



JOSEPH LECKIE

ACADEMY

STAFF CODE OF CONDUCT

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1. Introduction

The purpose of this policy document is to set out clear expectations of conduct for all staff (whether permanent, temporary, voluntary, or on placement).

This document should contribute to the safety and well-being of staff and students. It should clarify what is and what is not acceptable.

Academy staff have legal obligations in relation to the safeguarding of children. Academy staff are in a unique position to set examples of behaviour which can influence and be copied by students. Staff should therefore demonstrate high standards of conduct in order to encourage students to do the same.

Employees should have regard for the impact of their personal behaviour on all aspects of the Academy. Appropriate conduct helps to reinforce a positive image of the Academy to parents, families, and community as well as partner agencies.

Staff should conduct themselves with honesty, integrity and respect for fellow employees, students and the wider community.

Staff have a duty to express concerns about the actions of other members of staff who may be in breach of this guidance.

This policy does not stand alone and it is not exhaustive. It should be implemented in line with contractual obligations, other relevant Academy policies (such as Child Protection, Anti-Bullying, Equal Opportunities, Complaints, Health and Safety, Whistle blowing etc.), government guidance, professional association guidance, Walsall Children Services Human Resources procedures and the NCTL (whilst this still applies). If staff are unclear about any aspect of this guidance they should seek further clarification from the Leadership Team.

All staff should be aware of the principles and expectations of this policy. Staff should be aware that a failure to comply with the Code of Conduct could result in disciplinary action including dismissal.

2. Core Principles

1. The welfare of students is paramount.
2. Staff have a responsibility for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
3. Staff should behave and dress appropriately at all times.
4. Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident, which may give rise for concern.
5. Staff should apply the same professional standards that are in keeping with the Academy's Equal Opportunities Policy.
6. All staff should know the name of their designated person for safeguarding, be familiar with safeguarding children arrangements and understand their responsibilities to safeguard and protect students.
7. Staff should be aware that breaches of the law, their contract or Academy policy could result in criminal or disciplinary action being taken against them.

3. Safe Working Practices for the Protection of Students and Staff at JLA

This guidance has been produced to help all staff establish the safest possible learning and working environments. The aims are to safeguard young people and reduce the risk of staff being falsely accused of improper or unprofessional conduct.

This means that these guidelines:

- apply to all adults working anytime with students whatever their position, roles, or responsibilities.

4. Duty of Care

Teachers and other staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect students from discrimination and avoidable harm.

All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff and students and behaviour by staff that demonstrates integrity, maturity and good judgement.

There are legitimate high expectations about the nature of the professional involvement of staff in the lives of students. When individuals accept a role that involves working with children and young people, they need to understand and acknowledge the responsibilities and trust inherent in that role.

This means that staff should:

- understand the responsibilities which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached
- always act, and be seen to act, in the child's best interests
- avoid any conduct which would lead any reasonable person to question their motivation and intentions
- take responsibility for their own actions and behaviour

This means that JLA should:

- ensure that safeguarding procedures are in place and reviewed
- ensure that systems and processes are in place for concerns to be raised
- ensure that staff are not placed in situations which render them particularly vulnerable

5. Exercise of Professional Judgment

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight, however, behaviour that is illegal, inappropriate or inadvisable. There will be occasions and circumstances in which staff have to

make decisions or take action in the best interests of the students which could contravene this guidance or where no guidance exists, individuals are expected to make judgments about their behaviour in order to secure the best interests and welfare of the children in their charge and in so doing, will be judged to be acting reasonably.

This means that where no specific guidance exists staff should:

- discuss the circumstances that informed their action, or their proposed action, with their HoF/HoY/HoD or member of the Leadership Team. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted.
- always discuss any misunderstanding, accidents or threats with a member of the Leadership Team.
- always record discussions and actions taken with their justifications

6. Student Performance, Progress and Interests

Staff should do their best to ensure the progress, development and wellbeing of students in their care. Staff should comply with Academy policies and procedures that support student progress and development. Staff should report on students' progress to parents in line with agreed procedures.

Staff should provide progress grade data in line with agreed assessment policy. Staff should listen to students, uphold their rights, have high expectations of behaviour and progress and should support their confidence and self-awareness. Staff should co-operate and collaborate with other colleagues and agencies in this regard.

This means staff should:

- Carry out accurate assessments and enter data into SIMS as detailed in the Academy calendar or directed by HoF/HoD or a member of the Leadership Team
- Record interventions on SIMS
- Notify HoF/ HoD/LT of persistent under performance and interventions used.

7. Power and Positions of Trust

All adults working with students at Joseph Leckie Academy are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a student cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people; staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should always maintain appropriate professionalism and wherever possible, they should avoid any behaviour which might be misinterpreted by others, and report and record any incident with this potential.

This means that staff should not:

- use their position to gain access to information for their own advantage and/or a students' or family's detriment

- use their power to intimidate, threaten, coerce or undermine students
- use their status and standing to form or promote a relationship with a student, which is of a sexual nature.

8. Confidentiality

Members of staff may have access to confidential information about students in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a student or his family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the student.

Confidential information about students should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the student'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 student, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities.

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 a member of the Leadership Team. Any media or legal enquiries should be passed to the Principal or a member of the Leadership Team.

Adults need to be aware that although it is important to listen to and support students, they must not promise confidentiality or request students to do the same under any circumstances.

Additionally concerns and allegations about adults should be treated as confidential and passed to a member of the Leadership Team.

This means that staff:

- are expected to treat information they receive about students in a discreet and confidential manner
- in any doubt about sharing information they hold or which has been requested of them, should seek advice from a member of the Leadership Team
- need to be cautious when passing information to others about a student
- need to know to whom any concerns or allegations should be reported

9. Propriety and Behaviour

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

An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting so it is important to exercise due care and attention when outside of the school environment.

Membership of organisations whose goals are in conflict with the values and equality policies of the Academy is not acceptable.

This means that staff should not:

- behave in a manner which would lead any reasonable person to question their suitability to work with students or act as a role model.
- make inappropriate remarks to a student (including email, via social network sites, text messages, phone or letter etc)
- discuss their own sexual relationships with or in the presence of students
- discuss a student's sexual relationships in inappropriate settings or context
- make (or encourage others to make) unprofessional personal comments in any form of communication (e-mail, conversations or any form of social networking)

Staff must:

- Be aware that their behaviour in their personal lives may impact upon their work with students.
- On Academy trips or on other occasions when students are under their supervision, ensure that there are sufficient members of staff available and able to respond appropriately to any emergency that might occur.

10. Use of Alcohol and Medication

All staff and volunteers whilst discharging their duties for and on behalf of JLA must not be under the influence of alcohol or any other substance which may affect their ability to care for, or respond to the needs of children. If staff are taking any medication which may affect their ability to care for children, those staff must seek medical advice. The Academy must ensure that staff and volunteers only work directly with children if medical advice confirms that the medication is unlikely to impair that member of staff's or volunteer's ability to care for and respond to the needs of children.

Staff medication, when on Academy premises, must be stored securely and out of reach of children at all times. Any staff carrying out Academy business away from Academy premises must ensure that any medication they need to have with them is safely secured and out of the reach of children at all times.

This means that staff and volunteers should:

- inform the Academy if they need to take any medication which may affect their ability to care for children.
- Store any medication safely and out of the reach of students.

The Academy must:

- Ensure that staff and volunteers only work in the presence of children if any medication they are taking does not impair their ability to care for children.

11. Dress and Appearance

Staff should consider the manner of dress and appearance appropriate to their professional role. We require students to be smart in their uniform. Smart and professional appearance is expected at all times for staff. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake.

Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegation. Appropriate personal presentation is expected of all members of staff

This means that staff should ensure their appearance and clothing:

- promotes a positive and professional image
- is appropriate to their role

This means that:

- staff should not have any visible facial or body piercings or tattoos.
- shoes must be sensible, heels must be no higher than 4.5 inches.
- jeggings must not be worn
- no leather clothing should be worn
- skirts/dresses must be knee length

12. Gifts

Staff should be aware of the Academy's policy regarding arrangements for the declaration of gifts received and given.

Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

There are occasions when students or parents wish to pass small tokens of appreciation to staff, for example at Christmas or as a thank-you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Any member of staff concerned about whether they or their colleagues may be at risk of giving or receiving a bribe (financial or otherwise) should contact the Principal. Any member of staff receiving gifts or entertainment valued at more than £20 must disclose this to the Principal.

Members of staff may not give personal gifts to students. It is acceptable for staff to offer prizes of small value in certain tasks or competitions.

This means that staff should:

- ensure that gifts received or given in situations which may be misconstrued, are declared.
- ensure that gifts of significant value are declared.
- generally, only give gifts to an individual student as part of an agreed reward system.
- where giving gifts other than as above, ensure that this is done with the full knowledge of their Line Manager.

13. Infatuations

Staff need to be aware that it is not uncommon for students to be strongly attracted to a member of staff and/or develop an infatuation. Staff should be aware that such circumstances always carry a high risk of words or actions being misinterpreted and for allegations to be made against them.

A member of staff who becomes aware that a student may be infatuated with him/herself or a colleague should discuss this at the earliest opportunity with their HoY / HoF/ HoD or a member of the Leadership Team so that appropriate action can be taken. In this way, steps can be taken to avoid hurt and distress for all concerned.

This means that staff should:

- Report to HoY/HoF/ HoD or member of the Leadership Team any indications (verbal, written or physical) that suggest a student may be infatuated with a member of staff.
- Be mindful if they are alone in a room with a student. Leave the door open if you have to.

14. Personal Living Space

No student should be in or invited into, the home of an adult who works with them, unless the reason for this has been firmly established and agreed with the Academy Principal.

This means that staff should:

- be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations
- be mindful of the need to maintain professional boundaries

15. Communication with students (including the use of technology)

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

Adults should also be circumspect in their communications with students 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 Leadership Team and parents before - hand. E-mail or text communications

between an adult and a student outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites, such as social networking, instant messaging or gaming.

Communication with ex-students who are over 18 is left to staff discretion. Please be conscious of the fact that ex-students may be in contact with current students.

This means that staff should:

- only give students their work contact details
- communicate with students in an appropriate and professional manner
- only make contact with students for professional reasons
- not use internet or web-based communication channels to send messages to a student other than class/homework related activities
- not have images of students stored on personal cameras, devices or home computers.
- not make images of students available on the internet, other than through the Academy's network/website, without permission from parents and members of the Leadership Team
- be cautious in their contact with ex-students, as there is still a professional relationship and there may be contact with current students

16. Social Contact

Staff should not establish or seek to establish social contact with students for the purpose of securing a friendship or to pursue or strengthen a relationship. Even if a student seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in making a response but should always discuss this with a member of the Leadership Team. Staff must be aware that social contact, in certain situations, could be misconstrued as grooming.

Staff should not give their personal details such as their home or e-mail address; social network sites, gamer tags or web pages to students unless the need to do so is agreed with the Leadership Team before - hand. If students do become aware of your gamer tag you must change it.

This means that staff should:

- have no secret social contact with students and should consider the appropriateness of the social contact according to their role and nature of their work
- always gain approval for any planned social contact with a member of the Leadership Team, for example when it is part of a reward scheme or pastoral care programme
- advise the Leadership Team of any regular social contact they have with a student or parent which may give rise for concern
- report and record any situation, which they feel, might compromise the Academy or their own professional standing

17. Social Networking Sites and Online Gaming

JLA staff may use social networking sites for personal use. However, the Academy requires that profile and photos of the member of staff are 'locked down' as private so that students or parents do not have access to your personal data or images.

Staff must deny current or recent students access to their profile so they do not put themselves in a vulnerable position.

Staff should be aware that they leave themselves open to a charge of professional misconduct if images of a member of staff in a compromising situation are made available on a public profile by anyone.

If a student does gain access to the profile of a member of staff (by fraudulent means, impersonation or hacking) a member of the Leadership Team should be informed immediately. Where relationships exist between staff and those who are also parents at the Academy, or personal friends who are parents at the Academy, social networking is acceptable but caution must be exercised so that professional standards are maintained and staff do not compromise themselves or the Academy.

As soon as a member of staff becomes aware that they are in an online game with a student of JLA, the member of staff should cease to play against that student and should not enter any games containing that player as part of the group.

Under no circumstances should staff seek out students and/or share their own gamer tags/ID with students, or use Academy equipment to play online games.

Staff should not access social network sites during Academy hours without permission from a member of the Leadership Team.

Staff should not put any comments or images on social network sites that are derogatory or which might bring either themselves or the Academy into disrepute.

This means that staff should:

- Lock down their profile to ensure that data and images are not freely available. Seek advice if you are unsure how to do this.
- Not permit current and recent students or parents to have access to their profile.
- Ensure all your passwords are kept strong and secure
- Be aware that images of others should be protected and be treated as carefully as their own
- Not access any social media sites during Academy hours.
- Not post images/comments on social media sites that may be construed by others in a negative light and bring them or the Academy into disrepute.

18. Physical Contact

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 and there may be occasions when it is appropriate to make physical contact with a student. When physical contact is made with students this should be in response to their needs at the time, of limited duration and appropriate.

Staff should use their professional judgement at all times about the appropriateness of any physical contact.

Physical contact should never be secretive, or 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 made clear to a member of the Leadership Team as soon as possible.

Physical contact, which occurs regularly with an individual student, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to students with SEN or physical disabilities).

This means that staff should:

- be aware that even well intentioned physical contact may be misconstrued by the student
- never touch a student in a way which may be considered inappropriate or indecent
- always be prepared to explain actions and accept that all physical contact is open to scrutiny

This means that JLA should:

- ensure they have a system and processes in place for recording serious incidents and the means by which information about incidents and outcomes can be easily accessed by a member of the Leadership Team.
- Provide staff, on a "need to know" basis, with relevant information about vulnerable students in their care

19. Physical Education and other activities which require physical contact

Some staff, for example, those who teach PE and games, or who offer music tuition, will on occasions have to initiate physical contact with students in order to support a student so they can perform a task safely, to demonstrate the use of a particular piece of equipment / instrument or assist them with an exercise. This should be done with the student's agreement

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the student.

This means that staff should:

- consider alternatives, where it is anticipated that a student might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable student in the demonstration.
- always explain to a student the reason why contact is necessary and what form that contact will take unless their safety is at immediate risk

20. Students in Distress

There may be occasions when a distressed student needs comfort and 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.

Where a member of staff has a particular concern about the need to provide this type of care and reassurance s/he should seek further advice from a member of the Leadership Team.

This means that staff should:

- consider the way in which they offer comfort to a distressed student
- always tell a colleague when and how they offered comfort to a distressed student
- record situations which may give rise to concern

21. Behaviour Management

All students have a right to be treated with respect and dignity. Staff should not use any form of degrading treatment to punish a student. The use of humour can help to defuse a situation. The use of sarcasm, demeaning or insensitive comments towards students is not acceptable in any situation.

This means that staff should:

- not use force as a form of punishment
- try to defuse situations before they escalate
- always use minimum force for the shortest period necessary

22. Care, Control and Physical Intervention

Staff may legitimately intervene to prevent a student from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should always have regard to the health and safety of themselves and others.

Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence.

In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported to a member of the Leadership Team.

23. Sexual Contact with Students

Any sexual behaviour by a member of staff with or towards a student is both inappropriate and illegal. Students are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether the child or young person consents or not. This includes the prohibition on adults in a position of trust.

The sexual activity referred to does not just involve physical contact including penetrative and non-penetrative acts. It may also include non-contact activities, such as causing children to engage in or watch sexual activity or the production of pornographic material.

There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child, and manipulate that relationship so sexual abuse can take place. Staff should be aware that conferring special attention and favour upon a child might be construed as being part of a 'grooming' process, which is an offence.

This means that staff should:

- not pursue sexual relationships with children and young people either in or out of the Academy
- avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative ie. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact.

24. One to One Situations

Staff working in one to one situations with children and young people are more vulnerable to allegations. Teachers and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and students are met.

Pre-arranged meetings with students away from the Academy premises should not be permitted unless approval is obtained from their parent and the Principal or a member of the Leadership Team with delegated authority.

This means that staff should:

- avoid meetings with students in remote, secluded areas of the Academy
- ensure there is visual access and/or an open door in one to one situations
- inform other staff of the meeting beforehand, assessing the need to have them present or close by
- avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy

- always report any situation where a child becomes distressed or angry to a member of the Leadership Team
- consider the needs and circumstances of the students involved
- not cover glass panels in doors when students are present in the room

25. Transporting Children

In certain situations, for example out of school activities, staff or volunteers may agree to transport children.

Wherever possible and practicable, it is advisable that transport is undertaken other than in private vehicles, with an additional adult acting as an escort. If there is no alternative other than to transport a student in a private vehicle and without an escort then the student should sit in the rear of the vehicle. Wherever possible parents should be made aware that a student is being transported and permission gained from them. The driver must also have appropriate insurance and be registered on the Academy's approved driver list.

Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements.

This means that staff should:

- plan and agree arrangements with all parties in advance, responding sensitively and flexibly to disagreements
- ensure that they are alone with a child for the minimum time possible
- be aware that the safety and welfare of the child they are transporting is their responsibility until this is safely passed over to a parent/carer
- report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures
- ensure that their behaviour and all arrangements guarantee vehicle, passenger and driver safety
- take into account any specific needs that the student may have.

26. Cross-curricular activities

Staff should take particular care when supervising students in the less formal atmosphere of a residential setting or after-school activity.

During Academy activities that take place off the Academy site or out of Academy hours, a more relaxed discipline or informal dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

Where out of Academy activities include overnight stays, careful consideration needs to be given to sleeping arrangements.

Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of academy activity.

This means that staff should:

- undertake a risk assessment
- have parental consent to the activity
- ensure that their behaviour remains professional at all times

27. First Aid and Administration of Medication

The Academy has a First Aid Policy, which must be adhered to at all times.

This means that staff should:

- familiarise themselves with the First Aid Policy.

28. Curriculum

Many areas of the curriculum can include or raise subject matter which is sexually explicit, or of an otherwise sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified in the lesson plan. This plan should highlight particular areas of risk and sensitivity.

The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit or otherwise sensitive nature. Responding to students' questions can require careful judgement and staff may wish to take guidance in these circumstances from a member of the Leadership Team.

Care should also be taken to abide by the Governing Body's required policy on Sex and Relationships Education and the wishes of parents. Parents have the right to withdraw their children from all or part of any sex education provided (but not from the biological aspects of human growth and reproduction, necessary under the science curriculum).

This means that staff should not:

- enter into or encourage inappropriate or offensive discussion about sexual activity

29. Photography, Videos and other Creative Arts

Parental permission will be sought to use images of their child(ren) for publicity purposes. Images will not be displayed on other websites, in publications or in a public place without additional consent. Staff need to be aware of the potential for these aspects of teaching to be misused for pornographic or grooming purposes.

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

This means that staff should:

- be clear about the purpose of the activity and about what will happen to the photographs. These may be undertaken as part of the curriculum, out of Academy activities, for publicity, or to celebrate achievement.

30. Internet Use

JLA has a clear policy about E-Safety and the use of the Internet. Please refer to the Acceptable Use of Internet policy and Digital Devices policy for further guidance. Under no circumstances should adults in the Academy access inappropriate images. Accessing child pornography or using indecent images of children on the internet, and making, storing or disseminating such material, is illegal and, if proven, will invariably lead to the individual being barred from working with children and young people.

Using Academy equipment to access inappropriate or indecent material, including adult pornography, would normally lead to disciplinary action, particularly if students are exposed to inappropriate or indecent material.

This means that staff should not:

- have images of students stored on personal cameras, devices or home computers.
- make images of students available on the internet, other than through the Academy network / website without permission from parents and the Principal or a member of the Leadership Team.

31. Whistleblowing

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith without fear of repercussion. Please refer to the Academy's Whistleblowing Policy.

This means that staff should:

- report any behaviour by colleagues that raises concern

Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of the Academy Principal or a member of the Leadership Team.

32. Smoking

The Academy is a No-Smoking Site. Staff must not smoke in any part of the Academy or on Academy trips. This includes smoking other devices/substances such as Vapour and Shisha pens.

33. Use of Personal Phones

Staff should not use their personal mobile phones during lesson time unless it is an emergency.