

Marsden Infant and Nursery school



Staff code of Conduct 2026-27

(Including Staff Electronic Communications Policy, Acceptable Use of Technology Statement)

All staff must refer to the Guidance for Safer Working with Children & Young People in Education Settings - February 2022

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1. Statement of Intent

Marsden Infant and Nursery school expects all pupils to receive the highest possible quality of teaching and learning within a positive and respectful environment.

Employees of the school should understand that their own behaviour, and the manner in which they conduct themselves with their colleagues, pupils, parents/carers and other stakeholders, sets an example. All staff should be aware of and adhere to the Seven Principles of Public Life (appendix 24.1).

Marsden School recognises that the majority of staff members act appropriately and treat each other with dignity and respect; however, we consider it important to clarify the expected standards.

This document forms part of a staff member's contract of employment and failure to comply with it, and with the associated policies, may result in disciplinary action being taken, including legal action where this is warranted. This document outlines the minimum standards for all employees.

This document applies to all staff members who are:

- Employed by the school
- Any other persons working with our children and/or on our school premises.

This document does not apply to:

- Employees of external contractors; these employees are governed by their employment contracts and any relevant laws pertaining to their activities within the Trust, for example, GDPR 2018.

The Governing Board believes that staff are responsible for their actions. It is the responsibility of staff members to read the Code of Conduct. The Headteacher is responsible for making the Code of Conduct available to staff, annually and at induction. If any of the provisions contained within this Code of Conduct, related codes of practice or any other policies are not fully understood staff must, in their own interests, seek clarification from their Headteacher.

This Code of Conduct does not contain a comprehensive list of acts of misconduct. There may be other acts of commission or omission committed by staff that the school also views as misconduct and/or gross misconduct.

Failure to observe this Code of Conduct, failure properly to perform employee duties, serious misconduct or criminal offences committed during or outside working hours which bring the employee, and school into disrepute will be dealt with under the disciplinary policy, and the most serious cases may result in dismissal.

All staff are expected to work in line with the following publication - [Professional and Personnel Relationships \(saferrecruitmentconsortium.org\)](https://www.saferrecruitmentconsortium.org/)

2. Legal Framework

This policy has due regard to statutory legislation, including, but not limited to, the following:

- Primary Legislation - Education Act 2011
- Primary Legislation - Children Act 1989
- Primary Legislation - Sexual Offences Act 2003
- Primary Legislation - Data Protection Act 2018
- Secondary legislation - The Working Time Regulations 1998
- Secondary legislation - The General Data Protection Regulation
- DfE guidance - Staffing and Employment Advice for Schools
- DfE guidance - Statutory Policies for Schools and School Trusts
- Employment Rights Act
- Equality Act (2010) Code of practice

This policy also has due regard to statutory guidance, including, but not limited to, the following:

- DfE 'Keeping children safe in education' latest version (2026)
- DfE 'Working together to safeguard children' (2026)

3. Related School Policies

This Staff Code of Conduct has due regard to the following Trust/school policies and procedures:

- Child Protection and Safeguarding Policy
- Health and Safety Handbook
- Fire Safety Policy
- General Data Protection Regulations Policy
- Online Safety/IT Security
- Disciplinary Policy/Disciplinary procedures
- Grievance Policy
- Dignity at Work (anti bullying and harassment)
- Staff Equality Policy
- Special Leave Policy
- Safer Recruitment Policy
- Whistle-blowing Policy
- Email and home/school communications

NB: this list is not exhaustive

4. Safeguarding Pupils

In accordance with 'Keeping children safe in education' guidance, all staff members have a responsibility to safeguard students and protect their welfare.

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

In order to effectively safeguard pupils, staff members are required to follow the procedures outlined in this Staff Code of Conduct and the Child Protection and

Safeguarding Policy, ensuring that they do not act in a way that may put students at risk of harm, or lead others to question their actions.

In accordance with the Child Protection and Safeguarding Policy, staff members will be prepared to identify students who may be subject to, or at risk of, harm, abuse and neglect, and will follow the necessary reporting and referral procedures.

Any staff member that has concerns or low-level concerns about a staff member's actions or intent that may lead to a pupil being put at risk of harm will report this in line with guidance to the Headteacher immediately, so appropriate action can be taken. Where appropriate, staff should refer to the Whistleblowing Policy.

Staff must not contact pupils (or parents on school related business) from their private email address or social media accounts: everything must go via agreed work-based communication channels. It is acknowledged that staff may have genuine friendships and social contact with parents of pupils, independent of the professional relationship. Staff should, however, exercise professional judgement and seek advice if necessary, and be aware that behaviour outside of school can impact on suitability to continue in employment at Marsden Infant and Nursery school.

5. Public Duty & Private Interest

5.1 General

A staff member's school duties and private interests must not conflict. Staff must declare any private interests relating to their school duties. This may include, but is not limited to, membership of organisations which would be generally considered to conflict with their school duties.

Staff must not behave in a way that could place pupils, their colleagues, or themselves at risk, and must have regard to the duty of care described in the Health and Safety Policies and act in accordance with safe systems of work and codes of practice.

5.2 Fraud and Theft

School staff must not use their position to obtain gain for themselves, business associates, friends or family either directly or indirectly. They are also committed to the fight against fraud, whether perpetrated by staff, contractors or the public.

Staff must use public funds responsibly and lawfully. They must work to ensure that Marsden school uses its' resources prudently and within the law and that the local community gets value for money.

Defrauding and stealing (or attempting to do so) from school will not be tolerated. This includes deliberate falsification of claims, e.g. time sheets, mileage and travel/subsistence allowances with the intention of obtaining payment.

We expect staff to report genuine concerns relating to potential fraud, theft or unethical behaviour to the Headteacher and/or the Governing Body.

It is acknowledged that staff may not find it easy to 'blow the whistle' or report irregularities. Every effort will be made to respect an employee's request for

anonymity. However, staff are expected to demonstrate accountability and to co-operate fully with any scrutiny appropriate to their position. There are two sides to every story and board will undertake to give people a fair hearing. It is possible that some allegations will turn out to be mistaken. If, however, you make malicious or deliberately false allegations, disciplinary action may be taken against you.

On no account must an employee accept a financial payment or other inducement from any person, body or organisation, e.g. contractors, developers, consultants, etc. It is an offence for an employee to accept any fee, gift, loan or reward whatsoever, other than their proper remuneration.

5.3 Employee Declarations of Financial and Other Interests

Staff must be aware that a personal relationship with a colleague could lead to a potential conflict of interest, particularly where there is an involvement in recruitment or a line management relationship.

All staff have a statutory duty to declare any financial or other interest in any existing or proposed contract or an interest in, or association with, any organisation, services, activity or person that may cause a direct or indirect conflict of interest with their school employment.

Where a staff member makes representations, or applies for services in which they have significant influence by virtue of their employment position, on behalf of a relative, colleague, friend or some other person with whom they have a close relationship, they must declare a personal interest.

Staff with such a conflict of interest must tell their Headteacher, Chair of Governing Body [if Headteacher making the declaration], in writing. That person will then make alternative arrangements so that a staff member is not involved, or, where the staff member's skills are required, ensure appropriate supervision is provided so that undue influence or bias to the staff member's advantage is prevented. They will also review any such declarations annually.

Headteachers and the Governors are responsible for the monitoring of staff members' activities in accordance with the provisions/declarations of this Code and any related codes of practice. Any such monitoring will comply with relevant legislation such as the Regulatory and Investigatory Powers Act, the General Data Protection Regulations and the Human Rights Act.

All staff and Governors must annually complete a 'declaration of interest form', even if they have not declared an interest. Autumn Term.

5.4 Relationships with Prospective or Current Contractors

If staff engage or supervise contractors, have an official relationship with contractors or a potential contractor, and/or have previously had or currently have a relationship in a private or domestic capacity with a contractor, they must declare that relationship to their Headteacher.

All orders and contracts must be awarded on merit, by fair competition against other tenders. Staff must exercise impartiality and no favouritism must be shown to

businesses run for example by friends, partners, relatives or business associates. No section of the community should be discriminated against in the tendering, evaluation and award processes.

Staff who are privy to confidential information on contracts for tender, or costs for either internal or external contractors, must not disclose that information to any unauthorised party or organisation.

Staff are expected to follow the School's [Modern Slavery policy](#).

6. Appearance & Dress

The school expects that staff members will:

- Remember that they are role models for students, and that their dress and appearance should reflect this.
- Be clean and tidy and ensure good personal hygiene.
- Dress in a manner that is appropriate to their role; where health, safety or hygiene clothing is provided, or uniform, it must be worn.
- Wear a name badge and associated school security lanyard, which will be provided by the school.

7. Attendance

The school expects that staff members will:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holiday.
- Make routine medical and dental appointments outside of their working hours or during holidays, where possible.
- Refer to the special leave arrangements if they need time off for any reason other than personal illness.
- Follow the school's absence reporting procedure when they are absent from work due to illness or injury.

8. Professional Behaviour & Conduct

Staff members are expected to treat other colleagues, pupils, parents/carers, and external contacts with dignity and respect.

The use of foul and abusive language will not be tolerated.

Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.

From October 2026, UK workplace discrimination and harassment rules expand significantly under the [Employment Rights Act](#). Employers must take 'all reasonable steps' to prevent sexual harassment including third-party harassment and extend employment tribunal time limits from 3-6 months.

Staff members will not misuse or misrepresent their position, qualifications or experience, or bring the Trust into disrepute.

Staff members will inform the Headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

Staff are also to ensure they are fully compliant with any professional standards relating to their position.

Staff should ensure that their professional behaviour does not breach assessment or examination arrangement, set out by the school, leaders, or outlined in national arrangements

9. Conduct Outside of Work & Secondary Employment

NB: Where the work takes place outside the school day – evenings, weekends or days outside of contracted hours – this is viewed as 'secondary employment'.

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

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

Employee appointments as Governors, Councillors, Trade Union officials, membership of the Territorial Army, as a Justice of the Peace or as a Member of the Employment Tribunal do not constitute secondary employment as described in this Code of Conduct. Nonetheless, the principles of staff making Headteacher aware of these duties and seeking appropriate time off in a reasonable and timely manner apply, Arrangements for time off and work life balance guidance. These should be included on the staff member's Declaration of Interests form.

The Senior Leadership and Governing Body understands the value and importance to both individuals and their school of extending professional experience. Where an employee wishes to provide their services on a consultancy basis, either to another organisation, or as a representative of another organisation, they should first obtain approval from their Headteacher and their Governing Board. In the case of Headteachers, approval should be sought through the Governors, Local Authority if needed. Approval will be dependent on the needs of the school at that time.

Where the work takes place during normal working hours, any payments should be made to the school through an invoicing system.

Staff should seek approval from the Headteacher prior to publishing professional articles or blogs

Staff will not engage in inappropriate use of social network sites which may bring themselves, or employer into disrepute, or breach relevant professional standards.

Criminal Convictions - Under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013), employees must disclose details of any unspent convictions, cautions, reprimands, bind-overs and final warnings they may have, including any criminal proceedings pending against them, with the exception of any criminal history that is protected or "filtered" under the Police Act 1997 – Part v and the amendments to the Exceptions Order 1975 (2013 and 2020). Failure to disclose such convictions and to comply with any of the above constitutes possible gross misconduct and may result in disciplinary action including the possibility of summary dismissal without notice.

Staff whose work involves driving must declare any motoring offences to their Headteacher.

Staff who have access to children or young people as part of their work are absolutely required to report any convictions whatsoever to their Headteacher. In this respect, staff must provide information of any pending criminal proceedings against them and subsequent cautions or convictions.

10. Smoking, Alcohol or Other Substances

Staff will not smoke, use e-cigarettes or vape on, or within, the immediate visible vicinity of the Trust premises.

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

Staff must attend work in a condition to undertake their duties in a safe manner. The taking of illegal drugs / legal highs or alcohol during working hours is unacceptable and will not be tolerated. Staff members must never attend work under the influence of alcohol or illegal drugs including school visits.

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

Any consumption of legal drugs (i.e. prescription or over the counter drugs), which impairs performance must be discussed with the Headteacher.

11. Health & Safety

Staff members will:

- Be familiar with and adhere to the schools' Health and Safety Policy, and ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
- Comply with hygiene requirement.
- Comply with accident reporting requirements.

12. Relationships with Students & Families

The school expects that staff will:

- Maintain professional boundaries and relationships with pupils at all times, and will consider whether their actions are warranted, proportionate, safe and necessary.
- Act in an open and transparent way that would not lead to others questioning their actions.
- Ensure that they do not establish social contact with pupils for the purpose of securing a friendship, or to pursue or strengthen a relationship.
- Ensure that if contact is initiated by a pupil via social media it must be disclosed to the Designated Safeguarding Lead. A member of staff should not respond.

13. Relationships with Trust Colleagues

The school expects that staff will:

- Maintain professional boundaries and relationships with colleagues at all times.
- Act in an open and transparent way that would not lead to others questioning their actions.
- Remember that if personal relationships with colleagues are entered into, you must notify the Headteacher.

14. Physical Contact with Students

There are circumstances in which it is entirely necessary for staff to have physical contact with pupils, e.g. when applying first aid and assisting with intimate care, but staff will only do so in a professional and appropriate manner in line with relevant policies.

When physical contact is made with pupils, it is imperative that it is conducted in a way which is responsive to the pupils needs, is of limited duration and is appropriate to their age, stage of development, gender, ethnicity and background. Where a staff member is concerned about noticeable changes in a pupils behaviour this should be reported, and advice from leaders sought.

Staff will seek the pupils permission, where possible, before initiating contact and adhere to the Positive Handling and Intimate care policy.

Staff will always use their professional judgement when determining what physical contact is appropriate, as this may differ between pupils. As such, the pupil's feelings and wishes will always be taken into account.

Staff will never touch a pupil in a way which is indecent, and will always be prepared to explain their actions.

Staff will be aware that even well-intentioned physical contact may be misconstrued by a pupil, an observer or by anyone to whom this action is described and, therefore, will be prepared to justify their actions.

Staff will not engage in rough play, direct sporting competition, or fun fights with pupils.

Extra caution will be taken where it is known that a pupil has previously suffered from abuse or neglect.

Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be reported to the Headteacher and appropriate procedures will be followed.

Where it is necessary in PE classes for teachers to demonstrate use of equipment, this will be conducted with another member of staff if possible; if a student is required to participate, their consent will be given before doing so.

If a child is in distress and in need of comfort as reassurance, staff may use age appropriate physical contact. Staff will remain self-aware of their actions at all times and ensure that their contact is not threatening, intrusive or subject to misinterpretation.

Staff may also use reasonable force as a means of physical contact with pupils for safety purposes; such instances will always be in accordance with the schools Behaviour and use of restrictive force policy.

15. Transporting Students

When it is necessary to transport pupils off-site, staff will ensure that the transport arrangements of the vehicle meet all legal requirements, including safe seating requirements, they have an appropriate license, and the vehicle is roadworthy, has a valid MOT certificate and is insured.

Staff will gain consent from parents/carers before transporting pupils, and will be aware that the welfare of all students in the vehicle is their responsibility.

Two or more staff will be present in the vehicle to avoid any discrepancy regarding safeguarding concerns, unless permission has been sought from the parent and the Headteacher has given authority.

16. Premises, Equipment & Communication

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

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

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

The school reserves the right to monitor emails, phone calls, internet activity or document production to ensure proper and effective use of systems, or in the event of a SARS request.

Communication systems may be accessed when the school suspects that the employee has been misusing systems or facilities, or for the investigation of suspected

fraud or other irregularity. Access will be secured by the systems manager, after informing the Local Authority.

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

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

Staff should report immediately to their line manager if equipment is lost or stolen.

17. Photography & Video

Photographs and videos will only be taken using school equipment – using personal mobile phones for this purpose is prohibited.

Consent will be obtained from parents/carers and pupils for the taking and use of images/videos.

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

Careful consideration will always be given to the activities which are being filmed or photographed, in order to ensure that images or videos are not indecent and cannot be misused.

Only designated and trained staff can access school CCTV footage as designated by the Headteacher.

18. Data Protection & Confidentiality

Staff members are required, under the General Data Protection Regulations, to collect, maintain and dispose of sensitive or personal data in a responsible manner.

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

The only exception whereby it is acceptable for a staff member to disclose information which would otherwise be considered confidential is when the confidential information gives rise to concerns about the safety or welfare of a pupil.

Staff members have the right to request access to data that is held about them; such requests will be made to the Headteacher in writing, in accordance with the school's General Data Protection Regulations Policy.

19. Safer Recruitment, Employment Matters & Probity of Records

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

To avoid any possible accusation of bias, staff must not be involved in selection and appointment processes where they are related to an applicant or have a close personal or business relationship with them. They should declare an interest where there is a potential conflict of interest in such cases.

Work decisions should be objective and always based on merit. Staff must not be involved in decisions relating to discipline, promotion or pay for any employee who is a relative, or with whom they have a close personal or business relationship.

Staff should be fair and open when dealing with others and ensure that they have access to the information they need unless there is a good reason not to permit this.

Confidential, personal or financial information about any employee, pupil or parent/carer, must not be disclosed to any organisation person, or normally, to any external organisation/agency, without the express approval of the person concerned. Staff seeking clarification about 'authorised' or 'unauthorised' persons should seek the guidance of their SLT team.

20. Neutrality

Staff must not allow their personal or political beliefs or opinions to interfere with their work.

Government expectations which Marsden expects staff to adhere to can be found here [Political impartiality in schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/political-impartiality-in-schools)

21. Monitoring & Review

This policy will be reviewed on a 3-yearly basis by the school, and kept under review in the light of legislation, and recommendations and guidance issued nationally in relation to standards of conduct in public life, and revised as necessary. Any changes made will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme, and following any review of these expectations.

22. Appendix

22.1 The Seven Principles of Public Life

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

22.2 Staff Electronic Communications Policy

Introduction

Marsden school have a range of e-communication systems in place (including e-mail, Internet, intranet, mobile and landline telephones). These enable us to provide:

- Effective and efficient services to children, parents and other stakeholders
- Effective communication between staff, parents, children and other stakeholder
- Flexible and reliable communication channels to allow convenient and far reaching access to services.

It is important that these systems are used and managed effectively in order to maximise their benefits. However, we also recognise that people lead complex and busy lives and greater flexibility around the use of the communication systems at work, e.g. to address personal matters, will help to support staff' work-life balance needs.

This document sets out SPA expectations of you when using any form of electronic communication, including but not limited to telephone, e-mail, Internet and Intranet.

This policy sets out:

- Who is covered by the policy and the circumstances when the policy applies (the scope)
- Our expectations of you when using e-communications systems
- Monitoring arrangements
- The law surrounding electronic communications
- Good practice guidance.

Aims

This policy aims to:

Set out the expectations of all users of the school's electronic communication systems, including e-mail, Internet, Intranet, social media and telephones; and provides a mechanism that maintains and promotes effective, consistent and legal use of electronic communications across the school.

Establish and support a balance between protecting the Marsden interests and respecting your right to carry out your duties with regard for privacy;

Support your development and work life balance by allowing reasonable and appropriate personal use of the e-communications systems.

Scope

The policy applies to the use of equipment, systems and/or networks belonging to, accessed or leased by Marsden Infant and Nursery school, and also the use of wireless networks; This includes:

- Staff
- Supply staff
- All other people acting for, or on behalf of, any of the above, including those undertaking activities on an unpaid or voluntary basis e.g. work experience or shadowing.

The policy applies to the use of the school systems, equipment which is owned or leased and/or networks at any time during and outside work hours whether on school

premises or working at remote locations including home. Remember that misuse of the e-communication systems belonging to, or associated with, Marsden Infant and Nursery school may breach the Staff Code of Conduct, other policies and/or the law and may lead to civil, criminal or disciplinary action including dismissal.

Protocol

This protocol sets out the minimum expectations when using the school e-communication systems however it is not exclusive or exhaustive. Failure to comply with these requirements may be considered to be abuse or misuse of e-communications systems.

Passwords and login details must remain confidential.

A record should be kept within each school where usernames and passwords have been shared. This will be within the school records.

Administrative privileges are restricted and you must not use or attempt to use these to:

- Install software unless specifically authorised to do so
- Introduce viruses or other malicious software.

The school e-communications systems must not be used to:

- Store, send or distribute messages or material which may be perceived by the recipient as:
 - Aggression, threats, abuse or obscenities
 - Sexually suggestive
 - Defamatory
 - Sexually explicit
 - Discriminatory – whether it be comments, remarks or jokes
 - Material which the sender knows, or ought to have known, would cause offence to others.
- Act in a way which contravenes the Staff Code of Conduct, other policies or the law or is likely to bring the school into disrepute
- Disclose sensitive information or personal data to unapproved persons or organisations
- Intentionally access or download any material containing sexual, discriminatory, offensive or illegal material
- Participate in on-line gambling including lotteries
- Participate in on-line auctions
- Originate or participate in e-mail chain letters or similar types of communication
- Participate in chat rooms/forums unless this is work related / for professional development purposes.
- Dispose of school assets without permission

If you accidentally access inappropriate material on the intranet or by e-mail disconnect immediately and inform your line manager.

Use of school and pupil data must be kept in accordance with the General Data Protection Regulations and should not be disclosed to a third party due to the sensitivity of the data available.

Data stored on devices such as CDs, DVDs and external hard drives/memory sticks are also at risk and is also subject to the General Data Protection Regulations, permission should be sought. No data should be stored on external drives.

As a member of staff at Marsden you are expected to maintain a high level of online identity awareness and must receive support from the school if you are unsure about how to do this.

You are not permitted to have school pupils as contacts on social networking sites and are advised to be cautious when allowing contact with other minors (those under 18 years of age) in case of a second or third level connection to an school student.

You are also reminded that ex-students may have friends who are still at the school.

Privacy settings for personal profiles (and any groups joined) should be used.

Monitoring and recording of the e-communication systems

Authorised officers may at any time monitor the use of a school's e-communications systems.

The use of all e-communications systems particularly e-mail and the Internet is subject to recording in order to detect and deal with abuse of the systems, fault detection and so on. In some cases, monitoring (i.e. real-time observation etc.) of systems may also take place where this is necessary. School will not, without reasonable cause, examine any private material that is discovered.

Personal data should not be stored on the network and you should not expect 'privacy' in relation to accessing websites, personal e-mail correspondence, personal documents stored on school computers or networks or messages sent via the Internet, as these, in principle, are subject to the same checking procedures applied to business related access and e-mail correspondence.

E-communications and the law

As well as being bound by the requirements of this policy, you are bound by restrictions under the law. Listed below are the key current legislative regulations that relate to electronic communications.:

- Data Protection Act 1998
- General Data Protection Regulations 2018
- Human Rights Act 1998
- Regulation of Investigatory Powers Act (RIPA)
- Section 160 Criminal Justice Act 1988
- Computer Misuse Act 1990
- Copyright (Computer Software) Amendment Act (1985) and the Copyright (Computer Programs) Regulations 1992
- Health and Safety (DSE) Regulations 1992 (amended 2002)
- Electricity at Work Regulations 1989
- Child Exploitation and Online Protection

Communication of the policy

School leaders will be responsible for ensuring that current staff and any new staff are aware of and understand this policy. They should therefore discuss the policy with teams during team briefing and with new starters during induction.

All staff will be asked to sign to confirm that they have read and understood the Staff Electronic Communications Policy on an annual basis.

Particular emphasis will be placed on ensuring that all e-communication users are aware of:

- What e-communication systems may/may not be used for
- What is considered to be misuse or abuse
- What constitutes offensive or inappropriate material as set out at paragraph
- The type of action that is likely to bring the school into disrepute
- Individuals' responsibilities relating to the use of their own user login and password.

Temporary staff, including those on temporary contracts, agency workers, unpaid workers or volunteers and consultants who use e-communications systems will be asked to confirm that they have read and understood the policy, before their account is activated.

Staff name.....

Signature.....

Date.....