



Staff Code Of Conduct

Written by Mr Maguire
Amended by Mr Griffiths

Accepted: September 2026
Review: September 2027

Rights Respecting School Policy Statement

As a rights respecting school we focus on the rights of every child.

Every child has the right to learn, feel safe and happy whatever their background, culture, gender, race, religion, socio-economic status and ability.

As a “Rights Respecting School” pupils have the opportunity to learn about the work of Unicef and the United Nations.

The curriculum is the vehicle to enable pupils to engage with rights and their likened responsibilities.

Crosby High School's Staff Code of Conduct

Crosby High School is committed to achieving positive academic, social, emotional, economic and safeguarding outcomes for its students. Our duty to safeguard students is paramount and is just as important as our determination to make all our teaching and learning meet the needs of all of our pupils. We are equally committed to the protection and welfare of our staff. We need to ensure that students and staff are safe. Safeguarding involves not only health and safety issues, but establishing a culture that prevents any kind of abuse of students being perpetrated either in school or elsewhere.

The achievement of positive outcomes for our students necessitates the need to ensure that all adults working with children are competent, confident and safe to do so. As such, all staff at Crosby High School are expected to comply with the following Code of Conduct. Teaching staff are furthermore expected to conduct themselves within the guidance of the 'personal and professional conduct' section of the Teachers' Standards. Deviation from the aforementioned codes of conduct and practice may lead to disciplinary action being taken where appropriate. (*Teachers' standards, GOV.UK – DfE, see pages 5 and 14*)

The guidance aims to:

- keep children safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided;
- assist adults working with children to work safely and responsibly and to monitor their own standards and practice;
- support managers and employers in setting clear expectations of behaviour and/or codes of practice relevant to the services being provided;
- support employers in giving a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken;
- support safer recruitment practice;
- minimise the risk of misplaced or malicious allegations made against adults who work with students;
- reduce the incidence of positions of trust being abused or misused.

Safeguarding pupils

In accordance with 'Keeping children safe in education 2026' (KCSIE), staff members have a responsibility to safeguard pupils, and protect and promote their welfare.

Staff members have a responsibility to ensure that they provide a learning environment in which pupils feel safe, secure and respected.

To effectively safeguard pupils, staff members are required to follow the procedures outlined in this Staff Code of Conduct, the Behaviour 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.

In accordance with the school's Behaviour 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
- Female genital mutilation (FGM)
- Child sexual exploitation (CSE)
- Child criminal exploitation (CCE)
- Bullying; this includes cyberbullying, and prejudice-based and discriminatory bullying

All school policies and procedures should be observed by all. It is the responsibility of staff to familiarise themselves with these. Some policies will require staff to acknowledge they have read them. Copies may be found on the school network and on the school website. Copies of policies and a copy of Part one (or, where appropriate Annex A for staff members not working directly with children) of KCSIE will also be provided to staff at induction. Staff will have a clear understanding of the school's policies and procedures with regards to safeguarding issues, e.g. abuse, and the important role they play in preventing harm against pupils.

In accordance with the school'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.
- Looked after children (LAC) and previously LAC.
- Pupils with SEND.
- Identify as or are perceived to be LGBTQ+
- Pupils 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.

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.

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 a Designated Safeguarding Lead. Staff will not assume a colleague will take action and share information that might be critical in keeping children safe.

Staff will understand that even if there are no reports of child-on-child abuse in the school, this does not mean it is not happening. Staff will report any concerns regarding any form of abuse to a Designated Safeguarding Lead without undue delay. Staff will understand the importance of challenging inappropriate behaviours between peers that are abusive in nature.

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.

Upskirting is not tolerated by the school and any incidents of upskirting must be reported to a Designated Safeguarding Lead who will decide on the next steps to take, which may include involving the police.

If a staff member feels unable to raise an issue with the school, they will use other whistleblowing channels, including contacting the NSPCC's helpline on 0800 028 0285 (between the hours of 8am and 8pm 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.

If the concern is regarding the headteacher, staff will report this to the chair of the governing board.

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.

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.

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.

Staff will reassure victims that they are being taken seriously and that they will be supported and kept safe by the school. 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.

Staff will always listen to pupils who make allegations professionally and with an open mind, not allowing their relationships with others involved in the allegation or the past conduct of the pupil to influence them when following procedure.

Staff will be aware that confidentiality must never be promised to a pupil – staff will understand the procedure if a pupil discloses a potential safeguarding issue, in accordance with the school's Child Protection and Safeguarding Policy.

Staff will be aware of the school's legal duty to refer anyone who has harmed, or poses a risk of harm to, a child or vulnerable adult to the Disclosure & Barring Service (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.

Dress and appearance – staff should dress in ways which are appropriate to their role and this may be different to how they dress when not at work. Staff should ensure they are dressed appropriately for the tasks and the work. They should ensure that their appearance is clean and neat when at work or representing the school. Staff should remember that they are role models for pupils, and that their dress and

appearance should reflect this. They should not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders. Any staff member who chooses to dress in a manner which could be considered inappropriate could render themselves vulnerable to criticism or allegations. Active wear should only be worn when teaching PE lessons.

Attendance and punctuality

The school 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.
- Make routine medical and dental appointments outside of their working hours or during holidays where possible.
- Refer to the Seftons work life policy if they need time off for any reason other than personal illness.
- Follow the school's absence reporting procedure when they are absent from work due to illness or injury.

This procedure includes contacting the school by 7.30 on the first day of absence. If their illness is for more than 1 day they should let school know before 3pm if they plan to return to work the next day. Medical certificates will be required for absences over 7 days. On return to work staff should make themselves available for a back to work interview (**BTWI**) with the headteacher (CW).

It is felt supportive to other staff to advise in your message of work to be set for your groups. If staff wish to send electronic work, this can be sent to school via email to admin.crosbyhigh@schools.sefton.gov.uk or shared via google drive. (Please address as 'URGENT COVER WORK FOR ABSENCE' and advise during phone call that work has been sent to Office email).

If you are requesting any leave of absence (**CPD / Medical appointments / Job interviews etc**) you must complete a leave of absence form available from the office and return to the Head teacher for approval. There should be a reasonable amount of notice given, having regard to the circumstances.

Duty of Care – All staff have a duty of care to keep young people safe and to protect them from sexual, physical and emotional harm. Children have a right to be safe and to be treated with respect and dignity. Staff should understand their responsibilities and always act in the child's best interests. They should work and be seen to work in an open and transparent way. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intervention.

Equality – Professional standards should always be maintained when dealing with both staff and students regardless of culture, disability, gender, language, race, religion and/or sexual identity. Staff must treat all children equally and with respect. (This is reinforced by our Equality Policy.)

Confidentiality – Staff are expected to treat **any** information they may receive about students in a discreet and confidential manner. Staff should never use confidential or personal information about a student or her/his family for their own or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the student. Individual students should never be discussed by staff in front of other students. Staff should make it clear to students that any disclosures implying threats to the welfare or safety of the student cannot be kept confidential and may need to be discussed with an appropriate adult.

Gifts, rewards and favouritism - Staff should ensure that the motivation behind the giving of gifts/awards or rewards is clear to all students in order to avoid any misunderstandings of intent. Staff must not give children gifts personally, any appropriate gifts should come from the school as an organisation. The giving of gifts or rewards to students should be part of an agreed policy for supporting positive behaviour or recognising particular achievements. Staff must not accept gifts from children unless they are small token gifts appropriate to a celebration. All gifts must be reported to the headteacher.

Power and positions of trust – All staff working in school are in positions of trust in relation to the students in their care. Staff should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report and record any incident with this potential.

Infatuations - Occasionally, a student may develop an infatuation with a staff member who works with them. All staff should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned. Should any student become infatuated with a member of staff, this must be reported to the headteacher immediately. The maintenance of professional boundaries at all times should go some way to avoiding this situation.

Behaviour management - All students have a right to be treated with respect and dignity, even in those circumstances where they display difficult or challenging behaviour. Staff should not use any form of degrading treatment to punish a child. The use of sarcasm, demeaning language, 'shouting' at a targeted individual or group, or insensitive comments towards students is not acceptable in any situation. Where students display difficult or challenging behaviour, staff must follow the Behaviour Policy.

Note: There are times when using a raised voice is an appropriate method to gain a pupil's attention and/or remind them to behave appropriately. Using a loud voice may also be needed in an emergency safeguarding situation, especially outside the classroom environment. However, 'shouting' at targeted individuals for a prolonged period of time is not acceptable.

Professional behaviour and conduct

- Staff members are expected to treat other colleagues, pupils, parents/carers, and external contacts with dignity and respect.
- The use of foul and abusive language will not be tolerated. Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.
- Staff members will not misuse or misrepresent their position, qualifications or experience, or bring the school into disrepute.
- Staff will be aware that professional behaviour and conduct is expected to be extended to extra-curricular trips and visits. Staff attending a trip or visit will act in accordance with this Code of Conduct.
- Staff will act appropriately in terms of the views they express (in particular political views) and the use of school resources at all times and will not use school resources for party political purposes.
- Staff will not criticise other staff or their actions in a public forum, including through the sending of group emails, when reporting on CPOMs or on social media.
- All staff are expected to carry out their duties within the spirit of mutual respect, co-operation and support. A teacher should not deliberately behave in such a way as to bring Crosby High School into disrepute.

Keeping within the law - Staff are expected to operate within the law. Unlawful or criminal behaviour, at work, or outside work, may lead to disciplinary action, including dismissal, being taken against you.

You must ensure that you:

- uphold the law at work
- never commit a crime away from work which could damage public confidence in you or the school, or which makes you unsuitable for the work you do. This includes, for example:
 - submitting false or fraudulent claims to the Council or other public bodies (for example, income support, housing or other benefit claims),
 - breaching copyright on computer software or published documents,
 - sexual offences which will render you unfit to work with children or vulnerable adults,
 - crimes of dishonesty which render you unfit to hold a position of trust.

You should write and tell the headteacher (Chair of Governors if you are the headteacher) immediately if you are charged with or convicted of any crime whilst you are employed at the school. (This includes outside your working hours.) The headteacher and/or governors would then need to consider whether this charge or conviction damages public confidence in the school or makes you unsuitable to carry out your duties.

Staff will not engage in inappropriate use of social media or networking sites which may bring themselves, the school, school community or employer into disrepute.

Staff may undertake work outside school, either paid or voluntary, provided it does not conflict with the interests of the school. The nature of the work cannot be seen to bring the school into disrepute, nor be at a level which may contravene the working time regulations or affect an individual's work performance.

Staff will not engage in outside work which could seriously damage the reputation and standing of the school, the employee's own reputation, or the reputation of other members of the school community. In particular, criminal offences that involve violence, possession or use of illegal drugs, or sexual misconduct are unacceptable.

Personal conduct – Staff are expected to behave in a manner both within and outside working hours which would not lead any reasonable person to question their suitability to work with children or act as a role model. All adults working with students have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of students.

Smoking, alcohol and other substances

Staff will not smoke on the school premises and whenever in the sight of pupils, parents/carers or visitors.

Staff will not smoke whilst working with or supervising pupils off-site, such as when on educational visits and trips.

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.

If alcohol or drug usage impacts on a staff member's performance, the school has the right to discuss the matter with the employee and take appropriate action in accordance with the school's disciplinary procedures, including referral to the police.

Health and safety

Staff members will:

- Be familiar with, and adhere to, the school's Health and Safety Policy and ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
- Comply with hygiene requirements.
- Comply with accident reporting requirements.
- Inform the headteacher of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended).

Home visits – Staff are not permitted to visit the home of a student unless pre-arranged and the headteacher and a designated Safeguarding Lead have been informed. The appointment must be logged on CPOMS by the visiting staff member(s) and verified by a Designated Safeguarding Lead. No young person should ever be invited into the home of a staff member.

Social contact with students – All social contact with students outside of school hours should be avoided. Home or mobile phone numbers, addresses or email addresses should not be exchanged. Staff should not establish or seek to establish social contact with students for the purpose of securing a friendship or to pursue or strengthen a relationship. There will be occasions when there are social contacts between students and staff, for example, where the parent and teacher are part of the same social circle. These contacts will be easily recognised and openly acknowledged. Nevertheless, there must be awareness on the part of those working with students that some social contacts can be misconstrued as being part of a grooming process. If a staff member is part of the same social circle as a pupil in school, they should make the headteacher aware of this fact.

Social media - School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, it is advised that staff do not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private. Staff should also choose an appropriate image for their profile.

Staff should not attempt to contact pupils or their parents via social media, or by any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents'/carers' social media profiles. Staff should also not comment on or react to comments made by pupils or parents/carers on social media sites. Staff will ensure that they do not post any images online that

identify children who are pupils at the school without their consent on any school related channels. Staff will reject any attempt to friend/follow them from pupils or parents/carers.

Sexual contact - Sexual activity between an adult and a student with whom they work (including verbal comments, letters, emails, phone contact, and physical contact) may be regarded as a criminal offence and will always be a grave breach of trust and a matter for disciplinary action. 'Working Together to Safeguard Children' defines sexual abuse as "forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware."

Physical contact with students – This should be avoided unless within the guidance of the Care of Control Policy and Behaviour policies. Possible exceptions, and using professional judgement, might include greetings or congratulations such as handshakes, the guiding of a student to where they need to be, to meet a sensory need, or a hug in an appropriate situation. There should never be any physical contact when students are getting changed or showering and respect and privacy must be shown to them at this time.

Physically removing objects from students - The Care and Control and Behaviour policies should be adhered to when removing an object from a student. Although the intention may be to make no physical contact when removing an object from a student, it is possible to accidentally make physical contact or for the pupil to be harmed indirectly through the object that is being removed. Therefore, staff should only physically remove objects from pupils when it is deemed necessary as per the Care and Control policy.

First aid – First aid should only be administered by trained members of staff whose names are displayed in the staff room or in the main office.

One-to-one situations – These should be conducted in an open and transparent fashion, i.e. with the knowledge of, or with other staff nearby, and if necessary with an open door. This includes one-to-one detentions held during the school day. When school detentions are one-to-one and after school hours, these should be limited to one hour and only with the parent/carer's consent. Staff administering the after school detentions should not be alone in the school and the detentions should also be conducted with an open door and with other staff nearby.

Transporting students - If staff are expected to use their own vehicles for transporting students, they should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded with seat belts worn. 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.

Staff will gain consent from parents/carers before transporting pupils and will be aware that the welfare of all pupils in the vehicle is their responsibility. Staff must ensure that the maximum capacity is not exceeded and seat belts are worn.

Two or more staff will be present in the vehicle to avoid any discrepancy regarding safeguarding concerns. Staff should not travel alone with students unless in an emergency or where the child is at risk.

Showering and changing - Pupils are entitled to respect and privacy whilst they are changing, e.g. before and after PE, however, a level of supervision is required to ensure that pupils are safe and that they are not

subjected to bullying. 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.

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.

Staff will never change or shower in the same area as pupils.

Curriculum - Many areas of the curriculum can include or raise subject matter which is sexually explicit or of an otherwise sensitive nature. The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit or otherwise sensitive nature. Responding to students' questions can require careful judgement. Parents have the right to withdraw their children from all or part of any sex education provided (but not from the teaching of reproduction/human growth under the science curriculum).

The use of personal living space - No student should be invited into the home of an adult who works with them, unless the reason for this has been firmly established and agreed with parents/carers and a member of SLT or the headteacher. Under no circumstances should students assist with chores or tasks in the home of a member of staff who works with them. This also applies to friends or family of a staff member.

Educational visits and after-school activities - Organisers must conduct risk assessments and adhere to Health and Safety guidelines. Staff/child ratios should be considered and where overnight stays are involved, the gender mix should be carefully organised. No students of the opposite sex should be allowed to enter the bedroom area of another student. On residential trips staff must not smoke and no alcohol should be consumed.

Communication with students (including the use of technology) - Staff must ensure that they establish safe and responsible online behaviours. All staff are asked to sign the Staff Acceptable Use ICT Policy. Communication between students and staff, by whatever method, should take place within clear and explicit professional boundaries. Staff should not share any personal information with a child or young person. Staff should ensure that all communications are transparent and open to scrutiny.

Photography and videos – Staff should be clear about the purpose of recording images and about what will happen to them once the activity is concluded. Informed written consent for taking photographs will be obtained from parents/carers, and those students whose images cannot be used are recorded on our database. Pupils who have not been provided with consent to have their photograph taken or be filmed will have their wishes respected.

All photographs and videos will be available for scrutiny, and staff will be prepared to justify the images or footage taken. 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.

Use of images and ICT – Staff must ensure that children are not exposed to any unsuitable material and that any films, YouTube clips or other materials shown to students are age appropriate. Staff must not access any inappropriate material for their own consumption. Staff are advised not to post their personal details or

inappropriate materials on social networking sites. Accessing, making and storing indecent images of children is illegal and will lead to criminal investigation.

Use of mobile phones, photography and videos - Mobile phones should be switched off or silent at all times. Staff should only use their mobile phones for personal calls or messages during personal time in private away from the eyes of the students. Staff should never store parents' or students' telephone numbers on their mobile phone. Staff will be issued with a school phone for use in case of emergency on school trips or off site activities. Staff should not use their mobile phone or other mobile device as a camera or video /audio recorder to record sound or images of students. Photographs and videos will only be taken using school equipment – using personal mobile phones for this purpose is prohibited.

However, there may be times when staff do need to use their mobile phones in and around school to keep pupils safe. This will be in emergency situations. Staff may also use the CPOMs mobile phone app as their second 'key' to enter this safeguarding system. At specific times, staff may therefore need to use their mobile phones to enter the system, which will only take a very short time to do. When doing this, they should make sure that their phone is pointed away from pupils and that it is put away once they have entered the CPOMs system.

Contact with the media – Only designated persons are entitled to communicate with mainstream media companies. Other staff may do this, if given permission by the headteacher.

Premises, equipment and communication - School equipment and systems are available only for school-related activities and will not be used for the fulfilment of another job or for personal use, unless specifically authorised by the headteacher.

Illegal, inappropriate or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.

Employees receiving inappropriate communication or material, or who are unsure about whether something they propose to do might breach this policy, should seek advice from the headteacher.

The school reserves the right to monitor emails, phone calls, internet activity or document production on school-owned equipment, 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.

Communication systems may be accessed when the school 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.

Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the headteacher or systems manager. Breaches of this confidentiality may be subject to disciplinary action.

School equipment that is used outside the premises, e.g. laptops, will be returned to the school when the employee leaves employment or if requested to do so by the headteacher.

Whistleblowing – Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Crosby High School has a clear and accessible whistleblowing policy that meets the terms of the Public Interest Disclosure Act 1998. In accordance with the Crosby High School Whistleblowing Policy, staff should report any behaviour by colleagues that raises concern to either the headteacher or to the Designated Safeguarding Lead, as appropriate.

Sharing concerns, recording incidents – Staff should be aware of child protection procedures including procedures for dealing with allegations against adults. Staff who are the subject of an allegation should contact their professional association. Staff are responsible for recording any incident and passing on any information where they have concerns about any matter pertaining to the welfare of any individual or child to a Designated Safeguarding Lead.

Declaration of interests - Staff members are required to declare their interests, both personal and financial, where the group or organisation they are affiliated with could be considered to be in conflict with the ethos of the school.

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.

The term 'financial interest' means anything of monetary value, including the following:

- Payments for services
- Equity interests
- Intellectual property rights
- Hospitality or gifts

Examples of financial interests that must be declared include, but are not limited to, equity interests in services considered for use by the school.

Non-financial interests can also come into conflict, or be perceived to come into conflict, with an individual's obligations or commitments to the school. 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.

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

Membership of a trade union or staff representative group does not need to be declared.

Staff members will also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities.

Failure to make a relevant declaration of interests is a serious breach of trust. If employees are in doubt about a declaration, they are advised to contact the school or their trade union.

All declarations, including nil returns, will be submitted in writing to the headteacher for inclusion on the Register of Business Interests.

Data protection and confidentiality - 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 UK 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.

Staff members will not disclose sensitive information about the school, its employees or the LA to other parties.

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.

Staff members have the right to request access to data that is held about them. Such requests will be made to the headteacher in writing in accordance with the school's Data Protection Policy.

Probity of records - 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.

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

Legislation and guidance - Crosby High School is required to set out a staff code of conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

In line with the statutory safeguarding guidance 'Keeping Children Safe in Education 2026', the school should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

I have read and agree to comply with the Crosby High School Code of Conduct Signed:

Print Name:

Date:

Policy Amended: I Griffiths 1/7/26

Ratified by Governors: September 2026.