


JFS Policies – Staff Code of Conduct – January 2025

Headteacher	Chair of Governing Board
	
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1. OVERVIEW

This code of conduct draws from the General Teaching Council's '*Code of Professional Values and Practice for School Staff*'. These in turn are reflected in the Teachers' Standards (**see Appendix 1**), section 2 of which applies to *all* staff at JFS. It details the Governing Body's expectations in relation to the conduct of all staff employed at the school. This code is intended to help ensure that the professional work of school staff is of the highest standards in supporting the progress and wellbeing of students in the widest sense. It is intended to help clarify the definition of professionalism.

Teaching and Non-Teaching staff inspire and lead young people, helping them achieve their potential as fulfilled individuals and productive members of society. Their role is vital and far-reaching, with the potential to enrich the opportunities that young people have in life. The primary purpose of staff within the school is to support the success and flourishing of students, and this is achieved through a complex network of interactions and relationships.

To ensure these outcomes, members of staff are required to work within a framework of relevant legislation, statutory guidance and school policies.

This policy clarifies what is expected in terms of professional behaviour and makes a clear statement about expected standards of conduct, it gives clear advice about what constitutes illegal behaviour and what might be considered as misconduct. It also describes safe practice and which behaviours should be avoided. This policy applies at all times.

There may be times when professional judgements are made in situations not covered by this policy, or which directly contravene the guidance given by their employer. It is expected that in these circumstances staff will always advise their senior colleagues of their justification for any such action already taken or proposed.

This policy should be read in conjunction with the Equal Opportunities and Equality Objectives Policy; Staff Equal Opportunities and Diversity Policy; Safeguarding and Child Protection Policy and Procedures; E-Safety Policy, Allegations of Abuse Against Staff, Medical Policy, Whistleblowing Policy, Behaviour Policy and the National Teaching Standards.

ALL STAFF ARE EXPECTED TO MAKE THEMSELVES FAMILIAR WITH, AND WORK WITHIN, THIS CODE OF CONDUCT AND THE CHILD PROTECTION AND SAFEGUARDING POLICY.

Failure to comply with this code of conduct, and other related school policies and procedures will result in disciplinary action. Such action will comply with the school Discipline Policy, and depending on the seriousness of the misdemeanour, can range from an informal discussion with a senior manager to the formal stages leading to dismissal set out in the Discipline policy.

2. General Principles

- The Code of Conduct for JFS is aimed at ensuring members of staff are able to work safely and securely, as a result of the guidance that they receive.
- The welfare of students is paramount.
- Members of staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Members of staff should work, and be seen to work in an open and transparent way.
- Members of staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident, which may give rise to concern.
- Records should be made of any such incident and of decisions made/further actions agreed.
- Staff should apply the same professional standards in keeping with the School's Equal Opportunities Policy and Staff Equal Opportunities and Diversity Policy.
- All members of staff should know the name of the School's Designated Safeguarding Lead and Deputy Safeguarding Lead. They should all be familiar with JFS safeguarding arrangements and-policies (E-Safety/Allegations of Abuse Against Staff) and understand their responsibilities to safeguard as well as protect students.
- Staff should be aware that breaches of the law and other professional guidelines and this code may result in criminal or disciplinary action being taken against them.
- Staff and managers should continually monitor and review practice to ensure that this guidance is followed.

3. Staff and the JFS School Ethos

- This policy aims to reflect our school's motto **ORAH VIYKAR** and its intention to ensure that in the same way students are expected to bring Light and Honour to JFS, so too, should all employees of JFS School regardless of their position.
- All staff are expected to support the school ethos regardless of their own particular views. They may be required to give logistical or behaviour management support to colleagues or visitors during Jewish activities but will not be required to lead on such activities unless they are a member of the Jewish Education team of the school. When supporting activities whether related to the Jewish ethos or other outside of their classroom (e.g. assemblies, guest speakers, visits etc.) it is not sufficient simply to be physically present in the room but staff should play an active role in ensuring high standards of student discipline and participation.

STAFF RESPONSIBILITIES:

All staff are expected to:

- Share **any** concerns they have about their own behaviour, or the behaviour of other staff, especially in relation to interactions with young people, or a particular student, with the appropriate person (DSL, line manager, member of the SLT).
- Share **any** concerns they have about the work and behaviour of students with the appropriate person (DSL, Form Tutor, line manager or member of the SLT).
- Where the concern relates to Child Protection and Safeguarding, to immediately follow the guidelines set out in the Safeguarding policy.
- Where a student discloses a matter that relates to Child Protection and Safeguarding to immediately carry out the guidelines set out in the Child Protection and Safeguarding policy.
 - Noting it is an offence for anyone aged 18 or over, in a position of trust, to have sexual intercourse or engage in any sexual activity with a person aged 17 or less. [Sexual Offences (Amendment) Act(2000)]. However, the school considers all such behaviour to be gross misconduct in relation to any student on roll even if they are over the age of 17. **A student in year 13 remains on roll until 31 August of their graduating year.**
 - Attempt to resolve concerns they have about a colleague's work or behaviour - other than matters pertaining to Child Protection and Safeguarding - informally.
 - Where a concern about a colleague's work or behaviour has not been resolved informally, to follow the formal process set out in the Grievance policy.
 - Where the concern relates to a parent to inform the appropriate person (DSL, Head of Year, line manager).

4. IN GENERAL

All staff are expected to:

- Act as role models to students by respecting and supporting the school ethos as outlined in section 3 of this policy both through speech and their actions.
- Adhere to, support and actively implement the school's guidance on British Values.
- Promote a positive working environment where all are protected and safe, and are encouraged to make an outstanding contribution to the School.
- Promote a working environment where all can thrive both professionally and personally.
- Commit to resolving any work place concerns in the first instance through informal means with a focus on a positive outcome for all parties involved.
- Maintain high standards of attendance and punctuality including being ready to teach for a prompt 8.30am start. Staff should remain on site until 3.15pm even if they do not teach period 5. Non- teaching staff should adhere to the timings of their contract. The end of the work day on Fridays for all staff is the same.
- Be properly prepared for, and fulfil their duties.
- Treat each other, and every student, parent, visitor and professional contact with dignity and respect at all times.
- Challenge racist, homophobic or sexist behaviour and or remarks that can be construed as racist, homophobic or sexist, or condoning stereotyping.
- Be alert to and aware of what we say in front of students and other staff including never using inappropriate or offensive language in school.
- Challenge denigration of a student or another member of staff.
- Challenge personal comments that demean, humiliate, or 'scapegoat' others, or might be interpreted as such.
- Ensure they never use their position to intimidate, bully, humiliate, threaten, coerce or undermine colleagues, students, parents or visitors.
- Promote the school's reputation in what they say and do – this includes to both during and out of school hours.
- Discuss any areas they find in need of development with their line manager or member of the SLT.
- Manage their time so that all their duties are performed diligently and punctually.
- Provide information requested by the SLT by the given deadline.
- Attend all planned staff meetings and INSET unless absence has been agreed in advance (at least one day) with the Headteacher or line manager.

- Know and follow school policy.
- Respond promptly to concerns and complaints with due regard for school policy.
- Challenge students who are not compliant with school rules and regulations.

5. POSITION OF TRUST AND PROFESSIONAL BOUNDARIES

All staff must:

- Respect the position of trust invested in them in relation to the students in their care.
- Differentiate between professional and social relationships with parents and ensure that clear boundaries are maintained in this regard at all times. (The school acknowledges that due to the communal nature of the school some staff may have genuine friendships and social contact with parents of students. However, these must remain independent of the professional relationship).

All staff are expected to:

- Ensure clear professional boundaries to avoid risk to themselves and the students in their care. This includes:
 - a. making sure feelings do not interfere with professional relationships,
 - b. being consistent,
 - c. maintaining the highest levels of professionalism at all times in every circumstance,
 - d. avoiding behaviour that could be misinterpreted by others. This includes behaviour that would lead to questions about their suitability to work with children and young people, and to act as a role model,
 - e. adhering to all aspects of the Safeguarding Policy pertaining to student interaction at all times both in and out of school.
- Report any incident/action that makes them feel uncomfortable or is open to misrepresentation.
- Accept and recognise that the relationship between adults and children and young people is not equal and should never be exploited for personal gain or gratification.
- Never use their position to gain access to information for their own or other's advantage.
- Never use their position to intimidate, bully, humiliate, threaten, coerce or undermine children or young people or other staff.

- Never use their status to form or promote inappropriate relationships, including of a sexual nature, or which may become so.
- Recognise that some children need them to establish with clarity where professional boundaries lie.
- Never buy goods from students unless this has been approved by the Headteacher or Deputy Headteacher e.g. to raise money for charity.
- Never take, publish or display video images or photographs of students without permission from the student's parents, or the approval of the Headteacher where the image is already in use by the school.
- Ensure they do not have open access accounts on social networking sites.
- Refrain from engaging with parents on social media on matters relating to JFS.
- Only communicate with students via their school email focusing only on school related matters and ensuring that such communications do not develop into conversations of a personal nature.
- Never share personal contact details with students.
- Use their discretion when communicating with former students.
- Never accept gifts from parents or students of a significant value or on a regular basis to avoid being at risk of giving or receiving a bribe.
- Declare any gift received exceeding the value of £100 to the Headteacher.
- Never give personal gifts to students and only offer rewards in line with the school rewards system.
- Never privately tutor a student of JFS School for payment or for receipt of gifts/services. If a private arrangement is already in place when a student and/or staff member joins the school, the Headteacher should be informed in order to give their express permission.
- Adhere to GDPR regulations regarding personal data and information of colleagues, students and parents.
- Adhere to the JCQ guidelines and regulations for all public examinations.

6. RESPONSIBILITIES FOR SAFEGUARDING AND CHILD PROTECTION

All staff have a duty to safeguard students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect
- extremism and radicalisation

The duty to safeguard students includes the duty to report concerns about a student to one of the school's Designated Senior Leaders (DSLs) for Child Protection. Training is given on this, including the Prevent Strategy, annually in September or on joining the school mid-year. Full details of the school's policy and practice in this area are in the Child Protection Policy which all staff are required to follow in full.

7. PHYSICAL CONTACT

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible in the school's incident book and, if appropriate, a copy placed on the child's file.

This means that adults should:

- be aware that even well-intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described
- never touch a child in a way which may be considered indecent
- always be prepared to explain actions and accept that all physical contact be open to scrutiny
- never indulge in horseplay, tickling or fun fights
- never touch a child in affection or anger.

Physical Education and other activities which require physical contact

Some staff, for example, those who teach PE and games, or who offer music tuition, will on occasion have to initiate physical contact with pupils in order to support a child so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

This means that adults should:

- consider alternatives, where it is anticipated that a pupil might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable pupil in the demonstration
- always explain to a pupil the reason why contact is necessary and what form that contact will take.

Use of force

The Legal Framework

- Section 93 of the Education and Inspections Act 2006 permits school staff to use reasonable force (on school premises or on a school activity off-site) to prevent a student from doing, or continuing to do, any of the following:
- Committing any offence (or, for a student under the age of criminal responsibility, what would be an offence to an older student);
- Causing personal injury, or damage to the property of, any person (including the student him/herself);
- Prejudicing the maintenance of good order and discipline at the school or among any students

receiving education at the school, whether during a teaching session or otherwise.

The DfE guidance 'The Use of Force to Control or Restrain Students' explicitly notes (section 35) that types of force legitimately used could include:

- Passive physical contact resulting from standing between students or blocking a student's path;
- Active physical contact such as:
- Leading a student by the hand or arm;
- Ushering a student away by placing a hand in the centre of the back;
- In more extreme circumstances, using appropriate restrictive holds, which may require specific expertise of training.

JFS-specific guidance on Procedures for use of reasonable force or searching students

7.1 (See Appendices 2 and 3)

As there is no legal definition on what constitutes 'reasonable force' and each circumstance must be judged on its merit, JFS staff members are encouraged to avoid any contact with students or staff at any time (including pats on the back) wherever possible, other than

- where it is appropriate for curriculum delivery (e.g. in a Dance or PE activity) in particular circumstances, in which case the consent of the student should be publicly obtained;
- to prevent harm.

The guidance in appendices 2 and 3 of this policy outline how, when and by whom use of reasonable force or search of a student may be carried out.

8. SPORTING AND INFORMAL EDUCATION ACTIVITIES, SCHOOL VISITS AND TRIPS

Staff must be aware that:

- Coaching must follow the professional codes of practice relating to that sport as prescribed by the National Governing Bodies of Sport.
- When helping students into safety equipment they must ensure students do as much as possible for themselves. When checking safety equipment has been applied correctly by the student staff must avoid unnecessary physical contact.
- Risk assessments must be completed and agreed with the Assistant Headteacher who is responsible for Educational Visits.
- Students must never be left unsupervised.
- Hugging a student is not acceptable behaviour by a member of staff either when greeting, congratulating or comforting, except in exceptional circumstances, and never when alone with the student in a closed room.
- Spontaneous physical contact by a student needs to be handled with sensitivity however the member of staff must not leave themselves open to misinterpretation. The member of staff must disengage themselves as soon as possible and if necessary initiate a discussion about appropriate boundaries.
- Students with special needs must be treated in accordance with their EHC Plans.
- Informal Education activities must never be used to initiate relationships or forms of communication with students which contravene school policy and the code of conduct.

- All visits and trips must comply with the Educational Visits Policy

9. USE OF PERSONAL TRANSPORT

All staff must:

- Not invite students to use their personal transport, except in an emergency, and with the Headteacher's permission.
- Not be alone with a student in any vehicle, except in an emergency and with the permission of the parent. Driver and car must be insured for business use, approved by the school.
- Only use personal transport for students on school trips when permission has been given by the Deputy Headteacher or Assistant Headteacher who is responsible for Educational Visits or the Headteacher. Driver and car must be insured for business use, approved by the school.
- Only use personal transport to bring a student to hospital, as a last resort (where an ambulance/parent is not available) and in an emergency. Parents must be informed of the emergency first if possible and asked to bring their child to hospital. If this is not possible then a member of staff must be present when the child is brought to hospital and must stay with the student until the parent arrives at the hospital. [Note: The child/patient becomes the responsibility of the Health Service on arrival at the hospital]. Driver and car must be insured for business use, approved by the school. Where a child is on a residential trip overseas they must be accompanied to hospital by a member of staff who should remain with them until further arrangements are made. Member of staff includes a 'madrich' who is DBS checked and over 18 years old.
- Never give 'lifts' to students outside work situations, unless permission has been received from the parents authorising this, or where the student is an immediate relative of the driver as in rotas for school.

10. STAFF DRESS AND APPEARANCE (See Appendix 4)

- Being role models includes the need to maintain a smart, professional appearance in keeping with the school's high expectations. It is expected at JFS that all staff dress appropriately in the context of being a professional in a formal, high-achieving, aspirational environment.
- It is important to wear clothing that maintains dignity and that does not cause embarrassment to students and colleagues. All members of staff can expect to come into contact with other professionals and they should always be ready to join in professional conversations, including being in suitable clothing.

11. INTEGRITY AND HONESTY

- Members of staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money, the use of school property and facilities including the internet and email. Detailed guidance on the use of technology is contained in the ICT Acceptable Use Agreement for Staff, which all must sign before commencing employment. They need to respect the rights of other people to equal opportunities and to dignity at work. They must respect confidentiality where appropriate. Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

12. PROFESSIONAL DEVELOPMENT

- Members of staff should understand that maintaining and developing their skills, knowledge and expertise is vital to achieving success. They should take responsibility for their own continuing professional development, through the opportunities available to them, to make sure that students receive the best and most relevant education. They should continually reflect on their own practice, improve their skills, deepen their knowledge and seek to adapt their practice appropriately to take

account of new findings, ideas and technologies. All members of staff should support their colleagues in maintaining the highest professional standards: they must be fully committed to sharing expertise and insights in the interests of students, and always open to learning from colleagues.

13. WHISTLEBLOWING

- Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Please refer to the school Whistleblowing Policy.
- Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior leadership and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.

14. PERSONAL CONDUCT

All staff are expected to:

- Adopt high standards of personal conduct to help to maintain public confidence in adults working with children and young people, and in their ability to protect and safeguard the welfare and interests of children and young people. Misuse of drugs, alcohol, and acts of violence by adults in a position of trust are examples of behaviour that damages confidence and impacts on work with children and young people. Staff may not drink alcohol during or leading up to working hours or at any time during educational trips or visits.
- Use sound judgement about personal conduct outside the work setting and never bring the school into disrepute by their behaviour. This covers relevant criminal offences, such as violence or sexual misconduct as well as negative comments about the school on social media or to the press.

Be aware that:

- There are no circumstances that justify adults possessing indecent images of children. Adults who access and or possess links to such web sites will be viewed as a significant and potential threat to children and will be subject to criminal investigation. Accessing, making and storing indecent images of children is illegal. Any individual proven to be so doing will be barred from working with children and young people.
- Staff and any adult with access to school equipment must not use it to access pornography. Personal equipment containing pornographic images or links to them must not be brought into the school workplace. Such behaviour will lead to disciplinary action, and a report to the relevant authorities.
- Smoking or vaping is not permitted on school premises, in vehicles parked within the school grounds, or in the company of young people.
- Report any incident/action that makes them feel uncomfortable or is open to misrepresentation.

15. STAFF SOCIAL MEDIA USE

- Ensure that all staff maintain appropriate online behaviour and uphold professional standards that align with the values and safeguarding commitments of JFS. It applies to all staff using personal or professional social media accounts, whether private or public, and regardless of the size of their following.
- Staff are representatives of the school and should uphold its values in all online interactions.
- Avoid posting content that could bring the school into disrepute or conflict with its ethos.
- Do not share or discuss confidential information about students, staff, or the school.

- Avoid engaging in discussions or sharing opinions that could harm professional relationships or the reputation of the school.
 - Do not use social media to air grievances related to the workplace; follow the appropriate internal channels for raising concerns.
 - It is strongly advised to keep personal accounts private and review privacy settings regularly.
 - Use strong passwords and, where possible, two-factor authentication to secure accounts.
 - Do not accept friend requests or follow students on personal accounts, nor engage in direct messaging with students.
 - If a student attempts to contact or engage with you online, redirect them to appropriate school channels and report to the DSL. This includes contact from a student's personal email instead of a school email.
 - Maintain a clear distinction between professional and personal accounts.
- As a community school where staff may have children, family members, or close connections at the school, it is essential to exercise additional caution:
- Be mindful of the potential for shared or tagged posts or comments to be visible to friends of friends, which may include students, parents, or other members of the school community.
 - Avoid posting personal or sensitive content that could inadvertently expose private aspects of your life to students or their families.
 - Regularly review privacy settings and tagged posts to ensure your account remains secure and appropriate for your professional role.
 - Be cautious of interacting with or acknowledging students, parents, or school community members on social media, even if they are connected through mutual family or social ties.
 - If in doubt about whether a post or interaction is appropriate, seek advice from the Designated Safeguarding Lead or Head teacher.
- For staff with public accounts or large followings:
- All content must be appropriate, professional, and suitable for a public audience.
 - Do not post or share content involving students, even if unintentional or in the background.
 - Avoid filming while on school premises if students are present.
 - Avoid posting anything that identifies the school, including its name, logo, uniforms, or other identifiable information.
 - No interaction with students or former students under 18 via public accounts.
 - If a student attempts to contact or engage with you online, redirect them to appropriate school channels and report to the DSL.
 - Consider how content reflects on your role at the school and ensure it aligns with the school's values.
 - Refrain from engaging in or promoting content that could be seen as controversial, divisive, or contrary to the school's ethos, particularly in areas such as politics, religion, or social issues.
- Any safeguarding concerns or incidents arising from social media use must be reported to the Designated Safeguarding Lead or Headteacher immediately. While personal accounts are not routinely monitored, any breach of this policy brought to the school's attention may result in investigation and appropriate action in line with
- the staff code of conduct.

Appendix 1: Extract from the Teachers' Standards

<https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00066-2011>

Preamble

Teachers make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge; keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their students.

Part 2: Personal and Professional Conduct Standards

The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career

2.1. Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- a) Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- b) Having regard to the need to safeguard students' well-being, in accordance with statutory provisions.
- c) Showing tolerance of and respect for the rights of others.
- d) Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- e) Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.

2.2. Teachers must have a proper and professional regard for the ethos, policies and practice of the school in which they teach, and maintain high standards in their own attendance and punctuality.

2.3 Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Appendix 2

Use of reasonable force guidelines

JFS is an modern orthodox Jewish community school. Due to the school's ethos and the family nature of the school, occasions that staff need to consider these guidelines are minimal. However there are occasions when you may need to step in.

These guidelines are designed to help all teaching and learning support staff to understand what you should do on those rare occasions.

These guidelines have been written in order to

- protect staff and students
- prevent serious breaches of school discipline
- prevent serious damage to property

What is reasonable force?

- the term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with students
- force is usually used either to control or restrain
- control can be either by passive contact such as standing between students or blocking a student's path or by active contact such as leading a student by the arm away from a situation.
- restrain means to hold back physically or to bring a student under control. It is typically used in more extreme circumstances, for example, when two students are fighting and refuse to separate without physical intervention.
- 'reasonable in the circumstances' means using no more force than is needed.
- school staff should always try to avoid acting in a way that might cause injury to themselves or others.

Minimising the need to use force

- In most circumstances, if students' actions are putting themselves or others at risk, it is preferable to move staff and, students away. If possible, remove potential hazards that may cause further harm and to call the duty teacher for support.

Deciding when to use force

Staff can use force as is reasonable in the circumstances to prevent a student from causing

- personal injury
- damage to property

Using force

- staff should act in a calm and measured manner. They should not give the impression of acting out of anger or frustration
- force should cease quickly
- when using reasonable force, one must take proper account of any special need and/or disability that a student might have
- where possible it is best to avoid restraining a student
- if restraint is used, always avoid touching or restraining in such a way that could be interpreted as sexually inappropriate conduct
- sometimes, physical contact may be proper or necessary – such as sport and first aid

Recording and reporting incidents

- please record any incidents where force or restraint has been used via email and on the school MIS
- please ask witnesses to write a statement for the record
- please inform a senior leader of any incident and let them know if you require any further support

Appendix 3

Searches without consent

Only staff members authorised by the Headteacher may carry out searches without consent. An SLT member must be present to search a student, unless there is an immediate risk of harm. A member of staff of the same identified gender as the student will carry out the search unless there is an immediate risk of harm. Where an item prohibited by the school's behaviour policy is seized as the result of a search and it is an electronic device such as a mobile telephone, the member of staff who seized the item may inspect the data on it, if he/she thinks that there is a good reason to do so. For this purpose, the member of staff has a good reason if he/she reasonably suspects that the data or file on the device in question has been or could be used to cause harm, to disrupt teaching or break the school rules.

JFS also reserves the right to inspect data on any electronic device which is confiscated by a member of staff. The school is entitled to retain the device if it contains material which has been or could be used to cause harm to disrupt teaching or break the school rules.

School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline. Confiscated items will be logged and handed to the Headteacher.

Members of staff can use reasonable force, given the circumstances, when conducting a search for:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers, e-cigarettes and related paraphernalia
- fireworks
- pornographic images
- articles that have been or could be used to commit an offence or cause harm or anything banned in the school rules

Searches with consent

JFS staff may search students with their consent for any item. A student's possessions can only be searched in the presence of the student and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

Extent of search

The person conducting the search may not request the student to remove any clothing other than outer clothing. 'Outer clothing' means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear but 'outer clothing' includes coats, blazers, hats; shoes; boots; gloves and scarves. Student's may not be asked to reveal or touch any underwear. 'Possessions' means any goods over which the student has or appears to have control – this includes bags and lockers. All searches will be carried out in the presence of two members of staff for safeguarding purposes.

The person conducting the search should avoid all physical contact with the student, rather encourage the student to empty their own pockets etc.

If there is a suspicion that an item is being hidden within a student's underwear, then please call for further assistance from the Headteacher or someone designated by the Headteacher.

Appendix 4

Staff Dress Code

Dress and Appearance

JFS Staff must dress professionally, modestly, look smart and in a manner that demonstrates respect for the Jewish ethos of the school. This includes ensuring that shoulders are covered at all times of the year and that skirts or dresses are knee length. It is the school's preference that Jewish male staff wear a kippa when at work.

The expected standard for staff when at work is formal office attire.

All staff must model the high expectations of uniform and attire we have for students.

Piercings (apart from earrings) and tattoos should not be visible where possible (unless these are part of religious or traditional customs)

Clothing must be absent of political or otherwise contentious slogans.

Footwear must be appropriate and safe for the work environment.

The following items of clothing are considered to not meet the professional standard of dress expected of staff:

- Denim clothing and jeans
- See through clothing
- Excessively high heeled shoes, high heeled boots and flip flops.
- Trainers
- Hoodies

Exceptions to the dress code: Staff who are required to dress in a particular way for the purposes of their role and for the health and safety of the work they undertake may dress accordingly e.g. PE teachers and technicians

