

Code of Conduct: Staff Behaviour Policy

Policy Area:	Staff
Relevant Statutory Regulations:	ISSR Part 3 NMS Part A, Part D, Part I Equality Act 2010 Regulation 7 of The School Staffing (England) Regulations 2009 DfE Teaching Standards Part 1 and Part 2 Keeping Children Safe in Education 2025 Guidance for Safer Working Practice 2022
Key Contact Personnel in School	
Nominated Member of Leadership Staff Responsible for the policy:	Headteacher
Version:	2025.01
Date updated:	20 August 2025
Date of next review:	20 August 2026

1. Introduction

This policy sets out clear guidance on the standards of behaviour expected from all staff within the Effingham Schools Trust (St Teresa's and Cranmore).

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.

Staff are in a unique position of trust and influence as role models for pupils. Therefore, staff must adhere to behaviour that sets a good example to all pupils within the school. Staff also have an individual responsibility to maintain their reputation and the reputation of Cranmore and St Teresa's, both inside and outside working hours and work setting.

This policy applies to all staff and volunteers in the school regardless of their position, role or responsibility. References to "employees" or "members of staff" throughout the policy relate to all of the following groups:

- All members of staff including teaching and support staff at St Teresa's and Cranmore
- Self-employed staff at Cranmore and St Teresa's
- Volunteers, including governors

- Temporary and supply staff, either from agencies or engaged directly
- Student placements, including those undertaking initial teacher training

The Effingham Schools Trust requires that all staff have read and agree to comply with: Staff Code of Conduct, Safe Working Practice Agreement, Child Protection and Safeguarding Policy, Keeping Children Safe in Education (2023) & Whistle blowing. Breach or failure to observe any of these policies will result in action being taken under the school disciplinary procedures including, but not limited to, dismissal.

The following policy statements and the code of conduct are 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.

Government Guidance

This Code of Conduct has regard to the DfE statutory guidance, Keeping Children Safe in Education 2025 and also includes extracts from Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings 2022. The full version of this guidance should be used as a working reference document for all members of staff working with children and young people and it will be used during induction and to inform relevant policies and procedures within the school.

Statement on Personal Conduct

The school expects all employees to promote and maintain high standards of personal conduct and to safeguard and promote the welfare of children and young people.

In particular employees are expected to:

- Place the safeguarding, well-being and learning of students at the centre of their professional practice
- Perform their duties with honesty, integrity and impartiality and be accountable for their own actions.
- Maintain the confidence and respect of the general public and those with whom they work.
- Treat others with respect, fairness and dignity at all times, including online.
- Communicate immediately any relevant concerns they may have about the quality of provision or the safety and welfare of children and young people.
- Familiarise themselves with systems and procedures, including reporting requirements, within the school that support the protection of children.
- Attend training and read all safeguarding briefings provided to ensure that they remain up to date.

- Be aware that their behaviour inside and outside the workplace, as well as the behaviour of others in their personal lives, could compromise their position within the school in relation to the protection of children, loss of trust and confidence or bringing the employer into disrepute. It could also result in action by regulatory bodies.
- Have regard for the ethos and values of the school and must not do or say anything which may bring the school or governing body into disrepute. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school. Staff should act in accordance with the school's policies and procedures at all times.
- Seek to work in partnership with parents and carers, respecting their views and promoting understanding and co-operation to support the young person's learning and well-being in and out of school
- Support the Catholic values that underpin everything at Cranmore and St Teresa's, its founding order and the wider school community.
- Understand that normalising banter is not appropriate, as it leads to the normalisation of sexual harassment.
- Adhere to the Mobile Phone and Acceptable Use Policies

In addition to this code of conduct, teachers are also expected to meet the professional conduct standards outlined in the DfE Teachers' Standards.

Compliance with School Instructions

Effingham Schools Trust expects all employees to comply with lawful written and oral instruction unless to do so would result in a health and safety risk.

Setting an example

All staff who work in the school set examples of behaviour and conduct which can be copied by students. All staff must, therefore, demonstrate high standards of conduct in order to encourage our students to do the same. All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

2. Data Protection

The school takes its obligations under data protection laws very seriously. All staff are expected to familiarise themselves with the school's data protection policy and any associated procedures which govern day-to-day working practices as well as how to report a suspected data breach and to recognise when someone may have made a subject access request. If in any doubt, employees should consult their line manager promptly or contact the Effingham Schools Data Protection Officer (whose details can be found in the Data Protection Policy).

Disclosure of Information

All employees should develop a clear understanding about what information can be disclosed to government departments, internal or external auditors, parents, pupils and the wider public, and what information should remain confidential.

Any information made available should be provided in a clear and concise way. Employees should seek the advice of their line manager if they are at all unsure of the level of confidentiality which is required.

Employees should not use any information gained in the course of their employment for personal gain or pass it on to others who might use it in such a way. Information concerning another person's personal affairs should not be divulged without prior approval, except where that disclosure is required or sanctioned by law.

Sharing Information about Pupils

There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a responsibility to pass information on securely, without delay, but only to those with designated safeguarding responsibilities.

If a child – or their parent / carer – makes a disclosure regarding abuse or neglect, the member of staff should follow the school's safeguarding and child protection procedures. The adult should not promise confidentiality to a child or parent but should give reassurance that the information will be treated sensitively.

If a member of staff is in any doubt about whether to share information or keep it confidential, he or she should seek guidance from the Designated Safeguarding Lead (DSL). Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

Staff must also be aware of their duty to report any breach of GDPR to the Data Protection Officer.

Confidentiality

Where staff have access to confidential information about students, or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student. All staff are likely at some point to witness actions which need to be confidential.

Media / Legal Enquiries

Any media or legal enquiries should be passed to the Heads of School.

Effingham Schools Trust – Management Information System

All staff are members of the Effingham Schools Trust which collects personal data from parents and pupils for legal reasons, and to meet the requirements of their contract such as to monitor pupils' health, welfare and progress.

The data is stored in the Effingham Schools Trust database system (iSAMS). As a staff member of, you will have access to this database and must only access data of the pupils for whom you have responsibility. It is a requirement on first logon to set up your **division** so you only see the pupils at your school site.

Accessing other areas of the Trust data for reasons beyond this requirement is classified as professional misconduct and would contravene data protection regulations.

3. Safeguarding students

The duty to safeguard students includes the duty to report concerns about a student to the school's Designated Safeguarding Lead (DSL). It is the responsibility of all at St Teresa's and Cranmore to ensure they are up to date on all relevant policies and procedures.

Staff have a duty to safeguard students from:

- Physical harm
- Sexual abuse
- Emotional abuse
- Domestic abuse
- Neglect
- Child exploitation
- Female genital mutilation
- Radicalisation

Staff will acknowledge the Effingham Schools Trust approach to Safeguarding and always act with:

Empathy – the ability to understand another person's thoughts and feelings from their point of view, rather than your own.

Listen to the pupil (s) including the language they use, their body language and what they don't say

No Judgement – don't judge based on your own opinions or standards

Don't judge that a student may be 'attention seeking' or 'creating drama.' And don't diagnose (we are not mental health professionals)

Curiosity – a strong desire to learn something new

*Be curious about a pupil, for example if a pupil has noticeably **changed** in attitude be curious about why and log on CPOMS. Talk to them, don't watch and log*

Conduct in relation to students

The law recognises that staff act in loco parentis in respect of students in their care and must act in the role of reasonable parent in the school context. Through their actions staff must act in accordance with this duty of care to ensure at all times that the safety and welfare of students is accorded the highest priority. In this and other ways staff should always maintain standards of conduct which sustain their professional standing and that of the school.

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

Teaching materials should be appropriate and trigger warnings given for any sensitive content. Particular care should be taken that sex or health education materials are appropriate and consistent with the school's policies.

When holding face to face or online meetings with students on sensitive issues, staff should exercise proper professional judgement over the arrangements for the meeting. They should safeguard their own position by, for instance, considering the need for a second adult to be present or leaving the door open. Staff do not give permission for meetings to be recorded unless previously agreed by all parties as a reasonable adjustment.

Corporal punishment, defined as any intentional application of force as punishment, is illegal and may render a member of staff liable to criminal action as well as action under the school's disciplinary procedures. Corporal punishment includes any form of physical chastisement.

Physical intervention will not constitute corporal punishment where staff trained in team teach intervene to avert an immediate danger of injury to self, others and property. In such circumstances, the element of restraint should be the minimum necessary to prevent injury to remove the risk of harm.

Conduct outside work

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. In particular, criminal offences that involve violence, including domestic abuse, or possession or use of illegal drugs or sexual misconduct are to be regarded as unacceptable. Any member of staff who is the subject of an allegation of 'gross misconduct' by any organisation, must immediately report the matter to the Headteacher. Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interest of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.

Staff should be aware that the behaviour of their partner or other family members or any member of your household may raise concerns which could affect the welfare of a member of the School community, a member of the public, or bring the School into disrepute and they should bring any such behaviour to the immediate attention of the School. Such concerns will be given careful consideration as to whether they constitute a potential risk to children at the School or its reputation.

Allegations Against Staff and Volunteers

All staff must read and understand the policy, guidance and procedures in place for managing allegations against staff and volunteers. [Dealing with Allegations against People Working with Children - Surrey Safeguarding Children Partnership \(surreyscp.org.uk\)](https://www.surreyscp.org.uk) They must also be aware of the reporting and recording procedures for when they have concerns about the behaviour or conduct of a member of staff

Low Level Concerns

The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold. All staff are expected to know and understand the school's reporting policy and procedure for all concerns including low-level concerns immediately.

A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that:

- is inconsistent with the staff Code of Conduct, **including inappropriate conduct outside of work**; and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to: being over friendly with children; having favourites, taking photographs of children on their mobile phone; engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or, using inappropriate sexualised, intimidating, or offensive language.

Source: - Keeping Children Safe in Education 2025

All reports will be handled in a responsive, sensitive and proportionate way. Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

As a reminder the harms thresholds are as follows:

- Behaved in a way that has harmed, or may have harmed a child;
- Possibly committed a criminal offence against, or related to a child; or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The school will always still consider speaking with the LADO.

A LADO may have information about the subject from other employers/agencies where a cumulative effect of low-level concerns may be reached to bring it to LADO threshold. It is far better to have that consultation with the LADO to check that the matter can be dealt with as "low level" rather than keep potential concerns to yourself. This may become an issue later, if more serious concerns become apparent and a child is harmed, which may have been prevented if the LADO was aware earlier.

Full details can be found in the Effingham Schools Trust Low Level Concern policy.

Whistleblowing

If an employee becomes aware of activities which he/she believes to be illegal, improper, unethical or otherwise inconsistent with this code of conduct, the employee should report the matter in accordance with the school's whistleblowing procedure or child protection procedure, as relevant.

This means that staff should escalate their concerns if they believe that a child or children are not being protected, report any behaviour by colleagues that raises concern and report allegations against staff and volunteers to the Head, or where they have concerns about a Head report these directly to the Chair of Governors. This includes those that are no longer at the school and historic concerns.

Staff should be familiar with their establishment's arrangements for reporting and recording concerns and allegations, how to contact the Head, Chair of Governors and ISI directly if required and take responsibility for recording any incident and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school or setting.

All employees are required to comply with any investigation undertaken as a result of such allegations being raised.

Social Contact Outside the Workplace

School staff's social media profiles should not be available to students. If they have a personal profile on social media sites, they should not use their full name, as students may be able to find them. Staff should consider using a first and middle name instead and set public profiles to private. Staff will ensure that they do not post any images online that identify children who are students at the school without their consent. Staff should be aware of the school's online safety policy.

Social networking sites and blogging are extremely popular. Staff must not post material which damages the reputation of the school or which causes concern about their suitability to work with children and young people. Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.

We are aware some members of staff live and work in the same community as pupils. Members of staff will have both internal and external working relationships that are formed on a daily basis with colleagues, pupils, parents and contractors. These should be conducted in a professional, friendly and respectful manner. It is acknowledged that staff may have genuine friendships and social contact with parents of pupils, and families - independent of the professional relationship. We ask that staff declare these relationships to the DSL so that transparency regarding social contact can be obtained.

If a pupil or parent seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement. This also applies to social contacts made through outside interests or the staff member's own family. Staff need to be aware that they will be viewed as members of school staff, as well as friends at all times in these situations. Staff should also be aware that they should not discuss school matters with parents of pupils at the school and should maintain professional barriers.

In general, there are extremely few situations where it is appropriate for parents to approach staff through personal routes in regard to school business, and in general they should be referred back to the normal procedures.

Staff need to be mindful that professionals who sexually harm children often seek to establish relationships and contact outside of the workplace with both the child and their parents, in order to 'groom' the adult and the child and/or create opportunities for sexual abuse, exploitation or radicalisation.

Staff should be aware and recognise that some types of social contact with pupils or their families may be perceived as harmful or exerting inappropriate influence on children and may bring the school into disrepute. Therefore, in line with the Guidance for Safer Working Practice guidance (2022), we ask that staff acknowledge that they are in a position of trust to a pupil and therefore cannot be considered friends, even after a pupil leaves school, no social contact should be made. Professional networking and support can be continued through work accounts.

Staff should ensure that any type of social contact does 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. Staff must ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Some staff may, as part of their professional role, be required to support a parent or carer. If that person comes to depend upon the staff member or seeks support outside of their professional role this should be discussed with senior management and where necessary referrals made to the appropriate support agency.

Staff must not accept friend invitations or become friends with any pupil on any social media platform. Staff should also refrain from following the Twitter or similar social media accounts of pupils or their parents. There may be examples where parents are media figures/celebrities or are for example leading a community campaign and the member of staff should engage in a respectful and professional manner.

Staff must read the Effingham Schools Trust's Online Safety Policy carefully and follow all advice and guidance within it.

Personal phone numbers, email addresses and communication routes via all social media platforms should not be used and staff should not share their home address with pupils **or parents/guardians**. If contacted via an inappropriate route the member of staff must inform their line manager immediately. Staff should never use their personal phone or electronic device, to contact pupils or parents. On the rare occasion when this might be necessary, staff should switch off Caller ID or dial 141 before calling the number (which will ensure the number is not shown).

If approached by ex-pupils, staff must act with integrity and must consider if the relationship might be considered to be an abuse of the position of trust.

Communication with Pupils

Employees should not seek to communicate, make contact with or respond to contact with pupils outside of the purposes of their work and should not give personal contact details (e.g. email address, home or mobile telephone numbers, details of web-based identities) to children.

Only equipment and services provided by the school should be used for communication and employees are expected to adhere to the School IT Acceptable Use Policy.

- I. Staff can communicate with parents via iSAMS or their school email account `firstname.surname@cranmore.org`, or `firstinitial.surname@st-teresas.com`. Under no circumstances use their private email account.

Employees are expected to report to their line manager any contact or correspondence with pupils which they receive via personal contact mechanisms.

Peripatetic music staff must ensure all contact regarding a pupil is made through the parent or, if communicating directly, only via school email accounts.

Members of staff should always report any indications (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff to the Headteacher or another senior manager.

Language

Staff should use appropriate language at all times. Staff should:

- avoid words or expressions that have any unnecessary sexual content or innuendo; avoid displays of affection either personally or in writing (e.g. messages in birthday cards, text messages, emails etc.);
- avoid any form of aggressive or threatening words;
- avoid any words or actions that are over-familiar;
- not swear, blaspheme or use any sort of offensive language in front of students;
- avoid the use of sarcasm, discriminatory or derogatory words when punishing or disciplining students and avoid making unprofessional personal comments about anyone. Any sanctions should be in accordance with the School's behaviour and discipline policies; and
- be aware that some parts of the curriculum may raise sexually explicit subject matters. Care should be taken in subjects where rules / boundaries are relaxed (e.g. drama or art). Staff should have clear lesson plans and should take care to avoid overstepping personal and professional boundaries.

Behaviour Management and Physical Intervention

All members of staff must avoid any form of degrading or humiliating treatment to punish a pupil or use force as a means of punishment. Staff are expected to act as role models and should avoid shouting at pupils other than as a warning in an emergency situation.

Adults may reasonably intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property or engaging in behaviour prejudicial to good order and to maintain good order and discipline.

All members of staff are expected to understand and to follow the School's Behaviour Policy and Restrictive Physical Intervention Policy as appropriate to their role.

The use of physical intervention should, however, be avoided wherever possible and, where necessary, should only use minimum force and for the shortest time needed.

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, however it is crucial that they only do so in ways appropriate to their professional role and in relation to the pupil's individual needs and any agreed care plan. Adults should, therefore, use their professional judgement at all times.

Members of staff should:

- be aware that even well-intentioned physical contact may be misconstrued by the pupil, an observer or any person to whom this action is described
- never touch a pupil 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 or fun fights
- always allow/encourage pupils, where able, to undertake self-care tasks independently
- ensure the way they offer comfort to a distressed pupil is age appropriate;
- always tell a colleague when and how they offered comfort to a distressed pupil
- establish the preferences of pupils
- consider alternatives, where it is anticipated that a pupil might misinterpret or be uncomfortable with physical contact
- always explain to the pupil the reason why contact is necessary and what form that contact will take
- report and record situations which may give rise to concern
- be aware of cultural or religious views about touching and be sensitive to issues of gender

In certain curriculum areas (e.g. PE, drama or music), staff may need to initiate some physical contact with children, for example, to demonstrate technique in the use of equipment, adjust posture or support a child so they can perform an activity safely or prevent injury.

Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary.

The extent of the contact should be made clear and undertaken with the permission of the pupil. Contact should be relevant to their age / understanding and adults should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil.

Staff working in these areas are expected to have regard to any particular guidance or protocols provided to them on appropriate physical contact.

Staff must read and follow the guidance in the school's Restrictive Physical Intervention Policy. Physical contact should be avoided, de-escalation strategies should be employed and support

sought from a colleague. Restraint should only be used by those who have had appropriate training.

Intimate / Personal Care

The Schools have an intimate care policy. All members of staff who may be called upon to provide such care should ensure they are familiar with, and act in accordance with, this policy.

Sexual Conduct

Any sexual behaviour by a member of staff with or towards a pupil is unacceptable. It is an offence for a member of staff in a position of trust to have a sexual relationship with a pupil under 18, even if the relationship is consensual. This could be a matter for criminal and/or disciplinary procedures.

Acceptable use of Technology

The Effingham Schools Trust has strict rules of the taking and use of images which are contained within the school's child protection policy. All members of staff should have regard to these rules. Under no circumstances should members of staff use their personal equipment to take images of pupils at, or on behalf of, the school or display or distribute images of pupils except as authorised by the school and with appropriate consent.

Staff should be aware of the influence of Artificial Intelligence (AI) and recognise that any image of themselves on the internet, or taken by a pupil may be altered or adapted. Any malicious manipulation of an image would be dealt with in accordance with our Behaviour Policies

Staff will not use the School's, a Parent's, a Pupil's or a Staff members names into AI programmes, adhering to the AI policy at all times.

Staff will not use technology in school or belonging to the school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils.

Staff will be aware that as part of our filtering and monitoring systems, we use SmoothWall to screen and monitor all use of the School Wifi and we have the right to monitor emails and internet use on the school IT system.

Staff should read and be aware of the advice in the Trust's policy on The Use of Cameras and Images.

Use of the School's Materials, Property or Resources

Employees must ensure that school funds entrusted to them are used in a responsible and lawful manner.

Employees should not make personal use of any school property, facilities, equipment, materials, vehicles or resources unless properly authorised to do so.

Professional Guidance

Appearance and Dress

A person's dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However, staff should select a manner of dress and appearance appropriate to their professional role and that promotes a professional image. This may be different to that adopted in their personal life.

Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. Staff should dress in a manner that is not offensive, revealing or sexually provocative and in a manner that is absent from political or contentious slogans. Those who dress or appear in a manner which could be viewed as offensive or inappropriate will render themselves vulnerable to criticism or allegations.

Members of staff act as role models and often have a professional relationship with a range of other stakeholders. Details of the dress code, including piercings and tattoos, can be found in the school's handbook.

In certain areas, an agreed uniform, protective clothing or other exceptions are in place (such as for PE staff, catering and premises staff). Staff may wear sportswear or casual clothing and footwear for practical or physical activities. Professional dress should also be worn on school trips except for outdoor, adventure style activities. On INSET days and mufti days, casual clothes may be worn.

When working remotely and taking part in video meetings (for example Teams or Zoom), your appearance should be in line with the standards of this guidance, particularly when holding meetings with parents or other external stakeholders.

Smoking, Drugs and Alcohol

Employees must never arrive at work incapable through the effects of alcohol or drugs. Drinking alcohol or taking drugs (apart from appropriately prescribed medication or over-the-counter remedies) at work or during breaks is also strictly prohibited.

The consumption of alcohol at staff events or meetings is subject to the authorisation of the Heads.

St Teresa's and Cranmore are non-smoking sites. Staff must not smoke or use e –cigarettes on the premises or outside the school gates. Any member of staff wishing to smoke or use an e-cigarette must leave the school grounds. Staff must not smoke or use an e-cigarette whilst working with or supervising pupils offsite.

When on duty, staff must refrain from the consumption of alcohol and other substances on school trips and at external events involving pupils.

It is against school rules for the pupils to chew gum. Please foster a No Gum Policy as good role models.

Political Neutrality

Employees should ensure that their own personal or political opinions do not interfere with any policy of the School.

This means that adults should not:

- enter into or encourage inappropriate discussions with may offend or harm others
- undermine fundamental British values
- express any prejudicial views
- attempt to influence or impose their personal values, attitudes or beliefs on pupils

Appointment of Staff

Employees should not be involved in a staffing appointment, or in any decision relating to the discipline, promotion or pay and conditions of another employee (or prospective employee) to whom they are related or have a close personal relationship.

Personal living accommodation including on-site provision

Staff should not invite any pupils into their living accommodation.

It is not appropriate for staff to be expected or requested to use their private living space for any activity, play or learning. This includes seeing pupils for e.g. discussion of reports, academic reviews, tutorials, pastoral care or counselling. The schools ensure that appropriate accommodation for such activities is found elsewhere on the site.

Under no circumstances should pupils (other than those that are family or family friends) be asked to assist adults with jobs or tasks, either for or without reward, at or in their private accommodation. This guidance should also apply to all other persons living in or visiting the private accommodation.

Equality, Bullying and Harassment

All employees and members of the local community have a right to be treated with fairness and equality. Employees must ensure that they comply at all times with the Effingham Schools Trusts' Equality Policy and other employment policies in relation to equality issues.

Allegations of bullying and harassment of work colleagues, pupils or other members of the school community will be addressed through the relevant adopted procedures. Employees are expected to report any concerns or suspicions they may have about the treatment of others to their line

manager or the Headteacher, concerns related to the behaviour of the Headteacher should be reported to the Chairs of Governors.

Contractors and Competitive Tendering

Contractors may include individuals who are temporarily working alongside school staff, or employees of an external firm that has been awarded a contract to provide services. All contractors should be treated with courtesy and respect.

Any orders and contracts must be awarded by fair and open competition against other tenders. No special favour must be shown to current or recent former employees or associates in awarding contracts.

Employees must declare any relationship with a particular contractor, or any potential contractors, to the appropriate manager.

Employees should be clear on the separation of client and contractor roles. Senior employees who have both a client/contractor responsibility must be aware of the need for accountability and openness.

Employees privy to confidential information on tenders of costs relating to contractors should not disclose the information to any unauthorised party or organisation.

Hospitality and Acceptance of Gifts

All School staff and those working on behalf of the School are expected to refuse the offer of inappropriate and disproportionate hospitality and gifts made as part of the discharge of their duties unless there are compelling reasons or exceptional circumstances for doing so.

The acceptance of gifts and hospitality must be treated with extreme caution and may be regarded as a breach of the code of conduct. The onus is on the individual to take responsibility for making informed judgements about any offers of gifts and hospitality made to them and for seeking advice if they are unsure whether they can accept.

As to what is 'inappropriate and disproportionate', something like a small token of appreciation to a teacher, a small bouquet of flowers sent in thanks or small and low value gifts given at the end of term by parents, would not seem unreasonable whereas anything which is significant, such as tickets to football matches or concerts, have a value to them which could have the potential to be interpreted as recompense, inducement or endorsement. The Effingham Schools Trust states a significant gift is, in excess of £75, or hospitality from pupils, parents, carers, actual or potential contractors or outside suppliers. All such gifts/offers of hospitality should be reported to the Director of Finance and recorded.

Gifts or hospitality must not be accepted where it might be perceived to influence a decision in respect of purchasing goods or services, awarding contracts, preferential treatment or in the discharge of any other aspect of the school's day-to-day business. It is the responsibility of individual members of staff to refuse such offers and to report any possible conflict of interest and any cases where they believe that the school may be compromised.

It is a criminal offence for employees or those working on behalf of the school to corruptly receive any gift, loan, fee, reward or advantage for doing, or not doing anything, or showing favour, or disfavour, to any person in their official capacity.

In no circumstances should a statement ever be made in return for a personal gift or money.

It is expressly prohibited for an employee to accept any gift or hospitality from an organisation if he/she is actively involved in a tender process with the organisation on behalf of the School. This prohibition commences at the point that an invitation to tender is published and extends to a period of three months after a contract has been awarded.

For reasons of probity and transparency, the principle of receipt of gifts or hospitality extends to the spouse, partner or immediate family of the employee.

If an employee has any doubt about such an offer of a gift or hospitality, he/she is responsible for notifying and discussing this with his/her immediate manager.

Giving Gifts

It is inadvisable to give personal gifts to pupils or their families. This could be interpreted as a gesture either to bribe or groom. It might also be perceived that a 'favour' of some kind is expected in return.

Any reward given to a pupil should be in accordance with agreed practice, consistent with the School's Behaviour policy, recorded and not based on favouritism.

Lone Working and One to One Situations Involving Pupils

Staff working one to one with pupils, including visiting staff from external organisations, can be more vulnerable to allegations or complaints and should ensure that, wherever possible, there is visual access and/or an open door in one-to-one situations.

Members of staff should not arrange to meet with pupils from the school away from the work premises unless the necessity for this is clear and approval is obtained from a senior member of staff, the pupil and their parents/carers.

Staff are expected to adhere to the risk assessment on lone working.

The schools will conduct risk assessments in relation to the specific nature and implications of one-to-one work and any planned home visits.

Health and Safety

All employees have a shared duty to help prevent injuries or accidents occurring at work by complying with the Effingham Schools Trust Health and Safety Policy and all instructions relating to safety and security procedures.

Administering First Aid and Medication

Any member of school staff may be asked to become a qualified first-aider or to provide support to pupils with medical conditions, including the administration of medicines, but cannot be required to do so unless this forms part of their contract of employment.

Any such employee will receive suitable training and will be expected to adhere to school guidelines and policies on undertaking such responsibilities.

Security

Staff should keep their passwords confidential and not allow unauthorised access to equipment. Always locking their computer screen if they are away from their desk.

Staff should wear their School lanyards at all times and not hand these to pupils or contractors at any point. Staff should not reveal keypad door codes to pupils, visitors or parents. Staff should ensure external doors and ground floor windows are closed when vacating a room to prevent intruders accessing the School.

Transporting Pupils / Educational Visits

A designated member of staff will be appointed to plan and provide oversight of all transport arrangements and respond to any concerns that may arise. Staff should not offer lifts to pupils unless the need for this has been agreed by the one of the Heads and parental consent for this must be recorded in advance.

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as an escort. Use of personal phones as satnavs in school minibuses is not permitted and the school should provide a phone or satnav for this purpose.

It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so. They should also be aware of and adhere to current legislation regarding the use of car seats for younger children.

Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum carrying capacity is not exceeded.

Staff should never offer to transport pupils outside of their normal working duties, other than in an emergency or where not doing so would mean the child may be at risk. In these circumstances the matter should be recorded and reported to both their manager and the child's parent(s).

The school's Health and Safety Policy and Educational Visits Policy set out the arrangements under which staff may use private vehicles to transport pupils.

Educational visits will be undertaken in accordance with the school's Educational Visits Policy and any member of staff accompanying children on an educational visit are required to familiarise themselves with and adhere to this policy.

Each school will have guidelines about the transportation of pupils in vehicles. Please refer to these for further information.

Co-Curricular/ Boarding Supervision

Staff should take particular care when supervising pupils in the less formal atmosphere of the boarding area, after-school activity or off-site residential setting.

During School activities that take place off the School site or out of School hours, a more relaxed discipline or informal dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

Where out of School activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Pupils, staff and parents should be informed of these prior to the start of the trip.

Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of School activity.

This means that staff should:

- always have another adult present in out of School activities, unless otherwise agreed with senior staff in the School;
- undertake a risk assessment;
- have parental consent to the activity;
- have a safeguarding meeting prior to departure and complete a trip review on return;
- ensure that their behaviour remains professional at all times.

Declaration of Personal Interests and Outside Commitments

Employees are responsible for ensuring that their private interests, beliefs and personal associations do not conflict with their professional duties.

All employees should declare any non-financial or financial interest which might conflict with the ethos or work of the School or any relationship which, by the employee's association with that person, might adversely affect the School's reputation, attract negative publicity or potentially bring into question the employee's suitability to work with children and young people.

Declarations should be made via the Director of Finance (or for the Headteacher via the Chair of Governors) who should ensure that a written record is made in accordance with the school's procedure.

Declarations must extend to acknowledging the involvement of a relative or partner of an employee in an organisation with which the school does business (or seeks to do business), particularly if they are directors, partners or hold senior managerial positions in those organisations.

Where employees are in any doubt about whether any personal relationships, interests, or outside commitments should be declared in particular circumstances, they should either declare the information in any case, or else seek further advice from the Director of Finance or the Headteacher.

Secondary Employment

Employees are able to take up additional employment other than at the school, provided the employment concerned does not constitute a conflict of interest or adversely affect their employment at the school.

Employees are required to inform the Headteacher of other employment they undertake.

Criminal Charges or Convictions

All employees must inform the Headteacher immediately of any criminal conviction, caution, reprimand or final warning or if they are the subject of a police investigation during the course of their employment.

Staff should be aware that behaviour by themselves, those with whom they have a relationship or association, or others in their personal lives, may impact on their work with children.

School Policies

The schools have in place a range of policies, some of which have been referred to in this Code of Conduct. Employees are expected to familiarise themselves with any policy the school has provided or drawn to their attention and to ensure that they take account of any future policy changes communicated to them.

If in doubt about the application or interpretation of any policy an employee should seek advice from his/her line manager in the first instance.

Status of Code of Conduct

The content and operation of this policy is reviewed as and when deemed necessary by the Governing Body. The policy is discretionary and does not confer any contractual rights.

Employees will be expected to have regard to any updates to this code which have been brought to their attention.

All staff must complete the following Safe Working Practice Agreement to confirm they have read, understood and agree to comply with the school's policies on

safeguarding and behaviour. This form should be signed and dated and a copy retained on the member of staff's file.

Safe Working Practice Agreement Safeguarding Children and Young People Staff and Volunteers 2025

This document gives clarity to the expectations that the school has of its entire staff and the measures needed to ensure that all employees and pupils can work within, and enjoy being part of, a safe and caring environment. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

It is everyone's responsibility to ensure that pupils are cared for appropriately and safeguarded from any harm, and their duty of care to promote the health, safety and welfare of all members of the school community. It is acknowledged that the vast majority of employees behave appropriately whilst working with our pupils. Whilst it is recognised that the individual members of an organisation may hold differing values and opinions, adults working in a school are in a position of trust and their conduct is, therefore, governed by specific laws and guidance and the policies and procedures agreed by the Head and Governing body.

Staff and Volunteers occasionally express uncertainty as to what is and what is not acceptable and seek guidance regarding those behaviours which, whilst most probably innocent, may be perceived by others as inappropriate. The following is, therefore, a code of appropriate conduct for all adults working in or on behalf of the school, including those involved in home visits or any out of school activities. Adherence to this code should ensure that both children and adults are safe from misconduct or unfounded allegations of misconduct.

You should always:

- Adhere to all school policies, many of which are specifically written with safeguarding in mind: Safeguarding Child Protection ~ Whistle blowing ~ Online Safety ~ Mobile Device Guidance ~ Anti-bullying ~ PSHE ~ Safer Recruitment ~ Behaviour, Rewards and Sanctions ~ Health & Safety ~ Medical ~ Restrictive Physical Intervention ~ Equal Opportunities ~ Low level concern ~ Allegation about staff member.
- Behave in a mature, professional, fair and considered manner at all times. Staff conduct, both in and out of school, should bring neither the school nor the profession into disrepute
- Provide a good example and "positive role model" to the pupils
- Observe other people's rights to confidentiality; however, where a concern exists with regard to a pupil protection issue, you must report it to a DSL
- Treat all pupils equally; never confer favour on particular pupils, or build "special relationships" with individual pupils, except where one to one working is part of an agreed plan with your manager (e.g. counselling, tuition, mentoring)
- Be aware that filtering and monitoring systems are permanently in place on all school devices and the school Wi-Fi
- Adhere to the Artificial Intelligence Policy, recognising the plagiarism, copyright, illegal implications of inappropriate use

Follow the Trust's Whistleblowing Procedures and report to the Heads / DSL:

- Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation
- Any difficulties that you are experiencing (e.g. coping with a pupil presenting particularly challenging behaviour); situations where you anticipate that you may not be sufficiently qualified, trained or experienced to deal with or handle appropriately
- Any behaviours of another adult in the school which give you cause for concern or breach of this code or other school policies and procedures
- Any low-level concerns you have about staff regarding safeguarding
- If an allegation concerns the Head, make your concerns known/report to the Chair of Governors

You should never:

- Behave in a manner that could lead a reasonable person to question your conduct, intentions or suitability to care for other people's children
- Touch children in a manner which is or may be considered sexual, threatening, gratuitous or intimidating
- Discriminate either favourably or unfavourably towards any pupil · Make arrangements to contact, communicate or meet children outside school, outside the parameters of your duties as a member of staff
- Engage in any form of electronic communication (call/text/email) or use social media sites to communicate with pupils, use social media in any way which may bring your, or the school's, reputation into disrepute - adhere to the Online Safety Policy/Mobile Device guidance provided (Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings 2022)
- Develop any form of personal relationship with children – it is an offence for a person aged 18 or over to have a sexual relationship with a pupil under 18 where that person is in a position of trust in respect of that pupil (anyone working/volunteering in a school environment) even if the relationship is consensual (Section 16 - The Sexual Offences Act 2003)
- Push, hit, kick, punch, slap, throw any object at or smack a pupil or threaten to do so unless your own personal safety is threatened
- Make inappropriate remarks, banter or jokes of a personal, sexual, racial, discriminatory, intimidating or otherwise offensive nature
- Intentionally embarrass or humiliate children (e.g. using sarcasm or humour in an inappropriate way)
- Give or receive (other than "token") gifts unless arranged through your line manager / Head

- Allow, encourage or condone children to act in an illegal, improper or unsafe manner (e.g. smoking or drinking alcohol)
- Behave in an illegal or unsafe manner (e.g. exceeding the speed limit, being under the influence of drugs or alcohol, driving a vehicle known to be un-roadworthy, not having appropriate insurance, using a mobile phone whilst driving, failing to use seatbelts, or drive in an unsafe manner) whilst transporting children
- Undertake any work with children when you are not in a fit and proper physical or emotional state to do so (eg under the influence of medication which induces drowsiness; with a medical condition which dictates that you should not be caring for children; under extreme stress which is likely to impair your judgement)
- Enter boarding accommodation unless you are accompanied by a member of the boarding staff, Admin team or SLT.

This document gives clarity to the expectations that the school has to its entire staff and the measures needed to ensure that all employees and pupils can work within and enjoy being part of a safe and caring environment.

I am aware that this is a legal requirement as per KCSiE 2025. I agree to abide by the Safer Working Practice guidance contained therein.

Signed

Date.....

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