



The Federation of Spixworth Schools

Code of Conduct For Staff and Volunteers

Agreed by Governing Body: Autumn 2022

To be reviewed: Autumn 2023

Group Responsible: Full Governors

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Aim of this code of conduct

Spixworth Infant School and Woodland View Junior School: The Federation of Spixworth Schools, expects all pupils to receive high-quality teaching and learning in a positive and respectful environment.

Staff and volunteers at the federation should ensure that their own behaviour, and the manner in which they conduct themselves with their colleagues, pupils, parents and other stakeholders, sets a positive and professional example for pupils.

We recognise that the majority of staff and volunteers act appropriately and treat each other with dignity and respect; however, we consider it important to clarify the expected standards.

This policy forms part of a staff member's contract of employment and failure to comply with it, and with the associated federation policies, may result in disciplinary action being taken, including legal action where this is warranted.

This document applies to all staff and volunteers who are:

- Working at the schools, including the Heads of School and Executive Headteacher

This document does not apply to:

- Peripatetic staff members who are centrally employed by the LA.
- School catering staff employed by Edwards and Blake.
- Employees of external contractors.

These employees are governed by their employment contracts and any relevant laws pertaining to their activities within the federation, for example, the UK GDPR and the Data Protection Act 2018.

Signed by:

_____	Exec Headteacher	Date: _____
_____	Chair of governors	Date: _____

1. Safeguarding pupils

- 1.1. In accordance with Keeping children safe in education (KCSIE), staff members have a responsibility to safeguard pupils and protect and promote their welfare.
- 1.2. Staff members have a responsibility to ensure that they provide a learning environment in which pupils feel safe, secure and respected.
- 1.3. To effectively safeguard pupils, staff members are required to follow the procedures outlined in this Staff Code of Conduct, the Behavioural Policy and the Child Protection and Safeguarding Policy, ensuring that they do not act in a way that may put pupils at risk of harm, or lead others to question their actions.
- 1.4. In accordance with the federation's Behavioural Policy and Child Protection and Safeguarding Policy, staff members will be prepared to identify pupils who may be subject to, or at risk of, various types of abuse and neglect, including, but not limited to, the following:
 - Physical abuse
 - Emotional abuse
 - Sexual abuse
 - Neglect
 - Peer-on-peer abuse
 - Serious violence
 - FGM
 - Child sexual exploitation (CSE)
 - Child criminal exploitation (CCE)
 - Bullying: this includes cyberbullying, and prejudice-based and discriminatory bullying
- 1.5. Copies of policies and a copy of KCSIE will be provided to staff at induction. Staff will have a clear understanding of the federation's policies and procedures with regards to safeguarding issues, e.g. abuse, and the important role they play in preventing harm against pupils.
- 1.6. In accordance with the federation's Child Protection and Safeguarding Policy, staff will also be aware of the factors that could increase a pupil's risk of being subject to safeguarding issues, including but not limited to:
 - Pupils who need a social worker (Child in Need and Child Protection Plans).
 - Pupils requiring mental health support.
 - LAC and previously LAC.

- Pupils with SEND.
 - Pupils who identify as LGBTQ+.
 - Pupils perceived to be LGBTQ+.
 - Pupils struggling with mental health needs.
 - Pupils who have a family member in prison, or who are affected by parental offending.
 - Pupils that are frequently absent or permanently excluded from school
- 1.7. If a staff member identifies a pupil who is subject to, or at risk of, abuse and neglect, they will follow the necessary reporting and referral procedures outlined in the Child Protection and Safeguarding Policy. Staff will be aware of the procedures to follow if a pupil tells them they are experiencing abuse, exploitation or neglect.
- 1.8. In all cases, if a staff member feels unsure as to whether an incident or pupil would be classed as a safeguarding concern, they will speak directly to the DSL. Staff will not assume a colleague will take action and share information that might be critical in keeping children safe.
- 1.9. Staff will understand that even if there are no reports of child-on-child abuse in the schools, this does not mean it is not happening. Staff will report any concerns regarding any form of abuse to the DSL without undue delay. Staff will understand the importance of challenging inappropriate behaviours between peers that are abusive in nature.
- 1.10. Any staff member that has concerns about another staff member's (including volunteers and supply staff) actions or intent, or believes these actions may lead to a pupil being put at risk of harm, will report this in line with the Allegations of Abuse Against Staff Policy or Whistleblowing Policy immediately so appropriate action can be taken
- 1.11. Upskirting is not tolerated by the federation and any incidents of upskirting must be reported to the DSL who will decide on the next steps to take, which may include involving the police.
- 1.12. If a staff member feels unable to raise an issue with the federation, they will use other whistleblowing channels, including contacting the NSPCC's helpline on 0800 028 0285 (between the hours of 8:00am and 8:00pm Monday to Friday) or email address help@nspcc.org.uk. Staff members can also access guidance at www.gov.uk/whistleblowing. Fear about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare of pupils.
- 1.13. If the concern is regarding the Executive Headteacher, staff will report this to the chair of the governing board.
- 1.14. Staff will partake in the appropriate safeguarding and child protection training, which will include online safety; additionally, staff will receive regular safeguarding and child protection updates at least annually

- 1.15. Staff will recognise that, when teaching pupils about safeguarding and online safety, a one-size-fits-all approach may not be appropriate for every pupil, and a more personalised or contextualised approach may be needed for pupils who are vulnerable, victims of abuse and/or have SEND
- 1.16. Staff will be aware of their local early help process and understand their role in it. Staff will also be aware of the process for making referrals to children's social care service (CSCS) and for statutory assessments under the Children Act 1989, along with the role they may be expected to play in such assessments
- 1.17. Staff will reassure victims that they are being taken seriously and that they will be supported and kept safe by the federation. Staff will never give the impression that pupils are creating a problem by reporting abuse, sexual violence or sexual harassment, nor should a pupil ever be made to feel ashamed for reporting an incident
- 1.18. Staff will be aware that confidentiality will never be promised to a pupil – staff will understand the procedure for if a pupil discloses a potential safeguarding issue, in accordance with the federation's Child Protection and Safeguarding Policy.
- 1.19. Staff will be aware of the federation's legal duty to refer anyone who has harmed, or poses a risk of harm to, a child or vulnerable adult to the DBS – this includes where:
 - The harm test is satisfied in respect of that individual
 - The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence
 - The individual has been removed from working in regulated activity or would have been removed if they had not left their post

2. Appearance and dress

- 2.1. The federation expects that staff members will:
 - Ensure that their appearance is clean and neat when at work or representing the federation.
 - Dress in a manner that is appropriate to their role.
 - Remember that they are role models for pupils, and that their dress and appearance should reflect this.
 - Not dress in a way that is likely to be viewed as offensive or would cause embarrassment to pupils, parents, colleagues or other stakeholders. Particular consideration should be given to the length of skirts/dresses/shorts and the cut of tops. No undergarments should be on show. Large logos/slogans including any political slogans are not permitted. Any denim items are not permitted (premises/cleaning staff exempt).

- Leggings can only be worn under dresses/tunics or as part of sports wear
- Body art including tattoos and piercings should be covered if they may be seen as offensive. The Executive Headteacher is responsible for the final decision.
- Footwear should be suitable for responding to the needs of children, including moving with haste
- Sports wear including trainers should only be worn for PE or other sporting events.

3. Attendance

3.1. The federation expects that staff members will:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays. Attendance at one open evening per year is included.
- Make routine medical and dental appointments outside of their working hours or during holidays where possible.
- Refer to the federation's Staff Leave of Absence Policy if they need time off for any reason other than personal illness.

Follow the federation's absence reporting procedure when they are absent from work due to illness or injury: The Head of School must be informed by telephone by 7.30am on the first day. A follow up phone call no later than 2.45pm on the first day of absence confirming attendance for the following day must also be made. Teaching staff should inform the Head of School of where planning can be found for cover staff to use.

Plus One hours are to be used for training or other relevant non-contact federation and/or career development. Time can only be claimed by direction from or agreement with the Executive Headteacher. A log of this time will be kept by the School Support Manager.

4. Professional behaviour and conduct

- 4.1. Staff members are expected to co-operate and collaborate with and treat other colleagues, pupils, parents, and external contacts with dignity and respect.
- 4.2. Staff must maintain high standards and professionalism in their communication (both verbal and non-verbal) with all other stakeholders including other staff at all times.
- 4.3. The use of foul and abusive language will not be tolerated.
- 4.4. Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.
- 4.5. Staff members will not misuse or misrepresent their position, qualifications or experience, or bring the federation into disrepute.

- 4.6. Staff members will inform the Executive Headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.
- 4.7. Staff will be aware that professional behaviour and conduct is expected to be extended to extra-curricular trips and visits too. All staff attending a trip or visits will act in accordance with this policy.
- 4.8. Staff will act appropriately in terms of the views they express (in particular political views) and the use of federation resources at all times and will not use federation resources for party political purposes.
- 4.9. All staff will use a positive approach to behaviour management. If an incident occurs where a child or others are at risk, or a child is causing serious damage or disruption, trained staff will act using appropriate techniques, up to and including the use of physical intervention (see Behaviour and Touch policies).
- 4.10. Staff should be encouraging and positive with all children and look for reasons for negative behaviours, that may include their own behaviours as contributing factors and discussing these where appropriate with their line manager, SENDCo or Head of School.
- 4.11. Staff are expected to work with all pupils, irrespective of their demeanour, ability, religious or cultural background and should never attempt to refuse to do so.

5. Conduct outside of work

- 5.1. Staff may undertake work outside of the federation, either paid or voluntary, provided that it does not conflict with the interests of the federation. The nature of the work cannot be seen to bring the federation into disrepute, nor be at a level which may contravene the working time regulations or affect an individual's work performance.
- 5.2. Staff will not engage in outside work which could seriously damage the reputation and standing of the federation or the employee's own reputation, or the reputation of other members of the federation community. In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are unacceptable.
- 5.3. Staff will not engage in inappropriate use of social network sites which may bring themselves, the federation, federation community or employer into disrepute. This is explored further in [section 15](#).

6. Smoking, alcohol and other substances

- 6.1. Staff will not smoke on, or within a five-mile radius of, the federation premises, unless this is within their own homes.

- 6.2. Staff will not smoke whilst working with or supervising pupils off-site, such as when on educational visits and trips.
- 6.3. The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members must never attend work under the influence of alcohol or illegal drugs.
- 6.4. If alcohol or drug usage impacts on a staff member's performance, the federation has the right to discuss the matter with the employee and take appropriate action in accordance with the federation's disciplinary procedures, including referral to the police.

7. Health and safety

7.1. Staff members will:

- Be familiar with and adhere to the federation's Health and Safety Policy and ensure that they take every action to keep themselves and everyone in the school environments safe and well.
- Comply with health and safety regulations including Curriculum Risk Assessment and use any safety equipment and protective clothing which is supplied to them.
- Comply with hygiene requirements.
- Comply with accident reporting requirements.
- Inform the Executive Headteacher of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended).
- Personal health – it is wise and prudent, that if a member of staff has a health issue, i.e. asthma then a health care plan should be drawn up so that at the very least the Head of School is aware of the problem and with permission the federation first aiders are aware to ensure the wellbeing of all staff.

8. Declaration of interests

- 8.1. Staff members are required to declare their interests, both personal and financial, where the group or organisation they are affiliated with would be considered to be in conflict with the ethos of the federation.
- 8.2. For the purposes of this policy, a financial conflict of interest is one where there is, or appears to be, opportunity for personal financial gain, financial gain for close relatives or friends, or where it may be reasonable for a third party to take the view that financial benefits may affect an individual's actions.
- 8.3. The term 'financial interest' means anything of monetary value, including the following:
 - Payments for services

- Equity interests
 - Intellectual property rights
 - Hospitality or gifts
- 8.4. Examples of financial interests that must be declared include, but are not limited to, equity interests in services considered for use by the federation.
- 8.5. Non-financial conflicts of interest can also come into conflict, or be perceived to come into conflict, with an individual's obligations or commitments to the federation. These interests may include any benefit or advantage including, but not limited to, direct or indirect enhancement of an individual's career or gain for immediate family or someone with whom the individual has a close relationship.
- 8.6. Examples of situations that could give rise to non-financial conflicts of interest include the following:
- Pressure or temptation to accept gifts, inducements or hospitality
 - Participating in the appointment, hiring, promotion, supervision or evaluation of a person with whom the individual has a close personal relationship
 - Where a member of staff has or develops a close personal relationship with a colleague
- 8.7. Membership to a trade union or staff representative group does not need to be declared.
- 8.8. Staff members will also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with federation activities.
- 8.9. Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the federation or trade union.
- 8.10. All declarations, including nil returns, will be submitted in writing to the Executive Headteacher for inclusion on the Register of Business Interests.

9. Relationships with pupils

- 9.1. The federation expects that staff will:
- Maintain professional boundaries and relationships with pupils at all times, and will consider whether their actions are warranted, proportionate, safe and necessary.
 - Act in an open and transparent way that would not lead to others questioning their actions.

- Ensure that they do not establish social contact with pupils for the purpose of securing a friendship, or to pursue or strengthen a relationship.
- Ensure that they do not develop personal or sexual relationships with pupils: this includes sexual remarks and discussing their own sexual relationships with, or in the presence of, pupils.
- Only contact pupils via the federation's established mechanisms: personal phone numbers, email addresses or social media platforms will not be used to contact pupils.

9.2. Under the Sexual Offences Act 2003, it is an offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect to that child, even if the relationship is consensual.

10. Physical contact with pupils

- 10.1. The federation understands that there are circumstances in which it is entirely necessary for staff to have physical contact with pupils, e.g. when applying first aid and assisting with intimate care, but staff will only do so in a professional and appropriate manner in line with relevant federation policies.
- 10.2. When physical contact is made with pupils, it is imperative that it is conducted in a way which is responsive to the pupil's needs, is of limited duration and is appropriate to their age, stage of development, gender, ethnicity and background.
- 10.3. Staff will seek the pupil's permission, where possible, before initiating contact.
- 10.4. Staff will always use their professional judgement when determining what physical contact is appropriate, as this may differ between pupils. As such, the pupil's feelings and wishes will always be taken into account.
- 10.5. Staff will never touch a pupil in a way which is indecent and will always be prepared to explain their actions.
- 10.6. Staff will be aware that even well-intentioned physical contact may be misconstrued by a pupil, an observer or by anyone to whom this action is described and, therefore, will be prepared to justify their actions.
- 10.7. Staff will not engage in rough play, tickling or play fights with pupils.
- 10.8. Extra caution will be taken where it is known that a pupil has previously suffered from abuse or neglect.
- 10.9. Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be reported to the Executive Headteacher and appropriate procedures will be followed.

- 10.10. Where it is necessary in PE classes for teachers to demonstrate use of equipment, this will be conducted with another member of staff if possible. If a pupil is required to participate, their consent will be given before doing so.
- 10.11. If a child is in distress and in need of comfort as reassurance, staff may use age-appropriate physical contact, such as placing their hand on the pupil's shoulder. Staff will remain self-aware of their actions at all times and ensure that their contact is not threatening, intrusive or subject to misinterpretation.
- 10.12. Staff may also use reasonable force as a means of physical contact with pupils for restraint purposes, such instances will always be in accordance with the federation's Safe Touch Policy.

11. Showering and changing

- 11.1. Pupils are entitled to respect and privacy whilst they are changing before/after PE; however, a level of supervision is required to ensure that pupils are safe, and that they are not subjected to bullying.
- 11.2. The supervision will be appropriate to the needs and ages of the pupils, and sensitive to the potential for embarrassment. Where possible, female staff will supervise girls and male staff will supervise boys.
- 11.3. Staff will announce their intention of entering the changing room to allow pupils to maintain their privacy and will only remain in the changing room for as long as is necessary.
- 11.4. Staff will never change or shower in the same area as pupils.

12. Transporting pupils

- 12.1. Staff will only transport pupils using private vehicles in exceptional circumstances and with agreement from the Executive Headteacher.
- 12.2. When it is necessary to transport pupils off-site, staff will ensure that the transport arrangements of the vehicle meet all legal requirements, they have an appropriate licence and the vehicle is roadworthy, has a valid MOT certificate and is insured.
- 12.3. Staff will gain consent from parents before transporting pupils and will be aware that the welfare of all pupils in the vehicle is their responsibility.
- 12.4. Two or more staff will be present in the vehicle to avoid any discrepancy regarding safeguarding concerns.

13. Financial inducements

- 13.1. Staff members will:

- Familiarise themselves and comply with the federation's financial regulations.
- Declare to the governing board, in writing, any gifts received, with the exception of:
 - Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo – these items may be accepted.
 - Gifts offered by parents or pupils to federation staff to express their gratitude, but staff members should always refuse monetary gifts.
 - Hospitality in the form of meals and drinks where it is part of a normal business meeting.
 - Authorised visits to exhibitions, demonstrations, conferences, business meals and social functions in connection with the federation's business, which shall be at the federation's expense.
- Not accept a personal gift, payment, or other incentive from a business contact – any such gifts should be returned.
- Declare any gift that cannot be returned to the governing board, who will decide how it will be used.
- Only accept offers to specific events after authorisation from the governing board.

14. Acceptable use of technology

- 14.1. Staff will adhere to the procedures outlined in the federation's Online-safety Policy and Acceptable Use Policy at all times.
- 14.2. Staff will be aware of how the use of technology can impact safeguarding and wellbeing issues, e.g. online abuse. Staff will be vigilant to ensure their own behaviour is respectful and that pupils are using technology appropriately while under their care.
- 14.3. Staff will not use federation equipment, or the federation internet connection, to access or update personal social platforms.
- 14.4. Staff are required to employ the highest security settings on any personal profiles they may have.
- 14.5. Staff will not engage in inappropriate use of social networking sites including contacting pupils in any way or having any child under the age of 13 as a 'friend.'
- 14.6. It is strongly recommended that staff do not have parents as 'friends.' The federation understands that some staff members live in the community and may have friends whom are also parents of pupils. In this case staff will exercise their professional judgement and will not contact family members on social media if this would lead to a conflict of interest.

- 14.7. Staff will remain mindful of their use of social media and their web-based presence including use of language, profile name, written content, videos or photographs, and views expressed directly or indirectly which may bring themselves, the federation or the federation community into disrepute. Images of pupils must never be posted even when they are personal family friends of the employee.
- 14.8. No posts about the federation will be placed on personal platforms with the exception of sharing Friends of the Federation events.
- 14.9. Any direct or indirect comments or questions that come to the attention of an employee via social media regarding the federation should be directed immediately to the Executive Headteacher

15. Premises, equipment and communication

- 15.1. Federation equipment and systems are available only for federation -related activities and will not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Head of School.
- 15.2. Illegal, inappropriate or unacceptable use of federation equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.
- 15.3. Only the systems manager should install software onto federation equipment.
- 15.4. A federation /LA email account should be used for all work related communication. It must not be used to circulate personal email.
- 15.5. Employees receiving inappropriate communication or material, or who are unsure about whether something he/she proposes to do might breach this policy, should seek advice from the Head of School.
- 15.6. The federation reserves the right to monitor emails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.
- 15.7. Communication systems may be accessed when the federation suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity. Access will be secured by the systems manager, only with the permission of the governing board.
- 15.8. Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Head of School, Executive Headteacher or systems manager. Breaches of this confidentiality may be subject to disciplinary action.
- 15.9. Federation equipment that is used outside the premises, e.g. laptops, will be returned to the federation when the employee leaves employment or if

requested to do so by the Head of School or Executive Headteacher. All equipment used off premises, including that on short-term loan, will be logged via the office to become the responsibility of individual staff members until it's agreed return date.

- 15.10. Personal mobile phones should only be used during break periods in staff only areas of the schools. Where mobile phones are required for purposes of double authentication to access federation -related systems, this must be done promptly and whenever possible when children are out of the classroom.

16. Photography and videos

- 16.1. Photographs and videos will only be taken using federation equipment – using personal mobile phones for this purpose is prohibited, in accordance with the federation's Photography and Video Policy.
- 16.2. Photographs will be uploaded to the secure staff shared drive or directly to Tapestry and erased from portable devices at least weekly.
- 16.3. Consent for taking photographs will be obtained from parents, or the pupil themselves, if they are deemed old enough and able to make the decision for themselves.
- 16.4. The age of consent that is legislated is 13 and above; however, this is only applicable for online services provided directly to children. For everything else, an appropriate age for consent is considered on a case-by-case basis by the DPO, Head of School and a pupil's parents (where appropriate).
- 16.5. Pupils who have not provided consent, either personally or via their parents, to have their photograph taken or be filmed will have their wishes respected, in line with the Photography and Video Policy.
- 16.6. Staff taking a photograph or video have the responsibility to ensure consent has been received before forwarding to the office or SLT for publishing.
- 16.7. The Head of School will be notified of the proposed use of the imagery or video and the equipment and ensure that the use of such is included in lesson plans where this is necessary.
- 16.8. All photographs and videos will be available for scrutiny, and staff will be prepared to justify the images or footage taken.
- 16.9. Careful consideration will always be given to the activities which are being filmed or photographed, to ensure that images or videos are not indecent and cannot be misused.

17. Data protection and confidentiality

- 17.1. Regarding personal and sensitive data, staff members are required, under the UK GDPR and the Data Protection Act 2018, to:
- Consider the legal basis for collecting the data, ensuring that this is documented.
 - Ensure that the data is stored on a GDPR-compliant server, and that the data is not held for any longer than necessary.
 - Securely dispose of the data when the relevant retention period ends.
 - All external memory sticks will be password protected.
- 17.2. Staff members will not disclose sensitive information about the federation, its employees or the LA to other parties.
- 17.3. The only exception whereby it is acceptable for a staff member to disclose information that would otherwise be considered confidential is when the confidential information gives rise to concerns about the safety or welfare of a pupil.
- 17.4. Communication between staff will be addressed to relevant others only i.e. relevant teachers of pupils or relevant line managers of staff
- 17.5. Parents/carers often need to leave messages for the schools for example regarding pupil absence. Telephone messages should only be accessed by the Head of School, Executive Headteacher and administrative staff. Messages passed to a member of staff face-to-face must be promptly and accurately passed to the Head of School or administrative staff. To ensure fairness and continuity to families, be mindful that some messages/questions will only be able to be answered by or will require the approval of the Senior Leadership of the federation.
- 17.6. All staff are likely at some point to witness incidents which demand confidentiality. For example, actions related to behaviour or first aid. All incidents must be reported and dealt with in accordance with the appropriate federation procedure. Incidents must not be discussed outside of the federation, including with the pupil's parent/carer, nor with colleagues in the federation except with a senior member of staff with the appropriate role and authority to deal with the matter.
- 17.7. Staff members have the right to request access to data that is held about them. Such requests will be made to the Executive Headteacher in writing in accordance with the federation's Data Protection Policy.

18. Probity of records

- 18.1. The deliberate falsification of documents, such as references, academic qualifications or legal documents, is unacceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

19. Contacts

- 19.1. Staff members will not use federation business contacts for acquiring materials or services at trade/discount prices for non- federation activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

20. Monitoring and review

- 20.1. This policy will be reviewed on an annual basis by the Executive Headteacher and any changes made will be communicated to all members of staff.
- 20.2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.