

Kirkleatham Hall School



Staff Code of Conduct Policy

Approved by:

Date: October 2025

(Governing Body)

Accepted by:.....

(Headteacher)

Next Review Date:.....October 2026.....

Kirkleatham Hall School has the most warm, welcoming and loving feeling. This feeling is created by our family of staff, dedicated to "unlocking our students potential" in an atmosphere of love and laughter. This is fostered within school with a persistent focus on relationships. Our behaviour policy focuses on developing Relationships using P.A.C.E Playful, Accepting, Curious, Empathic. PACE was developed by Dr Dan Hughes, the approach focuses on building trusting relationships, emotional connections, containment of emotions and a sense of security. This code of conduct seeks to maintain and develop the very special, unique Kirkleatham Hall School feeling!

As a school we are required to set out a Code of Conduct for all employees.

The Code of Conduct outlines the expected conduct of staff at all times. All communication and interaction between members of staff, children, parents, carers and visitors must reflect that Code of Conduct.

The public is entitled to have trust and confidence in the integrity of Kirkleatham's school community, its staff, governors and volunteers. This conduct must therefore be of the highest standard. This code of conduct has been prepared to help employees and volunteers on issues of conduct by providing a framework of guidelines.

Staff are expected to be conscientious and loyal to the aims and objectives of Kirkleatham Hall School. In addition, staff are required to develop and maintain the professional character of the school.

All staff and volunteers employed by Kirkleatham are to follow the Code of Conduct. Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe, and the school should notify staff of this code and the expectations therein. Staff may be in a unique position of influence and must adhere to behaviour that models the highest possible standards. Each employee has an individual responsibility to maintain their reputation and the reputation of the school whether inside or outside working hours. Human behaviour is extremely complex and as a school, we view all behaviour as a communication and always seek to understand this. However as adults in education we work under tight parameters in order to always be setting the best example.

Relationships

At Kirkleatham Hall School we believe that without investment in relationships all our efforts will be fruitless. Relationships give us the tools/keys to work with each other and support and develop the whole student. The key to building strong relationships is investment of time and energy!

It is important to differentiate between professional loving relationships that we share with our students and parental loving relationships. As professionals, we must always maintain professional boundaries in all aspects of our work.

Colleague relationships

Our relationships with each other - We provide good models of behaviour at all times for our pupils, remembering that some may have less helpful relationship models in life outside of school. We create a safe space for all, we are supportive to one another, as well as reflective, colleagues offer reflection in the form of constructive feedback and the celebration of ideas.

This Code helps all staff to understand what behaviour is and is not acceptable:

We are proud that as a staff Team:

We are one big TEAM, we are proud to help and support each other.

We believe in the power of positivity and a solution focused, can do attitude.

We keep going and see the strength in seeking help and support.

We appreciate our whole school community and meet challenge with compassion.

We listen and seek to understand each other; we value each other's opinion but understand we will not always agree.

We greet each other and visitors, exemplifying a friendly welcoming community.

We believe in individualisation for all and the celebration of uniqueness, whilst still meeting the requirements of the organisation. We value that as a TEAM we all bring our own individual talents.

We support each other to develop our skills, understanding that we are all at different stages in our careers.

We discuss issues in order to reflect and develop understanding and resolution.

We work in unison to achieve ambitious learning outcomes for our students

WE DO NOT:

Ignore, fail to greet or fail to acknowledge each other.

Be rude or dismissive of colleague's opinions.

We do not communicate in an unprofessional way with anyone within our school community.

We do not hold grudges.

Gossip about our Students, Staff or Parents.

Inappropriately address issues in an unprofessional, disrespectful manner.

Exemplify angry, aggressive behaviour or behaviour that could cause hurt or upset.

Encourage upset, division or negativity towards each other or our school

Professional standards: Teachers operate under The Professional Standards for Teachers 2021,

https://assets.publishing.service.gov.uk/media/61b73d6c8fa8f50384489c9a/Teachers_Standards_Dec_2021.pdf

Teaching Assistants operate under The Professional Standards for Teaching Assistants

These standards set the minimum requirements for practice and conduct.

https://neu.org.uk/sites/default/files/2023-06/TA%20Standards_only.pdf

CONDUCT OUTSIDE of WORK including Social Media

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school. Any such conduct could lead to dismissal.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

Staff must exercise caution when using information technology and social media and be aware of the risks to themselves and others. Staff must not use social media e.g. Facebook with pupils and we recommend not with parents as this can lead to challenges regarding professional and personal relationships. Ref. Social Network Policy

Staff must not engage in inappropriate use of social network sites which may bring themselves, school or the wider community into disrepute.

Staff must only use their school email account, Teams Account and Class Dojo account when communicating electronically for work purposes.

Intimate Relationship with a colleague: Within school, professional relations and behaviour must always be maintained. If staff become intimately involved they must notify leadership. Action will be taken so that those in intimate relationships are not placed in class teams together, however they may still work together at points, for example when cover is required or when departments or the whole school work in collaboration.

When intimate relationships involve a more senior colleague, the senior colleague will not directly manage the person they are in relationship with, this involves signing off expenses and time sheets, interviewing, investigating and mediating as well as all other situations that are considered a conflict of interest.

Staff family relations with pupils within school: Whether you are a parent, carer, sibling, grandparent, uncle, auntie or cousin to a child that attends Kirkleatham Hall School, we feel it is important to set expectations regarding this circumstance so that all involved can enjoy both professional and personal commitments. It is important that both relatives and staff feel able

to focus on their work and that they feel able to have access to and be communicated with as if there was no professional connection.

We believe the best way to do this is to confirm that these relationships should be as close to the same expectations of the relationships we have with family members of our students who do not work here. It is important that communications are directed through parents and carers and not passed on through other family members as would always be the case except in extenuating circumstances.

When relationships go wrong in the workplace: At any level, both personal and professional, it is expected without exception that professional relations are always maintained. This is not a reason to no longer work together or be placed within a class team together. When professional disagreements arise mediation support will be put into place to support professional reflection.

Employee Concerns Policy: This policy covers grievance, harassment and bullying. The key aim of this policy is to find resolution and if necessary take appropriate action. The policy has three key stages:

Stage one: In most cases, we believe that minor issues be resolved on an informal basis and , therefore, expects employees to raise concerns informally with their line manager in order to seek a practical solution. If the concern relates directly to the line manager than the concern should be raised to the next line manager.

Stage two: If the matter cannot be satisfactorily resolved at stage one, the employee should raise the matter formally by setting out their concerns in writing to the head teacher. Where the employees concern relate directly to the headteacher, they should set out their concern in writing to the Chair of Governors.

Stage Three. Final Appeal If an employee is dissatisfied following the outcome of stage two, they must submit an appeal in writing within 5 working days and an appeal hearing will be arranged to be heard by the appeals committee, made up of LAHR and school Governors.

When submitting a grievance or complaint of harassment and bullying, the employee may be accompanied by a trade union representative or work colleague.

Staff and parent / carer relationships: The starting point for all our relationships with parents is that we are all working towards the shared goal of doing our best for the child. We believe in working together we will achieve the best outcomes for students. This is supported by remaining non-judgemental, "we do not walk in each other's shoes" therefore, we can only do our best to help and support. We aim to support and celebrate the child's journey with parents, when sharing issues with parent we never aim to burden parents with the need to find solutions however, we feel it is vital to keep parents informed but, in a solution focused way.

External to School Professional relationships: When working in roles outside of your school role in positions such as direct payment or support worker, consultancy, youth worker. It is the expectation that these roles remain separate including confidentiality for all parties.

Ambitious: We are dedicated to “unlocking our students potential” through individualised teaching, based within appropriate curriculum pathways and therapeutic input. Senior Leaders and Curriculum Leaders set the direction of the school curriculums and teachers with the support of their teams individualised student programs. We are all responsible in contributing to ambitious learning outcomes and targets for our students as well as working in unison to achieve this.

Staff must comply with school policies and procedures that support the well-being and development of pupils.

Staff must co-operate and collaborate with colleagues, schools and with external agencies where necessary to support the development of pupils.

Staff must follow reasonable instructions that support the development of pupils.

Safeguarding.

Having relationships at the heart of all that we do enhances our ability to safeguard our students. Students are most likely to seek support from trusted adults and relationships help us notice change.

Everyone who comes into contact with children and their families has a role to play in safeguarding children. Due to regular contact with children all staff at Kirkleatham Hall School hold a particularly important role in safeguarding as they are in a position to identify concerns early, provide help for children and to prevent concerns from escalating. Staff must ensure that they maintain an attitude of '**it could happen here**' in respect of any safeguarding issues and report any concerns regarding the behaviour of a child, an adult/staff member in school directly to the **Designated Safeguarding Lead/Headteacher**.

All Staff must take the utmost care of pupils under their supervision with the aim of ensuring their safety and welfare.

All Staff are responsible for maintaining safe environments and reporting when they feel action needs to be considered or repairs made. It is the staff's responsibility to bolt gates and ensure gates and doors are closed behind them. It is also the responsibility of staff to ensure they have appropriate access to spaces and exits in school.

All staff must read, understand and follow:

- Keeping Children Safe in Education 2025
- Child Protection Policy 2025
- Child on Child Abuse Policy 2025

- Staff Code of Conduct 2025
- Behaviour Policy 2025
- Acceptable Use Policy 2025
- Mobile Phone Policy 2025
- Whistleblowing / Confidential Reporting Procedures 2025

Understanding Low Level Concerns

Concerns regarding adult's behaviour may exist on a continuum from 'low-level' concerns which are concerns regarding adults that do NOT meet the threshold of harm, through to allegations of harm that do meet the threshold. This does not mean that behaviours by adults towards children that cause any concern, are in any way insignificant or acceptable. However, clear evidence of harm and disclosure are often required to meet that harm threshold. It is therefore imperative that information regarding any level of concern that exists on this continuum is shared quickly and effectively.

It is also necessary that the same route of intervention is applied across the continuum and that **any** and **all** concerns are always shared directly to the **Headteacher** immediately. If concerns are in relation to the **Headteacher Paul McLean** this should be shared directly to the chair of Governors Derek Enderby.

Prevention of Low-Level Concerns/Creating a Safe Culture

As part of a whole school approach to safeguarding, Kirkleatham Hall School will ensure that they promote an open and transparent culture in which all concerns about all adults working in or on behalf of the school or college (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately. Creating a culture in which all concerns about adults (including allegations that do not meet the harm threshold) are shared responsibly and with the right person, recorded and dealt with appropriately, is critical. If implemented correctly, this will encourage an open and transparent culture; enable our school to identify concerning, problematic or inappropriate behaviour early; minimise the risk of abuse; and ensure that adults working in or on behalf of the school are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the institution.

A safe and effective response to concerns of any nature, demonstrates a culture of taking safeguarding seriously. It also empowers and encourages the workforce to continue sharing and seeking advice from the **Headteacher Paul McLean** across the continuum of concerns and thus hopefully leading to a reduction of serious incidents.

Describing Low-Level Concerns

A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' – that an adult working in or on behalf of the school may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work/online;

and

- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children;
- having favourites;
- inappropriate use of a mobile phone;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- using inappropriate sexualised, intimidating or offensive language.

As stated, such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

It is crucial that any such concerns, are shared responsibly and with the right person and recorded and dealt with appropriately by the [Headteacher Paul McLean](#). Ensuring they are dealt with effectively should also protect those working in or on behalf of the school from potential false allegations or misunderstandings.

Sharing Low-Level Concerns

Low-level concerns about a member of staff, supply staff, volunteer or contractor should be reported directly to the [Headteacher Paul McLean](#). Reports about supply staff and contractors should be notified to their employers, by the [Headteacher Paul McLean](#), so any potential patterns of inappropriate behaviour can be identified.

It is critical that in our school, staff feel there is a safe environment where they are encouraged and feel confident to self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards outlined in the Staff Behaviour Policy.

Recording Low-Level Concerns

All low-level concerns will be recorded in writing by the Head Teacher, The record will include details of the concern, the context in which the concern arose, and action taken. The name of the individual sharing their concerns will also be noted, if the individual wishes to remain anonymous then this will be respected as far as reasonably possible.

These records will be kept confidential, held securely and comply with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR) (see paragraph 109 for more information). Records will be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, the school will decide on a course of action, either through disciplinary procedures or where a pattern of behaviour moves from a concern to meeting the harm threshold, in which case it will be referred by the Headteacher Paul McLean to the LADO. Consideration will be given to whether there are wider cultural issues within the school that enabled the behaviour to occur and where appropriate policies will be revised, or extra training delivered to minimise the risk of it happening again. Our school will retain the information at least until the individual leaves their employment.

References

The school should only provide substantiated safeguarding allegations in references. Low level concerns will not be included in references unless they relate to issues which would normally be included in a reference, for example, misconduct or poor performance. It follows that a low-level concern which relates exclusively to safeguarding (and not to misconduct or poor performance) will not be referred to in a reference. However, where a low-level concern (or group of concerns) has met the threshold for referral to the LADO and found to be substantiated, it will be referred to in a reference.

Responding to Low-Level Concerns

It is the responsibility of the Headteacher Paul McLean to fact find, following the reporting of a low-level concern. If the concern has been raised via a third party, the Headteacher Paul McLean will collect as much evidence as possible by speaking either directly to the person who raised the concern, (unless it has been raised anonymously) or to the individual involved and any witnesses. The information collected will help to categorise the type of behaviour and determine what further action may need to be taken. All of this will be recorded along with the rationale for the decisions and action taken.

Learning from Low-Level Concerns

As stated, following any reports of low-level concerns our school will review any necessary changes to policy and practice to minimise the chance of a further concern being reported and ensure that member of staff who reported the concern has been fully supported and empowered to share future concerns. Any changes to policy or practice will be shared with all members of the workforce via either a team meeting or enhanced training.

This policy has been developed and supported by the following:

DfE: Keeping Children Safe in Education September 2023

HONESTY AND INTEGRITY

Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money.

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure.

Mobile communication technology in school. Including mobile phones and smart watches.

Personal laptops and tablets are not permitted to be used on school premises.

Mobile Phones in school:

- Mobile phones must not be used when working with children in school this includes all communication functions, online functionality and camera and recording functions.
- Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment. In the event that a staff member felt it necessary to use their phone to take a photo, this must be deleted straight after uploading or sending to a school account.
- Mobile phones may be used before and after school and during staff breaks within the staff room, classrooms when no students are present, rooms that are not required for students such as offices and meeting rooms.
- Mobile phones should be stored away securely and safely during classroom time.
- We do not recommend the wearing of smart watches with cameras within school.
- Smart watch's: Staff must not use smart watches connected to mobile phone features, calls, messaging, emails and social media, when working with and supporting students. watch's must not distract staff from being fully present when supporting or supervising students.

Exceptions for mobile phone use in school:

- Staff may request to be able to receive communications to their phone in exceptional circumstances.
 - For emergency contact by their child
 - In the case of acutely ill dependents or family members

The SLT will decide on a case-by-basis whether to allow for special arrangements. If this special arrangement is agreed calls must be taken away from the students.

If special arrangements are not deemed necessary, school staff can use the school office telephone number as a point of emergency contact.

- SLT and the Family Wellbeing Lead may carry a mobile phone as at times they are required to support off site and need to remain contactable.

Mobile Phones on school visits and residential:

- Staff are required when necessary to carry mobile phones on school visits especially if they are leading the group or are /or possible separating from the group so that they remain contactable and can use it in emergency situations. Staff must not be distracted by their phone and or use it for personal reasons when supporting students.

Mobile phones within FE to support independence:

Staff play an essential role in the Promotion, and the setting an example of, safe and responsible phone use during times in the FE building and out in the community where students are developing an understanding of how effective mobile phones can be in;

Keeping us safe - emergency contacts

Transport - bus/train timetables

Booking and organising - cinema restaurants

Please see mobile phone policy for full details.

Wi-Fi procedures and personal devices. (including mobile phones)

We do not recommend the use of the school Wi-Fi on any personal technology and access will only be granted in exceptional circumstances, only- agreed by Paul McLean. Please see school Wi-Fi procedures for full details.

Dress Code:

Staff should wear clothing appropriate to the activities their day includes and the students they are supporting. Staff must consider the support they will be providing and that clothing is suitable for this. Footwear must have covered toes and staff must be able to react and move purposefully in the footwear.

Hours of work: Staff are responsible for completing their contracted hours. We are flexible in how staff achieve their hours however staff must be in school for morning briefings and whole school morning meeting. Staff must also remain in school until 3:30. In extenuating circumstances staff must see SLT if they require to leave school before this time. If you are unable to attend school, you must contact Steven (School Business Manager) via telephone call on 07974594546 by 7:30 am. Please leave a message stating your name and reason if you are unable to speak to Steven.

Keeping upto date and training:

Policies:

Staff are required to read and understand policies, this can be achieved through staff managing their time before and after school to achieve this.

The National College and online training:

As a school we invest in online training provided through "The National College". The National College provide a huge range of courses that staff have access to. At times we will direct staff to complete training again this must be completed by staff managing their time.

Attendance Management:

- On first day of absence to telephone Steven between 7am and 7:45am
- Telephone each day after 1st day of sickness, unless you get a sick note.
- Towards the end of the sick note, telephone again to say if you will be back or not.
- Self cert. for the first 7 days (5 working days).
- If you are sick over a weekend or holiday period, and you have had a sick note, it needs to cover you up to the day before you return to work.
- Any absence will be followed up with a return to work form.
- Where necessary when triggers have been reached, a sickness absence review meeting will be held, and subsequent absences within any monitoring period will be followed up and could lead to a case review meeting.
- Reason(s) for absence is not in question, it's the amount of time off that an individual has that becomes unsustainable for an organisation.

Leave of Absence:

- Has to be exceptional circumstances that LOA should be requested.
- Any request must be done to give as much notice to the school as is possible.
- The request will be considered, and granted or not granted, and also whether it will be with pay or no pay.
- When a paid leave of absence is granted for up to half a day staff will be required to make up the hours. This will be communicated in the leave of absence reply.
- Decisions on LOA are made in line with the LOA policy, and also with the school organisational requirements on that day.
- Any medical appointments, you should always look to have these outside of work hours, if this is not possible, then they should be at the start or the end of the working day.

CONFIDENTIALITY

Where staff have access to confidential information about colleagues, pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the individual.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil, this needs to be reported and dealt with in accordance with the appropriate schools procedure. All confidential and sensitive matters must not be discussed outside of the school, including with the pupil's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

However, staff have an obligation to share with the Headteacher or school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil.

DISCIPLINARY ACTION

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

Your Care Wellbeing

Access confidential support when you need it most.

24/7 telephone helpline - Our telephone helpline provides expert support for life's ups and downs - 24/7, 365 days a year. Whatever mental, physical, financial or personal issue you're facing, you can find a wide range of resources waiting to help

Your Care - Your Care is a dynamic wellbeing platform offering a range of personal, emotional and financial wellbeing tools to help you be a happier, healthier you!

