



# Roberts Primary School

## Code of Conduct for Employees

### at Roberts Primary School



Reviewed: Autumn Term 2024  
Approved by Governors: Autumn Term 2024

Date of Next review: Autumn Term 2025

**To be read in conjunction with:**

- Allegations of abuse against staff and volunteers
- Child Protection Policy
- Data Protection Policy
- Disciplinary Policy and Procedure
- Drugs and Alcohol Policy
- Equal Opportunities Policy
- Online Safety/Internet Use/Social Networking/Computing Policies
- Data Protection Policy

**Approved by:**

Senior Leader – Mr C Watkins (Headteacher)

Governor – Mrs S Smith (Chair of Governors)

## INTRODUCTION

The Governing Body of Roberts Primary School is required to set out a Code of Conduct for all school employees and this policy sets out clear guidance on the standards of behaviour expected from all adults in school. The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring.

In addition, all staff employed under 'Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this code of conduct. **Part 2 of the Teachers' Standards – Personal and Professional Conduct.**

We are required to set out a staff code of conduct under regulation 7 of The School Staffing (England) Regulations 2009

In line with the statutory safeguarding guidance 'Keeping Children Safe in Education 2019' we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

## PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein.

School staff are role models and are in a unique position of trust and influence. Therefore, staff 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 work setting.

**This policy applies to:**

- **All members of staff including teaching and support staff**
- **Volunteers, including Governors**
- **Casual workers**
- **Temporary and supply staff, either from agencies or engaged directly**
- **Student placements, including those undertaking initial teacher training and apprentices**

The Code of Conduct does not apply to:

- Peripatetic staff who are centrally employed by the LA
- Schools meals staff employed by external providers
- Employees of external contractors and providers of services

(Such staff are covered by the relevant Code of Conduct of their employing body)

**Roberts Primary School requires that all staff have read and agree to comply with this policy.**

**Breach or failure to observe this policy will result in action being taken under the school disciplinary procedures including, but not limited to, dismissal.**

This code of conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy, staff are expected to exercise their professional judgement and act in the best interests of the pupils and the school.

**1. Professional Behaviour and Conduct**

1:1 Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Roberts Primary School expects staff to treat each other, children, parents and the wider community with dignity and respect at all times. Maintain high standards in their attendance and punctuality.

2. 1:2 Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of children are accorded the highest priority.

3. 1:3 Staff should show fairness in their treatment of children and avoid behaviours such as embarrassing or humiliating pupils, making jokes at the expense of children, discriminating against or favouring children and sarcasm.

4. 1:4 Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities with school. Staff should act in accordance with the school's policies and procedures at all times.

**2. Dress and appearance**

2:1 Staff will dress in a professional, appropriate manner, including when engaged in online lessons or meetings. Outfits will not be overly revealing, and we ask that offensive tattoos are covered up.

2.2 Clothes will not display any offensive or political slogans.

2:3 Staff should dress safely and appropriately for the tasks they undertake.

2.4 School is not liable from any injury caused from wearing open toe shoes. Backless/strapless shoes must not be worn.

2:5 Staff must follow the school's Dress Code.

3. **Smoking, alcohol and other substances**

3:1 Roberts Primary School is a non- smoking site. Staff must not smoke/vape on school premises or outside school gates. Any member of staff wishing to smoke/vape must leave the school grounds.

3:2 Staff must not smoke/vape whilst working with or supervising pupils offsite.

3:3 Staff must not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near school premises.

3:4 Staff must refrain from the consumption of alcohol and other substances at school /student events (i.e. residential visits) both within the school Premises and outside the school setting.

**SAFEGUARDING PUPILS**

**STAFF SHOULD REFER TO ROBERTS PRIMARY SCHOOL SAFEGUARDING AND CHILD PROTECTION POLICY**

4. **Relationships with pupils**

4:1 Staff must maintain professional boundaries with children appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably. Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.

4:2 Staff must not establish or seek to establish social contact with children for the purpose of securing friendship or to pursue or strengthen a relationship. If a young person seeks to establish social contact you should not make a response and be aware that such social contact could be misconstrued.

4:3 Staff must not develop personal or sexual relationships with children and should not engage in any sexual activity with a child. Sexual activity does not just involve physical contact including penetrative and non-penetrative acts.

4:4 **WORKING TOGETHER TO SAFEGUARD CHILDREN (2018)** defines sexual abuse as ...'forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of inappropriate ways or grooming of a child in preparation for abuse (including via the internet)'.

4:5 Staff should be mindful of section 16 of The Sexual Offences Act 2003

4:6 Staff must not make sexual remarks to a child, discuss their own sexual relationships with, or in the presence of, children or discuss a child's sex relationships in an inappropriate setting or context.

4:7 Contact with pupils should be through Roberts Primary School authorised mechanisms. Personal phone numbers, email addresses or communication routes via social media platforms should not be used and staff should not share their home address with children. If contacted via an inappropriate route the member of staff must inform the Head teacher immediately.

4:8 Staff of Roberts Primary School must not accept friend invitations or become friends with any child from the school on any social medial platforms. Staff should also refrain from following any social media accounts or other similar media accounts of children or their parents.

**STAFF MUST READ THE SCHOOL'S E-SAFETY POLICY CAREFULLY AND FOLLOW ALL ADVICE AND GUIDANCE CONTAINED WITHIN IT.**

## 5. **Infatuations**

5:1 It is not unusual for children or, sometimes, their parents to develop infatuations towards members of staff. All such situation must be responded to sensitively to maintain the dignity of those concerned.

5:2 Staff should also be aware that such circumstances carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. Any indications of an infatuation towards yourself or another member of staff must be reported to your line manager

## 6. **Gifts/Hospitality**

6:1 Staff need to take care that they do not accept any gift/offer of hospitality that might be construed as a bribe by others or lead the giver to expect preferential treatment. However, there may be occasions where children or parents wish to give a small token of appreciation to staff, for example at religious festivals or at the end of the year.

6:2 It is unacceptable to accept gifts on a regular basis or to suggest to children that gifts are appropriate or desired. Money must not be accepted as a

gift. If you are unsure whether to accept a gift you should consult your line manager.

6:3 Staff must not accept significant gifts (a sum to be assessed by the school) or hospitality from pupils, parents, carers, actual or potential contractors or outside suppliers. All such gifts/offers of hospitality should be reported to your line manager and recorded.

6:4 Personal gifts must not be given by staff to children and any reward to children should be in accordance with Roberts Primary School behaviour policy.

## 7. **Physical Contact with Pupils**

7:1 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. A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with pupils it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.

7:2 Where feasible, staff should seek the child's permission before initiating contact. Staff should listen, observe and take note of child's reaction or feelings and so far as is possible use a level of contact which is acceptable to the child for the minimum time necessary.

7:3 It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Staff should therefore use their professional judgement at all times.

7:4 Staff 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. Staff should 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. Staff must not engage in rough play, tickling or fun fights with children.

7:5 Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. Such experiences may sometimes make a child exceptionally needy and demanding of physical contact and staff should respond sensitively by deterring the child though helping them to understand the importance of personal boundaries or space.

7:6 Staff supervising PE and games or providing musical tuition should demonstrate the use of a particular piece of equipment/instrument on another member of staff if at all possible. However they may require to initiate physical

contact with children to support the child to perform a task safely, to demonstrate the use of a particular piece of equipment or to assist them with an exercise. Contact under these circumstances should be done with the pupil's agreement, for the minimum time necessary and in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

7:7 Physical contact must never be secretive, for the gratification of the adult or represent a misuse of authority.

7:8 If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be reported to your line manager, recorded and, if appropriate, a copy placed on the child's file

7:9 **Staff should refer to Roberts Primary School intimate care policy**

## 8. **Child in distress**

8:1 There may be occasions when a child is in distress and in need of comfort as a reassurance. This may include age appropriate physical contact, Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

8:2 Such incidents should always be recorded and shared with your line manager. If you have a particular concern about the need to provide this kind of care and reassurance you should seek further advice from your line manager.

## 9. **Showers, changing and toilets**

9:1 Children are entitled to respect and privacy whilst they are changing or showering after PE/games or swimming and general use of the toilet. However, there needs to be an appropriate level of supervision in order to safeguard young people, meet health and safety requirements and to ensure that bullying does not take place. The supervision should be appropriate to the needs and age of the child and sensitive to the potential for embarrassment.

9:2 Staff should be vigilant about their own behaviour and announce their intention of entering a changing room. Staff must not change or shower in the same place as children.

9:3 Staff should be vigilant and report anything suspicious of any changes or additions made to the area. Staff must not place or try to conceal a camera which would be used to film someone using our facilities.

10. **One to One situations**

10:1 Staff working individually with children should be aware of the potential vulnerability of pupils and staff in such situations. Staff should manage these situations with regard to the safety of the pupil and to themselves.

10:2 Individual work with pupils should not be undertaken in isolated areas or rooms where there is not external viewing panel. Where it is necessary to close doors for reasons of confidentiality a colleague should be made aware of this and asked to remain vigilant.

11. **Transporting pupils**

11:1 In certain circumstances it may be appropriate for staff to transport children offsite, for example sports fixtures, swimming lessons or other out of school activities. A designated member of staff should be appointed to plan and provide oversight of all transport arrangements and to respond to any difficulties that may arise.

11:2 Staff should ensure that the transport arrangements and the vehicle meet all legal requirements. Staff should ensure that the driver has the appropriate license for the vehicle, that the vehicle is roadworthy, has a valid MOT certificate and is appropriately insured and that the maximum capacity is not exceeded.

11:3 Staff should ensure that the driver is not distracted while the vehicle is in motion for any reason other than an emergency and should also ensure all passengers are wearing correctly fastened seatbelts. Staff should never transport children whilst under the influence of alcohol or drugs.

11:4 Prior to transporting pupils offsite, consent must be obtained from children's parent/guardian and staff should be aware that the safety and welfare of the child is their responsibility until they are safely passed back to their parent/carer.

12. **Online Safety**

12:1 **STAFF SHOULD FOLLOW ROBERTS PRIMARY SCHOOL ONLINE SAFETY POLICY FOR STAFF AND THE ACCEPTABLE USE POLICY AT ALL TIMES.**

12:2 Staff must not engage in inappropriate use of social work sites which may bring themselves, the school or the school community into disrepute. Staff should adopt the highest security settings on personal profiles they have.



12:3 Staff should remain mindful of their digital footprint and exercise caution in all their use of social media or any other web-based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups. Staff should exercise care when using dating websites where staff could encounter other students or parents.

12:4 Staff must not make contact with pupils, must not initiate friend requests not follow children's accounts on any social media platform. Staff must not communicate with children via social media, websites, instant messenger accounts or text message. The only acceptable method of contact is via the use of school email accounts or telephone equipment. Staff must report 'friend requests' from pupils to a designated safeguarding lead.

12:5 Staff should not make contact with pupils' family members, accept or initiate friend requests or follow children's family members account on any social media platform.

12:6 However, Roberts Primary School acknowledges that staff who are also parents may wish to make contact with other parents, who are friends, over social media. Staff must exercise caution and professional judgement in these circumstances and should not have any contact with pupil's family members via social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.

12:7 Mobile phones and personally owned devices may not be used during lessons or formal school time. They should be switched off (or silent) at all times. The Bluetooth functionality of a mobile phone should be switched off at all times and may not be used to send images or files to other mobile phones.

12.8 Mobiles phones and personally owned devices brought into school are the responsibility of the device owner. Roberts Primary School accepts no responsibility for the loss, theft or damage of personally owned mobile phones or mobile devices.

### **13. Photography, video and images of children**

13:1 Many school activities involve recording images as part of the curriculum, extra school activities, publicity or to celebrate an achievement. In accordance with The Data Protection Act 1998 the image of a child is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/guardian of a child for any images made. It is also important to take into

account the wishes of the child, remembering that some children do not wish to have their photograph taken or be filmed.

13:2 Using images for publicity purposes will require the age-appropriate consent of the individual concerned and their parent/guardian. Images should not be displayed on websites, in publications or in a public place without their consent. Staff should also be clear about the purpose of the activity and what will happen to the photographs/images/video footage when the lesson or activity is concluded.

13:3 Photographs/stills or video footage of children should only be taken using school equipment for purposes authorised by the school and should be stored securely and only on school equipment.

13.4 Staff should ensure that a member of the Senior Leadership Team is aware of the proposed use of photographic/video equipment and that this is recorded in lesson plans. All photographs/stills and video footage should be available for scrutiny and staff should be able to justify all images/video footage made.

13.5 Staff should remain aware of the potential for images of children to be misused to create indecent images of children and/or for grooming purposes. Therefore, careful consideration should be given to how activities which are being filmed or photographed are organised and undertaken. Particular care should be given when filming or photographing young or vulnerable children who may be unable to question how or why activities are taking place. Staff should also be mindful that children who have been abused through the use of video or photography may feel threatened by its use in teaching equipment.

## **14 CONFIDENTIALITY**

14.1 Members of staff may have access to confidential information about pupils, their parents/carers or their siblings. Staff must not reveal such information except to those colleagues who have a professional role in relation to the child on a need to know basis.

14.2 Staff should never use confidential or personal information about a child or his/her family for their own, or others' advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate or embarrass the child.

14.3 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 policy and 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 appropriately with the matter.

14.4 However, staff have a statutory obligation to share with the Designated Safeguarding Lead or Deputy Safeguarding Leads for Roberts Primary School, any information which gives rise to concern about the safety or welfare of a pupil or that may suggest a child is in need or at risk of significant harm. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil. Staff should pass on information without delay in accordance with Roberts Primary School Safeguarding policy and procedures and this should be recorded.

14.5 Staff should refer to the Department of Education's document information sharing: advice for practitioners providing safeguarding services for further guidance on information sharing. If you are in any doubt about whether to share you should seek guidance from Mr C Watkins(Head teacher)

14.6 Any media or legal enquiries should be passed to Mr C Watkins (Head teacher) only approved staff and Governors should communicate to the media about the school.

### **Confidentiality Policy**

**PLEASE REFER TO ROBERTS PRIMARY SCHOOL CONFIDENTIALITY POLICY FOR FUTHER INFORMATION.**

### **Data protection**

**PLEASE REFER TO ROBERTS PRIMARY SCHOOL DATA PROTECTION POLICY, INFORMATION SECURITY POLICY AND FREEDOM OF INFORMATION.**

## **15 DISCIPLINARY ACTION**

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

## **16 REPUTATION**

16.1 Staff must be careful to ensure that nothing they say or do brings the school's name into disrepute. Gossip in our communities can be very damaging. Staff should not gossip or speak inappropriately, about school, pupils, parents or staff, including discussing incidents.

The good reputation of our school is very precious and hard earned. It takes a long time to build such a good reputation and sadly it can be knocked down in a moment.

16.2 Staff must never use inappropriate or offensive language in school.

16.2 Staff must show tolerance and respect for the rights of others.

16.3 Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

16.4 Express personal beliefs in a way that will not overly influence pupils and will not exploit pupils' vulnerability or might lead them to break the law.

## **17 WHISTLEBLOWING**

17.1 Whistleblowing is the mechanism by which staff can voice their concerns without fear of repercussion.

17.2 Staff have a duty to report any behaviour by a colleague which raises concern. Staff should refer to Roberts Primary School Whistleblowing Policy for further guidance. This is particularly important where the welfare of children may be at risk.

**A COPY OF THE WHISTLEBLOWING POLICY IS LOCATED IN THE SCHOOL'S STAFF ROOM**

## **19 Compliance**

19.1 All staff must complete the school's self-declaration form to confirm that they have read, understood and agree to comply with this policy. This form should be signed and dated and a copy retained on their file. (See Appendix 1)

## **20 Low Level Concerns**

20.1 Appendix 2 must be completed by all staff members should they have a behaviour concern about any member of staff or volunteer. Appendix 2 must be handed to the Headteacher, unless the concern is about the Headteacher, then it must be handed to the Chair of Governors.



**Appendix 1**

**Staff Code of Conduct Confirmation of compliance**

I hereby confirm that I have read, understood, and agree to comply with the Roberts Primary School staff code of conduct.

Name .....

Position/Post Held .....

Signed .....

Date .....

Once completed, signed and dated, please return this form to the Headteacher/Line Manager to be filed in personnel file.

## Appendix 2

### Logging a concern about the behaviour of a member of staff or volunteer.

This form should be used for recording and reporting all allegations of abuse by staff and volunteers and all concerns about the behaviour of staff and volunteers that are in breach of the Staff Code of Conduct.

All allegations and all concerns must be reported to the Headteacher/CoG without delay.

bout the member of staff or volunteer whose behaviour is causing a concern or is subject of an allegation: Name (print):	
Job title (print):	
Date (of writing this record):	time (of writing this record):
About the person reporting the concern/allegation and completing this form:  Name (print):  Job title (print):  Signature:	
What is the nature of the specific allegation or concern about behaviour? (Brief headline)	
Record the following factually: When? (Date and time of incident); What exactly has raised your concern (what happened, what did you see/hear/find out or what were you told)? Where did your concerns arise? Who else – were any pupils or other staff present or involved? N.B. Please record any direct disclosures/statements/allegations/comments using the child or adult's exact words in quotation marks.	
NB If additional pages are used these must be attached securely to this form	
Did you do anything or speak to anyone else before reporting the incident/concern to the Headteacher/CoG? (If yes, please provide names and details)	

Any other relevant information:

Date and time incident/concern was first shared with the Headteacher/CoG.

NB It is not necessary to complete this form before speaking to the Headteacher/CoG – the circumstances may mean you need to speak to the Headteacher/CoG first as a matter of priority

Following sections to be completed by the Headteacher/CoG

Time and date information received by Headteacher/CoG and from whom	
Action taken (e.g advice taken)	
Discussion with LADO	
Date, time, name, role, organisation advice provided by	
If decision not to refer to LADO, state reason	
Parents informed? Yes/No	
State reasons if no	
Outcome (e.g. referral to LADO, PoT meeting convened, Police investigation, internal investigation, HR advice or support provided. Informal management advice given and recorded, no further action)	
Signed	
Print Name	
Date	



