



Castleton C of E Primary School Code of Conduct for Additional Adults in School

Reviewed and agreed by the Governing Body October 2025

1. Aims and principles

This policy aims to set and maintain standards of conduct that we expect all adults in school to follow.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Adults in school have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all adults will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

Failure to follow the code of conduct may result in the adult being asked to leave the premises.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

2. General obligations

All adults in school set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- 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
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law

2. Safeguarding

Adults in school have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Adults will familiarise themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our safeguarding policy and procedures are available in the school office and the 'Staff Handbook'. Additional adults in school will also be given copies on arrival.

5. Adult/pupil relationships

Adults in school will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

Additional adults in school will not spend time on a one-to-one basis with pupils.

Personal contact details should not be exchanged between additional adults and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to adults, for example, at the end of the school year, gifts from adults to pupils are not acceptable.

If an adult in school is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the headteacher.

6. Communication and social media

Additional adults in school's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Using a first and middle name instead will help to safeguard identity and set public profiles to private.

Additional adults in school should not attempt to contact pupils or their parents via social media or any other means outside school in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Additional adults in school will ensure that they do not post any images online that identify children who are pupils at the school.

All adults should be aware of the school's e-safety policy.

7. Acceptable use of technology

Adults 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 and viewing pornography or other inappropriate content.

Adults will only use personal mobile phones in school hours or in front of pupils in case of emergency. Any photographs taken on staff cameras or mobile phones for use on the school website or social media will be deleted once transferred.

We have the right to monitor emails and internet use on the school IT system.

8. Confidentiality

In the course of their role, additional adults are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule everyone's duty to report child protection concerns to the Safeguarding Lead / Deputy Safeguarding Lead if staff believe a child is at risk of harm.

9. Honesty and integrity

Additional adults in school 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.

Adults will not accept bribes. Gifts that are worth more than £50 must be declared and recorded on the gifts and hospitality register.

10. Dress code

All adults in school will dress in a professional, appropriate manner.

Outfits will not be overly revealing.

Clothes will not display any offensive or political slogans.

11. Conduct outside of school

Additional adults in school will not act in a way that would bring the school, or the staff into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

12. Monitoring arrangements

This policy will be reviewed every three years but may be revised as needed. It will be ratified by the full governing board.