



## HTPD Staff Code of Conduct

Holy Trinity Pewley Down School highly values its staff and wishes to encourage their support, contributions and assistance in order to create a community where all can flourish. Our school values remind us of the importance of mutual respect, kindness and care; we aim to ensure that “everyone is treasured and loved as a unique child of God,” and to “imagine the journey in another’s footsteps.” It is our duty to ensure that our pupils' welfare is promoted, that they are cared for appropriately and safeguarded from any harm.

Holy Trinity Pewley Down School places the utmost importance on safeguarding. I therefore ask you to carefully read this Staff Code of Conduct in conjunction with the Staff Guidance and Conduct document (see Appendix 1) and to return a signed copy of this Code of Conduct to the School Business Manager.

While we acknowledge that the vast majority of employees behave appropriately whilst working with our pupils, it is essential that the conduct of adults working in a school is governed by certain laws and government guidance. Further, staff and volunteers sometimes express uncertainty as to what is and isn't acceptable and ask for guidance regarding those behaviours which, whilst most probably innocent, may be considered illegal, improper or could be misconstrued by another person. It is acknowledged that some staff also have children who attend the school. It is recognised that in these cases, these staff fulfil the dual roles of parent and employee. It is essential that the boundaries between the two roles are upheld and that behaviour will not result in a conflict of interest. For example, the same level of confidentiality must be maintained despite social expectations.

The following gives a guide to appropriate conduct whilst working in or on behalf of the school (e.g. residential visits, out of school activities). Adherence to this code will help to ensure that both children and adults are safe, including protecting staff from the possibility of unfair allegations of misconduct.

You must:

- Adhere to the school’s Child Protection (Safeguarding), Behaviour, Physical Intervention, E-Safety, Health and Safety and Positive Touch Policies as well as this Staff Code of Conduct.
- Behave in a mature, respectful, safe, fair and considered manner.
- Not discriminate directly or indirectly against anyone, be they members of staff or pupils, on the grounds of their gender, age (accepting that some opportunities are appropriate for particular year groups of children), race, religion or belief, disability, sexual orientation, gender reassignment, marital/ civil partnership status, or in the event of pregnancy/ maternity. This is in line with the Equality Act (2010); refer to Appendix 2 for a fuller description of protected characteristics.
- Provide a good example and a 'positive role model' to pupils (for example in language, dress, attitudes, punctuality, empathy and respect).
- Not behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to care for other people's children.
- Observe people's rights to confidentiality. Information should only be revealed to colleagues on a need to know basis. Confidential information should never be used for own or other’s advantage.
- Not touch children in a manner which would be considered sexual, threatening or intimidating.
- Treat all children equally; if necessary being aware of their individual circumstances.
- When working 1:1 with children, be aware of the potential vulnerability of the child and yourself in such situations and manage these situations with regard to the safety of both parties.
- Ensure that personal beliefs are not expressed in ways which exploit children’s vulnerability or which might lead them to break the law.

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- Only make arrangements to contact, communicate or meet children outside of school through their parents/guardians, including communication via electronic media, such as e-mail, texting and social networking sites.
- Not develop 'personal' or sexual relationships with children.
- Not push, hit, kick, punch, tickle, slap, throw missiles at or smack a child or threaten to do so.
- Not engage in rough play, tickling or fun fights with children.
- Not be sarcastic, make remarks or 'jokes' to children of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
- Not embarrass or humiliate children.
- Not allow, encourage or condone children to act in an illegal, improper or unsafe manner e.g. smoking, drinking alcohol.
- School is a non-smoking site. Staff must not smoke or use e-cigarettes on the premises or whilst supervising children off-site.
- Never undertake any work with children when you are not in a fit and proper state to do so.
- Not be under the influence of alcohol, drugs or unlawful substance on school premises.
- Drive safely and within the law when transporting children and be properly insured.

**Report to the headteacher:**

- ✓ Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation.
- ✓ Any difficulties you experience e.g. coping with an unruly child, situations you anticipate you may not be sufficiently qualified, trained or skilled to deal with or handle well.
- ✓ Any behaviours of another person working for the school, which gives you cause for concern. (You will be protected by our 'whistle blowing policy' in these circumstances).
- ✓ Where there are any updates to the information provided to the school, I will advise the school as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on my employment.

I have read the School's Code of Conduct for staff, governors and volunteers and agree to abide by the guidelines contained therein.

I have read the Staff Conduct Guidance and Procedures (Appendix 1)

I have read the School's Behaviour Policy and Child Protection/Safeguarding Policy

I confirm that I have read the Department for Education's publications entitled "Keeping Children Safe in Education (KCSIE) 2022" and "What to do if you're worried a child is being abused (2015)"

I will ensure that all information I have given to the school is current; this includes background information (including any past investigations/cautions related to my conduct, my qualifications and my professional experience).

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Many thanks for your support of the School and its arrangements for the safety and care of children and adults in our school community. Please keep one copy of the Code of Conduct for yourself and return one to the School Business Manager. Thank you!

*Clare Grimes*

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Headteacher

**HOLY TRINITY PEWLEY DOWN****A Federation of Holy Trinity CoE Junior & Pewley Down CoE Infant Schools, Guildford****Staff Conduct Guidance and Procedures****ALL STAFF**

*The Governors of Holy Trinity Pewley Down, a Federation of Holy Trinity Junior and Pewley Down Infant Schools, Guildford (HTPD or the School) formally adopted these procedures based in 2022.*

**Introduction**

At HTPD, it is our aim that everyone across the school community, both children and adults, should be treated well and thus able to flourish and thrive. It is intended that our values are threaded through our words, actions and behaviours, and that, as we treat both children and adults with respect and understanding, all are enabled to “live life in all its fullness”. Knowing that “everyone is treasured and loved as a unique child of God” should underpin our relationships; “imagining the journey in another’s footsteps” is intended to create an atmosphere of mutual respect, kindness and care. This guidance sets out the details of how these values should shape the behaviour of all adults working at HTPD.

This policy has regard to the DfE statutory guidance, *Keeping Children Safe in Education* and also includes extracts from *Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings*<sup>1</sup>. 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.

Whilst this guidance predominantly refers to ‘employees’ or ‘members of staff’, HTPD expects all those working for and on behalf of the school, including in a voluntary capacity, to reflect the standards of conduct and behaviour contained within this document and to complete the Code of Conduct which must be signed and returned to the School Business Manager.

While we acknowledge that the vast majority of employees behave appropriately whilst working with our pupils, it is essential that the conduct of all adults working at HTPD is governed by certain laws and government guidance. Further, staff, governors and volunteers sometimes express uncertainty as to what is and is not acceptable and ask for guidance regarding those behaviours which may be considered illegal, improper or could be misconstrued by another person.

It is acknowledged that some staff also have children who attend the school. It is recognised that in these cases these staff fulfil the dual roles of parent and employee. It is essential that the boundaries between the two roles are upheld and that behaviour will not result in a conflict of interest. For example, the same level of confidentiality must be maintained despite social expectations. Similarly for parent volunteers working in an unpaid capacity.

The following, therefore, gives a guide to appropriate conduct whilst working in or on behalf of the school (e.g. during the school day, on residential visits, taking part in out of school activities). Adherence to this guidance will help to ensure that both children and adults are safe, including protecting staff from the possibility of unfair allegations of misconduct.

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<sup>1</sup> May 2019, Safer Recruitment Consortium, adapted and updated from an original IRSC / DfE document

## Statement on Personal Conduct

HTPD expects all employees to promote and maintain high standards of personal conduct to sustain the good reputation of the school and to safeguard and promote the welfare of children and young people. In particular employees are expected to:

- Perform their duties to the highest possible standards, 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.
- Communicate promptly 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 and to attend training, staff briefings and read safeguarding briefings sent by email to ensure that they remain up to date.

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

## Managing Allegations Against Staff, Volunteers and Contractors

The School encourages an open and transparent culture in which all concerns about adults working for, or on behalf of, the School are dealt with promptly and appropriately.

The School has procedures for dealing with concerns and/or allegations against those working in or behalf of the School in a paid or unpaid capacity which can be found in the Child Protection Policy. These procedures are consistent with the statutory guidance document, *Keeping Children Safe in Education* and will be followed where it is alleged that anyone working in the School has:

- behaved in a way that has harmed a child, or may have harmed a child; and/or
- possibly committed a criminal offence against or related to a child; and/or
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children (including behaviour outside the School).

Any such allegations will be investigated and responded to in accordance with the procedure contained within the Child Protection Policy.

As part of ensuring a culture of openness, trust and transparency, HTPD also has procedures within the Child Protection Policy for addressing 'low-level concerns' which do not meet the threshold above. This would include any concern, however small, that an adult working for, or on behalf of, the School may have acted in a way that is inconsistent with this code of conduct and/or associated School policies but which does not warrant a referral to the Local Authority Designated Officer (LADO).

Low-level concerns will be investigated as appropriate to the circumstances and the evidence collected will determine what further action may need to be taken. Records of low-level concerns will be retained on file for no less than the duration of employment.

Members of staff are in a position to identify concerns relating to the safety and welfare of children at an early stage, allowing for prompt intervention and preventing concerns from escalating. It is therefore vitally important that, if staff have any safeguarding concerns, however small, or an allegation is made about another member of staff, this is referred to the Headteacher promptly (or to the Chair of Governors

in respect of the Headteacher) in accordance with the Child Protection Policy. We also encourage staff to self-refer in circumstances where, for example, they have found themselves in a situation which:

- could be misinterpreted;
- might appear compromising to others; and/or
- on reflection they believe they may have behaved in such a way that they consider falls below the expected professional standards.

### **Compliance with School Instructions**

The School expects all employees to comply with lawful written and oral instructions unless to do so would result in a health and safety risk.

### **Data Protection**

HTPD 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 you should consult your line manager promptly or contact the School's Data Protection Officer, Bev Reed who can be contacted via the School Office or on [bevr@htpd.surrey.sch.uk](mailto:bevr@htpd.surrey.sch.uk) (Further details are available 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 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 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, Clare Brunet.

#### Media / Legal Enquiries

Any media or legal enquiries should be passed to the Headteacher.

### **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 Policy, as relevant. All employees are required to comply with any investigation undertaken as a result of such allegations being raised.

### **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. Members of staff should, however, select a manner of dress and appearance appropriate to their professional role and 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 may wear sportswear or casual clothing and footwear for practical or physical activities.

Members of staff act as role models to pupils.

### **Drugs and Alcohol**

Employees must not be under the influence of alcohol, drugs or unlawful substance on school premises.

### **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 School's Equality Policy and other employment policies in relation to equality issues.

The bullying or harassment of other work colleagues, pupils or other members of the community is considered to be gross misconduct. Employees are expected to report any concerns they may have about the treatment of others to their line manager or the Headteacher.

### **Working Relationships and Social Contact Outside the Workplace**

Internal and external working relationships are formed on a daily basis with colleagues, pupils, parents and contractors. These should be conducted in a professional, friendly and respectful manner.

Staff may, of course, have genuine friendships and social contact with parents of pupils, independent of the professional relationship. However, staff should be alert to the fact that perpetrators who 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.

### **Communication with Children and Young People**

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. personal email address, home or mobile telephone numbers, details of web-based identities, e.g. on social media) to children. Internet-enabled personal devices must only be used in line with School guidance on the use of mobile technologies which is found in our E-Safety Policy.

### **Physical Contact with Pupils**

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. Any physical contact should be in response to the child's needs at the time, of limited duration and appropriate to their age, stage of

development, gender, ethnicity and background. 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 is open to scrutiny;
- never indulge in horseplay, tickling 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 line manager when and how they offered comfort to a distressed pupil if they are concerned;
- establish the preferences of pupils (for example, knowing that some children are uncomfortable with any physical touch);
- 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 and 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.

### Intimate / Personal Care

The School has 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.

### **Behaviour Management and Physical Intervention**

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

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

## **One-to-One Situations Involving Pupils**

Staff working on a one-to-one basis 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.

## **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 Senior Leadership Team (SLT).

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles and with at least one other person additional to the driver acting as an escort.

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.

## **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.

## **Health and Safety**

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

## **Photography, Videos and Other Images**

The School has strict rules of the taking and use of images which are contained within the School's E-Safety Policy. Where practical, personal devices should not be used. All members of staff should have regard to these rules. Members of staff should not display or distribute images of pupils except as authorised by the School and with appropriate consent.



## **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 School Business Manager or Headteacher (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 seek further advice from the School Business Manager or the Headteacher.

## **Secondary Employment**

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

Employees should, however, keep the School informed of other employment they undertake so that the School may ensure that the 48-hour weekly working time limit under the Working Time Regulations 1998 is adhered to. In the event that an employee's combined working hours are likely to exceed this figure they will be asked to sign a working time 'opt out' agreement.

## **Background checks**

In order to start working or volunteering at School, staff and volunteers are required to undergo a DBS check. Disclosures, including any past investigations/convictions/cautions which are not protected as well as any pending criminal proceedings against you, must be noted in the Application Form which employees must complete, as school posts are exempt from the Rehabilitation of Offenders Act (ROA) 1974. They should be raised at the interview. Persons wishing to volunteer at HTPD, who fall into the above category, should make an appointment to speak with the headteacher prior to completing the DBS application form. Should circumstances change in any way, it is the duty of the employee or volunteer to advise the School as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on my employment. Any information given will be treated in the strictest confidence and with due regard to the ROA and data protection legislation.

## **School Policies**

The School has in place a range of policies, some of which have been referred to in this code of conduct. These are all maintained on the P: Drive on the HTPD server. 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 Guidance and Review**

The content and operation of this guidance is reviewed as and when deemed necessary by the Staffing Committee of the Governing Body. It 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.**

**Date implemented: July 2022**

**Date for next review: July 2024**

**Signed:**

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**Clare Brunet**  
**Headteacher**

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**Helen Murray**  
**Governor of Holy Trinity Pewley Down School**  
**Chair Staffing Committee**

## Protected Characteristics

Under the Equality Act 2010, all employers are under a statutory duty not to directly or indirectly discriminate against anyone who possesses a protected characteristic. These are essentially aspects of a person's identity that makes them who they are.

The 2010 Act sets out nine different protected characteristics:

**Age:** age discrimination is where a person is treated unfairly because of their age, or because they're part of a particular age group or age range.

**Disability:** disability discrimination is where a person is treated unfairly for a reason connected with any physical or mental impairment that's having a substantial and long-term adverse effect on their ability to do normal day-to-day activities.

**Gender reassignment:** discrimination by reason of gender reassignment is where a person is treated unfairly because they're transgender, including those who want to reassign their sex from their birth sex to their preferred sex, or actually do this by changing physical or other characteristics. Gender reassignment is a personal not a medical process, where an individual does not have to be under medical supervision or undergo medical treatment to be afforded protection as a transgender person.

**Marriage or civil partnership:** discrimination by reason of marriage or civil partnership is where someone is treated unfairly because they're married, provided this is a union recognised as a marriage under UK law, even if they didn't marry in the UK, or in a registered civil partnership, including same sex partnerships registered outside the UK.

**Pregnancy or maternity:** discrimination by reason of pregnancy or maternity is where someone is treated unfairly because either they're pregnant, have a pregnancy-related illness, or they've recently given birth and are on maternity leave.

**Race:** race discrimination is where someone is treated unfairly because of their colour, nationality, or ethnic or national origins. People who share these characteristics are part of the same racial group, although someone can be part of several racial groups.

**Religion or belief:** discrimination by reason of religion or belief is where someone is treated unfairly because they follow a particular faith or hold a certain belief, where belief encompasses both religious or philosophical beliefs, and includes a lack of belief.

**Sex:** sex discrimination is where someone is treated unfairly because they're either male or female, regardless of any other protected characteristic that they may possess.

**Sexual orientation:** discrimination by reason of sexual orientation is where someone is treated unfairly because they're either gay, lesbian, bisexual or heterosexual.