

Staff Code of Conduct

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Contents

1	Aims, scope and principles	3
2	Legislation and guidance	3
3	General obligations	3
4	Safeguarding including low level concerns	4
5	Staff-pupil relationships	6
6	Physical contact	8
7	Personal living accommodation including on site provision	9
8	Communication and social media	9
9	Acceptable use of technology	10
9.1	Artificial Intelligence and emerging technologies	10
10	Use of technology for online/virtual teaching	10
11	Confidentiality	11
12	Honesty and integrity	11
13	Dress code	11
14	Conduct outside of work	12
15	Monitoring arrangements	12
16	Links with other policies	12
	Appendices	
	Appendix 1 - Declaration of relationships with pupils outside of work	14
	Appendix 2 – General Guidance on Conduct	15
	Appendix 3 - Confirmation of compliance form	17
	Appendix 4 – Logging a low-level concern form	18

1.0 Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff and volunteers within Birmingham Diocesan Multi-Academy Trust (BDMAT) to follow.

By creating this policy, we aim to ensure our trust is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#).

Staff have an influential position in our schools and the Trust as a whole and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all central staff, support staff and volunteers in schools to also act with personal and professional integrity, respecting the safety and wellbeing of others.

We expect all our staff to act in accordance with the BDMAT values of:

Love – A selfless and unconditional commitment to action resulting in service and compassion towards others

Hope – we have a sense of confidence in the future informed by the power of love and the purposes of God

Wisdom – We see this as knowledge mixed with compassion and presented in a manner that helps others to heal and grow. In other words, wisdom is knowledge in the service of others.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the trust, its schools, and its pupils.

2.0 Legislation and guidance

In line with the statutory safeguarding guidance Keeping Children Safe in Education 2026, this staff behaviour policy sets out the standards of professional conduct expected from all employees, volunteers and visitors.

The policy covers acceptable use of technologies (including mobile devices and emerging technologies such as artificial intelligence), staff/pupil relationships, communication including social media, low-level concerns, allegations against staff and whistleblowing procedures.

This policy forms part of the Trust's safeguarding arrangements and should be read alongside the child protection and safeguarding policy, behaviour policy, online safety policy and whistleblowing procedures.

3.0 General obligations

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality;
- Never use inappropriate or offensive language in school;
- Treat pupils and others with dignity and respect;
- Show tolerance and respect for the rights of others;
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs;
- Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law;
- Understand the statutory frameworks they must act within;
- Adhere to the Teachers' Standards and the standards of any professional bodies that staff are members of (for example the [CIPFA](#));
- Not ignore unacceptable behaviour/ language presented by others (children or adults) and will enforce the school's Child Protection and Safeguarding, behaviour/anti-bullying policies and this policy at all times;
- Challenge and report inappropriate, discriminatory, abusive or harmful behaviour between pupils, including bullying, online abuse, sexual harassment, misogynistic or derogatory language and behaviours which could contribute to an unsafe environment;
- Not attend work whilst under the influence of alcohol or any other substance which may affect their ability to care for children. If a practitioner is taking medication which may affect their ability to care for children, they should seek medical advice. Practitioners must only work directly with children if the

medical advice received confirms that the medication is unlikely to impair that person's ability to look after children properly. All medication on the premises must be stored securely, and out of reach of children, at all times. Please refer to the BDMAT's staff drug and alcohol policy available on the BDMAT website.

- Not smoke or vape on school premises

4.0 Safeguarding

Staff have a duty to safeguard pupils from harm, and to report [any](#) concerns they have. This includes physical, emotional and sexual abuse, and neglect.

All staff should maintain an attitude of "it could happen here" in relation to safeguarding. Staff should demonstrate professional curiosity and understand that safeguarding concerns may arise within school, outside of school, within the home or online. Any concern, however small it may appear, should be shared with the Designated Safeguarding Lead or Deputy DSL in line with school procedures.

Staff in our central team will familiarise themselves with Keeping Children Safe in Education 2026, as appropriate to their role and the relevant school's child protection and safeguarding policy and procedures, and the Prevent initiative, and the BDMAT Whistleblowing policy and this policy to ensure they are aware of the processes to follow if they have concerns about a child's well-being.

Staff in our central team will familiarise themselves with KCSiE as appropriate to their role and the BDMAT model child protection and safeguarding policy and the Prevent initiative, and the BDMAT Whistleblowing policy and ensure they are aware of the processes to follow if they have concerns about a child.

All policies are available on the BDMAT website. New staff will be given access to copies as part of their induction.

4.1 Low-level concerns about members of staff or volunteers

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;
- Taking photographs or videos of children on a personal device;
- Engaging in one-to-one activities where they can't easily be seen; and
- Using inappropriate language.
- Humiliating pupils

The list above is a guide not a definitive list.

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have with the Headteacher or DSL if the Headteacher is not available and complete the form found at appendix 4. If the concern is about the Headteacher the concern should be shared with the BDMAT CEO and the form at appendix 4 should also be completed.

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.

Headteachers upon receiving a low-level concern should follow the guidance on the form at appendix 4 and complete the Headteacher's section.

If the Headteacher has any doubt as to whether the information which has been shared as a low-level concern reaches the harm threshold, they should consult with their LADO.

The form should then be retained in the low-level concerns folder held securely in school.

The Head of School Support should be notified of all low-level concerns and/or allegations on the day the Head teacher becomes aware of them.

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

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 to pupils.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policies. These are available on the schools' websites.

4.2 Low-level concerns about supply staff or contractors

If any staff members have any low-level concerns about supply staff or contractors, they should act in exactly the same manner as they would if it was a concern about a member of staff or a volunteer. (see 4.1)

Low-level concerns which are shared about supply staff and contractors should be notified to their employers by the Headteacher, so that any potential patterns of inappropriate behaviour can be identified.

5.0 Staff-pupil relationships

Familial and close social relationships sometimes sit alongside our professional relationships, and this can cause ambiguity. Where this is the case and the following guidance may not "fit" because someone who is a pupil independently belongs in your social circle it is important that headteachers (or in their case the CEO) are made fully aware of such circumstances. For your protection in situations of any ambiguity your employer should understand the context for a blurring of boundaries.

- a) Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.
- b) This includes the way in which staff and volunteers speak to pupils. A positive, respectful, and encouraging tone should be used at all times. Where it is necessary to challenge inappropriate behaviour or to get pupils' attention, it is reasonable for staff and volunteers to raise their voices and/or use an authoritative tone. However, it is not appropriate for employees/volunteers to shout at pupils habitually or speak to them disrespectfully. Employees/volunteers should never set out to cause a pupil to feel frightened, ashamed, or humiliated. Admonishments should focus on behaviour rather than the pupil's personality or character and targets for desired behaviour should be described by the member of staff or volunteer.
- c) Staff must recognise that children can abuse other children and that this can happen both in school and online. Staff have a responsibility to challenge, record and report inappropriate behaviour between pupils and report any concerns in line with the school's Child Protection and Safeguarding Policy. This includes, but is not limited to:
 - bullying, including cyberbullying and discriminatory bullying;
 - sexual harassment and harmful sexual behaviour;
 - inappropriate sexual comments or language;
 - the sharing of nude or semi-nude images;
 - online abuse;
 - physical violence or threats of violence; and
 - behaviour that promotes an unsafe or intimidating environment.
 - Staff should never dismiss inappropriate behaviour as "banter", "part of growing up" or "just a joke". Early intervention and professional challenge are essential in preventing harm.
- d) All staff and volunteers need to recognise that it is not uncommon for a child or young person to be strongly attracted to an adult who works with them and/or develop a 'crush' or infatuation. They should make every effort to ensure that their own behaviour cannot be brought into question, does not appear to encourage this and be aware that such infatuations may carry a risk of their words or actions being misinterpreted.

Any member of staff or volunteer who receives a report, overhears something, or otherwise notices any sign, however small or seemingly insignificant, that a child or young person has become or may be becoming infatuated with either themselves or a colleague, should immediately report this to the Headteacher/CEO. In this way appropriate early intervention can be taken which can prevent escalation and avoid hurt, embarrassment or distress for those concerned.

The Headteacher (or CEO) will give careful thought to those circumstances where the staff member/volunteer, child or young person and their parents/carers should be spoken to and will ensure an action plan to manage the situation is put in place. This plan will respond sensitively to the child and staff member/volunteer and maintain the dignity of all. This plan will involve all parties, be robust and regularly monitored and reviewed. Copies of signed forms will be maintained in the staff personnel files.

e) If staff members and pupils must spend time together on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access;
- Others can see into the room/ door is left open; and
- A colleague or line manager knows this is taking place.
- Appropriate risk assessments are in place

f) Staff should avoid contact with pupils outside of school hours if possible.

However, it is acknowledged that staff and volunteers may have genuine friendships and social contact with parents/carers of pupils, independent of the professional relationship, such as when a parent and teacher are part of the same family/personal network or social/recreational circle.

Those circumstances will usually be easily recognised, openly acknowledged, and should be explicitly declared in writing by staff/volunteers to the Headteacher/CEO using the form in *appendix 1*

g) Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

h) If a pupil or parent seeks to establish social contact, or if this occurs coincidentally, the member of staff or volunteer should exercise their professional judgement in making a response but **MUST** always discuss the situation with their Headteacher or line manager. This also applies to social contacts made through outside interests or the staff member/volunteer's own family.

i) While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils should only be

given as part of an agreed reward system or with the knowledge and agreement of the Headteacher.

- j) If a staff member or volunteer 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 to the Headteacher or DSL if Headteacher is unavailable, this is in line with the procedures set out in our child protection and safeguarding policy. If the concern is about the Headteacher the concern should be raised with the CEO of BDMAT whose contact details are available in the staffroom.
- k) inform senior management of any requests or arrangements where parents wish to use your services outside of the workplace e.g.tutoring

6.0 Physical contact

- a) Staff and volunteers should only touch children in ways which are necessary and appropriate to their professional or agreed role and responsibilities and in relation to the pupil's individual needs and any agreed care plan.
- b) Staff and volunteers should use their professional judgement to comfort or reassure a child for example after a fall, separation from a parent etc. in an age-appropriate way whilst maintaining clear professional boundaries.
- c) Staff and volunteers should recognise that not all children feel comfortable about physical contact and, wherever possible, adults should seek the pupil's permission before initiating contact and be sensitive to any signs that they may be uncomfortable or embarrassed.
- d) Staff and volunteers should listen, observe and take note of the child's reaction or feelings and so far, as is possible, use a level of contact and/or form of communication which is acceptable to the pupil.
- e) 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.
- f) Any physical contact should be in response to the child's needs at the time, of limited duration and appropriate to the individual child. Any physical contact must be recorded on CPOMs, including searches, alongside the incident that it relates to.
- g) Staff and volunteers should, therefore, always use their professional judgement.

- h) Staff and volunteers should read and fully adhere to the school's intimate care policy and any care plan and risk assessment put in place when supporting pupils with special educational needs or disabilities.
- i) Staff and volunteers should read and fully adhere to the following policies and procedures where physical contact with pupils may be unavoidable:
 - Supporting pupils with medical conditions;
 - Health and safety including First aid; and
 - Educational visits.
- Staff must only use control and physical intervention as a last resort when other behaviour management strategies have failed. In all cases where physical intervention occurs the incident and subsequent actions should be documented and reported on CPOMS which allows for incidents to be tracked and monitored by senior leaders. This should include written and signed accounts of all those involved, including the pupil. Checks where possible for injuries sustained should be made and recorded. The parents/carers should be informed on the same day.

7.0 Personal living accommodation including on site provision

Staff and volunteers should:

- be vigilant in maintaining their privacy, including when living in on-site accommodation;
- be mindful of the need to avoid placing themselves in vulnerable situations;
- refuse any request for their accommodation to be used as an additional resource for the school or trust;
- be mindful of the need to maintain appropriate personal and professional boundaries;
- not ask pupils to undertake jobs or errands for their personal benefit;
- not invite or allow pupils or former pupils under the age of 18 into their home or personal accommodation unless this has been formally authorised by the Trust as part of their professional role or there is an exceptional safeguarding reason that has been agreed with the Headteacher.

8.0 Communication and social media

- a) Only use equipment, e.g. mobile phones, and internet services provided by the school/BDMAT to communicate with pupils and their parents/carers, making sure that parents/carers have given permission for this form of communication to be used.
- b) Only communicate with pupils and their parents using email, telephone, or social networking for professional purposes and by use of school accounts and school owned ICT equipment. Emails should only be sent to the pupil's school Email address.

- c) Staff must not communicate with pupils using personal messaging services or applications, including but not limited to WhatsApp, Snapchat, Instagram, Facebook Messenger, Discord, Telegram or similar platforms unless expressly authorised by the Trust for educational purposes.

The same applies to all formal professional communications between staff.

- d) School staff's personal social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should ensure that personal accounts have the highest available privacy settings enabled and should regularly review these settings.

Where staff have an explicitly professional presence on social media, such as LinkedIn, it is reasonable to be fully identified. In such instances the content and tone of anything public should be subject to MAT scrutiny / editing.

- e) Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.
- f) Staff will ensure that they do not post any images online that identify children who are pupils at the school without written consent from the parent or the child themselves if old enough to give valid consent.
- g) Staff should immediately report any accidental or unsolicited online contact from a pupil through a personal account to the Headteacher and ensure the contact is recorded in accordance with the school's safeguarding procedures where appropriate.

9.0 Acceptable use of technology

- a) 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.
- b) Staff and volunteers are allowed to bring their personal phones to school for their own use but will limit such use to non-contact time when pupils are not present.
- c) Staff and volunteers will not take pictures or recordings of pupils on their personal phones or cameras or any other electronic devices capable of imaging and sharing
- d) Any images taken on BDMAT equipment will only be retained where there is a clear and agreed purpose for doing so, consent is in place and will only be stored securely on BDMAT devices.
- e) We have the right to monitor emails and internet use on the school IT system.
- f) All staff are expected to read, sign, and follow the ICT and internet acceptable use policy.

- g) Staff may use approved artificial intelligence tools to support planning, administration and professional duties where permitted by the Trust.

Staff must not:

- upload confidential or identifiable pupil information into public AI platforms unless specifically authorised;
- use AI to generate safeguarding records or professional judgements without appropriate professional oversight;
- create, edit or share AI-generated images, audio or video involving pupils;
- rely solely on AI-generated content without checking its accuracy.
- Staff remain professionally accountable for all work produced using artificial intelligence.

10.0 Use of technology for online/virtual teaching

- a) Staff and children must be fully dressed and wear suitable clothing, as should anyone else in the household.
- b) Any computers used should be in appropriate areas, for example not in bedrooms; and the background used by staff should be blurred or a virtual background used. If it is not possible to blur the background etc. staff must consider what children can see in the background and whether it would be appropriate in a classroom. This includes photographs, artwork, identifying features, mirrors etc.
- c) Staff will ensure that resources and videos used are age appropriate – in the event that a child feels distressed or anxious about content, they may not have support readily available at home.
- d) Live classes should only be recorded where there is a clear educational or safeguarding reason and this has been approved in accordance with Trust procedures.
- e) Live classes will be kept to a reasonable length of time so that children do not have too much screen time and to minimise disruption for the family.
- f) Language must be professional and appropriate, including that used by any family members in the background.
- g) Staff must only use platforms specified by senior managers and approved by both the BDMAT Head of IT and the Headteacher for communication with pupils.
- h) Staff should make a written record of the length, time, date, and attendance of any sessions held.
- i) Staff should be aware that filters at a child's home may be set at a threshold which is different to that in use at the school.
- j) It is the responsibility of the staff member to act as a moderator, raising any issues of suitability (of dress, setting, behaviour) with the child and/or parent immediately and ending the online interaction if necessary. The staff member should make a written record of the incident and share it with the DSL or their line manager depending on the nature of the incident.

- k) Staff should ensure any online meeting is arranged through approved Trust systems and, where possible, forms part of the normal timetable or is agreed by senior leaders.
- l) Online lessons or meetings should not be recorded unless there is a clear educational reason and appropriate approval has been obtained.
- m) Staff should maintain the same professional standards during online interactions as they would within the classroom.

11.0 Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties;
- Used to humiliate, embarrass or blackmail others; or
- Used for a purpose other than what it was collected and intended for.

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

Confidential safeguarding information must only be shared with those who need to know in order to protect a child. Staff should never promise confidentiality to a child where safeguarding concerns are disclosed.

12.0 Honesty and integrity

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.

Staff will not accept bribes. Details on the Trust's policy and approach to Gifts and Hospitality can be found in the Conflict-of-Interest Policy. The Chief Finance Officer will review the register termly for items over £50 in value.

Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school);
- Qualifications; and
- Professional experience.

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration

will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

13.0 Dress code

Staff will dress in an appropriate manner, that promotes a positive and professional image at work, including when engaged in online lessons or meetings.

Staff and volunteers should recognise that they are role models to the children and their choice of dress should uphold BDMAT's expectations for the children.

Those who dress or appear in a manner which does not adhere to this code may find themselves in discussion with senior management which may lead to disciplinary action.

- No jeans or denim to be worn (unless it is an Inset day).
- PE/swimming lessons: Sports clothing and trainers to be worn.
- Shoes: Shoes need to be safe, secure and appropriate to the activity (no flip flops or stilettos).
- Trainers only to be worn for sports activities. Relaxation of this requirement can be actioned locally with written permission from the headteacher.
- Underwear should not be visible (no spaghetti straps/no midriff showing).
- No clothing with offensive or political slogans

Staff should ensure their dress and presentation supports safe and effective working with children, reflects their professional role and does not compromise safeguarding, health and safety or public confidence in the profession.

14.0 Conduct outside of work

Staff will not act in a way that would bring the trust, the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school, Trust and those connected with the organisation on social media.

15.0 Monitoring arrangements

This policy will be reviewed annually but can be revised as needed. It will be approved by the board of trustees

The board of trustees will ensure this code of conduct is implemented effectively and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns via reports from the Head of School Support and the CEO.

16.0 Links with other policies

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct
- Staff grievance procedures
- Child protection and safeguarding
- Conflict of Interest
- Online safety
- BDMAT Acceptable Use of IT
- BDMAT Whistleblowing
- Intimate Care
- Home visits
- Educational visits policy
- Supporting pupils with medical conditions
- BDMAT Health and safety
- First Aid
- BDMAT Staff Drug and Alcohol Policy

Appendix 1 Relationships With Pupils Outside Of Work Declaration

Pupil's Name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of school with students in line with this policy.

I confirm that if these circumstances change at any time, I will complete a new form to ensure the school are aware of any relationships.

Signed

Date

Once completed, signed and dated, please return this form to the Headteacher/CEO

Appendix 2 General Guidance on Conduct

When we speak to others we will:

- use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- use a calm tone of voice, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable. We only raise our voice and/or use an authoritative tone where it is necessary to challenge inappropriate behaviour or to get pupils' attention.
- avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem; and
- Always speak respectfully to other adults, even if we disagree with them.

As professionals we will:

- avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.
- work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- work within the school's and BDMAT's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.
- treat everyone with respect.
- dress appropriately, setting a good example for the children and showing we are here to work; and
- behave in a positive way despite any personal problems that we may have, especially in front of the children.
- Challenge behaviours and language which constitute sexual harassment or are racist or homophobic
- Be a good listener
- Refer any concerns about the behaviour of members of staff, volunteers or other adults working in school to the Headteacher

PROFESSIONAL RESPONSIBILITIES

When using any form of IT, including the Internet, in school/work and outside school/work.

For your own protection we advise that you:

- Ensure all electronic communication with students, parents, carers, staff, and others is compatible with your professional role and in line with school policies.

- Do not talk about your professional role in any capacity when using social media such as Facebook and You Tube.
- Do not put online any text, image, sound, or video that could upset or offend any member of the whole school community or be incompatible with your professional role.
- Use school ICT systems and resources for all school business.
- Do not disclose any passwords and ensure that personal information is kept secure and used appropriately.
- Only take images of pupils and/or staff for professional purposes, in accordance with BDMAT/school policy and with the knowledge of SLT.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal, or discriminatory.
- Ensure that your online activity, both in and outside of school, will not bring the school or professional role into disrepute.
- You have a duty to report any online safety incident which may impact on you, your professionalism, or the school.
- Use artificial intelligence responsibly and in accordance with the Trust's ICT Acceptable Use Policy and Data Protection Policy.

Appendix 3 Confirmation of compliance form

I hereby confirm that I have read, understood, and agree to comply with the BDMAT staff code of conduct.

Name

Position/Post Held

Signed

Date

Once completed, signed and dated, please return this form to the Headteacher/Line Manager to be filed in the personnel file.

Appendix 4 Logging a concern about the behaviour of a member of staff or volunteer

This form should be used for recording and reporting all allegations of abuse by staff and volunteers and all concerns about the behaviour of staff and volunteers that are in breach of the Staff Code of Conduct.

All allegations and all concerns must be reported to the Headteacher/CEO without delay.

About the member of staff or volunteer whose behaviour is causing a concern or is subject of an allegation: Name (print): Job title (print):	
Date (of writing this record):	Time (of writing this record):
About the person reporting the concern/allegation and completing this form: Name (print): Job title (print): Signature:	
What is the nature of the specific allegation or concern about behaviour? (Brief headline)	
Record the following factually: When? (Date and time of incident); What exactly has raised your concern (what happened, what did you see/hear/find out or what were you told)? Where did your concerns arise? Who else – were any pupils or other staff present or involved? <i>N.B. Please record any direct disclosures/statements/allegations/comments using the child or adult's exact words in quotation marks.</i>	
<i>NB If additional pages are used these must be attached securely to this form</i>	
Did you do anything or speak to anyone else before reporting the incident/concern to the Headteacher/CEO? (If yes, please provide names and details)	
Any other relevant information:	
Date and time incident/concern was first shared with the Headteacher/CEO. <i>NB It is not necessary to complete this form before speaking to the Headteacher/DSL/CEO – the circumstances may mean you need to speak to the Headteacher/DSL/CEO first as a matter of priority:</i>	

If the concern or allegation is about the Headteacher please contact the CEO immediately and submit the form to them also

Following sections to be completed by the Headteacher/CEO

Time and date information received by Headteacher/CEO and from whom	
Action taken (e.g advice taken from Head of School Support, or CEO. Discussion with LADO PoT MARF submitted to LADO;	
Date, time, name, role, organisation advice provided by	
If decision not to refer to LADO, state reason	
Parents informed? Yes/No State reasons if no	
Outcome (e.g. referral to LADO, PoT meeting convened, Police investigation, internal investigation, HR advice or support provided. Informal management advice given and recorded, no further action)	
Signed	
Printed name	
Date	

Signature, date and time when member of staff submitting this form received confirmation of receipt of report/allegation from Headteacher/CEO