

DAWN HOUSE SCHOOL – STAFF HANDBOOK	
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DAWN HOUSE SCHOOL EMPLOYEE CODE OF CONDUCT – Table of Contents

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Dawn House School Employee Code of Conduct

Introduction

- 1.0 The Education Committee has adopted the policy set out in this document to provide a clear framework for the exercise of its powers and discretions in relation to all staff employed in the school.
- 1.1 This code of conduct should be read in conjunction with the Induction Policy and the Disciplinary Procedure.
- 1.2 In accordance with the DfE 'Keeping Children Safe in Education 2025' this code has been adopted by the school in order for all school staff to be fully aware of the standards of personal and professional conduct in relation to various aspects of their work.

The code gives a clear framework for staff to know their responsibilities and will be discussed during the course of their employment, for example in team meetings as queries arise - to ensure the code is mutually monitored, positively promoted in school and understood by everyone.

- 1.3 Every member of school staff will be asked to read this code of conduct and date and sign that they have read and understood the document as part of their induction. This code will be reviewed annually, shared with the Schools Advisory Board (SAB) and updated by the Education Committee and Principal as and when necessary, and staff will be informed of any amendments. If staff have any questions about the requirements of this code, then advice should be sought from their line manager or the Principal.
- 1.4 There is an expectation that all employees in the school **will** conduct themselves in a manner commensurate with the highest standard in order to maintain public trust and confidence and be **beyond reproach** in the performance of their duties.
(NCTL Teacher misconduct: the prohibition of teachers. Advice on factors relating to decisions leading to the prohibition of teachers from the teaching profession. Last updated 1st February 2022)
- 1.5 Each member of school staff **has a duty** to ensure that the appropriate standards of conduct are upheld both by themselves and by colleagues.
- 1.6 Part of the responsibilities of Ofsted Inspection is to assure safe and secure provision for children, young people and learners across all remits through effective inspection and regulation. Safeguarding the welfare of children is part of Ofsted's and Speech and Language UK's core business for all staff, who are expected to be aware of their responsibilities in this regard. A code of conduct is essential to inform staff of the required expectations of them within the school.

Failure to follow this code of conduct will result in disciplinary action.

Underlying principles

2.0 All school staff **must** act within the law whilst undertaking their official duties. Staff **must not** undermine but **seek to promote** fundamental **British values**, including democracy, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

2.1 Teachers **must** have an understanding of, and **always** act within, the statutory frameworks which set out their professional duties and responsibilities.

In the case of other professional teams where staff are members of professional bodies, they **must** comply with the relevant standards of conduct set by that body.

The conduct of all teachers **must always** be in line with the Teacher's Standards and the **NCTL 'Teacher misconduct: the prohibition of Teachers. Advice on factors relating to decisions leading to the prohibition of teachers from the teaching profession. Last updated 1st February 2022)**

The NCTL (**Last updated 1st February 2022**) guidance **will** apply to all decisions when considering the standards of conduct of all staff in cases of misconduct.

2.2 All staff **must** have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own conduct; appearance and dress; performance; attendance and punctuality (see **Staff Dress Code**).

2.3 Staff **must ensure** that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law or the policies and procedures of the school. Staff **should always** show respect for the rights of others and be aware of their duty to actively promote fundamental British values (democracy, rule of law, respect and tolerance, individual liberty)

2.4 Staff **are expected** to provide the highest possible standard of service. Where staff are aware of any contraventions of this Code; illegality; misconduct or breach of procedure they **must** notify the Principal immediately.

2.5 The Code does not seek to address every possible circumstance, and simply because a particular action may not be addressed within the Code, this does not condone that action by omission.

Safeguarding

3.0 Staff **must** safeguard children's well-being, in accordance with statutory provisions, the Nottinghamshire Safeguarding procedures and the school's child protection policy. Staff **must** report any safeguarding concerns **immediately** to the designated safeguarding lead (Philip Chandler) and in his absence to safeguarding deputies.(Jenny McConnell, Kathy Horton and Niamh Ankers).

All staff have a responsibility to take appropriate action and work with other agencies as needed.

3.1 All staff **must** have a thorough working knowledge and understanding of the school policies and procedures which **must be followed and implemented by all staff** and in particular those relating to safeguarding children.

Such policies include:

- Child Protection and Safeguarding Policy
- Attendance Policy
- Children who Run Away or go Missing from Home, and Care Policy
- Management of Allegations Policy
- Behaviour Management Policy
- Use of Physical Contact, Intervention and Reasonable Force Policy
- Medical and First Aid Policy

All of the above policies can be accessed and downloaded from the school's sharepoint:

[Dawn House School - Policies & Procedures - All Documents](#)

All staff have a responsibility to ensure that policy and procedure is followed with regards to the reporting and recording of incidents in a timely and thorough manner. Advice and guidance offered **must** be followed in line with these policies and procedures.

- 3.2 The safeguarding of pupils is reinforced by high levels of supervision at all times. All staff **must** ensure they arrive promptly to lessons; break and lunch time duties; designated duties at the beginning and end of day and within the residential houses. Pupils **should never** be without appropriate supervision.

Failure to follow these policies and procedures will result in disciplinary action.

- 3.3 If a child reports any safeguarding concerns to any member of staff, this **must** be reported immediately to the Designated Safeguarding Lead and in his absence the Deputy Safeguarding Leads. Staff **must not** promise confidentiality to a child and always ensure that any actions they take are in the interests of the child (see C.2 Schools Safeguarding Policy).

- 3.4 Where staff have any safeguarding concerns about another member of staff these concerns must be reported **immediately** to the Principal, Deputy Principal or School Business Manager in accordance with the schools 'Low level concern policy'. Serious case reviews from past cases in the media have highlighted the concerns about school staff not sharing their knowledge with the leadership of the school (see Management of Allegations Against Staff and Volunteers Policy)

- 3.5 Given their position of trust, staff **must** ensure that they do not put themselves in any situation where their conduct or behaviour with any pupil could be misconstrued.

Any allegations of inappropriate contact with pupils will be investigated according to the Schools Disciplinary Procedure (see Allegations Against Staff and Volunteers Policy)

- 3.6 All staff **must** be aware that **it is a criminal offence** under the Sexual Offences Act 2003 (as amended) Criminal Law (Amendment) Act, 2013: Sexual Offences, for anyone to engage in a sexual relationship or grooming for such a relationship with a child aged under 18 with whom they are in a position of trust. It is vital that staff work within appropriate professional boundaries at all times with children and young people with whom they are in a position of trust. If staff are unsure about what action to take or how they should respond to any situation they **must immediately** contact the Designated Safeguarding Lead or in his absence Safeguarding Deputies.

Any concerns about an inappropriate relationship between a member of staff and a student/pupil (irrespective of their age) will be fully investigated under the Disciplinary Procedure for school staff as a potential issue of gross misconduct.

- 3.7 Where a member of staff discovers that an act of FGM appears to have been carried out on a girl aged under 18 years they have **a statutory duty to report** it to the police.

Those failing to report such cases will face disciplinary sanctions.

- 3.8 Staff **must** understand that protecting children and young people from the risk of radicalisation is part of their wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. If such concerns arise staff **must** follow child protection procedures by informing the Designated Safeguarding Lead.

Equality issues

- 4.0 Staff **must** ensure that equality policies in relation to employment and their duties and responsibilities are adhered to. Dawn House School believes in equality and will not tolerate any harassment, intimidation, unfair discrimination or victimisation, by school staff against pupils, colleagues, parents, governors and other visitors. Staff should not by their manner or speech be discriminatory with regards to a person's age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Health and safety

- 5.0 It is the responsibility of all staff, governors and visitors to the school to take reasonable care for the health and safety of themselves and others and to assist in the creation of a safe work environment.
- 5.1 All staff **must** have a thorough working knowledge and understanding of the school Health and Safety policy and procedures which **must be followed and implemented by all staff**.
- 5.2 Staff have a responsibility to inform the Principal of any medical condition / illness they have during the course of their employment which may impact on their fitness to undertake their duties or on the health and safety of themselves, pupils, other staff and the SAB

Relationships and contact between school staff, the public, parents and pupils

- 6.0 School staff **should always** act in a courteous, efficient and impartial manner towards all individual pupils, groups of pupils, staff and other individuals.

Staff **must always** treat pupils with dignity, building relationships rooted in mutual respect, observing proper boundaries appropriate to their position.

- 6.1 Relationships between staff **must** remain on a professional footing at all times.
- 6.2 It is the policy of the school that there will be **no personal contact** other than in certain exempted circumstances between staff (including those employed through an agency) and current / former pupils of school age outside the normal school work environment.

Any proposed work related contact, outside of the normal working environment, **must** be agreed in advance by the Principal, be recorded and monitored.

Unexpected contact with pupils should be kept to a minimum. eg. a brief greeting.

- 6.3 Staff transporting pupils **must** follow the school policy at all times.
- 6.4 Correspondence received by a member of staff from former pupils, the public or parents **should always** be discussed with their line manager / Principal and filed with any response in the appropriate school records system.
- 6.5 Staff should be **extremely cautious** when using social networking sites outside of work and avoid publishing, or allowing to be published, any material, including comments or images that could damage their professional reputation and/or bring the school into disrepute. Where staff do use social networking sites, these should be set as 'private' and **under no circumstances** should staff allow access to pupils, their families and or carers. If contact is made by a current/former pupil they should be blocked and you must inform the Principal.

Any personal social media profile must not identify your place of work as Dawn House School.

- 6.6 Staff **should not** give their personal details such as home/mobile phone number; home or email address to pupils.

Staff **should not** visit their own homes whilst with students.

- 6.5 Where former pupils who are under the age of 18 and still in receipt of education in whatever educational setting make contact with a member of staff, they **must** discuss their response to any such significant contact with their current line manager / Principal as soon as possible.

Confidentiality

- 7.0 Staff and SAB members **must** have a thorough understanding and follow the school's confidentiality policy at all times.

Line managers **must** ensure colleagues sign school's confidentiality statement on taking up post and the importance of confidentiality is given priority in their induction programme.

All staff and SAB members **should also** be mindful that requirements in relation to maintaining the confidentiality of pupils, their families, colleagues and any matters relating to the school itself apply to **all forms** of communication, including social networking sites.

Disclosure of information

- 8.0 Staff **must not** disclose information given to them in confidence without consent except for that relating to safeguarding of a child which **must** be passed on.

Advice should always be sought from their line manager or Principal as appropriate on the appropriate use of school data and disclosure of school information.

- 8.1 Any actions taken by the school **must** always be in line with the requirements of the General Data Protection Regulation 2018 [replacing the Data Protection Act 1984.]

School staff **should not** use confidential information obtained in the course of their employment with the school for personal use, nor should they pass it on to others who might use it for unauthorised purposes.

Use of personal mobile phones, laptops and tablets

- 9.0 All staff are required to place any personal equipment capable of photographing children in a locked drawer/locker/room/team leaders' office and such items **should not** be taken into the classroom or residential areas accessed by students.

Such personal equipment is not to be used at any time during contact with pupils.

- 9.2 If there is a requirement for staff to take photographs of children for school purposes this **must** be carried out using **school equipment** that will be provided and with the agreement of the Principal and in line with the agreed school procedures. Staff **MUST NOT** use their own devices, unless with specific permission from the Principal.

- 9.3 Any activity involving viewing, taking, making, possessing, distributing or publishing any indecent photograph or image or pseudo photograph or image of a child, or permitting any such activity, including one off incidents will be regarded as gross misconduct and subject to further investigation (see **NCTL 'Teacher misconduct: the prohibition of teachers Advice on factors relating to decisions leading to the prohibition of teachers from the teaching profession) (Last updated 1st February 2022)**

Use of school premises or facilities for work not connected with the school

- 10.0 School staff **must not** use the school's premises or facilities for activities which are not connected with their employment at the school, without agreement from the Principal or Governing Body. This includes the personal use of the school email, telephones, computers, photocopiers, or other equipment.
- 10.1 Internal email systems and school computer equipment should always be used in accordance with the appropriate school policies.

School staff facing criminal charges

- 11.0 Any member of staff, volunteer or governor who during the course of their employment or duties with the school **faces criminal charges** or who **receives a new caution or conviction must** inform their line manager, or in the case of a serious criminal charge the Principal/Jane Harris, Speech and Language UK CO immediately.

Conflict of interest

- 12.0 Staff **must** declare any personal interest that could bring about conflict with the school's interests. School staff must declare to the Principal or Chair of the SAB any financial interests or non-financial interests which could or could be perceived to conflict with their role within the School.
- 12.1 Staff are required **not to take** outside employment which conflicts with the school's interests. Any staff intending to work for outside organisations **should** seek permission from the Principal.

Acceptance of gifts

13.0 It is reasonable for a member of staff to accept modest gifts from pupils, especially at the end of a school year or at Christmas. The giving of gifts to pupils should be in line with the agreed school policy and recorded on professional team's file in Sharepoint.

Staff should be aware this list is not exhaustive and that there will be other instances that occur in school life that will need referral to the Principal or Education Committee.

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