



Code of Conduct for Employees

WOLSEY HOUSE PRIMARY SCHOOL



HEADTEACHER: MR S. POWELL
CHAIR OF GOVERNORS: MR M. PEATFIELD

INTRODUCTION

As an employer, the Governing Body is required to set out a Code of Conduct for all school employees. All staff are expected to be conscientious and loyal to the aims and objectives of the School. All staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct. This code follows "Guidance for safer working practice for those working with children and young people in education settings February 2022"

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

We have a duty to safeguard and to promote the welfare of all pupils by protecting them from maltreatment, preventing impairment of their health or development, ensuring that they grow up in circumstances consistent with the provision of safe and effective care and to take appropriate action enabling them to have the best outcomes.

We believe we have a duty to safeguard and to promote the welfare of pupils and to protect school personnel by creating a whole school culture that is safe and inclusive. We want to maintain a whole school culture by having in place the principles of respect, understanding rights and responsibilities, fairness, tolerance and understanding for all.

We value and respect all pupils and understand that we have a key role to play in identifying child protection concerns as the safeguarding of children and their welfare is paramount. Therefore, we must ensure all school personnel (and volunteers) are appointed following the safer recruitment guidelines and procedures, Disclosure and Barring Service checked, trained in child protection procedures, understand their roles and comply with the code of conduct.

We aim to be judged at least good in all school inspections by ensuring that standards for all pupils are higher than schools of a similar size and that standards continue to improve faster than the national trend. We believe we will achieve this by ensuring that the behaviour and safety of pupils, and the leadership and management at this school is of a very high standard.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

AIMS

- To safeguard and to promote the welfare of pupils.
- To create and maintain an ethos of mutual respect, openness and fairness.
- To work with other schools and the local authority to share good practice in order to improve this policy.

1. SPECIFIC RESPONSIBILITY FOR ROLES AND PROCEDURE.

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure that all school personnel are aware of the School Code of Conduct for safeguarding children and that the Headteacher is the Designated Child Protection Teacher;
- delegated powers and responsibilities to the Headteacher to ensure all visitors to the school are aware of and comply with this policy;
- delegated powers and responsibilities to the Headteacher to ensure:
 - compliance with procedures and practice of the Local Authority and the Local Safeguarding Partnership Board (LSCP)
 - procedures are in place to deal with allegations against school personnel and volunteer helpers
 - allegations against school personnel or volunteer helpers are referred to the local authority designated officer (LADO)
 - compliance with their legal duty of referring to the Disclosure and Barring Service (DBS) if a member of the school personnel or volunteer helper has been dismissed due to safeguarding concerns
- responsibility for ensuring that the Chair liaises with the Local Authority and complies with all procedures and practices when dealing with an allegation of abuse against the Headteacher;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

The Headteacher will:

- ensure that all school personnel are aware of their responsibilities that are outlined in this policy;
- ensure that all school personnel are aware of Safeguarding and Child Protection policy and all other associated school policies;
- ensure all school personnel and volunteer helpers are aware that the Headteacher is the Designated Child Protection Teacher;
- ensure the Safer Recruitment policy and procedures are in place and up to date;
- ensure Disclosure and Barring Service checks are in place for all school personnel, governors and volunteer helpers;
- ensure all school personnel, governors and volunteer helpers undertake annual safeguarding training;
- work closely with the link governor;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;

- provide guidance, support and training to all new staff, new governors and new volunteer helpers;
- monitor the effectiveness of this policy;

The Designated Safeguarding lead will:

- ensure the implementation of this policy;
- ensure everyone connected with the school is aware of this policy;
- work closely with the Headteacher and the nominated governor;
- be trained in child protection policy procedures;
- renew training every two years in order to;
 - understand the assessment process
 - understand the procedures of a child protection case conference and child protection review conference
 - understand the specific needs of children in need
 - understand the specific needs of children with special educational needs and those of young carers
 - have in place a secure and accurate record system of all concerns and referrals
- take the lead in dealing with child protection issues;
- keep a confidential Child Protection Register of all those pupils known to be at risk and only if it is confirmed by social services that the child is at risk;
- be trained in working with all agencies;
- familiarise school personnel with the policy and procedures;
- investigate and deal with all cases of suspected or actual problems associated with child protection;
- ensure parents are aware that referrals about suspected abuse or neglect may be made;
- make child protection referrals;
- record all child protection referrals;
- co-ordinate action within the school;
- liaise and seek advice from the Local Authority Designated Officer (LADO) when the need arises;
- liaise with social care and other agencies;
- transfer the child protection file of any pupil leaving to join another school;
- provide support for any child at risk;
- not promise confidentiality to any child but always act in the interests of a child;
- act as a source of advice within the school;
- help create a culture within the school of listening to children;
- keep up to date with all new guidance on safeguarding children;
- keep all school personnel up to date with any changes to procedures;
- organise appropriate training for school personnel and governors;
- ensure all incidents are recorded, reported and kept confidential;
- keep all paperwork up to date;
- report back to the appropriate school personnel when necessary
- annually review the policy with the Headteacher and Chair of Governors

School personnel must:

- behave professionally in and outside school;
- exercise confidentiality;
- be trained in Child Protection procedures;
- understand their role in child protection procedures;
- be aware of the signs of abuse and neglect;
- report their concerns of abuse and neglect;
- work together to create a school culture that is based on mutual and appropriate respect;
- ensure pupils understand and are aware of child protection procedures;
- not initiate any physical contact with a child;
- only exercise physical restraint as a last resort;
- avoid being in a room alone with a child and with the door shut;
- speak with a child with the door open or with another adult present;
- treat other school personnel with respect;
- be aware of the Local Authority's guidelines on handling money;
- create and maintain a good and open relationship with parents;
- create a positive classroom environment where all children are respected and valued;
- be aware of how to record and report concerns about another member of staff;
- take care of their physical and mental well-being by maintaining a healthy work-life balance;
- be aware of counselling and support systems in school and through the Local Authority

1. SETTING AN EXAMPLE

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

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

1.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. This includes ensuring that;

- They are not over-friendly with children;
- They do not have favourite children and do not treat children differently from one another;
- They do not engage with a child on a one-to-one basis in a seclude area or behind a closed door;
- They do not use inappropriate sexualised, intimidating or offensive language.

1.4 This Code helps all staff to understand what behaviour is and is not acceptable.

1.5 All staff must refrain from making comments about the personal lives of other members of staff. Comments relating to relationships, parenthood and the protected characteristics in the Equality Act 2010 can be hurtful and are unacceptable.

1.6 All staff should model effective wellbeing practices and help to contribute to the whole school ethos of supporting mental health. This includes ensuring that all members of the school community feel able to talk openly about their mental health, with no fear of stigma.

1.7 Staff must ensure that they do not smoke on school grounds or within the sight of children on school grounds.

2. SAFEGUARDING PUPILS/PUPILS

2.1 Staff have a duty to safeguard pupils/pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

2.2 The duty to safeguard pupils/pupils includes the duty to report concerns about a pupil/pupil to the school's Designated Safeguarding Lead (DSL) for Child Protection.

2.3 The school's Lead DSL is **Steve Powell** (DHT)

The school's additional DSLs are; Helen King (HT), Julie Cooper-Marsh (AHT), Jacqui Hayes (Office), Ginny Southwell (Office), Emily Satchwell (Teacher), Yasin Ismail (AHT), Leanne Watts (SENDCo), Jim Baker (Behaviour Support Mentor) and Steve Punchard (Teacher)

2.4 Staff are provided with personal copies of the school's Safeguarding and Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents. Copies of these are available on 'staffshare' and all staff are emailed a copy, signing to say that they have read and understood the documents.

2.5 Staff must not demean or undermine pupils, their parents or carers, or colleagues.

2.6 Staff must take the upmost care of pupils/pupils under their supervision with the aim of ensuring their safety and welfare.

2.7 Staff must not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers.

2.8 Staff have read and understood the relevant sections of KCSIE September 2025.

2.9 All staff are subject to a DBS check. Staff are expected to inform the Headteacher should they be investigated in any other aspect of the lives or arrested.

2.10 All staff are expected to show professional curiosity and ensure they understand their role in safeguarding children.

3. RELATIONSHIPS WITH STUDENTS

3.1 Staff must declare any relationships that they may have with pupils outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the school are aware of any such connections. An example declaration form can be found in **Appendix 2** of this document.

3.2 Relationships with pupils must be professional at all times; physical relationships with pupils are not permitted and may lead to a criminal conviction.

3.4 Contact with pupils must be through authorised school mechanisms. At no time should personal telephone/mobile numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students.

3.4 If contacted by a pupil by an inappropriate route, staff should report the contact to the Headteacher immediately.

4. PUPIL/PUPIL DEVELOPMENT

4.1 Staff must comply with school policies and procedures that support the well-being and development of pupils.

4.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

4.3 Staff must follow reasonable instructions that support the development of pupils.

4.4 Staff must be prepared to identify those children who would benefit from Early Help intervention.

5. HONESTY AND INTEGRITY

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

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

5.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, or to the Chair of Governors if the Headteacher is the recipient, with the exception of "one off" token gifts from pupils or parents. Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted. Any reward given to a pupil should be given in accordance with the school's behaviour policy.

6. CONDUCT OUTSIDE WORK

6.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal.

6.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

6.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media e.g. Facebook with pupils or former pupils.

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

6.5 Staff must only use their school email account when communicating electronically with pupils, parents and colleagues.

6.6 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level, which may contravene the working time regulations or affect an individual's work performance.

6.7 All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school.

7. E-SAFETY AND INTERNET USE.

7.1 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools' E-Safety and ICT Acceptable Use Policy at all times both inside and outside of work. This includes the dangers around 'Grooming' and 'Sexting' as outlined in Keeping Children Safe in Education 2025.

7.2 Staff must not engage in inappropriate use of social network sites, which may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.

7.3 Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter pupils either with their own profile or acting covertly.

7.4 Contact with pupils should only be made via the use of school email accounts, school learning platforms (e.g. Seesaw) or telephone equipment when appropriate.

7.5 Photographs/stills or video footage of pupils should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the schools procedures on school equipment.

7.6 During a complete or partial closure of the school, teachers are expected to have regular contact with the children in their class, usually via TEAMS, email or by phone. Staff must always follow the expectations set out by the Senior Leadership Team with regard to these, to ensure the safety of the children and to protect the member of staff. No contact should be made with children without explicit parental consent.

7.7 Staff should not use their mobile phone during lesson time (or during their working hours for cleaners and midday staff). If there is an urgent reason a member of staff needs to use their phone, such as expecting a call relating to a family emergency, then this should be cleared with their team leader. Mobile phones may be used to call for first aid or support if there is an emergency in class. 7.8 Teachers are responsible for checking relevant permissions from parents and carers, for example before taking photos for learning journals, before use of computer equipment and before class photographs.

8. COMMUNICATION PROTOCOLS

8.1 **All staff** must check their emails at least once per week. For teaching staff and those staff who cover classes, the expectation is that emails will be checked daily, or on every working day.

8.2 Staff are encouraged not to use their emails in the evenings or at weekends. However, where staff prefer to do this, they are not expected to read or respond to them.

8. Staff are encouraged not to access their work email on their personal devices. If they decide to do this, they are encouraged to turn off notifications, particularly outside of working hours, for their own wellbeing.

9. CONFIDENTIALITY

9.1 Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

9.2 All staff are likely at some point to witness actions, which need to be confidential. For example, where a pupil is bullied by another pupil (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

9.3 However, staff have an obligation to share with their manager or the school's Designated Safeguard Lead any information, which gives rise to concern about the safety or welfare of a pupil. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil. Staff should never promise a pupil confidentiality or 'keep a secret' as this may ultimately not be in the best interest of a child.

10. DRESS AND APPEARANCE.

10.1 All staff must dress in a manner that is appropriate to a professional role and promoting a professional image (No denim should be worn by teaching or support staff, unless attending a trip or by prior arrangement. Midday Meals staff and cleaners can wear denim jeans due to the nature of their role).

10.2 Staff should dress in a manner that is not offensive, revealing or sexually provocative.

10.3 Staff should dress in a manner that is absent from political or other contentious slogans.

11. DISCIPLINARY ACTION

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

12. COMPLIANCE

12.1 All staff must complete the safeguarding receipt when they first receive this Code of Conduct to confirm they have read, understood and agreed to comply with the code of conduct. This receipt should then be signed, dated and then passed on to the office, where it will be filed. Staff will receive a copy of this Code of Conduct on an annual basis and will be made aware of any and all changes.

Professional Responsibilities

For your own protection when using any form of ICT, whether in and outside school, Wolsey House Primary School advises that you:

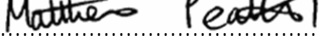
- Ensure all electronic communication with pupils, parents, carers, staff and others is compatible with your professional role and in line with school policies
- Do not talk about your professional role in any capacity when using social media such as Facebook, Twitter, Instagram and YouTube etc.
- Do not engage in any inappropriate mobile phone communication via instant messaging/sexting with pupils or parents
- Do not put online any text, image, sound or video that could upset or offend any member of the wholeschool community or be incompatible with your professional role
- Use school ICT systems and resources for all school business. This includes your school email address, school mobile phone and school video camera/camera
- Do not disclose any passwords and ensure that any personal data is kept secure and used appropriately
- Only take images of pupils and/or staff for professional purposes, in accordance with school policy, with the knowledge of SLT and using school equipment only
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- Ensure that your online activity, both in school and outside school, will not bring the school or your professional role into disrepute
- You have a duty to report any E-Safety incident which may impact on you, your professionalism or the school to a DSL, ICT technician or a member of the SLT

Reviewed: September 2025

Review: September 2026

Signed..........
(Headteacher)

Date: August 2025

Signed..........
(Chair of Governors)

Date: August 2025

Appendix 1 – aide memoire for all staff

When we speak to others we will:

- use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.
- speak respectfully to other adults at all times, even if we disagree with them.

As professionals we will:

- avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.
- work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.
- treat everyone with respect.
- dress appropriately, so that we set a good example for the children and to show that we are here to work.
- behave in a positive way despite any personal problems that we may have, especially in front of the children.

Appendix 2



Relationships with students outside of work declaration

It is recognised that there may be circumstances whereby employees of the school are known to students outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of school that they may have with students:

Employee Name	Child's Name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of school with pupils in line with this policy.

If I am tutoring a pupil outside of school, I am aware that the following must be adhered to:

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the school
- No monies come through the school at any point, informally (e.g. via the child) or formally
- No private tutoring is to take place on the school premises

I confirm that if these circumstances change at any time I will complete a new form to ensure the school are aware of any relationships.

Signed.....**Date**.....

Once completed, signed and dated, please return this form to the Headteacher