



MANOR
MULTI ACADEMY TRUST

Staff Code of Conduct Policy

Manor MAT School seeks to provide a safe and supportive environment, which secures the well-being and very best outcomes for children in their care. Our core aims are to develop each child emotionally, physically, intellectually, spiritually and socially so that they are able to fulfil their true potential and are prepared for the next stage in their education leading towards adulthood.

This Code of Conduct aims to establish a set of principles which underpin the expected conduct of staff at the schools within Manor MAT with the intention of encouraging staff to achieve the highest standards of conduct at work and of minimising the risk of improper conduct occurring. This document should clarify what is expected in terms of professional behaviour; it gives clear advice about what constitutes illegal behaviour and what might be considered as misconduct. It also describes safe practice and which behaviours should be avoided. At Manor, all staff must read and adhere to the Code of Conduct.

If a member of staff does not follow this code of conduct this may lead to disciplinary procedures.

There may be times when professional judgements are made in situations not covered by this document, or which directly contravene the guidance given by their employer. It is expected that in these circumstances staff will always advise their senior colleagues of their justification for any such action already taken or proposed.

Core Principles

- The welfare and wellbeing of children is paramount.
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- To create and maintain an ethos of mutual respect, openness and fairness. Staff should work, and be seen to work in an open and transparent way.
- Staff should discuss and/or take advice promptly from senior members of staff over any incident, which may give rise to concern.
- Records should be made of any such incident and of decisions made/further actions agreed.
- Staff should apply the same professional standards in keeping with the School's Equality Policy.
- All staff should know the name of their designated person for child protection (Executive Head, Head of School and Deputy Headteacher), be familiar with child protection arrangements and understand their responsibilities to safeguard and protect children.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Safer Working Practices for the Protection of Children and Staff at Schools within Manor MAT

1. Introduction

This guidance has been produced to help all staff establish the safest possible learning and working environments. The aims are to safeguard young people and reduce the risk of staff being falsely accused of improper or unprofessional conduct.

This means that these guidelines:

apply to all adults working in education settings whatever their position, roles, or responsibilities.

2. Duty of Care

Teachers and other staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect children from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff and children and behaviour by staff that demonstrates integrity, maturity and good judgement.

There are legitimate high expectations about the nature of the professional involvement of staff in the lives of children.

When individuals accept a role that involves working with children and young people, they need to understand and acknowledge the responsibilities and trust inherent in that role.

Employers have a duty of care towards their employees which requires them to provide a safe working environment for staff and guidance about safe working practices.

This means that staff should:

- + understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached*
- + always act, and be seen to act, in the child's best interests*
- + avoid any conduct which would lead any reasonable person to question their motivation and intentions*
- + take responsibility for their own actions and behaviour*

This means that Manor MAT School should:

- + ensure that safeguarding procedures are in place and reviewed*
- + ensure that systems are in place for concerns to be raised*
- + ensure that adults are not placed in situations which render them particularly vulnerable*

3. Exercise of Professional Judgement

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight however, behaviour that is illegal, inappropriate or inadvisable.

There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the children which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge and in so doing, will be seen to be acting reasonably.

This means that where no specific guidance exists staff should:

- + discuss the circumstances that informed their action, or their proposed action, with a senior colleague. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted*
- + always discuss any misunderstanding, accidents or threats with a senior leader*
- + always record discussions and actions taken with their justifications*

4. Power and Positions of Trust

All adults working with children in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a child cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people; staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification. Staff should always maintain appropriate professionalism and should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.

This means that staff should not:

- ✚ use their position to gain access to information for their own advantage and/or a children's or family's detriment
- ✚ use their power to intimidate, threaten, coerce or undermine children
- ✚ use their status and standing to form or promote a relationship with a child, which is of a sexual nature.
- ✚ attempt to initiate a relationship with a recent ex-pupil, which is of a sexual nature.

5. Confidentiality

Members of staff may have access to confidential information about children in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a child or their family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the child.

Confidential information about children should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the child's identity does not need to be disclosed the information should be used anonymously.

There are some circumstances in which a member of staff may be expected to share information about a child, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities. 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 a senior member of staff. Any media or legal enquiries should be passed to senior leadership.

Adults need to be aware that although it is important to listen to and support children, they must not promise confidentiality or request children to do the same under any circumstances. Additionally, concerns and allegations about adults should be treated as confidential and passed to a senior leader without delay.

This means that staff:

- ✚ are expected to treat information they receive about children in a discreet and confidential manner.
- ✚ in any doubt about sharing information they hold or which has been requested of them should seek advice from a senior member of staff
- ✚ need to be cautious when passing information to others about a child.
- ✚ Need to know to whom any concerns or allegations should be reported

6. Propriety and Behaviour

This means that staff should not:

- ✚ behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model.
- ✚ There may be exceptional circumstances where a member of staff may be personal friends with a parent which mean that normal social life will bring

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, children and the public in general.

An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting so it is important to exercise due care and attention when outside of the school environment.

Membership of organisations whose goals are in conflict with the values and equality policies of the school is not acceptable.

the child into social contact with a member of staff. However, generally, if a member of staff finds themselves in a pub or other meeting place in which current pupils are drinking, the member of staff should not join the pupils and may need to draw the attention of bar staff to the age of the pupils. It is difficult to determine exact regulations in this area; if a member of staff feels that there are exceptional reasons why the general restriction on drinking alcohol with children should not apply, they should discuss the matter with a senior member of staff.

- ✚ *drink alcohol when supervising pupils or on school trips. This applies even when there are no pupils present, as the member of staff may be called to act if an emergency occurs.*
- ✚ *make inappropriate remarks to a child (including email, text messages, phone or letter etc)*
- ✚ *discuss their own sexual relationships with or in the presence of children*
- ✚ *discuss a child's sexual relationships in inappropriate settings or contexts*
- ✚ *make (or encourage others to make) unprofessional personal comments in any form of communication (e-mail, conversations or social networking comments)*

Staff must:

- ✚ *Be aware that their behaviour in their personal lives may impact upon their work with children.*

7. Dress and Appearance

At Manor MAT School we firmly believe that we are **all** role models for our children and hence we should present and conduct ourselves professionally at all times.

Staff should consider the manner of dress and appearance appropriate to their professional role by ensuring that they dress decently, safely and appropriately for the tasks they undertake.

Staff are expected to dress appropriately and formally with smart attire; all staff should set a good example in what they wear, avoiding clothing that is overly casual.

During periods of warm weather staff clothing must remain appropriate and suitable. Staff should avoid certain items of clothing e.g. jeans, shorts, revealing or tight garments, (thin strappy tops and low cut tops) and therefore there is an expectation that these are not worn for work. It is not acceptable to wear clothing that over-exposes parts of the body, e.g. stomach, chest, etc.

This means that staff should ensure their appearance and clothing:

- ✚ *promotes a positive and professional image that is appropriate to their role*
- ✚ *is not likely to be viewed as offensive, revealing, or sexually provocative*
- ✚ *does not distract, cause embarrassment or give rise to misunderstanding*
- ✚ *is absent of any political or otherwise contentious slogans*

Female staff should ensure that lengths of skirts and dresses are appropriate and below the knee to ensure that they present themselves professionally at all times. Alternatively, wear black or navy leggings under items of clothing.

Footwear should be of a 'sensible' nature and worn appropriately, particularly for health and safety reasons and appropriate for school duties. *(No flip flops)*

Male members of staff should wear a tie to ensure the upkeep of the formal wear.

It is recognised that some lessons require the wearing of sporting attire. When Sports, including swimming, is time tabled, staff members will ensure that they wear suitable and appropriate sportswear but staff will revert to normal clothing at a suitable time during the school day.

Considering the impact our appearance might have on others, staff should ensure that their own hairstyles and hair colour is of an appropriate style/colour, always maintaining a professional appearance.

Jewellery should not be ostentatious; a maximum of two pairs of plain small stud or fine sleeper earrings will be acceptable.

8. Gifts

Staff should be aware of the school's policy regarding arrangements for the declaration of gifts received and given. Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

There are occasions when children or parents wish to pass small tokens of appreciation to staff, for example at Christmas or as a thank-you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value (over £20). Any member of staff concerned about whether they or their colleagues may be at risk of giving or receiving a bribe (financial or otherwise) should contact our Executive Head or Head of School. Any member of staff receiving gifts or entertainment valued at more than £100 must disclose this to the Executive and Head of School.

Members of staff may not give personal gifts to children. It is acceptable for staff to offer prizes of small value as rewards or small tokens to recognise effort at certain times of the year like the end of academic year.

This means that staff should:

- ✚ ensure that gifts received or given in situations which may be misconstrued are declared
- ✚ ensure that gifts of significant value are declared.
- ✚ generally, only give gifts to an individual young person as part of an agreed reward system
- ✚ where giving gifts other than as above, ensure that these are of insignificant value and given to all children equally.

9. Infatuations

Staff need to be aware that it is not uncommon for children to be strongly attracted to a member of staff and/or develop an infatuation. Staff should be aware that such circumstances always carry a high risk of words or actions being misinterpreted and for allegations to be made against staff.

A member of staff who becomes aware that a child may be infatuated with themselves or a colleague should discuss this at the earliest opportunity with a senior colleague so that appropriate action can be taken. In this way, steps can be taken to avoid hurt and distress for all concerned.

10. Personal Living Space

No child should be in or invited into, the home of an adult who works with them.

11 Communication with children

(including the use of technology)

Communication between children and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites, social networking sites, online gaming and blogs.

Adults should not share any personal information with a child. They should not request, or respond to, any personal information from the child, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.

Adults should also be circumspect in their communications with children so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to any child including e-mail, home or mobile telephone numbers.

E-mail or text communications between an adult and a child outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites, such as social networking, instant messaging or gaming.

Be aware that actions that bring the school into disrepute could lead to disciplinary procedures being taken.

This means that staff should:

- ✚ Report to senior colleagues any indications (verbal, written or physical) that suggest a student may be infatuated with a member of staff. Leave
- ✚ At all times, **never** put yourself in a vulnerable position where you are alone with a pupil.

This means that staff should:

- ✚ be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations
- ✚ be mindful of the need to maintain

This means that staff should:

- ✚ **not** give their personal contact details to children, including their mobile telephone number.
- ✚ communicate with children in an appropriate and professional manner, making sure that parents have given permission for this form of communication to be used
- ✚ **not** use internet or web-based communication channels to send personal messages to a pupil
- ✚ **not** to have images of children stored on personal cameras, devices or home computers.
- ✚ **not** make images of children available on the internet, other than through the school network/website, without permission from parents and senior teachers.
- ✚ Be cautious in their contact with ex-pupils, as there is still a professional relationship and there may be contact with current pupils.

12. Social Contact

Staff should not establish or seek to establish social contact with children, or their families, for the purpose of securing a friendship or to pursue or strengthen a relationship. Even if a young person seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement and should discuss/report this with a senior leader. Staff must be aware that social contact, in certain situations, could be misconstrued as grooming.

Staff should **not** give their personal details such as their home or e-mail address; social network sites, gamer tags or web pages to children. If children do become aware of your gamer tag you **must** change it and inform a senior member of staff.

This means that staff should:

- ✚ have **no** secret social contact with children
- ✚ consider the appropriateness of the social contact according to their role and nature of their work
- ✚ always approve any planned social contact with senior colleagues, for example when it is part of a reward scheme or pastoral care programme
- ✚ report to senior leadership of any social contact they have with a pupil (ex-pupils) or parent which may give rise to concern
- ✚ report and record any situation, which they feel, might compromise the school or their own professional standing.

13. Social Networking Sites and Online Gaming

Manor MAT School staff may use social networking sites for personal use. However, the school requires that profile and photos of the member of staff are '**locked down**' as private so that children or parents do not have access to your personal data or images.

Staff must deny current or recent children access to your profile so you do not put yourself in a vulnerable position.

Staff should be aware that they leave themselves open to a charge of professional misconduct if images of a member of staff in a compromising situation are made available on a public profile by anyone.

If a child does gain access to the profile of a member of staff by fraudulent means (impersonation or hacking) senior leadership should be informed immediately.

Where relationships exist between staff and those who are also parents at the school, or personal friends who are parents at the school, social networking is acceptable but caution must be exercised so that professional standards are maintained and staff do not compromise themselves or the school.

As soon as a member of staff becomes aware that they are in an online game with a child of Manor MAT School, the member of staff should cease to play against that child and should not enter any games containing that player as part of the group.

Under no circumstances should staff seek out children and/or share their own gamer tags/ID with children, or use school equipment to play online games.

This means that staff should:

- ✚ Lock down their profile to ensure that data and images are not freely available. Seek advice if you are unsure how to do this.
- ✚ Do not permit current and recent children or parents to have access to your profile.
- ✚ Ensure all your passwords are kept strong and secure
- ✚ Be aware that images of others should be protected and be treated as carefully as you would your own

14. Physical Contact

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, 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 children this should be in response to their needs at the time, of limited duration and appropriate.

Staff should use their professional judgement at all times about the appropriateness of any physical contact.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be made clear to senior staff.

Physical contact, which occurs regularly with an individual child, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to children with SEN or physical disabilities). Any such contact should be the subject of an agreed and open school policy and subject to review.

15. Physical Education and other activities which require physical contact.

Some staff, for example, those who teach PE and games, or who offer music tuition, will on occasions have to initiate physical contact with children in order to support a child so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the child's agreement. Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment (see section 19, one-to-one situations, below). Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the child

This means that 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
- ✚ 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

This means that Manor MAT School should:

- ✚ ensure they have a system in place for recording serious incidents, including using the Bound and numbered book for Team Teach incidents, and the means by which information about incidents and outcomes can be easily accessed by senior leadership.
- ✚ Provide staff, on a "need to know" basis, with relevant information about vulnerable children in their care.

This means that staff should:

- ✚ consider alternatives, where it is anticipated that a child might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable child in the demonstration.
- ✚ always explain to a child the reason why contact is necessary and what form that contact will take unless their safety is at immediate risk

16. Showers and Changing

Young people are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard children, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment.

Staff therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the children.

This means that staff should:

- ✚ avoid any physical contact when children are in a state of undress
- ✚ avoid any visually intrusive behaviour and where there are changing rooms:
- ✚ remain in the room when groups are changing
- ✚ provide sensitive children with the opportunity to change privately

17. Children in Distress

There may be occasions when a distressed child needs comfort and 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.

Where a member of staff has a particular concern about the need to provide this type of care and reassurance s/he should seek further advice from a senior leader.

This means that staff should:

- ✚ consider the way in which they offer comfort to a distressed child
- ✚ always tell a colleague when and how they offered comfort to a distressed child
- ✚ record situations which may give rise to concern.

18. Behaviour Management

All children have a right to be treated with respect and dignity. Staff should not use any form of degrading treatment to punish a child. The use of humour can help to defuse a situation. The use of sarcasm, demeaning or insensitive comments towards children is not acceptable in any situation.

This means that staff should:

- ✚ not use force as a form of punishment
- ✚ try to defuse situations before they escalate
- ✚ keep parents informed of any sanctions
- ✚ adhere to the Manor MAT School Reflective Behaviour policy.

19. Care, Control and Physical Intervention

Staff may legitimately intervene to prevent a child from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others.

Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence. In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported.

This means that staff should:

- ✚ always seek to defuse situations
- ✚ always use minimum force for the shortest period necessary.

20. One to One Situations

Staff working in one to one situations with children and young people are more vulnerable to allegations. Teachers and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and children are met.

This means that staff should:

- ✚ avoid meetings with children in remote, secluded areas of the school
- ✚ ensure there is visual access and/or an open door in one to one situations
- ✚ inform other staff of the meeting beforehand, assessing the need to have them present or close by
- ✚ avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy
- ✚ always report any situation where a child becomes distressed or angry to a senior colleague
- ✚ consider the needs and circumstances of the child/children involved.

21. Transporting Children

In certain situations, for example out of school activities, staff or volunteers may agree to transport children. A designated member of staff should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise.

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. The driver must also have appropriate insurance.

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 capacity is not exceeded.

This means that staff should:

- ✚ plan and agree arrangements with all parties in advance, responding sensitively and flexibly to disagreements
- ✚ ensure that they are alone with a child for the minimum time possible
- ✚ be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer
- ✚ report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures
- ✚ ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety
- ✚ take into account any specific needs that the child may have.

22. First Aid and Administration of Medication

The school has an administration of medication policy, which must be adhered to at all times.

23. Intimate Care

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet/soiled clothing). A care plan should be drawn up and agreed with parents for all children who require intimate care on a regular basis.

Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.

Additional vulnerabilities that may arise from a physical disability should be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements

This means that staff should:

- ✚ make other staff aware of the task being undertaken
- ✚ explain to the child what is happening
- ✚ consult with colleagues where any variation from agreed procedure/care plan is necessary
- ✚ record the justification for any variations to the agreed procedure/care plan and share this information with parents.

between the child, their parents and the organisation must be negotiated, agreed and recorded.

24. Curriculum

Many areas of the curriculum can include or raise subject matter which is sexually explicit, or of an otherwise sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This plan should highlight particular areas of risk and sensitivity.

The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit or otherwise sensitive nature. Responding to children's questions can require careful judgement and staff may wish to take guidance in these circumstances from a senior member of staff.

Care should also be taken to abide by the governing body's required policy on sex and relationships education and the wishes of parents. Parents have the right to withdraw their children from all or part of any sex education provided (but not from the biological aspects of human growth and reproduction necessary under the science curriculum).

25. Photography, Videos and other Creative Arts

Many school activities involve recording images. These may be undertaken as part of the curriculum, out of school activities, for publicity, or to celebrate achievement.

Staff need to be aware of the potential for these aspects of teaching to be misused for pornographic or 'grooming' purposes. Careful consideration should be given as to how these activities are organised and undertaken.

Images should not be displayed on other websites, in publications or in a public place without additional consent.

This means that staff should:

- + have clear written lesson plans.
- + *This means that staff should not:*
- + enter into or encourage inappropriate or offensive discussion about sexual activity.

This means that staff should:

- + be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded
- + ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose.
- + ensure that all images are available for scrutiny in order to screen for acceptability
- + be able to justify images of children in their possession
- + avoid making images in one to one situations.

This means that staff should not:

- + have images of children stored on personal cameras, devices or home computers.
- + make images of children available on the internet, other than through the school network/website with permission from parents and senior teachers.

26. Internet Use

Manor MAT School has a clear policy about access to and the use of the Internet. Please refer to the acceptable use of Internet policy for further guidance- this information can be found in children's planners. Under no circumstances should adults in the school access inappropriate images. Accessing child pornography or indecent images of children on the internet, and making, storing or disseminating such material, is illegal and, if proven, will invariably lead to the individual being barred from work with children and young people.

Using school equipment to access inappropriate or indecent material, including adult pornography, would normally lead to disciplinary action, particularly if as a result, children might be exposed to inappropriate or indecent material.

27. Whistleblowing

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Please refer to the school Whistle Blowing Policy

Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior leadership and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.

This means that staff should:

- ✚ report any behaviour by colleagues that raises concern.

28. Sharing Concerns and Recording Incidents

All staff should be aware of the school's child protection procedures, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their professional association.

In the event of an incident occurring, which may result in an action being misinterpreted and/or an allegation being made against a member of staff, the relevant information should be clearly and promptly recorded and reported to senior staff. Early discussion with a parent could avoid any misunderstanding.

Members of staff should feel able to discuss with their line manager any difficulties or problems that may affect their relationship with children so that appropriate support can be provided or action can be taken.

This means that staff:

- ✚ should be familiar with Manor MAT School's safeguarding procedures
- ✚ should take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school or workplace. – See Safeguarding Policy for further information

29. Mobile phone usage

Staff are not allowed to use their mobile phones in the classroom during teaching hours and lunch breaks. Staff are allowed to use them during breaks in designated staff areas only such as the staff room and the offices.

This means that staff should:

- + leave all mobile phones in areas away from children
- + use their phones only in areas where children are not present