

I have read, understand and agree to follow Part 1 and Annex B (or Annex A*, if appropriate) – ‘Keeping Children Safe in Education’ September 2025 and understand my safeguarding role and responsibilities, and any other parts of the document relevant to my job role.

I have read, understand and agree to follow the school’s current Safeguarding and Child Protection Policy and Procedures and understand my duty to safeguard and promote the wellbeing of children and young people.

I know which member of staff is the designated safeguarding lead (DSL) and the deputy DSL/s within school and where I can locate them.

I have participated in annual safeguarding training which includes online safety and I know that it is my responsibility to seek further guidance from the DSL if there is anything I do not fully understand.

I am aware of, understand, and agree to follow the procedure for **immediately** reporting a child protection or safeguarding concern, and I must report any child protection and safeguarding concern to the DSL.

I am aware I must record any safeguarding concern or technical concerns around filtering and monitoring on CPOMS.

I have read, understand and agree to follow the school’s current staff Code of Conduct/Staff Behaviour Policy (which applies to my conduct inside and outside of work) and will act in a manner which will maintain public confidence and integrity.

I am aware that if I have any concerns about other staff, third party workers, supply staff or volunteers, including low-level concerns, I must report them and who I must report them to.

I have read, understand and agree to follow the school’s current Whistleblowing Policy. I am aware of the NSPCC national Whistleblowing helpline if there are any concerns I do not feel I can raise with school directly.

I know who is the school’s Chair of Governors/Trustees and the school’s/trust’s Link Safeguarding Lead and how to contact them if I have a concern.

I have read, understand and agree to follow the school’s current Behaviour Policy and Anti-Bullying Policy (which includes measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying).

I will check my emails at least daily for any safeguarding updates and CPOMS alerts and ensure I read all CPOMS incidents which I am alerted to and respond and record any appropriate actions

I will notify the headteacher or relevant person of any criminal conviction, police investigation, caution, arrest or bind-over I acquire, if I become subject to a Disclosure and Barring Services barring direction, if I am subject to any investigation by the Children’s Social Care, if I become disqualified from working in childcare under the Childcare Act 2006 (and 2018 Regulations) or I am issued with a sanction or restriction by any relevant professional regulatory body.

I have read, understand and agree to follow the school’s current Children Missing Education guidance.

I am aware of the mandatory reporting for concerns in relation to Female Genital Mutilation.

I have read the schools e-safety policy.

Acceptable Use Agreement for Staff

IT and the related technologies such as e-mail, the Internet and mobile devices form part of our daily life within school. To ensure that all adults within the school setting are aware of their responsibilities when using any form of IT all staff must sign this Acceptable Use Agreement and adhere to its content at all times. This is to ensure staff provide positive role models to pupils for the safe and responsible use of online technologies and also safeguard themselves from any potential allegations or inadvertent misuse.

- I know that I should only use the school equipment in an appropriate manner and for professional use in accordance with the e-Safety Policy
- I know, understand and agree to follow the Filtering & Monitoring policy. I understand that the School uses Smoothwall to filter and monitor internet use
- I will not give out personal information (mobile phone number, personal e-mail address etc.) to pupils or parents
- I will only use the approved, secure e-mail system (name@archbishop.newcastle.sch.uk) for any school business
- I know that I should complete virus checks on my laptop, memory stick and other portable devices so that I do not inadvertently transfer viruses onto the school network or other IT equipment
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- USB sticks are only used for generic documents such as resource templates. I will not store any documents with parent/pupil names or personal pupil/parent data on USB sticks or external hard drives
- I will ensure school data is stored securely and used appropriately in accordance with school and other relevant policies
- I will not work in places where people can see personal parent/pupil data
- I will ensure that the screen is locked when I am away from the computer/laptop/iPad
- I will report any accidental misuse of school IT, or accidental access to inappropriate material, to the Head teacher immediately
- I will not connect any personal device (laptop, digital camera, mobile phone etc.), to the school network without authorisation from the Headteacher
- I will respect copyright and intellectual property laws
- I understand that all my use of the Internet and other related technologies can be monitored and logged and made available to the Head teacher
- I will ensure that my online activity, both in and outside school, will not bring myself or the school into disrepute (this includes postings on social networking sites and apps e.g. Facebook, Twitter, Instagram)

I have read, understood and agree to this code of conduct. I will support the safe and secure use of IT throughout the school. I am aware I may face disciplinary action if I fail to adhere to it.