




Baytree School

Staff Code of Conduct Policy

Mandatory/Non-Mandatory	Non-Mandatory
Model Policy	
Annual/Bi-Annual	Bi-Annual
Date Ratified by FGB	November 2025
Signed (Chair of Governing Board)	
Next Review Due	November 2027

This document is for all staff and should be read in conjunction with key Baytree Policies, Keeping Children Safe in Education 2023 and the Teachers' Standards 2021.

Introduction

- All staff who work for Baytree School must set examples of behaviour and conduct which reflect Baytree Schools vision, ethos, values and vision.
- All staff must demonstrate high standards of conduct in order to encourage our learners to do the same.
- Unprofessional conduct will not be tolerated.
- This code helps all staff to understand what is and what is not acceptable.

Safeguarding all children and young people

'Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes in contact with children and their families has a role to play in it. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means they should at all times consider the best interests of the child'

Keeping Children Safe in Education 2021, part one (page 7).

- Staff have a 'duty of care' to safeguard all children and young people from:
 - Abuse
 - Physical abuse
 - Sexual abuse
 - Emotional abuse
 - Neglect
 - Child criminal exploitation
 - Child sexual exploitation
 - Peer on peer abuse
 - Sexual abuse and harassment
- The 'duty of care' to safeguard children and young people includes the duty to report all concerns about children and young people to the school's Designated Safeguarding Lead or Deputy Lead any forms of abuse, peer on peer abuse and sexual abuse or harassment.
- Any offences which involve sexual misconduct, violence or harassment are unacceptable.
- All staff are provided with copies of Baytree Schools Safeguarding Policy, Keeping Children Safe in Education (part 1/annex A) and whistle blowing procedures which staff must be familiar with and follow what is outlined in the documents.
- Staff must never demean, undermine or threaten learners, their parents/carers or colleagues.
- Staff must take care of all the learners under their supervision with the paramount aim to ensure their safety and welfare.
- Staff must be conversant with the school's health and safety procedures.

Learner Development

- All staff must comply with Baytree School policies and procedures that support the wellbeing and development of children and young people.
- Staff will utilise a trauma informed approach to form and build positive relationships to ensure all learners feel safe and comfortable in order to achieve best possible outcomes.

- In order to build and develop safe and trusted relationships with the learner's, staff may utilise physical contact and terms of endearment however these must be used in line with school policies and must at all times maintain professional boundaries.
- Any relationships between staff and learners which do not maintain professional boundaries are unacceptable.
- Staff must work cooperatively and collaboratively with colleagues and external agencies where necessary to support the development of all children and young people.
- Staff must follow reasonable instructions which support the development of the children and young people at Baytree School.

Honesty and Integrity

- Staff must at all times maintain high standards of honesty and integrity in their work at Baytree School; this includes the handling and claiming of money and the use of the school property and facilities.

Conduct Outside Work

- Staff must not engage in behaviours or activities outside of school hours which may damage the reputation or standing of the school; or the employees own reputation or the reputation of other members of Baytree School Community.
- Criminal offences which involve violence and/or the possession or misuse of drugs are unacceptable.
- Criminal offences which involve sexual misconduct, violence or harassment are unacceptable.
- Staff must exercise caution when using social media platforms and be aware of the risk they pose to themselves and others – please refer to Baytree School Online Safety Policy and Acceptable Use Policy.

Confidentiality

- All staff who have access to confidential information about children and young people or their parents/carers must not reveal any information except to colleagues who have a professional role in relation to the children and young people or their parents/carers.
- Where a staff member has witnessed actions which need to remain confidential, this must be reported and dealt with in accordance with Baytree School policies and procedures. This must only be discussed with a member of the senior leadership team who has the authority to deal with the incident, and must never be discussed with colleagues, parents/carers or with anyone outside of school.
- All staff have a legal obligation and a 'duty of care' to disclose and share any information with the Designated Safeguarding Lead and/or Deputy Designated Safeguarding Lead, which gives rise to a concern about the safety and welfare of a child or young person.
- Staff must never promise a child or young person that they will not act on or disclose information shared with them by the child or young person.

Staff Dress Code

It is accepted that the roles that staff undertake at Baytree School will entail active participation with the learners and clothes must be suitable for the role.

- All staff represent Baytree School and are in a position of providing position role models for the learners.
- All staff may come in contact with other professionals, parents/carers and the public during their working day and their clothes must reflect a professional image.

This means that all staff must wear clothing which:

- Promotes a positive and professional image (no ripped clothing)
- Is appropriate to their role at Baytree School
- Is not likely to be viewed as offensive, revealing and ensures staff modesty
- Is absent of any political, contentious or offensive slogans
- Is not considered to be discriminatory to any race, gender or ethnicity

All staff must take into account their own personal safety – Health and Safety Policy – when carrying out certain tasks, i.e. no open toed shoes. All shoes should be closed at the toes, side and heels to prevent injury.

Jewellery – All staff when wearing jewellery should bear in mind the associated risks;

- Physical – injury to self (earrings pulled out) or injury to others (injury when supporting in physical activities or moving and handling)
- Accidental loss – which the school does not hold itself liable for

Hair – it is advised for all staff to tie their hair back for health and safety reasons;

- Hair being pulled
- Head lice

Tattoos – it is requested where practical that tattoos are covered on arms and legs. Tattoos which are deemed to cause offense must never be on display to children and young people, colleagues, parents/carers and other professionals.

Disciplinary Action

- All staff must recognise that failure to meet appropriate standards of behaviour and conduct may result in disciplinary action, including dismissal following Baytree Schools Disciplinary Policy.
- All staff must inform the Headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending an investigation. The Headteacher will share

this with the LADO (Local are designated officer) and a decision will be made regarding further action flowing Baytree School Disciplinary Policy.

All staff at Baytree School must work together to provide a positive enabling environment which ensures all learners feel safe, thrive and achieve.

Additional policies/guidance which must be referenced in line with Staff Code of Conduct:

- Keeping Children Safe in Education 2023
- Working together to Safeguard Children
- Baytree School Whistleblowing Policy
- Baytree School Safeguarding Policy
- Baytree School Behaviour Policy
- Baytree School Physical Intervention Policy
- Baytree School Disciplinary Policy
- Baytree School Dress Code Policy
- Baytree School Health and Safety Policy
- Baytree School Allegations of Abuse

All policies are reviewed in line with the Governor Policy Schedule.

<u>Reviewed by FGB:</u> 17 th November 2021	<u>Reviewed by FGB:</u> November 2023	<u>Reviewed by FGB:</u> November 2025	
<u>Next Review due:</u> November 2022	<u>Next review due:</u> November 2025	<u>Next review due:</u> November 2027	