

Heathfield Community School



SAFEGUARDING and STAFF CODE OF CONDUCT POLICY

This policy must be read by all members of the Whole School Body

To be reviewed annually

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		Please see highlighted in yellow

Policies / Documents referred to in this policy	Post Holders / Persons named in this policy
This policy links to other school policies on :	

SAFEGUARDING & STAFF CODE OF CONDUCT POLICY

INTRODUCTION

This policy covers our staff code of conduct as well as general safeguarding practise. Our general principle is to treat each other as we would wish to be treated - with consideration, kindness and respect.

The aim of this policy is to safeguard and promote our students' welfare, safety, health and guidance by fostering an honest, open caring and supportive climate. The student's welfare is of paramount importance.

At Heathfield we expect and foster respect between all members of our community.

This policy covers all parts of Heathfield Community School, including the Cedar Centre, Tacchi-Morris Arts Centre and The SPACE.

Staff should at all times uphold the name of the school.

PERSONAL AND PROFESSIONAL CONDUCT

(Taken from DfE Teachers' Standards)

All school staff are 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.

- All school staff 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.
- All school staff 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.
- All school staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

SAFEGUARDING

Safeguarding is an umbrella term which includes such issues as :

- Health & Safety, bullying
- Harassment and discrimination
- Meeting the needs of students with medical conditions
- First aid
- Drug and substance abuse
- Internet safety, physical intervention
- School security
- Racist abuse
- Educational visits
- Intimate care.
- Disclosing student data.

This policy gives an overview, but more detail can be found in the individual policies.

GENERAL GUIDANCE : Safe Students, Safe Staff

All school staff must be an adult role model for students: courteous, friendly and kind. No member of staff should make suggestive or discriminatory or other inappropriate comments.

All school staff should respect students and each other at all times regardless of their sex, ethnicity, disability or sexual orientation.

No member of school staff must ever allow or engage in inappropriate verbal or physical contact of any description **towards students, colleagues or visitors.**

All school staff should be firm and fair with students. Favouritism should be avoided, as should singling out students unfairly for any negative reason.

No member of school staff should allow students or adults to engage in abusive activities such as initiation, ridiculing or bullying.

The school must develop an ethos that allows staff to feel comfortable and caring enough to point out any inappropriate attitudes or behaviour to each other **and report these accordingly to the Head or HR Officer if concerns remain.**

The school must encourage children to trust their own feelings about adult behaviour and to assert their right to determine (within sensible limits) the behaviour with which they are comfortable.

All school staff should ensure that when working individually with a student, they should be mindful of safe working practices, (e.g. where possible doors are left open), other staff are aware they are working on a one to one basis, and immediate help is available if needed.

Students and staff should dress appropriately for the working environment. No jeans or revealing clothing.

Mobile phones should not be used by staff in the classroom or anywhere in sight of students (zero phone use in school).

Physical contact should only be made with students to prevent injury or damage (unless otherwise agreed e.g. care plan).

Staff must not use student toilets **even when the school day has ended.**

Heathfield Community School believes that any act of violence, threatening behaviour or abuse against school staff is totally unacceptable and will not be tolerated.

Whenever any such behaviour occurs, the school will take reasonable and appropriate action in conjunction with Somerset County Council and Avon and Somerset Constabulary.

The Head reserves the right to ban from the school site any person deemed to be threatening or violent. The safety of students and staff is paramount.

STAFF DBS CHECKS

Evidence of DBS checks are kept electronically in the Single Central Record file by the HR Manager. This includes all staff who work on the school site during the school day and who have regular or frequent student contact. Volunteers, casual staff and governors are also included.

All staff and volunteers are to be employed using the appropriate checks, as detailed in our protocol in our Safer Recruitment Policy. **Visitors to the school must be accompanied by a staff member and wear a Visitor I.D. badge at all times. This includes occasions when visitors request to use a toilet.**

CRIMINAL ACTIONS

School employees must inform the Headteacher (Governing Body if the employee is the Headteacher) immediately if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution. The Headteacher or Governing Body will discuss this with the employee in the context of their role and responsibilities in order to help safeguard children and other employees at the school.

HEALTH AND SAFETY

Employees must adhere to the school's Health and Safety policy, procedure and guidance and must ensure that they take every action to keep themselves and everyone in the school environment safe and well **at all times.**

This includes taking immediate safety action in a potentially harmful situation (either at school or off-site) by complying with statutory and school guidelines and collaborating with colleagues, agencies and the local authority.

EXTENDED SCHOOL HOURS

Activities organised by the school, are included within the school's Safeguarding and Child Protection Policy.

When outside agencies or individuals are invited onto the school site to interact with students, the school will need written assurances of the individual DBS checks. If this is not available then these adults will not be left 1:1 or in sole charge of students **the member of staff inviting the visitor must inform the DSL/ Head Teacher and make the appropriate checks no less than 24 hours prior to the visit, failure to gain permission will result in the visit being cancelled.**

Activities organised by any external agencies should have a bespoke child protection policy, in which case the provider's policy and DBS checks will need to be assured, (e.g. cleaning / building maintenance), or all contract staff will need to be treated as a member of employed school staff for these purposes. When part of the school site is hired it is the hirer's responsibility to ensure Safer Recruitment procedures are followed for any activities involving adult supervision of children. Heathfield Community School will need to be assured of this. This is included in the lettings agreement

The HR Manager, Site Manager or Business Manager will be responsible for making these checks whenever a new member of staff is appointed, or changes made to the current cleaning staff. The ATP Manager will be responsible for checking that contractors hiring the sports facilities fully adhere and hold an up to date DBS prior to booking the facilities.

OFF-SITE PROVISION

When placing students with other Education Providers, Heathfield Community School is responsible for checking that the provider has complied with required recruitment procedures and that individuals working with students are DBS checked. The manager of the provision should provide assurances that this requirement has been adhered to. This information is held by the Designated Safeguarding Lead **and anyone organising Off-Site provision is responsible for liaising with the DSL to ensure all Safeguarding matters are resolved prior to placing any student in a provision (at least 24 hours before using the facility)**

VISITORS

The school will keep a careful check on all visitors and guests whether their visit is by invitation or unsolicited. Visitors needing access to the school's grounds will record their presence with Reception and wear a visitor's pass to identify their approved presence on site. This must include all adults on site other than paid teaching and support staff. **Visitors must be accompanied by a member of staff when on site.**

USE OF STAFF CARS

No member of school staff should drive a student home, or to any external school event or sports fixture, without permission of the parent/carer and Head Teacher except in exceptional circumstances assuming the member of staff has appropriate car insurance (usually under business cover - individual staff have a responsibility to check this).

No member of staff should ever take a young person to their home. In any one-to-one situation that is not a clear and proper part of your work, you put yourself at risk of false allegations. With the exception of an immediate risk to harm, on these occasions verbal consent must be obtained prior to transport the student, the consent must be obtained from either The Head Teacher or DSL. Whenever possible the use of a school mini bus and with two members of staff in attendance should

The chosen vehicle of choice.

USE OF ALCOHOL, ILLEGAL DRUGS and SMOKING ON SITE

The taking of illegal drugs during working hours is unacceptable and will not be tolerated. All employees are expected to attend work without being under the influence of alcohol or illegal drugs and without their performance being adversely impacted by the consumption of alcohol or illegal drugs.

If alcohol or drug usage impacts on a employee's working life, the school has the right to discuss the matter with the employee and take appropriate action, having considered factors such as the school or local authority's reputation and public confidence. Please read separate School Smoking Policy.

INFATUATIONS *

Occasionally, a child/young person may develop an infatuation with an adult who works with them. These adults should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned.

They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is above reproach.

Any Heathfield Community School member of staff who becomes aware that a child/young person is developing an infatuation, should discuss this at the earliest opportunity with the Head teacher, senior manager and parent/carer so appropriate action can be taken to avoid any hurt, distress or embarrassment.

DIGITAL COMMUNICATION *

Communication between students and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs. Adults should not share any personal information with a child or young person. They should not request, or respond to, any personal information from the child/young person, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.

Adults should also be circumspect in their communications with children so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. **They should not give their personal contact details to students including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with senior management and parents/carers.** Electronic communications between an adult and a child/young person outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based websites, e.g. social networks.

Internal e-mail systems should only be used in accordance with the school/service's policy.

Further information can be obtained from : <http://www.becta.org.uk/> See also E-safety policy and Heathfield Community School's Acceptable Use Policy (AUP).

PHYSICAL INTERVENTION *

The use of physical intervention should, wherever possible, be avoided. It should only be used to manage a child or young person's behaviour if it is necessary to prevent personal injury to the child, other children or an adult, to prevent serious damage to property or in what would reasonably be regarded as exceptional circumstances. When physical intervention is used it should be undertaken in such a way that maintains the safety and dignity of all concerned.

We will always seek to defuse situations, always use minimum force for the shortest period necessary and record and report as soon as possible after the event any incident where physical intervention has been used.

Some member of the school staff which includes the cedar centre, Learning Support and SLT are trained in Team Teach, on occasions in order to protect a vulnerable child this may be used and subsequently reported to the DSL and or HR Manager with an explanation as to way the decision was made to use this technique.

Some job responsibilities necessitate intimate physical contact with children on a regular basis, for example assisting young children with toileting, providing intimate care for children with disabilities or in the provision of medical care.

The additional vulnerabilities that may arise from a physical or learning disability are taken into account and be recorded as part of an agreed care plan, organised by our SENCO. The emotional responses of any child to intimate care should be carefully and sensitively observed, and where necessary, any concerns passed to Head teacher or senior managers and parents/carers.

The views of the child are actively sought, wherever possible, when drawing up and reviewing formal arrangements. As with all individual arrangements for intimate care needs, agreements between the child, parents/carers and the school/service are negotiated and recorded.

Please see First Aid Policy and Medical Conditions Policy for more details.

PHOTOGRAPHS and VIDEOS *

Working with students may involve the taking or recording of images.

It is not appropriate for adults to take photographs of children for their personal use. It is not appropriate for adults to take photographs of children for their personal use. Photos of students should not be taken with teachers' personal phones. If this is not possible to avoid photos should be saved to the school ICT systems and deleted from the personal phone as soon as possible.

It is recommended that when using a photograph the following guidance should be followed:

- If the photograph is used, avoid naming the student.
- If the student is named, avoid using their photograph.
- Schools should establish whether the image will be retained for further use.
- Images should be securely stored and used only by those authorised to do so.

Children Looked After should not have their photograph taken or published, unless all legal parties have given permission. Who this is differs from case to case. We will aim to gain permission for all CLA so that they can be included in group photos. See a member of the Safeguarding team if in doubt, currently Tara Smith (Safeguarding Support Officer and CLA advocate).

Photo permission letters along with data collection forms will be issued to all Year 6 students and replies collated at the beginning of Year 7. Up to date photo permission information is held on SIMS and staff should check this prior to photographing students. The permission will last for the duration of a student's time at Heathfield. Parents/Guardians can alter their permission at any time in writing.

Staff please note : When taking photos of our students on Work Experience placements, make sure there are no other children in the photo (for example if the placement is at a nursery).

* *From document "Guidance for Safer Working Practice for Adults who work with Children and Young People in Education settings"*

BAG SEARCHING AT SCHOOL

SEARCHING

- School staff can search a student for any item if the student agrees. The ability to give consent may be influenced by the child's age or other factors.
- Headteachers and staff authorised by them have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have prohibited item. Prohibited items are :
 - Knives or weapons.
 - Alcohol.
 - Illegal drugs.
 - Stolen items.
 - Tobacco and cigarette papers.
 - Fireworks
 - Pornographic images.
 - Any article that the member of staff reasonable suspects has been, or is likely to be, used to commit an offence, or
 - To cause personal injury to, or damage to the property of, any person (including the student).
- Headteachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.
- The member of staff should be of the same sex as the person being searched.
- A second member of staff should be present, to witness the search (*Year Head or Senior Management person, if possible they should also be the same sex as the person being searched*).
- The search should be carried out in private and with respect for the person's human rights (i.e. the right to expect a reasonable level of privacy).
- Only outer garments should be searched (including hats, shoes, boots, gloves and scarves).
- The students' possessions may be searched. 'Possessions' means any goods over which the student has or appears to have control - this includes desks, lockers and bags.
- Anything found must be recorded. Signature of the young person should be obtained if possible.
- Care should be taken when searching - ask the person to empty their own pockets and bags slowly.
- Teachers can only undertake a search without consent if they have reasonable grounds for suspecting that a student may have in his or her possessions a prohibited item. The teacher must decide in each particular case what constitutes reasonable grounds for suspicion. For example, they may have heard other students talking about the item or they might notice a student behaving in a way that causes them to be suspicious.

Also note :

- The power to search without consent enables a personal search, involving removal of outer clothing and searching of pockets : but not an intimate search going further than that, which only a person with more extensive power (e.g. a police officer) can do.

CONFISCATION

- School staff can seize and prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline.

Drugs create an emotive response and the media may be interested if there is a story involving schools, young people and drugs. When an accident has taken place advice should be sought from the School Drug Adviser and the LA Press Office.

Only designated members of the Senior Leadership Team (SLT) should engage with the media. It is important that any response should be in the best interests of the Young people, staff, parents/carers or others who are involved.

AFTER THE SEARCH

The power to seize and confiscate items - general - What the law allows :

- Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so.

Also note :

- The member of staff can use their discretion to confiscate, retain and/or destroy any item found as a result of a 'with consent' search so long as it is reasonable in the circumstances. Where any article is thought to be a weapon it must be passed to the police.
- Staff have a defence to any complaint or other action brought against them. The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.

Items found as a result of a 'without consent' search - What the law says :

- A person carrying out a search can seize anything they have reasonable grounds for suspecting is a prohibited item or is evidence in relation to an offence.
- Where a person conducting a search finds alcohol, they may retain or dispose of it. This means that schools can dispose of **alcohol** as they think appropriate but this should not include returning it to the student.
- Where they find **controlled drugs**, these must be delivered to the police as soon as possible but may be disposed of if the person thinks there is a good reason to do so.
- Where they find **other substances** which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include, for example, so called 'legal highs.' Where staff suspect a substance may be controlled they should treat them as controlled drugs as outlined above.
- Where they find **stolen items**, these must be delivered to the police as soon as reasonably practicable – but may be returned to the owner (or may be retained or disposed of if returning them to their owner is not practicable) if the person thinks that there is a good reason to do so.
- Where a member of staff finds **tobacco or cigarette papers** they may retain or dispose of them. As with alcohol, this means that schools can dispose of tobacco or cigarette papers as they think appropriate but this should not include returning them to the student.
- **Fireworks** found as a result of a search may be retained or disposed of but should not be returned to the student.
- If a member of staff finds a **pornographic image**, they may dispose of the image unless its possession constitutes a specified offence (i.e. it is extreme or child pornography) in which case it must be delivered to the police as soon as reasonably practicable. Images found on a mobile phone or other electronic device can be deleted unless it is necessary to pass them to the police.
- Where an **article that has been (or could be) used to commit an offence or to cause personal injury or damage to property** is found it may be delivered to the police or returned to the owner. It may also be retained or disposed of.
- Where a member of staff finds **an item which is banned under the school rules** they should take into account all relevant circumstances and use their professional judgement to decide whether to return it to its owner, retain it or dispose of it.
- Any **weapons or items which are evidence of an offence** must be passed to the police as soon as possible.

Statutory guidance on the disposal of controlled drugs and stolen items

- It is up to teachers to decide whether there is a good reason not to deliver stolen items or controlled drugs to the police. In determining what is a “good reason” for not delivering controlled drugs or stolen items to the police the member of staff must have regard to the following guidance issued by the Secretary of State :
 - **In determining what is a ‘good reason’ for not delivering controlled drugs or stolen items to the police, the member of staff should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of a seized article.**
- Where staff are unsure as to the legal status of a substance and have reason to believe it may be a controlled drug they should treat it as such.
- With regard to stolen items, it would not be reasonable or desirable to involve the police in dealing with low value items such as pencil cases. However, school staff may judge it appropriate to contact the police if the items are valuable (iPods/laptops) or illegal (alcohol/fireworks).

Statutory guidance for dealing with electronic devices

- Where the person conducting the search finds an electronic device they may examine any data or files on the device if they think there is good reason to do so. Following an examination, if the person has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so.
- The member of staff must have regard to the following guidance issued by the Secretary of State when determining what is a “good reason” for examining or erasing the contents of an electronic device :
 - In determining a ‘good reason’ to examine or erase the data or files the staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break school rules.
 - If inappropriate material is found on the device it is up to the teacher to decide whether they should delete that material, retain it as evidence (of a criminal offence or a breach of school discipline) or whether the material is of such seriousness that it requires the involvement of the police.

Also note :

- Teachers should also take account of any additional guidance and procedures on the retention and disposal of items that have been put in place by the school.

Telling parents and dealing with complaints

- Schools are not required to inform parents before a search takes place or to seek their consent to search their child.
- There is no legal requirement to make or keep a record of a search.
- Schools should inform the individual student’s parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.
- Complaints about screening or searching should be dealt with through the normal school complaints procedure.

WHAT TO DO IF A WEAPON OR DANGEROUS ITEM IS BROUGHT INTO SCHOOL

1. Any staff made aware of a weapon or dangerous item brought into school (including allegations of such).
2. Staff immediately inform Senior Leadership Team, including the Head and the Designated Safeguarding Lead.

3. Head and/or DSL to decide whether Lockdown is necessary.
4. Head and/or DSL to decide whether emergency call to police is necessary (in the case of a knife in school, or any other immediate danger, the police should be informed immediately).
5. Secure the weapon or dangerous item, keep images or other record of the item.
6. Bring the offending student/person out of general population – it is likely that they will be sent home immediately.
7. Gather evidence from all parties involved as quickly as possible and in their own writing.
8. Speak to all parents for involved children as quickly as possible to inform them about the situation.
9. Keep parents informed about the next steps about every 2-3 days until the situation is resolved.

DEALING WITH SEXUALLY ACTIVE YOUNG PEOPLE

In the case of a pregnancy or suspected pregnancy, it is Heathfield Community School's Policy to encourage the young person to inform their parents themselves (assuming it is safe to do so). This will automatically be followed up the next day by one of the designated Child Protection staff, or by another member of staff after discussion with one of the designated Child Protection staff.

Please see Child Protection Policy for other important details about dealing with sexually active young people. Fraser Competency assessment as well as current up to date safeguarding advice will be used in this incident and will only be implemented by someone from the safeguarding team and discussions with the DSL.

USE OF VIDEOS/DVDS/YOU TUBE ETC IN SCHOOL

There may be times when it is appropriate to show videos/DVDs or online clips to students. Staff must only use such material if:

1. Copyright law allows it (including streamed material).
2. The material is appropriate for the age of the audience (staff must take heed of any age restrictions on material).

Staff should have previewed any content before showing it to students and be mindful of both the actual age and the emotional age of the students in the class.

In addition, online searches should not be done live in front of a class but should be pre-checked by the teacher first (see e-safety policy for more details).

Staff must use extreme care when accessing the internet, as staff accounts are subject to a more relaxed set of filtering rules than student accounts. Any concerns can be discussed with SLT.

Visitors to the school should be aware that CCTV is in operation across the site. This may also include use of CCTV on buses and mini-buses operating independently or on behalf of the school. CCTV footage on-site is held securely and only retained as long as necessary, and in line with our retention policy. Please see the schools CCTV policy for full details.

In the event of an incident, CCTV footage will be reviewed by as few staff as possible. Images will only be shown to students on the rare occasion that they are needed to identify somebody or reflect on their own actions, but this must only be done after consultation with the SLT. Images of other children must not be shown to parents without written informed consent from all parties and in agreement with SLT.

Staff are actively discouraged from using personal devices to record images or video of students, and personal devices should never be used to record any incident or conversation.

USE OF EXPLICIT OR OFFENSIVE MATERIAL IN SCHOOL

Very occasionally explicit or offensive material might be used within the classroom. The age and maturity of the students should always be considered. Something that may be acceptable for Post 16 students at The SPACE may be inappropriate for our younger students.

If you plan to deliver content that may cause offense or involve addressing difficult issues or language, please ensure this has been agreed with your line manager beforehand by providing them with the Script, DVD extract or planned activity, it may be necessary for this to also be run past the Head. It's important that students are given good preparation in leading up to addressing these issues, with guidance on the situation being addressed. Please also consider any audience members (especially if under 18) and/or Parent/Carer's that may need to be made aware of content being addressed.

This policy should be read in conjunction with other related policies, especially the Child Protection Policy and e-safety Policy.

SOCIAL NETWORKING WEBSITES

School employees must not access social networking websites for personal use (i.e. non-job related use) during work time.

Access to some journals, blogs and social networking sites is permitted during work time for the purposes of undertaking job related duties only. School employees must act in the best interests of the school and not disclose personal data or information about any individual including staff, young people or children. This includes images. Access may be withdrawn and disciplinary action taken if there is a breach of confidentiality or defamatory remarks are made about the school, staff, young people or children.

The school respects an employee's private life. However, it must also ensure that confidentiality and its reputation are protected. Employees using social networking websites in their private life :

- Must refrain from identifying themselves as working for the school, in a way which has, or may have, the effect of bringing the school into disrepute.
- Must not identify other school employees, children or young people without their consent.
- Must not make any defamatory remarks about the school, its employees, children or young people, or conduct themselves in a way that is detrimental to the school.
- Must not disclose personal data or information about the school, employees or young people that could breach GDPR ruling, or safeguarding policy.
- Must not allow students to access their personal social networking accounts (staff should set their accounts to private) and where they are contacted by a student or any previous student under the age of 18 years.

DISCLOSING DATA

Staff should not disclose sensitive information about the school, its employees or the local authority to other parties, for example, parents or colleagues. In particular, it is good practise to avoid naming other students when speaking to parents. There are particular exceptions to data sharing, for example, disclosure of suspected or alleged abuse of a student to Child Protection Officers; discussion with a person accompanying or representing an employee in a formal meeting or disclosure under the Whistleblowing Procedure. All communication with the media must be directed through the Headteacher or their nominee.

When sharing data with the Police, a data sharing form should be completed by the Police prior to date being shared (see Designated Safeguarding Lead).

DATA PROTECTION

Due care should be taken by staff to keep all personal data about other staff, children and families secure. This includes, but is not limited, to the following :

Ensure any information about a child, including home address, phone number etc is kept secure both in school and if it is necessary to take it out of school (e.g. to take to a meeting/work from home).

Data should not be left in staff cars.

Staff must not display registers on the whiteboard as personal data may be shown to other students.

It is important that all Personal Computers are locked when not in front of them. SIMS and staff e-mails contain a large amount of sensitive information about other students and other staff members. It goes without saying that students should never, ever have access to this information – the responsibility to protect this information lies with all staff. ***Always lock your PC when leaving it unattended*** – whether prepping for a lesson, or just popping out of the classroom / office for a moment.

Once logged in it takes a second to lock, and mere moments to unlock. The fastest way to do this is by pressing the Windows Key and L (for Lock).

Files containing student or staff information should be locked in drawers/cabinets or office doors kept locked.

Sensitive information/identifiable data may also be in physical format, which should also be treated appropriately. Please ensure that all sensitive paperwork is stored securely when you are not at your desk.

Loss of data can result in personal and corporate fines. If there is a breach in data protection the ICO (Information Commissioners Office) must be notified (see ico.gov.uk for more information) – contact the GDPR Lead in the ICT Office.