

## **Code of Conduct for Sapientia Education Trust (SET) staff and volunteers ADDENDUM**

### **Introduction**

In light of the current climate and the changes to working practice as a result of the Covid-19 pandemic, the Trust has reviewed several policies to ensure they remain fit for purpose and provide the appropriate safeguards for our students, staff and volunteers.

### **Scope**

Now, as always, it is the responsibility of all staff to ensure the safeguarding and welfare of children and young people. This addendum, and the standards set out within it, should be read in conjunction with the SET Code of Conduct.

This document is not exhaustive, and it is recognised that all eventualities arising from the pandemic and subsequent school closures may not be covered within it. Where staff or volunteers are required to exercise professional judgement in circumstances not covered within Trust policies or guidance, such occasions should be shared with line managers or senior colleagues at the soonest possible point.

### **Additional Considerations Specific to Covid-19 Pandemic and/or Remote Working**

1. Any member of staff who believes that a student may be at risk of physical or sexual abuse (whether by an adult or child) or of neglect has a legal duty to report the matter to the School's safeguarding team. It is the responsibility of all staff to ensure that they are familiar with the procedures for raising safeguarding concerns. If the trained DSL is not available on site or contactable remotely, a senior member of staff will be identified to lead on safeguarding issues.
2. Members of staff must maintain professional boundaries with students appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably. Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Members of staff should think carefully about their conduct so that misinterpretations are minimised. This is as relevant in the online world as it is in the classroom and staff engaging with students and / or parents remotely have a responsibility to model safe practice at all times.
3. Members of staff must adopt appropriate, conservative, professional dress during the school day and set a good example to students concerning behaviour and appearance at all times. This continues to apply when teaching virtually or working on site with smaller students' numbers attending.



4. Where staff engage in online learning, the following points should be considered:
  - a. For any live or recorded video content produced, is the background appropriate? Backgrounds should ideally be blurred and should not display identifying features or personal photographs.
  - b. Staff and pupils should be in living / communal spaces and not bedrooms.
  - c. Be mindful of resources and / or videos used, including ensuring these are age appropriate. Students may not have immediate access to support whilst at home if they feel distressed or anxious about content.
  - d. Any virtual lessons should be set up in a way which allows senior staff, DSL and / or department heads to 'drop in', allowing the virtual equivalent of entering a classroom' and
  - e. Where possible, consideration should be given to alternatives to virtual / video teaching e.g. using audio only, online resources.
  
5. Staff and volunteers should not:
  - a. Contact students or parents via personal social media accounts.
  - b. Contact students outside of agreed operating times as defined by senior leaders.
  - c. Take or record images of students for their personal use; or
  - d. Engage online while children are in a state of undress or semi-undress. Such incidents should be reported immediately to the DSL or appropriate safeguarding lead.
  
6. Lessons with students should not be recorded without appropriate consent from all parties and authorisation from SLT. If a member of staff or volunteer believes that a child or parent is recording the interaction, the lesson should be brought to an end or that child should be logged out immediately.
  
7. If staff or volunteers do not have access to a work phone and there is no alternative to using a personal phone, calls to students and / or parents should be made using the caller withheld feature to ensure personal details cannot be identified.
  
8. The Data Protection Act (DPA) 1998 and General Data Protection Regulations (GDPR) 2018 continue to apply in remote / home working settings. It is the responsibility of all staff and volunteers to ensure that no personal information in relation to students or parents is saved on home devices and that any personal information contained within physical documents is stored in a secure place where it can only be accessed by authorised individuals. Staff should speak to SLT if they are in any doubt about whether information can be safely accessed from, or stored at, their home.