



## Code of Conduct

## 1. Title Page

Revision	Revision Date	Description
1A	22 Sept 2021	First Issue
1B	23 Mar 2022	Reviewed
1C	27 Nov 2024	Reviewed and re-formatted
1D	22/01/2025	Updated following review comments

Prepared.	Head Teacher	5/11/2024
Reviewed.	Full Governing Body	19/03/2025
Authorised and issued.	Head Teacher	03/2025
Date for next review.	March 2026	



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### 3. Single equality statement

This Single Equality Scheme for schools in Higham Primary School provides a format for addressing the statutory duties of the Equality Act 2010 and The Children and Families Act 2014. This supersedes and brings together all previous statutory duties in relation to race, gender and disability and also addresses the duty to promote community cohesion, thus meeting the school's statutory duties in these areas. Our Access and Single Equality Scheme is available to view and download on our website.

### 4. Basic principles

- The welfare of the child always comes first.
- Staff are responsible for their own behaviour and should avoid any conduct, which would lead a reasonable person to question their motivation.
- Staff should work, and be seen to work, in an open and transparent way.
- Staff should discuss and/or take advice promptly from the Head Teacher or another senior member of staff over any incident, which may give rise to concern.
- Records should be made of any such incident and of decisions made/further actions agreed.
- Staff should apply the same professional standards regardless of gender or sexuality.
- All staff should know that the Head Teacher, the Deputy Head Teacher and other members of SLT are their designated persons for child protection, be familiar with the school's child protection arrangements and understand their responsibilities to safeguard and protect children.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

### 5. Duty of Care

All staff have a duty to keep children safe and to protect them from physical and emotional harm. This duty is, in part, exercised through the development of respectful, caring and professional relationships between staff and pupils and behaviour by staff that shows integrity, maturity and good judgement.

### 6. Exercise of Professional Judgement

There may be times when staff have to make decisions or take action in the best interests of the child which could contravene this guidance or where no guidance exists. Staff are expected to make judgements about their behaviour which is in the best interests and welfare of the children in their charge and in so doing, will be seen to be acting reasonably.

### 7. Power and Positions of Trust

All adults working with children in school are in positions of authority and therefore are in positions of trust in relation to those children. A relationship between a member of staff and a pupil cannot be a relationship of equals. Staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.



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### 8. Confidentiality

Everybody must treat information they receive about children in a discreet and confidential manner. If anyone is in doubt about sharing information, they hold of which has been requested, they should seek advice from the Head Teacher or other senior staff. (If abuse is alleged or suspected, then staff have a duty to speak to the Head Teacher). All staff, volunteers, governors and PTA members will sign the confidentiality policy upon commencing work at the school and upon any updates being made to the policy. A signed register of all who have read the policy is stored securely in the school office.

#### 8.1 Staff Confidentiality

Staff members will:

- Be aware of their responsibilities as laid out in the school Data Protection Policy and in line with the core principles of the UK GDPR and the Data Protection Act 2018
- Not disclose sensitive information about the school, its employees, or the LA to other parties. The only exception to this being when the confidential information gives rise to concerns about the safety or welfare of a pupil.
- Any breaches of confidentiality will be managed in-line with the schools disciplinary procedure.

#### 8.2 Governor Confidentiality

All governors will:

- Maintain complete confidentiality both inside and outside the school when matters discussed between governors are deemed confidential, or where they concern specific members of staff or pupils.
- Not reveal details of a governing board vote.
- Operate in line with the Data Protection Act 2018 and UK GDPR.
- Maintain confidentiality even after they leave the governing board.
- Any breaches of confidentiality will be managed by the Chair of Governors and/or Head Teacher appropriately.

### 9. Propriety and Behaviour

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children.

### 10. Dress and Appearance

Staff's dress and appearance are matters of personal choice and self-expression. However staff should wear clothing, which promotes a positive and professional image and is appropriate to their role. Staff should not wear any revealing clothes or jeans and should always wear safe shoes that are practical for working with children.

### 11. Declaration of Gifts and Hospitality

Refer to the Gifts and Hospitality Policy.



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### 12. Infatuations

Staff should report any indications that a pupil may be infatuated with a member of staff.

### 13. Social Contact

Staff should not try to establish social contact with pupils for the purpose of friendship or to strengthen a relationship. Any planned social contact with pupils should be approved by the Head Teacher. Staff should not give pupils their personal details (e.g. telephone numbers, Facebook etc). Staff should report and record any situation, which they feel, might compromise the school or their own professional standing. Staff who use social networking sites on the internet should manage their accounts in such a way that personal information is not available to pupils or their families and be mindful of the Teachers' Standard to "uphold public trust in the profession and maintain high standards of ethics and behaviour". Staff must not be contacted by parents on their personal phone unless in exceptional circumstances. During working hours parents are able to contact the school via the school office. The school mobile phone is available for use on excursions and residential trips.

### 14. Physical Contact

There are occasions (including supporting children with SEN) when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate for their professional role.

### 15. Changing

Staff supervision of children during changing should be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment.

### 16. Pupils in Distress

If a distressed pupil needs comfort and reassurance, then age-appropriate physical contact may be provided by staff but this contact must not be threatening, intrusive or subject to misinterpretation.

### 17. Behaviour Management

All pupils have a right to be treated with respect and dignity. Force must never be used for punishment. Although humour can help to defuse a situation, sarcasm and demeaning or insensitive comments are never acceptable. Some pupils may have an Individual Pastoral support Plan (PSP).

### 18. Care, Control and Physical Intervention

The school has a policy on physical intervention, which must be followed. Staff should always seek to defuse situations. If force is required (i.e. to prevent a child causing injury to him/herself or others) it must be minimum force for the shortest period necessary. Any physical intervention should be reported and recorded on the relevant forms and where required on Bromcom.



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### 19. One to One

Staff working in one to one situations with children may be more vulnerable to allegations. Staff should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure that the safety and security needs of both staff and pupils are met.

### 20. Transporting Children

Wherever possible and practicable it is advisable that transport is undertaken with at least one additional adult to the driver. Staff should ensure that their behaviour is safe, that the vehicle is roadworthy/appropriately insured and that the car is fitted with car seats in line with legislation if necessary.

### 21. Educational visits and after-school activities and clubs

Staff should be fully aware of all the guidance contained within the school's Educational Visits Policy alongside LA and national guidance and requirements. The Educational Visits Co-ordinator should be consulted on all aspects of educational visits, including risk-assessments.

### 22. First Aid and Administration of Medicines

Staff must adhere to the school's Health & Safety policy, Supporting Pupils with medical needs policy.

### 23. Intimate Care

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (e.g. assistance with toileting). Children who require intimate care on a regular basis should have a Care Plan drawn up and agreed with parents.

### 24. Curriculum

There are some aspects of the curriculum, which can include or raise subject matter, which is sexually explicit. Staff must abide by the school's policy on PSHE including Relationships, Sex and Health Education and KCSIE (Keeping Children Safe in Education) and must not enter into or encourage inappropriate or offensive discussion about sexual activity.

### 25. Mobile Phones

Staff must use their mobile phones appropriately and to enable them to undertake their duties. In exceptional circumstances, for example if they are expecting an urgent message (for example about a family member) then staff should check with their team leader or the Head Teacher that it is acceptable to keep their phone available to answer if necessary. Please refer to the Mobile and Smart Technology and Social Media Policy and the Child Protection Policy.

### 26. Photography, Videos and Other Creative Arts

Please refer to the Mobile & Smart Technology and Social Media Policy, Photographic Images Policy and Acceptable Use of Technology Policy.



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### 27. Internet Use

Staff must adhere to the school's Acceptable Use of Technology Policy & Mobile & Smart Technology and Social Media Policy.

### 28. Whistleblowing

Staff must report any behaviour by colleagues that raises concerns. The school's Confidential Reporting (Whistleblowing) Policy is available on the school website.

### 29. Extremism

All staff have a duty to report to the Head Teacher any concerns about children who might be at risk of being drawn into terrorism and to challenge extremist ideas which could be used to legitimise terrorism.

### 30. Sharing Concerns and Recording Incidents

All staff should be aware of the school's Safeguarding and Child Protection procedures, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their professional associations. Staff must take responsibility for recording and reporting any incident, which may result in being misinterpreted and/or an allegation being made. Reporting of incidents of concern must take place via the online portal Bromcom.

### 31. Managing disclosures

If a child makes a disclosure of abuse to you, do the following: -

- *Remain calm*
- *Record exactly what the child says*
- *Take what the child says seriously*
- *Tell the child what will happen next – that you will pass on this information to the DSL*
- *Act promptly*
- *Listen carefully*
- *Inform the DSL*

**TED - Tell Explain Describe**

Do not: -

- *Promise the child that everything will be ok*
- *Investigate what the child has told you*
- *Promise to keep a secret*
- *Make negative comments about the alleged abuser*
- *Probe for more information*
- *Interrupt the child*
- *Talk to the child in front of other children*



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### 32. Informing the school of any change in circumstances

All staff are responsible for informing the Head Teacher if there is any change in their circumstances which may be seen as having an impact on their suitability to work with children. This may include for example, a criminal conviction, a police caution or any change to the information declared on the Staff Suitability Declaration (including information about other household members).



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### 33. Declaration for Code of Conduct

We believe that Safeguarding children is everyone's responsibility. At Higham Primary School we are committed to keeping our children safe from harm.

Designated Senior Leads for safeguarding and child protection are:

- Mrs Grattan
- Mrs Levy
- Mrs Driscoll
- Mrs Dunn

The school also has a Designated Safeguarding Governor.

If any concerns are reported, we will always take action to protect a child and inform the relevant agencies.

All staff must follow the school's Child Protection policies and procedures.

All staff have a duty to report any child protection concerns to a designated person.

Anyone who has concerns or is in doubt should refer to the documents "Keeping Children Safe In Education" and "What To Do If You're Worried a Child is Being Abused" and follow the guidance.

**By attendance at Higham Primary School, in any capacity, it is confirmed that you have read, understood and agree to abide by the Higham Primary School Code of Conduct.**