

# Elsley Primary School

## Staff Code of Conduct



**Approved by:** [Board of Governors]

**Date:** [June 2024]

**Last reviewed on:** [26 June 2024]

**Next review due by:** [June 2026]



## Elsley Primary School

Tokyngton Avenue, Wembley, HA9 6HT

T: 020 8902 8003 E: [admin@elsley.brent.sch.uk](mailto:admin@elsley.brent.sch.uk) Headteacher: Mr Raphael Moss

### 1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

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

Many of the principles in this code of conduct are based on part two of the [Teachers' Standards](#), Personal and Professional Conduct. At Elsley we expect all staff, governors and volunteers to adhere to these standards of conduct.

### 2. Misconduct and Gross Misconduct

The school has in place a disciplinary procedure, which gives examples of the types of breaches of standards of behaviour that are considered to be misconduct, and therefore would result in disciplinary action being taken against the employee. Some breaches are so serious that they are considered to be gross misconduct. If proven, this can result in the employee's dismissal from the school's service. The disciplinary procedure also gives examples of gross misconduct.

This Code of Conduct also sets out the standards of behaviour expected from all our employees, and you should understand that breaches of the Code may result in disciplinary action being taken against the employee. Some breaches of the Code are so serious that they are considered to be gross misconduct, which if proven can result in the employee's dismissal from the school's service.

### 3. 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
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within

### 4. Safeguarding children

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.

Staff will familiarize themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our safeguarding policy and procedures are available around our school, shared drive and via email.



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### 5. Staff-pupil relationships

Staff members are advised to disclose to senior leaders where there is preexisting relationships to child or families in order to plan accordingly.

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.

If staff members and pupils must spend time 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
- A colleague or line manager knows this is taking place

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

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles. (also see section 9)

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, personal gifts from staff to individual pupils are not acceptable. However a small gift for a class is acceptable at seasonal times, including class prizes.

Items may be purchased specifically to meet a child's educational additional needs, and remain in school for pupil to access. If staff have any questions regarding this, please speak with a Senior Leader.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the headteacher.

### 6. Safeguarding concern or allegation about a staff member

Staff concern/allegation (please also read Whistle blowing policy):

If staff have safeguarding concerns or an allegation is made about another member of staff (including supply staff, volunteers, and contractors) posing a risk of harm to children, then:

- This should be referred to the Headteacher
- Where there are concerns/allegations about the Headteacher this should be referred to the Chair of Governors.

### 7. Low level concerns:

A low-level concern is any concern that an adult has acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work
- Doesn't meet the threshold of harm or is not considered serious enough for the school or college to refer to the local authority Designated officer (LADO)



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Low-level concerns are part of a spectrum of behaviour. This includes:

- inadvertent or thoughtless behaviour
- behaviour that might be considered inappropriate depending on the circumstances
- behaviour which is intended to enable abuse.

Examples of such behaviour could include:

- being over friendly with children
- having favourites
- adults taking photographs of children on their mobile phone
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- Using inappropriate sexualised, intimidating or offensive language.

Where there may be a low-level concern this should be reported to the Headteacher or the designated safeguard lead.

Email to: [safeguarding@elsley.brent.sch.uk](mailto:safeguarding@elsley.brent.sch.uk) subject: Confidential-low level concern.

In dealing with such instances, it is important that School Leaders rely on their professional judgement as safeguarding professionals and deal with low level concerns in a measured and proportionate way. Where reported concerns are cumulative over a period of time, school leaders may wish to seek advice from their HR provider in order to consider whether it is appropriate to manage the matter more formally in line with the school's Disciplinary and/or Local Authority safeguarding protocols.

This is intended to help ensure that adults consistently model the school's values and help keep children safe. It will also protect adults working in school from potential false allegations or misunderstandings.

According to the recommendation within KCSIE, low-level concerns will be retained until after the individual leaves the school's employment.

The Keeping Children Safe in Education statutory guidance makes it clear that only substantiated safeguarding concerns/ allegations (including a group of low-level concerns about the same individual) that meet the harm threshold should be provided in references. Low-level concerns should not be included in references unless they relate to issues which would normally be included in a reference, for example, misconduct or poor performance. It follows that a low-level concern which relates exclusively to safeguarding (and not to misconduct or poor performance) should not be referred to in a reference.



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### 8. Political neutrality

Employees serve their governing body as a whole and must treat all governors equally and make sure that their individual rights are respected.

Employees must not allow their own political opinions to interfere with their work.

Employees may not display political posters, including election material, in areas of school premises or other council buildings which the public has access to. Trade union representatives may display trade union/association views on current issues on the appropriate authorised notice boards within the school, or in other places with the permission of the head teacher.

Where political views are brought to the attention of pupils within the school or during extracurricular activities they should be in the form of a balanced presentation of opposing views and be relevant to the subject being taught

You must disclose to your head teacher any family, business or personal relationships with governors where this may, or may appear, to put you in a position to exercise improper influence over the workings of the school

You must not canvass members on employment related matters nor seek to influence governors prior to any meetings of the Staffing, Appointments or Appeals Committee other than in the context of giving proper professional advice. This does not include Trade Union representatives who may wish to make representations about relevant issues.

The School supports the system of collective bargaining and believe in the principle of solving industrial relations problems through discussion and agreement where possible. Trade unions are integral to this process and staff have an option of joining a union of their choice should they so wish.

### 9. Working with senior leaders

You are expected to show loyalty to Elsley Primary School and to support its leaders and managers. A climate of mutual trust, confidence and respect between leaders and staff is essential to achieving the school's aims and objectives, meet our performance targets and provide the highest quality of education for all.

In performing your duties, make sure that you:

- work diligently and reliably, and never neglect your duty;
- co-operate with leaders and managers
- always be polite, helpful and respectful;
- never lie to, deceive, abuse or undermine;
- carry out any reasonable leadership/ management instructions;



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- fill in honestly any document, form or record your leaders/ managers need for work;
- never falsify any document;
- never wilfully destroy any document that you know is needed by leaders/ managers;
- be at work on time;
- tell your leader/ manager if you will be late for work (for example, for a doctor's visit);
- agree in advance with your leader/ manager and obtain their approval for any leave or other time off you want;
- make routine medical appointments outside of working hours or during school holidays where possible;
- follow the school's rules on reporting any absence, including absence due to sickness;
- never claim sick leave when you are not sick;
- if you are on sick leave, act sensibly to speed your recovery and return to work, and do nothing deliberately that you know would delay your recovery or worsen the problem;
- do not drink alcohol to the extent that it adversely affects your work, performance, attendance or behaviour. You should not be under the influence of alcohol, including having alcohol on your breath during the school day;
- never drink alcohol on school property unless at an approved social function, e.g. a leaving do, or official school function;
- never take illegal drugs or any banned substance on school property;
- comply with the school's 'Access to Information Policy';
- comply with the school's 'No Smoking Policy'.

In performing your duties make sure that you do not display any of the following behaviours:

- aggressive behaviour, shouting or threatening, impolite or discourteous behaviour;
- unwelcome, sexual advances including touching, standing too close or circulating or displaying offensive material;
- spreading malicious rumours or insulting someone;
- ridiculing or demeaning someone or setting them up to fail;
- exclusion or victimisation;
- behaviour or decision-making which is based on improper prejudice;
- making unjustified, persistent criticisms;
- intimidating or undermining any member of staff whether they be in a senior or junior position;
- making threats or comments which are without foundation, about job security and intentionally blocking off promotion or training opportunities;
- making someone the butt of jokes.

### 10. Leading and managing staff

For the school, the people it employs and the way they work are the key to its successes. The school wants its senior leaders to provide staff with sound leadership, clear direction, support which is



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appropriate to the employee's needs, and the opportunity to develop their skills and abilities to enable them to properly fulfil their role.

When supervising or managing staff, ensure that you:

- manage in accordance with the school's policies and procedures;
- set acceptable standards of conduct at work;
- Support and assist staff to carry out their work properly;
- do not:
  - act in an overbearing manner (i.e. using unwarranted excessive supervision);
  - wilfully neglect to supervise your employees properly;
  - misuse your power or position;
- Foster positive relationships with colleagues while maintaining professionalism to ensure fairness and equality, avoiding any conduct that could be perceived as favouritism or compromise the working relationship.;
- consider the training and development needs of your staff to enable them to meet the current and future school needs;
- deal with staff fairly and consistently, and in accordance with the principles of equality of opportunity;
- accept responsibility for the work you and your staff do;
- provide for all your staff a working environment that is free from any form of discrimination, unfair treatment, bullying or harassment;
- are alert to and correct unacceptable behaviour;
- raise any concerns in a private and confidential place wherever possible;
- ensure staff can seek advice when raising harassment problems;
- take all complaints seriously and thoroughly investigate them;
- where appropriate report unacceptable behaviour to senior leaders/ the Headteacher;
- deal with complaints fairly, thoroughly and confidentially.

### **11. Respecting your colleagues, pupils and parents and carers**

When dealing with your colleagues, pupils, parents and carers make sure that:

- you set a good example by treating all your colleagues, pupils and parents and carers with politeness, courtesy, respect, fairness, consistency and confidentiality (however, confidentiality will only be maintained where this does not impact on the school's vicarious liability);
- you never make remarks that are ageist, homophobic, racist, sexist, belittling of a person's religion, offensive to the disabled or otherwise improper and/or disrespects/infringes their human right choices;
- you do not harass, bully or discriminate against any colleague. The school treats very seriously complaints of harassment or bullying, or discrimination on grounds of race, gender, disability, religion or belief, ethnic or national origin, sexuality or age;



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- you are polite, responsive, helpful and professional.

### 12. Working honestly

We expect you to use public money and resources with complete honesty and be able to demonstrate that at all times.

Ensure that you:

- avoid corruption and the suspicion of it;
- do not ask for or accept bribes of any sort;
- never seek or take any reward or favour for providing services apart from your pay;
- do not take a reward from anyone who has, or might have a business relationship with the school, or anyone who stands to lose or gain from a school decision;
- do nothing that could be seen as likely to improperly influence your work, your decisions or your impartiality;
- comply with the school's policy on gifts and hospitality;
- tactfully refuse any gifts of more than token value from an organisation or individual with which the school does, or may do business;
- do not accept hospitality exceeding a minimum level of common courtesy from an organisation or individual with which the school does, or may do business, other than in accordance with the school's policy on gifts and hospitality;
- record any offers of gifts and hospitality in the School's Gifts and Hospitality Register;
- do not use improper influence to get people you meet through your work to leave you things in their will;
- report to your manager if people you meet through work leave you things in their will;
- never obtain school property or money when you are not lawfully entitled to it (this includes subletting school or council property without approval);
- do not fraudulently claim housing benefit, or any other benefit from the council, or any administered by the Department of Work and Pensions or Inland Revenue;
- do not commit fraud or theft against any organisation or individual, including when claiming housing benefit or income support;
- do not falsify documents to claim pay including a bonus, overtime or sick pay;
- do not make personal use of school property, facilities or equipment unless you are properly authorised to do so;
- do not engage in private work where this may impact on your role with the School i.e. business or an appointment outside the school (paid or unpaid). If you have any doubt you should discuss any private work and its potential impact on the school with your line manager or Head Teacher. – also see below section Working with integrity
- never do private work when you should be working for the school or are on sick leave (consent will not be unreasonably withheld);



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- never abuse your own position with the school to benefit yourself, your family, your friends or any outside organisation or political party.

### 13. Working with integrity

We expect you to do whatever is needed to protect your own reputation and standing with the public and to build respect for the school. There should be no reason to suspect that any of us are seeking opportunities for private gain. The relationships that the school has with its partners, contractors, consultants, community groups, suppliers and others must be responsibly managed so as to ensure there can be no suspicion of corruption or dishonesty with public money.

Ensure that you:

- do nothing away from work, which might damage public confidence in the school, or make you unsuitable for the work you do;
- never, without good cause, wilfully withhold any payments you owe to the school/council such as rent or council tax, or salary/wages overpayment;
- be fair and impartial in dealing with all parents, competitors, suppliers, contractors and sub contractors;
- complete a declaration of your financial and other interests e.g. engaged in private work (paid or unpaid);
- inform your head teacher if you have links with a firm or organisation, which may get money, grant awards, contracts or work from the school;
- inform your head teacher if you have a relationship with someone, which might appear to improperly influence a decision one might make about the other in connection with the work of the school. This includes things like being someone's landlord, being in debt to someone, or having a close personal relationship with a governor, council member, parent or carer or employee where this might lead to a conflict of interest;
- never use your work to further the aims of any group whose ideas are in conflict with the school's values and policies;
- inform your manager if you are charged with/ convicted of a crime, receive a police caution/reprimand or warning;
- Inform your manager if you are arrested for an offence which may be considered relevant to the work you do School leaders may wish to seek advice from their HR provider in such circumstances.

### 14. Working with sensitive information

We expect you to use sensitive information properly and to have due respect for any confidentiality and the integrity and availability of information generally. The school is required to make appropriate information available to governors, council members, internal and external auditors, government departments, parents and carers and the general public. Information you gather while working for the school should not be used for commercial or personal gain or be otherwise misused.



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Ensure that you:

- know what information, to which you have access, the school treats as sensitive. The information may be marked to inform you of this, or you will be briefed appropriately. If you are unsure then seek clarification from your manager;
- know who else is entitled to have access to information that you have access to
- do not discuss sensitive information in public places, and never gossip about or misuse sensitive information;
- protect information when it is in your care. This includes when you are in possession of information away from school buildings;
- are responsible and professional in using and allowing access to personal information on pupils, parents and carers, staff and others;
- never create or amend information records or other information whether held on paper record or on computer system which relates to yourself, your family, relatives or friends without prior authorisation from your manager;
- use personal information held on computer in line with the principles of the Data Protection Act.

### 15. Working within the law

The school expects you to work within the law. A framework of laws and regulations set school powers. In order for its decisions and actions to be held to be reasonable in law, the school must carry out its business in a way that is within its powers, and is rational, proper and fair. Unlawful or criminal behaviour at, or even away from work, may result in a loss of trust and confidence in the employee, or the school.

Ensure that you:

- uphold the law at work;
- comply with the school's standards and the rules set out in the school's constitution.

### 16. Communication and social media

Individuals employed by the school are entitled to use whatever system they like outside of their working time and working persona, to engage in the social aspects of the media – both broadcasting and receiving. However great care should be taken to ensure the private/work line is not crossed. It is good practice not to mention work, your opinions of your colleagues or processes and projects on your own private or public social media networks. Where the school's behaviour policy/code of conduct explicitly prevents mentioning work/opinions of colleagues/processes/projects within private or public social media networks, this should be observed.

You must be aware that posting information about the School and or Council cannot be isolated from your working life. Any information published online can be accessed around the world within seconds and will be publicly available for all to see. Staff should regard private social media with privacy settings as potentially public (i.e. viewed and shared to third parties).



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Regardless of whether the employee has identified themselves as school employees or not, anything they publish either school related, or another matter which may bring the School into disrepute, or call into question their suitability to work at the School, could result in dismissal. Where it is brought to their attention, employees should ensure they remove comments that are damaging to the school where these comments are made on their own social media accounts.

It is generally unacceptable and inappropriate for school staff to have contact with pupils on social media sites.

Any inappropriate comments postings or correspondence with pupils, parents, carers or other members of staff could lead to disciplinary action being taken against you.

Refer to the school's Digital/Online Safety and Acceptable Use Policy for Schools for further details.

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, are advised not to 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 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.

This is to not exclude pre-existing relationships, and in these circumstances staff and parents are advised to use official channels to discuss pupil's progress or any concerns.

Also see the Elsley School's remote learning policy and adhere to these expectations

Staff will ensure that they do not post any images online that identify children who are pupils at the school without parental consent.

Staff should be aware of the school's e-safety policy and our online remote learning policy and expectations.

### **17. Acceptable use of technology**

Staff will always use the school's ICT systems and internet responsibly, and ensure that pupils in their care do so too.

When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), staff will not:

- 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.
- Use the system in any way which could harm the school's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services



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- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share their password with others or log in to the school's network using someone else's details
- Staff must ensure that pupils data and information isn't stored on personal devices or downloaded locally.
- Staff are reminded to always log out when accessing pupils personal information and lock screens where visible to other staff or pupils.
- Share confidential information about the school, its pupils or staff, or other members of the community
- Access, modify or share data that they not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the school
- Staff will not use personal mobile phones and laptops, or school equipment for personal use, during direct teaching hours or in front of pupils.
- Staff should not take photographs of pupils using personal device or share these through social media platforms (for example WhatsApp)
- They will also not use personal mobile phones, smart watches or phone cameras to take photos of pupils, nor check or respond to messages during teaching time.
- Staff will not respond to, check messages or answer calls using ear pods or any other device during teaching time. Staff are advised to use the do not disturb function on smart watches during teaching time.
- There is a discretionary allowance made to the lunchtime staff to check for any updates on lunchtime plans a few minutes before the beginning of lunchbreak and this must be away from the pupils.

The school's ICT systems and access the internet in school, or outside school on a work device is for educational purposes and for the purpose of fulfilling the duties of a role.

The school has the right to monitor emails, the websites visited and use of the school's ICT facilities and systems.

Reasonable steps will be taken to ensure that work devices are secure and password protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

Staff will let the designated safeguarding lead (DSL) and Online Safety lead (OSL) know if a pupil informs them that they have found any material which might upset, distress or harm them or others, and will also do so if they encounter any such material.



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### 18. 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 will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- 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 is at risk of harm.

### 19. Working with the media

The school expects staff to promote the work of the school and to act as ambassadors. Relations with the media require specific skills and expertise and staff should not discuss school business with the press without prior permission.

Ensure that in relation to your school you:

- refer appropriate enquiries from the press to the Head Teacher;
- seek advice from the Head Teacher and get permission from your manager before you speak to, write to, or give interviews to the media;
- never bring the school into disrepute by publicising material, which is confidential, or against the interests of the school, or criticises its employees;
- do not bring the school's name into disrepute in any other way through the press or media.

### 20. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role at all times. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes. Gifts that are worth more than [£50:00] must be declared and reported to a senior leader.

Honesty and integrity is important and we ask staff to;

Staff will ensure that all information given to the school about their home address, qualifications and professional experience is correct and always updated.

### 21. Dress code

Staff will adhere to the school's Dress Code – see appendix A.

### 22. Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.



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### 23. Monitoring arrangements

This policy will be reviewed (every 2 years) but can be revised as needed in line with other external policies and guidance. It will be approved by the senior leadership team/shared with the full governing body.

### 24. 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. It also sets out examples of what we will deem as misconduct and gross misconduct

- Staff grievance procedures
- Safeguarding and child protection policy
- Whistle blowing policy
- E-safety and GDPR expectations
- Remote learning policy and expectations



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### Appendix A. Dress Code

Elsley Primary School recognises the importance of appropriate clothing for staff working with children, while also allowing personal choice. Staff members are role models and should exemplify the behaviours and standards we promote, including dress and appearance. The aim is not to dictate a specific style, but to maintain a standard suitable for a learning environment that supports effective teaching, a safe environment, and sets the tone for pupils' dress and appearance.

While at work, all members of staff represent the school. Through their appearance they project the image of the school to pupils, parents and visitors. The dress code applies to all staff, including supply agency staff, those that are seconded, governors, volunteers and students. It applies when working on school premises, during visits and residential trips.

#### Implementation of the dress code policy

The Dress Code provides guidance on the school's standards for dress and appearance. Staff should maintain a professional appearance at all times, both at the school and when representing it elsewhere. The Dress Code does not exhaustively define acceptable and unacceptable standards but aims to provide general guidelines for staff to use professional judgment in adhering to its principles.

The Headteacher has the final say on the appropriateness of clothing and appearance, prioritising safeguarding, health and safety, and security considerations. Risk assessments will be conducted as needed.

If a staff member's clothing or appearance is deemed inappropriate, the Headteacher or another school leader will address the issue with the individual. Leaders will try to do so in a discrete and supportive manner. Failure to adhere to the dress standards may result in misconduct charges and potentially formal disciplinary procedures.

#### Dress Code

Staff are expected to dress in a smart, professional, appropriate manner.

#### Exceptions to the Dress Code

It is recognised that there may be specific occasions where the usual dress code would not be appropriate e.g. non-uniform days, trips and residential visits. In these instances, guidance will be provided so that both pupil and adult dress codes are in line. In accordance with current practice, the dress code is relaxed on training days, when pupils are not present.



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### Examples of inappropriate dress

For the avoidance of doubt, inappropriate dress is deemed to include the following, although this is not an exhaustive list:

- Jeans or other denim clothing (smart black jeans would be considered appropriate)
- Revealing or excessively tight clothing, such as cropped tops, vests and short skirts or shorts, (minimum appropriate length would be just above the knee)
- Clothing which exposes underwear or whereby underwear is visible through it
- Casual t-shirts or shorts (except appropriate to task eg PE, and length to just above the knee)
- Tracksuits/sportswear and hoodies (except for PE and associated sports activities)
- Clothing with tears, holes and rips
- Combat or cargo trousers (unless tailored or smart)
- Sports leggings (plain black leggings would be appropriate when worn under a top, skirt or dress to just above the knee).
- Stiletto heels, flip flops or crocs (unless medically advised)
- Colourful trainers or pumps (trainers of a single plain colour would be appropriate)
- Strapless tops/dresses or tops/dresses with narrow shoulder straps or halter necks
- Clothing/Jewellery with large logos, political symbols or contentious slogans.
- Jewellery that may cause a health and safety risk

### Tattoos

Our school recognises tattoos as a form of individual expression, often carrying personal, cultural, or religious significance. While staff members are permitted to have tattoos, we ask that any visible tattoos remain appropriate and inoffensive when representing the school. If a tattoo is potentially inappropriate — such as those with explicit political, sexual, violent, or hateful content — or distracting in an educational setting, it must be covered during the school day and in front of pupils and other stakeholders. This policy ensures a professional environment and maintains the focus on education. We appreciate our staff's understanding and cooperation in upholding these standards of professionalism.

### Face coverings

When teaching or supervising children, face coverings are not to be worn. The two reasons for this are: it is of utmost importance that staff utilise their ability to communicate fully with pupils to comply with Ofsted requirements; and from a Health and Safety and safeguarding perspective, restricted communication could endanger children through the reduced ability to convey safety instructions and messages. When face coverings/masks are required for medical/ Health & Safety reasons, this will be considered on a case-by-case basis and a risk assessment will be undertaken. Advice may be sought from Occupational Health.