# Staff Safeguarding Code of Conduct

## Rotherfield Primary School

This policy was adopted on 1st September 2026

This policy is due for review on 31st August 2027

# Contents

Links To Other Policies ..... 4

1. Purpose ..... 4

2. Core Principles ..... 5

3. Safeguarding Responsibilities ..... 5

4. Professional Conduct ..... 5

5. Professional Boundaries ..... 6

6. Physical Contact ..... 6

7. One-to-One Working ..... 7

8. Communication with Pupils ..... 7

9. Social Media and Online Conduct ..... 8

10. Confidentiality and Information Sharing ..... 9

11. Photography, Images and Recordings ..... 9

12. Transporting Pupils ..... 9

13. Educational Visits and Activities ..... 10

14. Home Visits ..... 10

15. Alcohol, Drugs and Substance Misuse ..... 10

16. Gifts and Rewards ..... 11

17. Equality, Diversity and Inclusion ..... 11

18. Concerns About Adults Working with Children ..... 11

19. Low Level Concerns About Adults Working with Children ..... 12

20. Whistleblowing ..... 12

21. Self-Disclosure of Police Involvement ..... 13

22. Breaches of the Code ..... 13

# Links To Other Policies

- Safeguarding and Child Protection Policy
- Online Safety Policy
- Behaviour Policy
- First Aid Policy
- Supporting Students with Medical Needs Policy
- Offsite Activity Policy
- Home Visit Policy
- Whistleblowing Policy

# 1. Purpose

The purpose of this Code of Conduct is to:

- Safeguard and promote the welfare of children.
- Establish clear expectations for professional behaviour.
- Promote a culture of openness, honesty, accountability, and professionalism.
- Protect staff from allegations, misunderstandings, or inappropriate conduct.

All staff are expected to read, understand, and comply with this Code of Conduct.

This Code applies to:

- Employees
- Supply staff
- Agency workers
- Contractors
- Trainee Teachers
- Volunteers
- Governors and Trustees

- Visitors undertaking work on behalf of the school

# 2. Core Principles

All adults working in the school must:

- Take responsibility for safeguarding children.
- Place the welfare and best interests of children above all other considerations.
- Maintain appropriate professional boundaries at all times.
- Act as positive role models.
- Work in an open and transparent manner.
- Avoid behaviour that could be misinterpreted by others.
- Understand that they are in a position of trust.

# 3. Safeguarding Responsibilities

All staff must:

- Read and understand Part One and Annex A of KCSIE.
- Know the identity and role of the Designated Safeguarding Lead (DSL) and deputies.
- Be alert to signs of abuse, neglect, exploitation and harm.
- Report safeguarding concerns immediately in accordance with school procedures.
- Never assume another person has reported a concern.
- Record concerns factually and promptly.
- Maintain a child-centred approach at all times.

Failure to report safeguarding concerns may be treated as a disciplinary matter.

# 4. Professional Conduct

Staff must:

- Treat pupils, parents, carers and colleagues with dignity and respect.
- Demonstrate honesty, integrity and professionalism.
- Uphold public trust in the profession.
- Comply with all relevant legislation, regulations and school policies.
- Avoid conduct that could bring the school or profession into disrepute.

Staff must not:

- Abuse their position of trust.
- Engage in discriminatory, abusive, intimidating or bullying behaviour.
- Allow personal views to adversely affect professional responsibilities.

# 5. Professional Boundaries

Staff must maintain clear professional boundaries.

Staff must not:

- Develop inappropriate personal relationships with pupils (including pupils who have left the school) or parents/carers.
- Show favouritism to individual pupils.
- Give personal gifts to pupils.
- Accept gifts that may compromise professional judgement.
- Engage in secretive behaviour with children.

Where any circumstance could be perceived as unusual, staff must inform their line manager and ensure transparency.

# 6. Physical Contact

Physical contact should:

- Be necessary, proportionate and appropriate.
- Be in the child's best interests.
- Be the minimum required for the situation.

Examples include:

- First aid.
- Intimate care – such as supporting with toileting.
- Preventing injury.
- Supporting emotional regulation.
- Approved, or dynamic, restrictive physical interventions.

Staff must never:

- Use physical force as punishment.
- Initiate unnecessary physical contact.

Any restrictive intervention must be reported and recorded on the same day.

# 7. One-to-One Working

When working alone with a pupil, staff should:

- Use rooms with visibility panels where available.
- Ensure colleagues are aware of the location and purpose.
- Keep doors open where appropriate.
- Follow risk assessments and safeguarding procedures.

Staff should avoid situations that could give rise to concerns about transparency.

# 8. Communication with Pupils

Communication must be professional, transparent and for educational or safeguarding purposes only.

Staff must not:

- Communicate with pupils via personal phones or other devices.
- Communicate via personal social media or online gaming accounts.
- Exchange personal email addresses.
- Engage in private messaging outside systems approved by the school.

All electronic communication must:

- Be school authorised.
- Be proportionate.
- Be capable of monitoring and audit.

# 9. Social Media and Online Conduct

Staff must:

- Maintain professional standards online.
- Use privacy settings appropriately.
- Consider how online activity may be viewed by pupils, parents and colleagues.

Staff must not:

- Have pupils or former pupils (whilst they are under 18 years of age) as social media contacts.
- Engage with pupils or former pupils on any online platform such as games.
- Share confidential information.
- Post content that may undermine confidence in their professional

judgement.

- Use social media to discuss pupils, parents, colleagues or school business.

Online behaviour may be considered in disciplinary or safeguarding processes.

# 10. Confidentiality and Information Sharing

Staff must:

- Protect confidential information.
- Comply with data protection legislation.
- Share information only on a need-to-know basis.

Confidentiality must never prevent staff from sharing safeguarding concerns with appropriate professionals.

# 11. Photography, Images and Recordings

Staff must:

- Follow the school policy on the use of personal electronic devices.
- Use only authorised school devices to record capture/record images.
- Follow school procedures regarding consent and storage and retention.

Staff must not:

- Store pupil images on personal devices.
- Share images through personal accounts or messaging platforms.
- Take photographs unless authorised for legitimate school purposes.

# 12. Transporting Pupils

Staff should only transport pupils where:

- Authorised by the Headteacher.
- Appropriate business insurance and risk assessments are in place.
- Parents have provided consent where required.

Any exceptional arrangements must be approved by a senior leader.

# 13. Educational Visits and Activities

Staff involved in visits and activities must:

- Ensure that all standards within this code are adhered to equally when off site.
- Follow school risk assessment procedures.
- Maintain professional boundaries.
- Ensure adequate supervision.
- Report concerns promptly.

The same standards apply on trips, residential visits, extracurricular activities and online learning environments.

# 14. Home Visits

Staff should only complete a home visit when directed to do so by the Headteacher. Staff involved in home visits must:

- Ensure that all standards within this code are adhered to equally when off site.
- Follow school risk assessment procedures.
- Maintain professional boundaries.
- Report concerns promptly.

# 15. Alcohol, Drugs and Substance Misuse

Staff must:

- Attend work fit to perform their duties safely and effectively.

Staff must not:

- Be under the influence of alcohol or illegal substances while working.
- Misuse prescription medication in a way that affects performance.

# 16. Gifts and Rewards

Staff should:

- Refuse gifts that could be perceived as influencing professional judgement.
- Declare gifts or rewards in accordance with school procedures.

Records should be maintained where appropriate.

# 17. Equality, Diversity and Inclusion

Staff must:

- Comply with the Equality Act 2010.
- Promote inclusion and respect.
- Challenge discriminatory language or behaviour.
- Treat all pupils fairly and equitably.

# 18. Concerns About Adults Working with Children

All staff have a duty to report concerns about any adult working in or on behalf of the school, this includes contractors, third parties, supply staff, trainee teachers

and volunteers.

This includes:

- Conduct that may pose a risk to children.
- Allegations that meet the harm threshold.
- Low-level concerns regarding professional conduct.
- Concerns relating to volunteers, contractors, governors or supply staff.

Concerns and allegations must be reported immediately to the Headteacher or other designated person in accordance with school procedures.

If the concerns or allegations are about the Headteacher they should be reported to the Chair of Governors.

Should staff not feel able to raise concerns with any of the aforementioned they can contact the NSPCC helpline on 0800 028 0285 or via help@nspcc.org.uk or Whistleblowing Advice Line NSPCC.

# 19. Low Level Concerns About Adults Working with Children

A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school may have acted in a way that is inconsistent with this staff code of conduct, including inappropriate conduct outside of work. This includes:

- Being overfriendly with children.
- Having favourites.
- Taking photographs of children on their mobile phone.
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door.
- Humiliating children.

Where staff have such concerns, they should be brought immediately to the attention of the Headteacher. Where the concerns are about the Headteacher they should be raised with the Chair of Governors.

# 20. Whistleblowing

Staff must raise concerns where they believe:

- Children may be at risk.
- Safeguarding procedures are not being followed.
- Professional standards are being compromised.
- Unlawful or unethical conduct has occurred.

Staff should raise concerns with the Headteacher or Chair of Governors or where necessary, contact the NSPCC helpline on 0800 028 0285 or via help@nspcc.org.uk or Whistleblowing Advice Line NSPCC.

# 21. Self-Disclosure of Police Involvement

Staff must notify the Headteacher if they are arrested, questioned under caution, charged, convicted, or issued a formal police caution or warning for any offence. While all police contact should generally be reported, critical areas include offences involving violence, sexual misconduct, drugs, fraud, or driving under the influence.

# 22. Breaches of the Code

Failure to comply with this Code may result in:

- Management/HR action.
- Disciplinary proceedings.
- Referral to external agencies, such as Children's Social Care, The Local Authority Designated Officer (LADO) or the Police.

- Referral to the Disclosure and Barring Service (DBS), where applicable.
- Referral to the Teaching Regulation Agency (TRA), where applicable.