Manchester Hospital School

Staff Code of Conduct

Document Control	
Title	Staff Code of Conduct
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Purpose of the policy	To ensure all staff are clear on the expectations and responsibilities as a member of staff at Manchester Hospital School
Related Policies / guidance	Safeguarding and Child Protection Policy
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Author	Danielle Clough
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Manchester Hospital School will take into account equality considerations when policies are being developed, adopted and implemented Manchester Hospital School serves the needs of a very large and diverse range of children, young people and their families at times when they are extremely vulnerable. Our core purpose as a school is to uphold the child's right to Education and our policies and procedures are necessary to keep staff and children safe. We acknowledge that our students are often living with a range of very complex medical conditions including mental ill-health and therefore we keep the needs of the student at the heart of all decisions.

We will, therefore, work within the parameters of all statutory policies whilst seeking to understand and support the child's long-term education and health needs.

How to Use this Document

As a member of staff at Manchester Hospital School, you might find that you have a concern or an issue relating to this code of conduct.
Please be mindful that you should always raise a concern promptly - and you should use the correct channel - for example through your line manager or through a member of the Senior Leadership Team.

1. Introduction

The governing body of maintained schools have an obligation in line with the School Staffing (England) Regulations 2009 to establish procedures for the regulation of conduct of staff at the school. In line with the Education Act 2002, the governing body of Manchester Hospital School has a duty to exercise its function with a view to safeguarding and promoting the welfare of children. This obligation is further outlined within the statutory guidance, 'Keeping Children Safe in Education' September 2025 (to which all schools must have regard) which stipulates the role that school staff must play in safeguarding pupils.

This Code of Conduct has been produced to help staff establish the safest possible learning and working environments which safeguard children and reduce the risk of them being falsely accused of improper or unprofessional conduct. These guidelines: apply to all adults working at Manchester Hospital School whatever their position, role or responsibilities.
This policy must be read in conjunction with the school's safeguarding/child protection policy and e-safety policies, whistle-blowing policy and disciplinary policy.

2. Status of document

This document is based on recommendations by the Safer Recruitment Consortium. The code of conduct establishes the clear standards of behaviour that are expected of all school staff, and clearly enables staff to understand what is and is not acceptable. The purpose of this code of conduct is -

- to ensure that staff act as role models within their professional capacity;
- to ensure that staff maintain their own professional reputation;
- to maintain the reputation of the school and to ensure that conduct and behaviour of all staff both safeguards and sets the example for pupils and students.

Staff should understand the responsibilities and behaviours that are a fundamental part of their role in school. This code of conduct cannot be exhaustive. In addition to the actions and behaviours identified within this code of conduct, staff should ensure they continuously exercise their professional judgement in work and their personal life and avoid any conduct which may be in contravention with their professional role and responsibilities, and/or the ethos of the school.

In addition to this policy, all staff employed under Teacher's Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teacher's Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards – Personal and Professional Conduct.
In addition to this policy, it is expected that Teaching Assistants will adhere to the non-statutory 'Professional Standards for Teaching Assistants 2016' and in relation to this policy, Part 1 of the TA standards - Personal and Professional Conduct.

School staff work within the public sector, delivering public education, and are consequently accountable for the ethical and high-quality delivery of this public service. **Therefore, in addition to this policy, staff are expected to adhere to the 7 principles of public life (the Nolan principles 1995), established by the Committee on Standards in Public Life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.**

3. Responsibilities

Staff are accountable for the way in which they: exercise authority; manage risk; use resources; and safeguard children. All staff have a responsibility to keep pupils safe and to protect them from abuse (sexual, physical and emotional), neglect and extra-familial harm. Pupils have a right to be safe and to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure their safety and wellbeing. Failure to do so may be regarded as professional misconduct.

The safeguarding culture of a school is, in part, exercised through the development of respectful, caring and professional relationships between adults and pupils and behaviour by the adult that demonstrates integrity, maturity and good judgement. The public, local authorities, employers and parents/carers will have expectations about the nature of professional involvement in the lives of children. **When individuals accept a role working in an education setting they should understand and acknowledge the responsibilities and trust involved in that role.**

Employers have duties towards their employees and others under Health and Safety legislation which requires them to take steps to provide a safe working environment for staff. Legislation also imposes a duty on employees to take care of themselves and anyone else who may be affected by their actions or failings. An employer's Health and Safety duties and the adults' responsibilities towards children should not conflict. Safe practice can be demonstrated through the use and implementation of these guidelines.

This means that Manchester Hospital School Leadership should

- ensure that appropriate safeguarding and child protection policies and procedures are distributed, adopted, implemented and monitored
- ensure that if there is no trained DSL on site, a DSL is available to contact via the telephone and a senior member of staff is available on site
- promote a culture of openness and support
- ensure that systems are in place for concerns to be raised

▪ ensure that adults are not placed in situations which render them particularly vulnerable
▪ ensure that all adults are aware of expectations, policies and procedures

This means that all staff should:

▪ understand the responsibilities which are part of their employment or role, and be aware that sanctions will be applied if these responsibilities are breached
▪ understand how to raise a concern and contact designated staff or partner agencies if they have a concern about a child, particularly if the normal arrangements have been amended
▪ always act, and be seen to act, in the child's best interests
▪ avoid any conduct which would lead any reasonable person to question their motivation and intentions
▪ take responsibility for their own actions and behaviour

4. Making professional judgements

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight however, behaviour which is illegal, inappropriate or inadvisable. There will be rare occasions and circumstances in which staff have to make decisions or take action in the best interest of a pupil which could contravene this guidance or where no guidance exists.
Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the pupils in their charge and, in so doing, will be seen to be acting reasonably. These judgements should always be recorded and shared with a manager. Adults should always consider whether their actions are warranted, proportionate, safe and applied equitably.

This means that where no specific guidance exists all staff should:

▪ discuss the circumstances that informed their action, or their proposed action, with their line manager or, where appropriate, the school's designated safeguarding lead.

This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted
▪ always discuss any misunderstanding, accidents or threats with the Head teacher or designated safeguarding lead
▪ always record discussions and actions taken with their justifications
▪ record any areas of disagreement and, if necessary, refer to another agency / the LA / Ofsted / TRA / other Regulatory Body

5. Power and positions of trust and authority

As a result of their knowledge, position and/or the authority invested in their role, all those working with children in a school or education setting are in a position of trust in relation to all pupils on the roll. The relationship between a person working with a child/ren is one in which the adult has a position of power or influence. It is vital for adults to understand this power; that the relationship cannot be one between equals and the responsibility they must exercise as a consequence.

The potential for exploitation and harm of vulnerable pupils means that adults have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification. Staff should always maintain appropriate professional boundaries, avoid behaviour which could be misinterpreted by others and report any such incident to a senior manager. This is as relevant in the online world as it is in the classroom; staff engaging with pupils and / or parents online have a responsibility to model safe practice at all times. Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity.

This means that no staff should use their position to

- gain access to information for their own advantage and/or a pupil's or family's detriment
- use their position to gain access to information for their own advantage
- use their power to intimidate, threaten, coerce or undermine pupils
- use their status and standing to form or promote relationships with pupils which are of a sexual nature, or which may become so

6. Confidentiality

Staff may have access to special category personal data about pupils and their families which must be kept confidential at all times and only shared when legally permissible to do so and in the interest of the child. Records should only be shared with those who have a legitimate professional need to see them. Staff should never use confidential or personal information about a pupil or her/his family for their own, or others' advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the child. Confidential information should never be used casually in conversation or shared with any person other than on a need-to-know basis. In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously.

There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a responsibility to pass information on without delay, but only to those with designated safeguarding responsibilities or to statutory services.

If a child – or their parent / carer – makes a disclosure regarding abuse or neglect, the member of staff must always take any such concerns seriously and follow the school's procedures. The adult should not promise confidentiality to a child or parent but should give reassurance that the information will be treated sensitively.
If a member of staff is in any doubt about whether to share information or keep it confidential, he or she should seek guidance from the Designated Safeguarding Lead. Any media or legal enquiries should be passed to senior management.

The use of smart glasses, wearable recording devices, or AI-enabled wearable technology capable of recording, livestreaming, photographing, or transcribing is strictly prohibited during confidential meetings, safeguarding discussions, HR proceedings, or in student-facing areas without explicit prior permission from the Headteacher or Chair.

This means that Manchester Hospital School Leadership should:

• Ensure that all staff who need to share 'sensitive data' are aware that the Data (Use and Access) Act 2025 (DUAA) contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent or if to gain consent would place a child at risk. Staff who may need to share sensitive data have undertaken Level 3 Safeguarding Training.

This means that all staff:

▪ need to know the name of their site Designated Safeguarding Lead (and whole school Designated Safeguarding lead) and be familiar with the school child protection procedures and guidance:
▪ are expected to treat information they receive about pupils and families in a discreet and confidential manner
▪ should seek advice from the site or whole school Designated Safeguarding lead if they are in any doubt about sharing information they hold or which has been requested of them
▪ need to be clear about when information can/ must be shared and in what circumstances
▪ need to know the procedures for responding to allegations against staff and to whom any concerns or allegations should be reported
▪ need to ensure that where personal information is recorded electronically that systems and devices are kept secure

7. Standards of behaviour

Staff must not engage in conduct outside of work which could potentially damage the reputation of the school, the employee's own reputation or the reputation of other staff. This extends to the usage of social media. Staff must not allow their own personal interests to conflict with the school's expectations and professional requirements. Staff must not use personal interests or their position of authority to improperly apply influence.

Staff must not enter into private tutoring arrangements with current pupils of Manchester Hospital School. Staff are able to enter into private tutoring arrangements with past pupils - only with agreement and completed declaration with the School Business Director.

Staff must be aware of the risks to themselves, pupils and the school that the use of the internet and social media can bring. Staff must therefore be responsible users of the internet and social media both at work and in their personal life and continue to act as a role model throughout their internet usage. Staff should be aware that they are accountable for any information or views expressed on social media or other internet sites. This includes views expressed directly and through affiliation with internet pages, such as 'liking' a page. Staff

must not engage in any internet or social media usage that may bring the school into disrepute or bring into question their professionalism and suitability for them, or other colleagues, to work within a school.

Staff must ensure that they have activated high privacy settings on all social media sites. If you are unsure how to do this, please contact your line manager to discuss this. If staff choose to disclose their role and place of work on social media, this must be shared in a professional capacity and in a way which does not bring the employer into disrepute. All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children.
They should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work. There may be times where an individual's actions in their personal life come under scrutiny from the community, the media or public authorities, including with regard to their own children, or children or adults in the community.

Staff should be aware that their behaviour, either in or out of the workplace, could compromise their position within the work setting in relation to the protection of children, loss of trust and confidence, or bringing the employer into disrepute. Such behaviour may also result in prohibition from teaching by the Teaching Regulation Agency (TRA) a bar from engaging in regulated activity, or action by another relevant regulatory body.

Staff should be aware if you are registered with any dating websites or apps such as Tinder, Hinge or Bumble, please be aware that pupils may be able to create false accounts which would put you at risk when meeting someone. Again, be careful and cautious about what you fully reveal about yourself online.

This means that all staff should not:

▪ behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model
▪ make, or encourage others to make sexual remarks to, or about, a pupil
▪ use inappropriate language to or in the presence of pupils
▪ discuss their personal or sexual relationships with or in the presence of pupils
▪ make (or encourage others to make) unprofessional personal comments which scapegoat, demean, discriminate or humiliate, or might be interpreted as such
▪Staff should not use their work phone, laptop or any other school devices for dating websites or apps.
▪Staff should never use location-based dating apps when on school premises, or school teaching locations such as the home of a pupil, or on the journey to and from school. When setting a profile for a dating app, staff should assume that it could be accessed by their pupils or their parents so should draft their profiles accordingly.

The Childcare (Disqualification) Regulations 2018 set out grounds for disqualification under the Childcare Act 2006 where the person meets certain criteria set out in the Regulations. For example, an individual will be disqualified where they have committed a relevant offence against a child; been subject to a specified order relating to the care of a child; committed certain serious sexual or physical offences against an adult; been included on the DBS children's barred list; been made subject to a disqualification order by the court; previously been refused registration as a childcare provider or manager of a children's home or had such registration cancelled.

A disqualified person is prohibited from providing relevant early or later years childcare as defined in the Childcare Act 2006 or being directly concerned in the management of such childcare. Schools and private childcare settings are also prohibited from employing a disqualified person in respect of relevant early or later years childcare.

Keeping children safe in education states that schools should make clear their expectation that staff should disclose any relationship or association (in the real world or online) that may impact on the school's ability to safeguard pupils. This applies to all staff in all schools, not just those in early or later years childcare. relationship or association, or others in their personal lives, may impact on their work with children

This means that staff should:

•In line with the Keeping Children Safe in Education document, all new staff engaging in regulated activity with children must complete a satisfactory Disclosure Barring Service check prior to commencing a role at school.
• Existing staff (employees and volunteers) within school must notify the Headteacher in writing of any changes to their DBS, specifically if they are arrested, cautioned, charged or convicted of any offence.
• Staff must notify the Headteacher on the next day following an arrest, caution, charge or conviction. For the avoidance of doubt, this includes being questioned under caution without charge.
• A failure to notify the school may lead to disciplinary action against the employee.
• Supply staff must contact their agency immediately should there be any changes to their DBS status.
• Be aware that behaviour by themselves, those with whom they have a relationship or association, or others in their personal lives, may impact on their work with children
• Inform the head/principal of any name changes that they have not previously declared (unless this falls under a staff member's right to confidentiality as this will reveal their transgender identity - in this case, the staff member must follow the DBS confidential process for sensitive applications so that a full DBS can be completed without denying the staff member's right to confidentiality).

This means that Manchester Hospital School Leadership should:

• have a clear expectation that all staff will discuss with managers any relationship / association (in or out of school or online) that may have implications for the safeguarding of children in school
• create a culture where staff feel able to raise these issues
• safeguard their employees' welfare and contribute to their duty of care towards their staff
• identify whether arrangements are needed to support these staff
• consider whether there are measures that need to be put in place to safeguard children (e.g. by putting arrangements in place to stop or restrict a person coming into school where a potential risk to children has been identified).

Manchester Hospital School must not ask intrusive questions of staff regarding those they live with or have relationships/associations with.

8. Dress and appearance

A person's dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However, staff should select a manner of dress and appearance appropriate to their professional role and which may be necessarily different to that adopted in their personal life. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake; this also applies to online or virtual teaching. Those who dress or appear in a manner which could be viewed as offensive or inappropriate will render themselves vulnerable to criticism or allegation.

This means that all staff should wear clothing which:

▪ promotes a positive and professional image
▪ is appropriate to their role
▪ is not likely to be viewed as offensive, revealing or provocative
▪ does not distract, cause embarrassment or give rise to misunderstanding
▪ is absent of any political or otherwise contentious slogans
▪ is not considered to be discriminatory
▪ is compliant with professional standards
▪ in online engagement, is similar to the clothing they would wear on a normal school day
• Examples of inappropriate clothing are as follows; jeans, miniskirts, tracksuit bottoms (unless a role requirement), shorts, baseball caps or hats, cropped/low cut tops and shoe string strap tops and dresses. This list is non-exhaustive and staff must use their professional judgement to ensure their attire is appropriate.

Footwear Guidelines: Footwear must be safe, sensible, smart, and clean. In response to staff voice, the wearing of trainers is permitted across all sites to ensure staff can conduct their duties with greater ease; however, this remains entirely optional. If staff choose to wear trainers, they must strictly adhere to the following professional standards:

Condition: Trainers must be clean, smart, and well-maintained (not scruffy or worn in appearance).

Style: Low-profile trainers are required; high-top style trainers are not permitted. Slip-on or Velcro fastenings are acceptable.

Colour Palette: Trainers must be solid black, white, or selected from the school's recommended neutral palette (including charcoal grey, navy blue, chocolate brown, tan, beige, cream, or forest green). No neon, bright colours, or busy patterns are allowed.

Laces: Laces must match the trainer and also be strictly black, white, or neutral in colour.

NHS Site Restrictions: Flip-flops remain strictly unacceptable across the school. Furthermore, on all NHS hospital sites, staff must continue to wear fully enclosed footwear to comply with local clinical infection control and health and safety requirements.

If you have any questions regarding the suitability of a specific footwear choice, please speak directly with the senior leaders at your site before wearing them to work.

9. Gifts, rewards, favouritism and exclusion

The public and school community are entitled to expect honesty and integrity on the part of all school staff and staff must uphold this. Staff must maintain high standards of honesty and integrity in their work. This extends to handling/ claiming money and the use of school property, facilities and equipment. Staff must treat resources responsibly and consider both the financial and environmental impact, ensuring that resources are not wasted unnecessarily.

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantages to someone; or if they request, agree to or accept, or receive a bribe from another person. If a member of staff believes that a person has failed to comply with the Bribery Act, this should be reported in accordance with the school's Whistleblowing procedure. Gifts from suppliers or associates of the school are not normally acceptable and must in any event be declared to the Headteacher, with the exception of "one off" token gifts from students or parents such as at the end of the Academic Year. This includes gifts in the form of hospitality and sponsorship. Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment. There are occasions when pupils or parents wish to pass small tokens of appreciation to staff; e.g., at Christmas or as a thank-you and this is usually acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

Similarly, it is not permitted to give such personal gifts to pupils or their families. This could be interpreted as a gesture either to bribe or groom. It might also be perceived that a 'favour' of some kind is expected in return. Any reward given to a pupil should be in accordance
with agreed practice, consistent with the school or setting's behaviour policy, recorded and not based on favouritism. Adults should exercise care when selecting children for specific activities, jobs or privileges in order to avoid perceptions of favouritism or injustice. Similar

care should be exercised when pupils are excluded from an activity. Methods of selection and exclusion should always be subject to clear, fair, agreed criteria.

This means that all staff should:

▪ be aware of and understand their organisation's relevant policies, eg rewarding positive behaviour
▪ ensure that gifts received or given in situations which may be misconstrued are declared and recorded
▪ only give gifts to a pupil as part of an agreed reward system
▪ ensure that all selection processes of pupils are fair and these are undertaken and agreed by more than one member of staff
▪ ensure that they do not behave in a manner which is either favourable or unfavourable to individual pupils

10. Infatuations and 'crushes'

All staff need to recognise that it is not uncommon for pupils to be strongly attracted to a member of staff and/or develop a 'crush' or infatuation.

They should make every effort to ensure that their own behaviour cannot be brought into question, does not appear to encourage this and be aware that such infatuations may carry a risk of their words or actions being misinterpreted. Any member of staff who receives a report, overhears something, or otherwise notices any sign, however small or seemingly insignificant, that a young person has become or may be becoming infatuated with either contact themselves or a colleague, should immediately report this to the Headteacher. In this way appropriate early intervention can be taken which can prevent escalation and avoid hurt, embarrassment or distress for those concerned.

This means that all staff should:

▪ report any indications (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff
▪ always maintain professional boundaries

This means that Manchester Hospital School Leadership should:

• put action plans in place where concerns are brought to their attention
•Pay careful thought to those circumstances where the staff member, pupil and their parents/carers should be spoken to and should ensure a plan to manage the situation is put in place. This plan should respond sensitively to the child and staff member and maintain the dignity of all. This plan should involve all parties, be robust and regularly monitored and reviewed.

If the headteacher has a concern that a young person is becoming infatuated with them, they should report this to the chair of governors.

11. Social contact outside of the workplace

It is acknowledged that staff may have genuine friendships and social contact with parents of pupils, independent of the professional relationship. Staff should, however, also be aware that professionals who sexually harm children often seek to establish relationships and contact outside of the workplace with both the child and their parents, in order to 'groom' the adult and the child and/or create opportunities for sexual abuse.

It is also important to recognise that social contact may provide opportunities for other types of grooming such as for the purpose of sexual exploitation or radicalisation. Staff should recognise that some types of social contact with pupils or their families could be perceived as harmful or exerting inappropriate influence on children, and may bring the setting into disrepute (e.g., attending a political protest, circulating propaganda).

If a pupil or parent seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in that moment and then inform the Head/ senior manager as soon as possible. This also applies to social contacts made through outside interests or the staff member's own family.

Some staff may, as part of their professional role, be required to support a parent or carer. If that person comes to depend upon the staff member or seeks support outside of their professional role this should be discussed with senior management and where necessary referrals made to the appropriate support agency.

This means that all staff should:

- always approve any planned social contact with pupils or parents with senior colleagues, for example when it is part of a reward scheme
- advise senior management of any regular social contact they have with a pupil which could give rise to concern
- refrain from sending personal communication to pupils or parents unless agreed with senior managers
- inform senior management of any relationship with a parent where this extends beyond the usual parent/professional relationship
- inform senior management of any requests or arrangements where parents wish to use their services outside of the workplace e.g., babysitting, tutoring

12. Communication with children (including the use of technology)

In order to make best use of the many educational and social benefits of new and emerging technologies, pupils need opportunities to use and explore the digital world. Online risks are posed more by behaviours and values than the technology itself. Staff should ensure that they establish safe and responsible online behaviours, working to local and national guidelines and acceptable use policies which detail how new and emerging technologies may be used.

Communication with children both in the 'real' world and through web-based and telecommunication interactions, such as when virtual or remote teaching, should take place

within explicit professional boundaries. This includes the use of computers, tablets, phones, texts, e-mails, instant messages, social media such as Facebook, Instagram and X, chatrooms, forums, blogs, websites, gaming sites, digital cameras, videos, web-cams and other hand-held devices. (Given the ever-changing world of technology it should be noted that this list gives examples only and is not exhaustive.)
Staff should not request or respond to any personal information from children other than which may be necessary in their professional role. They should ensure that their communications are open and transparent and avoid any communication which could be interpreted as 'grooming behaviour'. Staff should not give their personal contact details to children for example, e-mail address, home or mobile telephone numbers, details of web-based identities. If children locate these by any other means and attempt to contact or correspond with the staff member, the adult should not respond and must report the matter to their manager and Site or Whole School Designated Safeguarding Lead. The child should be firmly and politely informed that this is not acceptable.

Staff should, in any communication with children, also follow the guidance in section 7 'Standards of Behaviour'. Staff should adhere to the schools' policies, including those with regard to communication with parents and carers and the information they share when using the internet.

This means that staff should:

- not seek to communicate/make contact, or respond to contact with pupils outside of the purposes of their work
- not give out their personal details
- use only the equipment and internet services provided by the school or setting, unless school policies state otherwise
- only use internet-enabled personal devices in line with school acceptable use policies
- follow their school / setting's acceptable use policy and online safety guidance
- ensure that their use of technologies could not bring their employer into disrepute
- not discuss or share data relating to children/ parents / carers in staff social media groups

Work Mobile Phone Availability: Staff must ensure that their work-issued mobile phone is charged, switched on, and kept with them at all times throughout their working hours during the school day to remain accessible for urgent communications and the school's on-call systems.

This means that Manchester Hospital School should:

- wherever possible, provide school devices such as cameras and mobile phones rather than expecting staff to use their own (e.g. on school trips, remote teaching, etc)

13. Physical contact

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children however, it is crucial that they only do so in ways appropriate to their professional role and in relation to the pupil's individual needs and any agreed care plan.

Not all children feel comfortable about certain types of physical contact; this should be recognised and, wherever possible, adults should seek the pupil's permission before initiating contact and be sensitive to any signs that they may be uncomfortable or embarrassed. Staff should acknowledge that some pupils are more comfortable with touch than others and/or may be more comfortable with touch from some adults than others. Staff should listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact and/or form of communication which is acceptable to the pupil.

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one pupil, in one set of circumstances, may be inappropriate in another, or with a different child. Any physical contact should be in response to the child's needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. Adults should therefore, use their professional judgement at all times.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action by them or a colleague could be misinterpreted, or if an action is observed which is possibly abusive, the incident and circumstances should be immediately reported to the manager and recorded. Where appropriate, the manager should consult with the Local Authority Designated Officer (the LADO).

Extra caution may be required where it is known that a child has suffered previous abuse or neglect. Staff need to be aware that the child may associate physical contact with such experiences. They also should recognise that these pupils may seek out inappropriate physical contact. In such circumstances staff should deter the child sensitively and help them to understand the importance of personal boundaries. A general culture of 'safe touch' should be adopted, where appropriate, to the individual requirements of each child. Pupils with special educational needs or disabilities may require more physical contact to assist their everyday learning. The arrangements should be understood and agreed by all concerned, justified in terms of the pupil's needs, consistently applied and open to scrutiny.

This means that all staff should:

- never touch a pupil in a way which may be considered indecent
- always be prepared to explain actions and accept that all physical contact be open to scrutiny
- never indulge in horseplay or fun fights
- always allow/encourage pupils, where able, to undertake self-care tasks independently
- ensure the way they offer comfort to a distressed pupil is age appropriate
- always tell a colleague when and how they offered comfort to a distressed pupil
- establish the preferences of pupils
- consider alternatives, where it is anticipated that a pupil might misinterpret or be uncomfortable with physical contact

▪ always explain to the pupil the reason why contact is necessary and what form that contact will take
▪ report and record situations which may give rise to concern
▪ be aware of cultural or religious views about touching and be sensitive to issues of gender
▪ Avoid physical contact - including a hug - in one-to-one situations where no other professional or parent is present.

This means that Manchester Hospital School should:

▪ ensure they have a system in place for recording incidents and the means by which information about incidents and outcomes can be easily accessed by senior management
▪ provide staff, on a 'need to know' basis, with relevant information about vulnerable children in their care

Other activities that require physical contact:

In certain curriculum areas, such as PE, drama or music, staff may need to initiate some physical contact with children, for example, to demonstrate technique in the use of a piece of equipment, adjust posture, or support a child so they can perform an activity safely or prevent injury. Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e., one easily observed by others and last for the minimum time necessary. The extent of the contact should be made clear and undertaken with the permission of the pupil. Contact should be relevant to their age /understanding and adults should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil.

Guidance and protocols around safe and appropriate physical contact may be provided, for example, by sports governing bodies and should be understood and applied consistently. Any incidents of physical contact that cause concern or fall outside of these protocols and guidance should be reported to the senior manager and parent or carer.

It is good practice that all parties clearly understand at the outset, what physical contact is necessary and appropriate in undertaking specific activities. Keeping parents/carers and pupils informed of the extent and nature of any physical contact may also prevent allegations of misconduct or abuse arising.

This means that all staff should:

▪ treat pupils with dignity and respect and avoid contact with intimate parts of the body
▪ always explain to a pupil the reason why contact is necessary and what form that contact will take
▪ seek consent of parents where a pupil is unable to give this; e.g., because of age or disability
▪ consider alternatives, where it is anticipated that a pupil might misinterpret any such contact

▪ be familiar with and follow recommended guidance and protocols
▪ conduct activities where they can be seen by others
▪ be aware of gender, cultural and religious issues that may need to be considered prior to initiating physical contact

This means that Manchester Hospital School should:
▪ have in place up to date guidance and protocols on appropriate physical contact, that promote safe practice and include clear expectations of behaviour and conduct.
▪ ensure that staff are made aware of this guidance and that it is continually promoted

15. Intimate / personal care

Schools and settings should have clear nappy or pad changing and intimate / personal care policies which ensure that the health, safety, independence and welfare of children is promoted and their dignity and privacy are respected. Arrangements for intimate and personal care should be open and transparent and accompanied by robust recording systems.

Pupils should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. When assistance is required, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible. Intimate or personal care procedures should not involve more than one member of staff unless the pupil's intimate care plan specifies the reason for this.

A signed record should be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, should include times left and returned.
Any vulnerability, including those that may arise from a physical or learning difficulty should be considered when formulating the individual pupil's care plan. The views of parents, carers and the pupil, regardless of their age and understanding, should be actively sought in formulating the plan and in the necessary regular reviews of these arrangements. Any changes to the intimate care plan should be made in writing and without delay, even if the change in arrangements is temporary; e.g. staff shortages, changes to staff rotas.

Intimate and personal care should not be carried out by an adult that the child does not know. Anyone undertaking intimate / personal care in an education setting is in regulated activity and must have been checked against the relevant DBS barred list, even if the activity only happens once; this includes volunteers.

Volunteers and visiting staff from other schools / agencies should not undertake care procedures without appropriate training. Pupils are entitled to respect and privacy at all times and especially when in a state of undress, including, for example, when changing, toileting and showering.
However, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur.

This supervision should be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment.

This means that Manchester Hospital School should:

• have written care plans in place for any pupil who could be expected to require intimate care
• update intimate / personal care plans in writing where appropriate; e.g. because there are changes to staff rotas, etc.
• ensure that pupils are actively consulted about their own care plan
• ensure that intimate / personal care is provided by staff known to the child
• ensure that only individuals that have been checked against the relevant DBS barred list are permitted to engage in intimate or personal care
• ensure that temporary or visiting staff have been trained in intimate and personal care procedures if it will be necessary to involve them in such activity

This means that all staff should:

▪ adhere to Manchester Hospital's intimate and personal care policy
▪ make other staff aware of the task being undertaken
▪ always explain to the pupil what is happening before a care procedure begins
▪ consult with colleagues where any variation from agreed procedure/care plan is necessary
▪ record the justification for any variations to the agreed procedure/care plan and share this information with the pupil and their parents/carers
▪ avoid any visually intrusive behaviour
▪ where there are changing rooms, announce their intention of entering
▪ always consider the supervision needs of the pupils and only remain in the room where their needs require this

This means that adults should not:

▪ change or toilet in the presence or sight of pupils
▪ shower with pupils
▪ allow any adult to assist with intimate or personal care without confirmation from senior leaders that the individual is not barred from working in regulated activity
▪ assist with intimate or personal care tasks which the pupil is able to undertake independently

16. Behaviour management

Corporal punishment and smacking are unlawful in all schools and education settings.
Staff should not use any form of degrading or humiliating treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children is completely unacceptable.

Staff should understand the importance of challenging inappropriate behaviours between peers, including peer on peer sexual violence and sexual harassment. Downplaying certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours,

an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

Where pupils display challenging behaviours, adults should follow the schools behaviour and relationships policy using strategies appropriate to the circumstance and situation. Where a pupil has specific needs in respect of particularly challenging behaviour, a positive handling plan, including assessment of risk, should be drawn up and agreed by all parties, including, for example, a medical officer where appropriate.

This means that staff should:

- not use force as a form of punishment
- try to defuse situations before they escalate e.g. by distraction, zones of regulation
- keep parents informed of any incidents of challenging behaviour
- be mindful of and sensitive to factors both inside and outside of the school or setting which may impact on a pupil's behaviour
- follow the school's behaviour and relationships policy
- behave as a role model
- avoid shouting at children other than as a warning in an emergency/safety situation
- Follow the school's policy on Reasonable Force and use of Physical Intervention.
- be aware of the legislation and potential risks associated with the use of isolation and seclusion
- comply with legislation and guidance in relation to human rights and restriction of liberty
- be clear as to the school's policy and procedures with regard to peer-on-peer abuse
- be able to reassure victims that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

17. The use of control and physical intervention

Early years providers must take all reasonable steps to ensure that corporal punishment is not given by any person who cares for or is in regular contact with a child, or by any person living or working in the premises where care is provided. A person will not be taken to have used corporal punishment if the action was taken for reasons that include averting an immediate danger of personal injury to, or an immediate danger of death of, any person including the child.

The law and guidance for schools states that adults may reasonably intervene to prevent a child from:

- committing a criminal offence
- injuring themselves or others
- causing damage to property
- engaging in behaviour prejudicial to good order and to maintain good order and discipline.

This means that Manchester Hospital School should:

▪ ensure that they have a lawful Reasonable Force and physical intervention policy consistent with local and national guidance
▪ regularly acquaint staff with policy and guidance
▪ ensure that staff are provided with appropriate training and support
▪ have an agreed policy for when and how physical interventions should be recorded and reported

This means that all staff should:

▪ adhere to the school's Reasonable Force and physical intervention policy
▪ always seek to defuse situations and avoid the use of physical intervention wherever possible
▪ where physical intervention is necessary, only use minimum force and for the shortest time needed

This means that staff should not

• use physical intervention as a form of punishment

Great care must be exercised in order that adults do not physically intervene in a manner which could be considered unlawful. Staff should also be mindful of the significant impact that a physical intervention may have on a child with special educational needs or disabilities. Under no circumstances should physical force be used as a form of punishment. The use of unwarranted or disproportionate physical force is likely to constitute a criminal offence. Where the school or setting judges that a child's behaviour presents a serious risk to themselves or others, they must always put in place a robust risk assessment which is reviewed regularly and, where relevant, a physical intervention plan.

In all cases where physical intervention has taken place, this should be recorded in line with the school's Reasonable Force and physical intervention policy. Similarly, where it can be anticipated that physical intervention is likely to be required, a plan should be put in place which the pupil and parents/carers are aware of and have agreed to. Parental consent does not permit settings to use unlawful physical intervention or deprive a pupil of their liberty.

18. Sexual conduct

Any sexual behaviour by a member of staff with or towards a pupil is unacceptable. It is an offence for a member of staff in a position of trust to engage in sexual activity with a pupil under 18 years of age and sexual activity with a child could be a matter for criminal and/or disciplinary procedures. Pupils are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions depending on their age and understanding. This includes the prohibition of sexual activity with children by adults in a position of trust.

Sexual activity involves physical contact including penetrative and non-penetrative acts, however it also includes non-contact activities, such as causing pupils to engage in or watch sexual activity or the production of pornographic material. There are occasions when adults embark on a course of behaviour known as 'grooming' where the purpose is to gain the trust of a child and manipulate the relationship so that sexual abuse can take place.
All staff should undertake appropriate training so they are fully aware of those behaviours that may constitute 'grooming' and of their responsibility to always report to a senior manager any concerns about the behaviour of a colleague which could indicate that a pupil is being groomed.

This means that staff should:

- not have any form of sexual contact with a pupil from the school or setting
- avoid any form of touch or comment which is, or may be considered to be, indecent
- avoid any form of communication with a pupil which could be interpreted as sexually suggestive, provocative or give rise to speculation e.g. verbal comments, letters, notes, by email or on social media, phone calls, texts, physical contact
- not make sexual remarks to or about a pupil
- not discuss sexual matters with or in the presence of pupils other than within agreed curriculum content or as part of their recognised job role

19. One to one situations

Staff working in one to one situations with pupils at the setting, including visiting staff from external organisations can be more vulnerable to allegations or complaints.

To safeguard both pupils and adults, a risk assessment for teaching in the home or in a community setting should always be undertaken. Each assessment should take into account the individual needs of each pupil and should be reviewed regularly.

Arranging to meet with pupils from the school or setting away from the work premises should not be permitted unless the necessity for this is clear and approval is obtained from a senior member of staff, the pupil and their parents/carers.

Where staff are expected to work one to one with a pupil on a virtual platform, clear expectations should be set out for all of those involved that are reflective of the settings safeguarding policies and procedures.

This means that staff should:

- work one to one with a child only when absolutely necessary (both in person or online) and with the knowledge and consent of senior leaders and parents/carers
- be aware of relevant risk assessments, policies and procedures, including child protection, acceptable use policy and behaviour management.
- ensure that wherever possible there is visual access and/or an open door in one to one situations

▪ avoid use of ‘engaged’ or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy ++
▪ always report any situation where a pupil becomes distressed or angry
▪ consider the needs and circumstances of the pupil involved
▪ ensure prior to any online learning, there are clear expectations of behaviour and conduct of all parties that have been agreed in advance.

20. Home visits

All work with pupils and parents should usually be undertaken in the school or setting or other recognised teaching location such as in the home. There are however occasions, in response to an urgent, planned or specific situation or job role, where it is necessary to make one-off or regular home visits; e.g., to undertake a welfare visit during school closures.

It is essential that appropriate policies and related risk assessments are in place to safeguard both staff and pupils, who can be more vulnerable in these situations.
A risk assessment should be undertaken prior to any planned home visit taking place. The assessment should include an evaluation of any known factors regarding the pupil, parents/carers and any others living in the household. Consideration should be given to any circumstances which might render the staff member becoming more vulnerable to an allegation being made e.g. hostility, child protection concerns, complaints or grievances. Specific thought should be given to visits outside of ‘office hours’ or in remote or secluded locations.
Following the assessment, appropriate risk management measures should be put in place, before the visit is undertaken. In the unlikely event that little or no information is available, visits should not be made alone.

*Welfare visits – where a child is not attending school and has not been seen (for example, during school closure for public health reasons or where a child is shielding), it may be decided that a home welfare visit is required. Wherever possible, the parent / carer should encourage the pupil to come to the door or to a living area of the home; however, if the child refuses, it may be necessary for the staff member to accompany parents / carers to other parts of the home, including the child’s bedroom, to ensure the child is safe and well.

Staff should ensure the child is appropriately dressed before accompanying a parent / carer into a child’s personal space. Where there is significant concern and the child has not been seen, local Police can be asked to undertake a welfare check.

This means that all staff should:

▪ agree the purpose for any home visit with their manager
▪ have a clear understanding of the actions that should be taken if it is believed that a child or parent is at immediate risk of harm, including when to contact emergency services and / or partner agencies
▪ adhere to agreed risk assessments

▪ avoid unannounced visits wherever possible
▪ ensure there is visual access and/or an open door in one to one situations
▪ never enter a home without the parent or carer's consent or when the parent is absent, except in an emergency
▪ always make detailed records including times of arrival and departure
▪ ensure any behaviour or situation which gives rise to concern is discussed with their manager or Designated Safeguarding Lead
▪ ensure that children are seen in open and observable spaces; for example, living rooms; if it is necessary to enter a child's personal space, this should be in the presence of the parent / carer
▪ Comply with data protection regulations in relation to any personal information carried or notes made about the child and/or family

This means that Manchester Hospital School should:

▪ ensure that they have home visit and lone-working policies which all adults are made aware of.
▪ have robust arrangements for risk assessment and management to ensure staff are protected
▪ ensure that staff have access to a mobile telephone and an emergency contact
▪ ensure that policies reflect any procedures or guidance issued by the MAP in relation to undertaking home visits
▪ ensure that all visits are justified and recorded
▪ ensure that staff understand the purpose and limitations of welfare visits
▪ make clear to staff that, other than in an emergency, they should not enter a home if the parent/carer is absent and should not continue to be in a home if the parent/carer leaves.

21. Transporting pupils

In certain situations, staff or volunteers may be required or offer to transport pupils as part of their work.
As for any other activity undertaken at work, the employer has a duty to carry out a risk assessment covering the health and safety of their staff and to manage any known risks.

Consideration must be given to the potential distraction of the driver and the supervision of the passengers. A judgement should be made about the likely behaviour and individual needs of the child/ren.
Staff should not offer lifts to pupils unless the need for this has been agreed by a manager. A designated member of staff should be appointed to plan and provide oversight of all transport arrangements and respond to any concerns that may arise. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as an escort.
It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so. They should also be aware of and adhere to current legislation regarding the use of car seats / booster seats for younger children.

Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum carrying capacity is not exceeded.
Staff should never offer to transport pupils outside of their normal working duties, other than in an emergency or where not doing so would mean the child may be at risk. In these circumstances the matter should be recorded and reported to both their manager and the child's parent(s). The school's health and safety policy and/or educational visits policy should set out the arrangements under which staff may use private vehicles to transport pupils

This means that all staff should:

▪ plan and agree arrangements with all parties in advance
▪ respond sensitively and flexibly where any concerns arise
▪ take into account any specific or additional needs of the pupil
▪ have an appropriate licence/permit for the vehicle
▪ ensure they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/ or ability to drive
▪ ensure that if they need to be alone with a pupil this is for the minimum time
▪ be aware that the safety and welfare of the pupil is their responsibility until this is safely passed over to a parent/carer
▪ report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures
▪ ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety. This includes having proper and appropriate insurance for the type of vehicle being driven
▪ ensure that any impromptu or emergency arrangements of lifts are recorded and can be justified
▪ refer to Local and National guidance for Educational visits

This means Manchester Hospital School should seek evidence that:

- the vehicle is safe. This means that it holds a valid MOT certificate, where relevant, that the driver certifies it has been serviced in line with the manufacturer's schedule, and that the driver carries out any pre-use checks specified by the manufacturer
- the driver is suitable. This means that they hold a valid licence for the type of vehicle and meet any employer requirements
- there is a valid insurance policy covering the driver and the vehicle for the intended use. This may require that the driver has 'business use' cover.
- Retain evidence of the above with the risk assessment

22. Educational visits

Staff responsible for organising educational visits should be familiar with the Department for Education's advice on Health and Safety 1974 and the supporting regulations apply to activities taking place on or off the school premises (including school visits) in Great Britain. All school employers must have a Health and Safety policy.

This should include policy and procedures for off-site visits, including residential visits and any school-led adventure activities. The Management of Health and Safety at Work Regulations (1999) impose a duty on employers to produce suitable and sufficient risk assessments. This would include assessment of any risks to employees, children or others during an educational visit, and the measures that should be taken to minimise these risks.

For regular activities, such as taking pupils to a local swimming pool, the risks should be considered under the school's general arrangements and a check to make sure that the precautions remain suitable is all that is required. For annual or infrequent activities, a review of an existing assessment may be all that is needed. For new higher-risk activities or trips, a specific assessment of the significant risks should be carried out.

Staff should take particular care when supervising pupils in the less formal atmosphere of an educational visit where a more relaxed discipline or informal dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

Where out of school or setting activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Pupils, adults and parents should be informed of these prior to the start of the trip. In all circumstances, those organising trips and outings should pay careful attention to ensuring there is a safe staff/child ratio and suitable gender mix of staff.

This means that all staff should:

- adhere to Manchester Hospital School's educational visits guidance
- always have another adult present on visits, unless otherwise agreed with senior staff
- undertake risk assessments
- have the appropriate consents in place (e.g. medical)
- ensure that their behaviour remains professional at all times
- never share beds with a child/pupil
- never share bedrooms unless it involves a dormitory situation and the arrangements have been previously discussed with Head teacher, parents and pupils
- refer to local and national guidance for educational visits, including exchange visits (both to the UK and abroad)

23. First Aid and medication

All settings should have an adequate number of qualified first-aiders. Parents should be informed when first aid has been administered. Any member of school staff may be asked to

become a qualified first-aider or to provide support to pupils with medical conditions, including the administering of medicines, but they cannot be required to do so unless this forms part of their contract of Employment.

In emergency or exceptional circumstances if a school has no trained first aider, it is the responsibility of school leaders and / or the employer to identify a senior person on site each day to lead on any crisis or serious incident including the provision of first aid. This decision should be supported by a risk assessment that takes into account the number of staff, children and / or other visitors on site, the proximity of emergency services, any particular risks presented, etc. Risks should be minimised as much as possible, for example by not undertaking high risk or adventurous activities.

Staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Advice on managing medicines is included in the statutory guidance on supporting pupils at school with medical conditions. In circumstances where a pupil needs medication regularly, this would usually be recorded in their individual healthcare plan.
This provides details of the level and type of support a child needs to effectively manage their medical condition in school and should include information about the medicine to be administered, the correct dosage and any storage requirements. After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This could include for example, the application of any ointment or sun cream, or use of inhalers or Epipens.

If a member of staff is concerned or uncertain about the amount or type of medication being given to a pupil this should be discussed with the Designated Safeguarding Lead.
Adults taking medication which may affect their ability to care for children should seek medical advice regarding their suitability to do so and providers should ensure that they only work directly with children if that advice confirms that the medication is unlikely to impair their ability to look after children. Employers are also responsible for managing the performance of their policies and relevant risk assessments.

This means that Manchester Hospital School should:

• ensure there are trained and named individuals to undertake first aid responsibilities, including paediatric first aid if relevant
• if there is no member of staff available who has completed ‘first aid at work’ training, identify a senior person to be responsible each day
• review and update first aid, medicines in school and crisis / emergency
• ensure training is regularly monitored and updated.
• Refer to local and national First Aid guidance and guidance on meeting the needs of children with medical conditions.

This means that all staff should:

• adhere to the school or setting's health and safety and supporting pupils with medical conditions policies
• make other staff aware of the task being undertaken
• have regard to pupils' individual healthcare plans
• always ensure that an appropriate health/risk assessment is undertaken prior to undertaking certain activities
• explain to the pupil what is happening.
• always act and be seen to act in the pupil's best interest
• make a record of all medications administered
• not work with pupils whilst taking medication unless medical advice confirms that they are able to do so

24. Photography, videos and other images / media

Many educational activities involve recording images. These may be undertaken for displays, publicity, to celebrate achievement and to provide records of evidence of the activity. Under no circumstances should staff be expected or allowed to use their personal equipment to take images of pupils at or on behalf of the school or setting.

All settings should have arrangements with regard to the taking and use of images, which is linked to their safeguarding and child protection policy. This should cover the wide range of devices which can be used for taking/recording images e.g. cameras, mobile-phones, smart phones, tablets, web-cams etc. and arrangements for the use of these by both staff, parents and visitors.

Whilst images are regularly used for very positive purposes, adults need to be aware of the potential for these to be taken and/or misused or manipulated for pornographic or 'grooming' purposes. Particular regard needs to be given when images are taken of young or vulnerable children who may be unable to question why or how the activities are taking place.

Pupils who have been previously abused in a manner that involved images may feel particularly threatened by the use of photography, filming etc. Staff should remain sensitive to any pupil who appears uncomfortable and should recognise the potential for misinterpretation.
Making and using images of pupils will require the age appropriate consent of the individual concerned and their parents/carers. Images should not be displayed on websites, in publications or in a public place without such consent. The definition of a public place includes areas where visitors to the setting have access. For the protection of children, it is recommended that when using images for publicity purposes that the following guidance should be followed:

• if the image is used, avoid naming the child, (or, as a minimum, use first names rather than surnames)
• if the child is named, avoid using their image

• schools and settings should establish whether the image will be retained for further use, where and for how long
• images should be securely stored and used only by those authorised to do so

This means that all staff should:

▪ adhere to Manchester Hospital School's policy
▪ only publish images of pupils where they and their parent/carer have given explicit written consent to do so
• only take images where the pupil is happy for them to do so
▪ only retain images when there is a clear and agreed purpose for doing so
▪ store images in an appropriate secure place in the school or setting
▪ ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose
▪ be able to justify images of pupils in their possession
▪ avoid making images in one to one situations

This means that adults should not:

▪ take images of pupils for their personal use
▪ display or distribute images of pupils unless they are sure that they have parental consent to do so (and, where appropriate, consent from the child)
▪ take images of children using personal equipment
▪ take images of children in a state of undress or semi-undress
▪ take images of a child's injury, bruising or similar (e.g. following a disclosure of abuse) even if requested by children's social care
▪ make audio recordings of a child's disclosure
▪ take images of children which could be considered as indecent or sexual

25. Use of technology for online / virtual teaching

All settings should review their online safety and ICT acceptable use policies and amend these if necessary, ensuring that all staff involved in virtual teaching or the use of technology to contact pupils are briefed on best practice and any temporary changes to policy / procedures. When selecting a platform for online / virtual teaching, settings should satisfy themselves that the provider has an appropriate level of security. Wherever possible, staff should use school devices and contact pupils only via the pupil school email address / log in. This ensures that the setting's filtering and monitoring software is enabled.

In deciding whether to provide virtual or online learning for pupils, senior leaders should take into account issues such as accessibility within the family home, the mental health and wellbeing of children, including screen time, the potential for inappropriate behaviour by staff or pupils, staff access to the technology required, etc. Virtual lessons should be timetabled and senior staff, DSL and / or heads of department should be able to drop in to any virtual lesson at any time – the online version of entering a classroom.

Staff engaging in online learning should display the same standards of dress and conduct that they would in the real world; they should also role model this to pupils and parents. The following points should be considered:-

▪ think about the background; photos, artwork, identifying features, mirrors – ideally the backing should be nondescript
▪ staff and pupils should be in living / communal areas – no bedrooms
▪ staff and pupils should be appropriately dressed
▪ filters at a child's home may be set at a threshold which is different to the school
▪ resources / videos must be age appropriate – the child may not have support immediately to hand at home if they feel distressed or anxious about content.

This means that senior leaders should:
▪ ensure that all relevant staff have been briefed and understand the policies and the standards of conduct expected of them
▪ have clearly defined operating times for virtual learning
▪ consider the impact that virtual teaching may have on children and their parents/ carers / siblings
▪ determine whether there are alternatives to virtual teaching in 'real time' – e.g., using audio only, prerecorded lessons, existing online resources
▪ be aware of the virtual learning timetable and ensure they have the capacity to join a range of lessons
▪ take into account any advice published by the local authority, MAP or their online safety / monitoring software provider

This means that staff should:
▪ adhere to their establishment's policy
▪ be appropriately dressed
▪ ensure that a senior member of staff is aware that the online lesson / meeting is taking place and for what purpose
▪ avoid one to one situations – request that a parent is present in the room for the duration, or ask a colleague or member of SLT to join the session
▪ only record a lesson or online meeting with a pupil where this has been agreed with the head teacher or other senior staff, and the pupil and/or their parent / carer have given appropriate consent to do so.
▪ be able to justify images of pupils in their possession.

This means that adults should not:
▪ contact pupils outside the operating times defined by senior leaders
▪ take or record images of pupils at home if they feel distressed or anxious
about content. It is the responsibility of the staff member to act as a moderator; raise any issues of suitability (of dress, setting, behaviour) with the child and / or parent immediately and end the online interaction if necessary.

Recording lessons does not prevent abuse. If staff are directed to record the lesson they are teaching, consideration should be given to data protection issues; e.g., whether parental / pupil consent is needed and retention / storage. If a staff member 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. Staff, parent and pupil AUPs should clearly state the standards of conduct required.

If staff need to contact a pupil or parent by phone and do not have access to their work issued phone, they should discuss this with a senior member of staff and, if there is no alternative, always use 'caller withheld' to ensure the pupil / parent is not able to identify the staff member's personal contact details.

26. Exposure to inappropriate images

Staff should take extreme care to ensure that children and young people are not exposed, through any medium, to inappropriate or indecent images.

There are no circumstances that will justify adults making, downloading, possessing or distributing indecent images or pseudo-images of children (including AI generated). Accessing these images, whether using the settings or personal equipment, on or off the premises, or making, storing or disseminating such material is illegal.

If indecent images of children are discovered at the establishment or on the school or setting's equipment an immediate referral should be made to the Designated Safeguarding Lead and the police contacted if relevant. The images/equipment should be secured and there should be no attempt to view or delete the images as this could jeopardise necessary criminal action. If the images are of children known to the school, a referral should also be made to children's social care in line with local arrangements.

Under no circumstances should any adult use school or setting equipment to access pornography. Personal use pornography or links to it should never be brought into or used in the workplace. This will raise serious concerns about the suitability of the adult to continue working with children and young people.

Staff should keep their passwords confidential and not allow unauthorised access to equipment. In the event of any indecent images of children or unsuitable material being discovered on a device the equipment should not be tampered with in any way. It should be secured and isolated from the network, and the LADO contacted without delay.
Adults should not attempt to investigate the matter or evaluate the material themselves as this may lead to a contamination of evidence and a possibility that they will be at risk of prosecution themselves.

This means that staff should not:

▪ record virtual lessons or meetings using personal equipment (unless agreed and risk assessed by senior staff)

▪ engage online while children are in a state of undress or semi-undress

This means that staff should:

▪ abide by the establishment's ICT acceptable use and online safety policies
▪ ensure that children cannot be exposed to indecent or inappropriate images
▪ ensure that any films or material shown to children are age appropriate equipment containing

27. Personal living accommodation including onsite provision.

Generally, staff should not invite any pupils into their living accommodation unless the reason to do so has been firmly established and agreed with their manager and the pupil's parents/carers. It is not appropriate for staff to be expected or requested to use their private living space for any activity, play or learning. This includes seeing pupils for e.g. discussion of reports, academic reviews, tutorials, pastoral care or counselling.

Managers should ensure that appropriate accommodation for such activities is found elsewhere in the setting. Under no circumstances should pupils be asked to assist adults with jobs or tasks, either for or without reward, at or in their private accommodation.
This guidance should also apply to all other persons living in or visiting the private accommodation.

28. Overnight supervision and examinations

There are occasions during exam periods when timetables clash and arrangements need to be made to preserve the integrity of the examination process. In these circumstances, examination boards may allow candidates to take an examination the following morning, including Saturdays.
The supervision of a candidate on journeys to and from the centre and overnight may be undertaken by the candidate's parent/carer or centre staff.

This means that staff should:

▪ be vigilant in maintaining their privacy, including when living in on-site accommodation
▪ be mindful of the need to avoid placing themselves in vulnerable situations
▪ refuse any request for their accommodation to be used as an additional resource for the school or setting
▪ be mindful of the need to maintain appropriate personal and professional boundaries
▪ not ask pupils to undertake jobs or errands for their personal benefit

This means that: Manchester Hospital School should ensure that all arrangements reflect a duty of care towards pupils and staff

Where staff do supervise candidates overnight:
▪ a full health and safety risk assessment should have been undertaken
▪ all members of the household should have had appropriate vetting including, DBS checks
▪ all arrangements should be made in partnership and agreement with the pupil and parents/carers

▪ arrangements involving one to one supervision should be avoided wherever possible.
▪ as much choice, flexibility and contact with 'the outside world', should be incorporated into any arrangement so far as is consistent with appropriate supervision
▪ whenever possible, independent oversight of arrangements should be made
▪ any situation which gives rise to complaint, disagreement or misunderstanding should be reported
▪ staff should have regard to any local and national guidance

The examination board requires the centre to determine a method of supervision which ensures the candidate's wellbeing. As a result, in some circumstances staff may be asked to volunteer to supervise students perhaps in their own homes. The overriding consideration should be the safeguarding of both the pupil and staff; therefore, many local authorities, professional associations and unions do not endorse the practice of staff supervising candidates overnight in their own homes. Some schools employ alternatives such as a 'sleep-over' on the school premises. Where arrangements are made for a staff member to supervise a pupil overnight then all necessary safeguards should be in place.

29. Curriculum

Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This can be supported by developing ground rules with pupils to ensure sensitive topics can be discussed in a safe learning environment. This plan should highlight particular areas of risk and sensitivity and care should especially be taken in those areas of the curriculum where usual boundaries or rules are less rigorously applied e.g. drama.
The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political or otherwise sensitive nature. Responding to children's questions requires careful judgement and staff should take guidance in these circumstances from the Designated Safeguarding Lead.

Care should be taken to comply with the setting's policy on spiritual, moral, social, cultural (SMSC) which should promote fundamental British values and be rigorously reviewed to ensure it is lawful and consistently applied. Staff should also comply at all times with the policy for relationships, sex and health education (RSHE) promoting healthy relationships inclusive of an understanding of consent. It should be noted that parents have the right to withdraw their children from all or part of any sex education provided where eligible, but not from the National Curriculum for Science.

This means that staff should:

▪ have clear written lesson plans and ensure that content is appropriate to the children's age and cognitive development.

▪ take care, when encouraging pupils to use self-expression, not to overstep personal and professional boundaries
▪ be able to justify all curriculum materials and relate these to clearly identifiable lessons plans.
This means that adults should not:
▪ enter into or encourage inappropriate discussions which may offend or harm others
▪ undermine fundamental British values
▪ express any prejudicial views
▪ attempt to influence or impose their personal values, attitudes or beliefs on pupils

Where part of the school curriculum allows for student-led projects, staff should be mindful of safeguarding considerations in the topic chosen and the methodology used.
For example, students often choose topics with which they have had personal experience; this may indicate a previously unknown safeguarding issue or may raise concerns about the retraumatisation of the student.
Student projects are often conducted using questionnaires with peers; these should be checked for appropriateness to ensure the student respondents are not distressed by the questions asked and that any disclosures received through these questionnaires are picked up by the school's designated safeguarding lead.
Other methodologies which might raise concerns include: students visiting unknown adults, alone, to interview them; conducting social experiments on peers or young children without parental consent; or accessing age inappropriate content online.

30. Duty to report concerns about an individual's suitability to work with children.

There is a duty to report (including self-reporting) any incident in which an adult has or may have behaved in a way that is inconsistent with the organisation's staff code of conduct including inappropriate behaviours inside, outside of work or online. Staff should recognise their individual responsibility to raise any concerns regarding behaviour or conduct (including low level concerns) that falls short of the principles outlined in this document and the setting's staff behaviour policy. It is crucial that any such concerns, including those which do not meet the harm threshold (see KCSiE), are shared responsibly and with the right person, and recorded and dealt with appropriately.

Failure to report or respond to such concerns would constitute a failure in professional responsibilities to safeguard children and promote welfare. Whistleblowing is a mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion in circumstances where their concerns have not been dealt with or they do not feel able to follow usual reporting lines for some reason.

This means that Manchester Hospital School should:

• have clear systems in place for all reporting of adults' behaviour causing concern.
• have clear systems in place for whistleblowing that are promoted to all staff.
• promote an open and transparent culture where staff feel valued and are confident to report any concerns

• ensure all concerns about adult conduct are listened to, received in a sensitive manner, taken seriously, actioned, recorded with clear outcomes.
• ensure all concerns that do meet the harm threshold are reported to the LADO within 24 hours.

This means that staff should:

▪ escalate their concerns if they believe a child or children are not being protected
▪ report any behaviour by colleagues that raises concern
▪ report allegations against staff and volunteers to the headteacher or senior manager, or where they have concerns about the head teacher / manager's response, report these directly to the chair or to the LADO.
▪ follow the school's whistleblowing settings should have a clear and accessible whistleblowing policy that meets the terms of the Public Interest Disclosure Act 1998. Staff who use whistle blowing procedures should have their employment rights protected. The NSPCC 'what you can do to report abuse' dedicated helpline is available as an alternative route for staff who do not feel able to raise concerns regarding child protection failures internally, or have concerns about the way a concern is being handled by their school or college. Staff can call 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: help@nspcc.org.uk. procedures as appropriate.
▪ where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, they should utilise other whistleblowing channels that are open to them as outlined in KCSiE.

31. Sharing concerns and recording incidents

All staff should be aware of the school's safeguarding procedures, including the procedures for dealing with allegations against staff, including agency staff and volunteers, and for reporting low level concerns. In the event of an allegation being made, by any person, or incident being witnessed, the relevant information should be immediately recorded and reported to the Headteacher, senior manager or Designated Safeguarding Lead as appropriate.

Members of staff should feel able to discuss with their line manager any difficulties or problems that may affect their relationship with or behaviour towards pupils, so that appropriate support can be provided and/or action can be taken. In order to safeguard and protect pupils and colleagues, where staff have any concerns about someone who works with children they should immediately report this to the Headteacher in line with the setting's procedures.

This means that staff should:

• be familiar with their establishment's arrangements for reporting and recording concerns and allegations
• know how to contact the LADO and Ofsted/regulatory body directly if required
• take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school or

setting

This means that Manchester Hospital School should ensure

▪ there is an effective, confidential system for recording and managing concerns raised by any individual regarding adults' conduct and any allegations against staff and volunteers

32. Absence Reporting

Good attendance is key for all staff to ensure consistency of teaching across the school. Routine medical or dental appointments must be made outside of school hours wherever possible. If staff are unable to attend work due to sudden sickness or an emergency, they must strictly adhere to the school's 6-step localized reporting procedure:

1. **Notify the School by 7:00 AM:** Personally telephone the main school reception on **0161 509 2368**. If unanswered, a clear message must be left on the answering machine.
2. **Text Your Site Lead:** In addition to the phone call, text your site lead immediately to notify them of your absence.
3. **Send Planning Work:** If well enough, email or send through preparation/planning work to support your cover team.
4. **Daily 2:00 PM Update Call:** For short-term absences, telephone the school by 2:00 PM each day to confirm your status for the following day.
5. **Daily 2:00 PM Update Text:** Text your site lead by 2:00 PM daily to double-confirm your next-day attendance status.
6. **Return to Work Interview:** Upon your return, check in with a member of the Senior Leadership Team (SLT) to declare yourself fit. A formal Return to Work interview must be completed face-to-face within two days of your return. Danielle Clough (Whole School Business Director) is our designated return-to-work manager.

Note: Sickness tracking, review thresholds, and long-term health support are governed by the Attendance Management Policy. Reaching specific trigger points (such as 4 consecutive days or 3 separate occasions of absence in a term) will automatically prompt a supportive Attendance Monitoring Review (AMR) meeting. A medical Fit Note is strictly required for any absence extending to calendar day 8 or beyond.

33. Planned Leaves of Absence (SAM System)

For term-time staff, leaves of absence not relating to sudden sickness or emergency reasons will not be routinely granted and requests must be made in exceptional circumstances only.

- **The SAM Portal:** Manchester Hospital School utilises the digital **SAM (Staff Absence Management)** system to process all planned requests. Physical paper forms are no longer used or accepted.
- **Application Method:** Staff must log into their individual SAM Employee Portal dashboard to submit dates and select the correct absence category. Any required

supporting documentation must be digitally attached to the SAM request before submission.

- **Notice Period:** A minimum of **10 school working days' notice** is required for any planned leave request submitted via SAM. All requests are governed by the Leave of Absence Policy and Procedures, with allowances tracked on a rolling 12-month basis.

Note: Booking term-time holidays is strictly prohibited. Transport and accommodation must never be arranged prior to receiving formal approval via the SAM portal.

34. Other Employment

Staff are permitted to undertake additional paid or voluntary work outside of school. This is providing that the work does not;

• conflict with the interests, ethos or reputation of the school,
• take place during contracted working hours or school hours,
• has an adverse effect on your role at school, including an individual's work performance and attendance,
• Contravene the working time regulations.

Staff must notify the Headteacher prior to commencement of this work, or declare the additional work at the time of appointment.

Personal Car Use for School Business: Staff who use their personal vehicles for school business—such as travelling to home teaching sessions or attending meetings across different hospital sites—must register their vehicle in advance with the Business Team. It is a conduct requirement that staff maintain valid MOT certificates and explicit Business Use Car Insurance on their vehicles. Staff hold the sole responsibility for submitting updated certificates to the Business Team at the point of renewal without waiting for reminders.

35. Health and Safety

Staff have a responsibility for their own safety and the safety of others. Staff must report any potential hazards or unsafe working practices and act in accordance with the Health and Safety at Work Act 1974.

Prohibited Premise Items: To safeguard pupils and staff with complex medical conditions or mental health vulnerabilities across our various school sites, staff are strictly prohibited from bringing the following items onto school premises:

Nuts: Manchester Hospital School is a strictly nut-free environment; no food or ingredients containing nuts may be brought on-site.

Aerosols: Due to pupils and staff with severe respiratory conditions, the school is entirely aerosol-free (including deodorants, air fresheners, and body sprays).

Aluminium Cans: Staff must not bring aluminium drinks cans onto school premises as these present a serious self-harm risk to our students.

36. Equality

The school holds its obligations in line with the Equality Act 2010 and the Public Sector Equality Duty with the utmost importance. The school's equality objectives can be located on the school's website. MHS is committed to equality and expects staff to uphold these principles. Staff must not discriminate on any grounds throughout their professional role. Staff must act as role models in promoting equality of opportunity and fostering good relations and mutual respect between different groups. Staff must be able to recognise acts of prejudice, discrimination or stereotyping and challenge this if appropriate and/or report this to the Headteacher.

37. Publications and Dealing with the Press

If staff are approached by the media in relation to any school issues, this must be escalated to the Headteacher immediately. Staff must not provide any statements or comments to the media without authorisation from the Headteacher to do so.

38. Disciplinary action

failure to comply with this code of conduct may result in disciplinary action being taken.