



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

Staff Code of Conduct Policy

Governors' Committee:	Resources and Management
Adopted by the Governing Body on:	4 June 2020
Signed: (Chair of Committee)	
Signed: (Headteacher)	
Proposed date of review:	April 2022

A. RATIONALE

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. This includes on residential and other educational visits.

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.

B. AIM

This policy sets out clear guidance on the standards of behaviour expected from all staff at Castle Newnham 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.

The Staff Code of Conduct has been formulated in order to maintain this balance by:

- clarifying the professional responsibility of all staff, teaching and non-teaching;
- giving clear advice about what constitutes illegal behaviour and what might be considered as misconduct; and
- establishing expectations of standards that all staff must maintain when carrying out school business or representing the School in any circumstance.

Specifically, staff should be aware that:

- allegations of unprofessional conduct or improper contact can arise at any time;
- professionalism and vigilance are required in order to ensure the safety of children in our care and to reduce the risk of an allegation of impropriety against a member of staff;
- forming inappropriate relationships with children or young people who are pupils at another school may also be regarded as gross misconduct.

C. PRINCIPLES

This policy applies to all staff in the school regardless of their position, role or responsibility. References to 'staff' throughout the policy relate to all of the following groups:

- 1) All members of staff including teaching and support staff
- 2) Governors
- 3) Casual workers
- 4) Temporary and supply staff, either from agencies or engaged directly
- 5) Student placements, including those undertaking initial teacher training and apprentices.

Castle Newnham School requires that all staff have read and agree to comply. Breach or failure to observe this policy will result in action being taken under the school disciplinary procedures including, but not limited to, dismissal.

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.

D. PROCESSES

1.0 Professional Behaviour and Conduct

- 1.1 Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Castle Newnham School expects staff to treat each other, pupils, parents and the wider community with dignity and respect at all times.
- 1.2 Teachers are reminded of the DfE's Teachers' Standards which set the minimum requirements for teachers' practice and conduct (see appendix 1 for overview).
- 1.3 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.
- 1.4 Staff should show fairness 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.
- 1.5 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. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school. Staff should act in accordance with the school's policies and procedures at all times.

2.0 Private telephone calls

- 2.1 Employees may use the School telephone facilities to make occasional private calls for essential or emergency matters. Private international calls are not permitted without prior authorisation by the Federation Principal.

3.0 Dress and Appearance

- 3.1 Castle Newnham School recognises that dress and appearance are matters of personal choice and self-expression. However, all staff must dress in a manner that is appropriate to a professional role and that promotes a professional image.

- 3.2 Staff should dress in a manner that is not offensive, revealing or sexually provocative and in a manner that is absent from political or contentious slogans.
- 3.3 Staff should dress safely and appropriately for the tasks they undertake.
- 3.4 Tattoos and body art should be covered as far as possible while staff are in/ representing the school. Discreet earrings are acceptable but all other body piercings should be removed or concealed while on school premises.

4.0 Smoking including E-Cigarettes, alcohol and other substances

- 4.1 Castle Newnham 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 E-Cigarettes must not be used inside any part of the school building, on school grounds or within school vehicles nor within sight of pupils, parents or visitors. Staff must not smoke whilst working with or supervising pupils offsite.
- 4.3 Staff must not smoke whilst working with or supervising pupils offsite.
- 4.4 Staff must not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near school premises whilst children are present.
- 4.5 Staff must refrain from the consumption of alcohol and other substances at school/pupil events (e.g. leaving proms)
- 4.6 Staff on residential visits are responsible for pupils 24 hours in the day and should conduct themselves accordingly.

5.0 Relationships with Pupils

- 5.1 It is acknowledged that staff may have genuine friendships and social contact with parents of pupils, independent of the professional relationship. The member of staff should always exercise her/his professional judgement in these relationships.
- 5.2 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 should 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.
- 5.3 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, you should inform your line manager immediately, exercise your professional judgement in making a response and be aware that such social contact could be misconstrued.
- 5.4 Contact with pupils should be through Castle Newnham School's authorised mechanisms i.e. the school's maintained and secure email system. Personal phone numbers, email addresses or communication routes via all social

media platforms should not be used and staff should not share their home address with pupils. If contacted via an inappropriate route the member of staff must inform the Federation Principal or other senior member of staff immediately.

- 5.5 Castle Newnham School staff must not accept friend invitations or become friends with any pupil/student of Castle Newnham School on any social media platform. Staff should 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.
- 5.6 Staff must not make sexual remarks to a pupil/student, discuss their own sexual relationships with, or in the presence of, pupils or discuss a pupil's sexual relationships in an inappropriate setting or context.

6.0 Infatuations

- 6.1 It is not unusual for pupils or, sometimes, their parents to develop infatuations or strong attachments towards members of staff. All such situations must be responded to sensitively to maintain the dignity of those concerned.
- 6.2 Staff should 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 towards yourself or another member of staff must be reported to your line manager.

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.
- 7.2 It is unacceptable to receive gifts on a regular basis or to suggest to pupils that gifts are appropriate or desired. Money must not be accepted as a gift. If you are unsure whether to accept a gift you should consult your line manager.
- 7.3 Staff must not accept significant individual gifts of value exceeding £25 or hospitality from pupils, parents, carers, actual or potential contractors or outside suppliers. All such gifts/offers of hospitality should be reported to your line manager and recorded.
- 7.4 Personal gifts must not be given by staff to pupils and any reward to pupils should be in accordance with Castle Newnham School's behaviour policy, recorded 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 should seek the child's permission before initiating contact. Staff should listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact which is acceptable to the child for the minimum time necessary.
- 8.3 It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Staff should therefore, use their professional judgement at all times and attempt to ensure that all contact deemed essential is witnessed by another adult.
- 8.4 Staff should be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described. Staff must never touch a child in a way which may be considered indecent. Always be prepared to explain actions and accept that all physical contact be open to scrutiny. Staff must not engage in rough play, tickling or fun fights with pupils.
- 8.5 Staff supervising PE and games or providing musical tuition should demonstrate the use of a particular piece of equipment/instrument on another member of staff if possible. However, they may be required to initiate physical contact with pupils to support a child to perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or to assist them with an exercise. Contact under these circumstances should be done with the pupil/student's agreement, for the minimum time necessary and in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil/student.
- 8.6 Physical contact must never be secretive, for the gratification of the adult or represent a misuse of authority.
- 8.7 If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be reported to your line manager, recorded and, if appropriate, a copy placed on the child's file.
- 8.8 Staff should refer to Castle Newnham School's Intimate Care policy.

9.0 Physical Restraint

- 9.1 Any physical restraint is only permissible when a child is in imminent danger of inflicting an injury on himself/herself or on another, and then only as a last resort when all efforts to defuse the situation have failed. Another member of staff should, if possible, be present to act as a witness.
- 9.2 All incidents of the use of physical restraint should be recorded in writing and reported immediately to the DSL/Head who will decide what to do next.
- 9.3 Where this relates to the School's nursery/EYFS setting, parents will be informed of any physical restraint used on their child the same day or as soon as reasonably practicable.

10.0 Child in distress

- 10.1 There may be occasions when a pupil/student is in distress and in need of comfort as a 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.
- 10.2 Such incidents should always be recorded and shared with your line manager. If you have a particular concern about the need to provide this type of care and reassurance you should seek further advice from your line manager.

11.0 Showers and changing

- 11.0 Pupils are entitled to respect and privacy whilst they are changing or showering after PE/games 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.
- 11.1 Staff should be vigilant about their own behaviour and announce their intention of entering a changing room. Staff must not change or shower in the same place as children.

12.0 One to one situations

- 12.1 Staff working individually with pupils should be aware of the potential vulnerability of pupils and staff in such situations. Staff should manage these situations with regard to the safety of the pupil/student and to themselves.
- 12.2 Individual work with pupils should not 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.

13.0 Transporting pupils

- 13.1 In certain circumstances it may be appropriate for staff to transport pupils offsite, for example sports fixtures, swimming lessons or other out of school activities. A designated member of staff should be appointed to plan and provide oversight of all transport arrangements and to respond to any difficulties that may arise.
- 13.2 Staff should ensure that the transport arrangements and the vehicle meet all legal requirements. Staff should 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.
- 13.3 Staff should 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. They should also be aware of and adhere to current legislation regarding the use of car seats for younger children. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles and with at least one

adult additional to the driver acting as an escort. Staff should never transport pupils while under the influence of alcohol or drugs.

- 13.4 Prior to transporting pupils offsite consent must be obtained from pupils' parent/guardian 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.
- 13.5 Staff should never offer to transport pupils outside of their normal working duties, other than in an emergency or where not doing so would mean the child may be at risk. In these circumstances the matter should be recorded and reported to both their manager and the child's parent(s). In such circumstances more than one responsible adult should be present in the vehicle.

14.0 E-Safety

- 14.1 Staff should follow Castle Newnham School's E-Safety policy for staff and the Acceptable Use Policy at all times and have regard for Castle Newnham School's E-Safety policy for pupils.
- 14.2 Under the new General Data Protection Regulation (GDPR), we must report all personal data breaches. A personal data breach means a breach of security leading to the destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. Staff must ensure all personal data relating to staff/parents and pupils is securely stored and only shared with colleagues who have a professional role in relation to the pupil/student on a need to know basis. Failure to report a breach could result in a breach under the new General Data Protection Regulation (GDPR) from May 2018 and will be reportable to the Information Commissioners Office (ICO) and could result in a fine to the school.
- 14.3 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.
- 14.4 Staff should 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 should exercise care when using dating websites where staff could encounter pupils.
- 14.5 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.
- 14.6 Staff should not make contact with pupils' family members, accept or initiate friend requests or follow pupils' family member's account on any social media platform.

- 14.7 However, Castle Newnham School acknowledges that staff who are also parents may wish to make contact with other parents, who are friends, 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. No discussion about any aspect of school life should be entered into on a public social media site.
- 14.8 Staff personal mobile devices may not be used during lessons or formal school time unless you have completed and signed a consent form and obtained written permission from a member of SLT (see appendix 2). Mobile devices should be switched off (or silent) at all times. The Bluetooth functionality of a mobile device should be switched off at all times and may not be used to send images or files to other mobile devices. Mobile devices are strictly not permitted to be used in certain areas within the school site such as changing rooms and toilets.
- 14.9 Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. Castle Newnham school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

15.0 Photography, video and images of children

- 15.1 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 2018 the image of a pupil/student is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/guardian of a pupil/student for any images made. It is also important to take into account the wishes of the pupil/student, remembering that some pupils do not wish to have their photograph taken or be filmed.
- 15.2 Using images for publicity purposes will require the age-appropriate 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. The school's retention of information statements are to be found within the GDPR policy.
- 15.3 Photographs/stills or video footage of pupils should only be taken using school equipment for purposes authorised by the school and should be stored securely and only on school equipment.
- 15.4 Staff should ensure that a member of the Senior Leadership Team is aware of the proposed use of 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.
- 15.5 Staff should 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. For the protection of children, it is recommended that when using images for publicity purposes that the following guidance should be followed:

- if the image is used, avoid naming the child, (or, as a minimum, use first names rather than surnames)
- if the child is named, avoid using their image

16.0 Confidentiality

- 16.1 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/student on a need to know basis. Failure to follow this rule could result in a breach under the new General Data Protection Regulation (GDPR) from May 2018 and will be reportable to the Information Commissioners Office (ICO) and could result in a fine to the school.
- 16.2 Staff should never use confidential or personal information about a pupil/student 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/student.
- 16.3 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student, this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil/student's parent or carer, nor with colleagues in the school except by a senior member of staff with the appropriate authority to deal with the matter.
- 16.4 Staff have a statutory obligation to share with Castle Newnham School's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare or safety of a pupil/student or that might suggest a pupil/student is in need or at risk of significant harm. Staff should pass on information without delay in accordance with Castle Newnham School's safeguarding policy and procedures and this should be recorded. Staff must never promise a pupil/student that they will not act on or pass on any information that they are told by the pupil/student.
- 16.5 Staff should refer to the Department for 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.

- 16.6 Any media or legal enquiries should be passed to the senior leadership team and only approved staff and Governors should communicate to the media about the school.
- 16.7 Staff must not discuss school business outside of school in a way which might lead to anxiety or negative impressions among parents or the community.
- 16.8 Work-related social occasions (i.e those advertised and booked through school) must be restricted to current employees and their spouses/partners when invited only. Exceptions may be granted for occasions such as retirement parties and PTA events. Other exceptions would need to be consulted and permission sought with a member of the SLT as and when an occasion arises.

17.0 Whistleblowing

- 17.1 Whistleblowing is the mechanism by which staff can voice their concerns, without fear of repercussion.
- 17.2 All school staff have a duty to report any behaviour by a colleague which raises concern. Staff should refer to the Borough's Confidential Reporting policy for further guidance. This is particularly important where the welfare of pupils may be at risk.

E. MONITORING, ASSESSMENT & EVALUATION

This code of conduct has been drawn up to provide a source of guidance to the School's employees. It is not a contractual document and can be amended at any time by the School. All staff must comply with both the provisions of this code and the School's policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal.

Staff are also reminded that this code is not exhaustive. The School's primary duty is towards the welfare of pupils and its staff. Individuals are encouraged to take a common sense approach towards their conduct. Any staff member who has a concern or is unsure about an event that has arisen should discuss the matter with a member of SLT as soon as possible.

All staff must complete the form in appendix 3 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.



PREAMBLE

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

PART ONE: TEACHING

A teacher must:

1 Set high expectations which inspire, motivate and challenge pupils

- establish a safe and stimulating environment for pupils, rooted in mutual respect
- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

2 Promote good progress and outcomes by pupils

- be accountable for pupils' attainment, progress and outcomes
- be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- guide pupils to reflect on the progress they have made and their emerging needs
- demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- encourage pupils to take a responsible and conscientious attitude to their own work and study.

3 Demonstrate good subject and curriculum knowledge

- have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings
- demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject
- if teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
- if teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.

4 Plan and teach well structured lessons

- impart knowledge and develop understanding through effective use of lesson time
- promote a love of learning and children's intellectual curiosity
- set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
- reflect systematically on the effectiveness of lessons and approaches to teaching
- contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

5 Adapt teaching to respond to the strengths and needs of all pupils

- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

6 Make accurate and productive use of assessment

- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- make use of formative and summative assessment to secure pupils' progress
- use relevant data to monitor progress, set targets, and plan subsequent lessons
- give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

7 Manage behaviour effectively to ensure a good and safe learning environment

- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

8 Fulfil wider professional responsibilities

- make a positive contribution to the wider life and ethos of the school
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- deploy support staff effectively
- take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- communicate effectively with parents with regard to pupils' achievements and well-being.

PART TWO: PERSONAL AND PROFESSIONAL CONDUCT

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
 - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
 - showing tolerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.



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Staff Mobile Devices – Acceptable use permission request form

I, _____ (print name) am seeking permission to use my own personal mobile device in school for the following purposes:

I agree to allow a member of the Senior Leadership Team to inspect my personal mobile device if an allegation or a suspicion arises about the improper use of my device.

Signed: _____ Date: _____

Permission has been granted to allow the above named person to use their personal mobile device in school or whilst participating in a school activity based off site for the reasons stated above. The Senior Leadership Team reserves the right to withdraw permission at any time.

Signed: _____ Date: _____

Print name: _____



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CONFIRMATION OF COMPLIANCE

I hereby confirm that I have read, understood and agree to comply with Castle Newnham School's staff code of conduct policy.

Name

Position/Post Held.....

Signed Date

Once completed, signed and dated, please return this form to the Executive Assistant