



SPARKEN HILL
ACADEMY

Staff Code of Conduct (2025-26)

Rev	Date Issued	Prepared By	Approved	Comments
1.1	Sept 2015	RTL		Adopted:
1.2	July 2018	RTL		KCSiE update
1.3	October 2019	RTL		
1.4	November 2021	RTL	FGB	Low level concerns introduced
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Part A: Policy

1 Policy Statement

Sparken Hill Academy expects the highest standards of personal and professional conduct from all Employees.

As such Sparken Hill Academy requires all Employees to act in a manner which reflects the value and ethos of the School.

Employees must ensure that their behaviour and actions are consistent with their position as a role model to pupils / students and are compatible with working with young people and in a School setting.

Employees must act with integrity, honesty and demonstrate ethical and respectful working practices towards pupils / students, colleagues, parents/ carers and other members of Sparken Hill Academy community.

All Employees have a responsibility to observe appropriate professional boundaries and act at all time in a manner which safeguards and promotes the welfare of pupils / students.

Employees must disclose any relevant information which may impact on their job role or suitability to work with young people or in a School setting.

The Academy requires Employees to adhere to all School policies and observe the highest standards of business / financial practice.

Each Employee has an individual responsibility to act in a manner which upholds the School's interests and protects its reputation.

Employees are accountable for their actions and conduct and should seek advice from their Line Manager / Principal if they are not sure of the appropriate action to take.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

This policy explains the School's expectations with regards to the conduct of Employees in the following areas:

- Professional conduct
- Safeguarding Pupils / Students
- Use of ICT & Social Media
- Business conduct

2 Scope

This Policy applies to all current Employees of Sparken Hill Academy.

This Policy should also be adhered to by all volunteers / supply and agency workers engaged by the School.

Reference to the management role of the Principal in this policy may include his / her identified nominee. In the case of the Principal this management function is undertaken by the Chair of Governors.

Note on terminology

Reference to 'Employees' in this document should be considered to also include all volunteers / supply and agency workers. It does not include Governors for whom separate arrangements apply.

3 Adoption Arrangements and Date

This policy was adopted by the Governing Body of Sparken Hill Academy on 09 October 2025 and supersedes any previous Code of Conduct

This policy will be reviewed by the Governing Body each September or earlier if there is a need. This will involve consultation with the recognised unions.

4 Responsibilities of the School

- Explain the provisions of the Code of Conduct to Employees and signpost Employees to other relevant policies, document and guidelines
- Provide additional advice and guidance to Employees in relation to queries they may have regarding the application of the code of conduct
- Coach, support and provide feedback to Employees on their performance in relation to the required standards of conduct
- Take appropriate action at the earliest opportunity to address breaches of the expected standards of conduct

5 Responsibilities of the Employee

Employees are required to sign the declaration at Appendix 1 (or to confirm read and understood on SAM People portal) to confirm that they have read and will comply with the Code of Conduct.

- To read, understand and comply with the Code of Conduct at all times
- To use this code, alongside other relevant School policies and professional codes, to guide them in their role
- To seek guidance from the Principal / Line Manager (or Chair of Governors in the case of the Principal) if they are unclear about the conduct or actions expected of them
- To alert the Principal (or Chair of Governors in the case of the Principal) at the earliest opportunity if they are aware that they have conducted themselves in a way which may have breached the expected standards of conduct.

6 Reference to Other Sources of Information

This Code of Conduct is not exhaustive and does not replace the general requirements of the law, common sense and good conduct.

The Code of Conduct should be read in conjunction with a number of associated policies relating to conduct which are set out in Appendix 2 to this document.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the provisions of the STPCD, the latest 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional

Conduct. Whilst this is a contractual requirement of Teaching posts only, Sparken Hill Academy expects all Employees to reflect these expectations in their conduct.

Part 2 of the Teachers' Standards is available at Appendix 3 and can also be access on line via: <https://www.gov.uk/government/publications/teachers-standards>;

All employees must also ensure they have read understood and comply with Keeping Children Safe in Education (September 2025). Further guidance regarding Safeguarding is in Part C of this document.

Staff must also have due regard to other professional codes, policies and guidance which may be relevant to their specific role.

Part B: Professional Conduct

7 General

Employees are expected to demonstrate consistently high standards of personal and professional conduct.

Employees are required to work in a diligent and conscientious manner.

Employees are expected to work to the requirements of their job and are required to respect managerial authority and follow reasonable instructions.

Employees must conduct themselves in a manner which reflects the ethos and values of Sparken Hill Academy and adhere to School policies and procedures at all times.

Employees should ensure they work their contracted hours and are expected to maintain a high level of attendance and punctuality.

8 Honesty and Integrity

Employees must maintain high standards of honesty and integrity in their work.

Employees should not behave in a manner which would call into question their motivation or intentions.

During the course of their work Employees should ensure they do not:

- Provide false / misleading information
- Destroy or alter information / records without proper authorisation
- Withhold information or conceal matters which they could reasonably be expected to have disclosed
- Misrepresent Sparken Hill Academy or their position
- Accept or offer any form of bribe / inducement or engage in any other corrupt working practice

Should an Employee become aware of any conduct on the part of a colleague which raises concerns regarding health and safety, safeguarding or criminal activity – they have a duty to disclose this.

Allegations concerning fraudulent, dishonest or corrupt practices or the falsification or withholding of information may be addressed as a disciplinary matter.

9 Setting an Example

School staff are role models and must adhere to behaviour that sets a good example to all the pupils/students within Sparken Hill Academy and is appropriate in a School setting.

This includes:

- Refraining from abusive or potentially offensive / discriminatory language or actions
- Demonstrating tolerance and respects towards others
- Observing boundaries appropriate to a School setting
- Ensuring any topics of conversation with pupils/students are suitable to Sparken Hill Academy setting / curriculum
- Refraining from allowing personal / political opinions to impact on the discharge of duties and/or unduly influence pupils /students
- Maintaining high standards of personal presentation, attendance and punctuality

Should Employees be in doubt about the appropriateness of their behaviour they should seek guidance from the Principal. Breaches of expected behaviour may be considered under the disciplinary procedure.

10 Confidentiality

Employees may have access to confidential or sensitive information about pupils /students, colleagues or the business and operation of Sparken Hill Academy as part of their job role.

Such information must not be disclosed to any person who is not entitled to have access to this or legitimately needs it for work purposes.

This includes sharing information about pupils (particularly pertaining to safeguarding concerns) with other staff that do not have a valid reason for knowing this information.

Specifically all Employees must:

- Work in accordance with the requirements of the General Data Protection Regulation (2018) and associated legislation
- Observe the School's procedures for the release of information to other agencies and members of the public
- Not use or share confidential information inappropriately or for personal gain
- Not speak inappropriately about Sparken Hill Academy community, pupils, parents, staff or governors including discussing incidents, operational or employment matters with parents / members of the public
- Ensure all confidential data is kept secure and password protected

Should Employees be in doubt about the appropriateness of sharing information they should seek guidance from the Principal.

For the removal of doubt, the staffroom environment should not be viewed as a confidential space. This is because the area is a public area where (for instance) students, visitors, supply teachers and parents may be present. Caution should be exercised when discussing sensitive information.

11 Working Relationships & Relationships with other Stakeholders / Community

Sparken Hill Academy expects Employees to maintain positive and professional working relationships. Colleagues, pupils, parents and other stakeholders should be treated with dignity and respect.

Employees should be polite and courteous in their interactions with parents / pupils and other stakeholders / members of Sparken Hill Academy community.

Behaviour which constitutes bullying and harassment, intimidation, victimisation or discrimination will not be tolerated and may be addressed via the School's disciplinary policy. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, children and parents.

Where an individual is employed in a school in which their child is a pupil they should ensure that appropriate professional boundaries are maintained.

Employees should treat all stakeholders in a fair and equitable way and not behave in a manner which may demean, distress, offend or discriminate against others.

Employees should ensure that policies relating to equality issues are complied with.

Employees should be aware of the School's Complaint Procedure and address any concerns from parents / pupils and other stakeholders in accordance with this document.

12 Conduct Outside of the Workplace

Employees must not engage in conduct outside of work which has the potential to:

- Affect or is likely to affect the suitability of the Employee to undertake their job role or work with children/young people or in a School setting
- Impact on the operation or reputation or standing of the School
- Impact on the operation or reputation of the School's relationship with its staff, parents, pupils, or other stakeholders
- Seriously undermine the trust and confidence that Sparken Hill Academy has in the Employee to undertake their job role or work with children/young people or in a School setting

The above actions may be the subject of disciplinary action which could lead to dismissal.

13 Duty to Disclose

All Employees have a duty to immediately disclose to the Principal (or Chair of Governors in the case of a Principal) prior to the start of their employment, at the start of their employment or during the course of their employment, any change in their circumstances or any information which may affect or is likely to affect the suitability of the Employee to undertake their job role or work with children/ young people or in a School setting.

This includes, but is not restricted to:

- the Employee being subject to any police investigation / enquiry, arrest, ban, charge, caution, reprimand, warning, fine or pending prosecution or criminal conviction. This includes any actions committed overseas which would be subject to a police investigation or formal action if such actions had been committed in any part of the United Kingdom
- the Employee being subject to any referral, made to, or any investigation, proceedings, or prohibition order being undertaken by the Teaching Regulation Agency, General Teaching Council for Scotland, or the Education Workforce Council in Wales
- the Employee being subject to the inclusion on the DBS Children's Barred List and any change in DBS status during employment, or any referral, made to, or any, investigation or proceedings being undertaken by the DBS

- the Employee being subject to any referral, made to, or any investigation, proceedings, or prohibition order being undertaken by any other regulatory or professional authorities or actions of other agencies relating to child protection and/or safeguarding concerns
- the Employee being subject to any orders made in relation to the care of children, the refusal or cancellation of registration relating to childcare, or children's homes, or being prohibited from private fostering
- the Employee being subject to any 'live' disciplinary process, formal sanction or any other relevant information arising from a previous or current secondary employment / voluntary work which may impact on the Employee's suitability to undertake their role or work with children/young people or in a School setting. This includes substantiated safeguarding allegations
- the Employee's close personal relationships outside of the workplace presenting a 'risk by association' to the safeguarding of children / young people.

This list is not exhaustive. Should an employee be unclear about whether it is appropriate to disclose a matter they are encouraged to seek guidance from the Principal (or Chair of Governors in the case of a Principal) at the earliest opportunity.

Employees must also report any current or historical information in the public domain or which is likely to come into the public domain which may be of relevance to their job role or their suitability to work with children/young people or in a School setting or matters which may be subject to adverse media attention or have a detrimental impact on the reputation of the School.

Childcare (Disqualification) Regulations 2009

These regulations apply specifically to

- *Staff working directly with children under the age of 5 within the Early Years Foundation Stage or*
- *Staff providing 'wrap around care' (ie breakfast and afterschool clubs) with children up to the age of 8*

In addition in the case of individuals who work with, or manage the education of, early years pupils (under the age of five) during school hours, and children up to the age of eight in relation to activities outside of Sparken Hill Academy day (for example breakfast or after school club employees), the following legislative provisions also apply.

In accordance with the Childcare (Disqualification) Regulations 2009 (Section 75 of the Childcare Act 2006) an Employee should immediately disclose to the Principal (or Chair of Governors in the case of the Principal) if, at any point during their employment, they:

- *Are disqualified from providing childcare provision or being involved in the management of such provision, including where any application for an Ofsted waiver from disqualification has been made, regardless of whether such an application was successful*

Such employees also have a duty to ensure that they are fully aware of their obligations and will be asked by Sparken Hill Academy to confirm that they understand and comply with these provisions.

Further guidance relating to Employee's obligations under the Childcare (Disqualification) Regulations 2009 including details of the relevant offences which must be disclosed to Sparken Hill Academy is available at:

[https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006;](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006)

Employees should seek clarification from the Principal (or Chair of Governors in the case of the Principal) if they are unclear whether they are required to disclose certain information under this provision.

How the school will respond to Employee disclosures

Disclosures will be handled sensitively and discretely, and with regard to data protection considerations.

The Principal will consider carefully any disclosure which is made and the appropriate response.

This may result in a suspension from duties while an investigation / risk assessment takes place or Ofsted waiver application made (where applicable).

In instances where the information disclosed constitutes a risk to the safeguarding of children / young people or is incompatible with an Employee's job role or their suitability to work with children/young people in a School setting, termination of employment may be considered.

Any failure to disclose any information required in the course of employment or any other information that may have a bearing on an individual's suitability to carry out their job role or work with children/young people or in a School setting may be the subject of disciplinary action which could lead to dismissal.

14 Secondary Employment

Employees should ensure that their activities outside of work do not conflict with their duty to the School.

Employees must discuss with their Principal and obtain their consent before taking up additional paid / unpaid employment or engaging in any other business.

Requests will not be unreasonably refused providing that:

- It does not affect or is unlikely to affect the suitability of the Employee to undertake their job role or work with children/young people or in a School setting
- It does not conflict with the interests of Sparken Hill Academy or have the potential to bring Sparken Hill Academy into disrepute
- There is no detrimental impact on an Employee's work performance or their own or others health and safety .
- Privileged or confidential information is not shared
- Work is undertaken outside of Sparken Hill Academy and of contracted hours of work
- The activity is not in direct competition with those of the School

It is an Employee's responsibility to monitor the hours they work and ensure they are rested and refreshed to be able to carry out their role. An average working week of 48 hours across all employments should not normally be exceeded unless the Employee has elected to opt out of the Working Time Regulations.

15 Dress and Presentation

All Employees must ensure their dress, personal appearance and personal hygiene is appropriate to the professional nature of their role in Sparken Hill Academy and promotes a professional image. A separate Staff Dress Code policy giving full details of acceptable dress for each role in school is available upon request.

Dress should be appropriate to the activities an Employee is engaged in and any related health and safety requirements.

Suitable protective equipment must be worn where provided and appropriate. Uniforms should be worn where provided.

Employees should wear their identity badges at all times.

Employees should not dress in a manner that is potentially offensive, revealing or sexually provocative.

Employees should wear smart, practical, professional dress appropriate to the job being undertaken. Where uniform is provided, this should be worn at all times.

Employees should avoid wearing clothes that could cause offence or embarrassment to others.

Skirts should be knee length as a minimum.

Leggings are not considered acceptable unless they are accompanied by a long tunic type top.

Footwear should be appropriate to the role you are undertaking but no open toe sandals / flip flops.

Jeans are not considered acceptable, unless participating in a trip or visit that requires harder wearing clothes (e.g. residential trips)

When leading physical activities and/or PE lessons (including Sports Day), we change into suitable clothing for that lesson (e.g. training shoes and track-suit). An Academy PE kit is provided upon request if you are required to teach PE.

Lycra is not considered appropriate for a primary school setting.

We do not wear excessive amounts of jewellery and understand our own Health and Safety responsibilities. Body piercings are restricted to earrings only. All other piercings should be removed when undertaking academy business.

Wherever possible, tattoos and body piercings should not be exposed (except earrings).

Sparken Hill Academy recognises the diversity of cultures and religions of its Employees and will take a sensitive approach where this affects dress and uniform requirements.

16 Smoking and the use of drugs and alcohol

Sparken Hill Academy is a no- smoking environment. Smoking and the use of e-cigarettes or “vaping” is not allowed on School premises or during working time. Staff should also refrain from smoking immediately outside of Sparken Hill Academy entrances.

Employees must not consume / use alcohol, illicit drugs or other illegal substances in the workplace or be under the influence of such substances whilst at work.

Employees must ensure that any use of alcohol / other substances outside of work does not adversely affect their work performance, attendance, conduct, working relationships, health and safety of themselves and others or damage the School's image and reputation.

17 Health and Safety at Work

All Employees must, by law, take reasonable care for their own health and safety and that of others in the workplace.

As such, all responsibilities relating to H&S (e.g. appropriate sensible business dress) must be upheld at all times.

Employees are required to comply with the School's Health and Safety policy and agreed procedures at all times.

This includes:

- avoiding risk of injury or danger to yourself or others
- using any protective clothing and equipment supplied
- complying with hygiene requirements
- Not utilising 'open cups' when transporting hot drinks – these should be minimised around children and only lidded safety cups used if absolutely necessary.
- Not allowing pupils to utilise staff lanyards to access areas of the school for whatever reason (specific pupil role lanyards are available which restrict which doors can be opened).
- reporting, at the earliest opportunity, any hazards, defects, accidents or incidents to the Principal or other designated person
- not interfering with, or misusing, anything provided for health, safety or welfare
- informing Sparken Hill Academy of any medical condition or medication which has been prescribed which may have an impact on health and safety in the workplace

Employees with managerial responsibilities should also be aware of and comply with any additional health and safety obligations associated with their role.

Reporting Health and Safety Concerns

Should staff detect an issue that could be construed as a Health and Safety hazard, they are to complete the H&S reporting form, located on staff information boards, near the photocopier, outside the staff room and in FS staff room. They are also available by request from the Principal or the office. A copy of the form is appended to the end of this policy. This should be HANDED to the Principal, Vice Principal or the School Business Manager. These senior staff will assess the risk and take appropriate action as soon as is practicable and proportionate to the risk.

Please also refer to the School's Health & Safety Policy

18 Contact with the Media

All enquiries from the media should be directed to the Principal.

Employees should not make contact with or comment to the media about matters relating to Sparken Hill Academy without the prior approval of the Principal.

Employees should speak to the Principal in the first instance about any concerns they have regarding their own employment or operation of Sparken Hill Academy and / or may refer to the School's Whistleblowing or Grievance policies if they wish to raise a formal complaint.

Should an Employee speak directly to the media about non school matters care should be taken to ensure that it is clear that any opinions expressed are personal and that the individual is not acting on behalf of / representing the School.

Any contact with the media in a personal capacity should be compatible with the Employee's role and their position working with children / young people or in a school setting and must not negatively impact on the reputation of the school.

19 Whistleblowing

Employees may raise concerns about any aspect of the operation of Sparken Hill Academy which is not directly related to their own employment through the Whistleblowing Policy.

Employees raising a concern with reasonable grounds for doing so will not be subject to discrimination, harassment or victimisation.

Please also refer to the School's Whistleblowing Policy

20 Misconduct

Failure to follow the Code of Conduct may result in disciplinary action, including dismissal. Employees should ensure they are familiar with type of conduct which may be regarded as a breach of School rules.

Examples of behaviours which are likely to be regarded to constitute misconduct are set out in the Appendix to the School's Disciplinary Policy and Procedure. Allegations of misconduct will be managed in accordance with this procedure.

Please also refer to the School's Disciplinary Policy and Procedure

Part C: Safeguarding Pupils / Students

21 General Obligations

All Employees have a responsibility to:

- Safeguard pupils / students from physical abuse, sexual abuse, emotional abuse and neglect
- Promote the welfare of pupils / students and provide a safe environment in which children can learn
- Identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm
- Report as soon as possible and without delay any concerns regarding child protection / safeguarding to the Principal / Designated Safeguarding Lead (or Chair of Governors where concerns relate to the Principal)

All Employees must ensure they have read, understood and comply with:

- Keeping Children Safe in Education (September 2025). This Guidance is attached at Appendix 4 or via https://assets.publishing.service.gov.uk/media/686b94eefe1a249e937cbd2d/Keeping_children_safe_in_education_2025.pdf
- School Safeguarding Policy
- Managing allegations incl Low Level Concerns Policy
- The School's Relationships and Behaviour Regulation Policy
- Additionally Employees with managerial responsibilities must ensure they comply with the School's procedure for Managing Allegations Against Staff and Parts 2-4 of Keeping Children Safe in Education and Safeguarding Procedures for Managing Allegations Against Staff
- School to specify any other relevant documents

Employees must attend and comply with any training as required by Sparken Hill Academy associated with the safeguarding of pupils / students.

22 Appropriate relationships with students

Employees must maintain appropriate professional boundaries with pupils / students.

Employees are expected to act in an open and transparent way that would not lead any reasonable person to suspect their actions or intent. In order to protect both children and themselves, Employees should also avoid behaviour that might be misinterpreted by others.

23 Allegations Against Members of Staff and Volunteers

All Employees have a duty to report to the Principal / DSL at the earliest opportunity the conduct of a colleague which may place a child at risk.

Where the concerns relate to the Principal these should be reported to the Chair of Governors.

Failure to report such concerns may be regarded as a disciplinary matter.

Allegations that may meet the “harms threshold”

This section is based on ‘Section 1: Allegations that may meet the harms threshold’ in part 4 of Keeping Children Safe in Education.

This section applies to all cases in which it is alleged that a current member of staff, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place both inside and outside of school

We will deal with any allegation of abuse quickly, in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A ‘case manager’ will lead any investigation. This will be the Principal, or the chair of governors where the headteacher is the subject of the allegation. The case manager will be identified at the earliest opportunity.

Our procedures for dealing with allegations will be applied with common sense and judgement.

Suspension of the accused until the case is resolved

Suspension of the accused will not be the default position, and will only be considered in cases where there is reason to suspect that a child or other children is/are at risk of harm, or the case is so serious that there might be grounds for dismissal. In such cases, we will only suspend an individual if we have considered all other options available and there is no reasonable alternative.

Based on an assessment of risk, we will consider alternatives such as:

- Redeployment within the school so that the individual does not have direct contact with the child or children concerned
- Providing an assistant to be present when the individual has contact with children
- Redeploying the individual to alternative work in the school so that they do not have unsupervised access to children
- Moving the child or children to classes where they will not come into contact with the individual, making it clear that this is not a punishment and parents/carers have been consulted

If in doubt, the case manager will seek views from the school’s personnel adviser and the designated officer at the local authority, as well as the police and children’s social care where they have been involved.

Definitions for outcomes of allegation investigations

- **Substantiated:** there is sufficient evidence to prove the allegation
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive, or to cause harm to the subject of the allegation
- **False:** there is sufficient evidence to disprove the allegation

- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation (this does not imply guilt or innocence)
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made

Procedure for dealing with allegations

In the event of an allegation that meets the criteria above, the case manager will take the following steps:

- Conduct basic enquiries in line with local procedures to establish the facts to help determine whether there is any foundation to the allegation before carrying on with the steps below
- Discuss the allegation with the designated officer at the local authority. This is to consider the nature, content and context of the allegation and agree a course of action, including whether further enquiries are necessary to enable a decision on how to proceed, and whether it is necessary to involve the police and/or children's social care services. (The case manager may, on occasion, consider it necessary to involve the police *before* consulting the designated officer – for example, if the accused individual is deemed to be an immediate risk to children or there is evidence of a possible criminal offence. In such cases, the case manager will notify the designated officer as soon as practicably possible after contacting the police)
- Inform the accused individual of the concerns or allegations and likely course of action as soon as possible after speaking to the designated officer (and the police or children's social care services, where necessary). Where the police and/or children's social care services are involved, the case manager will only share such information with the individual as has been agreed with those agencies
- Where appropriate (in the circumstances described above), carefully consider whether suspension of the individual from contact with children at the school is justified or whether alternative arrangements such as those outlined above can be put in place. Advice will be sought from the designated officer, police and/or children's social care services, as appropriate
- Where the case manager is concerned about the welfare of other children in the community or the individual's family, they will discuss these concerns with the DSL and make a risk assessment of the situation. If necessary, the DSL may make a referral to children's social care
- **If immediate suspension is considered necessary**, agree and record the rationale for this with the designated officer. The record will include information about the alternatives to suspension that have been considered, and why they were rejected. Written confirmation of the suspension will be provided to the individual facing the allegation or concern within 1 working day, and the individual will be given a named contact at the school and their contact details
- **If it is decided that no further action is to be taken** in regard to the subject of the allegation or concern, record this decision and the justification for it and agree with the designated officer what information should be put in writing to the individual and by whom, as well as what action should follow both in respect of the individual and those who made the initial allegation
- **If it is decided that further action is needed**, take steps as agreed with the designated officer to initiate the appropriate action in school and/or liaise with the police and/or children's social care services as appropriate

- Provide effective support for the individual facing the allegation or concern, including appointing a named representative to keep them informed of the progress of the case and considering what other support is appropriate.
- Inform the parents or carers of the child/children involved about the allegation as soon as possible if they do not already know (following agreement with children's social care services and/or the police, if applicable). The case manager will also inform the parents or carers of the requirement to maintain confidentiality about any allegations made against teachers (where this applies) while investigations are ongoing. Any parent or carer who wishes to have the confidentiality restrictions removed in respect of a teacher will be advised to seek legal advice
- Keep the parents or carers of the child/children involved informed of the progress of the case (only in relation to their child – no information will be shared regarding the staff member)
- Make a referral to the DBS where it is thought that the individual facing the allegation or concern has engaged in conduct that harmed or is likely to harm a child, or if the individual otherwise poses a risk of harm to a child

We will inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere), and any action taken in respect of the allegations. This notification will be made as soon as reasonably possible and always within 14 days of the allegations being made.

If the school is made aware that the secretary of state has made an interim prohibition order in respect of an individual, we will immediately suspend that individual from teaching, pending the findings of the investigation by the Teaching Regulation Agency.

Where the police are involved, wherever possible the school will ask the police at the start of the investigation to obtain consent from the individuals involved to share their statements and evidence for use in the school's disciplinary process, should this be required at a later point.

Additional considerations for supply teachers and all contracted staff

If there are concerns or an allegation is made against someone not directly employed by the school, such as a supply teacher or contracted staff member provided by an agency, we will take the actions below in addition to our standard procedures.

- We will not decide to stop using an individual due to safeguarding concerns without finding out the facts and liaising with our LADO to determine a suitable outcome
- The governing board will discuss with the agency whether it is appropriate to suspend the individual, or redeploy them to another part of the school, while the school carries out the investigation
- We will involve the agency fully, but the school will take the lead in collecting the necessary information and providing it to the LADO as required
- We will address issues such as information sharing, to ensure any previous concerns or allegations known to the agency are taken into account (we will do this, for example, as part of the allegations management meeting or by liaising directly with the agency where necessary)

When using an agency, we will inform them of our process for managing allegations, and keep them updated about our policies as necessary, and will invite the agency's HR manager or equivalent to meetings as appropriate.

Timescales

We will deal with all allegations as quickly and effectively as possible and will endeavour to comply with the following timescales, where reasonably practicable:

- Any cases where it is clear immediately that the allegation is unsubstantiated or malicious should be resolved within 1 week
- If the nature of an allegation does not require formal disciplinary action, appropriate action should be taken within 3 working days
- If a disciplinary hearing is required and can be held without further investigation, this should be held within 15 working days

However, these are objectives only and where they are not met, we will endeavour to take the required action as soon as possible thereafter.

Specific actions

Action following a criminal investigation or prosecution

The case manager will discuss with the local authority's designated officer whether any further action, including disciplinary action, is appropriate and, if so, how to proceed, taking into account information provided by the police and/or children's social care services.

Conclusion of a case where the allegation is substantiated

If the allegation is substantiated and the individual is dismissed or the school ceases to use their services, or the individual resigns or otherwise ceases to provide their services, the school will make a referral to the DBS for consideration of whether inclusion on the barred lists is required.

If the individual concerned is a member of teaching staff, the school will consider whether to refer the matter to the Teaching Regulation Agency to consider prohibiting the individual from teaching.

Individuals returning to work after suspension

If it is decided on the conclusion of a case that an individual who has been suspended can return to work, the case manager will consider how best to facilitate this.

The case manager will also consider how best to manage the individual's contact with the child or children who made the allegation, if they are still attending the school.

Unsubstantiated, unfounded, false or malicious reports

If a report is:

- Determined to be unsubstantiated, unfounded, false or malicious, the DSL will consider the appropriate next steps. If they consider that the child and/or person who made the allegation is in need of help, or the allegation may have been a cry for help, a referral to children's social care may be appropriate
- Shown to be deliberately invented, or malicious, the school will consider whether any disciplinary action is appropriate against the individual(s) who made it

Unsubstantiated, unfounded, false or malicious allegations

If an allegation is:

- Determined to be unsubstantiated, unfounded, false or malicious, the LADO and case manager will consider the appropriate next steps. If they consider that the child and/or person who made the allegation is in need of help, or the allegation may have been a cry for help, a referral to children's social care may be appropriate

- Shown to be deliberately invented, or malicious, the school will consider whether any disciplinary action is appropriate against the individual(s) who made it

Confidentiality and information sharing

The school will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

The case manager will take advice from the LADO, police and children's social care services, as appropriate, to agree:

- Who needs to know about the allegation and what information can be shared
- How to manage speculation, leaks and gossip, including how to make parents or carers of a child/children involved aware of their obligations with respect to confidentiality
- What, if any, information can be reasonably given to the wider community to reduce speculation
- How to manage press interest if, and when, it arises

Record-keeping

The case manager will maintain clear records about any case where the allegation or concern meets the criteria above and store them on the individual's confidential personnel file for the duration of the case.

The records of any allegation that, following an investigation, is found to be malicious or false will be deleted from the individual's personnel file (unless the individual consents for the records to be retained on the file).

For all other allegations (which are not found to be malicious or false), the following information will be kept on the file of the individual concerned:

- A clear and comprehensive summary of the allegation
- Details of how the allegation was followed up and resolved
- Notes of any action taken, decisions reached and the outcome
- A declaration on whether the information will be referred to in any future reference

In these cases, the school will provide a copy to the individual, in agreement with children's social care or the police as appropriate.

Where records contain information about allegations of sexual abuse, we will preserve these for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry. We will retain all other records at least until the individual has reached normal pension age, or for 10 years from the date of the allegation if that is longer.

References

When providing employer references, we will:

- Not refer to any allegation that has been found to be false, unfounded, unsubstantiated or malicious, or any repeated allegations which have all been found to be false, unfounded, unsubstantiated or malicious
- Include substantiated allegations, provided that the information is factual and does not include opinions

Learning lessons

After any cases where the allegations are *substantiated*, the case manager will review the circumstances of the case with the local authority's designated officer to determine whether there are any improvements that we can make to the school's procedures or practice to help prevent similar events in the future.

This will include consideration of (as applicable):

- Issues arising from the decision to suspend the member of staff
- The duration of the suspension
- Whether or not the suspension was justified
- The use of suspension when the individual is subsequently reinstated. We will consider how future investigations of a similar nature could be carried out without suspending the individual

For all other cases, the case manager will consider the facts and determine whether any improvements can be made.

Non-recent allegations

Abuse can be reported, no matter how long ago it happened.

We will report any non-recent allegations made by a child to the LADO in line with our local authority's procedures for dealing with non-recent allegations.

Where an adult makes an allegation to the school that they were abused as a child, we will advise the individual to report the allegation to the police.

Section 2: concerns that do not meet the harm threshold

The section is based on 'Section 2: Concerns that do not meet the harm threshold' in part 4 of Keeping Children Safe in Education.

This section applies to all concerns (including allegations) about members of staff, including supply teachers, volunteers and contractors, which do not meet the harm threshold set out in section 1 above.

Concerns may arise through, for example:

- Suspicion
- Complaint
- Disclosure made by a child, parent or other adult within or outside the school
- Pre-employment vetting checks

We recognise the importance of responding to and dealing with any concerns in a timely manner to safeguard the welfare of children.

Fuller details are highlighted in Appendix 1 which is an extract from the Managing Allegations against school staff procedure

24 Other Safeguarding Considerations

Prevent Duty

Schools have a duty to protect children / young people from radicalisation and extremism.

All staff have a responsibility to report any concerns about pupils / students who may be 'at risk' to the Principal / designated staff member.

Female Genital Mutilation

Teachers have a legal duty to report to the police where they discover an act of Female Genital Mutilation appears to have been carried out on a pupil / student.

All Staff have a responsibility to discuss any concerns with the Principal / designated staff member

Please refer to Keeping Children Safe in Education (September 2025) for further guidance.

Part D: ICT and Social Media

Please also refer to the School's ICT Acceptable Useage Policy / E Safety Policy

26 General Obligations

Employees should ensure that they have read, understand and comply with the School's ICT Acceptable Use Policy at all times

Whilst at work or using a work device all Employees must:

- Ensure all electronic communication with pupils / students, parents / carers, colleagues and other stakeholders is compatible with their professional role, appropriate boundaries and in line with School policies.
- Not to use work IT equipment to browse, create, transmit, display, publish or forward any material / images which is illegal, sexually explicit, obscene or could offend, harass or upset others or anything which could bring an Employee's professional role or Sparken Hill Academy / Local Authority into disrepute.
- Not to use personal IT equipment to browse, create, transmit, display, publish or forward any materials / images which are illegal or could offend or harass others or anything which could bring an Employee's professional role or Sparken Hill Academy / local authority into disrepute.
- Ensure that ICT system security is respected and password protocols are observed – including the use of strong passwords and encryption.
- Not install personal software on School equipment or make unauthorised copies of School registered software.

Limited use of School internet, email and ICT equipment for personal purposes is permitted, provided this is within the scope of the School's ICT Acceptable Use Policy and does not impact on an individual's job role.

Access to gaming, gambling, social networking sites or internet chatrooms from School devices is not permitted

Employees should seek guidance from their Principal / Line Manager if they are unclear about the conduct or actions expected of them.

Breaches of expected use of ICT may be considered under the disciplinary procedure.

27 Use of Social Media

Employees must ensure that their online presence / profile is compatible with their professional role.

All Employees should:

- Ensure appropriate privacy settings are applied when using social media sites
- Refrain from sharing confidential / privileged information, discussing incidents, operational or employment matters or making critical / negative comments about Sparken Hill Academy / pupils / parents or colleagues on such forums
- Not browse, create, transmit, display, publish or forward any material / images which is illegal, could offend or harass or anything which could bring an Employee's professional role or Sparken Hill Academy / Local Authority into disrepute
- Never share / post images of pupils
- Not post images of work colleagues without permission.

- Not access or update social media sites using school devices / during working time (school may wish to amend / delete this depending on their local approach)

Employees should not make contact with student / pupils or parents via social media accounts or have these individuals as social media 'friends' / 'contacts'. It is also recommended that Employees do not have ex- pupils or their families as social media 'friends'.

Employees should seek guidance from their Principal / Line Manager if they are unclear about the conduct or actions expected of them.

28 Use of Personal Mobile Phones / Devices

Employees are not permitted to make / receive personal calls / texts, send / receive emails or access internet / social media during work time where children are present. Mobile devices are to be kept in a locked cupboard / locker within school unless explicit permission is sought from the Principal for emergency situations. Where this is the case, Employees should ensure that mobile devices are silent at all time whilst in the classroom or where children are present. Mobile devices should not be left on display.

Employees should not use their personal equipment (mobile phones / cameras / tablets) to take photos or make recordings of pupils / students.

29 Monitoring of Usage

Emails, documents or browsing history on School systems should not be considered to be private and may be monitored and recorded to ensure the safety of pupils / students and ensure compliance with this policy. This monitoring will be proportionate and will take place in accordance with data protection / privacy legislation.

Sparken Hill Academy may may address concerns regarding unauthorised, unacceptable or inappropriate use of ICT systems / devices or social media as a disciplinary matter.

Part E: Business Conduct

30 Use of Financial Resources

Sparken Hill Academy requires Employees to observe the highest standards of business / financial practice.

Employees should ensure that School / public funds with which they are entrusted are used in a responsible and lawful manner.

Employees must comply with the School's stipulated financial regulations and any other relevant policies / audit requirements.

Appropriate authorisation should be sought for any expenditure and audit trail / suitable records kept.

School monies, credit / debit cards and accounts should not be used for personal purposes.

The use of personal credit cards / accounts to purchase goods and services on behalf of Sparken Hill Academy should be avoided.

All expense claims for travel and subsistence should be appropriately authorised and accompanied by receipts / proof of purchase.

Personal loyalty cards should not be used when making purchases on behalf of the School.

Please also refer to the Academy's Handbook and the Academy's Finance Policy

31 Personal Use of Equipment and Resources

Employees may not make personal use of the School's property, materials or facilities unless authorised to do so by the Principal.

32 Declaration of Interests

Sparken Hill Academy recognises that Employees may wish to take an active role in the local community and undertake additional personal / business activities outside of work.

In the majority of instances such activities will have no impact on their role in School. However on occasion there may be a potential conflict of interest.

Employees should therefore declare annually to the Principal any financial or non financial interests which may conflict with those of the School. Employees should also declare membership of any professional bodies / organisations which may conflict with their School role.

Should Employees be in doubt about whether a conflict of interest may exist they should seek guidance from the Principal.

33 Contracting out of Services

Employees should follow agreed School protocols for the award of contracts to external providers.

Employees should adhere to School rules regarding the separation of roles in procurement / tendering process.

In particular care should be taken to ensure competition between prospective contractors is fair and open and that all competing parties are treated equally.

Employees should ensure that preferential treatment is not shown to current / former Employees or partners, close relatives or friends / associates in the award of contracts.

Employees must not accept any form of financial or other inducement which may be offered by a potential contractor. All such approaches should be reported to the Principal.

Confidential information relating to the tendering process, must not be disclosed to any unauthorised party or organisation.

34 Gifts and Hospitality

Employees should not accept significant gifts from parents / carers, pupils / students, actual or potential contractors or outside suppliers which could compromise the individual or Sparken Hill Academy .

Employees should notify the Principal should they receive any unsolicited gifts and return the item with a polite refusal letter to the sender. A record should be kept of all gifts which are received.

Small tokens of appreciation which have no substantial financial value (less than £25) such as presents from pupils / students at the end of term may be accepted and do not have to be declared.

Employees may only accept an offer of hospitality if there is a genuine need to do so in order to represent Sparken Hill Academy in the community. Employees should discuss any invitations with the Principal (or Chair of Governors in the case of the Principal).

Where Sparken Hill Academy receives sponsorship of a School activity / event, care should be taken to ensure that this does not infer that the sponsor will receive preferential treatment in any future contracting / tendering process. An Employee or their partner, family member or friend may not benefit from the sponsorship.

35 Appointments

An Employee should not be involved in a recruitment process or promotion decision where one of the applicants is a relative, partner or close friend.

36 Political Activity

Employees may engage in political activity outside of work – however they should not allow personal / political views to interfere with their duties. Any activity should be compatible with the Employee's responsibility as a role model to pupils / students.

Where an Employee is involved in political activity outside of work – care must be taken to ensure that it is clear that any opinions expressed are personal and that the individual is not acting on behalf of / representing the School.

37 Intellectual Property

Any intellectual property created by an Employee during the course of their employment will be considered the property of the school, unless specific permission is granted to the Employee to have ownership of such materials.

Appendix 1 Code of Conduct – Confirmation of Compliance

Please sign the declaration below and return this to Mrs Dashper
(School Business Manager)

**I hereby confirm that I have read, understood and agree to
comply with the provisions of the school's code of conduct.**

Should I have any queries about any aspect of the code or am
unclear of the school's expectations I will discuss these with the
Principal at the earliest opportunity.

Name:

Job Title:

Signed:

Date:

*(It is suggested that Employees should re- read this policy on an
annual basis to ensure they are familiar with any changes which
have been made)*



Staff Behaviour Concern Form

This form can be used to share any concern with the Principal / DSL, no matter how small or seemingly insignificant, even if no more than causing a sense of unease or a 'nagging doubt' – that an adult may have acted in a way that is inconsistent with the Academy's Code of Conduct [including inappropriate conduct outside of work] and/or in a way that on first glance does not appear to meet the allegation, 'harm' threshold.

A concise record is required, including brief context in which the low level concern arose, plus details which are chronological, precise and as accurate as possible, of any such concern and /or relevant incident[s]. [Continue on separate sheets as necessary]. The form should be signed, times and dated.

Details of CONCERN :

Your Name of Staff member :	Your Role :
Signed :	Time and Date :
Received by :	
At [time] :	Date :

Appendix 4: List of Relevant Policies

School to specify other relevant documents to be read in conjunction with the code of conduct

Appendix 5: Teachers' Standards – Part 2

[https://www.gov.uk/government/publications/teachers-standards;](https://www.gov.uk/government/publications/teachers-standards)

Appendix 6 : Keeping Children Safe in Education

https://assets.publishing.service.gov.uk/media/686b94eefe1a249e937cbd2d/Keeping_children_safe_in_education_2025.pdf

Appendix 7: ICT Acceptable Use & E Safety Policy

Appendix 8:

HEALTH AND SAFETY CONCERN RECORD

Part 1 (for use by any person)

Date and Time of writing:									
Note the reason(s) for recording the H&S issue:									
Any other relevant information (distinguish between fact and opinion).									
DETAILS OF WHO THIS HAS BEEN PASSED TO* (please circle)									
PLEASE NOTE – THIS SHOULD BE HANDED DIRECTLY TO ONE OF THE STAFF MEMBERS LISTED BELOW – DO NOT LEAVE ON A DESK.									
Mr R Lilley (Principal)			Mrs K Phoenix (Vice Principal)			Mrs V Dashper (School Business Manager)			
How urgent would <u>you</u> consider this concern? (please circle one)									
GREEN - concerning but no immediate threat of serious harm			AMBER – unsure – some concern of serious harm				RED – Serious H&S risk – risk of serious harm / death.		
1	2	3	4	5	6	7	8	9	10
Your Details					2nd Person / Witness Details				
Name:					Name:				
Job Title:					Job Title:				
Signature:					Signature:				
Date:		Time:			Date:		Time:		

Check to make sure your report is clear to someone else reading it.

Please pass this form to the xxxxxxxxxxxxxx

Do not leave on a desk

Part 2 (for use by SLT only)

Time and date information received	Mr R. Lilley		Date:		Time:				
	Mrs Kate Phoenix		Date:		Time:				
	Mrs Vicky Dashper		Date:		Time:				
SLT RAG rated perception of risk: (please circle one)									
GREEN - concerning but no immediate threat of serious harm			AMBER – unsure – some concern of serious harm				RED – Serious H&S risk – risk of serious harm / death.		
1	2	3	4	5	6	7	8	9	10
Any advice sought by named person (date, time, name, role, organisation and advice given) e.g. contact with H&S advisors, contractors etc									
Action taken Note time, date, names, who information shared with and when etc.			Email Site Manager	Email Principal / SLT?	Communicated to wider staff	Recorded on Every?	Other:		
			Date and Time:	Date and Time:	Date and Time:	Date and Time:	Please give details		
Outcome									
Is the issue resolved?									
If “No” or “Partially” explain further			No / Partially*				Further monitoring required:		
			(Do not file until resolved)				File, but refer to this should further incidents occur.		
Signed					Print Name:		Date:	Time:	
			Yes	If resolved, explain how:					
Signed					Print Name:		Date:	Time:	
<u>DO NOT FILE THIS REPORT UNTIL THE ISSUE HAS BEEN RESOLVED</u> (OR FURTHER MONITORING REQUIRED).									

