



# **Staff Behaviour Policy**

## **(Including acceptable use of technology)**

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

**Governor's Committee Responsibility:** Personnel Committee

**Date Approved:** Summer 2021

**Review Period:** Annually

**Next Review Date:** Summer 2022

## **The Limpsfield Grange Values:**

At Limpsfield Grange we believe in working together to make a difference.

We are a tolerant community; we accept value and understand others.

We care for all members of our community without judgement.

We are responsible for our own learning, behaviour and actions.

We accept that sometimes things go wrong. We work together to take responsibility for our mistakes and for putting things right.

We are a respectful community and we treat others as we would like to be treated, even if they have different views and opinions to our own.

We understand that good behaviour helps us to prepare for life beyond Limpsfield Grange.

We are positive and resilient. We celebrate difference in everything that we do.

We are all proud to be part of the Limpsfield Grange community.

*July 2017*

## **Limpsfield Grange School Staff Behaviour Policy (Including acceptable use of technology)**

### **Background and rationale**

At Limpsfield Grange safeguarding is at the heart of everything that we do. We have a duty to keep students, staff and extended members of our stakeholder community safe.

The Staff Behaviour policy clearly outlines the expectations for all staff regarding their behaviour towards and interaction with students and their families and other adults at Limpsfield Grange School.

The Staff Behaviour policy is written by the Designated Safeguarding Lead. The policy is agreed and monitored by the Governing Body through the Personnel Committee.

### **Aims of the policy**

The Staff Behaviour policy aims to establish clear guidance on the standards of behaviour (including acceptable use of technology) expected from all staff, Governors and volunteers and visiting professionals at Limpsfield Grange School. The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring.

School staff are in a unique position of trust and influence as role models for students. Therefore, staff must adhere to behaviour that sets a good example to all students within the school.

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

The Staff Behaviour policy is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy staff are expected to exercise their professional judgement and act in the best interests of the students and the school.

### **Scope**

The Staff Behaviour policy gives clear guidance on the standards of behaviour that all school staff are expected to observe. The school will ensure that all staff are aware of and follow the Staff Behaviour policy and the expectations therein.

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

- All members of staff including teaching, residential, support staff, contracted workers, outreach team
- Volunteers, including Governors
- Bank staff

- Staff from outside agencies working regularly in school, such as Speech and Language Therapists
- Temporary and supply staff, either from agencies or engaged directly
- Student placements, including those undertaking initial teacher training and apprentices.
- Visiting therapists
- Work experience placements

Limpsfield Grange School requires that all staff have read and signed the Staff Behaviour policy (including acceptable use of technology) to indicate that they agree to comply with the policy.

Breach or failure to observe and meet the expectations outlined in the Staff Behaviour policy will result in action being taken under the School Disciplinary procedures including, but not limited to, dismissal.

### **Professional behaviour and conduct**

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour, and consistently act with honesty and integrity. Limpsfield Grange School expects staff to treat each other, students, parents and families and the wider community with dignity and respect at all times.

Staff must act in accordance with their duty of care to students and ensure that the safety and welfare of students are accorded the highest priority.

Staff must show fairness in their treatment of all children and avoid behaviours such as embarrassing or humiliating students, making jokes or using sarcasm at the expense of students, discriminating against or favouring students.

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

Staff must have regard for the ethos and values of the school, as outlined in the Limpsfield Grange Values; 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.

Should staff receive any convictions, cautions, court orders, reprimands or warnings they must notify the Headteacher immediately. Failure to notify the Headteacher immediately of either convictions, cautions, court orders, reprimands or warnings, will constitute a breach of contractual terms.

### **Dress and appearance**

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

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. Staff should dress safely and appropriately for the tasks they undertake.

### **Smoking, alcohol, e-cigarettes and other substances**

Limpsfield Grange School is a non-smoking site. Staff must not smoke or use e-cigarettes on school premises or outside school gates. Any member of staff wishing to smoke or use an e-cigarette must leave the school grounds.

Staff must not smoke or use an e-cigarette whilst working with or supervising students offsite.

Staff must not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near school premises. Staff must notify their line manager if they are taking any prescription medication that would affect their ability to drive or has any side effects which would impede their ability to undertake their responsibilities.

Staff must refrain from the consumption of alcohol and other substances at school (staff who are in their own residential accommodation are excluded) and at events where students are present (i.e. Proms, residential visits) both within the school premises and outside the school setting.

### **Relationships with students**

Staff must maintain professional boundaries with students appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably. Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.

Staff must not establish or seek to establish personal contact with students or parents for the purpose of securing a friendship or to pursue or strengthen a relationship. If a young person or parent or family members seek to establish contact in a personal capacity you must make it clear that you are not permitted to enter into personal relationships with students at the school or their parents or wider family members.

Staff must not develop personal or sexual relationships with students and should not engage in any sexual activity with a student. Sexual activity does not just involve physical contact and includes penetrative and non-penetrative acts.

Keeping Children Safe in Education (*DFE September 2020*) defines sexual abuse as ... 'forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex)

or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse can take place online, and technology can be used to facilitate offline abuse.'

Staff should be mindful of section 16 of The Sexual Offences Act 2003.

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

Contact with students parents or family members should be through Limpsfield Grange School's authorised mechanism of using the school email system, copying in the Deputy Headteacher. Personal phone numbers, email addresses or communication routes via all social media platforms should not be used and staff should not share their home address with students. If a member of staff is contacted via an inappropriate route, the member of staff must inform the Headteacher immediately.

Limpsfield Grange School staff must not engage with any student, parent or family member of Limpsfield Grange School on any social media platform. Staff must not accept Facebook friend requests from students, parents or family members and should also refrain from following on Twitter, Instagram, TickTock or other similar social media accounts of students their parents or family members and should not allow students or past students and parents to follow them.

### **Infatuations**

It is not unusual for students, or sometimes their parents, to develop infatuations towards members of staff. All such situations must be reported to the Headteacher and will be responded to sensitively to maintain the dignity of those concerned.

Staff should also be aware that such circumstances carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. Any indications of an infatuation towards yourself or another member of staff must be reported to the Headteacher and if the concern is about the Headteacher, to the Chair of Governors.

### **Honesty and Integrity**

Members of staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

### **Gift and hospitality**

Staff need to take care that they do not accept any gift or offer of hospitality that might be construed as a bribe by others, or lead the giver to expect preferential treatment. However, there may be occasions where students or parents wish to give a small token of appreciation to staff, for example at religious festivities or at the end of the year, to a maximum value of £50.

It is unacceptable to receive gifts on a regular basis or to suggest to students that gifts are appropriate or desired. Money must not be accepted as a gift. If you are unsure whether to accept a gift you should consult your line manager.

Staff must not accept significant gifts or hospitality from students, parents, family members actual or potential contractors or outside suppliers. All such gifts/offers of hospitality should be reported to your line manager and recorded.

Personal gifts must not be given by staff to students and any reward to students/students should be in accordance with Limpsfield Grange School's Behaviour policy, recorded and not based on favouritism. Staff may wish to give to give tutor groups or boarders gifts at Christmas or when leaving the school, in liaison with the Headteacher or Deputy Headteacher.

### **Physical contact with students**

There are occasions when it is entirely appropriate and proper for staff to have physical contact with students, 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 students it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.

Staff should listen, observe and take note of the student's reaction or feelings and, so far as is possible, use a level of contact which is acceptable to the students for the minimum time necessary.

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one student in one set of circumstances may be inappropriate in another, or with a different student. Staff should therefore, use their professional judgement at all times.

Staff should be aware that even well intentioned physical contact may be misconstrued or unwelcome by the student, an observer or by anyone to whom this action is described. Staff should never touch a student in a way which may be considered indecent. Staff should always be prepared to explain actions and accept that all physical contact be open to scrutiny. Staff must not engage in rough play, tickling or fun fights with students.

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

Staff supervising PE, providing musical tuition or residential staff supporting personal care should demonstrate the use of a particular piece of equipment/instrument on another member of staff if possible. However, they may be required to initiate physical contact with students to support a student to perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or to assist them with an exercise or personal care such as

hair washing. Contact under these circumstances should be done with the student's agreement, for the minimum time necessary and in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the student.

Physical contact must never be secretive, 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 reported to the DSL, recorded and copy placed on the child's file.

Staff should refer to Limpsfield Grange School's Intimate Care Policy.

### **Students in distress**

There may be occasions when a student is in distress and in need of comfort as a reassurance. This may include age appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

If you have a particular concern about the need to provide this type of care and reassurance you should seek further advice from your line manager.

### **Showers and changing**

Students are entitled to respect and privacy whilst they are changing after PE, swimming or in the residential provision. However, there needs to be an appropriate level of supervision in order to safeguard young people and meet health and safety requirements. Supervision should be appropriate to the needs and age of the students and sensitive to the potential for embarrassment.

Staff should be vigilant about their own behaviour and announce their intention of entering a changing room or bedroom in the residential provision.

Personal and school devices with a camera or video function should not be taken into areas where children are showering or changing.

Staff must not change or shower in the same place as children.

### **One to one situations**

Staff working individually with students should be aware of the potential vulnerability of students and staff in such situations. Staff should manage these situations with regard to the safety of the student and to themselves.

Individual work with students should not be undertaken in isolated areas or rooms where there is no external viewing panel. However this is not always possible due to the age and status of the building, where there are no viewing panels the door must stay open. Where it is necessary to close doors for reasons of confidentiality a colleague should be made aware of this and asked to remain vigilant.



## **Transporting students**

In certain circumstances it may be appropriate for staff to transport students' offsite.

Staff should ensure that the transport arrangements and the vehicle meet all legal requirements and that they adhere to the School Vehicle policy. The Administration Assistant ensures that the driver has the appropriate license for the vehicle and the Premises Manager ensures that any school owned vehicle is roadworthy, has a valid MOT certificate and is appropriately insured. All staff have the responsibility of ensuring that the maximum capacity is not exceeded. Staff who wish to use their own car to transport students should have valid driving licence and business insurance, it is their responsibility to ensure that vehicle is roadworthy and has a valid MOT certificate. Records of staff driving licences are held in the school office. All school vehicle drivers must adhere to the School Vehicle policy.

## **Conduct outside work**

Members of staff must not engage in conduct outside work which could seriously damage the reputation of the school or the employee's own reputation or the reputation of other members of the school community.

Staff should not undertake additional employment (paid or unpaid), or allow their name to be put forward for consideration of such work, if their proposed additional work either will or has the potential to:

- Create a conflict of interest
- Contravene the Working Time Regulations or affect work performance
- Make use of material to which they have access by virtue of their position in school
- Weaken public confidence in the school or bring themselves or the school into disrepute.

Where they consider their proposed secondary employment may conflict with these requirements, members of staff should inform the Headteacher about their proposed additional employment so that an official decision can be made.

## **Online Safety**

Staff should follow Limpsfield Grange School's Online Safety policy and the Acceptable Use of Technology Code of Conduct for Staff, contained within this document.

Staff should adhere to the guidance in Limpsfield Grange School's Child Protection & Safeguarding policy: COVID-19 Addendum.

## **Social Media**

Social media should never be used in a way that breaches any of our other policies. If an internet post would breach any of our policies in another forum, it will also breach them in an online forum. For example, employees are prohibited from using social media to:

- a) Breach our Electronic Information and Communications policy;
- b) Breach our obligations with respect to the rules of relevant regulatory bodies;
- c) Breach any obligations they may have relating to confidentiality;
- d) Breach our Disciplinary policy;

- e) Defame or disparage Limpsfield Grange School, its staff, students or parents, its affiliates, partners, suppliers, vendors or other stakeholders;
- f) Harass or bully other staff in any way or breach our Staff Behaviour policy or Guidance for the promotion of respect, tolerance, socially acceptable behaviour and developing responsible citizens.
- g) Unlawfully discriminate against other staff or third parties or breach our Equality and Diversity policy;
- h) Breach our Data Protection policy (for example, never disclose personal information about a colleague online);
- i) Breach any other laws or ethical standards (for example, never use social media in a false or misleading way, such as by claiming to be someone other than yourself or by making misleading statements).

School staff should never provide references for other individuals on social or professional networking sites, as such references, positive and negative, can be attributed to Limpsfield Grange and create legal liability for both the author of the reference and the school.

Any member of staff who breaches any of the above policies is likely to be subject to disciplinary action up to and including termination of employment.

#### **Personal use of social media**

Staff should not use a work email address to sign up to any social media unless they are running the school social media feeds and have the permission of the Headteacher. Currently the Headteacher, Deputy Headteacher, School Business Manager, Administration Assistant and Fundraising / Marketing Lead post on social media.

Members of staff must not take photos or posts from social media that belong to Limpsfield Grange for their own personal use.

#### **Responsible use of social media**

The following sections of the policy provide staff with guidance and recommendations for using social media responsibly and safely.

Staff must not make contact with students, ex-students, parents of students or ex-students, or family members of students or ex-students in a personal capacity, must not accept or initiate friend requests nor follow students or ex-students, parents or family members accounts on any social media platform. Staff must not communicate with students or ex-students, parents or family members via social media, websites, instant messenger accounts or via text message. The only acceptable method of contact with students, ex-students, parents or family members is via the use of school email accounts or via telephone.

#### **Photographs for use of Social Media**

Any photos for social media posts may only be taken using school cameras. If any device is used that does not belong to Limpsfield Grange School then all photos must be deleted immediately from the device, once the photos have been uploaded to a device belonging to the school.

### **Staff Protocol for use of Social Media**

Where any post is going to be made on Limpsfield Grange's social media feed the following steps must be taken:

- Ensure that permission from the student's parent/carer has been sought before information is used.
- Ensure that there is no identifying information relating to a student (s) in the post.
- The post must be a positive and relevant post relating to the students, staff, the school or any achievements.

### **Protecting our business reputation**

Staff must not post disparaging or defamatory statements about:

- Limpsfield Grange School;
- Current, past or prospective staff as defined in this policy
- Current, past or prospective students
- Parents, carers or families of current past or prospective students
- The school's suppliers and services provider
- Other affiliates and stakeholders.

Members of staff should also avoid social media communications that might be misconstrued in a way that could damage Limpsfield Grange School's reputation, even indirectly.

If members of staff are using social media they should make it clear in any postings that they are speaking on their own behalf. They are personally responsible for what they communicate in social media and should remember that what they publish might be available to be read by the masses (including Limpsfield Grange School itself, future employers and social acquaintances) for a long time.

Should a member of staff disclose whether directly or indirectly their affiliation to Limpsfield Grange as a member of staff whether past, current or prospective, they must also state that their views do not represent those of the school. Comments about confidential or sensitive school related topics must be avoided even if the staff member makes it clear that their views do not represent those of the school, such comments could still damage the Limpsfield Grange School's reputation and incur potential liability.

If a member of staff sees content in social media that disparages or reflects poorly on Limpsfield Grange, its staff, students, parents, service providers or stakeholders, then it must

be reported to the Headteacher as soon as possible. All staff are responsible for protecting the school's reputation.

### **Respecting intellectual property and confidential information**

School staff should not do anything to jeopardise Limpsfield Grange School's confidential information and intellectual property through the use of social media.

Staff must not use Limpsfield Grange School's logos, slogans or other trademarks, or post any of our confidential or proprietary information without express prior written permission from the Headteacher.

### **Personal devices**

Mobile phones and personally-owned devices such as tablets may not be used during lessons or formal school time. They should be switched off (or silent) at all times. Residential team members are required to carry their mobile phone at all times. All staff must insure that any personally-owned mobile or other electronic devices have a security lock/passcode and sufficient security settings in place. The Bluetooth functionality of a mobile phone or tablet should be switched off at all times and may not be used to send images or files to other mobile phones. Mobile phones and personal devices, cameras and videoing equipment are not permitted in certain areas within the school site such as changing rooms or toilets.

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

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

### **Photography, video and images of children**

Many school activities involve recording images as part of the curriculum, extra school activities, and publicity or to celebrate an achievement. In accordance with General Data Protection Regulations the image of a student is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/carer of a student for any images made. It is also important to take into account the wishes of the student, remembering that some students do not wish to have their photograph taken or be filmed.

On admissions consent from parents/carers is sought for using images for publicity purposes. Parents and carers are also made aware of how to withdraw their consent. Images must not be displayed on websites, in publications or social media or in a public place without this consent. Staff should also be clear about the purpose of the activity and what will happen to the photographs/images/video footage when the lesson or activity is concluded.

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

All photographs/stills and video footage should be available for scrutiny and staff should be able to justify all images/video footage made.

Staff should remain aware of the potential for images of students to be misused to create indecent images of children and/or for grooming purposes. Therefore, careful consideration should be given to how activities which are being filmed or photographed are organised and undertaken. Particular care should be given when filming or photographing young or vulnerable students who may be unable to question how or why the activities are taking place. Staff should also be mindful that students who have been abused through the use of video or photography may feel threatened by its use in a teaching environment.

### **Confidentiality**

Members of staff may have access to confidential information about students, their parents and carers or their siblings. Staff must not reveal such information except to those colleagues who have a professional role in relation to the student on a need to know basis.

Staff should never use confidential or personal information about a student or her/his family for their own, or others' advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the student.

All staff are likely at some point, to witness actions which need to be confidential. This needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school.

Staff have a statutory obligation to share with Limpsfield Grange School's Designated Safeguarding Lead or one of the Deputy Designated Safeguarding Leads any information which gives rise to concern about the welfare or safety of a student or that might suggest a student is in need or at risk of significant harm. Staff should pass on information without delay in accordance with Limpsfield Grange School's Safeguarding policy and procedures and this should be recorded. Staff must never promise a student that they will not act on or pass on any information that they are told by the student.

Staff should refer to the Department of Education's document Safeguarding Practitioners Information Sharing Advice (2015) providing safeguarding services for further guidance on information sharing. If you are in any doubt about whether to share you should seek guidance from a member of the Senior Leadership Team.

Any media or legal enquiries should be passed to the Senior Leadership Team and only approved staff and Governors should communicate to the media about the school.

Should staff wish to record a conversation that they have with another member of staff, it is courteous and collegiate to inform them.

### **Parents as employees**

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

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

### **Whistleblowing**

Whistleblowing is the mechanism by which staff can voice their concerns, without fear of repercussion.

All school staff have a duty to report any behaviour by a colleague which raises concern to the Headteacher, or to the Chair of Governors if they have a concern about the Headteacher. Staff should refer to Limpsfield Grange School's Whistleblowing policy for further guidance. This is particularly important where the welfare of students may be at risk.

Navex Global is an external and independent organisation which provides a confidential hotline service for whistle blowing. Navex Global can be contacted any time, night or day, in complete confidence with any relevant concerns. The call will not be traced or monitored.

### **Freephone 0800 069 8180**

NSPCC whistle blowing helpline is also available as an alternative route for staff who do not feel able to raise concerns internally – 0800 028 0285.

### **Compliance**

All staff must complete the form in Appendix 1 to confirm they have read, understood and agree to comply with this policy. This form should be signed and dated and a copy retained on the member of staff's file.

### **Acceptable use of technology code of conduct for staff**

I understand that I must use the school ICT systems in a responsible way, to ensure that there is no risk to my safety or the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhanced learning and will ensure that students receive opportunities to gain from the use of ICT. I will, where possible, educate students in my care in the safe use of ICT and embed online safety in my work with them.

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this code of conduct also apply to the use of school ICT systems (e.g. laptops, email, etc.) out of school.
- I understand that the school ICT systems are primarily for educational use. Limited, occasional or incidental use of electronic media (sending or receiving) for personal purposes is understandable and acceptable and all such use should be done in a manner that does not negatively affect the systems' use for educational purposes. However, I am expected to demonstrate a sense of responsibility and not abuse this privilege.

- I will not disclose my username or password to anyone else, nor will I try to use any other person's username or password.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to Natasha White, Designated Safeguarding Lead.

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner. I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take/publish images of students I will ensure that they have the correct parental permission. I will not use my own personal equipment to record these images.
- I will not engage in any on-line activity that may compromise my professional responsibilities or bring the school into disrepute.
- I will only communicate with students and parents carers or family members using official school systems. Any such communication will be professional in tone and manner.

The school has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my personal hand held/external devices (laptops/mobile phones/USB devices etc.) in school, I will follow the rules set out in this agreement, in the same way as if I were using school equipment. I will also follow the additional procedures for staff accessing school email and other information on handheld devices. I will ensure that any such devices are protected by up-to-date anti-virus software and are free from viruses.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I understand the importance of regularly backing up my work.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, racist or extremist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity or prevent others from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings unless I have been asked to do so by SoftEgg or a member of SLT.
- I will not disable or cause damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school Data Protection policy. Where personal data is transferred outside the secure school network, it must be encrypted.
- I understand that the Data Protection policy requires that any staff or student's data which I have access to will be kept private and confidential, except when it is deemed necessary

that I am required by law or by school policy to disclose such information to an appropriate authority.

- I will immediately report any damage or fault involving equipment or software, however this may have occurred.

When using the internet in my professional capacity or for school sanctioned personal use;

- I will ensure that I have permission to use the original work of others in my own work.
- It is my responsibility to understand and comply with current copyright legislation.
- I understand that I am responsible for my actions both in and out of school:
- I understand that the Acceptable Use of Technology Code of Conduct applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.

### **Monitoring and review of the policy**

The Personnel Governor sub-committee have responsibility for reviewing and monitoring this policy, through Headteacher reports to Governors. The Headteacher will monitor this policy through lesson and residential visits, through observing staff in the workplace.

### **Links to other policies:**

- Behaviour Policy
- Child Protection & Safeguarding Policy
- Data Protection policy
- Electronic Information & Communications policy
- Limpsfield Grange School's COVID-19 Safeguarding and Child Protection Addendum
- Equality and Diversity Policy
- Guidance on the promotion of respect, tolerance and socially acceptable behaviour and developing responsible citizens – (formerly Anti Bullying Policy)
- Health & Safety Policy (Lone Working)
- Intimate Care Policy
- Online Safety Policy
- Special Needs and Disabilities Policy
- School Vehicle Policy
- Whistleblowing Policy

### **Review:**

The Governing Body of Limpsfield Grange School adopted this policy on:

It will be reviewed on:

Signed.....

Dated.....



## **Appendix 1**

### **Confirmation of compliance**

I hereby confirm that I have read, understood and agree to comply with Limpsfield Grange School's Staff Behaviour policy, including acceptable use of technology.

I confirm that I will inform the Headteacher immediately should I receive any convictions, cautions, court orders, reprimands or warnings.

I understand that if I fail to comply with this Staff Behaviour Policy and Code of Conduct will result in action being taken under the School Disciplinary procedures including, but not limited to, dismissal.

<b>Full Name</b>	
<b>Position held</b>	
<b>Signature</b>	
<b>Date</b>	

Once completed, signed and dated, please return this form to the Designated Safeguarding Lead, Natasha White.