

Code of Conduct for Staff

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Code of conduct for staff

Purpose and application

1. **Purpose:** Relationships with fellow Staff, employees, governors, contractors, visitors, volunteers, pupils and their parents, guardians or carers should be reasonable and mutually respectful at all times. This Code has been produced to place the welfare of children at the centre of the School and its culture and to ensure that all those who work in the School and may have contact with children are clear on the rules of conduct and the expectations of the School. Children place trust in those connected to the School creating obligations which we must all meet to ensure the successful outcomes achieved by the children in our care.
2. This Code has regard to the School's Safeguarding (Child Protection) Policy and Procedures and the following (collectively referred to in this Code as the **Guidance**):
 - 2.1. *Keeping children safe in education* (September 2018) (**KCSIE**):
 - 2.1.1. KCSIE also refers to the non-statutory advice for practitioners: *What to do if you're worried a child is being abused* (March 2015).
 - 2.2. *Working together to safeguard children* (July 2018) (**WT**):
 - 2.2.1. WT refers to the non-statutory advice: *Information sharing* (July 2018).
 - 2.3. *Prevent Duty Guidance: for England and Wales* (2015) (**Prevent**). Prevent is supplemented by :
 - 2.3.1. *The Prevent duty: Departmental advice for schools and childminders* (June 2015);
 - 2.3.2. *Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism* (2015)
 - 2.3.3. *The use of social media for online radicalisation* (July 2015).
3. The purpose of the Code of Conduct is to:
 - 3.1. confirm and reinforce the professional responsibilities of all Staff
 - 3.2. clarify the legal position in relation to sensitive aspects of staff/pupil relationships and communication including the use of social media
 - 3.3. set out the expectations of standards to be maintained within the School
 - 3.4. help adults establish safe practices and reduce the risk of false accusations or improper conduct.
4. **Application:** The Code of Conduct (**Code**) applies to all staff working in the School (**School**) whether paid or unpaid whatever their position, role or responsibilities and Staff includes employees, governors, contractors and volunteers. Any query about the interpretation or application of the Code of Conduct in a general or specific context should be made to a member of the Senior Leadership Team.
5. **Your duty:** It is the contractual duty of every member of staff to observe the rules and obligations in this Code. You should also follow the Guidance. The School also has a duty

of care to its staff, parents and pupils and the implementation of the practices in this Code of Conduct will help to discharge that duty.

6. **Wrongdoing:** All staff are required to report their own wrongdoing, or any wrongdoing or proposed wrongdoing of any other member of staff or any conduct which they may suspect to be inappropriate to the Head Mistress. The School operates a Whistleblowing Policy which is contained within the Employment Handbook.
7. **Duty of disclosure:** You are required immediately to notify the School if you are, as applicable:
 - 7.1. subject to any change in your circumstances that affects your right to work in the United Kingdom;
 - 7.2. barred from working with children or vulnerable adults;
 - 7.3. the subject of a referral to the Disclosure and Barring Service or any successor body;
 - 7.4. the subject of a referral to, or a sanction, restriction or prohibition issued by, the Teaching Regulation Agency (previously the National College of Teaching and Leadership) or any predecessor or successor body, or by a regulator of the teaching profession in any other country;
 - 7.5. the subject of a referral to, or proceedings before, the Department for Education or any other appropriate authority where consideration is given to imposing a direction under section 128 of the Education and Skills Act 2008;
 - 7.6. questioned, arrested, charged or convicted of any criminal offence;
 - 7.7. subject to an investigation for any allegation of a disciplinary nature at any other employer or organisation at which you are a volunteer;
 - 7.8. in receipt of a police caution, reprimand or warning, or if there is a formal child protection investigation of you or any member of your household; or
 - 7.9. aware of any circumstances (whether related to you or anyone with whom you have an association) that may reasonably be considered to pose a risk or an increased risk to children.
8. **Application with other policies:** The Code should be read in conjunction with the School's Safeguarding (Child Protection) Policy and Procedures and Whistleblowing Policy.

Guiding Principles

9. Principles for all staff

- 9.1. All Staff should put the wellbeing, development and progress of all pupils first by:
 - 9.1.1. taking all reasonable steps to ensure the safety and wellbeing of pupils under their supervision;
 - 9.1.2. using professional expertise and judgement for the best interests of pupils in their care;

- 9.1.3. demonstrating self-awareness and taking responsibility for their own actions and for providing help and support to pupils;
 - 9.1.4. raising concerns about the practices of teachers or other professionals where these may have a negative impact on pupils' learning or progress, or may put pupils at risk;
 - 9.1.5. being familiar with the School's Safeguarding (Child Protection) Policy and associated child protection procedures;
 - 9.1.6. reading and understanding Part 1, and where appropriate Annex A, of KCSIE (September 2018);
 - 9.1.7. knowing the role, identity and contact details of the current Designated Safeguarding Lead and their Deputies;
 - 9.1.8. knowing the role, identity and contact details of the Nominated Safeguarding Governor; and
 - 9.1.9. being aware that they are in a position of trust (i.e. the adult is in a position of power or influence over the pupil due to his or her work), that the relationship is not a relationship between equals and that this position must never be used to intimidate, bully, humiliate, coerce or threaten pupils.
- 9.2. All Staff should demonstrate respect for diversity and take steps to promote equality by:
- 9.2.1. acting appropriately and in accordance with this Code, towards all pupils, parents, guardians or carers and staff;
 - 9.2.2. complying with the School's Anti-bullying, Equal Opportunities and Dignity at Work policies and this Code of Conduct;
 - 9.2.3. not discriminating against others on the basis of protected characteristics, which include: race, sex, religion or belief, disability, sexual orientation, gender reassignment, pregnancy or maternity and, for adults, age and marriage or civil partnership status;
 - 9.2.4. addressing issues of discrimination and bullying whenever they arise and challenging discriminatory or extremist opinions or behaviours;
 - 9.2.5. taking reasonable steps to ensure that where political issues are brought to the attention of pupils, they offer pupils a balanced presentation of opposing views and do not promote partisan political views;
 - 9.2.6. helping to create a fair and inclusive School environment.
- 9.3. All Staff should work as part of a unified staff body by:
- 9.3.1. developing productive and supportive relationships with colleagues;
 - 9.3.2. exercising any management responsibilities in a respectful, inclusive and fair manner;
 - 9.3.3. complying with all School policies and procedures;

- 9.3.4. participating in the School's development and improvement activities;
 - 9.3.5. recognising the role of the School in the life of the local community;
 - 9.3.6. upholding the School's reputation and standing within the local community and building trust and confidence in it.
- 9.4. All Staff should understand that the School has a legal duty to have regard to the need to prevent people from being drawn into terrorism, and consequently should be aware of:
- 9.4.1. what extremism and radicalisation means and why people, including pupils and fellow staff members, may be vulnerable to being drawn into terrorism as a consequence of it;
 - 9.4.2. what measures are available to prevent people from becoming drawn into terrorism and how to challenge the extremist ideology that can be associated with it; and
 - 9.4.3. how to obtain support for people who may be being exploited by radicalising influences.
- 9.5. All Staff should maintain public trust and confidence in the School and in their profession by:
- 9.5.1. demonstrating honesty and integrity;
 - 9.5.2. understanding and upholding their duty to safeguard the welfare of children and young people;
 - 9.5.3. maintaining reasonable standards of behaviour whether inside or outside of normal School hours and whether on or off the School's site; and
 - 9.5.4. maintaining an effective learning environment.
- 9.6. All Staff should raise any concerns relating to female genital mutilation (FGM) with the Designated Safeguarding Lead and involve children's social care as appropriate in accordance with the School's Safeguarding (Child Protection) Policy and procedures. Teachers must also report directly to the police cases where they discover (either through disclosure by the victim or visual evidence) that an act of female genital mutilation appears to have been carried out on a girl under the age of 18. The report should be made orally by calling 101, the single non-emergency number. It will be rare for teachers to see visual evidence, and they should not be examining pupils but any such cases must be reported.

10. Additional Principles for Teaching Staff

- 10.1. Teachers should take responsibility for maintaining the quality of their teaching practice by:
- 10.1.1. meeting the professional standards for teaching applicable to their role and position within the School;
 - 10.1.2. reflecting on their current practice and seeking out opportunities to develop knowledge, understanding and skills;
 - 10.1.3. helping pupils to become confident and successful learners;

- 10.1.4. establishing productive relationships with parents, guardians or carers by:
- (a) providing accessible and accurate information about their child's progress;
 - (b) involving them in important decisions about their child's education;
 - (c) complying with this Code.

11. General Conduct

- 11.1. **School property:** You must take proper care when using School property and you must not use School property for any unauthorised use or for private gain.
- 11.2. **Use of premises:** You must not carry out any work or activity on School premises other than pursuant to your terms and conditions of employment without the prior permission of the Head Mistress or the Bursar.
- 11.3. **Behaviour of others:** You should be aware that the behaviour of your partner or other family members or any member of your household may raise concerns which could affect the welfare of a member of the School community or a member of the public, or bring the School into disrepute and you should bring any such behaviour to the immediate attention of the School. Such concerns will be given careful consideration as to whether they constitute a potential risk to children at the School or its reputation.

Safeguarding Guidelines for staff

12. General

- 12.1. The welfare of the child is paramount.
- 12.2. You should demonstrate professional standards of behaviour at all times and always act within the spirit of this Code and any Guidance. If you are involved in a situation where no specific guidance exists or if you are in any doubt about appropriate conduct, you should discuss the situation with the Designated Safeguarding Lead and keep a written record of the outcome of that discussion.
- 12.3. You should be familiar with the contents of the Safeguarding (Child Protection) Policy, in particular the procedures for dealing with allegations against members of staff and the procedures for reporting a concern about a child. This includes local reporting guidelines, and the Local Safeguarding Children Board reporting threshold document (in respect of any concerns relating to children) and the possible indicators for children at risk of abuse, neglect, exploitation or radicalisation.
- 12.4. You must be aware of the risks of peer-on-peer abuse and bullying and the procedures for dealing with allegations against other children as set out in the Safeguarding (Child Protection) Policy and Anti-Bullying Policy. Examples of peer on peer abuse are bullying (including cyber-bullying), physical abuse, sexual violence and sexual harassment, sexting and initiation/hazing.

- 12.5. You should report, by means of a neutral notification, to the Designated Safeguarding Lead any actions which could be misinterpreted, any misunderstandings, accidents or threats involving you and a pupil or pupils, and should take advice over any incident involving you or another member of staff which may give rise to concern. A record must be kept of any such incident and further actions agreed with the Designated Safeguarding Lead in keeping with school policy.
- 12.6. You should take particular care when dealing with a pupil who appears to be emotionally distressed, generally vulnerable, is seeking expressions of affection, acts in a sexually provocative or over-familiar way or appears to hold a grudge against you. Some of these behaviours may be indications that a child has been, or is currently being, abused and should therefore be reported to the Designated Safeguarding Lead in accordance with the School's safeguarding procedures.
- 12.7. The School recognises that many children have unlimited and unrestricted access to the internet via 3G and 4G. You must ensure pupils are not exposed to inappropriate or indecent images. Viewing, retrieving or downloading of pornographic, terrorist or extremist material, or any other material which the School believes is unsuitable is strictly prohibited and may constitute gross misconduct. This includes at any time when on School premises or otherwise in the course of your employment, including using the School's ICT network, or via 3G or 4G, whether or not on a School or personal device. You should not allow unauthorised access to School equipment and should keep your computer passwords safe. If you discover material that is potentially illegal or inappropriate, you must isolate the equipment and contact the Designated Safeguarding Lead in accordance with the School's Safeguarding (Child Protection) Policy and Procedures immediately. Pupils must not be exposed to unsuitable material on the internet and Staff should ensure that any film or material shown is age appropriate.
- 12.8. Breaches of the law and other statutory or professional guidance could result in criminal or disciplinary action being taken.

13. *Communications with Pupils*

- 13.1. Communication with pupils should be always be appropriate within the context of the professional relationship between staff and pupils and care should be taken to avoid an over-familiar tone or the disclosure of personal information. Except in an emergency communication should only be made using the School's property including IT facilities.
- 13.2. Staff must comply with the Acceptable Use of ICT for Staff Policy regarding communications with pupils.
- 13.3. Staff should not engage in personal email or telephone contact with pupils, including text messaging, and should not become "friends", follow or communicate privately with pupils on any social media network. Personal social networking sites should be set as private and pupils should not be approved contacts.
- 13.4. Staff should not give pupils their personal contact details (home address, home telephone number, mobile telephone number or private email address) unless the need to do so has been agreed with the Designated Safeguarding Lead and the pupil's parents in advance.
- 13.5. If staff have any questions about appropriate communication with pupils they should speak to the Designated Safeguarding Lead.

14. *One-to-one Meetings*

- 14.1. When working alone with a pupil is an integral part of your role, you should conduct and agree a full risk assessment with the Designated Safeguarding Lead.
- 14.2. Staff working in one-to-one situations should ensure there is visual access where possible via windows in doors or open doors.
- 14.3. You should arrange any one-to-one meetings for during normal school operating hours, when there will be other adults on site, and avoid remote or secluded areas. One-to-one meetings should not take place away from the school site.
- 14.4. You should not continue the meeting for longer than necessary and discussion should be pertinent to school business.
- 14.5. All unnecessary physical proximity or conduct, and any conduct that could be taken as a sexual advance, should be avoided. You should apologise straight away if there is accidental physical contact.
- 14.6. Any incident that causes concern, or any situations where a pupil becomes distressed or angry, should be reported to the Designated Safeguarding Lead in writing (neutral notification).

15. ***Physical Contact***

- 15.1. ***Intervention:*** All forms of corporal punishment are unlawful and the use of unwarranted physical force is likely to constitute a criminal offence. The use of physical intervention should be avoided if possible but there are circumstances when it is appropriate for Staff to use force to safeguard children where no other form of control is available and where it is necessary to intervene. The use of force or physical contact may be reasonable and proportionate to prevent a pupil from: committing a crime; injuring themselves or others; causing damage to property; or engaging in any behaviour prejudicial to good order and discipline at the School or among its pupils (in the classroom or elsewhere). In these instances the contact should be reasonable and proportionate in the circumstances, taking into account the additional vulnerability of children with SEN, disabilities or certain medical conditions. For more information on when and how physical contact is appropriate in these circumstances, you should refer to the School's *Use of Force Policy* and *Searching and Confiscation Policy*.
- 15.2. ***General guidance in other circumstances:*** You should avoid any unnecessary physical contact with pupils. Any physical contact should be minimal, age appropriate and needed. When using physical contact, you should (where applicable): explain the intended action to the pupil; not proceed if the pupil appears apprehensive or reluctant; ensure the physical contact continues for as short a time as possible; ensure the door is open or another colleague or pupil is present; and consider alternatives if the contact might be misinterpreted.
- 15.3. ***Demonstration:*** Physical contact may be necessary and beneficial in order to demonstrate an action or technique in, for example, PE, Drama, Music or Art. Where possible, this should be discussed with senior colleagues in advance. You should never initiate physical contact that could be misconstrued or come as a surprise to the child.
- 15.4. ***First Aid:*** When administering first aid, you should explain to the pupil what is happening and, where possible, ensure that another adult is present or aware. Staff should adhere to the School's *First Aid Policy* in administering first aid.

- 15.5. **Comfort:** Contact may be appropriate where a pupil is in distress and needs comforting. You should use your own professional judgment if you feel a pupil needs this kind of support and always notify the Designated Safeguarding Lead when comfort has been offered in this way.
- 15.6. For any physical contact, staff should consider any special circumstances relevant to the pupil of which they are aware, such as special needs, past trauma or a cultural issue that may affect the pupil's reaction.
- 15.7. If you are at all concerned about any instance of physical contact, you should inform the Designated Safeguarding Lead immediately.

16. Relationships with pupils and former pupils

- 16.1. All adults working with children and young people in schools are in positions of trust in relation to the young people in their care. You have a responsibility to maintain confidence in your ability to safeguard the welfare and best interests of pupils 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.
- 16.2. Relationships with pupils of any age which are sexual, physical or romantic nature are strictly prohibited and likely to result in summary dismissal for gross misconduct. Such conduct may also constitute a criminal offence. For example, it is an offence 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, in the case of those over 16, the relationship is consensual.
- 16.3. It is recognised that the position of trust staff hold in relation to School pupils will not lapse when the pupil leaves the School. Any contact with former pupils should be appropriate within this context and should take into account the nature of your relationship with the pupil while she was at the School and the time elapsed since she left.
- 16.4. Any inappropriate conduct with a pupil or former pupil of this School, or with a pupil of another school, or conduct (whether committed at or outside work) which is likely to damage the School's reputation may be treated as a serious disciplinary offence up to and including an act of gross misconduct.

17. Contact outside school

- 17.1. Members of staff who are friends with parents of pupils or who, for example, are voluntary workers in youth organisations attended by pupils will of course have contact with those pupils outside school. However, in these circumstances you should still follow the guidance in this Code of Conduct wherever possible and should inform the Designated Safeguarding Lead of such relationships.
- 17.2. Any other planned out of school contact between staff and pupils must be agreed in advance with the Designated Safeguarding Lead or the Senior Deputy Head (Pastoral) and the parents of the pupils concerned.
- 17.3. Any contact with a pupil outside school that could be misinterpreted as inappropriate must be reported to the Designated Safeguarding Lead as a neutral notification.
- 17.4. This guidance set out in this Code of Conduct applies equally to educational visits (see the Educational Visits Policy) and extra-curricular activities.

18. *Transporting pupils*

- 18.1. Staff should avoid using private vehicles to transport pupils wherever practicable. You should consult the Finance Office in advance if you may need to drive a private vehicle to transport pupils or otherwise on school business.
- 18.2. If you do need to transport pupils you should: try to ensure that there is an additional adult in the vehicle or notify the Designated Safeguarding Lead in advance; ensure that you are fit to drive; be aware that you are responsible for the pupil's health and safety (e.g. insurance, seatbelts); and record the details of the journey.
- 18.3. You should always notify the Designated Safeguarding Lead of any impromptu or emergency transport of pupils.
- 18.4. See the School's *Transport Policy* for further information.

Language and Appearance

19. *Language:* You should use appropriate language at all times. You should:

- 19.1. avoid words or expressions that have any unnecessary sexual content or innuendo; avoid displays of affection either personally or in writing (e.g. messages in birthday cards, text messages, e-mails etc.);
- 19.2. avoid any form of aggressive or threatening words;
- 19.3. avoid any words or actions that are over-familiar;
- 19.4. not swear, blaspheme or use any sort of offensive language in front of pupils;
- 19.5. avoid the use of sarcasm or derogatory words when disciplining pupils and avoid making unprofessional personal comments about anyone. Any sanctions should be in accordance with the School's Behaviour Policy; and
- 19.6. be aware that some parts of the curriculum may raise sexually explicit subject matters. Care should be taken in subjects where rules / boundaries are relaxed (e.g. drama or art). Staff should have clear lesson plans and should take care to avoid overstepping personal and professional boundaries.

20. *Dress:* You should dress appropriately and in a professional manner.

Use of photographs and videos

21. ***General:*** Staff are encouraged to take photographs and film events on school iPads and equipment that show the range of academic and extra-curricular activities that pupils are involved in. If circumstances require you to use your own device for this purpose, you must download the image or video onto the school intranet and delete it from your device, and all related cloud back-ups, at the earliest opportunity. There should be no unauthorised use of images of children.
22. ***Consent:*** Parents will have been informed, via the School's privacy notice for parents and pupils (How we Use Your Information) of the use of photographs and videos of pupils by the School for educational and other less privacy intrusive purposes. Consent is not required for the use of such images. However, you should still try to ensure that the pupil understands why the images are being taken and has agreed to the activity. If you are

considering using a more privacy intrusive image or using an image for a new purpose, it may be necessary to seek specific consent from the pupil, their parents or both. Please consult the Compliance Officer in these circumstances.

23. *Guidance:* The following should also be considered:

23.1. the purpose of the activity should be clear and justifiable;

23.2. images should not be made secretly or during one to one situations;

23.3. pupils must always be adequately dressed; and

23.4. if the images are made public they should not be accompanied by the pupil's name.

24. *Personal social media:* You must not publish anything which could identify pupils, parents or guardians on any personal social media account, personal webpage or similar platform. This includes photos, videos, or other materials such as pupil work.

Visitors

25. Any member of staff inviting a visitor to the School must ensure that the School's *Security Policy* and Visitor Procedures are followed.

26. Staff must ensure that visiting speakers are appropriately vetted and supervised in accordance with the School's Visitor Procedures. In addition, any messages communicated to pupils by visiting speakers must be consistent with the ethos of the school, and must not marginalise any communities, groups or individuals or seek to radicalise pupils through extreme or narrow views of faith, religion, culture or other ideologies.

27. The Security Office must be notified in advance and the visitor must be collected from Security, wear a visitors badge and be appropriately supervised at all times during the visit.

28. If a visitor will be unaccompanied at any time, the Bursar should be consulted as a DBS check may be required.

Confidentiality and data protection

29. *Treatment of pupil information:* You should respect the privacy of pupils, parents and colleagues and should not pass information about, for example, addresses or telephone numbers to others, without checking first with the person concerned.

30. *Consent required:* Details of pupils'/parents' names and addresses must not be used for any purpose other than school business without the consent of the Head Mistress. Information about pupils, parents or colleagues should never be disclosed to telephone enquirers. You should ask the enquirer to put the request in writing so that it can be dealt with appropriately.

31. *Disclosing confidential information:* Confidential information should only be disclosed on a need-to-know basis. Where it is not necessary to disclose a pupil's identity the information should be disclosed anonymously. If you are unsure whether you should disclose information, you should seek advice from a senior colleague.

32. *Duty to disclose confidential information:* You may have to disclose information, for example where abuse is alleged or suspected. In such cases, there is a duty to pass on the

information immediately, but only to the Designated Safeguarding Lead under the School's *Safeguarding (Child Protection) Policy*. Note: staff should never give an undertaking of confidentiality to a pupil where child protection issues are involved.

- 32.1. Staff should adhere to the School's Confidentiality Policy but be aware that there are limits to confidentiality where child welfare is concerned.
- 32.2. If a pupil confides a serious issue to a member of staff, such as child abuse, neglect, running away from home, drug use or anything that puts them in danger, then the member of staff must not promise to keep their confidence if asked. The member of staff should advise the pupil that because of the nature of the information that has been shared, it is essential that the matter is discussed further with the School's Designated Safeguarding Lead. The member of staff should then pass on the information to the Designated Safeguarding Lead as soon as possible and, in their absence, the Head Mistress.
- 32.3. In every case, when a pupil confides in a member of staff, it is good practice for that member of staff to discuss and negotiate the next phase of action with the pupil involved so that she feels a certain amount of control or forewarning as to the consequences.
- 32.4. When consulting with colleagues on sensitive matters regarding pupils, it is important that this is done discreetly, on a 'need to know' basis with the appropriate person, avoiding public places and out of earshot of other pupils or staff.
33. **Data Protection:** The processing or storing of personal information must not breach the School's Data Protection Policy or Information Security Policy.

Gifts and rewards

34. Before accepting or giving any gifts or rewards, Staff must familiarise themselves with the Bribery Policy contained in the Employment Handbook.
35. **If a gift is received:** If you receive a gift from a pupil or parent or otherwise in connection with your role at the School you should:
 - 35.1. declare the gift where there is a possibility it could be misconstrued, or in any event where the gift is of a value of more than £250. The Head Mistress or Bursar may in their absolute discretion require you to decline the gift.
 - 35.2. decline outright gifts that could be seen as a bribe or that have created an expectation of preferential treatment. Although it is accepted for parents or children to make small gifts to show appreciation, you must not receive gifts on a regular basis or receive anything of significant value.
36. **Giving gifts and rewards:** Where you are thinking of giving a gift or reward:
 - 36.1. it should only be provided as part of an agreed reward system
 - 36.2. in all cases except the above, the gift or reward should be of little value and should be distributed equally
 - 36.3. selection processes should be fair and where possible should be agreed by more than one member of staff

37. **Allocation of gifts and rewards:** Decisions regarding entitlement to benefits or privileges such as admission to school trips, activities or classroom tasks must avoid perceptions of bias or favouritism. The selection process must be based on transparent criteria.

Whistleblowing Procedures

38. All staff are required to report to the Head Mistress, or the Chair of Governors in her absence, any concern or allegations about poor or unsafe school practices, potential failures in the School's safeguarding regime or the behaviour of colleagues which are likely to put pupils at risk of abuse or other serious harm. There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in good faith. Further details of whistleblowing procedures are contained in the School's Whistleblowing Policy contained in the Employment Handbook.

Consequences of breaching this Code of Conduct

39. **The School's position:** It is a contractual requirement as well as in the interests of all members of staff to follow this Code of Conduct so as to maintain standards of behaviour and their own professional reputation. A breach of this Code of Conduct may be treated as misconduct and will render the member of staff liable to disciplinary action including, in serious cases, dismissal.
40. **Termination of Employment:** If the School ceases to use the services of a member of Staff or volunteer because they are unsuitable to work with children, a settlement agreement (formerly known as a compromise agreement) will not be used and a referral to the Disclosure and Barring Service will be made promptly if the criteria for a referral are met. Any such incidents will be followed by a review of safeguarding procedures within the School with a report being presented to Governors without delay. The School may also need to consider a referral to the Disclosure and Barring Service if a member of Staff is suspended or deployed to another area of work that is not regulated activity.
41. **Resignation:** If a member of Staff or volunteer tenders his or her resignation, or ceases to provide his or her services to the School at a time when child protection concerns exist in relation to that person, those concerns will still be investigated in full by the School and a referral will be made to the Disclosure and Barring Service promptly if the criteria for a referral are met.
42. **Teaching Regulation Agency (previously known as the National College for Teaching and Leadership):** Separate consideration will also be given to making a referral to the Teaching Regulation Agency where a teacher has been dismissed (or would have been dismissed had he or she not resigned) because of unacceptable professional conduct, conduct that may bring the profession into disrepute, or a conviction at any time for a relevant offence. An interim referral to the Teaching Regulation Agency may also be considered and made if appropriate.