

JIGSAW LEARNING TRUST

CODE OF CONDUCT

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Summary of Changes

The section 'Honesty and Integrity' has been expanded to include Personal Interests and Outside Commitments. A new section has been added regarding the use of WhatsApp and other instant messaging apps in the workplace. References to safeguarding guidance have been updated to refer to the current versions of Keeping Children Safe in Education and Guidance for Safer Working Practice. Additional wording has been included regarding AI-generated content, deepfakes, low-level concerns and prejudice-based harm in line with current safeguarding expectations.

1 General principles

1.1 School employees are in a unique position of influence and trust, and must adhere to behaviour that models the highest possible standards for all the pupils/students within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

1.2 In performing their duties, employees of Jigsaw Learning Trust are required to act with integrity, honesty, impartiality and objectivity. The School's standards of behaviour are set out in this 'Code of Conduct' and are aimed to help staff to understand what behaviour is and is not acceptable. This Code of Conduct applies to:

- all staff who are employed by the school, including the CEO/Headteacher;
- all staff in units or bases that are attached to the school.

1.3 This code should be seen as complementary to any specific school procedures or standards of conduct, for example the staff handbook and Disciplinary policy. Similarly, professional employees such as teachers are also bound by standards of professional conduct and those set out within the Teachers Standards' 2012.

1.4 This document should be read alongside **the current version of Guidance for Safer Working Practice for those Working with Children and Young People in Education Settings** in conjunction with the most recent version of Keeping Children Safe in Education and the school's Disciplinary policy.

1.5 The Headteacher is responsible for communicating clearly with employees so that they are aware of the standards that are expected of them, and the policies, procedures and guidelines that they should follow. Employees are responsible for maintaining those standards and complying with the school's policies, procedures and guidelines, as well as any other relevant

professional standards and the principles associated with public life. Both managers and employees should raise promptly any issues or concerns.

1.6 Minor misconduct will usually be dealt with informally and promptly. However, where matters are more serious or are not resolved through an informal approach, alleged failure to comply with the Code of Conduct will be investigated in line with the school's Disciplinary policy and could result in disciplinary action, including the possibility of dismissal.

1.7 Employees should refer to the relevant policies for further detail and to help aid their understanding of what is expected. Employees can request a copy of any additional policies referred to within the Code of Conduct from their line manager or school office.

1.8 **Data Protection** – The organisation processes personal data collected in line with the expectations of employees as set out within the Code of Conduct in accordance with its Data Protection Policy. Data is held securely and accessed by, and disclosed to, individuals only for the purposes outlined with the Code. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the school's Data Protection Policy immediately. It may also constitute a disciplinary offence, which will be investigated and dealt with under the school's disciplinary procedure.

1.9 **Consistency of Treatment and Fairness**
The Trust Board is committed to ensuring consistency of treatment and fairness. It will abide by all relevant equality legislation, including where the duty to make reasonable adjustments applies. The Trust Board is aware of the guidance on the Equality Act issued by the Department for Education.

1.10 **Employee Health & Wellbeing**
The school is committed to creating an environment that promotes good physical and mental health and wellbeing, where staff can thrive and feel supported.

1.10.1 Where employees are being supported and managed within this policy, this will be done sensitively with appropriate regard to their individual circumstances. In addition, the school will consider any necessary reasonable adjustments to support an employee to fully engage in the process set out in this policy. This may include, for example, allowing the

employee to have an appropriate 'support' person accompanying them to a formal meeting.

1.10.2 The Trust Board is expected to have an overriding regard for the wellbeing of all employees (including that of the Headteacher/CEO) and the board is expected to monitor the impact of strategies and initiatives that promote a positive and sustainable workplace culture. The Headteacher/CEO is expected to model a positive and sustainable workplace culture to all employees and seek to reduce unnecessary workload.

2 General Responsibilities at Work

2.1 All employees are expected to work within the scope of their contract of employment, carrying out the reasonable instructions of their supervisors, managers, Senior Leaders, Headteachers; and to work to the requirements of their job description.

2.2 All employees are expected to treat other colleagues, pupils and external contacts, such as parents, with dignity and respect.

2.3 Staff should be aware that their behaviour, either in or out of the workplace, could compromise their position within the work setting in relation to the protection of children, loss of trust and confidence, or bringing the employer into disrepute.

2.4 Employees should not seek to deceive the school by withholding information, giving false information, or destroying, damaging or altering any records or documents without proper authorisation;

2.5 Employees should not misrepresent the school in their dealings with others or make any statement on behalf of the school which they are not authorised to do (for example, giving a reference for a colleague on behalf of the school, making statements to the press or other media).

2.6 Staff are required to comply with the school's equality policies in respect of colleagues, students and other contacts such as parents. Unacceptable behaviour such as discrimination, bullying, harassment or intimidation will not be tolerated. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, students and parents

3 Setting an example

3.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times.

3.2 All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils/students to do the same.

3.3 Good levels of attendance & punctuality are essential. All staff must be punctual for all timetabled activities, including: lessons, meetings, assemblies and extra-curricular events.

3.4 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

4 Hours of Work and Attendance

4.1 Employees are required to work the hours stated in their contract of employment, or as required in the School Teachers' Pay and Conditions Document in respect of directed time.

4.2 Employees are expected to:

- start work at the agreed time (unless there is prior agreement to arrive late)
- request permission to take time off in advance of taking leave or booking holidays (for example, a medical appointment, annual leave, or other leave of absence), except in circumstances where this is not reasonably possible (for example, bereavement or emergency)
- only take authorised absences from work (for example, sickness absence or leave that has been authorised)

4.3 All employees are required to the follow the school's absence reporting procedure if they are absent due to sickness.

4.4 Any occasions of unauthorised absence may constitute misconduct and will be investigated and considered in accordance with the schools' disciplinary procedure. The school reserves the right to deduct pay for unauthorised absence.

5 Honesty and Integrity

5.1 Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

5.2 In all cases, it is not enough to avoid actual dishonesty. Employees should at all times avoid any occasion for suspicion and any appearance of improper conduct.

5.3 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools.

5.4 **Personal Interests / Outside Commitments**
The academy will maintain a register of any relevant business and financial interests for members, trustees, local governors and senior employees.

5.4.1 Employees must not allow their personal interests to conflict with or be detrimental to their duties or the academy's business.

5.4.2 All employees must declare to the Headteacher any financial or non-financial interests which they consider could bring about conflict with the academy's interests.

5.4.3 Employees should seek advice (and permission) before engaging in any other business opportunity or taking up additional employment.

5.4.4 All employees must formally declare any contracts with the academy in which they have a pecuniary interest.

5.5 ***Gifts***
Gifts from suppliers or associates of the school must be declared to the Headteacher, or to the Chair of Governors if the Headteacher is the recipient, with the exception of "one off" token gifts from students or

parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

6 Treating Others Fairly

6.1 All employees should work in an environment where everyone is treated with dignity and respect. We are all responsible for creating a healthy and welcoming workplace and school learning environment. It is in everyone's interest to work together and ensure that everyone (colleagues, students, parents, partner agencies) are treated fairly, respectfully and with dignity.

6.2 The school will not tolerate unacceptable behaviour within the workplace; any form of violence, discrimination, bullying, harassment or victimisation is not acceptable. This includes behaviour face to face, email/telephone, WhatsApp or other instant messaging, or social media / online posts. Any concern raised against an employee (regardless of their position or influence within the school) will be taken seriously and, where necessary, investigated within the school's disciplinary procedure with appropriate formal action being taken if required.

6.3 Unlawful discrimination can take a number of different forms:

- **Direct discrimination** – Occurs when someone is treated less favourably than another person because of a protected characteristic
- **Discrimination by association** – This is direct discrimination against someone because they are related to, or associate with, another person who possesses a protected characteristic.
- **Discrimination by perception** – Occurs when others think a person possesses a particular protected characteristic. It applies even if the person does not actually possess that characteristic.
- **Indirect discrimination** – Occurs when a condition, provision, criterion or practice is applied to everyone but particularly disadvantages people who share a protected characteristic. It may be justified if it is a 'proportionate means of achieving a legitimate business aim
- **Harassment** – Unwanted conduct relating to a protected characteristic, which has the purpose of effect of violating a person's dignity or creating an intimidating, hostile, degrading humiliating or offensive environment

- **Victimisation** – Occurs when someone is treated unfairly because they have made or supported a complaint or raised a grievance linked to a protected characteristic or because they were suspected of doing so.

6.4 **Sexual harassment** is illegal and will not be tolerated. It is a specific type of harassment under the law; it is unwanted.1 conduct of a sexual nature. It has the purpose or effect of violating the dignity of a person, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Something can still be considered sexual harassment even if the alleged harasser didn't mean for it to be. It also doesn't have to be intentionally directed at a specific person.

6.4.1 Sexual harassment can happen to anyone in any number of ways. An individual can experience unwanted conduct from someone of the same or different sex.

6.4.2 Conduct 'of a sexual nature' includes a wide range of behaviour, including:

- written or verbal comments of a sexual nature, such as remarks about an employee's appearance, questions about their sex life or offensive jokes;
- displaying pornographic or explicit images;
- emails with content of a sexual nature;
- suggestive looks, staring or leering
- intrusive questions about a person's private or sex life or a person discussing their own sex life
- making promises in return for sexual favours
- spreading sexual rumours about a person
- unwanted physical contact and touching;
- sexual assault.

6.4.2 Sexual harassment is unacceptable regardless of a person's position or influence within the school.

6.4.3 Sexual harassment in the workplace is unacceptable regardless of a person's position or influence within the school.

6.4.4 Reasonable steps should be taken to tackle and/or prevent sexual harassment. Headteachers/line managers are expected to proactively give employees the opportunity to raise any issues, conduct risk assessments to understand the risk of harassment occurring and ensure

appropriate training is provided. Witnesses to sexual behaviour should intervene where they feel able to do so, encourage the person subjected to report it, and / or co-operate in an investigation.

6.4.5 Any complaint, formal or informal, of sexual harassment should be taken seriously by the person receiving the complaint. Please refer to paragraph 6.7 and the school's grievance procedure.

6.5 **Bullying** is unwanted behaviour from a person or group that is either offensive, intimidating, malicious or insulting. Bullying is an abuse or misuse of power that undermines, humiliates, or causes physical or emotional harm to someone.

6.5.1 Bullying might:

- be a regular pattern of behaviour or a one-off incident
- happen face-to-face, on social media, in emails or calls
- happen at work or in other work-related situations
- not always be obvious or noticed by others

6.5.2 Examples of bullying could include:

- spreading malicious rumours about someone
- consistently putting someone down in meetings
- deliberately giving someone a heavier workload than everyone else
- excluding someone from team social events
- someone consistently undermining their manager's authority
- putting humiliating, offensive, or threatening comments or photos on social media

6.6 Unacceptable behaviour excludes legitimate actions by a manager to support and encourage an employee to perform against key objectives and to manage performance appropriately. It also excludes legitimate actions taken within the disciplinary or other formal procedures. It does not exclude persons in authority who use their position to bully, abuse or harass others, or assume a threatening or intimidating management style.

6.7 **Reporting Concerns**

Any employee who feels they have been treated unfairly, during the course of carrying out their work, is encouraged to report their concerns informally to their line manager, or to a more senior manager where the line manager is the subject of their concern. Employees may wish to keep a record of what has happened.

6.7.1 Concerns can be reported formally using the school's grievance procedure. Where the complaint amounts to an allegation of misconduct on the part of another employee, consideration should be given to formally investigating those complaints under the school's disciplinary procedure.

6.7.2 Any employee who feels that they have witnessed unacceptable behaviour whilst at work are also encouraged to report their concerns. Where the witnessed behaviour is directed towards a young person, employees must share their concerns immediately.

6.7.3 It is not acceptable to treat any employee less favourably as a result of raising such a concern.

7 Conduct Outside of Work

7.1 Staff must not engage in conduct 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 school community.

7.2 If an employee is made aware of a concern being raised against them that alleges that they have engaged in behaviour that could potentially compromise their position within the workplace, they should discuss this with their Headteacher immediately.

7.3 In particular, during the course of employment, criminal offences or types of behaviour that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

7.4 If an employee is arrested, convicted, cautioned, charged or bailed by the Police then they should disclose this to their Headteacher immediately at the earliest opportunity. Failure to disclose this information is unacceptable and could lead to dismissal.

7.5 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media e.g. Facebook, Snapchat etc. with pupils or former pupils (outside of established family or close family friend relationships). Where unsure,

staff should seek further guidance from their line manager or safeguarding lead.

7.6 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

7.7 Staff must not discuss or share data relating to children/parents/carers in staff social media groups.

7.8 Staff must only use their school email account or school learning platform account when communicating electronically with pupils, parents and colleagues.

8 Alcohol, Drugs and Medication at Work

8.1 Employees must not report to work whilst under the influence of alcohol, drugs or substances. Alcohol should not be consumed during work hours, including lunch and break times.

8.2 When attending school related social functions, employees should ensure that they do not breach any legal requirements as a result of consuming alcohol.

8.3 Employees must not have illegal drugs in their possession including storage of illegal drugs in the workplace in lockers, drawers or other personal areas.

8.4 Any use, possession or dealing of illegal drugs and the misuse, whether intentional or not, of prescription drugs, psychoactive substances, glue and solvent abuse is not permitted.

8.5 Employees should use prescribed medications and over the counter medications responsibly and should ensure these are stored securely if required during the school day. Employees should notify the Headteacher about any potential side effects that may impair their ability to work safely.

8.6 Whilst any alleged breach may ultimately be investigated and dealt with under the school's disciplinary procedure, employees who have problems with alcohol or drug use will be offered appropriate support to help

recovery in line with any other health issue. Employees are therefore encouraged to be open with their line manager and line managers are expected to handle matters sensitively and confidentially.

9 Smoking

9.1 Staff are not permitted to smoke/vape on the school premises or grounds. This includes all types of smoking devices and paraphernalia including cigarettes, cigars, electronic cigarettes, etc.

9.2 Smoking/vaping is not permitted during paid working time and is only permitted during designated breaks.

9.3 Those employees that are issued with a uniform bearing the school crest/name must not smoke/vape in public places whilst the uniform is visible.

10 Domestic Abuse

10.1 Domestic abuse is a criminal act.

10.2 Domestic abuse is any incident or pattern of incidents of controlling, coercive or threatening. behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. The abusive behaviour can be a single incident or a course of conduct.

This can encompass, but is not limited to, the following types of abuse:

- physical or sexual
- violent or threatening behaviour
- controlling or coercive behaviour
- economic abuse; or
- psychological, emotional or other abuse.

10.3 Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, religion, socio-economic status, sexuality or background.

10.4 Employees who disclose that they are experiencing abuse will be offered appropriate support and line managers are expected to handle matters sensitively. The school may consider a range of measures to support an employee who discloses living in or dealing with a violent relationship, for

example access to counselling, signposting to support groups/networks, offering flexibility around workload, changing working patterns, changes to duties etc.

10.5 Domestic abuse perpetrated by employees will not be condoned. The school will treat any allegation, disclosure or conviction of a domestic abuse related offence fairly and on a case-by-case basis. Any employee cautioned or convicted of a criminal offence in relation to domestic abuse, or whose behaviour could have an impact on their ability to perform their role, may be investigated in line with the school's disciplinary policy and subject to disciplinary action, which may include dismissal.

11 Health and Safety at Work

11.1 Every school has a legal duty of care for the health and safety and welfare of Its employees. In addition, all employees must take reasonable steps to protect their own health and safety and that of other people who may be affected by their actions or omissions at work. Employees have a duty to help prevent accidents and injuries at work be being aware of the policies that apply and complying with them at all.

11.2 Employees are expected to take care of themselves and anyone else who may be affected by their actions or failings.

12 Use of Mobile Phones and other Devices

12.1 Communication with children and vulnerable adults, by whatever method, should take place within clear and explicit professional boundaries. Employees should not share any personal information with a child, or young person and should not use their personal mobile to communicate with any young person or on a personal level or to take photographs/videos of pupils/students.

12.2 Schools should provide devices such as cameras and mobile phones rather than expecting staff to use their own (e.g. on school trips). Staff should ensure that the device is secure (e.g. password/fingerprint protected) so that unauthorised access to data is prevented. Equipment provided by the school should not be used for personal use or shared with family members/friends.

12.3 Personal mobile phones should be stored securely away from learning environments and should not be accessed in the presence of young people. This also applies when in meetings with young people and parents.

12.4 Employees must not give their personal contact details to children, or young people, including their mobile telephone number.

12.5 Employees must inform the Headteacher or line manager immediately if contacted by a young person on a personal mobile

13 Social Media Usage

13.1 All employees are expected to use social media responsibly so that the confidentiality of pupils/students, staff and the reputation of the school are safeguarded. Employees should be conscious at all times of the need to keep their personal and professional lives separate when using social media.

13.2 The web and social networking services i.e. facebook, twitter, instagram, snapchat etc have an important part in many aspects of school life, including external communications. It is recognised that social media is used by children, vulnerable adults and employees for both work related projects or for personal use.

13.3 Employees are **personally responsible** for the content they publish on social media, blog or any other form of user-generated media. Please remember that internet content is never truly deleted or private. This means everything that is published will be visible to the world indefinitely. Employees should be sure that they want what they're posting to be in the public domain with their name on it indefinitely. **If in doubt, don't post**.

13.4 Employees should use common sense. If employees are about to publish something that makes them even the slightest bit uncomfortable, they should stop and hold off. Again, if in doubt, don't post.

13.5 Employees are advised to keep profiles safe by not showing their job title, place of work or work/home email address. Employees should be cautious declaring their status as young people may challenge them i.e. online dating.

13.6 Employees should not befriend children/young people where their only relationship is one formed through an employees' professional role. Employees should not use internet or web-based communication channels to send personal messages to a child/young person.

13.7 Photographs, videos or any images of pupils or students, vulnerable adults or colleagues should not be published on personal social media platforms without prior permission of parents/carers and the school. Permission should be gained through existing school procedures.

13.8 Employees must avoid airing their personal grievances about work on social media. This has the potential to damage the reputation of the school, following appropriate investigation, could involve disciplinary action. If an employee does have an issue or grievance they want to raise, this should be done internally so it can be properly addressed.

13.9 Employees should ensure that they manage and understand the privacy settings on their social media.

13.10 Employees must not share confidential material on their private social media channels.

13.11 Employees are expected to respect their audience. This goes without saying, but employees must not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the workplace.

13.12 Employees must not use their school email address to sign up to social media sites.

13.13 Social media must not be used for work related communication, unless authorised to do so via the school's official social media sites.

13.14 Internet use during working hours is strictly for business not personal use.

13.15 Any form of personalised social media networking that is found to reveal confidential information about the school, information relating to a pupil or student, attacks on or abuse of a colleague or 'customer' of the school,

or constitutes a conflict of interest, or is in breach of this Code of Conduct may lead to a disciplinary investigation and appropriate action.

13.16 Employees must not create, share, possess or distribute AI-generated, manipulated or synthetic images, videos or content that could exploit, embarrass, harass, abuse or otherwise harm a child, young person or member of the school community. Any concerns regarding AI-generated content, deepfakes, nudification technology or other emerging online safeguarding risks must be reported immediately in accordance with the Trust's safeguarding procedures

14 WhatsApp (or other Instant Messaging Apps) in the Workplace

14.1 WhatsApp is an instant messaging app that can be a quick and easy way to communicate urgent messages. It has group messaging capabilities, meaning that Headteachers/managers can set up groups with employees or other employees can set up groups with each other. Despite the informal nature of instant messaging, everyone is expected to communicate professionally.

14.2 WhatsApp or other group messaging facility should only be used for work-related purposes. They should be used as a convenient way to distribute information to colleagues quickly and efficiently and for colleagues to communicate easily with each other regarding work matters.

14.3 Employees should seek consent before adding other employees to a work messaging group. If an employee is uncomfortable joining, their decision should be respected. Other means of communication should be considered to make sure they stay informed and included.

14.4 It is not acceptable to purposefully exclude certain colleagues from work related group chats or to set up groups designed to abuse or belittle other employees.

14.5 All communications via WhatsApp or other instant messaging apps must be polite, respectful, free from discrimination and nothing which may be reasonably considered inappropriate, demeaning or inflammatory should be sent. Employees should not:

- Engage in 'banter' or gossip.
- Use inappropriate language, including swearing and discriminatory words.

- Send inappropriate jokes, images or videos.
- Share photos, videos, memes, or similar assets that aren't relevant to work.
- Use the group to express personal opinions or post private messages.
- Make comments about colleagues.
- Voice personal grievances about work, senior leadership, Governors, or with other individuals.

14.6 If an employee sends an inappropriate message, it should be addressed immediately. Employees should report any concerns in line with section 6.7.

14.7 Employees should not share highly sensitive data or school information via WhatsApp. To ensure GDPR compliance, any personal data shared should be done for a legitimate business purpose. Employees should be mindful of inadvertently sharing confidential information or personal information. This can quite easily happen in a large group where an assumption is made that something is common knowledge at work, whereas the information may only have been intended to be known by a small group of people.

14.8 Employees should avoid communicating in work related messaging groups outside of working hours. Headteachers should be particularly cautious about contacting employees outside of working hours, especially if they use a personal device and/or a response is requested. Employees are not expected to respond to any messages outside of working hours, unless where the situation is urgent or in an emergency.

14.9 Where an employee is on long term sickness absence or other long-term leave of absence, consideration should be given (in discussion with the individual) as to whether it is appropriate for them to remain a member of the group during the period of absence.

14.10 If an employee has a work device this should be used rather than a personal device.

14.11 Messages sent on WhatsApp can be legally disclosable and employees should not send anything they would feel uncomfortable being made public. Messages should be retained in line with the school's retention policy.

14.12 Ex-employees should be removed from any chats or groups as soon as they have left the school.

14.13 Communications with parents should only be done via an official school WhatsApp account and not from individual employees.

14.14 Failure to comply with the expectations set out above will be investigated in line with the school's Disciplinary policy and could result in disciplinary action, including the possibility of summary dismissal.

15 Safeguarding

15.1 Safeguarding and promoting the welfare of children is **everyone's** responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

15.2 It is important that all adults working with children and vulnerable adults understand that the nature of their work and the responsibilities related to it, place them in a position of trust.

15.3 All staff should behave in a manner consistent with the principles, guidance and standards outlined within the Guidance for safer working practice for those working with children and young people in education settings (Safer Recruitment consortium adapted and updated from original DfE document), and the most recent version of Keeping Children Safe in Education. Unacceptable behaviour will not be tolerated, and where appropriate, failure to follow these standards could result in disciplinary action, including dismissal.

15.4 All staff have a responsibility to raise any concerns regarding the behaviour or conduct (including low level concerns) of an adult who works with children, where that behaviour could call into question their suitability to carry out their role. In line with the current version of Keeping Children Safe in Education (KCSIE), all concerns, including low-level concerns, must be raised in a timely manner with the Headteacher or appropriate safeguarding lead.

15.5 Staff should recognise that children may experience prejudice-based harm, including racism, faith-based prejudice and other forms of discriminatory behaviour. Such experiences may impact a child's welfare, wellbeing, mental health and sense of safety and should be considered within safeguarding practice where appropriate

16 Childcare Disqualification

16.1 There are many reasons why someone may be disqualified under the 2006 Childcare Act and 2018 Childcare (Disqualification) Regulations. Where an employee meets any one of the criteria and works in a relevant setting for the purpose of this legislation they must discuss this with the Headteacher.

16.2 The criteria for disqualification under the 2006 act and the 2018 regulations include:

- inclusion on the Disclosure and Barring Service (DBS) Children's Barred List
- being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2018 regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation)
- certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2018 regulations
- refusal or cancellation of registration relating to childcare (except if the refusal or cancellation of registration is in respect of registration with a child minder agency or the sole reason for refusal or cancellation is failure to pay a prescribed fee under the 2006 act (regulation 4(1) of the 2018 regulations)), or children's homes, or being prohibited from private fostering , as specified in paragraph 17 of Schedule 1 of the 2018 regulations
- being found to have committed an offence overseas, which would constitute an offence regarding disqualification under the 2018 regulations if it had been committed in any part of the United Kingdom

16.3 The above list is only a summary of the criteria that lead to disqualification. Further details about the specific orders and offences, which will lead to disqualification, are set out in the 2018 regulations.

16.4 If they are unsure whether they are covered by these regulations, employees must discuss this with their Headteacher.

16.5 If during the course of their employment any of the above criteria does become applicable to an employee, it is their duty to inform the Headteacher as this may affect their suitability to work in the setting.

16.6 As schools are prohibited from employing a disqualified person it is the responsibility of employees to inform the Headteacher of any change in their circumstances which could change their suitability, failure to do so could result in disciplinary action, including dismissal.