## Woodsetton School

# Staff Code of Conduct policy

| | | |
|---|---|---|
| **Approved by:** | K.Hermon | **Date:** September 26 |
| **Last reviewed on:** | September 2026 | |
| **Next review due by:** | September 2027 | |

A culture of safeguarding is embedded throughout our school and all staff are appropriately trained to ensure that they are best placed to report any concerns. Safeguarding and promoting the welfare of children is everyone's responsibility.

We provide a stimulating environment which is nurturing, caring, welcoming and safe. We offer an exciting curriculum that provides a variety of experiences which make learning exciting, fun and enjoyable and we support and encourage children to achieve their full potential and aspire to their highest personal standards of achievement, presentation and behaviour. We continuously review and amend our curriculum to ensure it caters for the needs of all pupils, whatever their interests and ability and aspire to AIM (Ambitious Inclusive Meaningful) High in all aspects.

We pride ourselves on our happy, caring and positive atmosphere, one in which every individual is valued and their efforts and achievements recognised and celebrated. We expect all of our children to develop a sense of belonging, to respect and care for others around them and encourage every child to make the most of the opportunities offered to them at Woodsetton.

We work hard to encourage and support parents both practically with ideas that can help their children and emotionally with the pressures of their everyday lives. By working with parents, we can create a strong partnership that is based on mutual trust and respect, vital factors that enable our children to succeed.

We must teach each child according to the level of his/her ability and not be afraid to question, assess and review our methods and approaches. At all times we should remember we are the role model for the children and our standards and attitudes should reflect this.

I hope that you will join with me in further developing and continuing to move our school forward, building upon the solid foundations already in place for a bright and successful future.

I hope you will find this Staff Handbook/code of conduct both interesting and informative.

If you have any further questions, please do not hesitate to speak to myself or a member of the SLT for further clarification.

Head teacher: Mrs Sarah Allen

## General Information


Address: Woodsetton School

Tipton Road

Dudley

West Midlands

DY3 1BY

Tel: 01384 818265

Email: info@woodsetton.ascenttrust.org.uk

Website: www.woodsetton.dudley.sch.uk

| Staffing – September 2026 | | | |
|---|---|---|---|
| **Senior Leadership Team** | | | |
| **CEO Ascent Academy Trust:** | | Mr D Stanton | |
| **CFOO Ascent Academy Trust:** | | Mrs K Hill | |
| **Estate Manager Ascent Academy Trust:** | | Mr J Quinton | |
| **Headteacher/DSL:** | | Mrs S Allen (Lead DSL) | |
| **Deputy Headteacher:** | | Mr M Halliday | |
| **Assistant Headteacher/DDSL:** | | Mrs R Gibbons (Deputy DSL) | |
| **Assistant Head teacher:** | | Mrs E Lampitt | |
| **Teachers** | | | |
| Mr R Abbott (TLR) | | Mrs G Cutler | |
| Miss J Beckley | | Miss J Jukes | |
| Mrs R Blake | | Mrs E Lampitt | |
| Miss K Davies | | Mr J Robinson | |
| Mrs S Fox | | Mr T Robinson (TLR) | |
| Mrs R Gibbons | | Miss N Jones (ECT) | |
| Mrs J Roderick | | Mrs R Blake (ML Nov 26) | |
| Mrs K Drake (ML Nov 26) | | | |
| **Support Team** | | | |
| Mrs C Turton (HLTA) | Mrs N Morris (FSW) | Miss A. Parkes | Mrs T. Fellows |
| Miss K Arnold | Miss J Dhaliwal | Mrs J Jeavons | Miss K Rowley |
| Miss P Atwal | Mrs R Dicks | Mrs A Oakley | Mrs L Simpson |
| Mrs J Baker | Mrs J Farrington | Miss G Coates | Mrs M Stables |
| Mrs C Brettell | Miss D Lloyd | Mrs K. Cox | Miss J Tolley |
| Mrs N Butler | Miss L Millington | Miss H Jackson | Miss G Woodall |
| Mrs K Cheslin | Miss M Hedgecock | Miss L Fellows (PCA) | Miss G. Worley |
| Mrs M Jackson | Mrs E Price | Mrs V. Mullins (PCA) | Miss F. Rea (PCA) |
| Miss L. Jones | Miss S. Bartlett | Mrs J Cartwright | |

| Office & Site team | | | |
|---|---|---|---|
| Administrative Assistant / HT PA | | Mrs D Roberts | |
| Receptionist | | Mrs V Turner | |
| Administrative Assistant | | Miss A Parsons | |
| IT Technician: | | Joshua Trevis-Smith | |
| Site | | Mr D Gramann<br>Site Supervisor | Mr C Allen<br>Site Assistant |
| **Cleaners** | | | |
| Mrs J Blackham | Miss J Garamszegi | Ms S Gibson | Mrs J Franklin |
| Mrs C Woodall | | | |
| **Lunchtime Supervisors / Kitchen** | | | |
| Mrs C Brettell | Miss K Smith | Ms S Gibson | Mrs R Williams |
| Mrs P Homer | Miss A O'Connor | Miss L Price | Mrs R Wolsey |
| Miss F Rea | Mrs L Timmins | Mrs J Trindade | Miss J Butler |
| Mrs K Tranter | Mrs C Woodall | Mrs J Hill | |

| Local Advisory Board – September 2026 | | | |
|---|---|---|---|
| **Name** | **Category of Governor** | **Positions of responsibility** | **Term of office start & end date** |
| Mrs K Hermon | Chair | Safeguarding and Child Protection; Online Safety; Health & Safety; Looked After Children; Curriculum & Teaching | 29.11.19-31.08.28 |
| Mrs E Lampitt | Staff member | Early Years ECO / Pupil Voice | 03.11.25-02.11.29 |
| Mrs C Millward | Co-opted | Inclusion CPD / Governor Training | 11.12.23-10.12.27 |
| Mrs L Hobson | Co-opted | Curriculum and Teaching Achievement Pupil Premium | 09.03.26-08.03.30 |
| Mrs N Morris | Co-opted | Attendance and Behaviour | 03.11.25-02.11.29 |
| Vacancy | | Safer Recruitment; Personal Development; Sports Premium | |

**The School Day**

**Children -** Whole school:

Start Time for drop off: 9.00am

Break Time: 10.30am to 10.45am

Lunch Time: 12.00pm to 1.00pm (classes eat lunch/access outdoors on a rota basis)

Collection Time from School: 3.00pm – main entrance/taxi

Teachers:

Hours direct in according to the School Teachers' Pay and Conditions Document (STPCD)

Teachers directed time: Wednesday 3.30-4.30pm

Non-teaching classroom staff:

Mon-Fri: 8.30-3.30pm – working hours (this includes workshops for CPD from 8.30-8.45am) All staff must attend staff training.

Other school staff:

Hours dependent upon contract and job role within school.

| Term dates 2026-27 (Dudley LA) | |
|---|---|
| **Autumn Term** | Term Start - Tuesday 1st September – Friday 23rd October (7 weeks + 4 days)<br><br>*Half Term - Monday 26th October to Friday 30th October*<br><br>Term End - Monday 2nd November - Friday 18th December (7 weeks) |
| **Spring Term** | Term Start - Monday 4th January – Friday 12th February (6 weeks)<br><br>*Half Term - Monday 15th February - Friday 19th February*<br><br>Term End - Monday 22nd February - Thursday 25th March (4 weeks + 4 days)<br><br>Bank Holidays:<br><br>Good Friday - Friday 26 March<br><br>Easter Monday - Monday 29 March |
| **Summer Term** | Term Start - Monday 12th April – Friday 28th May (6 weeks)<br><br>*Half Term - Monday 31st May to Friday 4th June*<br><br>Term End - Monday 7th June - Wednesday 21st July (7 weeks + 2 days)<br><br>Bank Holidays:<br><br>Early May Bank Holiday - Monday 3 May<br><br>Spring Bank Holiday - Monday 31 May (Whitsun) |
| **INSET dates** | 1. Tuesday 1st September 2026<br>2. Wednesday 2nd September 2026<br>3. Thursday 8th October 2026<br>4. Friday 9th October 2026<br>5. Friday 12th February 2027<br>6. Thursday 26th March 2027<br>7. Friday 28th May 2027 |

At Woodsetton our vision is to be a school that works proactively with families and other agencies, to value each individual child, their voice and their aspirations; ensuring we provide the personalised stepping stones they need to succeed and celebrate each achievement along the way.

We aim to achieve this through our school philosophy of:

**"Every child matters…every moment counts"**

Our shared responsibilities are to:

- Be outward looking in our vision and approach.
- Be positive, optimistic and solution focused.
- Give of our best at all times.
- Recognise that everyone at Woodsetton is a learner.
- Ensure opportunities for learning, enjoyment, fulfilment and to be part of the wider community.
- Be inclusive in our practice.
- Work in partnership with parents, carers, other professionals to support the whole family

We aim to:

- provide a learning environment for pupils, staff and all members of the community, that is well structured, happy and stimulating.
- provide a curriculum that balances individual needs with the requirements of the National Curriculum and which enables every pupil to fulfil their greatest potential.
- provide and develop the highest quality teaching and learning opportunities for all pupils.
- provide a total communication environment that encourages independence and values the choices and opinions of each individual.
- offer personalised provision that uses the child's EHCP to tailor our approach, removing barriers and offering challenge and next steps.
- welcome all parents and carers and encourage them to be part of the team responsible for the overall development of their children.
- equip the pupils with the skills, knowledge and attitudes that will enable them to become self-motivated and independent learners.
- provide an environment in which all pupils learn to respect themselves, each other and the environment, learning to tolerate and to value individual differences.
- help pupils develop appropriate social and moral values and an awareness of their

responsibilities in the wider community.

- help all pupils to value and respect the diversity of culture, religion, language and gender in a multi-cultural society.
- provide the pupils with the skills, knowledge and attitudes that will enable them to live fulfilling and productive lives when they have left school.
- give access to mainstream classes whenever and wherever it is appropriate for individual pupils, within the constraints of the School's organisation and resources.
- give access to a variety of learning environments and teaching styles, appropriate to the age of the pupils, in preparation for further educational experiences.
- develop a clearly defined system of pastoral care that will, with the support of other agencies as/when required, ensure the physical and emotional well-being of all pupils.
- give opportunities for all staff to develop their personal and professional skills.
- develop links with other professional services so that all staff and colleagues feel that they are working as valued members of a multi-disciplinary team.

1. Legal framework
2. Safeguarding pupils
3. Appearance and dress
4. Attendance
5. Professional behaviour and conduct
6. Conduct outside of work
7. Smoking, alcohol and other substances
8. Health and safety
9. Declaration of interests
10. Relationships with pupils
11. Physical contact with pupils
12. Showering and changing
13. Transporting pupils
14. Finance
15. E-safety
16. Equipment and communication
17. Photography and videos
18. Data protection and confidentiality
19. Probity of records
20. Contacts
21. Premises
22. Monitoring and review

**Statement of intent**

Woodsetton School expects all pupils to receive high-quality teaching and learning in a positive and respectful environment.

Employees at the school should understand that their own behaviour, and the manner in which they conduct themselves with their colleagues, pupils, parents and other stakeholders, sets an example.

We recognise that the majority of staff members act appropriately and treat each other with dignity and respect; however, we consider it important to clarify the expected standards.

This policy forms part of a staff member's contract of employment and failure to comply with it, and with the associated school policies, may result in disciplinary action being taken, including legal action where this is warranted.

This document applies to all staff members who are:

- Employed by the school, including the Head teacher and volunteers.

This document does not apply to:

- Peripatetic staff members who are centrally employed by the LA.
- Employees of external contractors.

These employees are governed by their employment contracts and any relevant laws pertaining to their activities within the school, for example, the GDPR and the Data Protection Act 2018.

**Working at Woodsetton**

We recognise that time in full-time education is limited and precious, and we are duty bound not to waste it. Each young person at Woodsetton is unique and requires support from adults for a range of reasons – this can be physical, medical, emotional, academic or any combination of these. Each learner needs adults who understand them and are able provide the care and support they need. A number of children may make physical and emotional demands that can, on occasions, feel relentless and overwhelming. The children at Woodsetton do not always understand the different roles each adult does (Head, caretaker, teacher, teaching assistant or volunteer) but they do need to be with adults who are able to give of their best at all times. Each learner needs adults who are: positive, creative, resilient, understanding, solution focused, emphatic and kind.

We have a duty to every child and their family to:

- Work in partnership with parents and carers, and the wider family
- Work in collaboration with professionals working with them / their child
- Ensure that all our learners have opportunities to learn and enjoy the wider community
- Be inclusive in our practice
- Be outward looking in our vision and approach.
- Be positive and optimistic
- Give of our best at all times
- Recognise that everyone is a learner and that every experience is a learning opportunity
- Empower each learner to achieve their very best

Teamwork is essential - in isolation no one adult is able to meet the complex needs and demands of every child at Woodsetton. This can only be achieved if all the adults work as part of a team. Each learner needs every member of the Woodsetton team (cleaners, caretakers, administration staff, teachers, teaching assistants, lunchtime staff, professional's specialists etc) to strive to always...

- Lead by example
- Help one another
- Listen to people's ideas and perspectives
- Try and see situations from the other person's perspective
- Treat every colleague with the dignity and respect as we would want to be treated
- Express our views at the right time and in the right place
- Remain calm even in stressful situations

These qualities are demonstrated in our words and actions and how we treat one another. Working in a special school will present stresses and strains that go beyond the vast majority of settings, but can bring wonderful rewards. Our curriculum must be delivered in a safe, supportive yet challenging learning environment in which all members of our school community are valued, respected and encouraged to succeed.

## 1. Legal framework

1.1. This policy has due regard to all legislation including, but not limited to, the following:

- The General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- The Education Act 2002
- The Children Act 1989
- The Working Time Regulations 1998 (as amended)
- Sexual Offences Act 2003
- The School Staffing (England) Regulations 2009 (Regulation 7)

1.2. This policy also has due regard to statutory guidance including, but not limited to, the following:

- DfE (2026) 'Keeping children safe in education'
- DfE (2026) 'Working Together to Safeguard Children'
- DfE (updated 2025) 'Staffing and employment advice for schools'

1.3. This policy operates in conjunction with the following school policies and documents:

- Safeguarding Child Protection Policy
- Health and Safety Policy
- First Aid (for staff) Policy
- Data Protection Policy
- Managing Allegations Against Staff Policy
- Equal Opportunities Policy
- Intimate Care Policy
- Staff Leave of Absence Policy
- Whistleblowing Policy
- Promoting Positive Behaviour Policy
- Anti bullying Policy
- E-safety/Online Policy
- Acceptable Use Agreement
- Use of Images Guidance

- Acceptable Use Agreement – Staff
- Confidentiality Agreement
- Educational Offsite Visits Policy
- Teacher standards
- Guidance for Safer Working Practices (May 19 v.2 and April 2020)
- Relatives, relationships and related matters

## 2. Safeguarding pupils

2.1. All staff members have a responsibility to ensure that they provide a learning environment in which pupils feel safe, secure and respected.

2.2. In accordance with 'Keeping children safe in education' updated in 2026, all staff members have a responsibility to safeguard pupils and protect their physical and mental wellbeing. Staff have a duty to safeguard pupils from harm and report any concerns that they may have. This includes physical, emotional and sexual abuse, or neglect.

2.3. All staff must familiarise themselves with the safeguarding policy and procedures and ensure they are aware of the processes that they must follow if they have any concerns about a child. All staff must ensure that they do not act in a way that may put pupils at risk of harm, or lead others to question their actions. Any member of staff who is at all concerned about the welfare or safety of a pupil must report their concerns to the Designated Safeguarding Lead immediately.

2.4. The school's Designated Safeguarding Lead is Sarah Allen. In her absence, the Deputy Designated Safeguarding Lead is Rebecca Gibbons Mr Matthew Halliday, Mrs Liz Lampitt and Nicola Morris are also trained DSLs on the Safeguarding Team.

2.5. In accordance with the school's Safeguarding Child Protection Policy, staff members will be prepared to identify pupils who may be subject to, or at risk of, abuse and neglect, and will follow the necessary reporting and referral procedures.

2.6. Staff will be aware that confidentiality can never be promised to a pupil – staff will understand the procedure to follow if a pupil discloses a potential safeguarding issue, in accordance with the school's Child Protection and Safeguarding Policy.

2.7. Any staff member that has concerns about a staff member's actions or intent that may lead to a pupil being put at risk of harm will report this in line with the Whistleblowing Policy to the Head teacher immediately so appropriate action can be taken.

2.8. Where an allegation is made against a member of staff who works with children, a Position of Trust meeting (POT) will usually be convened within one working day of the referral being made and chaired by the LADO who will invite all relevant personnel including, where appropriate, the employer in order to share information and participate in the planning of any enquiries. This meeting should have access to advice from a Senior Human Resources adviser as appropriate.

2.9. If the concern is regarding the Headteacher, staff will report this to the Head teacher. Contact details can be found on the Safeguarding noticeboard in the staffroom.

2.10. All staff will partake in the appropriate safeguarding and child protection training; additionally, all staff will receive regular safeguarding and child protection updates at least annually.

2.11. All new members of staff will be provided with a comprehensive safeguarding induction.

**3. Appearance and dress**

3.1The school expects that staff members will:

- Ensure that their appearance is clean and neat when at work or representing the school.
- Dress in a professional manner that is appropriate to their role
- Remember that they are role models for pupils, and that their dress and appearance should reflect this. Consideration should be given to the type of footwear worn and the length of skirts/dresses. (Please note that jeans and flip flops / mules / shoes without a strap / back are not deemed appropriate. Leggings are only allowed when worn with long tops / tunics / dresses).
- Not dress in a way that would be overly revealing or likely to cause embarrassment to pupils, parents, colleagues or other stakeholders.
- Avoid wearing jewellery that could create a potential for injury.
- Wear sportswear and trainers when they are teaching P.E.
- Wear appropriate clothing for Forest school/outdoor activities.

- Clothes should not display any offensive or political slogans.
- Nails should be kept short and appropriate for school.

## 4. Attendance and punctuality

4.1. The school expects that staff members will:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Arrive in school allowing sufficient time to enable them to start work promptly.
- Make routine medical and dental appointments outside of their working hours or during holidays where possible.
- Notify Denise Roberts who will share with Head teacher/CEO and/or a member of the Senior Leadership Team, if they need time off for any reason other than personal illness and complete necessary documentation well in advance of absence (Refer to the school's Staff Leave of Absence Policy – Adopted Dudley LA policy).
- Follow the school's absence reporting procedure when they are absent from work due to illness or injury - On the morning of the first day of absence, all staff should contact the school absence email no later than 7.30am. Staff should be prepared to explain the nature of the absence and likely duration. Staff should contact school by 3.00pm if circumstances change and they will not be returning the following day.
- Complete a self-certification form (you may self-certify for 7 calendar days) or provide a doctor's note which, will need to be handed to the school office upon return to work. (Please note that you will be required to attend a 'return to work' meeting following an absence at work. School will also contact you for a welfare call during your absence).
- For unplanned absence, staff should email Denise Roberts (or Sarah Allen in her absence) as soon as possible and request special leave follow the school's special leave policy and reporting procedures.
- Follow the signing in and out system in place. In the event of a fire or emergency evacuation, this will enable us to quickly complete a roll call.

Staff absence is monitored through the PIMS system and the School's managing staff absence policy – Adopted Dudley LA policy

## 5. Professional behaviour and conduct

5.1. Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect.

5.2. Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

5.3. Staff should ensure that all information given to the school about their qualifications and experience is correct.

5.4. The use of inappropriate, foul and abusive language will not be tolerated.

5.5. Inappropriate conversation content within the school building, especially in public areas / where children could be present will not be tolerated.

5.6. Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.

5.7. Staff members will not misuse or misrepresent their position, qualifications or experience, or bring the school into disrepute.

5.8. Staff members will inform the Headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

5.9. Staff will be aware that professional behaviour and conduct is expected to be extended to extra-curricular trips and visits too. All staff attending a trip or visits will act in accordance with this policy.

5.10. Staff will express personal beliefs in a way that will not overly influence pupils, and not exploit pupil's vulnerability or may lead them to break the law. All staff must act appropriately in terms of the use of school resources at all times and will not use school resources for unauthorised purposes.

5.11. Staff will not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

5.12. Staff must understand the statutory frameworks that they must act within.

5.13. Teaching staff must adhere to Teachers' Standards at all times.

## 6. Conduct outside of work

6.1. Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school. The nature of the work cannot be seen to bring the school into disrepute, nor be at a level which may contravene the working time regulations or affect an individual's work performance.

6.2. Staff will not engage in outside work which could seriously damage the reputation and standing of the school or the employee's own reputation, or the reputation of other members of the school community.

6.3. Staff will not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. (Also referred to in section 15).

6.4. Staff must not act in a way that would bring the school, or the teaching profession into disrepute. This covers relevant criminal offenses, such as violence, sexual misconduct, use / possession of illegal substances, negative comments about school on social media etc

## 7. Smoking, alcohol and other substances

7.1. Staff will not smoke (or vape) on, or within the immediate vicinity of the school premises. Staff must remain professional during this time.

7.2. Staff will not smoke (or vape) whilst working with or supervising pupils off-site, such as when on educational visits and trips.

7.3. Chewing gum is not permitted on school premises unless it is part of an agreed process related to giving up smoking as authorised by the Headteacher.

7.4. The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members must never attend work under the influence of alcohol or illegal drugs.

7.5. If alcohol or drug usage impacts on a staff member's performance, the school has the right to discuss the matter with the employee and take appropriate action in accordance with the school's disciplinary procedures, including referral to the police.

## 8. Health and safety

8.1. Staff members will:

- Be familiar with and adhere to the school's Health and Safety Policy and ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
- Comply with hygiene requirements.
- Comply with accident reporting requirements.
- Comply with emergency evacuation procedures.
- Inform the Headteacher of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended).
- Record a fault or job that needs attention in school in the caretaker's fault reporting log book which is located in the staff room. Where it is deemed that such fault is an immediate risk to other staff, pupils or visitors then all staff have a duty of care to notify Sarah Lowe or a member of the Senior Leadership Team immediately.

8.2. Risk assessments should be undertaken for any activity or use of equipment that could be potentially hazardous. The aim of the assessment is to identify risks and determine what actions (control measures) can be put in place to reduce the risks identified. Once the controls are actioned, the level of risks should be sufficiently reduced to an acceptable level. It is not possible or necessary to eliminate all risk, the residual risk of an activity would need to be considered against the potential benefit that could arise from the activity going ahead.

8.3. Some individual pupils need to have their own risk assessments especially when partaking in an educational visit. These need to be approved by either the Headteacher, a member of the Senior Leadership Team or Educational Visits Coordinator and signed by the pupil's parents/carers.

8.4. There are a number of First Aiders in school. If pupils require First Aid following a minor accident or injury they should be taken to the Medical Room. First Aiders need to ensure they are aware of any pupils with individual care plans.

All class teams also need to be aware of any pupils with Individual care plans and/or PEEPs.

Depending on the nature of the injury it may be necessary to contact parents i.e. “courtesy call”. More serious incidents will warrant an immediate call home. In the event of an emergency the school office will be responsible for contacting the emergency services.

8.5. If staff require First Aid, seek the nearest first aider at work for assistance. All accidents should be reported in accordance with the accident reporting procedures.

8.6. Any pupil requiring medication during school hours must have all relevant documentation and consent completed by parents/carers and that medication given is done so in accordance with that stated on medication prescribed by GP/pharmacy. (Refer to Supporting pupils with medical conditions guidance)

8.7. All staff should ensure they are fully aware of the Emergency Evacuation Procedures. The Senior Leadership Team will carry our periodic fire and lock down drills. If you have any queries regarding the procedures please contact Headteacher or a member of the Senior Leadership Team.

8.8. When dealing with pupils requiring intimate care, follow individual intimate care plan and the school’s intimate care policy. All spillages of bodily fluids are to be cleared up as soon as possible, the area isolated and all materials used should be disposed of in clinical waste bins. When carrying out any intimate care/ cleaning of area, PPE must be worn.

8.9. No hot drinks or drinks in glasses are allowed in classrooms/playground/school environment when pupils are on the school premises. Drinks being transported to meetings etc. must be done so using a plastic drinks carrier. Plastic cups are provided for cold drinks.

8.10. Any food, including snacks and sweets should not be eaten in front of pupils outside of lunch/break time unless it is part of their learning experiences e.g. tasting food that has been made by pupils or following forest school etc.

8.11. All sharp knives, scissors and tools must be kept locked away and pupils must be supervised when using them. The adult leading is responsible for counting them out and in at the end of each lesson.

8.12. Do not bring in electrical items from home, these are not covered by school insurance.

## 9. Declaration of interests

9.1. Staff members are required to declare their interests, both personal and financial, where the group or organisation they are affiliated with would be considered to be in conflict with the ethos of the school.

9.2. For the purposes of this document, a financial conflict of interest is one where there is, or appears to be, opportunity for personal financial gain, financial gain for relatives or friends, or where it may be reasonable for a third party to take the view that financial benefits may affect an individual's actions.

9.3. The term 'financial interest' means anything of monetary value, including the following:

- Payments for services
- Equity interests
- Intellectual property rights
- Hospitality or gifts

9.4. Examples of financial interests that must be declared include, but are not limited to, equity interests in services considered for use by the school.

9.5. Non-financial conflicts of interest can also come into conflict, or be perceived to come into conflict, with an individual's obligations or commitments to the school. These interests may include any benefit or advantage including, but not limited to, direct or indirect enhancement of an individual's career or gain for relatives or someone with whom the individual has a close relationship.

9.6. Examples of situations that could give rise to non-financial conflicts of interest include the following:

- Pressure or temptation to accept gifts, inducements or hospitality

- Participating in the appointment, hiring, promotion, supervision or evaluation of a person with whom the individual has a close personal relationship
- Where a member of staff has or develops a close personal relationship with a colleague or governor

9.7. Membership to a trade union or staff representative group does not need to be declared.

9.8. Staff members will also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities.

9.9. Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the school or trade union.

9.10. All declarations, including nil returns, will be submitted in writing to the Headteacher for inclusion on the Register of Business Interests.

## 10. Relationships with pupils

10.1. The school expects that staff will:

- Maintain professional boundaries and relationships with pupils at all times, and will consider whether their actions are warranted, proportionate, safe and necessary.
- Act in an open and transparent way that would not lead to others questioning their actions.
- Ensure that they do not establish social contact with pupils for the purpose of securing a friendship, or to pursue or strengthen a relationship.
- Ensure that they do not develop personal or sexual relationships with pupils: this includes sexual remarks and discussing their own sexual relationships with, or in the presence of, pupils.
- Only contact pupils via the school's established mechanisms: personal phone numbers, email addresses or social media platforms will not be used to contact pupils.
- Avoid contact with pupils outside of school hours if possible.

10.2. Under the Sexual Offences Act 2003, it is an offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect to that child, even if the relationship is consensual.

## 11. Physical contact with pupils

11.1. The school understands that there are circumstances in which it is entirely necessary for staff to have physical contact with pupils, e.g. when applying first aid and assisting with intimate care, but staff will only do so in a professional and appropriate manner in line with relevant school policies.

11.2. When physical contact is made with pupils, it is imperative that it is conducted in a way which is responsive to the pupil's needs, is of limited duration and is appropriate to their age, stage of development, gender, ethnicity and background.

11.3. If staff members and pupils must spend time on a 1:1 basis outside of the classroom, staff must ensure that:

- This takes place in a public area that others may access
- Others can see into the room

11.4. A colleague, a member of the Senior Leadership Team or the Head teacher know that this is taking place.

11.5. Staff will seek the pupil's permission, where possible, before initiating contact.

11.6. Staff will always use their professional judgement when determining what physical contact is appropriate, as this may differ between pupils. As such, the pupil's feelings and wishes will always be taken into account.

11.7. Staff will never touch a pupil in a way which is indecent and will always be prepared to explain their actions.

11.8. Staff will be aware that even well-intentioned physical contact may be misconstrued by a pupil, an observer or by anyone to whom this action is described and, therefore, will be prepared to justify their actions.

11.9. Staff will not engage in rough play, tickling or play fights with pupils.

11.10. Extra caution will be taken where it is known that a pupil has previously suffered from abuse or neglect.

11.11. Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be reported to the Head teacher or the designated safeguarding lead and appropriate procedures will be followed.

11.12. Where it is necessary in PE classes for teachers to demonstrate use of equipment, this will be conducted with another member of staff if possible. If a pupil is required to participate, their consent will be given before doing so.

11.13. If a child is in distress and in need of comfort as reassurance, staff may use age-appropriate physical contact. Staff will remain self-aware of their actions at all times and ensure that their contact is not threatening, intrusive or subject to misinterpretation.

11.14. Staff may also need to use reasonable force as a means of physical contact with pupils for restraint purposes if the child / other children are at risk of harm. Such instances will be a last resort once all other avenues have been pursued and will always be in accordance with the school's Promoting Positive Behaviour Policy and recorded in the Bound and Numbered book as required. Staff to complete Team Teach training.

## 12. Showering and changing (including offsite-swimming)

12.1. Pupils are entitled to respect and privacy whilst they are changing before/after PE; however, a level of supervision is required to ensure that pupils are safe, and that they are not subjected to bullying whilst many pupils will require support with this activity.

12.2. The supervision and support given will be appropriate to the needs and ages of the pupils, and will be sensitive to the potential for embarrassment.

12.3. Staff will never change or shower in the same area as pupils.

12.4. If a pupil needs to be showered (e.g. following a toileting accident) the parent will be notified first to obtain consent and then two staff will be present / support the pupil with showering.

## 13. Transporting pupils

13.1. When it is necessary to transport pupils off-site, staff will ensure that the transport arrangements of the vehicle meet all legal requirements, they have an appropriate licence and insurance plus the vehicle is roadworthy, has a valid MOT certificate.

13.2. Staff will gain consent from parents before transporting pupils and will be aware that the welfare of all pupils in the vehicle is their responsibility.

13.3. Two or more staff will be present in the vehicle to avoid any discrepancy regarding safeguarding concerns.

13.4. Pupils need to be checked for height/age to ensure regulations relating to the use of booster seats are complied with.

13.5. When a pupil requires transport from school in emergency situations, the time of departure will be logged at school and the staff member must contact school on arrival at their destination. This will also be logged.

13.6. Staff who provide transport for school use on a voluntary basis in their own car can claim mileage.

## 14. Finance

14.1. Staff members will:

- Familiarise themselves and comply with the school's financial regulations.
- Declare to the governing board, in writing, any gifts received, with the exception of:
- Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo – these items may be accepted.
- Gifts offered by parents or pupils to school staff to express their gratitude, but staff members should always refuse monetary gifts.
- Hospitality in the form of meals and drinks where it is part of a normal business meeting.
- Authorised visits to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business, which shall be at the school's expense.
- Staff must not accept bribes. Gifts that are worth more than £25 must be declared and recorded on the "Gifts and Hospitality" register kept by Ms R Logan
- Not accept a personal gift, payment, or other incentive from a business contact – any such gifts should be returned.

- Declare any gift that cannot be returned to the governing board, who will decide how it will be used.
- Only accept offers to specific events after authorisation from the governing board.

## 15. E-safety

15.1. Staff will adhere to the procedures outlined in the school's E-safety/Online Policy and Acceptable Use Agreement at all times.

15.2. Staff are required to employ the highest security settings on any personal profiles they may have. If / where staff have a personal profile on any social media site, they should not use their full name, as pupils may be able to find them. Staff should consider using first and middle names instead and set public profiles to private.

15.3. Staff will not engage in inappropriate use of social networking sites including contacting pupils or their family members, accepting or inviting friend requests from pupils or their family members, or following pupils or their family members on social media. Staff will not make any efforts to find a pupil or parent's social media profile.

15.4. The school understands that some staff members are also parents of pupils at the school and, therefore, may wish to contact other parents. When doing so, staff will exercise their professional judgement and will not contact family members on social media if this could lead to a conflict of interest.

15.5. Staff will remain mindful of their use of social media and their web-based presence including written content, videos or photographs, and views expressed directly or indirectly which may bring themselves, the school or the school community into disrepute.

15.6. Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling, viewing pornography or other inappropriate content.

15.7. Staff will not use personal mobile phones or laptops, or school equipment for personal use, in front of pupils.

15.8. The school reserves the right to monitor emails, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

## 16. Equipment and communication

16.1. School equipment and systems are available only for school-related activities and will not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Headteacher.

16.2. Illegal, inappropriate or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.

16.3. Employees receiving inappropriate communication or material, or who are unsure about whether something he/she proposes to do might breach this policy, should seek advice from the Headteacher.

16.4. The school reserves the right to monitor emails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

16.5. Personal use of the photocopier is NOT permitted.

16.6. Communication systems may be accessed when the school suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity. Access will be secured by the systems manager, only with the permission of the governing board.

16.7. Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Headteacher or systems manager. Breaches of this confidentiality may be subject to disciplinary action.

16.8. School equipment that is used outside the premises, e.g. laptops, will be returned to the school when the employee leaves employment or whenever requested to do so by the Headteacher.

16.9. Mobile phones must be either switched off or on silent during work times. During lunch, phones can be used in the staffroom. If a personal phone call needs to be made, these can take place in the meeting room. If there is an emergency staff can be contacted via the school office. Please give the school direct number for this purpose 01384 818265. If there are any exceptional circumstances where it is necessary that you need to be contacted, these will be considered by the Headteacher on an individual case by case basis. No staff should use their phone in school corridors/public areas within the school. Use of cameras on mobile phones to take images of pupils is prohibited.

## 17. Photography and videos

17.1. Photographs and videos will only be taken using school equipment – using personal mobile phones or any other electronic device for this purpose is prohibited, in accordance with the school's Use of Images Policy.

17.2. Consent for taking photographs will be obtained from parents, or the pupil themselves, if they are deemed old enough and able to make the decision for themselves.

17.3. Staff must not post any images online that identify children who attend Woodsetton without prior consent.

17.4. The age of consent that is legislated is 13 and above; however, this is only applicable for online services provided directly to children. For everything else, an appropriate age for consent is considered on a case-by-case basis by the DPO, Headteacher and a pupil's parents (where appropriate).

17.5. Pupils who have not provided consent, either personally or via their parents, to have their photograph taken or be filmed will have their wishes respected, in line with Dudley's Use of Images documentation.

17.6. The Headteacher will be notified of the proposed use of any imagery or video and the equipment to be used and will ensure that the use of such is included in planning whenever this is necessary.

17.7. All photographs and videos will be available for scrutiny, and staff will be prepared to justify the images or footage taken.

17.8. Careful consideration will always be given to the activities which are being filmed or photographed, to ensure that images or videos are not indecent and cannot be misused.

## 18. Data protection and confidentiality

18.1. Regarding personal and sensitive data, staff members are required, under the GDPR and the Data Protection Act 2018, to:

- Consider the legal basis for collecting the data, ensuring that this is documented.
- Ensure that the data is stored on a GDPR-compliant server, and that the data is not held for any longer than necessary.
- Securely dispose of the data when the relevant retention period ends.

18.2. Staff members will not disclose sensitive information about the school, its employees or the other parties without authorisation. Sensitive information must not be used for any purpose other than what it was collected or intended for, and must not be used to humiliate, embarrass or blackmail others.

18.3. The only exception whereby it is acceptable for a staff member to disclose information that would otherwise be considered confidential is when the confidential information gives rise to concerns about the safety or welfare of a pupil in which case it is the staff's duty to report Child Protection concerns via the appropriate channels where staff believe a child is at risk of harm. (Refer to the Safeguarding Child Protection Policy and Whistleblowing Policy)

18.4. Staff members have the right to request access to data that is held about them. Such requests will be made to the Headteacher in writing in accordance with the school's Data Protection Policy.

18.5. At Woodsetton we recognise that effective home school communication is essential to achieve the best outcomes for all our pupils. We work together in partnership with families. We encourage families to take an active interest in their child's education, and parents are welcomed into school at any time. We use a range of systems to communicate with parents including home/school diary, face to face discussion, telephone, letters, emails and apps such as Parent Hub. Please ensure any correspondence you send is accurate, professional and reasonable. All letters should

be checked by the Headteacher or a member of the Senior Leadership Team before being sent out and copies sent to the office for their records.

18.6. All staff working within school must adhere to the school's confidentiality agreement. Failure to do so may lead to disciplinary proceedings.

## 19. Probity of records

19.1. The deliberate falsification of documents, such as references, academic qualifications or legal documents, is unacceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

## 20. Contacts

20.1. Staff members will not use school business contacts for acquiring materials or services at trade/discount prices for non-school activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

## 21. Premises

21.1. Entrance to the school is carefully controlled and monitored.

21.2. Anyone entering the school building outside of school hours, must inform a member of the Senior Leadership Team beforehand to gain approval. This is to ensure safeguarding, health and safety and lone working procedures are complied with at all times. Failure to do so may result in disciplinary procedures.

21.3. All staff and visitors are required to sign in when on premises. Visitors receive a temporary "visitor" pass. No-one should be on site without a pass and staff should be vigilant in regards to unidentified people around the school and be prepared to challenge them or report their presence to the Headteacher or a member of the Senior Leadership Team. Members of staff should inform the school office and add details to the school diary, if they are expecting visitors or if special events are taking place in school. The school office will ensure that arrangements are in place.

21.4. All items of significant value will be security marked and recorded in the school inventory.

21.5. Users of dangerous or high value items shall be responsible for securing them on completion of use.

21.6. There are electronic locks on the main school entrance door, old KS1 entrance door, the side gate into the playground and side gate from the Reception playground to the field. Entrance can only be made using a fob. If fobs are lost there may be a charge to staff to replace them.

21.7. The car park is available for staff and visitors. An electronic barrier is in place on the main school car park entrance whilst electronic gates are in place on the bottom carpark. Both of these can be opened using a fob/key code. To access school via the main car park, staff will be provided with codes as required for the electronic barrier. N.B. Gates on the main carpark will be closed during taxi drop off and pick up times.

21.8. To access school from the bottom carpark, staff will be provided with codes as required for the electronic gate to enter the car park plus the pedestrian gates to exit the car park onto the field.

## 22. Monitoring and review

22.1. This code of conduct will be reviewed on an annual basis by the Headteacher but may be revised as needed. Any changes made will be communicated to all members of staff. The code of conduct will be ratified by the governing board.

22.2. All members of staff are required to familiarise themselves with this code of conduct as part of their induction programme.

**Summary**

The contents of this handbook are only a summary of key documentation within school and should be read in conjunction with all associated school policies.

If you have any queries regarding any issues, please do not hesitate to speak to either the Headteacher, Operations Manager, a member of the Senior Leadership Team who will endeavour to answer any queries or concerns you may have.