

Barton Seagrave Primary School

Code of Conduct for Staff and Volunteers

2025-2026



Barton Seagrave Primary School Code of Conduct for Staff and Volunteers

In this document, “staff” includes both paid staff and volunteers. The Headteacher, Senior Leadership Team are responsible for ensuring all staff in the school are made aware of, and adhere to, the Code of Conduct and for providing support and encouragement to ensure staff maintain the highest standards of integrity, honesty, accountability and openness. All staff are responsible for reading and adhering to the Code of Conduct and for reflecting on their own conduct and practice ensuring they meet the standards required of them. This code provides clear guidance on what is acceptable conduct and what is not for staff working at the school. The Code of Conduct does not cover every eventuality.

1. Basic principles

- The welfare of the child always comes first.
- Staff are responsible for their own behaviour and should avoid any conduct, which would lead a reasonable person to question their motivation.
- Staff should work, and be seen to work, in an open and transparent way.
- Staff should discuss and/or take advice promptly from the Head Teacher 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 regardless of gender or sexuality.
- All staff should know that the Head Teacher, the Deputy Head Teacher and the Family Support Worker are their designated safeguarding leaders (DSL's) for child protection, be familiar with the school's child protection arrangements and understand their responsibilities to safeguard and protect children.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.
- All staff will be expected to sign that they have read and will abide by the principles set out below.

2. Duty of Care

All staff have a duty to keep children safe and to protect them from physical and emotional harm. This duty is, in part, exercised through the development of respectful, caring and professional relationships between staff and pupils and behaviour by staff that shows integrity, maturity and good judgement. All staff and volunteers are expected to read the DFE publication Keeping Children Safe in Education (2024).

3. Exercise of Professional Judgement

There may be times when staff have to make decisions or take action in the best interests of the child which could contravene this guidance or where no guidance exists. Staff are expected to make judgements about their behaviour which is in the best interests and welfare of the children in their charge and in so doing, will be seen to be acting reasonably.

4. Power and Positions of Trust

All adults working with children in school are in positions of authority and therefore are in positions of trust in relation to those children. A relationship between a member of staff and a pupil cannot be a relationship of equals. Staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

5. Confidentiality

Staff must treat information they receive about children in a discreet and confidential manner. If staff are in doubt about sharing information they hold of which has been requested, they should seek advice from the Head Teacher or other senior staff. (If abuse is alleged or suspected, then staff have a duty to speak to the Head Teacher).

Staff must not disclose information about the school or its pupils on social networking sites or such similar sites. Inappropriate disclosure of information may be dealt with under the disciplinary procedure.

6. Propriety and Behaviour

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children.

Staff are expected to demonstrate consistently high standards of personal and professional conduct such that public confidence in their integrity is sustained.

Staff will:

- Have proper and professional regard for the ethos, policies and practices of the school.
- Maintain high standards in their attendance and punctuality.
- Take care of themselves and others affected by their activity at school.
- Cooperate with school leaders in meeting their duties under the relevant regulations.
- Treat pupils, parents, colleagues and external contacts with dignity and respect.
- Observe proper boundaries appropriate to their professional position, showing tolerance of and respect for the rights of others.
- Inform the Headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.
- Be aware that professional behaviour and conduct is expected to be extended to extracurricular trips and visits.
- Act appropriately in terms of the views they express – in particular, political views – and the use of school resources at all times.

Staff will not:

- Use foul or abusive language.
- Perpetrate discrimination, bullying, harassment, or intimidation, including physical, sexual and verbal abuse.
- Misuse or misrepresent their position, qualifications, or experience.

- Seek to bring the school into disrepute.
- Use school resources for political purposes.

7. Dress and Appearance

Staff's dress and appearance are matters of personal choice and self-expression. However, staff should wear clothing, which promotes a positive and professional image and is appropriate to their role. This means no jeans. Trainers and tracksuits should only be worn on morning or afternoon where you are teaching PE, and for these lessons jewellery should be removed and long hair tied back. Clothes should be modest so as not to cause offence, for example logos that could cause offence, very low-cut tops or exceptionally short dresses, skirts or shorts should not be worn. Foot wear should be appropriate and should allow you to move around the school, classrooms and children safely. Personal protective equipment and appropriate clothing must be worn where required for example for maintaining the site or in the kitchen area.

8. Smoking, e-cigarettes, alcohol, and other substances

Staff will not smoke or vape on, or within the school premises and whenever in the sight of pupils, parents or visitors. Staff will not smoke or vape whilst working with or supervising pupils off-site, such as when on educational visits and trips. Staff will report for work and remain in a condition to perform their duties free from the effects of drugs, alcohol or any other substances that may hinder judgement and cause changes in behaviour; this does not include over-the-counter painkillers such as paracetamol.

Additionally, staff are prohibited from smoking, vaping, or consuming alcohol while on school premises or in the sight of pupils, parents, or visitors, including during off-site activities such as educational trips.

9. Gifts

There are occasions when children or parents wish to pass on small tokens of appreciation to staff, e.g. at the end of the school year and this is acceptable. It is unacceptable to receive gifts on a regular basis or of any significant value. Any gifts to individual children will be part of an agreed reward system. Gifts from staff to children will be given equally and will be of insignificant value.

10. Infatuations

Staff should report any indications that a pupil may be infatuated with a member of staff.

11. Social Contact

Staff should not try to establish social contact with pupils for the purpose of friendship or to strengthen a relationship. Any planned social contact with pupils should be approved by the Head Teacher. Staff should not give pupils their personal details (e.g. telephone numbers, Facebook etc). Staff should report and record any

situation, which they feel, might compromise the school or their own professional standing. Staff who use social networking sites on the internet should manage their accounts in such a way that personal information is not available to pupils or their families.

12. Physical Contact

There are occasions (including supporting children with SEN) 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 for their professional role. See intimate care policy for further information.

13. Changing

Staff supervision of children during changing should be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment.

14. Pupils in Distress

If a distressed pupil needs comfort and reassurance, then age-appropriate physical contact may be provided by staff but this contact must not be threatening, intrusive or subject to misinterpretation.

15. Behaviour Management

All pupils have a right to be treated with respect and dignity. Force must never be used for punishment. Although humour can help to defuse a situation, sarcasm and demeaning or insensitive comments are never acceptable. Some pupils may have an Individual Positive Handling Plan.

16. Care, Control and Physical Intervention

The school has a policy on physical intervention, which must be followed. Staff should always seek to defuse situations. If force is required (i.e. to prevent a child causing injury to him/her self or others) it must be minimum force for the shortest period necessary. Any physical intervention should be reported and recorded.

17. One to One Situations

Staff working in one to one situations with children may be more vulnerable to allegations. Staff should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure that the safety and security needs of both staff and pupils are met. (e.g children being placed in the direct line of sight of a corridor, informing another adult that a child is still working in the classroom).

18. Transporting Children

Wherever possible and practicable it is advisable that transport is undertaken with at least one additional adult to the driver. Staff should ensure that their behaviour is safe, that the vehicle is roadworthy/appropriately insured and that the car is fitted with age-appropriate car seats if necessary.

19. Educational visits and after-school activities and clubs

Staff should be fully aware of all the guidance contained within the school's Educational Visits Policy alongside LA and national guidance and requirements. The Educational Visits Co-ordinator is **Stephanie Bianchi** and she should be consulted on all aspects of educational visits, including risk-assessments.

20. First Aid and Administration of Medicines

Staff must adhere to the school's safety policy, First Aid Policy and Administration of Medicines Policy.

21. Intimate Care

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (e.g. assistance with toileting). Children who require intimate care on a regular basis should have a Care Plan drawn up and agreed with parents.

22. Curriculum

There are some aspects of the curriculum, which can include or raise subject matter, which is sexually explicit. Staff must abide by the school's policy on Sex and Relationships Education and must not enter into or encourage inappropriate or offensive discussion about sexual activity.

23. Photography, Videos and Other Creative Arts

Staff should be clear about the purpose of any activity, which involves photography, or video of children. Staff must not take, display or distribute images of children unless they have consent to do so. As a rule, staff will use school cameras and film recorders to photograph or film children. In the event that they use their own equipment, such images should not be stored for longer than is necessary but should be transferred to school memory-systems or deleted.

Personal mobile phones are not to be used in the vicinity of children and are only to be used at break times. Mobile phones should never be used for personal reasons by staff while teaching or supervising children. Please ensure that your phone is stored out of sight during lesson times. Smart Technology e.g smart watches also need to be used with caution around children.

24. Internet Use

Staff must adhere to the school's E-Safety Policy and sign the Acceptable Internet Use statement. A copy of this is available in the staffroom. When using AI, staff must not share any personal information in line with GDPR requirements and our Data Protection Policy (available separately).

25. Social Media

Staff must not use social media to put the school reputation into disrepute. Where any concerns arise within school (work/pupil related) these should be shared and discussed with the appropriate member of staff. The posting of messages or pictures that undermines our professional standards could lead to formal disciplinary measures.

26. Whistleblowing

Staff must report any behaviour by colleagues that raises concerns. The school's Confidential Reporting (Whistleblowing) Policy is available on the school website.

27. Sharing Concerns and Recording Incidents

All staff should be aware of the school's Safeguarding and Child Protection procedures, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their professional associations. Staff must take responsibility for recording and reporting any incident, which may result in being misinterpreted and/or an allegation being made.

28. Relationships with line manager

Employees and line managers should strive to maintain co-operative and effective working relationships. Relationships should be courteous, reasonable and fair at all times. Employees should carry out all reasonable and lawful instructions given by the line manager to the best of their ability. Line managers should exercise any leadership and management responsibilities in a respectful, inclusive and fair way, and in accordance with school policies, contractual obligations and national standards. Line managers should use the appropriate performance management frameworks to appraise the performance of direct reports and provide feedback. Line managers should provide honest, accurate and justifiable comments when providing feedback, and encourage staff to undertake training and development opportunities, within the context of the school needs and budget.

29. Working as part of a whole team

Employees should endeavour to develop productive and supportive relationships with all school colleagues and to participate in whole-school development and improvement activities. Employees should uphold all school policies and procedures and raise any concerns about the life or running of the school in an appropriate and responsible way. Gossip and complaining in places such as the staffroom, social

media or playground is not acceptable. Employees should recognise the important role of the school in the life of the community and take responsibility for upholding its reputation and building trust and confidence in it. Employees should cooperate with other professionals in the children's workforce, establishing effective and productive relationships with other professional colleagues. Employees should at all times ensure they act within their sphere of their own competence and responsibilities and seek clarification where this is needed.

We believe that safeguarding children is everyone's responsibility.

At Barton Seagrave Primary School we are committed to keeping our children safe from harm. Marek Krzanicki, Sophie Goodman and Paul Wright are the Designated Safeguarding Leaders for safeguarding and child protection. If we have any concerns reported to us we will always take action to protect a child and inform the relevant agencies.

All staff must follow the school's Child Protection policies and procedures. Staff should be aware that a failure to comply with the Code of Conduct could result in disciplinary action including dismissal.

Volunteers and Governors should also be made aware of the Code of Conduct before serving the school.

All staff have a duty to report any child protection concerns to a designated person.

Anyone who has concerns or is in doubt should refer to the document "*What To Do If You're Worried a Child is Being Abused*" and follow the guidance.

This document was reviewed in September 2025

Person responsible for this document: M. Krzanicki (Headteacher)

Signed: _____

Role: _____