

STAFF CODE OF CONDUCT POLICY

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Date Agreed	March 2026
Review Date	February 2027

Deptford Green
Staff Code of Conduct

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1. Introduction

- This code sets out clear guidance on the standards of professional conduct expected from all staff at Deptford Green School. The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct and to minimise the risk of inappropriate conduct occurring. This code seeks to safeguard the interests of all members of our school community. The reputation of the school also impacts on everyone associated with the school and is therefore something all of us will be keen to promote in our personal and professional capacities.
- This code complements and supports the statutory/guidance frameworks provided by related documents and national professional codes in existence at any time.
- School staff are in a unique position of trust and influence as role models for students. Therefore, staff must adhere to behaviour that sets a good example to all students within the school.
- Staff also have an individual responsibility to maintain their reputation and the reputation of the school, both inside and outside working hours and work setting.
- Deptford Green School requires all staff to have read and comply with this code as it applies to the role they undertake. If anyone is in any doubt as to how this code applies to them or their role, then they should seek clarification from their line manager or a member of the senior leadership team.
- The code would apply to the following groups in various ways:
 - All members of staff including teaching and support staff
 - Volunteers, including governors
 - Casual workers
 - Music tutors
 - Additional colleagues working in Inclusion such as Speech and Language Therapists
 - Temporary and supply staff, either from agencies or engaged directly
 - Student placements, including those undertaking initial teacher training and apprentices.
- Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.
- This code of conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this code staff are expected to exercise their professional judgement and act in the best interests of the students and the school.

2. Professional Behaviour and Conduct

- Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Deptford Green School expects staff to treat each other, students, parents and the wider community with dignity and respect at all times.
- Our GREAT values (Growth, Respect, Equality, Accountability, Togetherness) are the bedrock of everything we do, creating a safe and nurturing environment where students thrive. Staff are expected to reflect our values at all times.
- Staff will ensure that all information given to the school is correct.
This should include:
 - Background information (including any past or current investigations/cautions related to conduct outside of school)
 - Qualifications
 - Professional experience

- Where there are any updates to the information provided to the school, the member of staff will advise the school as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment
- Staff must act in accordance with their duty of care to students and ensure that the safety and welfare of students are accorded the highest priority.
- Staff should show fairness in their treatment of children and not exhibit behaviours such as embarrassing or humiliating students, making inappropriate jokes at the expense of students, discriminating against or favouring students.
- Staff must show tolerance of and respect the rights of others and should uphold the fundamental British values including democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs and those with none.
- Staff must have regard for the ethos and values of the school. They must not do or say anything which may bring the school or governing body into disrepute. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school. Staff should act in accordance with the school's policies and procedures at all times.
- Staff should adopt a positive 'can-do' attitude to stimulate a positive culture in the school. The use of praise is encouraged to reinforce good behaviours and staff should lead by example in terms of punctuality, quality and setting high standards.
- Staff should endeavour to foster positive relationships with all members of the school community. The points below are indicative of behaviours which may promote the sorts of relationships we would wish to see in our school community and are not intended as a definitive solution to what is a very complex area:
 - Demonstrating courtesy, politeness, tolerance, tact, and good manners
 - Avoiding angry confrontations, seeking to de-escalate situations where appropriate
 - Respect parents, stakeholders, and colleagues with differing views
 - Be honest and remain objective
 - Show appreciation for different skills and contributions within the school
 - Seek to resolve issues promptly and appropriately through discussion
 - Respect privacy and avoid gossip, supporting each other as appropriate

3. Absence

- Staff will familiarise themselves with the Staff absence procedures.
- Staff should complete an Application for Absence (AfA) form for any planned absence from school. This should usually be completed at least two weeks before any absence. Relevant documentation is found on The Green.
- Any unscheduled absence, such as an absence as the result of illness, should be phoned in using the school's Coverline and before 7am on the day of the absence. All staff should be cognisant with the school's absence procedure.

4. Behaviour Management

- Staff must access and read the relevant Student Passports for any SEND students in their classes and plan lessons accordingly.
- Staff should always avoid shouting at students and instead employ other agreed techniques and strategies, including using the Patrol system.
- Staff should always be mindful of the language they use with students and the impact this can have. Descriptors such as *dumb* or *stupid* are not appropriate, even when describing a behaviour (i.e., 'your behaviour was stupid').
- Staff will familiarise themselves with the school's behaviour policy and principles

5. Safeguarding

- All staff attend and engage with safeguarding training as part of their induction.
- All staff engage at least annually with statutory safeguarding training.
- All staff have access to the safeguarding policy, staff factsheets and other key safeguarding information. This can all be located in the 'all staff' team in Microsoft teams. Staff should make sure they familiarise themselves with these things.
- Staff will familiarise themselves with our 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.
- Staff have a duty to safeguard students from harm, and to report any concerns they have on CPOMS immediately. This includes physical, emotional and sexual abuse, and neglect.
- Staff should always sign in and out of the building (including if a staff member only leaves the building for a short time during the day). This is an essential safeguarding and health and safety measure. Staff will only use the front entrance, unless they cycle into school, in which case they should use the back gate and sign in via the canteen. On no occasion should the side gate be used for personal use.
- If for any reason a colleague is disqualified from the profession, they must inform school immediately.
- If any colleague incurs a criminal offence, they are contractually obliged to inform the school immediately.
- If staff have a safeguarding concern relating to another member of staff, they should use the button on the Green to report this so that the relevant senior members of the school are notified.

6. Dress and Appearance

Deptford Green Secondary School – Creative Professional Dress Code for Staff

Deptford Green is a vibrant, diverse, and creative community school. Our dress code is based on the principle of 'creative professionalism', balancing individual creativity with a professional appearance, while also respecting the diverse cultural environment of our school.

While no dress code can cover every situation, we ask that staff members apply common sense, good professional judgment, and consider the subject they teach or the area of the school they work in.

Guiding Principles:

1. Creativity and Professionalism:

Staff are encouraged to express their individuality and creativity through their dress while maintaining a professional appearance.

2. Practicality and Appropriateness:

Clothing should be practical and comfortable for a variety of tasks, from working with students to supervising activities and moving around the school. Staff should avoid attire that is revealing.

3. Cultural Sensitivity and Respect:

We celebrate and respect the cultural diversity of our staff and students. Staff are encouraged to wear culturally significant clothing or accessories, if they are appropriate for the school environment and respectful of others.

4. Dress for your day:

Staff should be mindful of any events, meetings or presentations that they are attending and ensure that they are dressed appropriately for them.

Acceptable Attire:

- **Smart casual clothing**
For example, tailored trousers, skirts, blouses, shirts, dresses
- **Denim Jeans and Shirts:**
Smart denim jeans and shirts are acceptable, provided they are not overly distressed, baggy or torn. T-shirts are appropriate, if they have a minimalist design (i.e. not graphic or slogan heavy) and are paired smartly.
- **Trainers and Footwear:**
We understand that colleagues spend much of their time on their feet, so clean and neat trainers are allowed. Comfortable flats, loafers, and boots are also appropriate for a professional, creative environment. Closed-toe shoes are preferred for safety reasons. Flip flops and sliders are not appropriate.

Unacceptable Attire:

- **Excessively Casual Clothing:**
Items like gym clothing, sweatshirts, hoodies, leggings, tracksuits, or overly casual activewear are not appropriate for the school environment unless you are teaching PE or Dance. Oversized, baggy or athletic t-shirts are not appropriate
- **Inappropriate Graphic Prints:**
While subtle graphics and patterns are encouraged, clothing with offensive, inappropriate, or distracting images or messages is not permitted. Attire should contribute to a positive, inspiring atmosphere for both students and colleagues. Please also refrain from wearing clothing with large or distracting logos or brand names.
- **Worn or Damaged Clothing:**
Clothing should be in good repair, free of significant wear and tear. Please avoid wearing items with holes, stains, or visible damage.
- **Revealing Clothing:**
Please avoid wearing clothing that reveals too much of your back, your chest, your legs, your stomach or your underwear

By adhering to this dress code, we maintain a positive and creative professional environment that enhances learning and reflects our values as a diverse and innovative school. If you have any questions or concerns about the dress code, please ask HR or a senior member of staff.

7. Smoking, alcohol, e-cigarettes/vapes, and other substances

To protect pupils, staff and the school's reputation, this clause sets clear standards on alcohol, drugs, smoking and vaping for all staff and those representing the school.

This clause applies to all employees while on duty or identifiable as school staff. The school may also take action where off-duty conduct raises safeguarding concerns or brings the school into disrepute.

7.1 Prohibition

Staff must not consume, possess, supply or be under the influence of alcohol, illegal drugs, psychoactive substances or any prescription medication not prescribed for them, while on duty, on school premises, in school vehicles, during school activities or trips or when otherwise representing the school.

Smoking and the use of e-cigarettes/vapes are prohibited in the same circumstances.

7.2 Immediate action, testing and evidence

Any staff member reasonably suspected of being under the influence while at work will be removed from supervisory duties pending a confidential investigation. The school will arrange safe transport home where appropriate.

The school may use reasonable, proportionate testing (for example breath or saliva tests) only where there is a clear, documented cause and in line with employment law.

7.3 Safeguarding and external agencies

Where there is evidence of supply to students, a safeguarding risk, or criminal activity, the school will follow its safeguarding procedures and involve external agencies, including the police, as required.

7.4 Support and reasonable adjustments

The school will offer access to occupational health, counselling and confidential support. Reasonable adjustments will be considered for staff taking prescribed medication that affects fitness for work; staff must notify their manager if medication may impair their ability to work safely.

7.5 Sanctions

Breaches of this clause will be investigated under the disciplinary procedure and may result in sanctions up to and including dismissal, particularly where pupils are put at risk or illegal substances are involved.

7.6 Limited Exception

Alcohol may only be reasonably consumed on school premises with the express written permission of the Headteacher for a specified event such as an evening or weekend social function or a celebration event; such permission does not permit staff to be on duty or supervising pupils while under the influence.

8. Relationships with Students

- Staff must maintain professional boundaries with students appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably. Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.
- Staff must not establish or seek to establish social contact with students for the purpose of securing a friendship or to pursue or strengthen a relationship. If a young person seeks to establish social contact, you should exercise your professional judgement in making a response and be aware that such social contact could be misconstrued. You should share this with your line manager as soon as possible.
- Staff must not develop personal or sexual relationships with students and should not engage in any sexual activity with a student. Sexual activity does not just involve physical contact including penetrative and non-penetrative acts.
- Working Together to Safeguard Children defines sexual abuse as ... 'forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Section 16 of The Sexual Offences Act 2003 provides that it is an offence for a person aged 18 or over (e.g., teacher, youth worker) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. A situation where a person is in a position of trust could arise where the child is in full-time education and the person looks after children under 18 in the same establishment as the child, even if s/he does not teach the child.
- Staff should be mindful of section 16 of The Sexual Offences Act 2003.
- Staff must not make sexual remarks to a student, discuss their own sexual relationships with, or in the presence of, students or discuss a student's sexual relationships in an inappropriate setting or context.

- Contact with students should be through Deptford Green School's authorised mechanisms. Personal phone numbers, email addresses or communication routes via all social media platforms should not be used and staff should not share their home address with students. If contacted via an inappropriate route the member of staff must inform the Headteacher immediately.
- Staff must read the school's *ICT and Internet Acceptable Use Policy* carefully and follow all advice and guidance contained within it.
- It is accepted that there may be exceptional circumstances such as a staff member also being a parent/relative of a student, or a pre-existing close family friend of the student's family. In these instances, staff should only accept friend/follow requests with the knowledge and express permission of the parent of the students in question.

9. Infatuations

- It is not unusual for students or, sometimes, their parents to develop infatuations towards members of staff. All such situations must be responded to sensitively to maintain the dignity of those concerned.
- Staff should also be aware that such circumstances carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. Any indications of an infatuation towards yourself or another member of staff must be reported to your line manager.

10. Gifts/Hospitality

- All staff should be aware that the acceptance of gifts and hospitality may compromise their professional position. If you accept any gifts, hospitality, awards, prizes, or any other benefit which might be seen to compromise the personal judgement or integrity ensure that your line manager is aware of this.
- While we are aware many pupils and their parents/carers may wish to give gifts to staff, e.g., at the end of the school year, gifts from staff to students are not acceptable.

11. Physical Contact with Students

- There are occasions when it is entirely appropriate and proper for staff to have physical contact with students, but it is crucial that they only do so in ways appropriate to their professional role. A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with students it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, culture, and background.
- Where feasible, staff should seek the child's permission before initiating contact. Staff should listen, observe, and take note of the child's reaction or feelings and so far as is possible, use a level of contact which is acceptable to the child for the minimum time necessary.
- It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Staff should, therefore, always use their professional judgement.
- Staff should be aware that even well-intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described. Staff should never touch a child in a way which may be considered indecent. Always be prepared to explain actions and accept that all physical contact be open to scrutiny. Staff must not engage in rough play, tickling or fun fights with students.
- Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. Such experiences may sometimes make a child exceptionally needy and demanding of physical contact and staff should respond sensitively by deterring the child through helping them to understand the importance of personal boundaries.
- Staff supervising PE and games or providing musical tuition should demonstrate the use of a particular piece of equipment/instrument on another member of staff if possible. However, they may be required to initiate physical contact with students to support a child to perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or to assist them with an exercise. Contact under

these circumstances should be done with the student's agreement, for the minimum time necessary and in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the student. Students should be made aware that where a staff member is concerned that there is an immediate risk of injury to the students which could be prevented by physical intervention, this will take place, potentially with no opportunity of warning the student in advance.

- Physical contact must never be secretive, for the gratification of the adult or represent a misuse of authority.
- If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be reported to your line manager, recorded and, if appropriate, a copy placed on the child's file.
- Staff should refer to Deptford Green School's Behaviour for Learning Policy, Health, Safety and Welfare Policy and the Child Protection and Safeguarding Policy.

12. Child in Distress

- There may be occasions when a student is in distress and in need of comfort as a reassurance. This may include age-appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.
- Such incidents should always be recorded and shared with your line manager. If you have a particular concern about the need to provide this type of care and reassurance you should seek further advice from your line manager.

13. Showers and changing

- Students are entitled to respect and privacy whilst they are changing or showering after PE or swimming. However, there needs to be an appropriate level of supervision in order to safeguard young people, meet health and safety requirements and to ensure that bullying does not take place. The supervision should be appropriate to the needs and age of the students and sensitive to the potential for embarrassment.
- Staff should be vigilant about their own behaviour and announce their intention of entering a changing room. Staff must not change or shower in the same place as children.

14. One to one situations

- Staff working individually with students should be aware of the potential vulnerability of students and staff in such situations. Staff should manage these situations with regard to the safety of the student and to themselves.
- Individual work with students should not be undertaken in isolated areas or rooms where there is no external viewing panel. Doors should remain open if there are no such rooms available. Where it is necessary to close doors for reasons of confidentiality a colleague should be made aware of this and asked to remain vigilant.

15. Transporting students

- In certain circumstances it may be appropriate for staff to transport students offsite, for example sports fixtures, swimming lessons or other out of school activities. A designated member of staff should be appointed to plan and provide oversight of all transport arrangements and to respond to any difficulties that may arise.
- Staff should ensure that the transport arrangements and the vehicle meet all legal requirements. Staff should ensure that the driver has the appropriate license for the vehicle, that the vehicle is roadworthy, has a valid MOT certificate and is appropriately insured and that the maximum capacity is not exceeded.

- Staff should ensure that the driver is not distracted while the vehicle is in motion for any reason other than an emergency.
- Staff should ensure that all passengers are seated at all times and wearing correctly fastened seatbelts.
- On admission the parent/guardian signs a form indicating consent to the transporting of students offsite for the purposes of fieldwork, non-sporting activities related to the curriculum, and if selected to represent the school in a sporting activity. Details of school journeys further afield requiring transport, (including all residential trips), will be given to parents in a letter and separate consent forms will be issued. Staff should be aware that the safety and welfare of the students is their responsibility until this is safely passed back to their parent/carer.
- Staff should never transport students while under the influence of alcohol or drugs, or if they feel that their ability to drive safely is impaired for any reason.
- Staff should not transport students in their own personal vehicle as this would usually not have the relevant insurances in place. In exceptional circumstances it might be necessary to transport a student in this way, but it must be with the consent of the Designated Safeguarding Lead at the earliest opportunity and where possible beforehand, with the relevant safeguarding measures in place.

16. Conduct outside of work

- Staff will not act in a way that would bring the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media, any conduct of this nature could lead to disciplinary action

17. Online Safety

- Staff should follow Deptford Green School's *ICT and Internet Acceptable Use Policy*.
- Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, or the school community into disrepute. Staff should adopt the highest security settings on any personal profiles they have.
- Staff should remain mindful of their digital footprint and exercise caution in all their use of social media or any other web-based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups. Staff should exercise care when using dating websites where staff could encounter students.
- 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 must not contact students, accept, or initiate friend requests nor follow student's accounts on any social media platform. Staff must not communicate with students via social media, websites, instant messenger accounts or text message. The only acceptable method of contact is via the use of school email accounts or telephone equipment. (Where there is a pre-existing relationship with a student please see section 5)
- Staff should not contact students' family members, accept, or initiate friend requests or follow students' family member's account on any social media platform. Where there is a pre-existing relationship with a pupil/student please see section 5)
- However, Deptford Green School acknowledges that staff who are also parents may wish to contact other parents, who are friends, over social media. Staff must exercise caution and professional judgement in these circumstances and should not have any contact with students' family members via social media if that contact is likely to constitute a conflict of interest or call into question their objectivity. Staff who are not parents who are friends on social media with parents/guardians of students should be equally mindful of this eventuality.
- Mobile phones and personally owned devices such as tablets should not be used during lessons. Mobile phones should be on silent mode at all times. Staff should be cognisant of the data protection laws around sharing school data.

- The camera and filming functions of personal mobile devices must not be used in school, on school trips or on official school business.
- Mobile phones and personally owned mobile devices brought into school are the responsibility of the device owner. Deptford Green School accepts no responsibility for the loss, theft, or damage of personally owned mobile phones or mobile devices.

18. Photography, video, and images of children

- Many school activities involve recording images as part of the curriculum, extra school activities, publicity or to celebrate an achievement. In accordance with The Data Protection Act 1998 the image of a student is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/guardian of a student for any images made. It is also important to consider the wishes of the student, remembering that some students do not wish to have their photograph taken or be filmed. There is a list available from the Designated Safeguarding Lead that indicates where parents/guardians did not grant their consent on admission for images to be utilised in line with school policy.
- Using images for publicity purposes will require the age-appropriate consent of the individual concerned and their parent/guardian. Images should not be displayed on websites, in publications or in a public place without their consent. Staff should also be clear about the purpose of the activity and what will happen to the photographs/images/video footage when the lesson or activity is concluded.
- Photographs/stills or video footage of students should only be taken using school equipment for purposes authorised by the school and should be stored securely and only on school equipment.
- Staff should ensure that a member of the Senior Leadership Team is aware of the proposed use of photographic/video equipment and that this is recorded in lesson plans. All photographs/stills and video footage should be available for scrutiny and staff should be able to justify all images/video footage made.
- Staff should remain aware of the potential for images of students to be misused to create indecent images of children and/or for grooming purposes. Therefore, careful consideration should be given to how activities which are being filmed or photographed are organised and undertaken. Particular care should be given when filming or photographing young or vulnerable students who may be unable to question how or why the activities are taking place. Staff should also be mindful that students who have been abused through the use of video or photography may feel threatened by its use in a teaching environment.
- A student or parent might request the removal of a photograph from a publication or school display for personal reasons, including students who are Trans and have changed (or are changing) gender identity. This should be respected, and images removed immediately.

19. Confidentiality

- Members of staff may have access to confidential information about students, their parents/carers or their siblings. Staff must not reveal such information except to those colleagues who have a professional role in relation to the student on a need-to-know basis.
- Staff should never use confidential or personal information about a student or her/his family for their own, or others' advantage (including that of partners, friends, relatives, or other organisations). Information must never be used to intimidate, humiliate, or embarrass the student.
- Staff should not speculate or gossip about students, their families, or their personal circumstances.
- 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, 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 by a senior member of staff with the appropriate authority to deal with the matter.
- Staff have a statutory obligation to share with Deptford Green School's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare

or safety of a student or that might suggest a student is in need or at risk of significant harm. Staff should pass on information without delay in accordance with Deptford Green School's Child Protection and Safeguarding policy and procedures and this should be recorded on CPOMS. Staff must never promise a student that they will not act on or pass on any information that they are told by the student. Also refer to section 3.

- Staff should refer to the Department of Education's document Information sharing: advice for practitioners providing safeguarding services³ for further guidance on information sharing. If you are in any doubt about whether to share you should seek guidance from a member of the senior leadership team.
- Any media or legal enquiries should be passed to the senior leadership team and only approved staff and Governors should communicate to the media about the school.

20. Communication

- Getting a person's name right is important, whether this is a student or a colleague. Using a person's 'agreed' and 'preferred' name and pronouns is appropriate. Occasionally for various reasons a student's name might change. This is agreed with home and should be the name that staff then use moving forward.
- As a general rule staff should refer to parents as Mr, Ms or Mx (surname) and should encourage parents to reciprocate this, not inviting parents to call them by their first name. This helps to maintain a professional distance.
- Staff must ensure that they regularly check their emails for important school messages, they must always check the 'cover email' sent before 8am each day. Staff should be familiar with the School's Email Protocol.
- Staff must ensure that they attend weekly briefing, in person or remotely and follow up with notes or recordings when they are absent from a briefing.

21. Email Protocol

- Before sending emails consider:
 - Would your message be better communicated face to face or over the phone?
 - Is your message short, to the point and striking the right tone?
 - Are the people you have copied in appropriate? Do you need to 'reply all'?
 - Is your email professional?
- Set time aside at the beginning and the end of the school day to check and respond to emails.
- Always have a subject for your email and make sure its clear (it will help when searching later).
- At the beginning of the day check the cover email and for any tutor notices.
- Never send emails before 7am or after 7pm Monday to Thursday. Never send internal emails before 7am and after 5pm on Fridays. Never send emails on a weekend.
- Attempt to reply to emails within 48 hours. Responses should not be anticipated sooner than this.
- Always begin emails by addressing the recipient and end them with the formal school's signature.
- There are email groups arranged on Outlook, such as HODs, using these should save you time and avoid emails to whole staff.
- Always report Safeguarding incidents using the CPOMS system on The Green and not by email. Speak face to face with relevant members of the Safeguarding team, Heads of Year, or members of the SLT before you leave the building.
- If the message is urgent, don't email it and instead call or speak to someone face to face to make sure the message has been received
- Performance management, feedback from lessons and leverage targets should always be discussed face to face.
- Any message that requires dialogue is better in a meeting.
- Complex issues should be discussed in a meeting.

- Anything that the recipient might perceive as 'bad news' should be discussed in a face-to-face meeting.
- Venting frustrations is best done after a period of reflection and not over email.
- Always end emails with the formal school's signature (installed from your desktop).
- An email can be contractually binding (as binding as sending a signed letter). Therefore, care should be taken when expressing personal views that they cannot be misinterpreted as belonging to the School or the LA.
- Never use your work email address for personal matters.
- Never use your work email address when posting comments on public bulletin boards or chatrooms.
- Never participate in chain emails where you are asked to forward an email to a number of others.
- Never send emails that are offensive, threatening, defamatory or illegal. Emails can be used as evidence in libel cases.
- Be professional and careful about what you say to others; email is easily forwarded on. Only put in an email what you would be prepared to say to someone's face.
- Never copy parents of students into group emails.
- Our network is time sensitive and for security reasons your PC or laptop will lock itself after several moments of inactivity. However, staff are responsible for their computer and protecting the information that is on it.
- Staff who are absent from work for longer than a week might have their account opened by another member of staff.
- If you receive an email that is obviously spam, has a virus, or is adult in nature delete it immediately.

22. Whistleblowing

- Whistleblowing is the mechanism by which staff can voice their concerns, without fear of repercussion. The school has a whistleblowing policy which can be found in the All Staff policies area of Microsoft Teams.
- All school staff have a duty to report any behaviour by a colleague which raises concern. Staff should refer to Deptford Green School's Whistleblowing Policy for further guidance. This is particularly important where the welfare of students may be at risk.

23. Sexual Harassment

Sexual harassment is any unwanted physical, verbal or non-verbal conduct of a sexual nature that has a purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It also includes treating someone less favourably because they've submitted or refused to submit to unwanted conduct of a sexual nature in the past, or harassment related to sex or gender reassignment. When this behaviour is unwanted, it includes (but isn't limited to):

- Unwanted physical conduct or 'horseplay' including; touching, pinching, pushing and grabbing.
- Continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome.
- Sending or displaying material that is pornographic, or that some people might find offensive.
- Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless).
- Offensive emails, text messages or social media content.
- Comments and jokes of a sexual nature.
- Sexually suggestive looks and staring.
- Sexual propositions and advances.
- Promising things in return for sexual favours.
- Physical contact such as massaging, hugging or kissing.
- Sexual contact on social media.

Staff will help create a positive environment that works to prevent sexual harassment. This includes calling out sexual harassment that they witness. All witnesses will be provided with appropriate support and will be protected from victimisation.

If a staff member is concerned at any point about incidents of sexual harassment (either directed at them or someone else), they should report their concern to the Head of HR or the Headteacher. If the concern is about the Headteacher or Head of HR, 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 board, Sid Hughes. The school will investigate any complaints in a timely, respectful and confidential manner.

The school will monitor the treatment and outcomes of any complaints of sexual harassment or victimisation received to make sure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved and workforce training is targeted where needed.

24. Compliance

- All staff must sign to confirm they have read, understood, and agree to comply with this code of conduct.