governors (or Trustees if felt appropriate) as in the Alpha Trust Procedure for dealing with Allegations against Adults in School (section 3). In a situation where there is a conflict of interest in reporting the matter to the Executive Principal, either of the Associate Principals, Chair of Governors and Chair of Trustees, it should be reported directly to the local authority designated officer(s) (LADOs).

Safeguarding concerns cover a wide spectrum from serious issues where a child is harmed or at risk to lower level concerns where practice or behaviour is inappropriate, undesirable or not in keeping with usual expectations. This will include cases of inadvertent or accidental conduct and where individuals find themselves in situations which could be misinterpreted or make them vulnerable to allegations.

All issues raised will be dealt with in a sensitive and proportionate manner. While there are clear procedures in place for dealing with matters of misconduct and poor performance - including procedures for dealing with safeguarding allegations against adults at the school (Alpha Trust Procedure for Dealing with Allegations against Adults in School AT P14), our objective is to protect our young people and adults, by identifying and tackling issues early and providing advice, direction and support to improve our collective and individual practice.

To support these objectives, confidential records of all reported concerns and actions will be kept so as to identify any patterns, to enable monitoring and to facilitate improvement in policy and practice.

5.2 Conduct outside work

The school recognises and respects individuals' right to a private life without interference. However, individuals connected with the school must not act in a way that would bring the school, or their profession, into disrepute or that calls into question their suitability to work with children. This covers relevant criminal offences, such as violence or sexual misconduct, inappropriate behaviour such as lewd or offensive action, as well as negative comments about the school or its community made verbally, in written form or online.

Workers must disclose to the school (Executive Principal or either of the Associate Principals and in the case of the Executive Principal or either of the Associate Principals, to the Chair of Governors) immediately, any wrongdoing or alleged wrongdoing by themselves (regardless of whether they deny the wrongdoing/alleged wrongdoing), including any incidents arising from alternative employment or outside of work which may have a bearing on their employment or engagement with the school.

Employees should also refer to the expectations set out in their contract of employment and Alpha Trust Disciplinary and Dismissal Procedures (AT P5).

In addition, any worker engaged in a post covered by the Childcare (Disqualification) Regulations 2009 ("the Regulations") must immediately inform the school of any events or circumstances which may lead to their disqualification from working in the post by virtue of the Regulations. The statutory guidance relating to Disqualification under the Childcare Act 2006 can be found at the

following link: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006#disqualification-under-the-childcare-act>.

5.2.1 Secondary employment

The school does not seek to unreasonably preclude employees from undertaking additional employment but employees are required to devote their attention and abilities to their duties at the school during their working hours and to act in the best interests of the school at all times. The school also has a duty to protect health and safety in relation to employee working hours. Accordingly, employees must not, without the written consent of the school, undertake any employment or engagement which might interfere with the performance of their duties. In addition, employees should avoid engaging in business or employment activities that might conflict with the school's interests.

5.3 Confidentiality

Confidential information can take various forms and be held and transmitted in various ways e.g. manual records (files, reports and notes), verbal discussions and electronic records. As a general rule, all information received in the course of employment or whilst volunteering/being engaged by the school, no matter how it is received, held or transmitted, should be regarded as sensitive and confidential and must not be disclosed or divulged within or outside the school other than in accordance with the requirement of the role and/or where specific permission has been provided.

NOTE: All workers must be aware that they are obliged to disclose information relating to safeguarding issues and should make it clear to the individual either that confidentiality cannot be guaranteed and/or decline to receive the information and direct them to a more appropriate person e.g., the Designated Safeguarding Lead.

CCHSG is committed to being transparent about how it collects and uses the personal data of its workforce, and to meeting its data protection obligations. The Data Protection Policy (A19) sets out the school's commitment to data protection, and individual rights and obligations in relation to personal data.

Any actual or suspected/potential breach of data protection must be reported immediately to the school's Data Protection Officer.

5.3.1 Preserving anonymity

The Education Act 2011 contains reporting restrictions preventing the publication of any material which could lead to the identification of a teacher in the event of an allegation against them made by a student at the same school. Any individual who publishes material which could lead to the identification of the employee who is the subject of an allegation of this kind may be subject to criminal and disciplinary action, up to and including dismissal.

"Publication" includes any speech, writing, relevant programme or other communication in whatever form, which is addressed to the public at large or any section of the public. For the avoidance of doubt, this includes publishing details of an allegation or other information on a social media site which could lead to the identification of the teacher.

5.3.2 Media enquiries

Workers must not speak to the press or respond to media enquiries on any matter relating to the school. All media enquiries should be referred immediately to the Executive Principal or either of the Associate Principals.

5.4 Use of computers, email and the internet and social media

The school recognises that electronic devices and media are important tools and resources in an educational context and can save time and expense.

Those using the school's equipment and networks are expected to do so responsibly and to comply with all applicable laws, policies and procedures, and with normal standards of professional and personal courtesy and conduct.

Personal use of social media and other on-line applications which may fall into the public domain should not be such that it could bring the school into disrepute and/or call into question an individual's suitability to work with children.

Detailed expectations are set out in the CCHSG E-safety Policy (44) and associated ICT Acceptable Use Policy (44a – Appendix 1 and 44b). All employees are expected to read and sign to say they have understood these policies.

Any worker who is unsure about whether or not something he/she proposes to do might breach that policy or if something is not specifically covered in the policy they should seek advice from the e-Safety Co-ordinator.

5.5 Relationships

5.5.1 The internal school community

All workers are expected to treat all members of the school community with dignity and respect and to work co-operatively and supportively. Bullying, Harassment and Victimisation will not be tolerated (see the Alpha Trust Grievance Procedure AT P6).

5.5.2 The wider community and service users

All workers have a responsibility to ensure courteous, efficient and impartial service delivery to all groups and individuals within the community. No favour must be shown to any individual or group of individuals, nor any individual or group unreasonably excluded from, or discriminated against, in any aspect of school business.

5.5.3 Contracts

All relationships of a business or private nature with external contractors, or potential contractors, must be made known to the Local Governing Board. Orders and contracts must be in accordance with standing orders and financial regulations of the school. No special favour should be shown to businesses run by, for example, friends, partners or relatives in the awarding of contracts, tendering process or any other business transaction.

5.5.4 Gifts and Hospitality

Workers may not accept any gift or hospitality from a person intended to benefit from their services (or those whom they supervise) or from any relative without the express permission of the school.

Where an outside organisation wishes to sponsor or is seeking to sponsor a school activity, whether by invitation, tender, negotiation or voluntarily, the sponsorship should always be related

to the school's interests and never for personal benefit.

The Trust's policy on gifts and hospitality is available on the Alpha Trust website and from the school office. Any breaches of this policy may lead to disciplinary action.

5.5.5 Neutrality

Workers must not allow their own personal, political, religious or other views and opinions to interfere with their work. They are expected to be neutral in their views in the course of their work at the school and to present a balanced view when working with students.

5.6 Close personal relationships at work

Close personal relationships are defined as:

- workers who are married, dating or in a partnership or co-habiting arrangement;
- immediate family members for example parent, child, sibling, grandparent;
- other relationships for example extended family (cousins, uncles, in-laws), close friendships, business associates (outside the school).

5.6.1 Applicants

Applicants are required to disclose on their application form if they have a close personal relationship with any person connected with the school.

Applicants are asked to state the name of the person and the relationship. Failure to disclose such a relationship may disqualify the applicant.

Employees should inform the Executive Principal, either of the Associate Principals or their line manager, any relationships with an applicant.

Any employee who has a close personal relationship with any candidate, will not sit on the appointment panel.

5.6.2 References

It is expected that, for those working with children, professional references, and not personal references, are sought and provided. All references provided on behalf of the school must be signed by the Executive Principal (Chair of Governors for the Executive Principal).

Anyone agreeing to act as a personal referee must make it clear in the reference that it is provided as a personal or colleague reference and is not a reference on behalf of the school. Personal or colleague references must not be provided on school headed paper.

5.6.3 Relationships at work

It is also recognised that situations arise where close personal relationships can be formed at work. Such relationships should be disclosed, in confidence, to the line manager/supervisor by the individuals concerned as this may impact on the conduct of the school.

Whilst not all such situations where those in close personal relationships work together raise issues of conflict of interest, implications can include:

- effect on trust and confidence;
- perception of service users, the public and other employees on professionalism and fairness;
- operational issues e.g., working patterns, financial and procurement separation requirements;
- conflicting loyalties and breaches of confidentiality and trust.

Open, constructive and confidential discussion between workers and managers/supervisors is essential to ensure these implications do not occur and that all parties can be protected.

No-one should be involved in discipline, promotion, pay or other decisions for anyone where there is a close personal relationship.

It may be necessary in certain circumstances to consider transferring workers that form close personal relationships at work. Any such action will be taken wherever possible by agreement with both parties and without discrimination.

Colleagues who feel they are affected by a close personal relationship at work involving other colleagues should at all times feel that they can discuss this, without prejudice, with the Executive Principal, either of the Associate Principals or their line manager.

5.6.4 Workers related to students

Any workers related to, or who are the carer of a student are expected to separate their familial and employment role.

Workers must not show or provide any preferential treatment to them or become involved in their education or care beyond their specific role as an employee/volunteer or their role as a parent/carer/relation.

5.7 Dress code

The school has a dress code for staff which can be found in the Appendix 2 and in the Staff Handbook.

Adults in school are expected to adopt smart standards of dress which project an appropriate professional image to students, parents and members of the public. Dress should also be fit for purpose according to the specific role and activity for example appropriate dress for PE, outdoor activities etc. These standards will apply to all official school activities.

In all cases dress should be such that it:

- is not likely to be viewed as offensive, revealing, or sexually provocative;
- does not distract or cause embarrassment;
- does not include political, offensive or otherwise contentious slogans; and
- is not considered to be discriminatory and/or culturally insensitive

5.8 Use of financial resources

Workers must ensure that they use public and any other funds entrusted to them in a responsible and lawful manner. They must strive to ensure value for money and ensure rigorous adherence to Financial Regulations.

5.9 School Property and personal possessions

Workers must ensure they take due care of school property at all times, including proper and safe use, security, appropriate maintenance and reporting faults. If employees are found to have caused damage to school property through misuse or carelessness this may result in disciplinary action.

Workers are responsible for the safety and security of their personal possessions while on school premises. The school will not accept responsibility for the loss or damage of personal possessions.

Appendix 1 – Staff ICT Acceptable Use Policy No 44a

Computing Facilities

The school's network of computer systems and devices is owned by the school and is made available to staff in order to support their professional work. This ICT Acceptable Use Policy has been written to protect all users – students, staff and the school community. You are responsible for professional behaviour when using the systems, all of its resources and the Internet. You are expected to be an active participant in e-Safety education, taking personal responsibility for your own and your students' awareness of the opportunities and risks posed by new technologies.

This policy applies to using school resources both on-site and off-site. You agree and accept that any computer/laptop or other ICT device loaned to you by the school is provided solely to support your professional responsibilities and that you will notify the school of "any significant personal use" as defined by HM Revenue and Customs, and seek permission for such use from either Associate Principal.

Staff should refer to the full e-Safety Policy (No44) or e-Safety Co-ordinator for further clarification or details. It is the responsibility of employees to read the latest version of the policy because technology and the law change regularly.

Staff can access the school's internal systems from outside school by using the school provided devices (Laptops / Cloud books / Tablets) that have been enabled for use with Direct Access. These devices will work the same outside of the school as if on site with the only requirement being an internet connection.

If not using a school owned device then email can be access via the website or via:

<https://mail.cchsg.com/owa>

To access files that have been migrated to the cloud, these can be accessed through SharePoint, of which the link for this resources is found on the school website.

Logging on and Security

- You are responsible for the protection of your own network logon accounts and should not divulge passwords to anyone else.
- Always be wary about revealing your home address, telephone number, or school name on the Internet. Personal details of any adult working at the school or student at the school should not be given. (see e-Safety Policy)
- Other computer users should be respected and should not be harassed, harmed, offended or insulted. (See e-Safety policy)
- Always log off when leaving a workstation, even for a short time.
- To protect yourself and the systems, you should respect the security settings on the computers; attempting to bypass or alter the settings may put you or your work at risk. (See e-Safety policy)
- Computer storage areas are accessible by ICT Services IT Helpdesk staff who may review your files, communications and computer usage to ensure that you are using the system responsibly. (See e-Safety policy)

Use of the Network and Computer Facilities

All users must take responsibility for their own use of new technologies, making sure they use the technology safely, responsibly and legally. It is unacceptable to knowingly:

- Install any unauthorised software. Always get permission from the Network Administrator before installing, attempting to install or store programs of any type on the computers.
- Damage, disable, or otherwise harm the operation of computers, or intentionally waste resources. This puts yours and others work at risk.
- Introduce a malicious code or virus. If using removable media such as USB memory sticks do not open any files that you suspect may have been infected with a virus or malicious program. The network anti-virus programme should notify you before infected files are opened.
- Try and gain access to an unauthorised area or system.
- Use any form of hacking or cracking software / system.
- Access, download, create, store or transmit material which is indecent or obscene, or material which could cause annoyance, offence, anxiety or distress to other network users, or material which infringes copyright, or material which is unlawful.
- Use any applications or services to bring the school or its members into disrepute.

The network and computers are provided for professional and educational purposes. You may use the computers for private use in your own time providing that use does not prevent others from using resources for work purposes. (see e-Safety policy for restrictions)

You have a duty to report failings in technical safeguards which may become apparent when using systems and services.

You should protect the computers from spillages by eating or drinking well away from the ICT equipment.

Use of the Internet

Filtering software is used on the school network to prevent access to inappropriate internet sites, and to protect the computer systems. Staff should be aware that the school logs all Internet use.

Access to the Internet is provided for school activities. You may access the Internet for reasonable appropriate private use in your own time providing that use does not prevent others from using resources for work purposes. (See e-Safety policy for restrictions)

Connection to the schools wireless network is permitted only for professional/educational purposes only. Connection with personal devices such as tablets or smartphones permitted only at the discretion of the e-Safety Coordinator, Senior Leadership Team and Network Administrator.

Only access appropriate material; using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene, abusive or likely to cause anxiety or distress is not permitted. (See e-Safety Policy 44 for definitions)

You should respect the work and ownership rights of people outside the school, as well as other staff or students. This includes abiding by copyright laws. (See e-Safety Policy 44 Appendix 6 for details.)

Use of Email

All users should understand that network activity and online communications are monitored, including any personal and private communications made via the school network. Automated

software scans all email, and removes anything which could affect the security of the computer systems, or contain unsuitable or offensive content.

Only the school email account should be used for emails which are sent on school business. You should not use a personal email account for school business. Remember that any emails sent using a school email account are sent on behalf of the school in the same way as official letters. Emails should be professional in language and tone and should not compromise the reputation of the school.

Your school email account should not be used routinely to communicate with family and close friends. Personal email accounts should be used for personal communication and also to sign up for mailing lists or online communities that are not school related.

Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.

If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, or which is bullying in nature, you should always report such messages to a member of ICT support staff and your line manager.

Your school email account should not be used in lessons or used routinely to communicate with colleagues on what could be deemed to be of a personal nature.

The sending of an email or text containing content likely to be unsuitable for children or schools is strictly forbidden.

You should regularly delete unwanted sent and received emails.

Social Media

The use of social media can enhance teaching and learning but is also used widely for social interaction. With this in mind, teachers should exercise extreme caution when using social media sites such as Facebook and ensure maximum privacy settings. (See e-Safety Policy for further guidance and clarification)

Under no circumstances should a teacher use a personal social media account in the classroom or to facilitate their lessons. It is unacceptable for a member of staff to accept a friend request from an existing student on a personal social media account. See 44c Social Media Policy for further guidance.

Use of Online/Distanced Learning programmes – Teams

When using an online learning platform like Microsoft Teams, staff at CCHSG should ensure that:

- Every Team should have 2 staff members to safeguard everyone in the Team, the additional person should ideally be a Head of Department or Year Leader
- Staff should ensure that students participating in a live stream has permission from their parents to be there. No permission - No live stream
- Staff and students should establish and follow clear ground rules of that particular Team (e.g. no speaking over each other, offering rude or silly comments, using it as a private messaging service, sharing personal details). This is likened to a teacher

creating the correct climate for learning in their classroom. If live streaming, these rules need to be reiterated every session

- Students should not record, re-produce or re-distribute materials from the live stream, including taking screen shots. They will be removed from the Team immediately if found doing so and reported to the e-Safety Coordinator.
- All members of the Team participate in live streaming in neutral area, (ie, not in a bedroom or bathroom). Microsoft Teams has the capability to blur or neutralise a background should the user wish.
- Members of the Team should not disclose personal information to anyone in the stream; such as their location, date of birth or phone number to anyone on the livestream, these should always be kept private. School-allocated email addresses are the only email addresses to be used. Usernames and passwords must never be shared.
- Team members do not have to be visible –audio participation or via live chat only are also acceptable.
- All members of the Team are dressed appropriately (i.e. follows the schools normal non-uniform day dress code)
- Teams should not be used on a one to one basis between staff and students. Remote learning on a one to one basis is not appropriate.

Personal Laptops / Computers / Devices

Personal laptops / computers / hand-held devices are only allowed to be used in school with permission of the Principal. Connection to the school network however must be agreed with the e-Safety Coordinator, Senior Leadership Team, Principal and IT Manager.

Disciplinary Procedures

If you breach these provisions, access to the network may be denied and you may be subject to disciplinary action. Additional action may be taken by the school in line with existing policy regarding staff Code of Conduct and Disciplinary Procedures. Where appropriate, police may be involved or other legal action taken. (See e-Safety Policy for details).

ICT Services Helpdesk

Any problems or faulty equipment should be reported to the ICT Services IT Helpdesk immediately. You should not attempt to repair equipment yourself.

Mobile Device Encryption

To comply with the Data Protection Act 2018, all school owned mobile devices that could be used off site will be encrypted enabling us to ensure that all data will be kept secure if the device is lost or stolen. (A mobile device can be described as any portable device which can hold data on the local drive which would be accessible by other means if this device was lost or stolen.)

Encryption will be managed by ICT Services. No user other than a person in ICT Services may decrypt the drive on a temporary or permanent basis. Failing to adhere to this will make you liable for any data access breaches which could incur fines.

Remote Data Wipe

CCHSG staff who have access to school email through their mobile phones must accept that ICT Services will have the right to remote wipe the device to prevent any data access breaches if the device is lost or stolen. Failure to notify ICT Services in the event of a device being lost or stolen will render you personally liable for any fines incurred.

Privacy and Personal Protection

- CCHSG staff must at all times respect the privacy of other students and members of staff; this includes not taking photographs or video or sound recordings.
- Staff should not forward messages (private or otherwise) without permission from the original sender.
- Staff should not supply personal information about themselves or others, on any type of websites or within email.
- When using social media staff must keep all information about school private; especially naming the school which you work at.
- Staff must not upload any pictures or videos taken in school or that show school uniform to any social media sites including Facebook, YouTube, Instagram, WhatsApp or Snapchat

Please read this document carefully. Only once it has been signed and returned will access to the school computer network be permitted.

I have read and understand the above and agree to uphold the standards outlined within these guidelines and the e-Safety Policy.

Staff Name: _____ Signature: _____ Date: _____

Policy links: AT2 Safeguarding & Child Protection Policy
A4 Behaviour, Sanctions & Rewards Policy
A5 Anti-bullying Policy
26 Code of Conduct
44c Social Media Policy

Reviewed February 2022

Appendix 2 - Staff Dress Code

All staff must have a smart professional look – formal business clothing is the best guide.

Expectations

For male staff: a suit or smart trousers, jacket/blazer, a collared shirt and tie, with top button done up.

For female staff: a smart dress or skirt/trousers with blouse or appropriate smart top; a jacket is preferred; a formal cardigan may be worn. Skirt/dress length should be a minimum of just above the knee.

Staff in leadership and managerial positions should routinely wear a jacket/suit.

Smart shoes or boots should be worn. They should be suitable for a working environment – no high stilettos or flip flops for health & safety reasons. No 'Ugg boots' or similar styles; no over the knee boots. All staff are responsible for ensuring that their footwear does not prevent them from carrying out their duties or activities in a safe and effective way.

Trainers should not be worn except for medical reasons and by PE staff.

Staff should not wear denim, leather, leggings, short skirts, 'strappy' or low-cut tops, cut out shoulders.

Hair style or colouring should not be extreme.

Jewellery should be discreet.

Facial piercings, body piercings or excessive ear piercings should not be worn and any tattoos not visible.

The Executive Principal/Associate Principals are entitled to apply their discretion in determining the image of the school/academy, including the personal presentation of staff, especially if they are in a position of authority, projecting an appropriate image to students, parents and members of the public.