Staff Behaviour Policy/ Code of Conduct 2026

All staff have a crucial role to play in the lives of children in our school. We want to ensure that we have the safest possible learning and working environments to safeguard children, and reduce the risk of staff being falsely accused of improper or unprofessional conduct.

Everyone in school has safeguarding responsibilities that are explained in detail in our Safeguarding Policy, GDPR Policy and Acceptable Use Policy, which are updated annually every September.

Principles:

- The welfare of the child is paramount
- Staff must understand their responsibilities to safeguard and promote the welfare of pupils
- Staff are responsible for their own actions and behaviour and must avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Staff must work, and be seen to work, in an open and transparent way
- Staff acknowledge that deliberately invented/ malicious allegations are extremely rare and that all concerns must be reported and recorded
- Staff must discuss and/or take advice promptly from their line manager if they have acted in a way which could give rise to concern
- Staff must apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation.
- Staff must not consume or be under the influence of alcohol or any substance including prescribed medication, which could affect their ability to care for children.
- Staff must be aware that breaches of the law and other professional guidelines can result in disciplinary action being taken against them, criminal action and/ or other proceedings including disbarring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the National College of Teaching and Leadership (NCTL).
- Staff and managers must continually monitor and review practice to ensure that guidance is followed.
- Staff must be aware of and understand their school's Safeguarding Child Protection Policy, arrangements for managing allegations against staff, whistle blowing procedures and safeguarding policy and procedures.
- Staff must not have their mobile phones out or use their mobile phones during session times unless they have requested permission from the Headteacher.

Staff Responsibilities

- All staff are accountable for the way in which they exercise authority, manage risk, use resources and safeguard children.
- All staff have the responsibility to keep children safe and to protect them from abuse, neglect and safeguarding concerns.
- The safeguarding culture of the school must be seen through the development of respectful, caring and professional relationships between adults and pupils and the behaviour by the adult that demonstrates integrity, maturity and good judgement.

- When individuals accept a role working in an education setting they must understand and acknowledge the responsibilities and trust involved in that role.
- Employers have duties to provide a safe working environment for staff.
- Adults must always consider whether their actions are warranted, proportionate, safe and applied equitably.
- Staff must maintain appropriate professional boundaries, avoid behaviour which could be interpreted by others and report any such incident.
- Staff must be aware of confidentiality with information only being shared when legally permissible to do so and in the interests of the child. It must only be shared on a need to know basis.
- Staff members must seek advice from the DSL if in doubt about their roles and responsibilities.
- Staff must hold high standards of personal conduct in order to maintain confidence and respect of the general public and those they work with.
- Staff must maintain a professional appearance and dress appropriately for their roles in school.
- Some staff may, as part of their professional role, be required to support a parent or carer. If that person comes to depend on a staff member or seeks support outside their professional role this must be discussed with senior management and where necessary referrals made to the appropriate agency.
- A general culture of 'safe touch' is adopted by the school. We recognise that some children with disabilities require more physical contact to help with their everyday learning.
- School has an Intimate Care Policy in place which ensures that the health, safety, independence and welfare of the children is promoted and their dignity and privacy respected.
- The school's Positive Behaviour Policy is reviewed annually and must be followed by all members of staff.
- Staff working in one to one situations with pupils must ensure where possible there is visual access and/ or an open door.
- When conducting home visits must always ensure that phone contact is made with the parent/ carer prior to the visit and that staff members always attend in two's. A member of SLT must be aware of the visit and be informed when staff members have returned to school.
- Staff must only transport children in cars with the appropriate insurance, car safety seats and the permission of the parent/ carer.
- All Educational Visits must only be undertaken with the completion of an Evolve form that has been agreed with the EVC co-ordinator and Headteacher.
- No personal equipment must be used to take images of pupils at or on behalf of the school.
- Under no circumstances must any adult use school or setting equipment to access pornography.
- Care must be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified in the lesson plan.

Senior Leadership Responsibilities

- All settings must have adequate qualified First Aiders and parents must be informed when first aid has been administered.
- That appropriate induction must take place for all staff members, students and volunteers

- That all policies are renewed in line with the Policy Review cycle and shared with all staff members.
- Risk assessments must be in place and reviewed annually.
- Staff must be trained and attend refresher courses as required.
- All confidential paperwork must be kept in a secure cabinet and clearly recorded.

Governing Body

- This policy must be shared with the named Safeguarding Governor and the Governing Body.
- The Governing Body question the SLT about incidents and procedures regularly.