

## **Code of Conduct for Staff, Contractors and Volunteers Updated September 2025**

**Our Christian values are: Courage, Consideration, Community. These values should inform our conduct as professionals.**

At St. Saviour's Church of England Junior School, our main priority is ensuring the safety and wellbeing of the children in our care. This care for children is informed by our Christian Values.

The code of conduct needs to be read in conjunction with 'Keeping Children Safe in Education' (updated version). This code of conduct should also be read in conjunction with the following policies and documents: Safeguarding, Whistleblowing, Confidentiality, GDPR, Behaviour, Equal Opportunities and Teacher Standards (if working in this capacity) and Staff Acceptable Use Policy as well as any other safeguarding procedures in school.

Aims of this code:

- To outline the principles of good practice in matters of attitude and conduct when dealing with children in our care
- To help safeguard children from any abuse, whether physical, sexual, emotional or through neglect
- In our school we are committed to Kent County Council Safeguarding procedures and have an ongoing culture of safeguarding vigilance
- Staff members working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned – when concerned about the welfare of a child, staff should always act in the interests of the child

Staff, contractors and volunteers also agree to work within the following guidelines:

### **Confidentiality**

Where staff or volunteers have access to confidential information and about pupils or their parents / carers, such information must not be revealed except to those colleagues who have a professional role in relation to the pupil.

All staff and volunteers are likely at some point to witness actions, hear or read information which needs to remain confidential. Information regarding school issues must not be discussed outside the school, including with the parents / carers of a pupil, nor with colleagues in school except with members of staff with the appropriate role and authority to deal with the matter. However, staff and volunteers have an obligation to share with the school's Designated Safeguarding Leads (Nick Bonell, John Arnold, Sharon Theobald-Grainger and Suzy Tift) any information which gives rise to concerns about the safety and welfare of a pupil. Staff must never promise a pupil or other member of staff that they will keep information a secret in relation to child welfare.

We have a professional responsibility to inform an appropriate person (DSL, LADO, social services Duty Team etc.) if we believe that a colleague or volunteer is behaving in a way that compromises the safety or wellbeing of any child or group of children and raise / pass on / share information related to safeguarding. Staff must also report 'low level concerns'. Concerns do not have to be proven or proveable. Often a gut-feeling about a member of staff can be an important piece of information in safeguarding children. Concerns should be communicated directly to the DSL or LADO. Contact information for the LADO (Local Area Designated Officer) is displayed in the staffroom.

## **Contact with children**

Adults will conduct themselves in a professional manner in their relationships with children, including not overstepping the boundaries into personal contacts outside school unless the child is already known to them in another capacity. Even if this is so, they will have to bear in mind they are also known in a professional role and will act in a professional manner.

### **Physical contact with children:**

- Do not initiate physical contact with a child
- Mr Bonell, Mr Bealing, Mrs Tift and Mr Arnold are trained in the use of physical intervention and restraint and are the only members of staff who should carry this out. The exception to this rule (See Physical Intervention and Restraint Policy 2021) is that staff can use the minimum reasonable force if the risk to the child or others is so great and immediate that this outweighs the rule
- Acceptable physical contact with a child could include hand holding in a public area with other adults present – eg. On the playground or on a school trip, gently placing a hand on a child's shoulder to reassure them if they are upset eg. Due to injury or shock, an adult may give a one-armed hug of reassurance in a public place with another adult present; the hug should not be contained or restrictive in any form. Be sensitive when offering physical comfort to a hurt child, if practical, check with the child first
- Do not prolong contact initiated by children
- When comforting children, do not pick them up in your arms or sit them on your lap
- Do not have physical contact with a child if you are on your own with him or her

### **Intimate care:**

- When changing or cleaning a child, two people should always be present
- As far as possible, a child should deal with his or her own personal needs
- Older children are not to be used for the physical care of other pupils
- Children are not allowed to treat their own or other children's first aid injuries
- If you have any concerns about how your actions might be interpreted in a certain situation, please seek advice and support from the Designated Safeguarding Leads in school (Nick Bonell, Suzy Tift, John Arnold)
- Read and follow the Intimate Care Policy on the school website

### **Meeting / working with children alone:**

- Do not meet / work with a child on their own behind a closed door – keep doors open if possible or ensure you can both be seen through the security glass panel
- Staff and volunteers should never give lifts to pupils without first clearing it with a member of SLT or in an emergency. Two or more members of staff should always accompany a child / children in a car or school minibus

- Report any concerns immediately to a DSL (Nick Bonell HT, John Arnold DHT, Suzy Tift AHT, Sharon Theobald-Grainger FLO)

### **Physical Restraint (see Physical Intervention and Restraint Policy)**

This should only be carried out by Mr Arnold, Mrs Tift, Mr Bealing or Mr Bonell unless there is an immediate and grave risk – please refer to the Physical Intervention and Restraint Policy for more detail.

### **Behaviour of children:**

All adults must follow our school behaviour and other school policies

- Give children the time to express themselves – we understand that children have the right to be heard
- Take seriously what all children tell you – your first response is to believe what you are told unless you have reason / evidence not to
- When speaking to children, we always consider how we would like to be spoken to ourselves
- Complaints are always directed towards the child's behaviour and not their character

### **Use of technology**

- Be aware that St. Saviour's internet feed, provided by RM, is filtered and monitored. The Headteacher carries out weekly monitoring or internet searches and websites visited. SNS staff do an additional weekly sweep of the same information.
- Staff should not access illegal or inappropriate material. See the school's Child Protection and Online Safety Policies for more information on what might be deemed to be inappropriate.
- Ensure your online presence (social media, forums, media publishing etc.) is consistent with the school's ethos and does not break staff or pupil confidentiality. Be aware of the potential for reputational damage to be caused when sharing any information publicly.
- Be aware that schools are often targeted by criminal, seeking to hack or gain sensitive information. Do not open suspicious-looking emails, never share passwords for school systems. If anyone calls you, claiming to be from another school, agency, IT company and is asking for pupil, IT or sensitive information, ask for their details and seek advice from SLT and SNS staff.

### **Contact with adults:**

We will act in a professional manner towards colleagues, irrespective of our relative position or status within the school. We will:

- Speak politely to one another
- Be flexible and understanding of necessary changes within the school day
- Assume that the actions of others are carried out in good faith
- To communicate effectively, honestly and transparently with all stakeholders
- Address concerns openly and honestly with the person to whom the concern is addressed without publicly criticising anyone
- Be publicly supportive of colleagues and dealing with concerns or disagreements privately with support if necessary

### **Honesty and Integrity**

- Staff must maintain high standards of honesty and integrity in their work, this includes the handling and claiming of money and the use of school property and facilities
- During certain times of the year i.e. Christmas, end of the academic year, it is acceptable to presume that parents / carers and pupils may wish to give a gift to members of staff. Should this gift be in monetary form, this should be brought to the attention of the Headteacher and appropriate advice will be given
- It is not acceptable for a parent / carer to offer a gift in advance or expectation of services or results within the school
- Staff and volunteers must ensure that nothing they say or do brings the school's name into disrepute. Staff must not share information, gossip or speak inappropriately about the school, pupils, parents, staff or governors, including discussing any incidents or meetings in school either in person or via any other media such as Facebook, Twitter, texting etc.
- Staff and volunteers must not engage in conduct outside of work which could damage the reputation and standing of the school or the employee's / volunteer's own reputation or the reputation of other members of the school community. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable

### **Smoking / Alcohol / Drugs**

- Alcohol may not be consumed on the school site during working hours
- Smoking is not permitted anywhere on the school grounds or within view of the school. Staff should be role models to children and young people and therefore any smoking should be conducted outside of the premises and completely out of sight of children
- Be aware that your conduct outside work can affect your standing in the community and impact upon the reputation of the school. Please refer to professional core standards.

## **Other personal responsibilities**

- Staff and volunteers should arrive in school in good time to begin their contracted hours or agreed times when volunteering in school
- If you have any reason why you may be delayed or unable to attend school, you should contact Nick Bonell (HT) in good time (please call rather than texting) and within the expected timeframe
- Support and use the systems in place for monitoring who is on site and understand that these systems are for the Safeguarding and Health and Safety of ourselves and others
- Dress in a manner that exhibits the importance of the job you do and does not cause offence or embarrassment to others (please see School Dress Code)
- Be a positive role model at all times
- Demonstrate fairness and consistency and show appreciation, taking to time to thank and acknowledge the contributions of others
- We all take responsibility for our actions and are prepared to apologise when we have made mistakes and undertake to learn from those errors

It is expected that all staff and volunteers will set an example to pupils and will speak to each other and pupils with dignity and respect, irrespective of position or school status.

It is expected that all staff and volunteers adhere to this code throughout the time they are working in our school.

All staff and volunteers need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action.

If you have any questions or concerns about any of the areas above, please speak to a senior member of staff who can assist you.

Signed:

Print name:

Date:

HT September 2025

To be reviewed September 2026