



Brookland Infant and Nursery School

Staff Code of Conduct

September 2025

A code of conduct is designed to give clear guidance on the standards expected of all staff, governors and volunteers working in schools.

All staff are expected to work within the school's policies and practices.

Safeguarding

All staff are working to secure the safety and healthy development of children within the school. Staff have a duty to proactively protect and safeguard children from physical, sexual, emotional abuse, child on child abuse, serious violence, FGM, Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE) and neglect. All staff must understand the school's Child Protection and Safeguarding Policy and Keeping Children Safe in Education 2025 document, Behaviour Management Policy, Child on Child Abuse Policy and Anti-Bullying Policy. Any safeguarding concerns should be directed confidentially to the school's Designated Safeguarding Lead or a member of the Safeguarding Team and recorded on a pink form. Similarly, any concerns about the behaviour of a member of staff (including volunteers and supply staff) should be reported in line with the Whistleblowing Policy. Staff should be familiar with Managing Allegations against Staff Policy and Low Level Concern Policy.

All members of staff are to be aware of the confidentiality of information which comes with their position. They should be mindful not to disclose confidential information to anyone who has no right to receive it and be cautious when writing or speaking to others not to breach a confidence. Staff are trusted with sensitive children's data and observe our data protection procedures in line with the UK GDPR.

Staff are not allowed to use mobile phones in classrooms/around the school in front of children to receive or send calls or texts. If a member of staff is expecting an urgent call, they should speak with a member of SMT. Calls need to be kept to the staff room, offices or in empty classrooms away from the children. Photographs and videos will only be taken using school equipment – using personal mobile phones for this purpose is not allowed.

Criminal convictions

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

Professionalism

At Brookland we are respectful towards every member of staff, all children, parents/carers, and external contacts. We work as part of a team, contributing, as well as learning from others, for the



benefit of the children. We have high expectations of ourselves, each other and our children in all areas of our work and strive to be the best we can be. We model professional standards at all times; ensuring that our own behaviour and the manner in which we conduct ourselves with colleagues, children, parents and other stakeholders, sets a positive, thoughtful and professional example for children and adults.

Staff are expected to behave in a positive manner towards all groups of children and adults and encourage celebration of our differences. Discriminatory remarks directed towards or about minority groups or members there of relating to their age, gender, disability, national origin, faith, colour, SEN or sexual orientation are never acceptable and should always be challenged and reported.

Staff have a responsibility to inform the headteacher as soon as possible in the case of illness and make every effort to make medical/dental/other appointments outside school hours. Requests for absence should be made to the headteacher and the staff attendance policy followed.

Whilst we do not have a strict dress code here for staff, we do insist that the children wear school uniform so it is only fair that our standards of dress are professional and task appropriate. We are role models for the children and our dress and appearance should reflect this. Smart casual clothes are permitted. All staff must wear appropriate footwear for PE activities.

Smoking is not allowed whilst supervising the children off site or on school premises. Alcohol is only allowed at official school events (staff or PA). Staff should not come to school under the influence of alcohol or other drugs.

Staff should consider their actions and activities outside school and not engage in conduct, including online, which could damage the reputation and standing of Brookland Infant and Nursery School. Staff demonstrate their knowledge of our online safety and acceptable use of ICT policy at all times.

All staff members should adhere to the school's financial procedures, provide receipts and official orders for all spending and declare any financial conflict of interest or gifts in line with our school policy.

Any potential conflict of interest, e.g. a personal relationship with a member of staff or sharing/publishing resources generated as part of your school role should be discussed with the headteacher. Membership of trade unions is encouraged and does not need to be reported.

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

Health and Safety

All staff are vigilant for their own and other's health and safety and comply with the school's Health and Safety Policies, Risk Assessments and Education Visits policy, including reporting accidents, near misses and informing the headteacher of any health issues which may impact on their ability to carry out their role.



Relationships with the children and parents\carers

For your own protection staff should exercise caution where they are left alone with parents/carers and only meet parent/carers on school grounds unless prior permission is sought from the HT for another arrangement.

Staff must not disclose their personal telephone numbers, social media platforms or personal email addresses to the children or parents/carers. Staff supervising off site activities will be provided with a school mobile as a point of contact.

Use only the school email addresses for all school correspondence.

Our staff maintain professional boundaries and relationships with the children and parents/carers at all times and act in an open and transparent way that would not lead to others questioning their actions.

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

Physical contact with the children

The school understands that there are circumstances in which it is entirely necessary for staff to have physical contact with children, 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 our Behaviour Management, Intimate Care and Safeguarding and Child Protection Policies. Staff will seek the child's permission, where possible, before initiating contact.

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.

Staff will seek the child's permission, where possible, before initiating contact. Staff will always use their professional judgement when determining what physical contact is appropriate, as this may differ between children. As such, the child's feelings and wishes will always be taken into account. Extra caution will be taken where it is known that a child has previously suffered from abuse or neglect and for children with SEND.

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

Staff will never touch a child in a way which is indecent, and will always be prepared to explain their actions. Staff will be aware that even well-intentioned physical contact may be misconstrued by a child, an observer or by anyone to whom this action is described and, therefore, will be prepared to justify their actions.



Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be reported to the headteacher, or the chair of governors if the concern is about the headteacher, and appropriate procedures will be followed.

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.

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.

Staff may use reasonable force as a means of physical contact with children for restraint purposes, such instances will always be in accordance with the school's Behaviour Management policy.

Physical contact between staff members will model appropriate professional behaviour for the children and respect individual wishes.

Outside Work

Staff should consider their actions and activities outside school and not engage in conduct, including online and social media websites, which could damage the reputation and standing of Brookland Infant and Nursery School. Staff demonstrate their knowledge of our online safety and acceptable use of ICT policy at all times.

In the past many of our staff have been approached by parents with requests for private tutoring. We do not support the requests from parents/children currently at Brookland Infant and Nursery School as a conflict of interest may prove divisive. We would consider the choice to be unprofessional and unwise.

When considering work or business offered staff should be careful to avoid any conflict of interest with their professional work at school. Staff should inform the headteacher of any other paid work they undertake due to Working Time Regulations.