



# Orritor Primary School and Nursery Unit

## **Code of Conduct for Staff and Volunteers**

### **Abstract**

This Policy was designed to outline the school's procedures in relation to the Code of Conduct for Staff and Volunteers at Orritor Primary School and Nursery Unit. It was devised in line with relevant documentation and stakeholder consultation.

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## **OBJECTIVES AND AIMS OF THIS POLICY**

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff and volunteers are expected to observe. School staff and volunteers are role models and are in a unique position of influence and trust and must adhere to behaviour that sets a good example to all the pupils/students within the school. As a member of a school community, each person has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to all staff and volunteers of the school and includes governors, volunteers, students (teaching and non-teaching) and work experience pupils working in the school. All such personnel are required to adhere to this Code of Conduct.

This Code of Conduct does not form part of any employees' contract of employment.

## **INTRODUCTION**

All staff and volunteers have personal and legal responsibilities, including treating others with dignity and respect; acting honestly, using public funds and school equipment appropriately, adhering to health and safety guidelines and practising equal opportunities at all times. These expectations are set out below and should be fully observed by all staff and volunteers

This document is not a prescriptive guide to what staff and volunteers should and should not do. It highlights the key areas where staff and volunteers need to be aware of their responsibilities when working in the school and is a framework for behaviour. All staff and volunteers should ensure they are familiar with the specific policies that underpin these behaviours. If these documents are not supplied at induction, they should be requested from the Principal.

All actions concerning children and young people must uphold the best interests of the young person as a primary consideration. Staff and volunteers must always be mindful of the fact that they hold a position of trust, and that their behaviour towards the children and young people in their charge must be above reproach. This Code of Conduct is not intended to detract from the enriching experiences children and young people gain from positive interaction with staff within the education sector. It is intended to assist in respect of the complex issue of child abuse, by drawing attention to the areas of risk and offering guidance on prudent conduct.

## **SETTING AN EXAMPLE**

- All staff and volunteers who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore for example avoid using inappropriate or offensive language at all times.
- All staff and volunteers must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- All staff and volunteers must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- This Code helps all staff and volunteers to understand what behaviour is and is not acceptable and regard should also be given to the disciplinary rules set out by the employing authority.
- All staff and volunteers are expected to familiarise themselves and comply with all school policies and procedures.

## **SAFEGUARDING PUPILS/STUDENTS**

- All staff and volunteers have a duty to safeguard pupils/students from physical abuse, sexual abuse, emotional abuse, neglect and exploitation.
- The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student or colleague to a member of the school's Safeguarding team (Designated Teacher (DT)/Deputy Designated Teachers (DDT) for Child Protection).
- The school's Designated Teacher is Mr Cheevers and the Deputy Designated Teachers are Mrs Black, Mrs Currie and Miss Thompson
- All staff and volunteers are provided with personal copies of the school's Child Protection Policy and Whistleblowing Policy and must be familiar with these documents and other relevant school policies e.g. e-Safety and Acceptable Use Policy.
- All staff and volunteers should treat children with respect and dignity. They must not demean or undermine pupils, their parents, carers or colleagues.
- All staff and volunteers should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.
- All staff and volunteers must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare. Staff should also complete risk assessments where appropriate in accordance with school policies.

## **HANDLING CONVERSATIONS OF A SENSITIVE NATURE**

Staff should:

- Listen and accept information.
- Take notes, explaining to the child why you are doing so.
- Reassure the child.
- Not make promises about the future.
- Refer the conversation to the Safeguarding Team.

## **RELATIONSHIPS WITH STUDENTS**

- Relationships with students must be professional at all times, sexual relationships with students is not allowed.

## **PHYSICAL CONTACT WITH PUPILS**

Staff should not feel inhibited from responding to the needs of the child and offering physical comfort as a caring parent would provide. However, this should only occur when the child is in agreement.

- All touch should be governed by the age/developmental stage of the child.

- Staff should not touch a child who has clearly indicated that he/she would be uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm.
- Physical punishment is illegal as in any form of physical response to misbehaviour unless it is by way of necessary restraint.
- Members of staff who have to administer first aid should ensure that wherever possible, that this is done in the presence of other children or another adult. However, no member of staff should hesitate to provide first aid in an emergency simply because another person is not present.
- Any physical contact which is likely to be misinterpreted by the pupil, parent or other casual observers should be avoided.
- If any physical contact could be construed as inappropriate, the member of staff should inform the Principal in writing at the earliest possible opportunity.
- Staff should be particularly careful when supervising pupils in a residential setting or in an approved out of school activity where more informal relationships tend to be usual and where staff may be in proximity of pupils in circumstances very different from the normal school environment.

### **RESTRAINT**

Staff can use reasonable force:

- To prevent injury to the child, other children, themselves or a member of staff.
- To prevent damage to school property.
- To prevent the commission of an offence.
- The rights of a member of staff to use reasonable force to restrain a pupil applies on the premises of the school or elsewhere at a time when he/she has lawful control or charge of the pupil concerned.
- Staff should inform the Principal after any incident where reasonable force has been used – see Use of Reasonable Force Policy.
- There should be a written account made of the incident in order to prevent any misunderstanding or misinterpretation. The account should include the names of those involved, when and where the incident took place, names of witnesses, a brief account of the steps taken to defuse the situation and the outcome of the incident.

### **PUPIL/STUDENT DEVELOPMENT**

- All staff and volunteers must comply with school policies and procedures that support the well-being and development of pupils/students.
- All staff and volunteers must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/ students.

### **HONESTY AND INTEGRITY**

- All staff and volunteers 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.

- Gifts from suppliers or associates of the school must be declared to the Principal with the exception of “one off” token gifts from students or parents. Personal gifts from individual members of staff or volunteers to students are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received.

## **CONDUCT OUTSIDE OF WORK**

- All staff and volunteers must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the staff/ volunteers own reputation or the reputation of other members of the school community.
- In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are to be regarded as unacceptable.
- Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school. It should not contravene the working time regulations or affect an individual's work performance in the school. Staff should seek advice from the Principal when considering work outside the school.

## **E-SAFETY AND INTERNET USE**

- Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools' E-Safety and ICT Acceptable Use Policy at all times both inside and outside of work.
- Staff and volunteers must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff and volunteers should ensure that they adopt suitably high security settings on any personal profiles they may have.
- Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by ‘liking’ certain pages or posts established by others. This may also include the use of dating websites where staff could encounter students either with their own profile or acting covertly.
- Contact with students must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students.
- If contacted by a student by an inappropriate route, staff should report the contact to the Principal immediately.
- Photographs/stills or video footage of students should only be taken using school equipment for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be retained and destroyed in accordance with the schools Records Management Policy and Disposal Schedules.

## **PHOTOGRAPHIC IMAGES**

- With the written consent of parents, on behalf of pupils, the school permits the appropriate taking of images by staff and pupils with school equipment.
- Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, this includes when on field trips. However, with the express permission of the Principal, images can be taken provided they are transferred immediately and solely to the school's network and deleted from the staff device.

## **PERSONAL MOBILE DEVICES (INCLUDING PHONES – SEE ALSO MOBILE PHONE POLICY)**

The school allows staff to bring in personal mobile phones and devices for their own use at appropriate times. Under no circumstances does the school allow a member of staff to contact a pupil or parent/ carer using their personal device.

- The sending of inappropriate text messages between any member of the school community is not allowed.
- Permission must be sought before any image or sound recordings are made on these devices of any member of the school community.
- Staff bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

## **CONFIDENTIALITY**

Members of staff and volunteers may have access to confidential information about students in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a student or his family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the student.

Confidential information about students should never be used casually in conversation or shared with any person other than on a need-to-know basis. In circumstances where the student's identity does not need to be disclosed the information should be used anonymously.

## **DRESS CODE**

Staff and Volunteers are role models for the children, and it is our intention to foster a feeling of professionalism and pride within our school, while still allowing for individual style and choice.

We believe that appearances are one of the first characteristics that people are measured by and therefore, consider that smart clothing is paramount for the first impressions to be of trust, respect and professionalism. As part of safeguarding for staff and pupils, it is important that staff wear clothing which is:

### ***Reflective of their professionalism***

- is not likely to be viewed as offensive or revealing, cause embarrassment or give rise to misunderstanding
- is absent from any political or otherwise contentious slogans and is not discriminatory

### ***Appropriate for the task***

- e.g. changing into sports clothing /footwear before P.E. (ie break /lunch or after school) or for a relevant after school activity
- e.g. wearing an art apron during messy art activities.
- suitable garments for the activity e.g. if you are sitting on the floor/crawling around outside etc. decide whether trousers are more appropriate than a skirt.

## **CONCLUSION**

It would be impossible to cover all the circumstances in which teachers and Classroom Assistants inter-relate with pupils and where opportunities for their conduct to be misconstrued might occur. In all circumstances their professional judgement will be exercised and for the vast majority of teachers and Classroom Assistants this Code of Conduct confirms what has always been their practice.

## **REVIEW AND MONITORING**

This Code of Conduct for Staff and Volunteers Policy will be reviewed every three years by the Senior Leadership Team and approved by the Board of Governors. Once approved, it will be shared with staff, volunteers and relevant stakeholders and made available on the school website.

The policy will be implemented through staff induction, volunteer briefings and ongoing safeguarding training, and will be applied consistently as part of the school's day-to-day professional practice. All staff and volunteers are expected to be familiar with and adhere to the standards outlined in this policy.

Compliance with the policy will be monitored on an ongoing basis by the Principal and Designated Safeguarding Lead. The Board of Governors will oversee the effectiveness of the policy through regular reporting, ensuring that professional conduct supports a safe, respectful and safeguarding-focused environment for all pupils.

## **REVIEW**

<b>Designed/Renewed</b>	<b>November 2025</b>
<b>Reviewed by Principal</b>	<b>November 2025</b>
<b>Reviewed by Parents</b>	<b>November 2025</b>
<b>Reviewed by Governors</b>	<b>November 2025</b>
<b>Ratified by Governors</b>	<b>November 2025</b>
<b>Implemented</b>	<b>November 2025</b>
<b>Designed/Renewed</b>	<b>November 2026</b>

**Chairperson:** *Elaine Thompson*

**Mrs Elaine Thompson**

**Date: November 2025**