



SAFEGUARDING AND CHILD PROTECTION POLICY

Including Staff Code of Conduct

2026-2027

Approved by LA:	Autumn 2026
Internal review due:	September 2027
Full review and ratification due:	September 2027
Signed on behalf of the Local Advisory Board (LAB) by the Headteacher	

This statutory policy will be reviewed annually, following legislative change, following safeguarding audits or following incidents where lessons can be learned.

Contents

1.0 Ethos and Values
2.0 Aims of the Policy and Statutory Framework
3.0 Safeguarding Statement
4.0 Roles and Responsibilities
5.0 Types of Abuse and Specific Safeguarding Concerns
6.0 Online Safety and Emerging Technologies
7.0 Child-on-Child Abuse
8.0 Violence Against Women and Girls (VAWG)
9.0 Mental Health and Emotional Wellbeing
10.0 Reporting Safeguarding Concerns
11.0 Allegations Against Staff and Low-Level Concerns
12.0 Safer Recruitment
13.0 Record Keeping and Information Sharing
14.0 Governance and Monitoring
Appendix 1: Key Safeguarding Contacts
Appendix 2: Categories of Abuse and Possible Indicators
Appendix 3: Safeguarding Reporting Flowchart
Staff Code of Conduct

1.0 Ethos and Values

At Park Aspire, we are underpinned by our values: Respectful, Resilient, Ready and apply these to all we do. We also firmly believe that relationships are our foundation of learning, behaviour and well-being. Many pupils arrive with fractured trust, unmet needs and trauma-related behaviours. This policy outlines how we prioritise creating a safe environment in a nurturing, courteous and mutually respectful manner.

2.0 Aims of the Policy and Statutory Framework

The aims of this policy are to:

- Protect children and young people from harm.
- Promote a culture of safeguarding throughout the school.
- Ensure all staff understand their safeguarding responsibilities.
- Support early intervention and Family Help.
- Establish clear reporting and referral procedures.
- Promote effective multi-agency working.
- Safeguard children both online and offline.

This policy should be read alongside:

- Keeping Children Safe in Education 2026
- Working Together to Safeguard Children 2023
- Children Act 1989
- Children Act 2004
- Education Act 2002
- Equality Act 2010
- Human Rights Act 1998
- Data Protection Act 2018
- Prevent Duty Guidance
- Sexual Violence and Sexual Harassment Between Children in Schools and Colleges
-

3.0 Safeguarding Statement

Park Aspire recognises that:

- Safeguarding and promoting the welfare of children is everyone's responsibility.
- All staff have a role in identifying concerns and taking action.
- Abuse, neglect and exploitation can occur both inside and outside school, including online.
- Children with SEND may face additional safeguarding barriers.
- No single practitioner can have a full picture of a child's needs.

The school is committed to creating an environment where children:

- Feel safe.
- Know how to seek help.
- Are listened to and respected.
- Have trusted adults available to support them.
- Receive timely intervention when concerns arise.

4.0 Roles and Responsibilities

4.1 Local Advisory Board

The Local Advisory Board will:

- Ensure safeguarding remains a strategic priority.
- Ensure statutory requirements are met.
- Monitor safeguarding effectiveness.
- Review safeguarding data and trends.
- Ensure safer recruitment procedures are followed.
- Review filtering and monitoring arrangements annually.
- Appoint a Safeguarding Governor.
- Ensure appropriate safeguarding training is completed.

4.2 Headteacher

The Headteacher will:

- Promote a strong safeguarding culture.
- Ensure safeguarding policies are implemented effectively.
- Support the DSL and Deputy DSLs.
- Ensure staff receive safeguarding training.
- Ensure safeguarding concerns are acted upon promptly.
- Manage allegations and low-level concerns appropriately.

4.3 Designated Safeguarding Lead (DSL)

Beki Farrar - Assistant Headteacher (Safeguarding and Attendance)
Email: safeguarding@parkaspire.co.uk

The DSL will:

- Lead safeguarding and child protection practice.
- Provide advice and guidance to staff.
- Make referrals where appropriate.
- Maintain safeguarding records.
- Deliver safeguarding training.
- Monitor vulnerable pupils.
- Coordinate multi-agency working.
- Promote educational outcomes for vulnerable children.
- Lead on online safety and emerging safeguarding risks.

4.4 Deputy Designated Safeguarding Leads

PC Georgie Knappy - Safer Schools Officer; Richard Morris – Headteacher; Martin Byron - Assistant Headteacher / SENDCo
Email: safeguarding@parkaspire.co.uk

Deputy DSLs will support the DSL and undertake safeguarding duties in their absence.

4.5 All Staff

All staff must:

- All staff, including those who do not work directly with children, must read and understand Part One of Keeping Children Safe in Education 2026 and confirm this annually.
- Attend safeguarding training and updates.
- Report concerns immediately.
- Maintain professional curiosity.
- Record safeguarding concerns accurately.
- Follow school safeguarding procedures.
- Contribute to a culture of safety and vigilance.

5.0 Types of Abuse and Specific Safeguarding Concerns

Staff should be alert to indicators of:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect
- Child Sexual Exploitation (CSE)
- Child Criminal Exploitation (CCE)
- County Lines
- Domestic Abuse
- Radicalisation
- Honour-Based Abuse
- Forced Marriage
- Female Genital Mutilation (FGM)
- Serious Violence
- Child-on-Child Abuse
- Online Abuse
- Children Missing Education

Concerns should always be reported to the DSL without delay.

6.0 Online Safety and Emerging Technologies

The school recognises that technology forms an integral part of modern life.

Emerging safeguarding risks include:

- Cyberbullying.
- Online grooming.
- Harmful online content.
- Sextortion.
- Livestreaming risks.
- Gaming platforms.
- Deepfakes.
- AI-generated content.

- AI-generated indecent imagery.
- Image-based abuse.
- Nudification applications.
- Encrypted messaging services.

The school will:

- Deliver online safety education.
- Maintain effective filtering and monitoring systems.
- Review filtering and monitoring annually.
- Train staff regarding emerging technological risks.
- Respond promptly to online safeguarding concerns.

7.0 Child-on-Child Abuse

Park Aspire maintains a zero-tolerance approach to child-on-child abuse.

This may include:

- Bullying
- Cyberbullying
- Sexual harassment
- Sexual violence
- Physical abuse
- Harmful sexual behaviour
- Coercive behaviour
- Initiation or hazing behaviour
- Image-based abuse

The school will never dismiss such behaviour as:

- Banter
- Horseplay
- Growing up
- 'Having a laugh'

All incidents will be taken seriously and responded to appropriately.

8.0 Violence Against Women and Girls (VAWG)

The school recognises its responsibility to challenge attitudes and behaviours that contribute to violence against women and girls.

The school will:

- Promote equality
- Promote respect and dignity
- Challenge misogyny

- Address harmful stereotypes
- Teach healthy and respectful relationships
- Promote understanding of consent
- Foster a culture of inclusion and safety

9.0 Mental Health and Emotional Wellbeing

Park Aspire recognises that mental health concerns can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect, exploitation, trauma or adverse childhood experiences. Whilst only appropriately trained professionals should make a diagnosis of a mental health condition, all staff are well placed to identify pupils whose behaviour or presentation suggests that they may require additional help or protection.

Staff should be particularly alert to persistent changes in behaviour, attendance, engagement, emotional wellbeing, self-care, relationships, academic progress or presentation. Such changes may indicate that early help, family help, pastoral support or safeguarding intervention is required.

Where mental health concerns are also safeguarding concerns, child protection procedures will take precedence and staff must follow the school's safeguarding reporting procedures without delay.

Staff should remain alert to:

- Self-harm
- Anxiety
- Depression
- Withdrawal
- Emotional dysregulation
- Significant behavioural changes
- Suicidal ideation
- Attendance concerns

Where concerns raise safeguarding issues, safeguarding procedures will be followed immediately.

10.0 Reporting Safeguarding Concerns

At Park Aspire, all 'Causes for Concern' are recorded on the yellow CFC form, which can be found in numerous places around school. These are then uploaded onto CPOMS, by, or under the direction of, the DSL.

Any member of staff who has concerns about a child must:

1. Act immediately.
2. Record factual information.

3. Inform the DSL or Deputy DSL without delay.
4. Continue to monitor where appropriate.

Staff must never assume someone else has acted.

Safeguarding Contact Email - safeguarding@parkaspire.co.uk

Staff, pupils, parents, volunteers and visitors may report safeguarding concerns using this email address.

If a child is at immediate risk of harm:

- Contact Children's Social Care and/or Police immediately.
- Inform the DSL as soon as possible.

Where concerns do not meet statutory thresholds, the school may initiate or contribute to Early Help / Family Help support to address emerging needs before concerns escalate.

11.0 Allegations Against Staff and Low-Level Concerns

The school promotes a culture of openness and transparency.

All allegations and low-level concerns regarding adults working with children must be reported immediately and managed in accordance with statutory guidance and Trust procedures.

Low-level concerns include behaviour that:

- Is inconsistent with the staff Code of Conduct.
- Does not meet the harm threshold.
- May indicate a pattern of behaviour requiring review.

12.0 Safer Recruitment

The school is committed to safer recruitment and will:

- Undertake all required employment checks.
- Maintain a Single Central Record.
- Ensure recruitment panels include trained personnel.
- Follow safer recruitment guidance.
- Verify identity, qualifications and suitability before appointment.

Safer recruitment trained staff are: Richard Morris, Beki Farrar, Martin Byron, Richard Bull, Sarah Batty.

13.0 Record Keeping and Information Sharing

The school will:

- Maintain secure safeguarding records (CPOMS)
- Share information appropriately and lawfully
- Record decisions and actions taken (CFC forms and CPOMS)
- Store records in line with data protection requirements
- Transfer safeguarding records securely when pupils move settings

Accurate and timely record keeping is essential

14.0 Governance and Monitoring

The Headteacher, DSL and Local Advisory Board will regularly monitor:

- Safeguarding referrals
- Child protection activity
- Attendance
- Behaviour trends
- Child-on-child abuse incidents
- Online safety concerns
- Staff safeguarding training
- Filtering and monitoring effectiveness
- Safeguarding outcomes
- Findings will inform ongoing school improvement
- The effectiveness of filtering and monitoring arrangements

Appendix 1: Key Safeguarding Contacts

Designated Safeguarding Lead

Beki Farrar - Assistant Headteacher (Safeguarding and Attendance)

Email: safeguarding@parkaspire.co.uk

Deputy Designated Safeguarding Leads

PC Georgie Knappy - Safer Schools Officer

Richard Morris - Headteacher

Martin Byron - Assistant Headteacher / SENDCo

Email: safeguarding@parkaspire.co.uk

Safeguarding Governor

Rebecca Stansfield

Chair of Local Advisory Board

Duncan Jacques

Bradford Children's Social Care

01274 433999

Emergency Duty Team

01274 431010

Local Authority Designated Officer (LADO)

Dawn Holt

Police

Emergency: 999

Non-Emergency: 101

Prevent Contacts

Danielle King

01274 437770

prevent@bradford.gov.uk

Appendix 2: Categories of Abuse and Possible Indicators

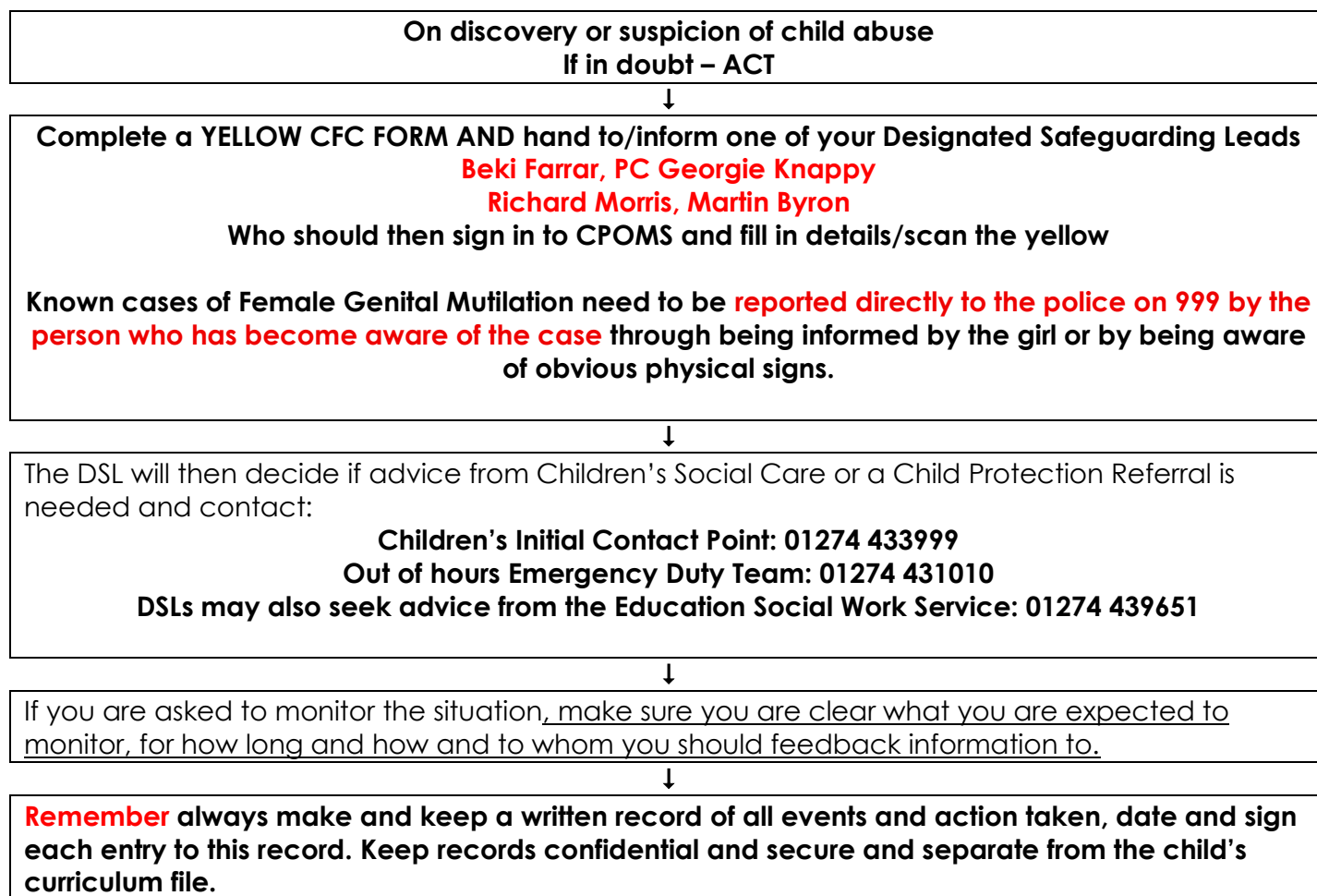
Important: These indicators are not exhaustive and the presence of one or more indicators does not necessarily mean abuse is taking place. Staff should consider the child's circumstances holistically and report concerns to the DSL.

Category	Possible Indicators
Physical Abuse	Unexplained injuries, repeated bruising, burns, fear of physical contact, reluctance to change for PE, delayed medical treatment.
Emotional Abuse	Low self-esteem, anxiety, withdrawal, self-harm, over-compliance, developmental delay, excessive need for approval.
Sexual Abuse	Sexualised behaviour, age-inappropriate knowledge, fear of a particular person, eating difficulties, attendance decline.
Neglect	Hunger, poor hygiene, inappropriate clothing, untreated medical needs, poor attendance, inadequate supervision.
Child Sexual Exploitation (CSE)	Missing episodes, older associates, unexplained gifts, multiple phones, substance misuse, behaviour changes.
Child Criminal Exploitation (CCE)	Unexplained money, gang involvement, weapons, criminal activity, poor attendance, missing episodes.
County Lines	Travelling to unfamiliar locations, multiple phones, unexplained money, association with older individuals.
Domestic Abuse	Anxiety, aggression, withdrawal, emotional dysregulation, poor concentration, attendance concerns.
Child-on-Child Abuse	Bullying, harassment, intimidation, coercion, sexual violence, image-based abuse.
Online Abuse	Secretive online activity, contact with unknown individuals, online harassment, harmful content exposure.
AI, Deepfakes and Image-Based Abuse	Deepfake images, manipulated images, AI-generated indecent imagery, sextortion, fake profiles.
Radicalisation and Extremism	Isolation, extremist language, concerning online activity, intolerance, behavioural changes.
Honour-Based Abuse	Withdrawal from activities, fear of family members, emotional distress, restrictions on freedom.
Forced Marriage	Anxiety about travel, family pressure, running away, emotional distress.

Female Genital Mutilation (FGM)	Extended overseas travel, family history, difficulty sitting or walking, prolonged absence.
Serious Violence	Weapon carrying, gang affiliation, aggression, criminal activity, high-risk peer associations.
Children Missing Education	Repeated absence, poor engagement, persistent lateness, unexplained withdrawal from education.
Mental Health as a Safeguarding Indicator	Significant decline in presentation or self-care, Loss of interest in previously enjoyed activities, persistent absence or emotionally based school avoidance, risk-taking behaviour, Sudden decline in academic engagement, suicidal ideation or suicide attempts

Appendix 3: Child Protection Procedures Flowchart September 2026

Child Protection Procedures Flow Chart September 2026



Concerns can be reported outside of school hours to safeguarding@parkaspire.co.uk Emails are monitored during working days but should not be relied upon in emergencies, if there is a risk of significant harm or risk to life, 999 should be called.

USEFUL TELEPHONE NUMBERS

Emergency (if a child is at risk of immediate harm) **999**

Police: MASH unit: 01274 431077

PREVENT: - Prevent Co-ordinator - danielle.king@bradford.gov.uk 01274 437770, 07870 991647

Police **999** or non-emergency **101**

NSPCC 0800 028 0285

EDUCATION SAFEGUARDING CONTACTS

Elective Home Education ElectiveHEducation@bradford.gov.uk 01274 439340

Children Missing Education CME@bradford.gov.uk 01274 439393

Access Team Education.Access@bradford.gov.uk 01274 439393

Attendance Team Attendance@bradford.gov.uk 01274 439684

Complaints and advice EdSafeTeam@bradford.gov.uk 01274 437043

Staff Code of Conduct 2026/7

For ease of reading, references will be made to 'school' or setting. This encompasses wherever our pupils are, in or out of school either on trips, visits or residential experiences. The code is applicable in all places where the children of Park Aspire find themselves in the company of Park Aspire staff supporting them.

References made to 'child', 'pupil' and 'children' refer to children and young people under the age of 18 years. However, the principles of the document apply to professional behaviours towards all pupils, including those over the age of 18 years. 'Child' should therefore be read to mean **any pupil** at Park Aspire.

References made to adults and staff refer to all those who work with pupils at Park Aspire, in either a paid or unpaid capacity. This would also include, for example, those who are not directly employed by the school e.g. Local Authority staff, sports coaches etc.

The term 'allegation' means where it is alleged that a person who works with children 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; or,
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children

Purpose and Principles – does your behaviour help or harm the school?

The Code seeks to ensure that the responsibilities of Park Aspire's Local Advisory Board towards children and staff are discharged by raising awareness of illegal, unsafe, unprofessional and unwise behaviour. It should assist staff to monitor your own standards and practice and reduce the risk of allegations being made against you. It is also recognised that not all people who are working in the school and come into contact with our pupils are paid or contracted employees. The principles outlined in this code still apply and should be followed by any person whose work brings them into contact with children.

The code will provide all staff with a clear message that unacceptable behaviour will not be tolerated and that, where appropriate, legal or disciplinary action is likely to follow. Any resulting investigation will follow the school's disciplinary proceedings

Whilst every attempt has been made to cover a wide range of situations, it is recognised that any guidance cannot cover all eventualities. Where there is any doubt about any issue either expressed in the code, or not stated, please seek the guidance of your line manager.

All staff have a responsibility to be aware of systems within the school which support safeguarding. Safeguarding and child protection are a significant feature of the school explained in new staff induction and in regular staff training sessions. It is important to note that this code sits alongside a number of other key policies, not least the child protection policy, and should be read in

conjunction with the relevant policies outlined in this code.

It is recognised that the vast majority of adults who work with children act professionally and aim to provide a safe and supportive environment which secures the well-being and very best outcomes for children in their care. Achieving these aims is not always straightforward, as much relies on child and staff interactions where tensions and misunderstandings can occur. This document aims to reduce the risk of these.

It must be recognised, however, that some allegations will be genuine as there are people who seek out, create or exploit opportunities to harm children. Allegations may also be false or misplaced and may arise from differing perceptions of the same event. When they occur, they are inevitably distressing and difficult for all concerned. It is therefore essential that all possible steps are taken to safeguard children and ensure that the adults working with them do so safely.

Underpinning principles

- The welfare of the child is paramount
- Staff should understand their responsibilities to safeguard and promote the welfare of pupils
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Staff should work, and be seen to work, in an open and transparent way
- Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded
- Staff should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern
- Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation
- Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children
- Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them; criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the Teacher Regulation Agency.
- Staff and managers should continually monitor and review practice to ensure this guidance is followed
- Staff should be aware of and understand Park Aspire child protection policy, arrangements for managing allegations against staff, staff behaviour policy, whistle blowing procedure and the Safer Bradford Partnership (LADO) procedures.

Roles and Responsibilities – All staff

It is the responsibility of all staff to read, understand and work in accordance with the Code of Conduct in order to:

- Maintain conduct of the highest standard and ensure confidence in one's integrity is sustained, and to be open, fair and honest in all activities at work
- Always act, and be seen to act, in the best interests in the child at all times
- Avoid any conduct that would lead any other to reasonably question motivation and intention
- Ask for any clarification on any aspect of the code when there is uncertainty
- Incorporate and promote equality and diversity in all aspects of the school
- Ensure at all times the safety and wellbeing of Park Aspire pupils
- Ensure that all aspects of safeguarding Park Aspire pupils is upheld at all times
- Be clear on protocols and reporting systems for child protection
- Be clear about procedures on reporting allegations
- Ensure you report to your line manager the arising of any financial or personal matter, which may create a conflict of interest during the course of your employment
- Take responsibility for your own action and behaviour

Teachers & Inclusion Leaders – all the above points plus:

- Be a positive role model for all staff
- Ensure the code is established and communicated
- Take appropriate action immediately to deal with non-compliance with the standards of the code

Teachers – all of the above plus:

- Uphold your wider responsibilities as set out in the Teachers Standards
- Ensure you keep up to date with relevant and current government legislation in your subject areas and wider responsibilities, including child protection and safeguarding updates
- Provide clarification on areas of the code to improve staff understanding of its requirements

Senior Leadership Team – all of the above points plus:

- Fully support the implementation of the code consistently throughout the school community
- Lead by example in modelling behaviours, ways of working and best practise that supports the highest possible standards set out in the code and the value underpinning it.
- Assess staff performance in relation to the code and provide feedback to colleagues where necessary
- Ensure that safeguarding and child protection policies are distributed, adopted and implemented and monitored
- Ensure no staff are placed in situations that renders them vulnerable

Conduct and Performance

The LAB, stakeholders and parents/carers of Park Aspire expect conduct of the highest standard from its staff. Confidence would be shaken should the least suspicion arise that any member of the team be influenced by improper motives. Improper motives in this list are neither exclusive nor exhaustive examples of offences which could be investigated under the remit of the school's Discipline and Capability Policy:

- Theft, fraud, deliberate falsification of records, cheating (during exams)
- Physical violence (against pupils or peers)
- Intimidation, threats of violence towards others
- Deliberate damage to property
- Being under the influence of alcohol or illegal drugs
- Serious negligence (failure to *recognise* a CP concern, children left unsupervised etc.)
- Serious acts of insubordination (failure to *report* CP concern, failure to share information etc.)
- Misuse of the school's facilities including unauthorised use of computer and communications systems
- Conduct that is likely to discredit or be prejudicial to the interest of the school
- Serious breaches of health and safety provisions
- Harassment towards others specifically with respect to a person's age, ethnicity, race, religion or colour, gender, sexuality
- Serious breach of confidence (subject to the Public Interest (Disclosure) Act 1998)
- Wilful insubordination (*deliberate* acts of negligence, withholding important information etc.)
- Accepting bribes or any other corrupt or dishonest practise
- Inappropriately communicating with pupils outside of school hours either in person or via a third party, or by any method of electronic communication, letter or telephone
- Entering into a personal or sexual relationship with any pupil
- Failure to report child protection concern
- Failure to report disclosure of allegation
- Abuse your position of trust to gain access to information about a pupil or their family for your own advantage or threaten, intimidate or coerce pupils for your own advantage or use your status to form or promote a relationship that is of a sexual nature or which may become so
- Inciting acts of terrorism or deliberate persuasion towards radicalisation
- Failure to store sharp or dangerous items safely and appropriately (including items left carelessly in sinks such as knives)
- Using own/private mobile devices for personal conversations (including texting and other forms of social media communication) or use for personal business purposes (non-urgent appointments, etc). This restriction applies during teaching time, peripatetic lessons, directed time, social events during the school day, trips and visits, assemblies or other whole school events or meetings/training of any kind. The use of the school's own mobile device can be used in certain circumstances such as on trips and visits, external meetings where necessary, in sixth form for communication with parents/carers or employers/college/providers or for those staff who communicate with parents/carers outside of school hours. Staff must ensure that families and next of kin have details of the school's telephone number for communication in an emergency. Staff are individually

responsible for ensuring personal mobile devices are stored securely in lockers provided or in another secure alternative.

- Smoking cigarettes (including E cigarettes) in or around the school
- Engage in personal conversations that are inappropriate in the presence of pupils
- Expose pupils to inappropriate material on the internet or entertainment media (Xbox, Play Station etc.) or television/film

Sexual Conduct

Any sexual behaviour by a member of staff is unacceptable. It is an offence for a member of staff in a position of trust to engage in any sexual activity with a pupil. Any sexual activity with a child will lead to criminal/disciplinary procedures. Staff must not form any sort of sexual contact with any pupil and avoid any contact or touch that could be considered to be indecent.

Staff should not enter into a sexual or intimate relationship with any family member of a pupil attending school.

To be clear, staff should avoid conduct or communication that could be considered sexually suggestive, provocative or give rise to speculation. Staff should not make sexual remarks to or about any pupil, even in mischief.

Staff should not discuss sexual matters with any pupil or in the presence of pupils unless it is part of an agreed lesson (PHSCE) or as part of an agreed role.

All staff have undertaken Sexual Harassment awareness training in September 2026.

One to One situations

Where possible, staff should not work in lone situations with pupils unless their role specifically requires this (play therapy, hypnotherapy, safer schools, counselling, etc). Generally, staff should ensure they are not alone with children but if they are, they should ensure the door is open (if possible) and report immediately if the pupil becomes upset or distressed during this period. Arranging to meet any pupil away from work is not permitted.

Home Visits

If any member of staff is required to visit pupils at home, they must ensure the purpose for the visit has been authorised by the Headteacher and follow procedures outlined in the Lone Working Policy.

Educational Visits

There are specific duties outlined in the Health & Safety at Work Act 1974 which outline regulations that must be applied to offsite educational visits. The Management of Health & Safety at Work Regulations 1999 imposes the duty that all activities must be fully risk assessed before they can take

place. This is applicable to day visits and residential visits. Please refer to the school's School Visits Policy and Health and Safety Policy for more details about educational visits. No trip will be authorised by the Headteacher unless guidance is fully adhered to relating to off site visits. Under no circumstances should pupils be taken off site on any unplanned visit/planned visit that is not compliant with the guidance. Park Aspire use Evolve as the school risk assessment tool.

Transporting Pupils

At times staff at school are required to transport pupils to various sites such as college or work experience. Staff must not offer to give any pupil a lift unless the need for this has been agreed with your line manager. Staff must not travel alone in a vehicle with a child. Another adults, preferably a member of staff should be present. Whilst in the vehicle, pupils must wear seat belts whilst the vehicle is in motion and ideally be placed in the rear of the car if possible. Any staff member who is authorised to carry pupils must have an appropriate licence and business use on their insurance policy. During the journey, ensure the route planned is safe and direct. Staff must not undertake other business or digress from the planned route unless in an emergency situation such as road works.

Respect and Equality

Staff should always remember their responsibilities to the school and the school community. You should act, at all times, in a courteous and respectful manner towards peers and all connected to the school, including visitors. There should be mutual respect to the diverse roles that exist within the school and individuals be treated with fairness, dignity and respect. Dignity at work is crucial to the code. Staff are expected to be highly supportive of one another in what can be a stressful environment. Staff must act in a way that demonstrates high levels of emotional intelligence so that peer support is successful and meaningful.

Contact with the Media

No member of staff shall disclose to the public or the media information about the school or confidential meetings that take place in the school or confidential information about any member of the school's community, including children and their families or staff, without consulting the Headteacher.

Photography, videos and other images

The school uses photography and recording devices for displays, publicity, special events and to provide records of achievement. The school will seek parental/carers permission at the time of admission as to whether an individual's image can be recorded and used in this way. Staff must make sure that they are aware of which pupils have been granted permission and those who have not. Staff must only take a photograph of any pupil if the pupil is happy for them to do so and ensure the photograph you wish to take is for a legitimate purpose only. Staff must not take photographs of any kind on their personal devices. Staff must not take photographs of pupils in any

state of undress such as at swimming or in PE. Staff must not take photographs of any pupil that could be considered sexual or indecent.

Confidentiality

The storing and processing of personal information is governed by the Data Protection Act 2018 and UK GDPR. Staff should refer to the schools Data Protection Policy. The policy covers information stored about staff and pupils alike.

Staff may have access to confidential information about pupils and their families which must be kept confidential at all times and only shared when legally permissible to do so and in the interest of the child. Records should only be shared with those who have a legitimate professional need to see them.

Staff should never use confidential or personal information about a pupil 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 child. Confidential information should never be used casually in conversation or shared with any person other than on a need-to-know basis. In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously.

There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a responsibility to pass information on without delay, to the schools Designated Safeguarding Lead.

If a pupil – or their parent / carer – makes a disclosure regarding abuse or neglect, the member of staff should follow the school's child protection procedures. The adult should not promise confidentiality to a child or parent/carers, but should give reassurance that the information will be treated sensitively.

If a member of staff is in any doubt about whether to share information or keep it confidential, he or she should seek guidance from the Designated Safeguarding Lead. Any media or legal enquiries should be passed to the Headteacher.

Physical Contact including Behaviour Management, the use of Physical Intervention

This element of the code is detailed in the school's Relationships Policy and Physical Intervention policy.

Information Security – personal information

Staff should positively prevent information misuse by:

- Protecting your personal information against unauthorised access by any pupil
- Ensuring your personal mobile telephone or home telephone number is not disclosed to any pupil

- Ensuring pupils cannot access your Facebook or any other form of social media site
- Do not share personal or work email addresses with pupils
- Ensuring you do not disclose your personal address or personal details with any pupil
- Maintain the integrity of any personal information at all times

For further support and information about information sharing (electronic or otherwise) please refer to the child protection policy and your ICT Acceptable use Policy. Speak with the school's technical support team – CompuTeam - or your line manager about all matters relating to personal information security.

Breaches of any kind relating to disclosing personal details to children could result in referral to LADO and subsequent investigation.

Communication with children

In order to make best use of the many educational and social benefits of new and emerging technologies, pupils need opportunities to use and explore the digital world. E-safety risks are posed more by behaviours and values than the technology itself.

Staff should ensure that they establish safe and responsible online behaviours, working to local and national guidelines and acceptable use policies which detail how new and emerging technologies may be used.

Staff must not communicate with pupils via the use of computers, tablets, phones, texts, e-mails, instant messages, social media such as Facebook and Twitter, chat-rooms, forums, blogs, websites, gaming sites, digital cameras, videos, web-cams and other hand-held devices. (Given the ever-changing world of technology it should be noted that this list gives examples only and is not exhaustive.)

Staff should not request or respond to any personal information from children other than which may be necessary in their professional role by those in positions at school that require this level of contact. They should ensure that their communications are open and transparent and avoid any communication which could be interpreted as 'grooming behaviour'. To this end, staff must not communicate/make contact with any pupil or respond to any pupil outside of the purposes of work. If a pupil attempts to make contact with any member of staff via any of the above mediums, it must be reported immediately.

Staff should not give their personal contact details to children for example, e-mail address, home or mobile telephone numbers, details of web-based identities. If children locate these by any other means and attempt to contact or correspond with the staff member, the adult should not respond and must report the matter to their manager immediately. The pupil must then be blocked so that future contact cannot be achieved. This includes social contact with pupils who have left the school, this should not be encouraged or entered into. Those pupils who have left the school includes those who have moved to a new or different school or those who have reached the end of their statutory education, have moved to further education, training or employment.

Staff should adhere to the school's policies, including those with regard to communication with parents and carers and the information they share when using the internet.

Contact outside the workplace

It is acknowledged that staff may have genuine friendships and social contact with parents/carers of pupils, independent of the professional relationship. Staff should, however, also be aware that professionals who sexually harm children often seek to establish relationships and contact outside of the workplace with both the child and their parents/carers, in order to 'groom' the adult and the child and/or create opportunities for sexual abuse.

It is also important to recognise that social contact may provide opportunities for other types of grooming such as for the purpose of sexual exploitation or radicalisation

Staff should recognise that some types of social contact with pupils or their families could be perceived as harmful or exerting inappropriate influence on children, and may bring the setting into disrepute (e.g. attending a political protest, circulating propaganda).

If a pupil or parent seeks to establish social contact, or if this occurs coincidentally, staff should exercise her/his professional judgement at the time of the contact and then report the incident, and their responses to it, to their line manager. This also applies to social contacts made through outside interests or the staff member's own family.

Some staff may, as part of their professional role, be required to support a parent or carer. If that person comes to depend upon the staff member or seeks support outside of their professional role this should be discussed with senior management and where necessary referrals made to the appropriate support agency.

Financial/Prejudicial interests

Staff must declare in writing to the Headteacher any financial interests or dealings they or any other person living with them, any close member of their family, close friend or business associate may have in any business or contract which may have a business relationship with the school. This may not affect the business relationship but it must be logged and approved by the Management Committee.

Relationships – personal relationships

All staff must declare to their line manager or the Headteacher any situation where their impartiality, objectivity, or honesty may be compromised due to their being related to or having a close relationship with someone at work.

The Headteacher may move a person to a different area or class for example, whose close personal relationship is likely, in the opinion of the Headteacher, to prejudice discipline, or be detrimental in any way to the school while they remain in post. This must not necessarily be interpreted as a negative move or action.

Staff who marry, register a civil partnership or form a close personal relationship during employment in the same work area will not be expected to move unless circumstances arise which make such a change appropriate for personal, operational or management reasons.

Contractors and Procurement

Any relationship or friendship with external contractors or potential contractors should be made known to the Office Manager. Orders and contracts are awarded fairly by honest competition. If staff are related to any of its contractors, they should inform the Office Manager so as to avoid any conflict of interest.