CRANMORE

Staff Code of Conduct
2026-2027

Cranmore's Mission is to be a Catholic School committed to the teachings of the Gospel with the aim to help all children fulfil their potential, by fostering the individual talents and providing for their needs within its caring Christian community.

Cranmore's values: Faith, Character, Community, Compassion and Intellect

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

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.

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

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

- All members of staff including teaching and support staff at Cranmore
- Self-employed staff at Cranmore
- Volunteers, including governors
- Temporary and supply staff, either from agencies or engaged directly
- Student placements, including those undertaking initial teacher training and trainee teachers

Cranmore requires that all staff have read and have agreed to comply with: Staff Code of Conduct, Safe Working Practice Agreement, Child Protection and Safeguarding Policy, Keeping Children Safe

in Education (2026) & Whistleblowing. Breach or failure to observe any of these policies will result in action being taken under the school disciplinary procedures including, but not limited to, dismissal.

The following policy statements and the code of conduct are 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.

Government Guidance
This Code of Conduct has regard to the DfE statutory guidance, KCSIE 2026 and also includes extracts from Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings, February 2022. The full version of this guidance should be used as a working reference document for all members of staff working with children and young people and it will be used during induction and to inform relevant policies and procedures within the school.

Statement on Personal Conduct
The school expects all employees to promote and maintain high standards of personal conduct and to safeguard and promote the welfare of children and young people, both in person and online.

In particular employees are expected to:

- Perform their duties with honesty, integrity and impartiality and be accountable for their own actions.
- Maintain the confidence and respect of the general public and those with whom they work.
- Treat others with respect, fairness and dignity at all times.
- Communicate immediately any relevant concerns they may have about the quality of provision or the safety and welfare of children and young people.
- Familiarise themselves with systems and procedures, including reporting requirements, within the school that support the protection of children.
- Attend training and read all safeguarding briefings provided to ensure that they remain up to date.
- Be aware that their behaviour inside and outside the workplace, as well as the behaviour of others in their personal lives, could compromise their position within the school in relation to the protection of children, loss of trust and confidence or bringing the employer into disrepute. It could also result in action by regulatory bodies.
- 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.
- Understand that normalising banter is not appropriate, as it leads to the normalisation of sexual harassment.
- Support the Catholic values that underpin everything at Cranmore, its founding order and the wider school community.

In addition to this code of conduct, teachers are also expected to meet the professional conduct standards outlined in the DfE Teachers' Standards.

Compliance with School Instructions
Cranmore expects all employees to comply with lawful written and oral instruction unless to do so would result in a health and safety risk.

Data Protection
The School takes its obligations under data protection laws very seriously. All staff are expected to familiarise themselves with the school's data protection policy and any associated procedures which govern day-to-day working practices as well as how to report a suspected data breach and to recognise when someone may have made a subject access request. If in any doubt, employees should consult their line manager promptly or contact the EST Data Protection Officer (whose details can be found in the Data Protection Policy).

Disclosure of Information
All employees should develop a clear understanding about what information can be disclosed to government departments, internal or external auditors, parents, pupils and the wider public, and what information should remain confidential.

Any information made available should be provided in a clear and concise way. Employees should seek the advice of their line manager if they are at all unsure of the level of confidentiality which is required.

Employees should not use any information gained in the course of their employment for personal gain or pass it on to others who might use it in such a way. Information concerning another person's personal affairs should not be divulged without prior approval, except where that disclosure is required or sanctioned by law.

Sharing Information about Pupils
Pupil information should not be shared outside of the school staff body and internal conversations/written minutes should be confidential.

There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a responsibility to pass information on securely, without delay, but only to those with designated safeguarding responsibilities.

If a child, or their parent / carer, makes a disclosure regarding abuse or neglect, the member of staff should follow the school's safeguarding and child protection procedures. The adult should not promise confidentiality to a child or parent but should give reassurance that the information will be treated sensitively.

If a member of staff is in any doubt about whether to share information or keep it confidential, he or she should seek guidance from the Designated Safeguarding Lead and, where appropriate, log it on CPOMS. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

Staff must also be aware of their duty to report any breach of GDPR to the Data Protection Officer.

Media / Legal Enquiries

Any media or legal enquiries should be passed to the Heads of School.

Effingham Schools Trust (EST) – Management Information System

All staff are members of the EST which collects personal data from parents and pupils for legal reasons, and to meet the requirements of their contract such as to monitor pupils' health, welfare and progress.

The data is stored in the EST database system (iSAMS). Members of staff have access to this database but must only access data of the pupils for whom they have responsibility. It is a requirement on first logon for staff to set up the relevant **division** so that they only see the pupils at their school site.

Accessing other areas of the Trust data for reasons beyond this requirement is classified as professional misconduct and would contravene data protection regulations.

Allegations Against Staff and Volunteers

All staff must read and understand the Low-Level Concerns and Whistleblowing policies, which provides guidance and outlines the procedures in place for managing allegations against staff and volunteers. These policies include reporting and recording procedures for when they have concerns about the behaviour or conduct of a member of staff.

Appearance and Dress

A person's dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However, staff should select a manner of dress and appearance appropriate to their professional role and that promotes a professional image. This may be different to that adopted in their personal life.

Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. 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. Those who dress or appear in a manner which could be viewed as offensive or inappropriate will render themselves vulnerable to criticism or allegations.

Members of Cranmore staff act as role models and often have a professional relationship with a range of other stakeholders. Details of the dress code, including piercings and tattoos, can be found in the Staff Handbook which should be read at the beginning of each academic year.

In certain areas, an agreed uniform, protective clothing or other exceptions are in place (such as for PE staff, catering and premises staff). Staff may wear sportswear or casual clothing and footwear for practical or physical activities. Professional dress should also be worn on school trips except for outdoor, adventure style activities. On INSET days casual clothes may be worn.

Where shirt-sleeve order is in place for pupils, staff are also able to remove their jackets and ties.

Smart jackets must be worn for assemblies and events involving parents such as information evenings. When working remotely and taking part in video meetings, your appearance should be in line with the standards of this guidance, particularly when holding meetings with parents or other external stakeholders.

Smoking
To promote a healthy and pleasant working environment and because of the fire risk, smoking (in any form, including the use of vaping and e-cigarettes) is not allowed anywhere on site. You must not smoke on school premises or outside school gates. Any member of Staff wishing to smoke or vape must leave the school grounds.

Staff must not smoke or vape whilst working with or supervising pupils off-site.

It is against school rules for the pupils to chew gum. Please foster a No Gum Policy as good role models.

Alcohol and Illegal Drugs
Alcohol may not be consumed during normal working hours except on celebratory occasions approved by a member of the SLT. In these instances, alcohol should be consumed in moderation. Alcohol may also be served to staff at staff social events.

Alcohol must not be brought onto the school site for consumption unless permission has been given, for example at an evening function such as a CPA event. Staff conduct and performance must not be adversely impacted by alcohol or drugs. Neither non-proprietary nor non-prescribed drugs may be brought onto the School premises.

When on duty, staff must refrain from the consumption of alcohol and other substances on school trips and at external events involving pupils.

Health and Safety
All Staff have a duty to ensure that a safe working environment exists. Fire and evacuation procedures must be adhered to at all times and Staff are required to familiarise themselves with the procedures and their responsibilities set out in the Health and Safety Policy.

Political Neutrality
Employees should ensure that their own personal or political opinions do not interfere with any policy of the School.

This means that adults should not:

- enter into or encourage inappropriate discussions which may offend or harm others
- undermine Fundamental British Values
- express any prejudicial views
- attempt to influence or impose their personal values, attitudes or beliefs on pupils

Equality, Bullying and Harassment
All employees and members of the local community have a right to be treated with fairness and equality. Employees must ensure that they always comply with the EST Equality Policy and other employment policies in relation to equality issues.

Allegations of bullying and harassment of work colleagues, pupils or other members of the school community will be addressed through the relevant adopted procedures. Employees are expected to report any concerns or suspicions they may have about the treatment of others to their line

manager or the Headteacher, concerns related to the behaviour of the Headteacher should be reported to the Chair of Governors.

Use of the School's Materials, Property or Resources
Employees must ensure that school funds entrusted to them are used in a responsible and lawful manner.

Employees should not make personal use of any school property, facilities, equipment, materials, vehicles or resources unless properly authorised to do so.

School equipment (e.g. staff passes, laptops, uniform and sports equipment) must be returned to the school on (or before) the last day of employment.

Hospitality and Acceptance of Gifts
All School staff and those working on behalf of Cranmore are expected to refuse the offer of inappropriate and disproportionate hospitality and gifts made as part of the discharge of their duties unless there are compelling reasons or exceptional circumstances for doing so.

The acceptance of gifts and hospitality must be treated with extreme caution and may be regarded as a breach of the code of conduct. The onus is on the individual to take responsibility for making informed judgements about any offers of gifts and hospitality made to them and for seeking advice if they are unsure whether they can accept.

As to what is 'inappropriate and disproportionate', reasonable gestures of appreciation, such as a small gift, a modest bouquet of flowers, or a low-value end-of-term present from parents, are not unreasonable. In contrast, gifts of significant value, including tickets to football matches, concerts, or similar events, may be perceived as providing a personal benefit and could be interpreted as recompense, an inducement, or an endorsement.

Cranmore states a significant gift is in excess of £150, or hospitality from pupils, parents, carers, actual or potential contractors or outside suppliers of equivalent value. Any such gifts/offers of hospitality should be reported to the Director of Finance and recorded.

Gifts or hospitality must not be accepted where it might be perceived to influence a decision in respect of purchasing goods or services, awarding contracts, preferential treatment or in the discharge of any other aspect of the school's day-to-day business. It is the responsibility of individual members of staff to refuse such offers and to report any possible conflict of interest and any cases where they believe that the school may be compromised.

It is a criminal offence for employees or those working on behalf of the school to corruptly receive any gift, loan, fee, reward or advantage for doing, or not doing anything, or showing favour, or disfavour, to any person in their official capacity.

In no circumstances should a reference or statement ever be made in return for a personal gift or money.

It is expressly prohibited for an employee to accept any gift or hospitality from an organisation if he/she is actively involved in a tender process with the organisation on behalf of the School. This

prohibition commences at the point that an invitation to tender is published and extends to a period of three months after a contract has been awarded.

For reasons of probity and transparency, the principle of receipt of gifts or hospitality extends to the spouse, partner or immediate family of the employee.

If an employee has any doubt about such an offer of a gift or hospitality, he/she is responsible for notifying and discussing this with his/her immediate manager.

Giving Gifts

It is inadvisable to give personal gifts to pupils or their families. This could be interpreted as a gesture either to bribe or groom. It might also be perceived that a 'favour' of some kind is expected in return. Any reward given to a pupil should be in accordance with agreed practice, consistent with the School's Behaviour policy, recorded and not based on favouritism.

Working Relationships and Social Contact Outside the Workplace

Some members of staff live and work in the same locality as other members of the school community. Members of staff will have both internal and external working relationships that are formed daily with colleagues, pupils, parents and contractors. These should be conducted in a professional, friendly and respectful manner. It is acknowledged that staff may have genuine friendships and social contact with parents of pupils, and families, independent of the professional relationship.

If a pupil or parent seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise their professional judgement. This also applies to social contacts made through outside interests or the staff member's own family. Staff need to be aware that they will be viewed as members of school staff, as well as friends at all times in these situations.
It is essential that staff do not discuss school matters with parents of pupils at the school and should maintain professional barriers.

In general, there are extremely few situations where it is appropriate for parents to approach staff through personal routes regarding school business, and in general they should be referred to the normal procedures.

Staff need to be mindful that professionals who sexually harm children often seek to establish relationships and contact outside of the workplace with both the child and their parents, to 'groom' the adult and the child and/or create opportunities for sexual abuse, exploitation or radicalisation.

Staff should be aware and recognise that some types of social contact with pupils or their families may be perceived as harmful or exerting inappropriate influence on children and may bring the school into disrepute.

Staff should ensure that any type of social contact does not undermine Fundamental British Values, including democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs. Staff must ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Staff must not initiate or accept invitations with any pupil on any social media platform. Staff are discouraged from following parents on social media accounts, recognising that this might blur the line between a professional and personal relationship. There may be examples where parents are media figures/celebrities or are, for example, leading a community campaign and the member of staff should engage in a respectful and professional manner.

Staff must read the EST Online Safety Policy carefully and follow all advice and guidance within it.

Personal phone numbers, email addresses and communication routes via all social media platforms should not be used and staff should not share their home address with pupils or parents/guardians. If contacted via an inappropriate route the member of staff must inform their line manager immediately. Staff should never use their personal phone or electronic device, to contact pupils or parents. On the rare occasion when this might be necessary, staff should switch off Caller ID or dial 141 before calling the number (which will ensure the number is not shown).

If approached by ex-pupils, staff must act with integrity and must consider if the relationship might be considered to be an abuse of the position of trust.

Communication with Children and Young People

Employees should not seek to communicate, make contact with or respond to contact with pupils outside of the purposes of their work and should not give personal contact details (e.g. email address, home or mobile telephone numbers, social media accounts, details of web-based identities) to children.

Only equipment and services provided by the school should be used for communication and employees are expected to adhere to the EST Acceptable Use Policy.

Staff can communicate with parents via iSAMS, TEAMS, Firefly or their school email account (firstname.surname@cranmore.org), but under no circumstances should they use their private email accounts.

Employees are expected to report to their line manager any contact or correspondence with pupils which they receive via personal contact mechanisms.

Peripatetic music staff must ensure all contact regarding a pupil is made through the parent or, if communicating directly, only via school email accounts.

Members of staff should always report any indications (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff to the Headteacher or another senior manager.

School social media accounts

Cranmore has an official Instagram, X and Facebook account, managed by the Marketing team. Staff members who have not been authorised to manage, or post to, the account, must not access, or attempt to access the account.

Representatives must be aware of omitting pupils whose parents have not given permission for social media usage. Please familiarise yourself with the latest data protection declined usage.

Personal social media accounts
Members of staff should ensure their use of social media, either for work or personal purposes, is appropriate at all times. Staff must exercise caution when using social media, as improper use may result in breach of contract.

Monitoring of school network and use of ICT facilities
Cranmore reserves the right to monitor the use of its ICT facilities and network. This includes, but is not limited to, monitoring of:

- Internet sites visited
- Bandwidth usage
- Email accounts
- Telephone calls
- User activity/access logs
- Any other electronic communications

Only authorised ICT staff may inspect, monitor, intercept, assess, record, and disclose the above, to the extent permitted by law. The School monitors ICT use in order to:

- Obtain information related to school business
- Investigate compliance with school policies, procedures, and standards
- Ensure effective school and ICT operation
- Conduct training or quality control exercises
- Prevent or detect crime
- Comply with a subject access request, Freedom of Information Act request, or any other legal obligation

Inappropriate use or access may be flagged as a Smoothwall alert. Depending on the nature of the alert, you may be spoken to by a member of SLT.

Physical Contact with Pupils
There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, however it is crucial that they only do so in ways appropriate to their professional role and in relation to the pupil's individual needs and any agreed care plan.

Any physical contact should be in response to the child's needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. Adults should, therefore, use their professional judgement at all times.

Members of staff must:

- report and record situations which may give rise to concern
- be aware that even well-intentioned physical contact may be misconstrued by the pupil, an observer or any person to whom this action is described
- never touch a pupil in a way which may be considered indecent or inappropriate
- always be prepared to explain actions and accept that all physical contact be open to scrutiny
- never indulge in horseplay or fun fights
- always allow/encourage pupils, where able, to undertake self-care tasks independently

- ensure the way they offer comfort to a distressed pupil is age appropriate;
- always tell a colleague when and how they offered comfort to a distressed pupil
- establish the preferences of pupils
- consider alternatives, where it is anticipated that a pupil might misinterpret or be uncomfortable with physical contact
- always explain to the pupil the reason why contact is necessary and what form that contact will take
- be aware of cultural or religious views about touching and be sensitive to issues of gender

In certain curriculum areas (e.g. Sport, drama or music), staff may need to initiate some physical contact with children, for example, to demonstrate technique in the use of equipment, adjust posture or support a child so they can perform an activity safely or prevent injury. Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary.

The extent of the contact should be made clear and undertaken with the permission of the pupil. Contact should be relevant to their age / understanding and adults should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil.

Staff working in these areas are expected to have regard to any particular guidance or protocols provided to them on appropriate physical contact.

De-escalation strategies should be employed and support sought from a colleague. Positive handling techniques should only be used by those who have had appropriate training. Further information regarding procedures for restrictive interventions, including use of reasonable force can be found in the Behaviour Policy.

<u>Intimate / Personal Care</u>
Cranmore has an intimate care policy for EYFS children. All members of staff who may be called upon to provide such care should ensure they are familiar with, and act in accordance with, this policy.

Behaviour Management and Physical Intervention
All members of staff must avoid any form of degrading or humiliating treatment to punish a pupil or use force as a means of punishment. Staff are expected to act as role models and should avoid shouting at pupils other than as a warning in an emergency.

Adults may reasonably intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property or engaging in behaviour prejudicial to good order and to maintain good order and discipline. The use of physical intervention should, however, be avoided wherever possible and, where necessary, should only use minimum force and for the shortest time needed.

All members of staff are expected to understand and to follow the School's Behaviour Policy and seek support from colleagues trained in Positive Handling techniques as appropriate. Further information regarding procedures for restrictive interventions, including use of reasonable force can be found in the Behaviour Policy.

Sexual Conduct

Any sexual behaviour by a member of staff with or towards a pupil is unacceptable. It is an offence for a member of staff in a position of trust to have a sexual relationship with a pupil under 18, even if the relationship is consensual. This could be a matter for criminal and/or disciplinary procedures.

Lone Working and One-to-One Situations Involving Pupils

Staff working one-to-one with pupils, including visiting staff from external organisations, can be more vulnerable to allegations or complaints and should ensure that, wherever possible, there is visual access and/or an open door in one-to-one situations.

Members of staff should not arrange to meet with pupils from the school away from the work premises unless the necessity for this is clear and approval is obtained from a senior member of staff, the pupil and their parents/carers.

Transporting Pupils / Educational Visits

A designated member of staff will be appointed to plan and provide oversight of all transport arrangements and respond to any concerns that may arise. Staff should not offer lifts to pupils unless the need for this has been agreed by the Headteacher and parental consent for this must be recorded in advance.

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. Use of personal phones as satnavs in school minibuses is not permitted and the school should provide a phone or satnav for this purpose.

It is a legal requirement that all passengers wear seatbelts, and the driver should ensure that they do so. They should also be aware of and adhere to current legislation regarding the use of car seats for younger children.

Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum carrying capacity is not exceeded.

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 a member of SLT and the child's parent(s).

Cranmore's Health and Safety Policy and Educational Visits Policy set out the arrangements under which staff may use private vehicles to transport pupils.

Educational visits will be undertaken in accordance with the school's Educational Visits Policy and any members of staff accompanying children on an educational visit are required to familiarise themselves with and adhere to this policy.

Each school will have guidelines about the transportation of pupils in vehicles. Please refer to these for further information.

Administering First Aid and Medication
Any member of school staff may be asked to become a qualified first-aider or to provide support to pupils with medical conditions, including the administration of medicines, but cannot be required to do so unless this forms part of their contract of employment. Any such employee will receive suitable training and will be expected to adhere to school guidelines and policies on undertaking such responsibilities.

Health and Safety
All employees have a shared duty to help prevent injuries or accidents occurring at work by complying with School's Health and Safety Policy and all instructions relating to safety and security procedures. If a member of staff notices a fault/safety issue, they must report this to the Facilities Team immediately.

Photography, Videos and Other Images
Cranmore has strict rules for the taking and use of images which are contained within the school's child protection policy. All members of staff should have regard to these rules. Under no circumstances should members of staff use their personal equipment to take images of pupils at, or on behalf of, the school or display or distribute images of pupils except as authorised by the school and with appropriate consent. Staff can book, and use, the Cranmore mobile phones for the purposes of taking photos/videos, but personal mobile phones are forbidden.

Declaration of Personal Interests and Outside Commitments
Staff are expected to be loyal to the stated aims and objectives of the School, and may not engage in any outside activities or undertake any additional work, whether paid or unpaid, which in the reasonable view of the Head/Director of Finance, might conflict with the School's interests or might interfere with the efficient discharge of duties, without the consent of the Headteacher.

Employees are responsible for ensuring that their private interests, beliefs and personal associations do not conflict with their professional duties.

All employees should declare any non-financial or financial interest which might conflict with the ethos or work of the School or any relationship which, by the employee's association with that person, might adversely affect the School's reputation, attract negative publicity or potentially bring into question the employee's suitability to work with children and young people.

Declarations should be made via the Director of Finance (or for the Headteacher via the Chair of Governors) who should ensure that a written record is made in accordance with the School's procedures.

Declarations must extend to acknowledging the involvement of a relative or partner of an employee in an organisation with which the school does business (or seeks to do business), particularly if they are directors, partners or hold senior managerial positions in those organisations.

Where employees are in any doubt about whether any personal relationships, interests, or outside commitments should be declared in particular circumstances, they should either declare the information in any case, or else seek further advice from the Director of Finance or the Headteacher.

Access to school ICT facilities and materials

The Head of IT manages access to the School's ICT facilities and materials for school staff. That includes, but is not limited to:

- Computers, tablets, mobile phones, and other devices
- Access permissions for certain programmes or files

Staff will be provided with unique log-in/account information and passwords that they must use when accessing the School's ICT facilities. Staff who have access to files they are not authorised to view or edit, or who need their access permissions updated or changed, should contact IT Support.

Use of devices

Devices are used to support teaching and learning at Cranmore. Devices and their usage are covered as part of the School's ICT Facilities and are therefore subject to all aspects of this policy. Staff devices will be managed and monitored via school device management software. Any data stored locally on the device is **not backed up** on the School's network. Staff should therefore ensure their devices have the relevant back-up activated and save any documents to OneDrive (which is backed-up). School devices remain the property of Cranmore School and should be returned to IT Support when staff leave the School.

Use of phones and email

Cranmore provides each member of staff and Governors with an email address. This email account should be used for work purposes only. Staff should enable multi-factor authentication on their email accounts. All work-related business should be conducted using the email address the School has provided.

Staff must not share their personal email addresses with parents and pupils and must not send any work-related materials using their personal email account.

Staff must take care with the content of all email messages, as incorrect or improper statements can give rise to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract.

Email messages are required to be disclosed in legal proceedings or in response to requests from individuals under the Data Protection Act 2018 in the same way as paper documents. Deletion from a user's inbox does not mean that an email cannot be recovered for the purposes of disclosure. All email messages should be treated as potentially retrievable.

Staff must take extra care when sending sensitive or confidential information by email. Any attachments containing sensitive or confidential information should be encrypted so that the information is only accessible by the intended recipient.

If staff receive an email in error, the sender should be informed, and the email deleted. If the email contains sensitive or confidential information, the user must not make use of that information or disclose that information.

If staff send an email in error that contains the personal information of another person, they must inform SLT immediately and follow the data breach procedure.

Staff must not give their personal phone numbers to parents or pupils. Staff must use phones provided by the School to conduct all work-related business, including on school trips and visits.

Staff who are provided with mobile phones as equipment for their role must abide by the same rules for ICT acceptable use.

Personal mobile phones must not be used or be visible in school where pupils are present, this includes corridors and the Dining Room.

Staff may not use the School's ICT facilities to store locally on a school device or network area, personal non-work-related information or materials (such as music, videos, or photos).

Staff should be aware that use of the School's ICT facilities for personal use may put personal communications within the scope of the School's ICT monitoring activities. Where breaches of this policy are found, disciplinary action may be taken.

Staff should be aware that personal use of ICT (even when not using school ICT facilities) can impact on their employment by, for instance, putting personal details in the public domain, where pupils and parents could see them.

Staff should take care to follow the School's guidelines on social media and use of email and to protect themselves online and avoid compromising their professional integrity.

Remote access

Staff are allowed to access the School's ICT facilities and materials remotely as part of their Office 365 account. Staff accessing the School's ICT facilities and materials remotely must abide by the same rules as those accessing the facilities and materials on-site. Staff must be particularly vigilant if they use the School's ICT facilities outside the School, and take such precautions as the ICT manager may require from time to time against importing viruses or compromising system security.

The School's ICT facilities contain information which is confidential and/or subject to data protection legislation. Such information must be treated with extreme care and in accordance with the School's data protection policy.

Procedure on termination of employment

On a staff member's last day of work, or the last day before commencing a period of extended leave, all school data (including work e-mails), and any software applications provided by the School for work purposes, will be removed from the device.

If this cannot be achieved remotely, the device must be submitted to the IT Department for wiping and software removal. Any devices provided by the School remain the property of the

School regardless of age or length of time the member of staff has used it for. Staff must provide all necessary co-operation and assistance in relation to this process.

Lost or stolen devices and unauthorised access

In the event of a lost or stolen device, or where a staff member believes that a device may have been accessed by an unauthorised person or otherwise compromised, the staff member must report the incident to the IT Department immediately.

Appropriate steps will be taken to ensure that school data on or accessible from the device is secured, including remote wiping of the device where appropriate. The remote wipe will destroy all school data on the device (including information contained in a work e-mail account, even if such e-mails are personal in nature).

Connecting personal devices to our systems

Cranmore has staff WiFi and guest WiFi enabled at Cranmore and the passwords are available from the ICT Department. Cranmore reserves the right to refuse or remove permission for a device to connect with the School's systems.

The contents of the School's systems and data are the School's property. Cranmore reserves the right to monitor, intercept, review and erase, without further notice, all content on the device that has been created for, or on behalf of, the School. This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, log-ins, recordings and other uses of the device, whether or not the device is in a member of staff's possession.

It is possible that personal data may be inadvertently monitored, intercepted, reviewed or erased. Staff should have no expectation of privacy in any data on the device. Staff should not use the School's systems for any matter intended to be kept private or confidential and that may breach the Staff Code of Conduct.

Appointment of Staff

Employees should not be involved in a staffing appointment, or in any decision relating to the discipline, promotion or pay and conditions of another employee (or prospective employee) to whom they are related or have a close personal relationship.

Personal living accommodation including on-site provision

Staff must not invite any pupils into their living accommodation. It is not appropriate for staff to be expected or requested to use their private living space for any activity, play or learning. This includes seeing pupils for e.g. discussion of reports, academic reviews, tutorials, pastoral care or counselling.

Under no circumstances should pupils (other than those that are family or family friends) be asked to assist adults with jobs or tasks, either for or without reward, at or in their private accommodation. This guidance should also apply to all other persons living in or visiting the private accommodation.

Contractors and Competitive Tendering
Contractors may include individuals who are temporarily working alongside school staff, or employees of an external firm that has been awarded a contract to provide services. All contractors should be treated with courtesy and respect.

Any orders and contracts must be awarded by fair and open competition against other tenders. No special favour must be shown to current or recent former employees or associates in awarding contracts.

Employees must declare any relationship with a particular contractor, or any potential contractors, to the appropriate manager.

Employees should be clear on the separation of client and contractor roles. Senior employees who have both a client/contractor responsibility must be aware of the need for accountability and openness.

Employees privy to confidential information on tenders of costs relating to contractors should not disclose the information to any unauthorised party or organisation.

Criminal Charges or Convictions
All employees must inform the Headteacher immediately of any criminal conviction, caution, reprimand or final warning or if they are the subject of a police investigation during the course of their employment.

Staff should be aware that behaviour by themselves, those with whom they have a relationship or association, or others in their personal lives, may impact on their work with children.

School Policies
Cranmore has in place a range of policies (including Trust-wide policies), some of which have been referred to in this Code of Conduct. Employees are expected to familiarise themselves with any policy the school has provided or drawn to their attention and to ensure that they take account of any future policy changes communicated to them.

If in doubt about the application or interpretation of any policy an employee should seek advice from his/her line manager in the first instance.

Status of Code of Conduct
The content and operation of this policy is reviewed as and when deemed necessary by the Governing Body. The policy is discretionary and does not confer any contractual rights.

Employees will be expected to have regard to any updates to this code which have been brought to their attention. All staff must complete the following Safe Working Practice Agreement to confirm they have read, understood and agree to comply with the school's policies on safeguarding and behaviour. This form should be signed and dated and a copy retained on the member of staff's file.

Safe Working Practice Agreement Safeguarding Children and Young People
Staff and Volunteers 2026-7

This document gives clarity to the expectations that Cranmore has of its entire staff and the measures needed to ensure that all employees and pupils can work within, and enjoy being part of, a safe and caring environment. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

It is everyone's responsibility to ensure that pupils are cared for appropriately and safeguarded from any harm, and their duty of care to promote the health, safety and welfare of all members of the school community. It is acknowledged that the vast majority of employees behave appropriately whilst working with our pupils. Whilst it is recognised that the individual members of an organisation may hold differing values and opinions, adults working in a school are in a position of trust and their conduct is, therefore, governed by specific laws and guidance and the policies and procedures agreed by the Head and Governing body.

Staff and volunteers occasionally express uncertainty as to what is and what is not acceptable and seek guidance regarding those behaviours which, whilst most probably innocent, may be perceived by others as inappropriate. The following is, therefore, a code of appropriate conduct for all adults working in or on behalf of the school, including those involved in home visits or any out of school activities. Adherence to this code should ensure that both children and adults are safe from misconduct or unfounded allegations of misconduct.

You should always:

- Adhere to all school policies, many of which are specifically written with safeguarding in mind: Safeguarding Child Protection ~ Whistle blowing ~ Online Safety ~ Anti-bullying ~ PSHE ~ Safer Recruitment ~ Behaviour, Rewards and Sanctions ~ Health & Safety ~ Medical ~ Equality, Diversity and Anti-Racism ~ Low level concern.
- Behave in a mature, professional, fair and considered manner at all times. Staff conduct, both in and out of school, should bring neither the school nor the profession into disrepute
- Provide a good example and "positive role model" to the pupils
- Observe other people's rights to confidentiality; however, where a concern exists with regard to a pupil protection issue, you must report it to a DSL
- Treat all pupils equally; never confer favour on particular pupils, or build 'special relationships' with individual pupils, except where one to one working is part of an agreed plan with your manager (e.g. counselling, tuition, mentoring)

Follow Cranmore's Whistleblowing Procedures and report to the Head / DSL:

- Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation
- Any difficulties that you are experiencing (e.g. coping with a pupil presenting particularly challenging behaviour); situations where you anticipate that you may not be sufficiently qualified, trained or experienced to deal with or handle appropriately
- Any behaviours of another adult in the school which give you cause for concern or breach of this code or other school policies and procedures
- Any low-level concerns you have about staff regarding safeguarding
- If an allegation concerns the Head, make your concerns known/report to the Chair of Governors

You should never:

- Behave in a manner that could lead a reasonable person to question your conduct, intentions or suitability to care for other people's children
- Touch children in a manner which is or may be considered sexual, threatening, gratuitous or intimidating
- Discriminate either favourably or unfavourably towards any pupil
- Make arrangements to contact, communicate or meet children outside school, outside the parameters of your duties as a member of staff
- Engage in any form of electronic communication (call/text/email) or use social media sites to communicate with pupils, use social media in any way which may bring your, or the school's, reputation into disrepute - adhere to the EST Online Safety Policy guidance provided (Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings, February 2022)
- Develop any form of personal relationship with children – it is an offence for a person aged 18 or over to have a sexual relationship with a pupil under 18 where that person is in a position of trust in respect of that pupil (anyone working/volunteering in a school environment) even if the relationship is consensual (Section 16 - The Sexual Offences Act 2009)
- Push, hit, kick, punch, slap, throw any object at or smack a pupil or threaten to do so unless your own personal safety is threatened
- Make inappropriate remarks, banter or jokes of a personal, sexual, racial, discriminatory, intimidating or otherwise offensive nature
- Intentionally embarrass or humiliate children (e.g. using sarcasm or humour in an inappropriate way)
- Give or receive (other than "token") gifts unless arranged through your line manager / Head
- Allow, encourage or condone children to act in an illegal, improper or unsafe manner (e.g. smoking or drinking alcohol)
- Behave in an illegal or unsafe manner (e.g. exceeding the speed limit, being under the influence of drugs or alcohol, driving a vehicle known to be un-roadworthy, not having appropriate insurance, using a mobile phone whilst driving, failing to use seatbelts, or drive in an unsafe manner) whilst transporting children
- Undertake any work with children when you are not in a fit and proper physical or emotional state to do so (e.g. under the influence of medication which induces drowsiness; with a medical condition which dictates that you should not be caring for children; under extreme stress which is likely to impair your judgement)
- Enter boarding accommodation unless you are accompanied by a member of the boarding staff, Admin team or SLT.

I, ……....., confirm that I have read the following documents:

"Keeping Children Safe in Education" (DfE, September 2026), "Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings" (February 2022), Training Slides for "Working Together to Safeguard Children" and the school's Child Protection and Safeguarding and Whistleblowing policies. I am aware that this is a legal requirement, as per KCSIE September 2026. I agree to abide by the Safe Working Practice guidance contained therein.

Signed …….. Date……

Safe Working Practice Agreement Safeguarding Children and Young People

Governors 2026-2027

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