



Gawber Primary School



Code of Conduct for Staff and Volunteers

September 2025

Review date September 2026

Person responsible for the Policy	Dawn Bradshaw
Date Agreed by Governors	October 2025
Review Date	September 2026
Is this Policy to appear on the school website	Yes

Headteacher's Signature	Dawn Bradshaw
Date	20.10.25
Chair of Governor's Signature	Emma Casimir
Date	20.10.25

Code of Conduct for Staff and Volunteers

This code of conduct needs to be read in conjunction with our Child Protection, Behaviour, Intimate Care and Social Media Policies.

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 be it physical, sexual, emotional or through neglect.

To protect adults working with children against any false allegations

Staff and volunteers will agree to work within the following guidelines:

1. Gawber 'Rules of Law'

These are the most important rules that everyone in our school follow- this includes children, staff, parents and governors.

- **We are respectful, tolerant and kind.**
- **We are fair and polite to everyone.**
- **We follow school rules to keep us safe, healthy and happy.**
- **We love and care for our planet**

Alongside these key principles, adults at Gawber should also:

Dress professionally and appropriately.

Encourage children and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.

Address complaints to the behaviour not to their character.

Raising the voice or shouting is not encouraged and should only be done in order to keep children safe or to quieten a large group of children' for example, in the playground or hall.

Challenge unacceptable behaviour and report all allegations/suspicions of abuse

Follow the school's principles, procedures and guidance, and any specific procedures, for example a no tolerance approach to inappropriate language.

2. Relationships 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.

3. Physical contact with children

In order to maintain an appropriate professional relationship, physical contact between adults and pupils should be kept to a minimum. Young children may be comforted when distressed but adults should always be aware that innocent physical contact may be misinterpreted by observers or the recipient. Adults should avoid putting themselves in potentially compromising situations by observing the following guidance:

Do not initiate physical contact

Do not prolong physical contact initiated by the child

When comforting a child, keep physical contact to a minimum (e.g. taking child's hand, putting a hand on their shoulder)

Physical contact should never take place privately.

Physical contact may be necessary as part of instruction, for example in PE. This should be kept to a minimum and should be made clear to children what contact will be used and why.

4. Intimate care

When changing or cleaning a child or dealing with an injury that involves the removal of clothing, 2 people should be present if possible.

If this is not possible, keep an open door policy.

As far as possible, children should deal with his/her own needs.

(see separate policy on intimate care for further detail)

5. Seeing children alone

As a general rule, adults should not speak to, or work with, a child alone in the room with the door closed.

If the adult (other than teacher or TA) needs to speak to or work with a child out of sight or earshot of other children or adults, another adult should be present.

If circumstances where extreme quiet or confidentiality is essential, the work should take place in room with a window in the door or the door left ajar allowing others to see through or guidance should be sought from the designated safeguarding lead.

6. Physical restraint

This should only take place if it is necessary to:

Protect this child from danger

Protect another child from danger

Protect adults in school from danger

Protect serious damage to property

Adults should only restrain if they've had the necessary training and should always have another adult present.

7. Transporting children

Staff may only transport pupils in their car as part of school duties if they have appropriate insurance cover (Business Use). There should always be another adult in the car.

Adults should not transport children in their cars without parental permission.

In an emergency when children are taken to hospital in a staff car, there will always be another member of staff present. Depending on the nature of the emergency, parental permission may not be requested before transportation.

8. Children's images and use of the internet

Staff should use cameras belonging to the school wherever possible when taking images or videos of children.

If this is not possible, images should be transferred onto school network at the earliest opportunity.

Images of children should be stored on the school network, not stored on personal computers or mobile phones.

Adults in school should never discuss individual children in any group chat or on social media. (See Social Media Policy)

Staff should not have contact with pupils or on social networking websites such as 'Facebook'. (See Social Media Policy)

Staff should not accept friend requests from parents on social media as this can blur professional boundaries. (See Social Media Policy)

9. Confidentiality

Adults working in school may have access to sensitive information about children. This information should be treated confidentially.

Adults should not discuss individual children in a negative way outside of school.

Volunteers working in school should inform a member of staff if they have concerns about a child and should not approach the child's parent with this.

If you have any concerns about how your actions may be interpreted, please report them to the designated safeguarding or deputy designated safeguarding leads (Mrs Dawn Bradshaw, Mrs Rachel Maul, Miss Rachael Smith, Miss Sarah Hazlewood).
