



London Design & Engineering UTC

Staff Code of Conduct

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Version Control Table

Version	Date	Amended by	Rationale
2.0	11/10/2018		Version approved by Directors
2.1	24/11/2020	Gloria Gold	Policy reviewed and updated. The updated sections are highlighted in yellow and includes two new sections 15 and 16.
3.0	10/12/2020		Version approved by Directors
3.1	09/12/2022	Gloria Gold and Ema Mendes Martins with Judicium support.	Adding sections: London Design & Engineering UTC's Values; Health and Safety; Equality and Diversity; Attendance at Work; Allegations of Abuse Against Staff; Regulatory issues and Use and Security of Resources and making clarifications and other amends throughout.
4.0	15/12/2022		Version approved by the Board of Directors

Guidance on version Control:

The above is an example of how to complete the Version control table.

Versions are 0.1, 0.2 etc until such point as the document is approved. Then it becomes version 1.0.

Subsequent edited versions become 1.1, 1.2, or if it's a major update, 2.0. Do not worry about the numbers going up and up its about getting the policy right – it's all fine.

STAFF CODE OF CONDUCT POLICY

Policy Coverage

THE POLICY APPLIES OR COVERS THE FOLLOWING GROUPS			
Type of Learner	Tick (✓)	Type of Stakeholder	Tick (✓)
Key Stage 3 (KS3) Carousel		Teaching Staff	✓
Key Stage 4 (KS4) GCSE		Education Support Staff	✓
Key Stage 5 (KS5) Level 2		Administrative Support Staff	✓
Key Stage 5 (KS5) Level 3		Directors	✓
Key Stage 5 (KS5) A Levels		Employers	
Apprentices		Visitors / Contractors	

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1. Introduction

1.1 This policy sets out clear guidance on the standards of behaviour expected from all staff within the London Design & Engineering UTC (LDE UTC). 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.

1.2 Staff at LDE UTC are in a unique position of trust and influence as role models for learners. Therefore, staff must adhere to behaviour that sets a good example to all students within the college.

1.3 Staff also have an individual responsibility to maintain their reputation and the reputation of the College, both inside and outside working hours and work setting.

1.4 This policy applies to all individuals operating on behalf of the College whether as an employee or working for the College in any other capacity regardless of their position, role or responsibility. References to 'staff' throughout the policy relate to all of the following groups:

1.4.1 All members of staff including teaching and support staff

1.4.2 Volunteers, including Directors

1.4.3 Casual workers

1.4.4 Temporary and supply staff, either from agencies or engaged directly

1.4.5 Learner placements, including those undertaking initial teacher training and apprentices.

1.5 LDE UTC requires that all staff have read and agree to comply with this policy.

1.8 The College reserves the right to amend this Policy at any time or to depart from it where it is considered appropriate.

2. London Design & Engineering UTC's Values

2.1 These values guide the way Staff behave whilst at work, they guide the way we work together, how we do our jobs and how we recruit, select and develop our Staff.

2.2 We expect you to behave in a manner that is consistent with these values and this is encouraged and reinforced through the College's performance management process for employees.

2.3 While the code sets out the standards of behaviour expected of Staff, the following questions may help you to decide whether what you are doing (or intend to do) is acceptable:

2.3.1 is anyone's life, health or safety endangered by your action?

2.3.2 does your action "feel" right? Could you successfully justify your action to your line manager, students, colleagues, friends or family?

2.3.3 is your action legal, honest and does it comply with our policies, statutory requirements and approved practice?

2.3.4 does your action appear reasonable?

2.3.4 Would you be able to justify it to the local media?

2.3.5 would you be compromised if your line manager, fellow colleagues, friends or family knew your action?

2.3.6 does your conduct undermine the reputation of the College and/or your profession?

2.4 This code is intended to bring your attention to key areas of conduct. However, the code is backed up by more detailed policies on Health and Safety, Equality, Diversity and Inclusion, IT acceptable use, Safeguarding Children, Whistleblowing Policy and Procedure, Allegations of Abuse Against Staff, bullying and harassment, fraud bribery and corruption and other matters. It should also be read in conjunction with our Disciplinary Policy, Grievance Policy and Capability Policy for employees. All policies can be found on the Staff SharePoint site.

2.5 Many of the rules set out below may seem obvious and would apply in any type of employment; for example, the requirement to follow reasonable instructions. Others, however, are related specifically to the nature of our organisation and may only be relevant to particular groups of Staff.

2.6 By nature, these rules are not exhaustive but they set out the principles to be observed, which, if breached or if there is a failure to observe this policy, it may lead to disciplinary action against employees or other action against non-employees including, but not limited to, dismissal. From time-to-time issues may arise which are not specifically covered within this code, but which may lead to disciplinary action if your actions amount to misconduct in the case of employees or other action for non-employees.

2.7 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 learners and the College.

2.8 Even though not mentioned in the rules, criminal or statutory offences committed while at work may result in disciplinary action, including summary dismissal (or other action for non-employed staff).

2.9 We may also be obliged to involve the Police. Such offences committed away from work may be dealt with under the disciplinary procedure (employees) if they are considered relevant to the suitability for the work you are employed to do. You must notify us immediately if you are charged or convicted of any criminal offences; or are in receipt of any indictments or police cautions; or are provisionally or permanently placed on the Children's Barred or Adults' Barred List (if applicable) administered by the DBS. Failure to do this may be taken into account in disciplinary proceedings (employees).

2.10 If you collude with anyone else in the breaking of any of these rules you may also be liable to disciplinary action or other action.

3. Professional Behaviour and Conduct

3.1 Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour at all times, and consistently act with honesty and integrity and give respect and consideration to others and to comply with professional codes of practice. LDE UTC expects staff to treat each other, learners, parents and the wider community with dignity and respect at all times.

3.2 Staff must act in accordance with their duty of care to learners and ensure that the safety and welfare of pupils are accorded the highest priority. In addition, Staff should always:

- be honest,
- follow all reasonable and lawful instructions;
- conduct themselves in a manner that does not bring the College's name into disrepute;
- act in a manner that is not abusive towards another person, this includes indirect abuse for example where abusive comments are made to others out of the hearing of the target;
- treat everyone with respect and not undermine them, bully or harass them or act towards them in a manner which is discriminatory;
- adhere to professional requirements to attend relevant training and submit monitoring information in relation to employees and students where relevant;
- advise your line manager if your professional status has been removed by the professional body or you are subject to any disciplinary investigation and/or disciplinary action by the professional body;
- Staff should show fairness in their treatment of children and avoid behaviours such as embarrassing or humiliating learners, making jokes at the expense of learners, discriminating against or favouring learners and sarcasm.
- take reasonable care of students under your supervision and follow our required guidelines and safeguarding policies;
- comply with all relevant statutory provisions;
- cooperate with management in complying with our policies and procedures to the extent they apply to your position;
- comply with the requirements of statutory bodies relating to the examination, assessment and evaluation of student achievement and attainment;
- comply with the Codes of Conduct of professional bodies to which you may belong;
- not bring members of your family, dependants or other visitors onto College premises whilst conducting normal working duties without prior permission

3.3 Staff must show tolerance of and respect the rights of others and should uphold the fundamental British values including democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs.

3.4 Staff must have regard for the ethos and values of the College and must not do or say anything which may bring the College into disrepute or the employee themselves into disrepute. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside College and responsibilities within College. Staff should act in accordance with the Colleges' policies and procedures at all times.

3.5 Staff should avoid confrontation with learners and always try to diffuse the situation. They should not shout in a rude manner in order to humiliate a student and should be firm and calm. They should be careful to criticise the behaviour rather than the learners.

Additionally, staff must not:

- post, distribute or display inappropriate literature at any of the College's premises or other premises whilst on College business;
- behave in a violent manner or threaten violence towards another person;
- make false allegations against another person or the College;
- behave in an insubordinate or inappropriate manner;
- behave in a persistent careless and/or negligent manner;
- behave in a manner that is likely to disrupt working relationships.

3.6 All staff whose contracted hours permit should attend morning briefings on Mondays at 08:30am. Staff need to be on time for changeover of lessons and all duties. Lateness can result in health and safety risks. Staff **must** inform the duty team leader and cover co-ordinator in advance if they are going to be absent or late for their duty and where possible they should arrange a swap with another colleague.

3.7 Staff should ensure they are up to date with information and should check emails, SIMS information, pigeon holes and briefing notices daily to ensure they are aware of situations and events that will affect them. Period 1 teachers must ensure that notices are read out to learners from the DigiSector padlet.

3.8 Like in all organisations, the more staff put in the more they get out and therefore being engaged fully in all activities is an essential part of College life. In accordance with directed time staff are required to attend all relevant meetings including Parental Progress evenings and Open Evenings. Teaching staff are also expected to play their part in the wider professional life of the College. Support staff are also encouraged to participate fully in College life.

3.9 Private tutoring should not be carried out on the College premises. It is also recommended that staff who privately tutor learners should inform the Principal of the names of any learners who are on roll at the school in case there are any pertinent issues of which they need to be aware.

3.10 Staff who are examiners should not mark papers on College premises.

4. Dress and Appearance

4.1 Staff are expected to dress in accordance with the colleges uniform policy.

4.2 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.

4.3 Staff should dress safely and appropriately for the tasks they undertake. They should ensure that Personal Protective Equipment (PPE) is worn as required.

4.4 Tattoos and body art should be covered while staff are in College. Discreet earrings are acceptable but all other body piercings should be removed while on college premises.

4.5 How staff present themselves, their appearance, body language, actions and use of language sets an example to the learners. The College has high expectations of staff and for this reason request that staff, when in front of the learners should not:

- chew gum;
- use mobile phones for personal use (unless essential) or use their mobile phones in corridors;
- use inappropriate language in either oral or written form;
- eat, drink or carry drinks in the corridors.

4.6 Staff may wear religious and cultural dress (including clerical collars, head scarves, skullcaps and turbans) unless it breaches this policy or compromises the health and safety of the wearer, their colleagues or any other person. Where necessary line managers can disseminate appropriate information explaining cultural dress and customs. Priority is at all times given to health and safety requirements. Where necessary, advice will be taken from the LDE UTC's Health and Safety Officer

5. Health and Safety

5.1 You should always observe any College health and safety rules and guidance.

5.2 You should never:

- breach our health and safety policies;
- act in a manner likely to endanger yourself, colleagues, pupils, parents, members of the public, the College's property or that of a third party;
- ignore anything that has the potential to cause harm. It should be immediately brought to the attention of your line manager;
- misuse any item provided for health and safety purposes;
- smoke in enclosed and substantially enclosed premises in the workplace. This includes vehicles and the student areas.

6. Equality and Diversity

6.1 We seek to achieve an environment in which all are included and in which discrimination is not tolerated. We are committed to promoting equality of opportunity regardless of sex, gender reassignment, race (which covers colour, nationality, ethnic or national origin), disability, religion or belief, sexual orientation, pregnancy or maternity, marital or civil partner status or age. Everyone should be treated with respect and dignity and establish a culture where diversity is valued. Staff should observe our Equality Policy.

7. Attendance at Work

7.1 Employee should attend for work at all agreed times and should obtain prior authorisation for any absence.

7.2 Employees should:

- observe any designated hours of work;

- always observe the College's requirements on the notification of absence by reason of sickness (outlined within our Sickness Absence and Sick Pay Policy);
- never work elsewhere when absent from the College without line manager's authorisation. Examples of absence include sickness, suspension and leave related to work and families;
- comply with our leave policies (including our Additional Paid and Unpaid Leave Policy, Annual Leave Policy, Family Friendly Policy; and
- never leave work during designated/ agreed working hours without permission.

8. Smoking, Alcohol, e-Cigarettes and Other Substances

8.1 We prohibit you from drinking alcohol in the workplace, during your contracted hours or during College business, other than reasonable drinking of alcohol in connection with approved social functions. We regard drinking to an 'unreasonable level' as any of the following situations:

- in the opinion of management, your performance is impaired;
- in the opinion of management, your behaviour may cause embarrassment, distress or offence to others;
- you continue to drink when instructed to stop by a manager.

8.2 We will take all reasonable steps to prevent Staff carrying out work-related activities if you are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse.

8.3 We expressly prohibit the use of any illegal drugs or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance. If any such incidents take place on College premises, in College vehicles or at a College related function, they will be regarded as serious, will be investigated by us, and may lead to disciplinary action and potential dismissal (or termination of your contract for non-employees) and possible reporting to the Police.

8.4 Staff or any other person under the College's control must not, in connection with any work-related activity:

- be under the influence of alcohol or drugs (except prescribed medication for you) whilst at work, during contracted hours or whilst performing any duties;
- misuse and be under the adverse influence of substances whilst at work, during contracted hours or whilst performing any duties;
- attempt to sell or give drugs or alcohol to any other employee, staff, student or other person;
- be in possession of controlled drugs contrary to the Misuse of Drugs Act 1971 (as amended);
- operate machinery under the influence of drugs or alcohol. (There may be an exception for prescription drugs, provided they do not have an impact on performance whilst operating machinery);

- fail to inform your line manager if taking Prescription drugs or over the counter medication which may affect the ability to perform duties normally;
- drive vehicles whilst on College business whilst under the influence of drugs and/or alcohol or prescribed/over the counter drugs that may have an impact on your ability to drive safely;
- fail to follow instructions in relation to health and safety procedures for use and storage of solvents.

9. Relationships with Learners

9.1 Staff are required to read the Child Protection and Safeguarding Policy. Staff are also required to read Part 1 of the DfE document 'Keeping Children Safe in Education'.

9.2 Staff must maintain professional boundaries with learners 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. Staff should also be mindful of section 16 of The Sexual Offences Act 2003.

9.3 Staff must not establish or seek to establish social contact with learners 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 exercise your professional judgement in making a response and be aware that such social contact could be misconstrued.

9.4 Staff must not develop personal or sexual relationships with learners and should not engage in any sexual activity with a learner. Sexual activity does not just involve physical contact including penetrative and non-penetrative acts.

9.5 Working Together to Safeguard Children¹ defines sexual 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children."*

9.6 Staff should be mindful of sections 15A and 16 of The Sexual Offences Act 2003^{2 3}.

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf

2 Section 15A of the Sexual Offences Act 2015 (Contained in section 67 of the Serious Crime Act 2015) which criminalises a person aged 18 years or over who intentionally communicates with a child under 16 (who the adult does not reasonably believe to be 16 or over), if the communication is sexual or if it is intended to elicit from the child a communication which is sexual. The offence is only committed if the adult acts for the purpose of obtaining sexual gratification.

3 Section 16 of The Sexual Offences Act 2003 provides that it is an offence for a person aged 18 or over (e.g. teacher, youth worker) 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. A situation where a person is in a position of trust could arise where the child is in full-

9.7 Staff must not make sexual remarks to a learner, discuss their own sexual relationships with, or in the presence of, learners or discuss a learner's sexual relationships in an inappropriate setting or context.

9.8 It is an offence to have a sexual relationship with any learner up to the age of 18 and on roll and will be seen as a serious breach of conduct leading to dismissal. Even though technically legal beyond 18, such a relationship will be viewed as a serious breach of professional trust.

9.9 Staff should work in an open environment where possible. If staff are in a one to one meeting or interview with a learner, they should keep the door open where possible or ensure that there is clear visual access.

9.10 If a learner is to be searched, a member of staff of the same sex of the learner should do this in the presence of a senior member of staff.

9.11 Contact with learners should be through the College's authorised mechanisms (LDE UTC Email, SchoolComms). 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 learners. If contacted via an inappropriate route the member of staff must inform the Principal or Designated Safeguarding Lead immediately (see Acceptable Use of ICT – Staff policy).

9.12 College staff must not accept friend invitations or become friends with any learner of the College on any social media platform using their private social media addresses. No 'friending', 'linking', 'joining' or 'following' must take place until a student is over 18 **and** no longer on roll as a learner at LDE UTC. Staff should also refrain from following the Twitter or other similar social media accounts of learners or their parents. Staff must read the school's e-safety policy carefully and follow all advice and guidance contained within it.

10. Infatuations

10.1 It is not unusual for young people or, sometimes, their parents to develop infatuations towards members of staff. All such situations must be responded to sensitively to maintain the dignity of those concerned.

10.2 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.

11. Allegations of Abuse Against Staff

11.1 We all have a duty to promote and safeguard the welfare of children at our school. In line with this duty, we have a policy and procedure dealing with allegations of abuse against staff.

11.2 All members of staff are required to familiarise themselves with this policy and comply with it.

time education and the person looks after children under 18 in the same establishment as the child, even if s/he does not teach the child.

11.3 Concerns about the possible abuse of children by staff will usually arise in one of two ways, either:

- a direct allegation by a pupil or a third party, for example a parent; or
- an observation by a member of staff that the behaviour of a colleague is inappropriate or potentially or actually abusive.

A - Allegations that may meet the threshold

11.4 Where a member of staff has any concern about another member of staff, including volunteers, contractors, and supply staff, that may meet the harm threshold (outlined below) you must report such a concern to the Principal immediately, unless the allegations are about the Principal in which case, it must be reported to the [Chair of Board of Directors](#), this person is known as the “Case Manager”. If the Principal is absent, the allegation should be reported to the teacher in charge.

11.5 A concern/allegation meets the harm threshold if the allegation is that the individual concerned:

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

11.6 Further details on the process that will be followed is set out in section 1 of our Allegations of Abuse Against Staff policy.

B. Low-level concerns

11.7 In line with Section Two of Part Four of Keeping Children Safe in Education, we recognise the importance of creating a culture of openness, trust and transparency to encourage all staff to share low-level concerns with the right person so that they can be addressed appropriately. The purpose of our approach to low-level concerns is to ensure that our values are constantly lived, monitored and reinforced by staff.

11.8 The term ‘low-level’ concern does not mean that the concern is insignificant, it means that a staff member, supply teacher or volunteer does not seem to have:

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

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

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work and;
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

11.10 Examples of such behaviour could include, but are not limited to:

- being over friendly with children;
- having favourites;
- taking photographs of children on a personal mobile phone;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or
- humiliating pupils.

11.11 Such behaviour can exist on a spectrum.

11.12 Low-level concerns about a member of staff, supply staff, volunteer or contractor should be reported to the [Principal OR Designated Safeguard Lead](#).

11.13 Any concerns about the [Principal OR Designated Safeguard](#) should be reported to the [Chair of the Board of Directors](#).

11.14 All low-level concerns will be recorded in writing. Each record will include details of the concern, the context in which the concern arose, and action taken. The name of the individual who raised the concern should be noticed, but if that individual wishes to remain anonymous, that will be respected to the extent it is reasonably possible to do so.

11.15 Records will be kept confidential, held securely and comply with UK GDPR.

11.16 Records will be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, we will decide on a course of action, either through our disciplinary procedures or by referring to the LADO, where a pattern of behaviour moves from a low level concern to meeting the harm threshold. We will also consider whether there are wider cultural issues existing the school that may have enabled the behaviour to occur. If this is found to be the case or a contributory factor, we may review our policies and deliver extra training where we consider this will minimise the events happening again.

12. Gifts, Entertainment and Hospitality

12.1 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 learners or parents wish to give a small token of appreciation to staff, for example at religious festivities or at the end of the year.

12.2 Staff should not allow themselves to be influenced in making a business decision as a consequence of accepting gifts or hospitality as detailed in the Financial Regulations.

12.3 It is unacceptable to receive gifts on a regular basis or to suggest to learners 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.

12.4 Significant gifts (over value of £25) or hospitality from learners, parents, carers, actual or potential contractors or outside suppliers should be reported to the Principal and recorded on the Gifts/offers register.

12.5 Personal gifts must not be given by staff to learners and any reward to students should be in accordance with the School's behaviour policy, recorded and not based on favouritism.

13. Physical Contact with Learners

13.1 There are occasions when it is entirely appropriate and proper for staff to have physical contact with learners, 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 learners 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.

13.2 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.

13.3 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.

13.4 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 should 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 learners.

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

13.6 Staff supervising PE and games 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 learners to support a child to perform a task safely, to demonstrate the use of a particular piece of equipment or to assist them with an exercise. Contact under these circumstances should be done with the learner'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 student.

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

13.8 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.

14. Child in Distress

14.1 There may be occasions when a learner 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.

14.2 Such incidents should always be recorded and shared with your line manager and if appropriate the schools designated safeguarding officer. 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.

15. Showers and Changing

15.1 Learners 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 young people and sensitive to the potential for embarrassment.

15.2 Staff should be vigilant about their own behaviour and announce their intention of entering a changing room. Personal and college devices with a camera or video function should not be taken into areas where children are showering or changing. Staff must not change or shower in the same place as children.

16. One to One Situations

16.1 Staff working individually with learners should be aware of the potential vulnerability of learners and staff in such situations. Staff should manage these situations with regard to the safety of the young person and to themselves.

16.2 Individual work with learners 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.

17. Transporting Young People

17.1 In exceptional circumstances it may be appropriate for staff to transport learners offsite, for example sports fixtures, site visits. 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.

17.2 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 for business use and that the maximum capacity is not exceeded.

17.3 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. Learners should be seated in the back of the car where possible. Staff should never transport learners while under the influence of alcohol or drugs. Conversation should be professional.

17.4 Prior to transporting learners off site consent (preferably written) must be obtained from learners' parent/carer and staff should be aware that the safety and welfare of the students is their responsibility until this is safely passed back to their parent/carer, unless it is an emergency.

17.5 Learners should be accompanied by more than one staff member, unless it is an emergency.

18. Online Safety

18.1 Staff should follow the college's Online Safety policy for staff and the Acceptable Use Policy at all times and have regard for the college's Online Safety policy for learners.

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

18.3 Staff should remain mindful of their digital foot print 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 learners.

18.4 Staff must not make contact with learners or ex learners, must not accept or initiate friend requests nor follow learner / ex learner accounts on any social media platform. Staff must not communicate with learners 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.

18.5 Staff should not make contact with learners' family members, accept or initiate friend requests or follow learners' family member's account on any social media platform.

18.6 However, the College 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 learners' family members via social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.

18.7 Mobile phones and personally-owned devices such as tablets may not be used during lessons or formal school time. They should be switched off (or silent) at all times. The Bluetooth functionality of a mobile phone or tablet 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, cameras and videoing equipment are not permitted in certain areas within the College site such as toilets.

18.8 The camera and filming functions of personal mobile devices must not be used in College, on school trips or on official College business.

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

19. Photography, Video and Images of Children

19.1 Many College activities involve recording images as part of the curriculum, extra-curricular activities, publicity or to celebrate an achievement. In accordance with UK GDPR the image of a learner is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/carer of a learner for any images made. It is also important to take into account the wishes of the learner, remembering that some learners do not wish to have their photograph taken or be filmed. Permission will be collected from enrolment forms on entry to the College.

19.2 Using images for publicity purposes will require the age-appropriate consent of the individual concerned and their parent/carer. 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.

19.3 Photographs/stills or video footage of learners should only be taken using school equipment for purposes authorised by the College and should be stored securely and only on College equipment.

19.4 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.

19.5 Staff should remain aware of the potential for images of learners 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 learners who may be unable to question how or why the activities are taking place. Staff should also be mindful that learners who have been abused through the use of video or photography may feel threatened by its use in a teaching environment.

20. Gaining Employment / Promotion / Transfer

20.1 Employees or potential employees must comply with the College's recruitment and Selection procedures

20.2 When applying for a job / transfer / promotion, employees should not:

- Make false statements to the College or withhold relevant information. Any breach could result in disciplinary which may be taken against an employee at any time and also the removal of the offer of employment.

- Fail to comply with College's recruitment and selection policies and procedures

20.3 Employment of family

15.3.1 The College does not believe it is good practice, either for the individuals or the College, for close relatives to be employed in the same Department, particularly where one reports to the other.

15.3.2 Relationships covered by the term 'relative' include immediate family, i.e. spouse, partner, civil partner, parents, children, siblings, in laws, uncles, aunts, nieces and nephews.

15.3.3 It is possible for relatives to be appointed within the same Department but this should be discussed fully with the College before action, and should only be in cases where there will be no direct working relationship between the individuals.

20.4 Employees should not:

- Be involved in the selection process where they are related in any way to an applicant or have a personal relationship outside work with them.
- Be involved in decisions relating to discipline, promotion, pay or adjustments for any employee who is a relative, partner or close friend.

21. Conflicts of Interest

21.1 Conflicts of interest should be avoided at all times. Any issues of conflict or potential conflict should be raised with the line manager at the first possible opportunity.

21.2 Employees should:

- Act in the best interests of the College at all times.
- Not work for other employers while employed by the College if there is any possibility of a conflict of interest.

21.3 Examples of a personal interest that should be declared are:

- A directorship, a large shareholding, promise of future employment or the employment of a close relative or friend in a position of influence in an organisation which may compete or do business with the College.
- Receipt of compensation (except remuneration from the School) for services provided to any person or organisation on behalf of the College.
- Outside activities that adversely affect job performance, either through excessive demands on working time or through conflicting commitments.
- Activities that involve the unauthorised use of the College's time, equipment or information which could adversely affect the College's reputation or relations with others or could otherwise conflict with the interests of the College.

22. Confidentiality

22.1 Members of staff may have access to confidential information about learners, their parents/carers, their siblings or about the college and its stakeholders. Staff always comply with our Data Protection and Freedom of Information policies and procedures with regard to the retention, disposal security and disclosure of personal data. Staff must not reveal such information except to those colleagues who have a professional role in relation to the learner on a need to know basis.

22.2 Staff should never use confidential or personal information about a learner or their 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 young person.

22.3 All staff are likely at some point to witness actions which need to be confidential. For example, where a learner is bullied by another learner, this needs to be reported and dealt with in accordance with the appropriate College procedure. It must not be discussed outside the College, including with the learner's parent or carer, nor with colleagues in the College except by a senior member of staff with the appropriate authority to deal with the matter.

22.4 Staff should never disclose confidential information to any other person or party without consent. Staff do, however, have a statutory obligation to share with the College's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare or safety of a student or that might suggest a student is in need or at risk of significant harm. Staff should pass on information without delay in accordance with the LDE UTC's safeguarding policy and procedures and this should be recorded. Staff must never promise a learner that they will not act on or pass on any information that they are told by the young person.

22.5 Staff should refer to the Department of Education's document Information sharing: advice for practitioners providing safeguarding services⁴ 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.

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

23. Regulatory issues and Use and Security of Resources

23.1 You are expected to act with honesty and integrity to safeguard the stewardship of resources for which we are responsible. You should always comply with regulations that are applicable to the College and its business.

23.2 You should always:

- ensure that you comply with the rules and principles of any regulatory bodies and/or relevant statute applicable to the duties you perform;
- comply with the College's financial regulations;
- comply with our Gifts and Hospitality Policy (to the extent it applies to your position);

⁴ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf

- ensure that you count promptly and accurately for all monies handled in the performance of your duties. If you discover any discrepancy or loss, you must declare it to your line manager without delay. Note: Any attempt to conceal any discrepancy will only heighten the suspicion of dishonesty later. We may report any such losses and thefts to the Police;
- declare any conviction for a criminal offence or caution in relation to an offence (except those which are “protected” as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 and 2020).

23.3 Staff should:

- never wilfully damage or abuse the property of students, fellow workers or the College, or the property of outside agencies whilst conducting College business;
- never access, view or distribute material of a pornographic nature;
- never make a financial claim in connection with work or services that have not been undertaken in connection with authorised College business;
- never remove any College property from the College’s premises unless approved by your manager;
- never remove, or be in unauthorised possession of, any property or facilities belonging to the College or to any employee, student or visitor to the College;
- always use our systems (e.g. computers, internet) in accordance with our BYOD and IT Acceptable Usage Policy
- take all reasonable measures to ensure, so far as it is practical, the safety and security of College property, including premises, vehicles, equipment and cash.

24. Parents as Employees

24.1 It is acknowledged that some staff also have children who attend the College. It is recognised that in these cases the staff fulfil a dual role of parent and employee.

24.2 Parents as employees should ensure that they uphold boundaries between the two roles and that their behaviour does not constitute a conflict of interest. For example, they must maintain the same level of confidentiality despite social expectations. Parent-staff should discuss any inter-role conflict with their line manager.

25. Reporting Miscount

25.1 Staff are expected to:

- report violations or suspected violations of law or the standards set out in
- comply with our Whistleblowing Policy in the event of concerns or evidence of malpractice in connection with the College. Any information provided by you will be kept confidential in accordance with our Whistleblowing Policy, unless otherwise required by law and may be made without concern of retribution. All College staff have a duty to report any behaviour by a colleague which raises concern. Staff should refer to the LDE UTC’s whistleblowing and safeguarding policies for further guidance. This is particularly important where the welfare of learners may be at risk.
- report all/any suspicions of fraud or theft to your line manager.

26. Compliance

26.1 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

Confirmation of Compliance

I hereby confirm that I have read, understood and agree to comply with the LDE UTC's Staff Code of Conduct.

Name

Position/Post Held.....

Signed

Date

Once completed, signed and dated, please return this form to HR