



WINDERMERE
SCHOOL

Staff Code of Conduct

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This code of conduct was originally produced in response to “Keeping Children Safe in Education” (5 September 2016). It has been reviewed and updated in line with the KCSIE 2020. The following documents have been used in the production of this policy:

- *Teachers’ Standards – Guidance for school leaders, school staff and governing bodies – DfE July 2011 (introduction updated 2013)*
- *Code of Professional Conduct for Teachers – The Teaching Council June 2012*
- *NUT Code of Professional Ethics.*
- *Windermere School Staff Competencies Sept 2011*

1. Purpose, Scope and Principles

A Code of Conduct is designed to give clear guidance of behaviour that all School staff are expected to observe. See KCSIE September 2020, page 19, point 63.

This document must be read in conjunction with the Windermere School Staff Competencies, a document formulated by the staff team, which gives advice on how we should behave with each other in order to become the best small School in Britain.

The School is responsible for notifying staff of this code and the expectations contained within. All new staff to the School will be required to discuss this policy as part of their induction.

School staff are in a unique position of influence and must adhere to behaviour which models the highest possible standards for all the students within the school.

Staff will be informed of any changes in relation to the Staff Code of Conduct and will be asked to read and the document at least annually and sign to say they have done so.

As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the School, whether inside or outside working hours.

1.1 Core Principles

- The welfare of students is paramount
- Staff are responsible for their own actions and behaviour and must avoid any conduct which would lead any reasonable person to question their intentions.
- Staff should work, and be seen to work in an open and transparent way
- Staff should discuss and take advice promptly from their line manager or other senior member of staff over any incident, which may give rise to concern. Records should be made of any such incident and of decisions made plus further actions agreed
- All staff should know the name of their Designated Safeguarding Leads (DSLs) – this information can be found in the Safeguarding–Child Protection Policy published on the School website at www.windermereschool.co.uk, compliance policy 3.7a
- All staff should be familiar with child protection arrangements and understand their responsibilities to safeguard and protect students.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

2. Who does the Code of Conduct apply to?

This policy applies to all employees of Windermere Educational Trust, including volunteers and supply workers. If a member of staff does not follow this code of conduct this may lead to disciplinary procedures.

3. What is the responsibility of an employee of Windermere School?

School employees need to:

- Read this policy
- Ensure they understand it
- Ask if there are any points which are unclear
- Use this code of conduct, alongside other school policies, to guide them in their role
- To sign each year that they have read and understand this policy

4. Teaching Standards

Teachers make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge; keep their knowledge and skills as teachers up to date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their students.

Taken directly from the DfE Teaching Standards May 2012 updated June 2013 and the EYFS Teaching Standards September 2013. An unabridged version of this document can be found at: [Teachers' Standards](#)

A teacher must:

- Set high expectations which inspire, motivate and challenge students
- Promote good progress and outcomes by students
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all students
- Make accurate and productive use of assessment
- Manage behaviour effectively to ensure a good and safe learning environment
- Fulfil wider professional responsibilities as set out in their Job Description

In addition, all staff at Windermere School are required to:

- Make a positive contribution to the wider life and ethos of the school
 - Develop effective professional relationships with colleagues, knowing how and when to draw on specialist advice.
 - Take responsibility for improving teaching through appropriate professional development.
 - Communicate effectively with parents with regard to students' achievements and well-being.

For Windermere School specific advice regarding Teaching, Learning, marking, assessment and curriculum please go to www.windermereschool.co.uk

5. Dealing Effectively with Students

To ensure the best level of care for all the students at Windermere School all staff should be mindful of the level of individual care needed for each student to make the very best of their time at school. Staff must also protect themselves and their students from any incidences, which could be misconstrued.

In General:

- Staff must comply with school policies and procedures that support the well-being and development of students
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students
- Staff must follow reasonable instructions that support the development of students.

5.1 Safeguarding Students

Staff have a duty of care to safeguard students from:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

For specific safeguarding issues under these four broad headings please see the KCSIE (September 2020) which are also explained in more detail in the School's Safeguarding–Child Protection Policy, www.windermereschool.co.uk.

Staff are also directed to Page 16 of the KCSIE 2020 – A flowchart outlining actions – Where there are concerns about a child.

The duty to safeguard students includes the duty to report concerns about a student to the School's Designated Safeguarding Leads (DSLs) for Child Protection.

Staff must be familiar with the School's Safeguarding–Child Protection Policy www.windermereschool.co.uk and attend any Child Protection training organised by the DSLs.

Staff must not demean or undermine students, their parents or carers or colleagues.

Staff must take the upmost care of students under their supervision with the aim of ensuring their safety and welfare.

5.2 Communication with Students (Including the use of technology)

Communication between students and adults, by whatever method, should take place within clear and explicit boundaries. This includes wider use of technology such as mobile phones, text messaging, emails, websites, social networking sites, online gaming and blogs. Adults should not share any personal information with students. They should not request, or respond to, any personal information from the student 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.

Communication with ex-students who are over 18 is left to staff discretion but the School highlights to staff that ex-students may be in contact with current students and communication may be passed on. The School now asks staff to not communicate with ex-students, over the age of 18, via social networking sites, until the ex-student has left the School for a minimum of 2 years.

Windermere School staff may use social networking sites for personal use. However, the school requires that the profile and photographs of the member of staff are "locked down" as private so that students or parents do not have access to your personal data or images.

Staff **must** deny current, recent or ex-students access to their profile (unless they are over 18 and the School asks that Staff deny access to that student until they have left the School for a minimum of 2 years).

This means that staff should:

- Only give their personal contact details to students, including their mobile telephone number, for professional reasons and with the knowledge of their line manager
- Only contact students for professional reasons
- Only communicate by e-mail or other school platforms with students using the school e-mail system
- Not have images of students stored on personal cameras or home computers
- Lock down their profile to ensure that data and images are not freely available and not permit students to have access to their profile
- Ensure all passwords are kept strong and secure (Staff are required to change their passwords regularly)
- Read and sign the School's Device and Acceptable Use Agreement (AUA) for all staff working at Windermere School.

5.3 Social Contact

Staff should not establish or seek to establish social contact with students or their families for the purpose of securing a friendship. Staff must beware that social contact, in certain circumstances could be misconstrued. (See section 6.3 for more information regarding Socialising)

This means that staff should:

- Always approve any planned social contact with students with senior colleagues; for example, when it is part of a reward scheme, associated with a tutorial meeting or pastoral care programme.
- Advise the SMT at the Senior School or EMT at the Elleray Campus of any regular social contact they have with a student or parent which could give rise to concern.

5.4 Physical Contact

There are occasions when it is entirely appropriate and proper for staff to have physical contact with a student, but it is crucial they only do so in ways appropriate to their professional role.

A no touch approach is impractical and in certain circumstances inappropriate for most staff particularly with young children, boarders and especially in the EYFS. When physical contact is made with students this should be in response to their needs at that time, of limited duration and appropriate to the child.

This means staff should:

- Never touch a student in a way which may be considered indecent
- Always be prepared to explain actions and accept that all physical contact be open to scrutiny
- In terms of physical intervention, always seek to defuse situations and always use minimum force for the shortest period necessary

5.5 Care, Control and Physical Intervention

Staff may legitimately intervene to prevent a student from committing a criminal offence, injuring themselves or others or causing damage to property. Staff may also intervene 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, in accordance with The Human Rights Act 1998 and the European Convention of Human Rights, particularly Article Three on protection against torture, inhuman or degrading treatment or punishment.

Where reasonable force is needed to quickly remove a younger child e.g. from harm to him/herself or to others; this should be reported to a member of the EMT and recorded on the Physical Intervention Log (this is kept with the Head of EYFS and logs reported to the Head of Safeguarding).

In all cases where physical intervention is deemed necessary the incident and subsequent actions should be documented and reported.

This means staff should:

- Always seek to defuse situations
- Always use the minimum force for the shortest period necessary

5.6 Students in Distress

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

This means staff should:

- Consider the way in which they offer comfort to a distressed student
- Always tell a colleague when and how they offered comfort to a distressed student
- Record situations which may give rise to concern.

5.7 One-to-One situations

Staff working in one-to-one situations with students should recognise the possibility of allegations and plan and conduct meetings accordingly. Every attempt should be made to ensure the safety and security of both staff and students are met.

This means staff should:

- Never conduct meetings with students in remote or 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
- Do not use engaged or similar signs such as 'Do Not Disturb' when meeting with students (Meeting in Progress signs are appropriate as long as there are 2 members of staff present or another adult such as a parent.)
- Always report any situation where a student becomes distressed or angry to a senior colleague

5.8 Sexual Contact with Students

Any sexual behaviour by a member of staff with or towards a student is both inappropriate and illegal.

This means staff should:

- Not pursue sexual relationships with children and young people either in or out of School.
- Please understand that it is an offence for a person aged 18 or over to have a sexual relationship with a child under 18, where that person is in a position of trust, even if the relationship is consensual.
- Avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, email, phone calls, texts, physical contact etc.

5.9 Transporting Students

When transporting children wherever possible and practicable do not use your own vehicle and it is advisable that at least one adult as well as the driver is present to act as an escort. If in a one-to-one situation then ensure the student is in the back of the car and appropriate arrangements made for booster seat use.

This means staff should:

- Plan and agree arrangements with all parties in advance
- Ensure that they are alone with a child for the minimum time possible.
- Be aware that the safety of the student is their responsibility until they pass the child over to the parent/carer.

5.10 Intimate Care

All students have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet or soiled clothing). For all children who no longer access the EYFS provision a care plan should be drawn up and agreed with parents for all students who require intimate care on a regular basis.

Students 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.

This means staff should:

- Make other staff aware of the task being undertaken
- Explain to the student what is happening
- Consult with colleagues if there is to be any variation from the agreed care plan
- Record the justification for any variations to the care plan and share this information with parents.

Please also refer to the Intimate Care Policy.

5.11 Prevent Duty

Protecting children from the risk of radicalisation is seen as part of Windermere School's wider safeguarding duties and with this in mind all teaching staff from September 2018 have been required to complete the Channel on-line Prevent Duty Training.

<https://www.elearning.prevent.homeoffice.gov.uk/home>

6. Propriety and Behaviour

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of students. They should adopt high standards of personal conduct.

6.1 Professional Relationships and Respect for others

Professional respect should be extended to all.

All staff and volunteers should be sensitive to different groups of people and treat all colleagues, volunteers, parents and students with respect regardless of:

- Age
- Gender
- Any disabilities
- Sexuality including anyone who has undergone or is considering gender reassignment
- Marriage or civil partnership status
- Pregnancy and maternity
- Race
- Religion or beliefs

It should be noted that this respect should be extended to allow space for constructive criticism.

If you have a concern about another member of staff at the School, you should initially raise it constructively and informally with the person concerned, if you feel able.

Where disputes or grievances arise between staff which cannot be dealt with informally, they should be dealt with through the agreed grievance procedure.

Bullying or harassment of staff members will be taken very seriously. Some examples of such behaviour would include ridiculing, demeaning or undermining someone, excluding them or making unwelcome advances.

It is not acceptable to gossip about colleagues behind their backs, nor should you criticise other colleagues to students and visitors to the School. At all times you should avoid any suggestion of favouritism or conflict of interest.

You must not allow professional working relationships to be affected by personal relationships between staff. Where difficulties arise, each party should be positive about resolving issues to continue to work together.

6.2 Honesty and Integrity

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

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person.

There are occasions when students 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. Any member of staff concerned that they may be at risk of giving or receiving a bribe should contact the Head. Any member of staff receiving a single gift or entertainment valued at more than £100 from one family must disclose this to a member of the SMT.

It is acceptable for staff to offer prizes or rewards of small value for tasks or competitions.

6.3 Dress and Appearance

Staff should consider the manner of dress and appearance appropriate to their professional role. We require students to be smart in their uniform, and therefore smart and professional appearance is expected at all times for staff.

Staff should ensure their appearance and clothing:

- Promotes a positive and professional image, including ensuring that for male staff facial hair is either well shaved or trimmed and neat.
- 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 slogan.

See Staff Handbook for more detailed information (Section B3.6 Senior School Staff and Section C6.8 Ellera Staff)

6.4 Punctuality

Once agreed and clear, working hours should be adhered to, and you should be reliable in starting work at the designated time. Teachers should always be on time for lessons.

If you are going to be late for work, for whatever reason, you should telephone the School as soon as you realise. If you are attending a meeting, either in School or outside as a representative of the School, you should be on time, stay for the full meeting and report back as appropriate.

6.5 Socialising

Staff must consider both the safety of the students and the image that alcohol consumption portrays. At Windermere School we believe we have a responsibility to educate our students in sensible drinking, to this end the sixth form bar allows sensible and monitored alcohol consumption. At certain times during the school year events for the sixth form will allow the consumption of alcohol, in accordance with their parents' wishes. If staff wish to consume alcohol at these events it must be in moderation and set an appropriate example to the students.

This means staff should:

- Not behave in a manner which would lead any reasonable person to question their suitability to work with students or act as a role model
- Not purchase alcohol for students. (There may be exceptional circumstances where a member of staff may be personal friends with a parent which means that normal social life will bring the student into social contact with a member of staff – see section 6.5)

6.6 Photography

Many school activities involve recording images; these may be undertaken as part of the curriculum, extra-curricular activities, for publicity or to celebrate achievement.

Careful consideration should be given as to how these activities are organised and undertaken.

Using images of students for publicity purposes has already been agreed individually with parents and the wishes of each parent is recorded in the main school office. Images must not be displayed on other websites, in publications or in a public place without additional consent.

This means staff should:

- Ensure all images are available for scrutiny to check they are acceptable
- Be able to justify images of children in their possession
- Avoid making images in one-to-one situations.

This means staff should not:

- Have images of students stored on personal cameras, devices or home computers for longer than is necessary to use for a specific purpose.
- Make images of students available on the internet, other than the school network with permission from parents and senior teachers.

See Online Safety Policy 3.7ai and Staff and Volunteer ICT AUP for more detailed information regarding safe management of images of students.

6.7 Conduct Outside the Workplace

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct will be regarded as unacceptable and could lead to dismissal.

Staff must:

- Exercise caution when using information technology and be aware of the risks to themselves and others e.g. Snapchat, Instagram and Twitter.
- Not use social media e.g. Facebook with students or former students.
Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Careless comments, even of a harmless nature on social websites could be misconstrued and must be avoided.
- Exercise caution when using social media and be aware that 'liking' items may associate themselves, or the School with other users or attach their profile to other threads or feeds.
- Only use their school email account when communicating electronically with students, parents and colleagues on school matters. Staff must never communicate with students by email unless it is using their school account.
- Hold a separate e-mail account for any other private business.

Being a small school in a small community, social contact with parents outside school is both inevitable and at times unavoidable. Staff who are also parents of students at Browhead or Elleray Campus may find themselves in situations where school business and possibly other students are being discussed. In these situations, staff must be extremely cautious and:

- Remove themselves from the conversation or situation
- Take great care that no comment or action, however minor, could be taken as a sign of agreement or other kind of affiliation to the conversation.

Staff must understand the damaging effect on the School and its reputation in such a tight-knit community that careless comments may cause. The inability to adhere to this advice may result in a warning from the Senior Managers at either the Elleray or Browhead Campus. Should such an event be repeated then this could lead to disciplinary action.

Staff may undertake work outside School, either paid or voluntary, provided that it does not conflict with the interests of the School and is not to a level which may contravene the working time regulations or affect an individual's work performance.

All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to the School or be rewarded through association with the school.

6.8 Staff as Parents/Parents as Staff

Once you become a professional teacher, your standing as a member of the wider community is open to scrutiny and criticism by members of the School, other parents and the general public who you may come into contact with. This makes it very difficult to engage in some social activities as a Parent and Teacher. Colleagues who fall into this category should:

- Evaluate each social situation sensibly and with caution
- Never put themselves in a position where their actions could be misconstrued by others.

Any colleagues in doubt, should speak to their line manager or a member of one of the Senior Team.

6.9 Confidentiality

Where staff have access to confidential information about students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student and have the authority to know that information. See Staff Handbook Section E2 Point 1.

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

However, staff have an obligation to share with their manager or the school's DSL any information which gives rise to concern about the safety or welfare of a student. Staff must never promise a student that they will not act on information that they are told by the student.

When discussing sensitive issues relating to a student or other member of staff colleagues should be aware of their surroundings. Conversations of this nature should not be held in public areas of the School, the wider community or where there is a risk of being overheard.

6.10 Sharing Concerns and Recording Incidents

All staff should be aware of the School's child protection procedures, www.windermerschool.co.uk including procedures for dealing with allegations against staff.

All Staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the School's safeguarding regime and such concerns are taken seriously by SMT. The School's Whistleblowing Policy is available for all staff to read. Please contact the school office if you wish to view a copy.

Where a staff member feels unable to raise an issue with SMT or feels their concerns are not being addressed the following whistleblowing channels are open to them.

In the event of an incident occurring which may result in an action being misinterpreted and an allegation being made against a member of staff, the relevant information should be clearly and promptly recorded and reported to a member of the SMT.

Should a member of staff need additional information they may consider looking at one of these websites.

Advice on Whistleblowing <https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/>

NSPCC Whistleblowing helpline: 0800 028 5000 www.help@nspcc.org.uk

6.11 Admitting to Convictions

All staff have a duty to inform a member of the Senior Team should they receive a caution or charge from the Police (national or international) during their time of employment at the School.

Appendix 1 – aide memoire for all staff

When we speak to others we will:

- Use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- Use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- Avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.
- Speak respectfully to other adults at all times, even if we disagree with them.

As professionals we will:

- Avoid workplace gossip and negativity, especially out of school in social situations as it breeds resentment and becomes a roadblock to effective communication and collaboration.
- We all have a duty to take active steps to divert conversations away from this if we come across it.
- Maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.
- Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- Work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.
- Treat everyone with respect.
- Dress appropriately, so that we set a good example for the children and to show that we are here to work.
- Behave in a positive way despite any personal problems that we may have, especially in front of the children.
- Always inform the Senior team of any new charges or cautions which have been committed since a DBS check.
- Always inform the School Nurse of any medication we are taking which might affect our duty of care towards children. The School Nurse will then advise the Senior Team about the best way forward whilst respecting confidentiality.
- In all cases where physical intervention is deemed necessary the incident and subsequent actions should be documented and reported. This means staff should:
 - Always seek to defuse situations
 - Always use the minimum force for the shortest period necessary

- In the event of an incident occurring which may result in an action being misinterpreted and an allegation being made against a member of staff, the relevant information should be clearly and promptly recorded and reported to a member of the SMT.
- Any issues of misconduct by staff should first be reported to a member of the SMT.

Health Assured Assistance

This support facility is available to all staff for help and advice.

To find out more information on what services Health Assured can provide, please visit www.healthassuredeap.com or contact 0800 047 4097. To gain access to the Health and Well-being Portal you will require the below login credentials:

- Username: Peninsula
- Password: EAP

Appendix 2- from *Teachers' Standards Effective from 1 September 2012*
(DfE)

PERSONAL AND PROFESSIONAL CONDUCT

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating students with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must understand, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Windermere School - Staff and Volunteer Acceptable Use Policy

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communication technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that Windermere School systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.

Windermere School will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for students and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

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

For my professional and personal safety:

- I understand that Windermere School will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the Network Manager or a member of the Senior Management Team.

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 and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in School in accordance with the School's policies.
- I will only communicate with students and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

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

- When I use my mobile devices (laptops / tablets / mobile phones / USB devices etc.) in School, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will only use my personal email addresses on the School ICT systems when I am not on specific School business. (See separate section about residential staff).
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up.
- I will not upload, download or access any materials which are illegal (child sexual abuse images, criminally racist 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 programs 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 and prevent other users from being able to carry out their work.
- I will not install or attempt to install programs of any type on a School machine, or store programs on a School computer, nor will I try to alter a School's computer settings.
- I will not disable or cause any damage to School equipment, or the equipment belonging to others.
- I understand that data protection policy requires that any staff or student data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by School to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

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
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

Special Dispensation for Windermere Staff who reside on site:

For the smooth running of Windermere School, which is a boarding School, a proportion of the staff body will live on site. These particular staff members are permitted to do the following on the School's ICT system:

- Access their own personal emails, they should use a separate email address from their school email to address personal business.
- Access any legal sites through the School ICT system which are not related to School business.

I understand that I am responsible for my actions in and out of Windermere School:

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of School systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the School.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. In the event of illegal activities this could mean the involvement of the police.

I have read and understand the above and agree to use the School digital technology systems (both in and out of School) and my own devices (in School and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name:

Signed:

Date:

Windermere School acknowledges that the production of this policy has been guided through the template provided by SWGfI, esafety@swgfl.org.uk. Following the completion of the 360 degree online safety review tool produced by the e-Safety advisor. Although a template has been used every effort has been made to make this AUP applicable to Windermere School and the safety and requirements of its community.

Reviewed	Version 7	J Parry	September 2013
Approved		B Freeman	September 2013
Approved		I A Lavender	September 2013
Reviewed	Version 8	J Parry	September 2014
Reviewed and updated	Version 9 (for approval)	J Parry, R Thomas, J Davies	July 2015
Approved		I A Lavender	September 2015
Reviewed	Version 10	J Davies, J Parry	September 2016
Revised and reviewed in line with new ISI regulations and new KCSIE			
Revised	Version 16.1	January 2017	J Parry/J Davies
Reviewed	Version 17	September 2017	J Parry/J Davies
Revised and reviewed in line with KCSIE 2018/ New Online Safety Policy and more clear staff expectations in line with Protected Characteristics. Draft version to be approved.	Version 18	July 2018	J Parry
Reviewed	Version 19	September 2019	J Parry
Revised and reviewed inline with the KCSIE 2020 and amends made to the Device Policy	Version 20	September 2020	J Davies / L Moses
Approved	Version 20.1	September 2020	I A Lavender