St. Andrew's School

Staff Code of Conduct

Maintenance

Policy Written By	**Emma Steinmann-Gilbert**
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Approved by The Director of Schools, Deborah Leek-Bailey – 01/09/2026

Staff Code of Conduct

This code of conduct applies to all staff, and exists as a supplementary note to the disciplinary procedures to ensure that 'Education Development Trust's (further referred to in this document as the Trust) expectations of staff are clear and that where these expectations are not met; the situation is managed fairly and effectively.

'The trust' is entitled to demand of its staff conduct and capability of a high standard sufficient to promote and justify clients' confidence in the integrity and efficiency of 'the Trust's and the quality of work.

School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils 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 and must always maintain respectful relationships between staff and pupils and their parents. All staff must respect the protected characteristics outlined in the Equality Act 2010 and act appropriately towards all children and young people, parents, carers and colleagues, whatever their socio-economic background, age, gender, sexual orientation, disability, race, religion or belief.

Data Protection
All staff have a duty to ensure that the personal data of the school's pupils, parents and staff is collected and processed securely and in-line with the requirements of the Data Protection act 2018. Staff are required to familiarise themselves with the procedures and their responsibilities as set out in:

- Education Development Trust's Data Protection Policy

Setting an Example

- All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. Staff must therefore avoid using inappropriate or offensive language at all times.
- All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. All cases of low-level concerns as indicated in the safeguarding policy will be addressed.

Safeguarding

- Staff have a duty to safeguard pupils from:
    - physical abuse
    - sexual abuse
    - emotional abuse
    - neglect
- The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Safeguarding Lead (DSL).
    - **DSL: Mrs Funmi Lakanu (Assistant Principal) (also trained in Prevent and Channel) -** School: 01634 843479

- **Deputy DSL: Mrs Emma Steinmann-Gilbert (Principal) -** School: 01634 843479
- **Deputy DSL: Miss Nicola Marshall (Assistant Principal) -** School: 01634 843479
- **Deputy DSL: Mrs Noelle Odie (Head of Pere-School) -** Preschool: 01634 843393
- **Deputy DSL: Mrs Pearl Koi (Preschool Deputy Manager) -** Preschool: 01634 843393
- **Deputy DSL: Mrs Nicky Coyle (Business Manager) -** School: 01634 843479
- **Deputy DSL: Mrs Fellows (Holiday Club Supervisor)-** School: 01634 843479
- **Deputy DSL: Mrs Privsa (Holiday Club and After School Club Supervisor)-** School: 01634 843479
- **Deputy DSL: Miss Kate Conway (Breakfast Club Supevisor) -** School: 01634 843479

- Staff are provided with copies of the school's Safeguarding and Child Protection Policy and Whistleblowing Policy and staff must be familiar with these documents.
- Staff must not demean, humiliate or undermine pupils, their parents or carers, or colleagues.
- Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.
- Staff should not promote any partisan political views or distribute literature relating to this whilst on school premises or at any time when school pupils are in their care.
- Safeguarding concern and allegation management of all school employees will follow DfE statutory guidance, 'Keeping Children Safe in Education', including prompt reporting by the school's Principal to the local authority's designated officer (LADO), who the Principal will continue to liaise with throughout the case management process.
- Allegations made against the Principal will be reported by the DSL or member of the school's leadership team (or other staff member) to the Director of Schools, who will liaise with the Corporate Safeguarding Adviser and HR to convene the Trust's case management procedures, which include reporting to the LADO and other statutory authorities, as relevant.
- In the event of a school employee being dismissed on safeguarding grounds, they will be referred to the Disclosure and Barring Service (DBS). In the event of a teacher/Principal being dismissed on safeguarding grounds, they will also be referred to The Teaching Regulation Agency.
- Any staff member resigning or withdrawing their services during an investigation into a safeguarding concern/allegation, which is substantiated, will also be referred to relevant statutory authorities, including the DBS.
- For further details please see the school's Safeguarding Policy.

Pupil Development

- Staff must comply with school policies and procedures that support the well-being and development of pupils.
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary, to support the development of pupils.
- Staff must follow reasonable instructions that support the development of pupils.

Honesty and Integrity

- Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 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 Policy. .
- Gifts from suppliers or associates of the school must be declared to the Principal, 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.
- Staff must not share any confidential information they may learn about pupils and their families in the course of carrying out their responsibilities, unless necessary to ensure a child is safe.

Conduct Outside Work

- 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.
- In particular, criminal offences that involve violence, possession of illegal drugs, sexual abuse of children and adults, or use of illegal drugs, are regarded as unacceptable and managed under the disciplinary procedure.
- Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- Staff must not access illegal child abuse imagery of any kind on personal or work electronic equipment as this is an act of child abuse, which is subject to police investigation and potential legal action. It is a breach to our safeguarding policy and procedures and is considered an act of gross misconduct under the terms of our Disciplinary Policy and procedures.
- Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level, which may contravene the working time regulations or affect an individual's work performance.
- Staff must not engage in inappropriate use of social network sites, which may bring themselves, the school, school community or employer into disrepute.
- Staff must not engage in extra tuition/activities or babysitting for school and nursery pupils, as to do so is to put themselves at potential risk of allegations, which may impact their ability to continue in role at the school.

Staff Dress Code

- To dress professionally shows pride, effort, respect for oneself and one's profession. Adults in school are role models for learners in the school and therefore they have a responsibility to model appropriate dress and appearance. The image that we project as professionals is associated with how we present ourselves; the image of the school in the community is related to how all adults in the school dress. It is therefore important to dress appropriately when acting in a professional capacity.
- Adults should be neat, clean, smart and tidy, wearing clothes, including shoes, which are commensurate with their post in the school. The staff dress code is smart rather than casual. This is not a policy meant to detail every eventuality, it is up to individual staff to decide whether their appearance is appropriate guided by the principles above. However, denim, flip flops and revealing clothes, such as clothes not

practical to the role, must be avoided. Tattoos should also be covered, as much as possible, and facial piercings should be discrete or covered. Extreme haircuts, including unnatural colours, are not permitted.

Conduct in Relation to Students

- The law recognises that staff act in loco parentis in respect of students in their care and must act in the role of parent in the school context. Through their actions staff must act in accordance with this duty of care to ensure at all times that the safety and welfare of pupils is accorded the highest priority. In this and other ways staff should always maintain standards of conduct which sustain their professional standing and that of the school.
- Interaction with students should always be appropriate to their age and gender. Staff should not touch pupils, however casually, in ways or on parts of the body that might be considered indecent, unnecessary or familiar, or use inappropriate language. Particular care may be necessary when supervising pupils in out of school activities.
- Members of staff should choose their words and language carefully, so they cannot be misconstrued or misinterpreted. Staff must not belittle, humiliate or make jokes at the expense of children.
- Teaching materials should be appropriate to the age and gender of pupils.
- When holding meetings with pupils on sensitive issues, staff should exercise proper professional judgement over the arrangements for the meeting. They should safeguard their own position by discussing issues and meeting arrangements with the DSL or Principal and ensuring that they remain visible to other school staff at all times. Specific arrangements are clearly set out in the Trust's overarching Staff Code of Conduct and Safeguarding appendix.
- Corporal punishment, defined as any intentional application of force as punishment, is illegal and may render a member of staff liable to criminal action as well as action under the Trust's disciplinary procedures. Corporal punishment includes any form of physical chastisement.
- Physical intervention will not constitute corporal punishment where its purpose is to avert an immediate danger of injury to, or an immediate danger to the property of, any person including a pupil. In such circumstances, the element of restraint should be the minimum necessary to prevent injury or remove the risk of harm.
- Where physical contact is necessary (e.g. in teaching PE), the pupil's permission will always be sought before contact takes place and the contact should be the minimum necessary for the purpose and comply with accepted good practice and as set out in the Trust's overarching Staff Code of Conduct and Safeguarding appendix.
- Following any incident where a member of staff has reason to believe that their actions may be open to misinterpretation, the Principal should be immediately notified.
- Staff must not allow unknown adults unsupervised access to children at any time.
- When working with pupils on a 1:1 basis, this should always be in a room with a glass door/window or with the door kept open and should be in a place where other staff regularly pass by.

PREVENT

- There is no place for extremist views of any kind at St. Andrew's, whether from internal sources – students, staff or Education Development Trust, or external sources - school community, external agencies or individuals.

- As a school, we recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for our students. We also recognise that if we fail to challenge extremist views we are failing to protect our students.

- Any prejudice, discrimination or extremist views, including derogatory language, displayed by students, staff, visitors or parents will always be challenged and where appropriate dealt with. Where misconduct by a teacher is proven the matter will be referred to the Teaching Regulation Agency for their consideration as to whether a Prohibition Order is warranted.

Fundamental British Values

- Staff have the responsibility to actively promote the fundamental British values and challenge opinions or behaviours in school that are contrary to the fundamental British values of:
- Democracy
- The rule of law
- Individual liberty
- Mutual respect
- Tolerance of those with different faiths and beliefs

Female Genital Mutilation (FGM)

- FGM is abuse that encompasses all procedures involved in the partial or total removal of female external genitalia and is illegal in the United Kingdom. Whilst all staff should speak to the DSL (or Deputy DSL) with regard to any concerns about FGM, there is a specific legal duty on teachers under the FGM Act (2003) to report FGM. If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have carried out on a girl under the age of 18, it is mandatory that the teacher must report this to the police using the telephone number 101.

Transporting Students

- In certain situations e.g. out of school activities, staff may agree to transport students. Wherever possible and practicable transport should be provided other than in private vehicles, with at least one adult additional to the driver acting as an escort. Adults should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They must ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded. The staff member must have a current driving licence, valid business insurance on their car and another staff member must be present in the car. Prior to driving any pupil by private or school transport, staff must follow the procedure set out in the Safe Driving at Work Policy.
- Members of staff are not permitted to convey pupils by car unless there is prior consent from the Principal.

Educational Visits and School Clubs

- Staff should take particular care when supervising students in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Staff remain in a position of trust and the same standards of professional conduct apply. Staff must refer to the Educational Visits Policy.

Visitors

- All visiting speakers are checked as suitable (whether invited by staff or pupils) and supervised at all times

Social Networking

- Staff must always consider carefully any action they take when engaging in social media activities. Staff must not engage in any social media activity 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 or Education Development Trust.
- Staff must not accept friend invitations or become friends with any student of St. Andrew's School (including former pupils). Personal Facebook accounts and similar should not be used to discuss any matters pertaining to your professional role. When using any social media platform e.g. Facebook, Instagram, both your personal and professional account, you must not follow the social media accounts of parents or students.

<u>Media Contact:</u>

- Do not talk about St. Andrew's/work
- Avoid using an identifiable personal photograph for any social media profile pictures
- Do not bring St. Andrew's or the Trust into disrepute
- Teacher-pupil contact is prohibited and subject to disciplinary proceedings under gross misconduct
- Friending of pupils on all social media platforms is prohibited
- The sharing of photos with pupils or past pupils is prohibited
- Ensure privacy settings on all social media accounts are set to the maximum level
- Avoid public posts, blogs and comments online
- E-mailing a pupil using a private e-mail address is prohibited. Should email contact be required, use only the school based e-mail addresses and ensure parents are also included in emails
- Contacting a pupil using instant messaging is prohibited and subject to disciplinary proceedings under gross misconduct

Technology

- Many school activities involve recording images. These may be undertaken as part of the curriculum, extra school activities, for publicity, or to celebrate achievement.
- An image of a child is personal data and it is, therefore, a requirement under the Data Protection Act that consent is obtained from the parent of a child for any images made such as those used for school web sites, productions or other purposes.
- Staff must ensure that images are not stored on any personal equipment or shared beyond the purposes for which the school has signed parental consent for

- Only school equipment should be used for school photography and videography

Personal Mobiles

- Employees are not permitted to make/receive calls/texts during work time where children are present
- Mobile phones must be stored in a locker or locked drawer.
- Staff are not permitted to use recording equipment on their mobile phones during working hours.
- Staff must not take photos or videos of children using their personal mobile phone or other personal equipment.
- Personal mobile numbers should not be shared with pupils.

Meeting Pupils Outside of School (Including Home Visits)

- All work with pupils and parents should usually be undertaken in school. There are however occasions, in response to an urgent, planned or specific situation or job role, where it is necessary to make one-off or regular home visits.
- During a home visit, you should:
    - Discuss the purpose of any visit with the Principal and adhere to any agreed work plan
    - Where there is insufficient information to complete a risk assessment, ensure that you are accompanied by a colleague
    - Avoid unannounced visits. Where it is considered that there is a potential risk of harm to a child, the police should be called to conduct a check. It is not for school staff to do so.
    - Always have a mobile telephone and emergency contact details so that the school can reach you whilst you are on any approved home visit.

Supervision of Changing Rooms

- PE, Games or other changing supervision needs to be visible and protective but also non-intrusive and discreet. There must be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur.
- When it is not possible for more than one member of staff to be in attendance, staff need to be particularly alert to the potential hazards of being the sole member of staff in charge of changing. At such times, a member of staff should ensure that a group of children are present and should avoid being alone in the changing room with an individual child

Intimate Care

- There may be occasions when a member of staff needs to undertake personal care tasks with children but particularly those who work in the EYFS. Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. In such circumstances staff must follow the guidelines set out in the 'Changing a Child or Taking a Pre-School Child to the Toilet' procedure

Sexual Contact with Children and Young People and Abuse of Trust

- Any sexual behaviour, whether homosexual or heterosexual, by a member of staff, volunteer or governor with or towards a child or young person is illegal. Children and

young people are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether there is consent or not. All adults working in the school who have contact with pupils are in positions of trust. The Sexual Offences (Amendment) Act 2000 specifically established a criminal offence of the abuse of trust in relation to teachers and others who are in relationship of trust with 16 -18 year olds.

- There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child or young person and manipulate that relationship so that sexual abuse can take place. Staff and volunteers should be aware that conferring special attention without good reason or favouring a pupil has the potential to be construed as being part of a 'grooming' process, which is a criminal offence and is subject to the Trust's disciplinary procedure under gross misconduct and onward referrals to statutory agencies, including the Disclosure and Barring Service, and regarding teachers, the Teaching Regulation Agency.

- In general terms a staff member is expected to set and meet standards of behaviour for him/herself appropriate to 'the Trust' and his/her work. The Trust must act reasonably at all times in assessing, managing and responding to the conduct and capability of its staff. No definitive nor complete list can ever be given of precisely the behaviour expected of staff at all times, but the Code of Conduct and Disciplinary procedure are guides to the expected standards and working practices which if not met, are considered to be grounds for invoking the disciplinary procedures. Offences resulting from failure to meet acceptable standards are considered to fall into 2 broad categories, dependent on the severity of the problem, which then determines how the situation should be managed in relation to the disciplinary procedures. Examples set out below do not preclude issues, which may arise from a complaint made by anyone associated with the Trust (including, for example, a user of any of the Trust service).

Low Level Concerns

The safety and wellbeing of children at St. Andrew's is dependent on the vigilance of all our staff and their prompt communication to the DSL, Deputy DSLs or Principal of any concerns, no matter how small, about any conduct by an adult which causes you to doubt that adult's suitability to work with or have access to children. All references in this section to "adult" should be interpreted as meaning any adult (defined above) and any visitor, unless otherwise stated. The school is conscious of its duty of care to pupils and will always act, including if alerted to the possibility of abuse arising from situations or persons outside the school setting.

The notification and prompt handling of all concerns about adults, including those raised by individuals about themselves, is fundamental to safeguarding children. It helps to identify and prevent abuse and to protect adults against misunderstandings or misinterpretations. It also encourages openness, trust and transparency and it clarifies expected behaviours. Those raising concerns or reporting allegations in good faith will always be supported, and adults in respect of whom concerns, or allegations have been raised will not suffer any detriment unless the concern or allegation is found to be substantiated.

If you are concerned about the behaviour or actions of any adult, speak to the Principal, Director of Schools or Corporate Safeguarding Adviser.

Low-level Concern Procedure (including self-reporting)

The low-level concerns procedure is used when a staff member is concerned about another member of staff's approach towards children (or their own as a self-referral), and the whistle-blowing policy is used when a staff member is concerned about the way the school, via the DSL, is not handling a safeguarding concern about a pupil which has already been raised but has not been furthered as it should via the Local Authority.

The overarching aim of the school's procedure for dealing with low-level concerns is to facilitate a culture in which the clear values and expected behaviours which are set out in our Staff Code of Conduct are lived, constantly monitored, and reinforced by all staff. In particular, the intention of this policy is to:

- maintain a culture of openness, trust and transparency in which staff are confident and clear about expected behaviours of themselves and their colleagues, the delineation of boundaries and reporting lines;
- ensure staff feel empowered to raise any low-level concern, whether about their own or a colleague's behaviour, where that behaviour might be construed as falling short of the standards set out in our Staff Code of Conduct;
- provide for responsive, sensitive, and proportionate handling of such concerns when they are raised – maintaining on the one hand confidence that concerns when raised will be handled promptly and effectively whilst, on the other hand, protecting staff from false allegations or misunderstandings;
- help identify any weaknesses in the school's or Trust's safeguarding approach.

What is a low-level concern?

The term 'low-level' concern does not mean that it is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult acted in a way that:

• is inconsistent with the staff code of conduct, including inappropriate conduct outside of work and • does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

• being over friendly with children
• having favourites
• taking photographs of children on their mobile phone, contrary to school policy
• engaging with a child on a one-to-one basis in a secluded area or behind a closed door, or
• humiliating pupils.

Reporting a Low-Level Concern About Yourself

From time to time an individual may find him/herself in a situation which might appear compromising to others, or which could be misconstrued. Equally, an individual may for whatever reason have behaved in a manner which on reflection he/she considers falls below the standard set out in the Staff Code of Conduct. In these circumstances self-reporting is encouraged as it demonstrates both awareness of the expected behavioural standards and self-awareness as to the individual's own actions or how they could be perceived. As such, the school sees self-reporting of low-level concerns as an important means of maintaining a culture where everyone aspires to the highest standards of conduct and behaviour

Reporting a low-level concern about another adult

From time to time an individual may notice behaviour or actions in others which leave them concerned. These are behaviour or actions which fall short of a formal allegation of abuse. These tend to be behaviours which indicate that our Staff Code of Conduct has not been met. Any such concerns can be dealt with as a low-level concern.

How will a low-level concern be handled (including a self-report)?

Low-level concerns about a member of staff should be referred to the Principal. If there are low- level concerns about the Principal, these concerns should be referred to the Director of Schools.

Reports about supply staff and contractors will be reported to the agency/business so potential patterns of inappropriate behaviour are identified. When it has been raised by a third party, the Principal should collect as much evidence as possible by speaking where possible with that person who raised the concern (name noted and respecting wishes to remain anonymous as far as reasonably possible), to the individual involved and to any witnesses.

Reports of low-level concerns will be recorded in writing, with details of the concern, the context in which it rose, and the action taken.

If a pattern is identified, the course of action taken might be internal disciplinary procedures or referring to LADO. The Principal will consider whether wider cultural issues enabled the behaviour to occur and if policies need revision or training is needed to prevent such happening again. The rationale for all decisions taken must be recorded.

Should the DSL receive a report of low level concerns, they will discuss them with the Principal as soon as possible and in any event within 24 hours of becoming aware of it. The Principal will, in the first instance, satisfy themselves that it is a low-level concern and should not be reclassified as an allegation and dealt with under the appropriate procedure. The circumstances in which a low-level concern might be reclassified as an allegation are where:

- the threshold is met for an allegation (see dealing with allegations against staff above);
- there is a pattern of low-level concerns which collectively amount to an allegation, or
- there is other information which when taken into account leads to an allegation.

Where the Principal is in any doubt whatsoever, advice will be sought from the LADO, if necessary, on a no-names basis.

Having established that the concern is low-level, the DSL or principal, as appropriate, will discuss it with the individual who has raised it and will take any other steps to investigate it as necessary.
Most low-level concerns by their very nature are likely to be minor and will be dealt with by means of management guidance, training, etc.

The person to which the low-level concern relates should be informed of any concern raised about them once all risk has been identified and assessed.

What records will be kept?

Where a low-level concern has been communicated, or a self-report raised by an individual about themselves, a confidential record will be kept centrally on MyConcern which logs all low level concerns and will be retained until the staff member reaches normal pension age or ten years after if longer. This is necessary to enable any patterns to be identified. However, no record will be made of the concern on the individual's personnel file (and no mention made in job references) unless either:

- the concern (or group of concerns) has been reclassified as an allegation as above, or
- the concern (or group of concerns) is sufficiently serious to result in formal action under the school's grievance, capability, or disciplinary procedure.

Whistleblowing

- If a teacher or member of staff has concerns about the behaviour of another member of staff towards a pupil, he or she should report it at once to the Principal and in her absence, or where the concern relates to the Principal, to the Director of UK Independent Schools. Any concern will be thoroughly investigated under the school's whistleblowing procedures set out in the Whistleblowing Policy.

Disciplinary Proceedings

- The purpose of a disciplinary policy and procedure is to ensure the safe and effective operation of the whole business, including schools, and to promote fair treatment of individual employees. The disciplinary procedure is underpinned by legislation and regulatory requirements for school staff with regard to safeguarding-related allegations and issues.
- Education Development Trust's Disciplinary Policy and procedure set out the standards and conduct expected by all employees, and full details of misconduct and gross misconduct and the disciplinary procedure can be found in the corporate Disciplinary Policy and procedure.

Disqualification under the Childcare Act 2006

- Failure to make a disqualification declaration during employment, if applicable, is subject to disciplinary procedures. It is the responsibility of staff members to notify the school of any change in circumstances that could have an impact such as medical, disqualification etc. and an annual declaration must be completed.

Criminal Proceedings

- In the case of criminal proceedings involving a staff member of St Andrew's, the Trust reserves the right to consider the impact of such proceedings upon the safety of pupils, wider school community, and the reputation of the school and the Trust, and will take action accordingly, including suspension and disciplinary proceedings in line with the Trust's Disciplinary Policy and procedure.

Monitoring and Evaluation

- The Principal reviews this policy at least annually, and any issues with staff conduct are reported promptly via Education Development Trust's safeguarding reporting procedure, if the concern is safeguarding related and included in the Principal's regular report sheet for the Director of Schools at Education Development Trust.
- The Corporate Safeguarding advisor co-ordinates a response to all staff safeguarding concerns/allegations and the Director of UKIS advises on all non-safeguarding staff conduct.
- The Director of Schools at EdDevTrust reviews the Principal's report sheet and provides challenge during their regular 1-1 meetings.

- EdDevTrust will audit safeguarding activities throughout the year and subsequently prepare a report for the Corporate Safeguarding Committee and wider Trust Board.
- EdDevTrust's Corporate Safeguarding advisor will act as a point of escalation for any school staff safeguarding issues and retains responsibility for the management of all staff safeguarding concerns and allegations.

Related Documents and Policies

- Safeguarding and Child Protection Policy
- Global Safeguarding Policy
- Corporate Code of Conduct and safeguarding appendix
- Whistleblowing Policy
- IT Acceptable Use Policy
- Social Media Policy
- Disciplinary Policy and Procedure
- Conflict of Interest Policy
- Safe Driving at Work Policy
- Preventing Extremism and Radicalisation Policy
- Spiritual, Moral, Social, Cultural and Fundamental British Values Policy

Mrs E. Steinmann-Gilbert
Principal
St Andrew's School

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