



# Staff Behaviour Policy

## Our responsibilities for safeguarding in schools and settings

### 1. Introduction

This policy sets out clear guidance on the standards of behaviour expected from all staff at Inspire Multi Academy Trust. The principles underlying the guidance aim to enable staff to achieve the highest possible standards of conduct, minimise the risk of inappropriate conduct or misuse or abuse of trust occurring or the risk of misplaced or malicious allegations made against adults who work with children and young people, thus safeguarding all pupils and staff by clarifying which behaviours constitute safe practice and which behaviours should be avoided.

- 1.1 Staff should differentiate a continuum of concerning behaviour and what this may look like, with a repeated emphasis that ALL behaviours should be reported directly to the Headteacher by all employees and volunteers, whether they are believed to be 'low-level' or not. Please note that following the guidance from KCSIE 2021, Inspire Multi Academy Trust's Staff Behaviour Policy read in conjunction with the Low Level Concerns Policy sets out the procedure for responding to reports of 'low-level' concerns. Staff need to feel confident to report any concern, whether it is perceived as low level or not. They must ensure that they listen to and reflect on the voice of the child at all times and take seriously any concerns raised to them by a child. Senior leaders will listen to and respond to all concerns through the appropriate school Child Protection, Low Level Concerns and Whistle blowing policies and procedures as reflected in Part 4, section 2 of KCSIE 2021 - Point 406-426.
- 1.2 Staff should ensure that a contribution to a culture of vigilance is maintained consistently by all staff, who annually contribute to the reviewing of this policy
- 1.3 Inspire staff are in a unique position of trust and influence as role models for pupils. Therefore, staff must adhere to behaviour that sets a good example to all pupils across the Inspire family of academies. Staff who work with children 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.
- 1.4 Staff also have an individual responsibility to maintain their reputation and the reputation of the Academy Trust, both inside and outside working hours and work setting. This policy should assist adults working with children to work safely and responsibly and to monitor their own standards and practice.
- 1.5 This policy applies to all staff and volunteers across the Inspire family of academies, regardless of their position, role or responsibility. References to 'staff' throughout the policy relate to all of the following groups:
  - All members of staff including teaching and support staff
  - Volunteers, including governors
  - Casual workers

- Temporary and supply staff, either from agencies or engaged directly
  - Student placements, including those undertaking initial teacher training and apprentices.
- 1.6 Identified staff who have a responsibility for recruitment should use this information to support safer recruitment of all staff.
- 1.7 Inspire Multi Academy Trust requires that all staff have read and agree to comply with this policy.
- 1.8 Through this policy, Inspire Multi Academy Trust communicates a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken. Breach or failure to observe this policy will result in action being taken under the agreed Academy Trust disciplinary procedures including, but not limited to, dismissal.
- 1.9 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 policy staff are expected to exercise their professional judgement and act in the best interests of the pupils and the school.
- 1.10 Through the curriculum, staff will support children to develop their skills to protect themselves and stay safe as well as have a good understanding of what a safe relationships looks like. Staff will provide this support through the RSE curriculum, PSHCE curriculum and SMSC education when opportunity arises. Any concerns regarding children's risk taking behaviours must be reported immediately to a DSL.
- 1.11 Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.
- 2.1 Everyone who comes into contact with children and their families has a role to play in safeguarding children. It is the responsibility of all adults to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children and young people. Therefore, it is important that **ALL** staff:
- Ensure that they listen to and reflect on the voice of the child at **ALL** times and take seriously any concerns raised to them by a child
  - Ensure that they report any concerns of harm to any child to the Designated Safeguarding Lead immediately.
  - Ensure that they record any information shared directly with them by a child or observed/witnessed with the Designated Safeguarding Lead immediately. This could include sharing information on behalf of the Designated Safeguarding Lead with other agencies.
  - Ensure that they maintain an attitude of 'it could happen here' and report any concerns regarding the behaviour of an adult/staff member in school directly to the Headteacher, or Chief Executive Head teacher if the allegation is in relation to the Head teacher, or Chair of the Trust if the allegation is in relation to the Chief Executive Head teacher.
  - Ensure that they attend regular training/updates to support them in recognising the signs and symptoms of abuse, particularly in support of early identification of needs of children to prevent an escalation of risk to the child
- 2.2 Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Inspire Multi Academy Trust expects staff to treat each other, pupils, parents and the wider community with dignity and respect at all times regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.
- 2.3 Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are accorded the highest priority.
- 2.4 Staff should show fairness in their treatment of children and avoid behaviours such as embarrassing or humiliating pupils, making jokes at the expense of pupils, discriminating against or favouring pupils and sarcasm and 'banter'.
- 2.5 Staff must have regard for the ethos and values of the Trust and must not do or say anything which may bring the Trust, the individual academy or Governing Board into disrepute. Care should be taken by staff

to avoid any conflict of interest between activities undertaken outside school and responsibilities within school and should inform the Headteacher of any role held outside of school that may directly impact on their role in school e.g. tutoring, sports coach, online blogger. Staff should act in accordance with the Trust policies and procedures at all times.

- 2.6 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 Disclosure and Barring Service (DBS) from working in regulatory activity or for serious misconduct prohibition from teaching by the Teaching Regulatory Body (TRA).
- 2.7 Staff should continually monitor and review their practice and ensure they are aware of and understand the settings policies and practice. For example, CP Policy, Peer on Peer policy, Staff Behaviour Policy and Whistleblowing Policy.
- 2.8 Staff should ensure that they follow and apply the same agreed standards of the staff behaviour policy when working remotely or providing remote home learning to children.

As referenced in KCSIE 2021, sexual violence and sexual abuse can happen anywhere, and all staff working with children are advised to maintain an attitude of 'it could happen here'. All staff should be aware of, and respond appropriately to all reports and concerns about sexual violence and/or sexual harassment both online and offline, including those that have happened outside of the school. Whether this is child on child, an adult and a child or two adults. The designated safeguarding lead (or deputy) will have a complete safeguarding picture and be the most appropriate person to advise on the school's or college's initial response, which will either be through the Whistleblowing policy or the child Protection policy as appropriate. If the concern is about the Head teacher then the Chief executive Head teacher – Joanne West should be contacted on 0191 5227673 or [joanne.west@inspiremultiacademytrust.co.uk](mailto:joanne.west@inspiremultiacademytrust.co.uk). If the concern is about the Chief Executive Headteacher then the Chair of the Trust, Steve Ruffell should be contacted- [steve.ruffell@inspiremultiacademytrust.co.uk](mailto:steve.ruffell@inspiremultiacademytrust.co.uk)

### **3. Low level concerns about members of staff**

- 3.1 A low-level concern is a behaviour towards a child by a member of staff that does not meet the harms threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:
  - Being over-friendly with children
  - Having favourites
  - Engaging in one-to-one activities where they can't easily be seen
  - Using inappropriate language
  - Low-level concerns can include inappropriate conduct inside and outside of work.

- 3.2 All staff should share any low-level concerns they have using the reporting procedures set out in our Low Level Concern policy 2021. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

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

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

- 3.3 Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded. This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

#### **4. Dress and Appearance**

- 4.1 Inspire Multi Academy Trust recognise that dress and appearance are matters of personal choice and self-expression. However, all staff must dress in a manner that is appropriate to a professional role and that promotes a professional image.
- 4.2 Staff should dress in a manner that is not offensive, revealing or sexually provocative and in a manner that is absent from political or contentious slogans.
- 4.3 Staff should dress safely and appropriately for the tasks they undertake.
- 4.4 Tattoos that are offensive, political and deemed as inappropriate are not permitted to be on show in school or when representing school. Discreet earrings are acceptable but all other visible body piercings should be removed while on school premises.

#### **5. Smoking, alcohol and other substances**

- 5.1 Each academy is a non-smoking site. Staff must not smoke on school premises or outside school gates. Any member of staff wishing to smoke must leave the school grounds.
- 5.2 Staff must not smoke whilst working with or supervising pupils offsite.
- 5.3 Staff must not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near school premises.
- 5.4 Staff must refrain from the consumption of alcohol and other substances including prescribed medications at school/student events (i.e. Leaving Proms, residential visits) both within the school premises and outside the school setting or throughout the school day which may affect their ability to care for children.

#### **6. Relationships with Pupils**

- 6.1 Staff must maintain professional boundaries with pupils 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.
- 6.2 Staff must not establish or seek to establish social contact with pupils 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.
- 6.3 Staff must not develop personal or sexual relationships with pupils and should not engage in any sexual activity with a pupil. Sexual activity does not just involve physical contact including penetrative and non-penetrative acts.
- 6.4 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).

- 6.5 Staff should be mindful of section 16 of The Sexual Offences Act 2003<sup>1</sup>. Power and position of trust **(Under section 16 of the Sexual Offences Act ‘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’.)**
- 6.6 Staff should also be mindful of section 17 of The Sexual Offences Act 2003. Power and position of trust **(Under section 17 of the Sexual Offences Act ‘it is an offence for a person aged 18 or over (e.g. teacher, youth worker) to cause or incite a child under 18 in sexual activity even if the relationship is ‘consensual’.)**
- 6.7 Staff must not make sexual remarks to a pupil/student, discuss their own sexual relationships with, or in the presence of, pupils or discuss a pupil’s sexual relationships in an inappropriate setting or context.
- 6.8 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 pupils. If contacted via an inappropriate route the member of staff must inform the Headteacher immediately.
- 6.9 Inspire staff must not accept friend invitations or become friends with any pupil on any social media platform. Staff should also refrain from following the Twitter or other similar social media accounts of pupils or their parents. Staff must read the Trust’s Computer and Internet Use Policy, Laptop Declaration and the Online Safety policy carefully and follow all advice and guidance contained within it.

7.9 If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our Low-Level Concerns Policy or Child Protection policy based on the threshold.

## **7. Infatuations**

- 7.1 It is not unusual for pupils 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.
- 7.2 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.

## **8. Relationships with Parents or Staff**

- 8.1 Staff should maintain professionals’ boundaries with other staff members across the Trust and adhere to the staff code of conduct at all times. In the event that a member of staff develops a personal relationship with another staff member within the Trust they must declare this information to their line manager at the earliest point.
- 8.2 Staff should maintain professionals’ boundaries with other adults on the school site and adhere to the staff code of conduct at all times. In the event that a member of staff develops a personal relationship with an adult that works or regularly visits the school site they must declare this information to their line manager at the earliest point.
- 8.3 Staff should maintain professionals’ boundaries with parents and adhere to the staff code of conduct at all times. In the event that a member of staff develops a personal relationship with a parent of a child that attends a Trust school they must declare this information to their line manager at the earliest point.

## **9. Gifts/Hospitality**

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- 9.1 Staff need to take care that they do not accept any gift/offer of hospitality that might be construed as a bribe by others, or lead the giver to expect preferential treatment. However, there may be occasions where pupils or parents wish to give a small token of appreciation to staff, for example at religious festivities or at the end of the year.
- 9.2 It is unacceptable to receive gifts on a regular basis or to suggest to pupils that gifts are appropriate or desired. Money must not be accepted as a gift. If you are unsure whether to accept a gift you should consult your line manager.
- 9.3 Staff must not accept significant gifts or hospitality from pupils, parents, carers, actual or potential contractors or outside suppliers. All such gifts/offers of hospitality should be reported to your line manager and recorded.
- 9.4 Personal gifts must not be given by staff to pupils and any reward to pupils should be in accordance with behaviour policy, recorded and not based on favouritism.

## **10. Physical Contact with Pupils**

- 10.1 There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, 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 pupils it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.
- 10.2 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.
- 10.3 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, use their professional judgement at all times.
- 10.4 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 pupils.
- 10.5 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.
- 10.6 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 pupils 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 pupil'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 pupil.
- 10.7 Physical contact must never be secretive, for the gratification of the adult or represent a misuse of authority.
- 10.8 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.

10.9 Staff should refer to and adhere to Trust/School's Physical Intervention/Positive Handling/ Intimate Care Policies.

10.10 Staff must follow the school's 'Behaviour and Discipline' Policy consistently when dealing with conflict in school or off site. De-escalation strategies should be always used first in challenging circumstances however in extreme situations when children need to be prevented from hurting each other or others, all members of school staff have a legal power to use reasonable force as define in the Department of Education's document 'Use of Reasonable Force': Advice for head teachers, staff and governing bodies July 2013. Following a serious incident, the staff involved needs to complete an Incident report as specified in the Positive Handling policy to be shared with SLT who will inform parents.

10.11 The school intimate care policy needs to be followed at all times; this includes dealing with older children in circumstance due to medical conditions, illnesses or menstruation care. Staff need to encourage our older children to self-care whenever it is possible however if children do require support in these circumstances, staff need to risk assess the situation and ask for a second adult to witness care given if appropriate.

## **11. Child in distress**

11.1 There may be occasions when a pupil 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.

11.2 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.

## **12. Showers and changing**

12.1 Pupils are entitled to respect and privacy whilst they are changing or showering after PE/games 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 pupils and sensitive to the potential for embarrassment.

12.2 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.

## **13. E-Safety**

13.1 Staff should follow the Trust Computer and Internet Use Policy and Laptop declaration at all times and have regard for the Online Safety policy for pupils.

13.2 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.

13.3 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 pupils.

13.4 Staff must not make contact with pupils, must not accept or initiate friend requests nor follow pupils accounts on any social media platform. 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 communicate with pupils 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.

- 13.5 Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.
- 13.6 Staff should not make contact with pupils' family members, accept or initiate friend requests or follow pupils' family member's account on any social media platform.
- 13.7 However, we do acknowledge that staff who are also parents may wish to make contact with 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 pupils' family members via social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.

#### **14. Acceptable use of technology, photography, video and images of children**

- 14.1 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 pupil is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/guardian of a pupil for any images made. It is also important to take into account the wishes of the pupil, remembering that some pupils do not wish to have their photograph taken or be filmed.
- 14.2 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.
- 14.3 Photographs/stills or video footage of pupils should only be taken using school equipment for purposes authorised by the school and should be stored securely and only on school equipment.
- 14.4 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.
- 14.5 Staff should remain aware of the potential for images of pupils 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 pupils who may be unable to question how or why the activities are taking place. Staff should also be mindful that pupils who have been abused through the use of video or photography may feel threatened by its use in a teaching environment.
- 14.6 Staff should not take images of a child's injury, bruising or similar (e.g. following a disclosure of abuse) even if requested by children's social care.
- 14.8 If a child makes a disclosure, staff should not make audio recordings of the disclosure.
- 14.9 Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.
- 14.10 We have the right to monitor emails and internet use on the school IT system

#### **15. Confidentiality**

- 15.1 Members of staff may have access to confidential information about pupils, 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 pupil on a need to know basis.
- 15.2 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 pupil.

- 15.3 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil, 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 pupil, 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.
- 15.4 Staff have a statutory obligation to share with the appointed Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare or safety of a pupil or that might suggest a pupil is in need or at risk of significant harm. Staff should pass on information without delay in accordance with the Child protection Policy and procedures and this should be recorded. Staff must never promise a pupil that they will not act on or pass on any information that they are told by the pupil.
- 15.5 Staff should refer to the Department of Education's document Information sharing: advice for practitioners providing safeguarding services for further guidance on information sharing. If you are in any doubt about whether to share you should seek guidance from your Designated Safeguarding Lead.
- 15.6 Any media or legal enquiries should be passed to the senior leadership team and only approved Trustees, staff and Governors should communicate to the media about the school.

## **16. Whistleblowing**

- 16.1 Whistleblowing is the mechanism by which staff can voice their concerns, without fear of repercussion.
- 16.2 All school staff have a duty to report any behaviour by a colleague which raises concern. Staff should refer to the whistleblowing policy for further guidance. This is particularly important where the welfare of pupils may be at risk.

## **17. Prevent**

- 17.1 All staff have a 'Duty to prevent' (Counter Terrorism and Security Act, 2015) and should engage with appropriate training and report any concerns linked to the Prevent strategy to the Designated Safeguarding Lead

## **18. One to one situations**

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

## **19. Transporting pupils**

- 19.1 In certain circumstances it may be appropriate for staff to transport pupils 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.
- 19.2 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.
- 19.3 Staff should ensure that the driver is not distracted while the vehicle is in motion for any reason other than an emergency and should also ensure all passengers are wearing correctly fastened seatbelts. Staff should never transport pupils while under the influence of alcohol or drugs.
- 19.4 Prior to transporting pupils offsite consent must be obtained from a parent/guardian and staff should be aware that the safety and welfare of the pupils is their responsibility until this is safely passed back to

their parent/carer. There should be a second member of staff as an escort in the same car. First Aid requirements and any identified medical needs should be identified and built into the risk assessment.

## **20. Outings and visits**

- 20.1 Appropriate risk management must be carried out fully before any outing or visit off premises following the Trust Educational Visits policy. All paper work needs to be put in place and approved by the EVC prior to any visit, equally evaluations need to be completed on return to school, to ensure that improvements can be made in the future if needed. Teachers must provide supervision of children throughout the journeys and visits according to professional standards and common sense. Reasonable steps must be taken to avoid exposing children to dangers which are foreseeable and beyond those which children can reasonably be expected to cope.

## **21. First Aid and Medication**

First aid and medication should be administered and recorded by fully trained staff in line with the Managing medication policies and procedures.

## **22. Mobile Phones:**

- 22.1 Mobile phones and personally-owned devices should be left in staff lockers during the school day and must not be used during lessons or formal school time. They should be switched off (or silent) at all times. The Bluetooth functionality of a mobile phone must be switched off at all times and must not be used to send images or files to other mobile phones. Mobile phones and personal devices are not permitted to be used in certain areas within the school site such as classrooms, changing rooms and toilets.
- 22.2 Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The Academy Trust accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.
- 22.3 It is advisable that the Test track trace aspect of the NHS Covid app is temporarily disabled whilst mobile phones are in a shared locker space within the school building.

## **23. Home visits**

- 23.1 Home visits should be conducted by two members of staff at all times. A route for the visits if conducting several at on one day (eg. EYFS home visits) should be left in the office and a school mobile phone should be taken with the staff to facilitate contact with the school office.

## **Compliance**

**All staff must confirm they have read, understood and agree to comply with this reviewed policy by signing the signature sheet which will be kept with this policy on file.**