



# **CODE OF CONDUCT POLICY**

**Priestley Smith Specialist VI School**

**January 2026**

Policy review date: January 2027

Policy status: Statutory

Responsible member of SLT: Joanna Garvey Headteacher

Reference to BCC Code of Conduct Policy and Procedure

## Aims

Priestley Smith School is committed to the rights of the child as outlined in the UN Convention and is working towards Rights Respecting Schools Gold award. This belief influences everything the school does and impacts upon all our policies.

**Article 2** The Convention applies to every child without discrimination, whatever their ethnicity, sex, religion, language, abilities or any other status, whatever they think or say, whatever their family background

**Article 3** The best interests of the child must be a top priority in all things that affect children.

**Article 13** Every child must be free to express their thoughts and opinions

**Article 23** A child with a disability has the right to live a full and decent life with dignity and independence, and to play an active part in the community.

The aims of Staff Code of Conduct Policy are to ensure staff:

- Understand the rules and values of the school
- Provides staff with a clear outline of expected behaviour

### **All staff within the Priestley Smith School are covered by this Code of Conduct.**

The following Code of Conduct has been adopted by the Governing Body of Priestley Smith School to enable it to discharge its functions under the School Staffing (England) Regulations 2009 (the "Regulations") in relation to its duty under Regulation 7 to establish procedures for the regulation of the conduct of the staff at the school.

This Code of Conduct applies to all employees in the School. All Schools are entitled to demand a level of conduct from employees which is of the highest standard. In the case of teachers, it applies in conjunction with Part B of the Teachers' Standards.

This code aims to establish the usual standard of conduct expected of all employees. Its principles will reflect the employer's core values as it sets down the way in which you, as an employee, are expected to conduct yourself.

As an employee, you must not put yourself in a position where duty and private interests conflict and you must not make use of your employment to further your private interests.

The Code consists of:

1. General Principles
2. Safeguarding
3. General Code of Conduct
  - Application and Intent
  - Personal Interest
  - Gifts and Responsibility
  - Sponsorship
  - General Confidentiality
  - Dealing with the Council's Money
  - Criminal Charges and Convictions
  - Other Employment
  - Intellectual Property and Copyrights
  - Publications and Dealing with the Press
  - Equipment and Materials
  - Political Restrictions and Neutrality
  - Equal Opportunities
  - Employment Matters
  - Discrimination/Harassment
  - Fitness for Work
  - Health and Safety
  - Attendance
  - Smoking
  - Dress Code
  - Identity Badges
  - Disciplinary Rules
  - Following Instructions

#### **1. General Principles**

As an employee you are expected to carry out your duties in accordance with the relevant policies and procedures adopted by the Governors at the School.

You are expected to uphold the following principles:

- **Selflessness:** - your decisions must be taken in terms of the values and mission of the School, and not in order to gain financial or other material benefits.
- **Integrity:** - you must not place yourself in a situation where your position is compromised.
- **Objectivity:** - all decisions must be made on merit alone.
- **Accountability:** - you must accept accountability for your decisions and actions.
- **Openness:** - you should be as open as possible about all your decisions and actions.
- **Honesty:** - you should declare any private interests relating to your duties and take lawful steps to resolve any conflicts to ensure that public interest is protected.
- **Leadership:** - you must support and promote these principles by example.
- **Conduct:** - you must avoid bringing the employer into disrepute (e.g. by the use of social networks or the internet).
- **Respect:** - you must treat others with respect.
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## 2. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect. This is linked to the school's Safeguarding Policy

Staff will familiarise themselves with our **child protection and safeguarding policy and procedures**, and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our child protection and safeguarding policy and procedures are available in the staff common and circulated at the start of every school year and when there have been updates.. New staff will also be given copies on arrival.

### 2.1 Allegations that may meet the harm threshold

This section is based on 'Section 1: Allegations that may meet the harm threshold' in part 4 of Keeping Children Safe in Education.

This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A 'case manager' will lead any investigation. This will be the headteacher, or the chair of governors where the headteacher is the subject of the allegation.

### 2.2 Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'.

For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating pupils

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns about members of staff with the lead DSL or Headteacher. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy in section 23.

Our procedures for dealing with allegations are set out in Appendix 1: Statement of Procedures for Dealing with Allegations of Abuse against Teachers, other Staff and Volunteers – this will be applied with common sense and judgement.

### **2.3 Whistle-blowing**

The school has a whistle blowing policy which can be viewed on the school website and is in the staff shared area. Whistle-blowing reports wrongdoing that it is “in the public interest” to report. Examples linked to safeguarding include:

- Pupils’ or staff’s health and safety being put in danger
- Failure to comply with a legal obligation or statutory requirement
- Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature.

Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report their concern to the Headteacher. If the concern is about the Headteacher, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the chair of the governing body.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

### **2.4. Staff-pupil relationships**

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

### **2.5. Communication and social media**

School staff’s social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils’ or parents’ social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff should be aware of the school’s online safety policy

### **2.6. Acceptable use of technology**

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils. We have the right to monitor emails and internet use on the school IT system.

## **2.7. Confidentiality**

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

## **3. General Code of Conduct**

### Application and Intent

You will be expected to act in accordance with the Code of Conduct. The Code has been designed so that you are not left in any doubt as to what is acceptable or unacceptable behaviour. The Code of Conduct places rules and regulations on certain activities and any breach of these prohibitions may lead to disciplinary action. References to Head Teacher or Principal in this document should be taken to refer to the Chair of Governors (or an appropriate person designated by the sponsor or academy trust).

### Personal Interest

You must not in your capacity as an employee:

- Allow your personal interests to conflict with the school requirements.
- Use your position improperly to confer an advantage or disadvantage on any person.

You must:

- Not disclose information given to you in confidence, or information acquired which is of a confidential nature, without the consent of a person authorised to give it.
- Not prevent another person from gaining access to information to which that person is entitled by law.
- Ensure that your relationships with colleagues, pupils, parents and governors and any other people with whom you may come into contact with in the course of your duties are professional at all times.

### Gifts and hospitality

The School seeks to maintain the highest standards of conduct and probity in its educational establishment.

The acceptance of gifts and/or hospitality by employees must be treated with extreme caution. No offer of a gift or inducement, whether made at specific occasions (e.g. at Christmas) or casually, should be accepted when the gift is made by, or indirectly by, a person, firm or organisation which, to the knowledge of the employee, has or seeks to do business of any kind with the School which maintains the School or to have an interest in its decisions.

The receipt of minor articles, often by way of trade advertisements, which will be used by the School business (e.g. diaries, calendars, office requisites, etc., which are customarily distributed at Christmas and, occasionally, at other times) is acceptable.

If you are in any doubt, you should seek guidance from your Head Teacher, Principal or Line Manager in School before accepting any gifts or hospitality offered. If there is any doubt further advice can be requested from the Local Authority's Internal Audit Office, where the School purchases the Authority's services or from their other relevant audit office.

Employees should also refrain from making any gifts to external organisations or to the employees of organisations which provide services to the School or which are potential providers of such services.

### Sponsorship

Where the School or parties to the School, including the City Council where it applies, sponsors an event or service, you, or any partner, spouse or relative must not benefit from the sponsorship.

You must seek guidance from your Head Teacher, Principal or Manager if you are involved with any event or service that the School proposes to sponsor.

### General Confidentiality

You may, in the course of your duties, obtain information which is confidential.

You must not:

- Pass on any information received or obtained through your employment to anyone who is not entitled to have that information.
- Use information for personal advantage.

You must:

- Work within the requirements of Data Protection Act 1998 and the Freedom of Information Act 2000.
- Observe the School procedures for the release of personal information held about other employees or members of the public.
- You must not misuse your position by seeking information which you do not need to know to carry out your duties.

Examples of abuse of confidence would include:

- Ill-considered gossip whether with colleagues or outsiders which may be misconstrued and re-quoted.
- Exploitation of confidential information for personal gain.
- Premature and/or unauthorised disclosure to other parties of policy proposals, with the object of generating adverse publicity e.g. to the press, interest groups.

### Dealing with School Money

You must:

- Ensure that public funds are used in a responsible and lawful manner.
- Strive to ensure value for money to the School and to avoid legal challenge.
- Ensure compliance with the schools and City Council's standing orders and financial regulations which maintained Schools are required to follow under the funding scheme for Schools.

### Criminal Charges and Convictions

In accordance with the School Staffing Regulations, the School requires all applicants to disclose criminal convictions, whether committed in the UK or elsewhere.

You must:

- Notify the School in writing if charged with any criminal offence or if convicted of any criminal offence, this includes cautions.
- If charged with an offence, advise your Head Teacher or Principal immediately after you are charged (i.e. next working day). The Head Teacher or Principal should inform the Chair of Governors immediately after they are charged.

It should be noted that the term 'conviction' includes a finding of guilt, regardless of whether or not a conviction is recorded. Failure to notify the Head Teacher or Principal in either case will constitute grounds for disciplinary action.

### Other Employment

In some instances, your contract of employment may:

- Prevent you from undertaking other employment without the written permission of your Head Teacher or Principal. This will be stated within the individual support staff contract.
- It is important that you ensure that any additional employment does not conflict with the interests of the School or affect your ability and credibility to do your job.
- Where you have more than one job, your School is responsible for ensuring that the 48 hour week is complied with. You should therefore ensure that you inform the Head Teacher or Principal about any work you undertake for other employer(s). You may opt to work more than 48 hours per week and should you wish to do so, you will need to complete the form 'Working Time Regulations Opt Out Agreement' under Supporting Documents and submit it to your Head Teacher, Principal or Line Manager for approval. This form is available on the HR portal.
- You must ensure that the School and their equipment are not utilised in connection with any other employment unless permission is given by the Head Teacher or Principal.
- If in doubt, the best thing to do is to discuss the circumstances with your manager.

### Intellectual Property and Copyrights

All intellectual property rights, (that is copyright, design rights and the right to patent inventions) relating to anything created or invented by you in the course of your duties belongs automatically to the School, unless otherwise agreed, you cannot exploit the rights to any such thing without written permission from the Head Teacher or Principal.

### Publications and Dealing with the Press

You must not:

- Publish any material which comments on the activities, policies etc of the School without the consent of the Head Teacher or Principal.
- Make comments to the press or media unless specifically authorised to do so by the Head Teacher or Principal.

Where requests for comments are received they should be passed on to the Head Teacher or Principal, who may then wish to seek advice from the press office.

Where you wish to publish an article unconnected with the School then the article must not link you to the School.

### Equipment and Materials

You must:

- Not use the equipment and premises of the School or of other places where you work during your contract of employment for unauthorised purposes.
- Only make personal telephone calls and emails when necessary and within reason. Mobile phones must be switched off or on silent when working within classrooms. It is not expected that calls will be taken, mobile phones checked for messages or text messages sent when staff are working with pupils except in an emergency situation or for urgent personal reasons discussed beforehand with a line manager.
- Only use the internet for personal use in your own time and/or in line with school policy.
- Follow the internet usage policy.

### Political Restrictions and Neutrality

There are a number of posts that are politically restricted. These fall into two broad categories:

- Specified posts
- Sensitive posts

If you are in a politically restricted post then this will be indicated in your contract of employment and you are restricted in certain political activities.

### Political Neutrality

The School will not concern itself with the political beliefs of individuals however you must not allow your own political beliefs to interfere with the work of the employer.

You may not display party political posters, including election material in the School.

### Equal Opportunities

The School is committed to the promotion and implementation of equal opportunities both internally and externally. The School aims to ensure that everyone who comes into contact with it is treated equally and not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations.

The School will recognise the differences which exist and will seek to understand the needs of people within the groups which are afforded protection or assistance through this policy.

The employer expects all its employees to uphold its Equal Opportunity in Employment Policy and to accept the duty not to discriminate, either in employment practices or in the provision of facilities and services by reference to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. For faith Schools, special exemptions under the Equality Act apply.

### Employment Matters

If you are involved in making appointments you must:

- Ensure that such appointments are made on the basis of the candidate's ability to do the job.
- Ensure that your personal preferences should not influence judgements made.
- Declare your interest where you are related to an applicant or have a close personal relationship outside School with him/her. If a Head Teacher or Principal has a personal relationship outside School their interest should be declared to the Chair of Governors in the first instance.

### Discrimination, Harassment, and Victimisation

You must treat all other employees, pupils, parents, and people with whom you come into contact with courtesy and respect, and must not make any remarks or gestures relating to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation which may cause offence.

Any complaint of discrimination, harassment, or victimisation or complaints made on the grounds of any of the protected characteristics listed above, will be taken seriously and will be the subject of a thorough investigation.

### Fitness for Work

The School accepts that alcohol is legally and freely available. You must:

- Ensure that the use of alcohol out of School does not adversely affect your work performance, the health, safety or welfare of yourself or others and does not damage the School image and reputation.
- If you are a Principal/Head Teacher or Manager, consider the options available for managing employees in the above situation and refer to the alcohol policy and guidance and also seek HR advice as necessary.
- Not consume or be under the influence of alcohol, use illicit drugs or other illegal substances while at school.
- Ensure that the use of any of them out of school does not adversely affect the work performance and safety of yourself or others, and does not bring the School and/or the City Council into disrepute.
- If taking medication you must seek the advice of your doctor to ensure that such medication will not impede your ability to do the job (e.g. operate machinery).

- Inform your Principal/Head Teacher or Line Manager of any situations where a risk to yourself or others may arise because of this.
- If you are a Principal/Head Teacher or Line Manager consider the options available for assisting employees who are required to take legally prescribed drugs and whose levels of performance has been impaired. In these circumstances a risk assessment should be undertaken.

### Health and Safety

You have a duty to take reasonable care of yourself and to cooperate with management under the Health and Safety at Work Act 1974. These responsibilities are identified in the School's/Academy's Health and Safety policy.

You are required to act at all times in accordance with this policy and generally to act in such a way to ensure your own safety and that of others.

Any action which potentially puts at risk the health and/or safety of yourself or others will be viewed seriously and may result in disciplinary action being taken.

### Attendance

Your contract of employment contains the main terms and conditions of your employment with the School.

It is expected that you are available for work during these hours and take an unpaid lunch break. You are expected to be punctual and to inform the school promptly in accordance with the Staff Absence Policy if you will not be attending work. You should contact the school by 8.15 a.m. to let them know of any absence.

You must record your attendance in accordance with your school time recording system.

### Smoking

The School is a non-smoking educational establishment

You are not permitted to smoke in any of the classrooms or educational space, or any other building owned or occupied by the School, at any time.

Smoking whilst on premises of the School may be subject to disciplinary action.

### Dress Code

There is a general expectation that dress will be appropriate to the nature of the duties and responsibilities of your teaching or support staff job.

The School values and welcomes the ethnic diversity of all its teachers and support staff and therefore dress codes will take account of ethnic and religious dress requirements with sensitivity ensuring that employees are free to observe them.

Where there is a clear justification or a health and safety reason then the School may introduce appropriate dress codes to suit the own educational establishment.

### Identity Badges

There is a general presumption that all teachers and support staff issued with identity cards/badges wear them at all times including in the school and when they represent the school. Where the Head Teacher or Principal decide that it is not practical to wear identity badges then you should have them available for inspection at all times.

### Disciplinary Rules

The School has a disciplinary procedure.

The disciplinary procedure is concerned with instances of alleged misconduct, either ordinary or gross. It is anticipated that the vast majority of breaches will be of a minor nature and that they can be resolved without recourse to a formal procedure. Some breaches will be more serious or there may be circumstances where there is repetition of a minor breach. In such circumstances the matter will be formally investigated and progressed under the formal procedure.

The School also has a separate capability procedure which provides a framework for Head Teacher, Principals, managers and employees to cope with issues of poor performance. The underlying intention of the Procedure is to give the employees who are falling below the established acceptable standards the opportunity to improve.

### Following Instructions

You are expected to follow all reasonable and lawful instructions by a person with the authority in School to issue such instructions unless:

- There is a danger to a person's health and safety.
- A conflict of interest may exist.
- It does not comply with School policy and practice.

The Head Teacher, Principal and Line Managers within the school must be able to justify their instructions and decisions in line with their delegations, authority, and School policy and procedures, and be open and respond promptly to constructive questions.

### Contract of Employment

Your contract of employment is an agreement between **the employer, and** in the case of community, community special, voluntary controlled and maintained nursery schools **the City Council**. It sets out your employment rights, responsibilities and duties and this includes the Code of Conduct.

## **Data Protection Act**

The Data Protection Act protects personal data which relates to living identifiable individuals and deals with the way in which personal information is collected, held, recorded and used.

It works in two ways:

- It gives you certain rights.
- It states that those who record and use personal information must be open about how the information is used and must follow the 8 data protection principles.

## **Freedom of Information Act 2000**

The Freedom of Information (FOI) Act (2001) gives significant rights of access to information held by all public authorities.

## **Working Time Directive**

The Working Time Regulations as amended, impose minimum requirements on employers, while at the same time allowing flexibility for teachers, support staff and employers to make arrangements which suit them. One of the basic rights is a limit of an average of 48 hours a week which a worker can be required to work. However, there is provision for an opt out agreement to be signed where both the school and the teacher or member of support staff are willing to increase or exclude the limit on working hours (also refer to the paragraph relating to 'other employment').

## **Internet Usage**

Internet Users **must not** display, access, use, extract, store, distribute, print, reveal or otherwise process any kind of image, document or other material which is sexually explicit or offensive in any other way, on any School system or on any personal device used within school e.g. mobile phone, tablet computer etc. This activity would be a violation of the School's policies, particularly those relating to conduct and discrimination.

If access to this information is required for educational purposes, a request must be submitted to the Head Teacher or Principal in writing, detailing legitimate reason for the access. If you are authorised to use this sort of material, you should take great care not to offend others when the material is revealed, and not to retain such material or access to it when it is no longer needed for business reasons.

You must not post any comments, photographs, images or conversations on social networking websites which may bring you, the school and/or the employer into disrepute. Security settings should be maintained at the highest level in order to prevent members including the public, parents and pupils seeing any of your personal information. You should also follow any specific policy which your School may have set on the use of social networking websites.

## **APPENDIX 1: Statement of Procedures for Dealing with Allegations of Abuse against Teachers and other Staff and Volunteers**

### **Introduction**

This Statement of Procedures follows the DfE Statutory Guidance Keeping Children Safe in Education Part four: Allegations of abuse made against teachers and other staff

It is about managing cases of allegations that might indicate that a person is unsuitable to continue to work with children in their present position, or in any capacity. It will be used in respect of all cases where it is alleged that an employee or volunteer, or a person with permission to be on the premises or carrying out any activity on behalf of the School has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

This will include allegations involving any type of abuse or neglect, including inappropriate relationships with pupils, grooming behaviour of any kind, possession of indecent photographs or images of children and other offences under the Sexual Offences Act 2003.

1.1. Any allegation of abuse will be dealt with as quickly as possible, in a fair, consistent and thorough way that provides effective protection for the child or children and at the same time deals fairly with the person who is the subject of the allegation.

### **2. Communicating the Procedures**

2.1. All members of the senior management team and the designated safeguarding lead with responsibility for child protection have a responsibility to ensure that all staff know about and understand paragraph 3 below.

2.2. In accordance with the DfE Statutory Guidance, all staff should also read at least Part one of Keeping children safe in education, which contains Safeguarding information for all staff.

2.3. All members of the senior management team and the designated safeguarding lead have a responsibility to be familiar with the Statutory Guidance in its entirety.

### **3. Immediately Reporting an Allegation**

3.1. Everyone who comes into contact with children and their families has a role to play in safeguarding children. If you have a concern that a person (as described in paragraph 1.1 above) may have behaved inappropriately or you have received information that may constitute an allegation you must:

- Report the facts to the Headteacher as soon as possible. All concerns will be listened to and managed appropriately; do not withhold information however trivial it may seem.
- In the absence of the Headteacher you must report the matter to the most senior person available who will carry out the Headteacher's duties in his/her absence. If the allegation concerns the Headteacher then the matter must be reported to the Chair of Governors.

- Make a signed and dated written record of your concerns, observations or the information you have received and give it to the Headteacher straight away.
- Maintain strict confidentiality.

### 3.2. You must not:

- Attempt to deal with the situation yourself.
- Make assumptions, offer alternative explanations or diminish or embellish the seriousness of the behaviour or alleged incidents.
- Keep the information to yourself or promise confidentiality.
- Take any action that might undermine any investigation or disciplinary procedure, such as disclosing confidential information, interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or parents/carers.

## 4. Duties and Responsibilities of the Headteacher

4.1. The duties and responsibilities of the Headteacher are as described in Keeping Children Safe in Education Part four: Allegations of abuse against teachers and other staff.

4.2 The Chair of Governors is Annie Bearfield