



Derwent and Southill Federation

Staff Code of Conduct Policy 26 27



We are a values-led Federation
We respect ourselves; We respect each other;
We respect our environment.

Nominated Lead Member of Staff: Head teachers for Derwent and Southill

Status & Review Cycle: Annual

Next Review Date: September 2027

Introduction

This policy sets out clear guidance on the standards of behaviour expected from all staff at Derwent Primary and Southill Lower schools. 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.

School 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 the school, 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 'staff' throughout the policy relate to all of the following groups:

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

Derwent and Southill Federation Governors require that all staff have read and agree to comply with this policy.

Breach or failure to observe this policy will result in action being taken under the school disciplinary procedures.

Extra guidance and information can be found in the Staff Handbook which is [here](#)

Professional Behaviour and Conduct

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. It is expected that staff treat each other, pupils, parents and the wider community with dignity and respect at all times.

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

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

Absence reporting

Notify your co-workers by WhatsApp or text and Tenille Rimmer in Derwent or Sonya Read at Southill at the latest by 7am.

Notify your place of work main office, by 3pm about possible absence or intention to return to work the next day

Give or email any Doctor's certificates to the School Office Managers, Jenna Faulkner at Derwent and Michaela Lattimore in the school office at Southill. Please attach any appointment information although it is not necessary to share medical details such as the reason for the appointment.

The Schools office managers or the HT will hold a back to work meeting on the day of return or as soon as possible thereafter. Time off work will be recorded in the HR record for employees. Please be familiar with the triggers for absence as notified in the [Central Bedfordshire Handbook for School Staff](#).

Absence for training or LOA forms will be available from the school offices and should be completed and submitted electronically to the Business Manager.

Signing in and out

You must sign in and out for all arrival and departures on the school site. Teachers are expected to sign in at the start of the working day when working on site by 8am. Other staff must sign in in enough time to be **at work** by the start of their contract. If working remotely, teachers and teaching assistants should be available for a Google Meet at any time during work hours. Staff should have their lanyard visible during their time on site. Staff should ensure they sign out when leaving the site. Both sign in and out must be an accurate record.

Dress and Appearance

The Federation recognises that dress and appearance are matters of personal choice and self-expression. However, all staff must dress in a manner that is appropriate to a professional role and that promotes a professional image.

Where Derwent and Southill PE kit for PE specific events is provided by the federation, PE staff are asked to wear this when representing the federation.

Staff should dress safely and appropriately (slogan free) for the tasks they undertake. Where working remotely, appropriate dress and location for online meetings should be adopted. Where possible, the remote background should be blurred or changed to one of the available professional backgrounds. Remote workers should ensure children or other adults cannot overhear work conversations.

Smoking, alcohol and other substances

Both schools are non-smoking sites. Staff must not smoke or vape on school premises or outside school gates. Any member of staff wishing to smoke or vape must leave the school grounds. Time out for smoking should coincide with scheduled breaks only.

Staff must not smoke or vape whilst working with or supervising students offsite.

Staff must not consume of alcohol and other substances at student events (i.e. Leaving Proms, residential visits) both within the school premises and outside the school setting.

Relationships with Pupils

Staff must maintain professional boundaries with pupils/students appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably. Staff

should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised. Staff must not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship.

Contact with pupils/students should be through the authorised mechanisms. These are: -

- School phone system
- School email and teachers school email address
- Official school website
- Official school Facebook page/X page
- School mobile phone(s)
- School Dojo account
- EYFS Online recording account

Personal phone numbers, email addresses or communication routes via all social media platforms should not be used and staff should not share their home address with pupils. If contacted via an inappropriate route the member of staff must inform the HT or DHT.

Phones and Smart Watches should not be in use in classrooms or on the playground or in school corridors, during the teaching day. Any mobile phone contact during the working day when with pupils, must be agreed as a special circumstance with the Head or DHT on site. Pupils should not see teaching staff routinely checking their devices.

Federation staff must closely monitor their privacy settings on social media platforms. Staff should also refrain from following the X or other similar social media accounts of pupils. All staff should follow basic online safety rules and ensure that they are not at any time commenting in such a way as to bring the Federation into disrepute.

Contact with Pupils

Staff should refer to the Derwent and Southill Safeguarding Policy. Physical handling training will be given to any staff member who is likely to need or during the year it becomes evident they need to have any kind of physical contact and specific younger pupils may have a Personal Care Plan which details what that contact might involve.

There may be occasions when a pupil is in distress and in need of comfort as a reassurance. This may include **age appropriate** physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation. Where possible comfort or reassurance given without physical contact. If in any doubt please ensure that you have taken guidance from the Head teacher of either Derwent or Southill, the DHT or the SENCO. Unless there is a risk assessment in place for specific needs, children must not be carried by staff members.

If you have a particular concern about the need to provide this type of care and reassurance you should seek further advice from SLT.

Showers and changing

Pupils are entitled to respect and privacy whilst they are changing or showering after swimming. However, there needs to be an appropriate level of supervision in order to safeguard young people, meet health and safety requirements and to ensure that bullying does not take place. The supervision should be appropriate to the needs and age of the pupils and sensitive to the potential for embarrassment.

One to one situations

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

Individual work with pupils should not be undertaken in isolated areas or rooms where there is no external viewing panel. Where it is necessary to close doors for reasons of confidentiality a colleague should be made aware of this and asked to remain vigilant.

Online Safety

Staff should follow the Online Safety Policy.

Photography, video and images of children

Many school activities involve recording images as part of the curriculum, extra school activities, and publicity or to celebrate an achievement. In accordance with The Data Protection Act 1998 the image of a pupil is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/guardian of a pupil for any images made. Image consent forms part of the annual Home School Agreement and can be checked with the School Office before images are taken or used.

Confidentiality and Safeguarding

Members of staff may have access to confidential information about pupils, their parents/carers or their siblings. Staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil on a need to know basis. All staff are likely at some point to witness actions which need to be confidential.

Staff have a statutory obligation to share with the Federation's Designated Safeguarding Leads (DSLs) or Deputy Designated Safeguarding Lead (DDSLs) any information which gives rise to concern about the welfare or safety of a pupil/student or that might suggest a pupil/student is in need or at risk of significant harm. Staff should pass on information without delay in accordance with the Safeguarding Policy. DSL's are Tenille Rimmer, Sonya Read and DDSL's are Callum Masterson and Chloe Bell.

Staff must ensure they have completed the annual requirement to be familiar with Keeping Children Safe in Education (KCSIE). All KCSIE updates are in the Safeguarding training folder in the staff google drive. Staff should ensure they are vigilant to possibilities for pupils to be subject to child on child abuse and uphold the culture and ethos of the school in challenging any language or behaviour which could be bullying, racist, or abusive. Any incidents or disclosures must be recorded on CPOMs by the member of staff who was alerted or recipient of a disclosure. PLAC, LAC, SEND and any pupils with an EHCP must also have any incidents relating to them recorded on CPOMs with the appropriate tag (e.g. behaviour).

Any media or legal enquiries should be passed to the senior leadership team and only approved staff and governors, should communicate to the media about the school.

Whistleblowing

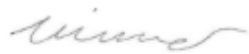
Whistleblowing is the mechanism by which staff can voice their concerns, without fear of repercussion. All school staff have a duty to report any behaviour by a colleague which raises concern. Staff should refer to the Whistleblowing Policy for further guidance. This is particularly important where the welfare of pupils/students may be at risk.

All related policies are available on the school websites.

Safeguarding Policy

Whistleblowing Policy

Online Safety Policy



Mrs T Rimmer
Headteacher