



# CODE OF CONDUCT FOR ADULTS

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|---------------|---------------------------------|
| Author        | Kathryn Heyes                   |
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## Moorfield Primary School Safeguarding Statement

“Moorfield Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and visitors to share this commitment.”

## Moorfield Primary School Equality Statement

“Moorfield Primary School promotes equal opportunities for all pupils, staff and service users. We ensure that all persons have equal access to the full range of opportunities provided by the school. We celebrate diversity and actively encourage respect for all as well as promoting fairness and justice in the education that we provide.”

## **SCOPE**

Moorfield Primary School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment. Everyone is expected to adhere to this 'Code of Conduct'.

The scope of this policy covers all aspects of school life and the commitment that is being made towards fulfilling our duty of care as stated in all other policy documents.

## **AUTHORITY**

The authority of this code of conduct is set out in Keeping Children Safe in Education (DfE 2025). It aims to support adults so they don't work in a manner which might lead to an allegation against them. Equally it aims to reduce the opportunity for any adult intent on grooming or harming a young person. It encourages you to work in an open and transparent way that should avoid someone questioning your motives, intentions or suitability to work with young people.

It is a key principle of this code of conduct that everyone understands their responsibility to share without delay any concerns they may have about a child's welfare or an adult's behaviour towards a young person. In addition, everyone has a responsibility to escalate their concerns to the Local Authority Designated Officer if they feel that safeguarding concerns they have raised about a child or adult working at the school are not being addressed by the school.

## **STATEMENT OF POLICY**

All staff and volunteers should understand the responsibility to keep children safe and to conduct themselves in manner that transmits the highest levels of regard to pupils' care, guidance, support and well-being. Where there are concerns then adults have a professional duty to immediately report those concerns through the appropriate channels.

## **RESPONSIBILITY**

**The Governors** have the overall responsibility to ensure that all aspects of this code of conduct are undertaken correctly.

**The Head Teacher** is responsible for maintaining a school climate an ethos that promotes safety for all children and young people.

**All Staff** must comply with this code of conduct to safeguard and protect the welfare of all children at all times.

## **CODE OF CONDUCT:**

- If you have any concerns that a child is being harmed, abused or neglected you must share your concerns immediately both verbally and in writing with the school's Senior Designated Safeguarding Lead (SDP) Kathryn Heyes ( Head Teacher ) or if they are absent, to the Deputy Designated Safeguarding Lead (DDP), Colette Barrow (Assistant Head teacher).
- Always listen carefully to the child and record what they tell you in the child's own words. Never promise to keep a secret.

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- If you receive an allegation against an adult working in the school or observe behaviour that concerns you, you must discuss your concerns without delay with the head teacher or in her absence the Assistant Head Teacher. Concerns regarding the Headteacher should be directed to the Chair of Governors or Local Authority Designated Officer.
- Anyone can make a referral about their concerns for a child to ICART( 0151 511 7722)
- If you have any concerns that a child is vulnerable to extremism you must discuss your concerns without delay with the SPOC ( Single Point of Contact )

### **You should:**

- dress appropriately according to your role(no denim or jeans), ensuring that clothing is not likely to be viewed as offensive or revealing and that it is absent of any political or other contentious slogans or images. Appropriate sportswear should be worn on days when teaching PE/engaging in sporting activities only
- act as an appropriate role model, treating all members of the school community with respect and tolerance.
- As part of directed hours, full time staff must arrive at school 15 minutes before the start of the school day i.e. 8.30am and leave no sooner than 45 minutes from the end of the school day 3.15pm ie 4pm. Prorata for part time staff.
- ensure significant gifts, given or received, are recorded and discussed with your Line Manager.
- respect others' confidentiality unless sharing information is appropriate to ensuring their welfare.
- adhere to the school's policies, particularly those related to safeguarding – including child protection, behaviour, attendance, physical intervention, intimate care, antibullying, equal opportunities, health and safety and e-Safety (acceptable user policy).
- report any behaviour or situations which you may feel give rise to a complaint or misunderstanding in respect of your own actions. Also share situations with your Line Manager if you feel your actions might have sat outside this code of conduct.
- share with your Line Manager or Headteacher any behaviour of another adult in the school where it gives you cause for concern or breaches this code of conduct or the school's safeguarding policies. Your intervention may allow for their practice to be supported and developed and / or prevent a child from being harmed.

### **Never:**

- Make, encourage or ignore others, making personal comments which scapegoat, demean or humiliate any member of the school community.
- Use your position to intimidate, bully, humiliate, coerce or undermine any member of the school community.

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- Develop 'personal' or sexual relationships with children and young people, including making sexual remarks or having inappropriate sexual banter.
- Engage in inappropriate conversations with students or share inappropriate personal information about yourself or others.
- Discriminate favourably or unfavourably towards a child.
- Give personal contact details to pupils or communicate outside of school using social networks, email, text, twitter etc or meet a young person out of school unless part of a planned school activity with the knowledge of your Line Manager.
- Have conversations on social networking sites that make reference to children, parents or other colleagues or be derogatory about the school. Avoid contact with parents through social network sites and declare any friendships / relationships to your Line Manager. Avoid any statements on social networking sites that might cause someone to question your suitability to act as a role model to young people.
- Use personal equipment to photograph children (always use the school's equipment) and ensure any photographs are only stored on the designated secure place on the school's network and not on portable equipment.
- Use your personal mobile phone in areas used by children unless in emergencies or under an agreed protocol set out by the Headteacher.
- Undertake 'one to one' activities out of the sight of others unless it is a planned activity with the knowledge of your Line Manager and in keeping with your particular responsibilities.
- Transport children unsafely, for example by driving whilst using your mobile phone, consuming alcohol, failing to ensure that seat belts are worn or driving without appropriate insurance. Any trips should be planned and with the knowledge of your Line Manager. Unforeseen events should be reported to your Line Manager. It is good practice to have another adult to act as an escort during the journey.
- Have physical contact with young people that might be misconstrued or considered indecent or harmful. Ensure you are always able to give an account of the reasons for physical contact or physical intervention. Where physical contact is required it is good practice for it to be within the sight of others. Any physical contact with a child that was needed to control or restrain a child should be the minimum required.

**All school employees, both paid and voluntary, should have a clear understanding of their responsibilities under this code of conduct. It aims to help them avoid poor working practices that may lead to their behaviour being investigated and the consideration of disciplinary procedures.**

## **SUPPORTING DOCUMENTS**

This policy should be used in conjunction with the following school documents:

- Keeping Children Safe in Education; Statutory guidance for schools and colleges (2025)
- Guidance for safer working practice for those working with children and young people in education settings May 2019
- Working Together to Safeguard Children (2023)
- What to do if you're worried a child is being abused (2015)
- The Childcare Act (2006)
- Whistle Blowing Policy
- Safeguarding & Child Protection Policy
- Teachers Standards
- Prevent Duty Guidance 2015 as part of the Counter Terrorism and Security Act 205
- Prevent Strategy (HM Government 2011)
- E-Safety Policy
- Low Level Concerns Policy

Signed (Head Teacher):



Date: 21<sup>st</sup> September 2026

Signed (Chair of Governors):



Date: 21<sup>st</sup> September 2026