



Sudbrook School Limited · The Village Hall · Bute Ave · Petersham · Richmond TW10 7AX

CODE OF CONDUCT

Title	CODE OF CONDUCT
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1. Introduction

Sudbrook School seeks to provide a safe, respectful and supportive environment, which secures the well-being and very best outcomes for children in their care.

This policy sets standards of conduct that we expect all staff (paid or voluntary), employees as well as contracted third party providers to follow. These guidelines apply to all adults working in education settings whatever their position, roles or responsibilities, and we expect all teaching, support and admin staff, contractors and volunteers to act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures and contractual arrangements with third party providers. Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its children. It is also expected that in these circumstances staff will advise their senior colleagues of their reason for any such action. The aim is to safeguard children and reduce the risk of staff being accused of improper or unprofessional conduct.

This policy does not form part of any contract of employment, and we may amend it at any time.

2. Core Principles

- The welfare of children is paramount.
- All children have the right to be treated with respect and dignity.
- Staff are responsible for their own actions and behavior and should avoid any conduct, which would lead any reasonable person to question their motivation and intentions.
- Staff should work, and be seen to work in an open and transparent way.
- All staff should know the name of their designated safeguarding lead for child protection, be familiar with child protection arrangements and understand their responsibilities to safeguard and protect children.
- Care must be taken that offensive, contentious or political slogans are never displayed or used in any way.

3. Legislation and guidance

This code of conduct was developed in line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)' and the [Early Years Foundation Stage Framework](#).

4. Duty of care and general obligations

Teachers, educators and other staff in education are in a unique position of trust and influence as role models for children. They are accountable for the way in which they exercise authority; manage risk; use resources; and protect children from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep children safe and to protect them from physical and emotional harm. Staff set an example by:

- Maintaining high standards in their attendance and punctuality.
- Never using inappropriate or offensive language in school.
- Not humiliating children.
- Treating children and others with dignity and respect.
- Demonstrating integrity, maturity and good judgement.
- Showing acceptance and respect for the rights of others.
- Expressing personal beliefs in a way that will not overly influence children, and will not exploit children's vulnerability or might lead them to break the law.
- Understanding the statutory frameworks they must act within.

5. Safeguarding

Staff have a duty to safeguard children from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Staff will familiarize themselves with our safeguarding policy and procedures and the Prevent initiative and ensure they are aware of the processes to follow if they have concerns about a child. All staff must know who the Designated Safeguarding Lead (DSL) is and how he or she can be contacted.

Our safeguarding policy and procedures are available on the school's website, the staff website and through Cezanne for DSL staff.

6. Staff/children relationships

Staff will observe proper boundaries with children and former children that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and children must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place
- If a child's nappy or clothes must be changed, staff must inform a fellow colleague and

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the nappy changing monitor must be signed. Nappy changing facilities must be separate from, but conveniently close to, the playrooms.

Inappropriate physical contact must be avoided. Particular care should be taken in 1-2-1 situations.

Staff should avoid contact with children outside of school hours if possible.

Personal contact details should generally not be exchanged between staff and children. This includes social media profiles.

Staff must obtain written consent from the school if they wish to undertake tutoring or other childminding work on a private basis and out of hours for children enrolled at the school, whether paid for or not.

While we are aware many children and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to children are not acceptable. It is also not acceptable for staff to accept gifts on a regular basis, or gifts of any significant value, which might lead the giver to expect preferential treatment. Collective presents from parents should not exceed the value of £30.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or a senior staff member.

7. Communication and social media

Communication between children and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web- cams, websites, social networking sites, online gaming and blogs. Please refer to the Social Media Policy for details.

If a member of staff becomes aware that a child may be infatuated with them or another member of staff, they should discuss this at the earliest opportunity with a member of the safeguarding team.

8. Acceptable use of technology

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones, i-pads and laptops, or school equipment for personal use during school lessons or in front of children. They will also not use personal mobile phones or cameras to take pictures of children.

Many school activities involve recording images. These may be undertaken as part of the curriculum, out of school activities, for publicity, or to celebrate achievement. Such pictures should only be taken by registered school devices. Using images of children for the school's publicity purposes is only allowed with the consent of parents in line with our Data Protection Policy. However, images should not be displayed on other websites, in publications or in a public place. Staff should not make images of children available on the internet, other than through the school network/website with permission from parents.

Particular care is needed in storing photographs from school trips and activities. The school recognizes that children and staff may wish to keep photographs as memories of such activities. Staff are expected to exercise their professional judgement as to the appropriateness of storage and to familiarize themselves with the school's Data Protection Policy. In case of doubt, a Safeguarding and/or the Data Protection Lead should be consulted.

The use of mobile phones in the Kinderhaus of the DSL and Sudbrook School while children are present is prohibited at all times.

Where required and appropriate, individual departments reserve the right to set and put into effect further additional guidelines.

9. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, children and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority
- used casually in conversation or shared with any person other than on a need-to-know basis
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

In circumstances where the child's identity does not need to be disclosed the information should be used anonymously. There are some circumstances in which a member of staff may be expected to share information about a child, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay. If in any doubt, the designated safeguarding lead and / or data protection lead must be informed or consulted with.

10. Honesty and integrity

Staff should maintain high standards of honesty, professionalism and integrity in their role. This includes when dealing with children and former children, attending

events linked to the school, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

11. Transporting children

Wherever possible and practicable, it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. Transport requires adhering to strict safety regulations, including the use of appropriate child car seats and booster seats based on the child's weight and height, and maintaining suitable staff-to-child ratios and adult supervision, especially when using public transport. The driver must also have appropriate insurance

12. Dress Code

Members of the school community are expected to dress appropriately. Offensive or inappropriate symbols, images and texts as well as expressions of extreme political or ideological positions and beliefs may not be displayed.

13. Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching and nursery profession into disrepute. This covers relevant inappropriate behavior, and criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

14. Links with other policies

This policy links with other policies, for example:

- Disciplinary Policy for staff
- Grievance policy for staff
- Safeguarding Children and Child Protection Policy
- Early years foundation stage (EYFS) statutory framework
- Data Protection Policy
- Data Protection Privacy Notices
- School Rules and/or Handbooks
- Whistleblowing Policy
- Social Media Policy
- Anti-Corruption and Bribery Policy