



# Woodbridge Primary School Code of Conduct

	Signed	Date
Approved by	Matthew Gowen Chair of Governors	April 2022
Last reviewed		Spring 2022
Next review due on		Spring 2023

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Signed by: MATTHEW GOWEN

  
Chair of Governors

Signed by: KATE DALY

  
Headteacher

The following Code of Conduct has been adopted by the Governing Body of Woodbridge Primary School to establish procedures for the regulation of the conduct of the staff at the school, in agreement with the teachers and other staff. The code applies to all employees, as we expect a level of conduct which is of the highest standard at all times.

It applies alongside the **Acceptable Use Policy, Child Protection & Safeguarding Policy** and **Behaviour Policy**. In the case of teachers, it applies in conjunction with Part Two of the Teachers' Standards (see below). Any breach of the code may result in disciplinary action.

Staff are expected to model the appropriate behaviours and practices at all times.

## Principles of Public Office

All staff are expected to abide by the 7 Principles of Public Life

- **Selflessness** – staff should act solely in terms of the public interest, i.e. in the best interests of the children.
- **Integrity** – staff must avoid placing themselves under any obligation to people or organisations that might try and influence them inappropriately at work. Staff must also demonstrate high levels of integrity with regard to **confidentiality**. If unsure about whether a matter is confidential, guidance should be sought from a senior leader.
- **Objectivity** – staff must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability** – staff are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- **Openness** - staff should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- **Honesty** – staff should be truthful.
- **Leadership** – staff should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Conduct in Relation to Pupils

- a) The law recognises that staff act **in loco parentis** regarding pupils in their charge as set out in the Children's Act of 1989 and must act in the role of reasonable parent in the school context. This duty of care applies to ensure the safety and welfare of pupils are accorded the highest priority at all times.
- b) Staff should be professional and sensitive in their **interactions with pupils**, particularly the use of touch. Actions should always be appropriate to the children's age and gender and particular care may be necessary when supervising pupils in out of school activities.
- c) **Teaching materials** should be appropriate to the age and gender of pupils. Particular care should be taken that sex or health education materials are appropriate to the age with which they are used.

- d) When holding **meetings with pupils** on sensitive issues, staff should exercise proper professional judgement over the arrangements for the meeting. They should safeguard their own position by, for instance, considering the need for a second adult to be present.
- e) **Corporal punishment**, defined as any intentional application of force as punishment, is illegal and may render a member of staff liable to criminal action as well as action under the school's disciplinary procedures. Corporal punishment includes any form of physical chastisement.
- f) **Physical intervention** will not constitute corporal punishment where its purpose is to avert an immediate danger of injury to, or an immediate danger to the property of, any person including a pupil. In such circumstances, the element of restraint should be the minimum necessary to prevent injury or remove the risk of harm. (See Behaviour Policy and use of Reasonable Force)
- g) Where **physical contact** is necessary (eg in teaching PE), that contact should be the minimum necessary for the purpose and comply with accepted good practice. Particular care should be taken in helping pupils with physical or other disabilities (eg in lifting).
- h) Following any incident where a member of staff has reason to believe that their actions may be open to **misinterpretation**, the Head Teacher should be immediately notified and a written report submitted as soon as possible following the incident.
- i) In the event of **suspected or alleged child abuse**, a report should immediately be made in strict confidence to the Designated Safeguarding Lead. In their absence, the Deputy DSL should be reported to.
- j) It is the responsibility of all members of staff to ensure that they are up to date on all **relevant policies and procedures**.

## **DfE Teachers' Standards – Part Two (2012)**

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
  - treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
  - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
  - showing tolerance of and respect for the rights of others
  - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
  - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.