



Rockwell Green Church of England Primary School

Code of Conduct

**For Teachers, Support Staff, Governors,
Volunteers and Work Experience Students**

Status:	STATUTORY
Responsible person:	HEADTEACHER
Responsible Governor:	CHAIR OF GOVERNORS
Approved by the Governing Body:	September 2026
Review Period:	Annually
Review Date:	September 2027

Pre-amble (This does not form part of the Code of Conduct)

Keeping Children Safe in Education (DfE 2026) makes specific reference to Staff Codes of Conduct where it states all “*staff members should be aware of systems within their school or college which support safeguarding, and these should be explained to them as part of staff induction. This should include:*

- *the child protection policy;*
- *the staff behaviour policy (sometimes called a **code of conduct**); and*
- *the role of the designated safeguarding lead.”*

Copies of policies and a copy of part one of Keeping Children Safe in Education (DfE 2026) should be provided to staff at induction.

The document goes on to say:

97. *Governing Bodies and proprietors should ensure there are appropriate policies and procedures in place in order for appropriate action to be taken in a timely manner to safeguard and promote children’s welfare.*

98. *This should include:*

- *an effective child protection policy; and*
- *a staff behaviour policy (sometimes called the code of conduct) which should amongst other things include low-level concerns, allegations against staff and whistleblowing, acceptable use of technologies, staff/pupil relationships and communications including the use of social media.*

Although many schools do have “Code of Conduct Policies”, others have a number of policies which when taken together could be viewed as governing staff behaviour.

OFSTED view is there is “no expectation that schools need to have policies relating to staff behaviour in any particular format. What is important is that schools have this covered somewhere in their policies and procedures and that all staff are aware of this. Inspectors will want to know how schools have ensured that staff know what is expected of them and may ask to see how this is covered but should not be giving the impression that this needs to be a single policy document or in the form of a code of conduct.”

As a result, the “Code of Conduct” document below provides a template for individual schools to use and develop to support staff in understanding the expectations the school has of them and understanding their responsibilities. It should not be viewed as a stand-alone document, but one of a number of mechanisms to enhance understanding of expectations of staff, volunteers, management and governance and signpost members of the school community to specific responsibilities placed on them.

Schools should ensure that any policies referred to (especially under Additional Requirement) have been adopted by the Governing Body and are actively promoted to employees and are easily accessible.

CODE OF CONDUCT

1. Introduction

The school's reputation and the trust and confidence of the community in its integrity is of vital importance. It must discharge its day-to-day responsibilities with openness and honesty. This code of conduct is presented to assist employees and volunteers (including Governors) in carrying out their day-to-day responsibilities in accordance with legal requirements placed upon them and any policies adopted by the school.

This code of conduct sets out the key principles for the creation and maintenance of a safe school culture. Employees who are contracted under Teachers' Terms and Conditions of Employment also 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.

If an employee fails to adhere to this policy, then this may result in disciplinary action, including their dismissal.

Objectives of a safe school culture are:

- to safeguard pupils and protect employees.
- to make explicit expectations of performance and conduct.
- to minimise opportunities for abuse.
- for all employees to have confidence to report concerns with full confidentiality.
- to enable the school to respond promptly to any concerns raised: the school will always investigate and address issues.
- to create and maintain an ethos of mutual respect, openness and fairness.

2. Status of the Code of Conduct

This Code of Conduct applies to all employees of the school and to volunteers. Throughout the document, reference is made to employees referring or reporting issues to the Headteacher/Chair of Governors. Where the employee is the Headteacher they should refer or report issues to the Chair of Governors.

3. Behaviour & Conduct at Work and Outside of Work

Employees and volunteers of the school are expected to set examples of behaviour and conduct as role models which can be copied by pupils/students. Employees must:

- a) avoid using inappropriate or offensive language at all times;
- b) demonstrate the highest standards of conduct in order to encourage the school's pupils/students to do the same;
- c) show tolerance and respect for the rights of others;
- d) 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;
- e) express personal beliefs in a way that will not overly influence pupils and will not exploit pupils' vulnerability or could lead them to break the Law;

- f) avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

Employees and volunteers of the school should remember their responsibilities to the local community and adopt a courteous, high quality, efficient and impartial approach to all groups and individuals with whom they come into contact in the course of their work. Such courtesy and efficiency should be shown to all people with whom employees and volunteers deal with, remembering that all opportunities need to be taken to enhance the reputation of the school whether locally, nationally, or internationally.

Employees and volunteers of the school must carry out their duties objectively, professionally, to the best of their ability and in an impartial manner. Employees and volunteers of the school are entitled to expect that no other colleague or Governor will seek to pressure or persuade them to carry out their duties in any other way. Where it is alleged that such action has taken place, the Headteacher and Chair of Governors will investigate the allegation if requested to do so.

There may be occasions when employees, carrying out their duties for the school, find themselves at odds with national Government advice or guidance. In such circumstances, it is particularly important that they are seen to behave with complete objectivity and impartiality obtaining managerial and professional advice and guidance where appropriate. They are entitled to expect to receive the unequivocal support of senior managers in so doing.

As a rule of thumb, employees and volunteers at the school should act in accordance with three key guiding principles:

- Ensure that their conduct complies with these standards, the spirit of these standards, the school's policies, and the law.
- Ensure that their conduct is never influenced by personal gain.
- Ensure that their conduct could not give any reasonable person cause to question their motives.

Employees must not engage in activities outside work, including criminal activity, that could damage the reputation of the school or the employee's own reputation or the reputation of anyone connected with the school as this is likely to be regarded as serious misconduct which could result in their dismissal.

Employees must not make negative comments about the school on social media.

4. Dress code

Employees are expected to dress professionally and, appropriately for the role in which they are employed. At our school this means wearing no blue denim. With regards footwear we follow the LA guidance which states:

Footwear Expectations for Staff

Wear footwear that is:

Secure and supportive
Closed-toe and closed-heeled
Provides adequate grip for indoor and outdoor surfaces

Avoid:

Open-toe footwear (e.g, sandals, flip-flops)

High heels or unstable footwear

Shoes that offer little support or grip

These types of footwear are generally unsuitable for most school environments and may increase the risk of injury.

5. Confidentiality & Openness

Employees and volunteers of the school may be privy to information which is confidential. Any express or implied responsibility to keep information confidential should be respected by employees and volunteers and there should be awareness that such responsibility might arise from the nature of the information itself, e.g. child protection disclosure. It will, however, be extremely rare that employees and volunteers will be unable to share confidences with either the Headteacher or the Chair of Governors.

Employees and volunteers should not use information obtained in the course of their time at the school for personal gain or benefit, nor should they pass it on to others who might use it in such a way. When employees and volunteers are acquainted with confidential information belonging to the school, they must not disclose that information to any person not authorised to receive it unless such material must by law be made available to specific parties e.g., in child protection cases to the Local Authority Designated Officer (LADO), Police or Social Services and disclosure of financial information to Internal or External Auditors.

Sharing of confidential information

Where employees or volunteers have access to confidential information about pupils/students or their parents/carers, they must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student if appropriate to do so. Should employees or volunteers witness behaviours or actions that are concerning, these should be reported and dealt with in accordance with the appropriate school policy and procedure whilst maintaining confidentiality. Incidents must not be discussed outside the school, including with the pupil's/student'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. Employees and volunteers have an obligation to share with their line manager or the Headteacher, any information which gives rise to concern about the safety or welfare of a pupil/student.

6. Relationships

Employee-Governor Relationships:

Mutual respect between Governors and employees is essential to good school management. Close personal familiarity between individual Governors and

employees should be avoided wherever possible, as it can be detrimental to the relationship and may result in other Governors and employees feeling uncomfortable.

Employees and Governors involved in recruitment will ensure that appointments are made based on merit and in accordance with the school's policies and procedures. Merit is determined based on matching the chosen candidate with a job specification and ignoring all other extraneous considerations, e.g., close personal relationships with Governors or other employees. Employees in the course of their duties should not be involved in the appointment, pay adjustment, approval of expenses, promotion or discipline of partners, relatives, or close friends.

Close personal relationships between employees and/or Governors should not be permitted to influence decisions made and must be declared at the earliest opportunity.

Employee-Parent Relationships:

Employees should seek to establish positive and open relationships with parents/carers and should aim to create a welcoming and open relationship whilst maintaining professional boundaries.

Employee-Pupil Relationships:

Section 16 of The Sexual Offences Act 2003 provides that it is an offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. Employees and volunteers working within a school would be deemed to be in a position of trust and must conduct themselves in accordance with the statutory requirements of the guidance "Keeping Children Safe in Education" (DfE 2025) and must not engage in a employees/pupil relationship that extends beyond the professional requirements of their role in any circumstance. Employees and volunteers at the school are required to adhere to the school's safeguarding and child protection policies.

Employees 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.

If employees and pupils must spend time on a 1-to-1 basis, employees will make sure that:

- this takes place in a public place that others can access.
- others can see into the room.
- a colleague or line manager knows this is taking place.

Employees should avoid contact with pupils outside of school hours if possible. Personal contact details should not be exchanged between employees and pupils. This includes social media profiles. Gifts from employees to pupils are not acceptable.

If an employee is concerned at any point that an interaction between themselves and a pupil may be misinterpreted or is concerned at any point about a fellow employee

and a pupil, this should be reported in line with the procedures set out in the school/academy's Safeguarding Policy.

Communicating with pupils who attend the school over social media could be viewed as developing/attempting to develop an inappropriate relationship. As such specific regard should be given to the school's ICT Acceptable User & Social Media Policy. As a rule, employees and volunteers should not engage in communication with pupils of the school over social media unless explicitly agreed by the school and for the purpose of fulfilling their professional duties. Any communication should remain professional in nature. If employees are unsure of the appropriateness of any communication, they should discuss this with the Headteacher.

Employee-Contractor Relationships:

Relationships with contractors or potential contractors who are engaged or may be engaged to carry out work at the school should be made known and in the case of Governors, an interest declared to the Headteacher or Chair of Governors in accordance with the legal requirements in respect of declaring financial interest.

7. Sexual Harassment

Employees will help create a positive environment that works to prevent sexual harassment. This includes calling out sexual harassment that they witness. All witnesses will be provided with appropriate support and will be protected from victimisation.

If an employee is concerned at any point about incidents of sexual harassment (either directed at them or someone else), they should report their concern to the Headteacher. If the concern is about the Headteacher/other employee, or it is believed they may be involved in the wrongdoing in some way, the employee should report their concern to the Chair of the Governing Body/Board of Trustees/other names Governor or Trustee. Further information regarding Prevention of Sexual Harassment in The Workplace can be found in the school's Dignity at Work Policy.

8. Whistleblowing

- Whistleblowing reports wrongdoing that it is "in the public interest", eg, criminal offences, such as fraud or corruption.
- Pupils' or employee health and safety being put in danger.
- Failure to comply with a legal obligation or statutory requirement.
- Breaches of financial management procedures.
- Attempts to cover up the above, or any other wrongdoing in the public interest.
- Damage to the environment.

Employees are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and managed in accordance with the school's Whistleblowing Policy.

Employees should report their concern to the Headteacher. If the concern is about the Headteacher, or it is believed they may be involved in the wrongdoing in some

way, the employee should report their concern to the Chair of the Governing Body/ Board of Trustees/other named Governor or Trustee.

9. Political Neutrality

All employees and volunteers of the school are required to be politically neutral and must not allow their own personal or political opinions to interfere with the way in which they carry out their work or duty to implement the policies.

Under the Education (No 2) Act 1986 the Governing Body and the Headteacher are required to ensure that where political issues are brought to the attention of pupils, they are offered a balanced presentation of opposing views.

10. Personal Interests

Employees and volunteers must declare to the Headteacher and/or Chair of Governors financial and any other interests that they consider could bring about direct conflicts with the school's interests, including membership of any organisation which does not open to the public that requires of members any form of commitment or allegiance and which has secrecy about rules and membership or conduct.

11. Business or Financial Interests

Schools and Academies must keep a register of business and financial interests for staff and Governors/Trustees. This register should be kept up to date and be freely available for inspection by Governors, staff and parents and reviewed regularly.

The register must state:

- business interests that they, or a member of their immediate family, have (for example, that they work for a supply company that your school uses);
- governance roles in other educational institutions;
- relationships they have with other Governors or school staff (e.g. spouses, partners and close relatives).

12. Other Employment

The Governing Body will not unreasonably stop employees from undertaking secondary employment, but such employment must not, in the view of the Governing Body, conflict with or act in a way which is detrimental to the school's interest or have the effect of weakening public confidence in the proper conduct of the school.

The Headteacher and Governing Body expect that all staff employed in the school will give full commitment to the school whilst employed there and will not take up other employment which may directly impact on their ability to fulfil their contractual requirements.

13. Honesty & Integrity

Employees 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.

All employees 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 an employee believes that a person has failed to comply with the Bribery Act, they should refer to the Whistleblowing procedure.

14. Gifts & Hospitality

Gifts given to employees at Christmas time or the end of an academic/term year or after a particular event such as diaries, confectionery, calendars, pens etc are allowed.

Gifts given to employees 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 (with a value of less than £20/£30) from students or parents. Employees of the school should not accept significant personal gifts, services or other benefits from contractors and service providers such as drink, cars, holidays, tickets etc. Where unsolicited gifts are received, they should be drawn to the attention of the Headteacher or Chair of Governors who will keep a record of circumstances. Employees should only accept offers of hospitality including invitations to functions, meals and site visits if there is a genuine need to impart or receive information or represent the school and/or the community, e.g., careers events. Offers to attend social or sporting functions at another's expense should be accepted only when these are part of the life of the community or where the school should be seen to be represented perhaps including occasions when a genuine business benefit may be obtained by the school as a result. Such visits should be properly authorised by the full Governing Body and recorded on a maintained register e.g., Logbook, Governing Body minutes and must not be excessive in the context of the occasion or the justification for attendance. If an employee is in any doubt about the propriety of accepting a gift, advice should be sought from the Headteacher or Chair of Governors.

Personal gifts from individual employees to pupils/students are inappropriate and could be misinterpreted. Therefore, in normal circumstances gifts should not be given to pupils/students as this could, unintentionally, be viewed as extending or attempting to extend a relationship beyond the professional requirements of the role. As such, if an employee does feel a gift is appropriate, then explicit agreement should be gained from the Headteacher with regards to the reason and nature of any gift.

15. Use of Electronic Technologies and Personal Communication Devices

- a) Employees must exercise caution when using communication technologies and be aware of the risks to themselves and others. They must not engage in

- inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.
- b) Employees must not use social media e.g. Facebook with pupils or former pupils who are still of statutory school age.
 - c) Employees must only use their school e-mail account or school learning platform account when communicating electronically with pupils/students and parents.
 - d) Employees must not use personal electronic communication devices such as mobile phones or iPads as cameras in school. Any photographs/video footage must be taken using school equipment. Employees must only save images on school IT hardware/computers.
 - e) Employees who are in contact with pupils should not use personal mobile phones in school during their directed/paid hours of employment unless there are exceptional circumstances and they have requested and been given explicit permission to do so by the principal/ headteacher. Outside of these times, mobile phones should only be used in areas of the school where pupils are not present.
 - f) Further information can also be found in the appropriate school policies and procedures (as listed below).

16. Use of ICT including emails and Social Media sites

The school acknowledges that the personal use of ICT including e-mails and social media sites can provide a positive way for employees to keep in touch with colleagues, friends and parents and can be used to exchange ideas and thoughts on common interests, both personal and work related.

However, employees also need to be aware that even if the privacy settings on their social media sites are set to private, information can still end up in the public domain and, therefore, should not be considered as private. This applies to the information accessed or shared both outside and inside of work. Information that employees may consider to be private could be deemed to be unacceptable conduct where for example:

- their work performance is affected;
- they have potentially broken the Law;
- they have breached confidentiality;
- they have published comments, videos, or photographs which reveal some form of work-related misbehaviour, for example feigning illness or avoiding work;
- they have blurred professional boundaries;
- they have expressed a personal view that the school would not want to be associated with, and which may well bring the school into disrepute;
- they have disclosed data or information about the school, colleagues and partner organisations, clients or service users that could breach the Data Protection Act 1998;
- they have not complied with school's Standards of Conduct resulting in an inappropriate reference to people working at or for the school, or people receiving services from the school;
- they have abused people working at or for the school or people receiving services from the school.

Employees whose conduct is deemed to be unacceptable may be subject to disciplinary action in accordance with the school's Disciplinary Procedure, not excluding dismissal.

17. Equal Opportunities

The school is committed to ensuring equal opportunities in employment and provision of education and believes that an effective equal opportunities policy is an essential means of increasing the value of its personnel by developing the potential of all its individual employees. The school's equal opportunities policy is designed to ensure that no employee or job applicant should receive less favourable treatment than another because of a protected characteristic as defined by the Equality Act 2010 i.e., age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, religion or belief, sex, or sexual orientation. All employees and volunteers must comply with both the spirit and letter of the Equality Act and the school's equal opportunities policy and treat all members of the public and work colleagues with respect and fairness.

Employees and volunteers should be fully aware of the school's commitment to equal opportunities and the employment of disabled persons.

Employees should note that the following acts may be unlawful as well as constituting misconduct liable to disciplinary action (which could in some cases include summary dismissal):

1. Discriminating improperly in the course of their employment against members of the public, clients, stakeholders, fellow employees, job applicants or in respect of job transfer or promotion applications, because of a protected characteristic as listed above.
2. Instructing, causing or inducing, or attempting to induce, staff, volunteers and Governors to practice unlawful discrimination.
3. Verbal or physical harassment of a nature that is offensive to the victim.
4. Victimising individuals who have made allegations or complaints of discrimination or harassment or who have provided information about such discrimination or harassment.

For its part, the school will investigate any allegation of discrimination or harassment and will act as appropriate.

18. Health & Safety

The school (and the Local Authority where the LA is the employer) share a legal obligation to protect the health, safety, and welfare at work of all its employees and others in the workplace. Equally, employees should always be aware of and fulfil their legal responsibility to protect their own and others health, safety and welfare at work. This legal obligation is supported by the school's health and safety policy.

19. Post-Employment

The duty of fidelity which each employee owes to the school, and which requires an employee to act in an honest fashion and not in a manner which will harm the school may, in certain respects, continue following the end of the employee's employment. For example, even though they are no longer employed by the school, a former employee must not disclose confidential information which belongs to the school.

Certain employees may have access to intellectual property (such as copyright and materials which belong to the school). An employee might even have contributed to the creation of that intellectual property during a period of employment. However, where part or whole of that property belongs to the school it cannot be used by a former employee for any purpose without the agreement of the school as appropriate.

20. Additional Requirement

Although this code of conduct highlights overall expectations, employees are also expected to be aware of, and adhere to, other key legislation, professional standards, policies, procedures, and guidance in order to effectively carry out their duties during the course of their employment. Of particular importance we would highlight the following documents and advise staff and volunteers to familiarise themselves with them where appropriate to their role:

Keeping Children Safe in Education (DfE 2026) – All staff and volunteers must have at least read Section 1 of this document:

Child Protection Policy
Whistleblowing Policy
Equal Opportunities Policy
Health & Safety Policy
National Standards of Excellence for Headteachers
Teachers' Standards
Professional Standards for Teaching Assistants (Non-Mandatory, Non-Statutory)
Governance Handbook
ICT Acceptable User
Disciplinary Procedure
Grievance procedure

21. Low Level Concerns Procedure

The term 'low level' concern does not mean that it is insignificant. 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 harm threshold or is otherwise not 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, contrary to school policy
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door, or
- humiliating pupils.

The purpose of the procedure is to embed a culture of openness, trust and transparency in which the school's values and expected behaviour set out in the staff Code of Conduct are lived, monitored and reinforced constantly by all staff.

Low Level concerns at Rockwell Green C of E Primary will be shared with the Headteacher/DSL (deputy in their absence), or with the Chair of Governors if concerning the headteacher, and will be treated with confidentiality. Low level concerns may be shared by staff, pupils, parents or visiting adults.

Staff may self-report as occasionally they may find themselves in a situation which could be misinterpreted or equally, a member of staff for whatever reason, may have behaved in a manner which they consider falls below the standard set out in the staff code of conduct. Self-reporting in these circumstances can be positive for a number of reasons; it is self-protective, in that it enables a potentially difficult issue to be addressed at the earliest opportunity; it demonstrates awareness of the expected behavioural standards and self-awareness as to the individual's own actions or how they could be perceived; and, crucially, it is an important means of maintaining a culture where everyone aspires to the highest standards of conduct and behaviour.

All low level concerns will be recorded in writing. The record will include details of the concern, the adult it concerns, the context in which the concern arose and action taken. The name of the individual sharing their concerns may also be recorded but if the individual wishes to remain anonymous then this will be respected as far as reasonably possible.

When the headteacher/Chair of Governors is responding to a report of a low level concern they will collect as much information as possible and this may include:

- speaking to the person who has raised the concern
- speaking to the individual involved
- speaking to any possible witnesses
- speaking to any pupils or adults who have had contact with the adult involved

The information collected will help the headteacher/Chair of Governors to categorise the type of behaviour and determine what further action may need to be taken. This may involve the headteacher in consulting with the school's HR provider or following school policies eg. staff Code of Conduct. The information collected will be recorded in writing along with the rationale for decisions made and the action taken.

If the low level concern is regarding a visitor to the school (eg. supply teacher, contractor, etc) then the headteacher will notify their employers, so that any potential patterns of inappropriate behaviour can be identified.

Records of low level concerns will be kept securing in a file in the locked safeguarding cabinet. These will be reviewed at an appropriate time so any individual or school patterns can be identified and responded to.

APPENDIX 1

GUIDELINES FOR STAFF, GOVERNORS, VOLUNTEERS AND WORK EXPERIENCE STUDENTS

1.1 Private meetings/messaging/texting pupils

- (a) Staff/Governors/ Volunteers should be aware that private meetings with individual pupils may give rise to concern. There will be occasions when a confidential interview or a one to one meeting is necessary, but, where possible, such interviews should be conducted in a room with visual access, or with the door open, or in a room or area which is likely to be frequented by other people, and another pupil or adult should be present or nearby . Where such conditions cannot apply, staff should ensure that another adult knows that the interview is taking place.
- (b) Meetings with pupils away from the school premises/non official text messaging of pupils should only be arranged with the specific approval of the head teacher.
- (c) When using a social networking site (eg. Facebook, Twitter) there are some important issues to note to protect yourself:
 - Do not accept any contact with current or previous pupils
 - If under 18s are on your list (perhaps family members) be especially careful that the content is appropriate, including photos
 - Avoid inappropriate language, sexual connotations, obscene jokes
 - Avoid criticism of the school or any stakeholder involved within it
 - Remember, these sites are not always private—often there is a wide access.
 - Ensure that your privacy settings are set to **private**.

Please do not say anything you would not say in public.

Mobile Phones

No mobile phones are allowed throughout the school unless permission is given by the headteacher. All staff phones are kept in the staff room / office during school hours.

Visitors are required to hand in phones at reception whilst visiting the school unless permission is given by the headteacher.

1.2 Physical Contact with pupils

- (a) Physical contact may be misconstrued by a pupil, parent or observer. Touching pupils, including well intentioned informal and formal gestures such as putting a hand on the shoulder or arm, having a child sit on your lap, can, if repeated regularly, lead to serious questions being raised. As a general principle staff must not make gratuitous physical contact with their pupils. It is particularly unwise to attribute touching to their teaching style or as a way of relating to pupils.
- (b) Any form of physical punishment of pupils is unlawful as is any form of physical response to misbehaviour unless it is by way of restraint. It is particularly

important that staff understand this both to protect their own position and the overall reputation of the school.

1.3 Where physical contact may be acceptable

- (a) There may be occasions where a distressed pupil needs comfort and reassurance which may include physical comforting such as a caring parent would give. Staff should use their discretion in such cases to ensure that what is, and what is seen to be by others present, normal and natural does not become unnecessary and unjustified contact, particularly with the same pupil over a period of time. Where a member of staff has a particular concern about the need to provide this type of care and reassurance he/she should seek the advice of the head teacher.
- (b) Some staff are likely to come into physical contact with pupils from time to time in the course of their duties. Examples include: showing a pupil how to use a piece of apparatus or equipment; demonstrating a move or exercise during games or PE. Staff should be aware of the limits within which such contact should properly take place and of the possibility of such contact being misinterpreted.
- (c) There may be occasions where it is necessary for staff to restrain a pupil physically to prevent him/her from inflicting injury to others or self-injury, damaging property, or causing disruption. In such cases only the minimum force necessary may be used and any action taken must be to restrain the pupil. Where an employee has taken action to physically restrain a pupil he/she should inform the Headteacher as soon as possible and make a written report of the incident in the form prescribed by Rockwell Green Primary School's policy on restraint.

1.4 Caring for pupils with particular problems

- (a) Staff who have to administer first aid should ensure wherever possible that other children or another adult are present if they are in any doubt as to whether necessary physical contact could be misconstrued.
- (b) If a toilet management plan has been agreed and signed by parents, pupils (where appropriate) and staff involved, there is no need to have more than one TA or Personal Assistant in the toilet unless this is necessary for the safe moving and handling of the child/young person.

1.5 Relationships and attitudes

- (a) All staff/Governors/Volunteers should clearly understand the need to maintain appropriate boundaries in their dealings with pupils. Intimate or sexual relationships between staff/Governors and volunteers and pupils will be regarded as a grave breach of trust, and any sexual activity between a member of staff and a pupil under 18 years of age may be a criminal offence.
- (b) All staff/Governors/Volunteers should ensure that their relationships with pupils are appropriate to the age and gender of the pupils, and take care that

their language or conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when members of staff/Governors/volunteers of either sex are dealing with the older boys and girls.

- (c) From time to time staff/Governors/volunteers may encounter pupils who display attention seeking behaviour, or profess to be attracted to them. Staff/Governors/Volunteers should aim to deal with those situations sensitively and appropriately, but must ensure that their behaviour cannot be misinterpreted. In these circumstances, the member of staff/Governor/volunteer should also ensure that the head teacher is aware of the situation

1.6 Where conversation of a sensitive nature may be appropriate

- (a) Many staff have a pastoral responsibility for pupils and in order to fulfil that role effectively there will be occasions where conversations will cover particularly sensitive matters. Staff must, in these circumstances, use their discretion to ensure that, for example, any probing for details cannot be construed as unjustified intrusion.
- (b) Other staff in schools may, from time to time, be approached by pupils for advice. Pupils may also appear distressed and staff may feel the need to ask if all is well. In such cases staff must judge whether it is appropriate for them to offer counselling and advice or whether to refer the pupil to another member of staff with acknowledged pastoral responsibility for the particular pupil.

1.7 Inappropriate comments and discussions with pupils

- (a) As with physical contact, comments by staff/Governors/volunteers to pupils, either individually or in groups, can be misconstrued. As a general principle therefore staff/Governors/volunteers must not make unnecessary comments to and/or about pupils which could be construed to have a sexual connotation. It is also unacceptable for staff to introduce or to encourage debate amongst pupils in class, or elsewhere, which could be construed as having a sexual connotation that is unnecessary given the context of the lesson, or the circumstances. At the same time it is recognised that a topic raised by a pupil is best addressed rather than ignored.
- (b) Systematic use of insensitive, disparaging or sarcastic comments is also unacceptable.

1.8 Extra-curricular activities

Staff/Governors/Volunteers should be particularly careful when supervising pupils in extra curricular activities or a residential setting. Typically a less formal approach than usual is appropriate in these settings, but that can be open to misinterpretation. Although a more informal approach is usual in such circumstances, the standard of behaviour expected of

staff/Governors/volunteers will be no different from the behaviour expected within school.

1.9 Reporting incidents

Following any incident where a member of staff/Governor/volunteer feels that his/her actions have been, or may be, misconstrued he/she should discuss the matter with the head teacher. Where it is agreed with the head teacher the member of staff/Governor/volunteer should provide a written report of the incident. A detailed written report should always be made if a member of staff/Governor/volunteer had been obliged to restrain a pupil physically, or where a complaint has been made by a pupil, parent or other adult.

APPENDIX 2

CODE OF CONDUCT FOR GOVERNORS IN SOMERSET

General

- I understand that the principal concern of the Governing Board and each governor is the welfare of the school.
- I appreciate that the main focus of the Governing Board is on school improvement and the raising of standards of pupil performance in the school.
- We recognise and manage our responsibility for determining, monitoring and reviewing the broad policies, plans and procedures within which the school operates.
- I recognise that the headteacher is responsible for the implementation of policy and the day-to-day management of the school.
- I understand and accept that all governors are equal members of the Governing Board.
- I understand that I have no authority to act individually unless the Governing Board has given me the delegated authority to do so and it is legally permissible.
- I know that I must act fairly and without prejudice in all matters.
- I will make my own contribution to our Governing Board practising open government.
- I will give careful consideration to the impact of my views and my vote when decisions are being taken on people, organisations and the school.

Commitment

- I acknowledge the need to commit time and energy to being an effective governor.
- I will involve myself actively in the work of the Governing Board by attending meetings, serving on committee(s) and accepting a fair share of responsibility.
- I will consider my needs for development as a governor.

Relationships

- I will make every effort to work as a member of the Governing Board team.
- I will seek to develop effective working relationships with members of staff, parents and the school's wider community.

Confidentiality

- I will observe confidentiality as required.
- I will exercise prudence if contentious issues affecting the school arise outside the Governing Board.

Conduct

- I will express my views at meetings.
- I will accept collective responsibility for decisions made by the Governing Board.
- I will only speak or act on behalf of the Governing Board when specifically authorised to do so.

- In making or responding to criticisms or complaints concerning the Governing Board I will act in line with the procedures established by the Governing Board.
- My visits to school as a governor will be in line with the protocol agreed by the Governing Board and staff.
- As a governor, I will always be mindful of my responsibility to maintain and develop the ethos and reputation of the school and I agree that my actions within the school community should always reflect this.



APPENDIX 3

Rockwell Green Primary School Specific Guidance for Volunteers in School

- **Signing in:** Please make sure that you sign in and out whenever you come on or off the school site using the *Visitor Sign In Book*. A visitor badge which must be worn at all times.
- **Timing:** You should arrive at school at the agreed time and for the agreed time length. If there is going to be any change to this then please inform the school office
- **Clothing:** Suitable smart and professional clothing and footwear must be worn. It is important that volunteers wear clothing which is appropriate. Clothes should not be offensive, revealing or sexually provocative. Clothing and make-up should not distract, cause embarrassment or give rise to misunderstanding. Clothing should be absent from any political or contentious slogans and be non-discriminatory.

Our aims for Parental/ Volunteer involvement are:

- to make volunteers feel valued and involved in our school
- for volunteers to understand the curriculum and ethos of our school
- for our children to benefit from the skills and expertise of our volunteers
- to enrich the positive relationships children share with adults through mutual respect
- to strengthen relationships within our school community

Confidentiality

- Confidentiality and trust are very important aspects of your work within school
- Volunteers should not discuss educational matters outside of the classroom with other parents in the school, particularly concerning individual children
- Volunteers are most welcome in the staff room at break times. School staff may be heard to discuss classroom matters with colleagues. All conversations in the staff room are confidential

Activities and Tasks

- Teachers may look for help during the day with almost any aspect of the curriculum
- We aim to promote active learning and in order for the children to maximise these learning opportunities your help and support are vital
- Teachers across the school welcome support to hear readers, support group activities, help with art activities and Forest School sessions on a regular or ad hoc basis
- Teachers will give you clear guidance about how to support the children you are working with but if you are unsure, please ask

Child Protection expectations of all volunteers

- For all regular volunteers working in regulated activity with children to have a DBS check
- To treat pupils with respect

- To act as an appropriate adult role model
- To ensure that all contact with children in school is entirely proper and professional
- To consider carefully your physical contact with pupils and avoid any contact, which may be misinterpreted as being inappropriate
- Share immediately any concern about a child with the teacher, TA or other member of staff
- All mobile phones and personal belongings must be kept in the staff room at all times

**We hope that you enjoy your time at Rockwell Green C of E Primary School.
If you have any questions please ask for support**

APPENDIX 4



Rockwell Green Primary School

Specific Guidance for Work Experience students in School

- **Signing in:** Please make sure that you sign in and out whenever you come on or off the school site using the *Visitor Sign In Book*. A visitor badge which must be worn at all times.
- **Timing:** You should arrive at school for 8.30am and expect to leave no earlier than 3.30pm. If it is necessary for this to be different at any time, please discuss with the class teacher and your own tutor or work experience co-ordinator.
- **Clothing:** Suitable smart and professional clothing and footwear must be worn. It is important that volunteers wear clothing which is appropriate. Clothes should not be offensive, revealing or sexually provocative. Clothing and make-up should not distract, cause embarrassment or give rise to misunderstanding. Clothing should be absent from any political or contentious slogans and be non-discriminatory.

Our aims for work experience students in school are:

- to provide a stimulating and enriching experience for the student
- to feel welcomed and involved in our school
- to understand the curriculum and ethos of our school
- to benefit from the experience of our school staff
- to enrich the positive relationships children share with adults through mutual respect
- to understand the daily operations of a primary school
- to strengthen relationships within our school community

Confidentiality

- Confidentiality and trust are very important aspects of your work within school
- Students should not discuss educational matters outside of the classroom with other parents in the school, particularly concerning individual children
- School staff may be heard to discuss classroom matters with colleagues. All conversations in the staff room are confidential
- At lunchtimes, students are welcome to use the staffroom whilst eating and then we ask that they spend some time with the children on the playground

Activities and Tasks

- Teachers may look for help during the day with almost any aspect of the curriculum
- We aim to promote active learning and in order for the children to maximise these learning opportunities your help and support are vital
- Teachers across the school welcome support to hear readers, support group activities, help with art activities and Forest School sessions
- Teachers will give you clear guidance about how to support the children you are working with but if you are unsure, please ask

Child Protection expectations of all students

- To treat pupils with respect
- To act as an appropriate adult role model
- To ensure that all contact with children in school is entirely proper and professional
- To consider carefully your physical contact with pupils and avoid any contact which may be misinterpreted as being inappropriate
- Share immediately any concern about a child with the teacher, TA or other member of staff
- All mobile phones and personal belongings must be kept in the staff room at all times

**We hope that you enjoy your time at Rockwell Green Primary School.
If you have any questions please ask for support.**

Rockwell Green C of E Primary School

CODE OF CONDUCT

September 2026

I am signing to confirm that I have read and understood both the Code of Conduct and the documents it relates to especially those concerning Safeguarding.

Signed

.....

Name Printed.....

Role

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Date

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