Larkspur Community Primary School

2026-27

Code of Conduct

Expectations and standards at Larkspur

Introduction

At Larkspur Community Primary School, we pride ourselves on maintaining the highest professional standards across all aspects of our work. This guide outlines the rules, expectations, and professional boundaries that apply to all staff members.

Our aim is to provide a clear framework that:

- Prevents misunderstandings and protects both staff and the school from criticism
- Helps you understand and maintain appropriate professional boundaries
- Supports a safe, positive, and inclusive environment for everyone

By following this code of conduct, we ensure that all staff act in ways that uphold our school's values and protect themselves professionally.

Our Vision, Values, and Ethos

'Growing towards tomorrow'

At Larkspur, we work together to ensure that everyone is both supported and challenged, so that each member of our community can achieve their very best. We are committed to nurturing growth, fostering respect, and building a culture where staff and pupils alike can thrive.

Our Responsibilities

Governing Body	Head Teacher	Staff
We have a role in ensuring that school have implemented and are adhering to appropriate standards and all policies and procedures. We may become involved if standards are breached.	I ensure that staff are aware of what is expected of them. I would become involved when there are concerns that staff have breached the standards.	We must ensure we maintain high standards within the school by **following the school policies and the code of conduct.** Failure to do so could result in disciplinary action including dismissal. We should report any concerns **immediately.**

Professional Standards and Conduct

All staff at Larkspur Community Primary School are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes required of all staff, not just teachers, and set the standard for conduct throughout your career.

Upholding Public Trust and High Standards
All staff must uphold public trust in the profession and maintain high standards of ethics and behaviour, both within and outside school, by:

- **Treating pupils with dignity:**
  Build relationships rooted in mutual respect and always maintain appropriate boundaries for your professional role.
- **Safeguarding pupils' well-being:**
  Always act in accordance with statutory safeguarding requirements.
- **Showing tolerance and respect for the rights of others.**
- **Upholding fundamental British values:**
  Including democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs.
- **Ensuring personal beliefs are not used to exploit pupils' vulnerability or to encourage them to break the law.**
- **Demonstrating professionalism:**
  Respect the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality.
- **Understanding and acting within statutory frameworks:**
  Always act within the professional duties and responsibilities set by statutory guidance.
  (See: Teachers' Standards – DfE)

Note:
While these standards refer to our relationships with pupils, it is essential that we apply the same behaviour and attitudes towards our colleagues, parents, and the wider school community.

The Seven Principles of Public Life

As public servants, all staff at Larkspur endorse and are expected to uphold the **Seven Principles of Public Life** (Nolan Principles):

1. **Selflessness**
   Act solely in the public interest.
2. **Integrity**
   Avoid obligations to individuals or organisations that might try to influence you inappropriately.
   Do not act, or take decisions, to gain financial or other material benefits for yourself, your family, or friends.
   Declare and resolve any conflicts of interest.
3. **Objectivity**
   Act and make decisions impartially, fairly, and on merit, using the best evidence—without discrimination or bias.

4. **Accountability**
   Be accountable to the public for your decisions and actions and submit yourself to appropriate scrutiny.
5. **Openness**
   Act and take decisions in an open and transparent manner.
   Only withhold information when there are clear and lawful reasons for doing so.
6. **Honesty**
   Be truthful in all your work.
7. **Leadership**
   Show these principles in your own behaviour.
   Actively promote and robustly support these standards, and be prepared to challenge poor behaviour wherever it occurs.

For further information, visit: www.gov.uk

Social Networking

- **Be mindful that social networking sites (e.g. Facebook, Instagram) are public forums.**
- **Set your accounts to private** and regularly check your privacy settings.
- **Do not accept current or former pupils, or their parents/carers, as 'friends' or contacts** on personal social media accounts.
- **Think carefully before posting or commenting online.** Anything you share could reflect on you and Larkspur Community Primary School.
- **Be aware of your connections.** Consider who you accept as 'friends' and what they post, as this may also impact your professional reputation.
- **You may use social media for professional purposes** (such as participating in educational groups), but ensure your comments remain professional and do not bring the school into disrepute.
- **All staff must represent Larkspur Community Primary School positively at all times, both online and offline.**

Position of Trust

- **Staff–pupil relationships are not relationships of equals.**
  Staff must always maintain appropriate professional boundaries.
- Never use your position to access information for personal gain, or to intimidate, bully, humiliate, threaten, coerce, or form inappropriate relationships with pupils.
- Any concerns about boundaries or professional conduct should be reported to your line manager or the Headteacher.

Social Contact

- **Do not invite pupils into your home** or arrange to meet them outside of school, unless this is agreed as part of a school activity and with senior leadership approval.
- **Do not initiate or seek out contact with pupils or their families outside of school, including during holiday periods.**

- **If you live locally, or have children who attend Larkspur Community Primary School,** please speak with the Headteacher for guidance on maintaining professional boundaries.

Communication with Children

- **Maintain clear professional boundaries at all times.**
- **Do not share personal information** (such as your home address, personal email, or phone number) with pupils.
- **Avoid inappropriate conversations or comments**—keep communication focused on educational matters.
- **Be aware of how your words and actions could be interpreted** by pupils, parents, or other staff.
- **If you are unsure whether a conversation or communication is appropriate, seek advice from your line manager or the Headteacher.**

Remain Visible

- **Avoid being alone with a pupil behind a closed or windowless door.**
- **Keep workspace windows clear** and free from displays or coverings that obstruct visibility.
- **If working one-to-one with a pupil:**
    - Inform a colleague of your location and the name of the pupil you are supporting.
    - Choose a room with a clear window or leave the door open where possible.
- **If you feel a pupil is becoming overly familiar or boundaries are being crossed,** report your concerns to your line manager immediately.

Physical Touch / Contact

- **Only use physical contact with pupils when it is appropriate and necessary for your professional role.**
    - Examples include offering comfort in distress (where appropriate), first aid, or supporting learning activities.
- **Be aware that not all children are comfortable with physical contact.**
- **Respect cultural, religious, and gender sensitivities** regarding touch.
- **Always follow health and safety regulations** and school policies regarding physical contact.

Receiving and Giving Gifts

- **Do not give individual gifts to pupils** unless it is part of the school's Behaviour Policy.
- Be aware that giving gifts can be misinterpreted (e.g., as grooming).
- If you are concerned about a gift received from a pupil (especially if expensive or inappropriate), inform a member of SLT.
- Staff should not buy end of year or term class gifts.

Confidentiality

- **Handle all information about pupils and staff with the utmost discretion.**
- **Share sensitive information only when it is appropriate and necessary,** and always with a clear rationale (e.g., with relevant external professionals).
- **Do not discuss safeguarding or confidential matters in communal areas** such as the staffroom.
- **If you are unsure whether to share information, seek guidance** from your line manager or the designated safeguarding lead (DSL).
- **Never share information about pupils or staff with people outside the school community** (except relevant external agencies, and only when justified).
- **DSLs should share safeguarding information strictly on a 'need-to-know' basis.**
- **Remember:** As a community school, information can spread quickly—maintain professionalism at all times.
- All work experience students to have an induction with Office Manager.
- Work experience students under the age of 18 are not to access the school staffroom, but will be offered an alternative space.
- Work experience students under the age of 18 are not to attend educational visits.

Seven Golden Rules to Information Sharing

1. Remember that the General Data Protection Regulation (GDPR**), Data Protection Act 2018 and human rights law are not barriers** to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. **Be open and honest** with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. **Seek advice** from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. **Where possible, share information with consent**, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. **Consider safety and well-being**: base your information sharing decisions on considerations of the safety and well-being of the individual.
6. **Necessary, proportionate, relevant, adequate, accurate, timely and secure:** ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
7. **Keep a record of your decision and the reasons for it** – Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

For further information refer to Dfe guidance on information sharing, 2018.

GDPR

- **Everyone is responsible for data protection.**
  The law requires all staff to understand and follow data protection requirements relevant to their role, to keep our school community safe and secure.
- **Personal data** is any information that can directly or indirectly identify someone (e.g., name, date of birth, reference number, or any other identifier).
- **We must know where personal data is stored**—whether on paper or electronically—and ensure it is kept secure at all times.

Key steps to protect personal data:

- Use strong, unique passwords.
- Never share your passwords with anyone.
- Do not send personal details by email unless the message is encrypted.
- Lock your computer or device if you step away.
- Position your screen so others cannot view personal data.
- Keep antivirus software and system updates up to date.
- Protect all data taken offsite—use encrypted USB sticks and secure hardware.
- Always encrypt and password-protect memory cards, USB sticks, or other storage devices.
- Be aware that personal data can also be held in books, lists, and other records—remember: **cover it, lock it, shred it.**
- If you have any concerns about data protection, speak to the school's data protection lead.

Usage of Technology / Electronic Devices

- **Only access websites and online resources appropriate for your professional role.**
- **Do not share your school devices (laptop, tablet, etc.) with others,** including pupils or family members.
- **Be aware that use of school devices may be monitored** as part of internal or external investigations, including by the police if required.
- **Report any inappropriate content or security concerns to the school's designated safeguarding lead or IT support immediately.**

CPOMS Usage

- **Maintain confidentiality at all times when using CPOMS.**
  - **Do not share your CPOMS password** with anyone.
  - **If you believe your password has been compromised,** reset it immediately and inform your line manager.
  - **Be mindful of your surroundings**—when viewing or entering information, ensure your screen cannot be seen by unauthorised individuals.
  - **Do not print CPOMS logs** unless you have specific approval from the senior leadership team (SLT).

    - **Remember:** CPOMS automatically audits logins, additions, and views—including times and dates.
    - **Log all incidents as soon as possible** (ideally immediately, but not in front of pupils) and always within 48 hours of the incident.
    - **Follow up on actions within 24 hours** where possible.
- Record CPOMS logs as instructed during training.

Dress and Appearance

Dress professionally at all times.
Clothing should be suitable for your role and the school environment.

- Avoid clothing that could be seen as:
    - Offensive
    - Revealing (too short, too low cut, or transparent)
    - Sexually provocative
    - Displaying contentious slogans or imagery
- Sportswear should be worn when delivering PE lessons.
- Staff are welcome to purchase and wear Larkspur-branded clothing if they wish.
- No jeans.

Behaviour Management

All staff should manage behaviour consistently in line with school policy and should model positive behaviour by:

- **Giving first attention to best conduct**—praise good behaviour.
- Having clear rules and routines, and promoting kind and courteous behaviour in line with the school's Behaviour Policy.
- Maintaining high expectations and using a consistent framework of discipline, including praise, sanctions, and rewards.
    - **Avoid blanket or whole-class sanctions;** these are rarely appropriate.
- Managing classes effectively using approaches that meet pupils' individual needs, to involve and motivate them.
    - Pupils with SEND or emotional regulation needs may require differentiated approaches and individual behaviour plans. This information must be shared with all relevant staff.
- Building and maintaining good relationships with pupils, exercising appropriate authority, and acting decisively when needed.
- Embedding routines (legendary lines, wonderful walking and corridor behaviour).
- Children and staff should enter the hall quietly for assemblies.
- 'Pick up your own tab' – Staff should deal with behaviour and not pass children on. If you need a support, you should then go to a class teacher/assistant headteacher. Assistant Headteachers to then seek support from Headteacher, if necessary.

Important reminders:

- Praise in public and reprimand in private – no naming and shaming.
- Children can be sensitive to shouting and raised voices.
  Do not shout at pupils, shush them, or tell them to "shut up."
- Use restorative approaches to resolve conflict and support problem-solving.

    - Restorative conversations should be adapted for younger children as needed.
    - A restorative conversation does not replace sanctions (e.g., lost playtimes or reflection time).
- Always follow the School Behaviour Policy.

Difficult Behaviour

- **Always follow the school's Behaviour Policy** when responding to difficult or challenging behaviour.
- Remain respectful and calm; regulate your own emotions and responses.
- Seek support from an additional adult if needed—do not hesitate to ask for help.
- **Physical intervention should only ever be used as a last resort** and only to prevent injury to a child, another person, or serious damage to property. Please refer to
- Document all incidents involving challenging behaviour or physical intervention on CPOMS as soon as possible.
- Use the "happy to help" protocol:
    - Staff passing a challenging situation should say "happy to help."
    - If this offer is accepted, assist; if not, move away unless needed.
    - Staff who feel they need support, or a change of face should accept offers of help.
- Contact a member of SLT if there is an extreme circumstance. Class teacher should be informed in the first instance.
- If you are struggling to manage behaviour, seek support from colleagues or senior leaders—staff are encouraged to share strategies and approaches.
- For further detail, refer to our behaviour policy.

Reflect and reset

- Reflection should be used as a last resort, if a child has seriously breached the behaviour policy.
- This should not be used for one off low-level disruption.
- If a child is sent to reset in reflection, the member of staff who has sent them, must go along and have a restorative conversation with the child. If you are on lunch duty, you must follow up straight after lunchtime.
- If a child is sent to reflection, this must be logged on CPOMS – tick the category 'Reflection' and tag the class teacher. It is then the class teacher's responsibility to inform SLT when a child has been to reflection on three occasions within the half-term.
- Reflection will be held in the Computing suite with Julie. Headteacher will supervise this on a Monday and Assistant Headteacher on a Friday.

Rewards

- **Promote intrinsic motivation**—encourage children to take pride in their achievements and behaviour.
- **Use the whole school and class recognition board** consistently to celebrate positive behaviour and accomplishments. Whole school recognition board is to praise behaviour seen around school.
- Stickers, certificates, and the "dippy box" can be used to reward exceptional behaviour.
- Ensure all rewards are given fairly and in line with the school's Behaviour Policy.
- No other reward schemes to be used (sticker charts, etc.)

1:1 Situations

- **One-to-one situations carry a higher risk of allegations**—always take sensible precautions.
- If you feel vulnerable, request a risk assessment from your line manager or safeguarding lead.
- For home visits:
    - Do not enter a home if no adult is present.
    - There must always be two staff members present during any home visit.

Transporting Students

- **Staff may transport pupils in their own car only if:**
    - They have valid business car insurance.
    - There are at least two adults with one child or more than one pupil if only one adult in the car.
    - Pupils are seated in the back (where possible).
    - Ensure the seatbelt is fastened.
- **In exceptional cases** (with HT approval), if you must travel alone with a pupil for example to take the to hospital:
    - Seat the pupil in the back.
    - Ensure the seatbelt is fastened.
    - Children under 12 years of age or shorter than 135cm must use an appropriate child car seat.
    - If unsure, seek advice before the journey.
- **Additional requirements:**
    - Ensure your driving licence, tax, MOT, and insurance are valid and up to date.
    - Obtain written parental/carer consent before transporting any child.

Visits and Outings

- Permissions for local area visits on foot are obtained annually and information is found on Arbor. **Always check pupils have this permission before leaving the site**.
- **Obtain additional written permission from parents** (for non-local visits) before taking pupils off site.
- **Children not to be taken off site if parents have not provided written permission.**
- Ensure appropriate staff/pupil ratios at all times, based on the age, needs, and gender mix of the group.
- **Always complete a risk assessment and ensure this is shared in advance with any staff involved with the visit.**
- **Always complete Evolve at least 3 weeks in advance of the visit and check that it has been signed off by the EVC.**
- Transport provider forms must be added to risk assessments. These are saved on the Resources drive.
- If you are booking a visit, you must add in the calendar a reminder for when risk assessments should be complete.

- **Overnight trips:**
    - Carefully consider sleeping arrangements.
    - **Never share a room or bed with a pupil.**

- **Remain responsible for pupils until they are handed over to a parent/carer** at the end of the visit.

- **Seek advice from the Headteacher if you are unsure about any procedures.**

- **Notice periods for approval and parent communication**
  - All trips require a minimum of 4 weeks' notice.
  - If parental contributions exceed £5, provide at least 6 weeks' notice.
- **Trip booking process:**
  1. The visit lead should discuss the proposed plan (costs, timing, staffing, dates) with the Headteacher.
  2. If approved, the Lead should complete our school Education Visit Booking Form and submit to the Office Manager 4 weeks prior to the visit (unless this is a sporting event).
  3. The Office Manager will confirm bookings, prepare the parent letter for your approval, and distribute information to parents, no later than 2 weeks before the visit.
  4. All permissions must be obtained and recorded at least two weeks before the event.
  5. The visit lead must complete the EVOLVE form.
  6. The Office Manager will assist in chasing permissions and the visit lead must ensure all arrangements are in place five school days before the visit.
  7. The Office Manager will inform the kitchen of packed lunch requirements on the appropriate form, 5 days in advance. It is the responsibility of the visit lead to check that all children have a packed lunch on the day of the visit and liaise with the cook if additional lunches are required.
  8. The Office Manager will provide the visit lead with a contact list (to be kept confidential and shredded after the visit).

Photographs, Videos and Images

- **Only take photos or videos for a specific, approved reason** (e.g., educational purposes, displays, school events).
- **Always check Arbor for up-to-date parental consent** before taking or using any pupil images.
- Use school iPads to take photos during the school day.
- We must have written consent for Facebook, and parents must complete a 'one off permission' form if they are allowed in photos on a specific occasion.
- Please send Facebook posts before 2pm on a Friday.
- **Phones may only be used for photos on visits or with SLT approval.** Images taken must be sent directly (not via WhatsApp groups) and then deleted from the device as soon as possible.
- **Explain to pupils why their image is being taken** and ensure they are comfortable.
- **Never use images that may cause distress or embarrassment.**
- **Report any concerns about the use or misuse of images** to the Designated Safeguarding Lead.
- **For further guidance, refer to our Data Protection and Safeguarding Policies.**

Photographs, Videos and Images

- All parents to be added on Arbor where possible.
- Office manager to target parents 1:1 to ensure they have access.
- Office manager to ensure that parents cannot change permissions (via Arbor) throughout the year. They can change this through email.

First Aid – check with Nicola

- **Major first aid must only be administered by a trained first aider.**
- All incidents must be logged in the first aid record.
- **If the injury is serious, the first aider must phone home immediately.**
- For minor injuries, class teachers or HLTAs/TAs should inform parents/carers at the end of the day.
- **For any head injury:**
    - Pupil must wear a sticker.
    - Parents must be contacted by telephone at the time of the incident.
- **If unsure, always seek support from a designated first aider or senior staff member.**
- Staff must not send a child home to seek medical advice without first consulting a senior member of staff. Where it is deemed necessary for a child to leave school for medical assessment or treatment, such as following an accident or injury sustained at school, the appropriate procedures must be followed. In all such cases, an HS20 form must be completed as soon as possible. The HS20 is a statutory health and safety document, and its accurate and timely completion is a legal requirement.
- **For more information, see our** first aid policy.

Medication

- **Short-term prescribed medication**
    - If short term prescribed medication must be administered during the school day (e.g. antibiotics 4 times a day or cream applied at a particular time of day) the parent must hand in and collect the medication at the office. A medication form must be completed by the parent on the first day. Medication cannot be kept in the classroom (with the exception of inhalers).
    - The Office Manager will administer the medication and log this on the medication form.
    - Medication forms should be scanned onto cpoms and destroyed after use.
- **Emergency paracetamol**
    - Emergency paracetamol can be given if required. Permission should be obtained from the parent by the Office Manager and administration of medication logged in the book.

- **Benedict's Law**

In accordance with Benedict's Law, all staff have a responsibility to contribute to a safe environment for pupils with allergies. Staff must be aware of and follow the school's allergy management procedures, including individual healthcare plans and emergency response protocols. All staff are expected to undertake allergy awareness and anaphylaxis training and must be able to recognise the signs and symptoms of a severe allergic reaction and respond appropriately. Emergency medication, including adrenaline auto-injectors (AAIs), must be readily accessible in line with school procedures. Any concerns regarding a pupil's allergy management or any allergic incident must be reported immediately and recorded in accordance with school policies. The safety and wellbeing of pupils with allergies is a shared responsibility and all staff are expected to act with vigilance and professionalism at all times.

All staff must:

- Please familiarise yourself with the school Allergy policy
- Be aware of any children or staff in school with allergies
- Allergy and anaphylaxis training for all staff.
- Access to spare adrenaline auto-injectors (AAIs)
- Follow procedures for communication, record-keeping and emergency response

Sharing Concerns

- **Familiarise yourself with the school's policies for reporting concerns, including the Whistleblowing Policy.**
- **Take responsibility for recording and passing on incidents to the appropriate person.**
- **Concerns relating to child protection must be reported immediately to a Designated Safeguarding Lead (DSL).**
  - Do not delay or wait until the end of the day.
  - All concerns must be clearly logged on CPOMS.
- For further information, refer to our Child Protection and Whistleblowing Policies.
- **Remember, safeguarding is everyone's responsibility—if in doubt, always report.**

For further information refer to our Child Protection and Whistleblowing Policy.

Recording Incidents

Accurate and timely record keeping is essential for safeguarding and supporting pupils. All staff are responsible for maintaining high standards in documentation.

- **All serious incidents must be recorded on CPOMS as soon as possible.**
  - For low-level concerns, keep a regular log—these can be recorded weekly if not urgent.
- **Always record incidents you are concerned about, even if unsure of their significance.** Your entry may provide a vital part of the bigger picture.

Recording Checklist

When logging incidents on CPOMS, ensure you:

- Record the **time and date** of the incident.
- Write records that are **legible, clear, and make sense to others**.
- Use **full names** for the child involved, and initials for other children mentioned; add others as 'linked' on CPOMS if relevant.
- Keep records **child-focused**.
- Follow the **clear desk policy**—do not leave sensitive documents in view.
- Position your computer screen so others cannot view it when working on confidential information.
- **Check your emails every working day** to stay updated on CPOMS notifications.

Your records should always:

- Be **factual and accurate**—avoid personal opinions.
- Clearly detail **actions taken and agreed interventions**.
- Include information from **third parties and observations from witnesses** if applicable.
- Record **visible marks or injuries on a body map**.

- Capture the **child's voice**—write what they say in their own words, along with any questions you have asked.
- Clearly state any **identified risks** (risk assessment).
- Outline a **plan, review process, and the outcome** of interventions.
- Use no jargon or abbreviations unless the full term is stated or a key is provided.
- Be **chronological**, with the most recent entry on top.
- Include the **name of the service user or professional** involved in the documentation.

For further information refer to our Safeguarding & Child Protection Policy.

Safeguarding Children

Safeguarding is everyone's responsibility at Larkspur Community Primary School. All staff have a duty to protect pupils and promote their welfare at all times.

- Always take a **child-centred approach**—consider what is in the best interests of the child.
- **Keep up to date with safeguarding policies and DfE guidance** as directed by the Headteacher or DSL.
- Attend all required and recommended safeguarding training.
- If you have a concern about a child:
    - **Seek out a DSL (Designated Safeguarding Lead) immediately in person to share your concern.**
    - **Log the concern on CPOMS as soon as possible.**
    - Remember, DSLs may not see CPOMS notifications immediately - **direct, in-person communication is vital for urgent concerns**.
- Our policies are in place to protect both children and staff - **follow them at all times**.
- **If you have an urgent concern about a child's welfare or safety outside of school hours:**
    - Contact the police or NSPCC for advice.
    - You may make anonymous referrals to children's social care via the Gateshead Council website.
    - **Do not wait until the next school day to report safeguarding concerns.** Immediate action is always in the best interest of the child.
- It is a teacher's responsibility to update the list in the office regarding who can collect. Office staff should then consult the class teacher/teaching assistant if certain children are leaving throughout the day.

For further information refer to Keeping Children Safe in Education 2023 and our Safeguarding and Child Protection Policy.

Relationships

Positive and professional relationships underpin a smooth-running and happy school. All staff are expected to maintain these standards at all times.

- **Concerns about the Headteacher:**
  Report concerns about the Headteacher's conduct to another member of the leadership team, the Chair of Governors, the NSPCC Whistleblowing Helpline, or the Local Authority Designated Officer (LADO).
- **Concerns about Governors:**
  Report any improper behaviour from a Governor to the Headteacher.

- **Contractors/Suppliers:**
  Declare any personal or business relationships with contractors or suppliers to the Headteacher to avoid the appearance of favouritism.
- **Recruitment:**
  Staff must not be involved in recruiting or appointing relatives or anyone with whom they have a close relationship outside work.
- **Disputes between staff:**
  - All staff should engage in **constructive, professional dialogue** and challenge appropriately and sensitively.
  - Arguments, shouting, name-calling, or any unprofessional conduct will not be tolerated.
  - Refer to the informal and formal grievance policy, and the low-level concerns policy as needed.
  - All incidents brought to the Headteacher's attention will be investigated. Investigations may involve the Chair of Governors and/or a Local Authority representative.
- **Workplace Conduct:**
  - Avoid negative or judgmental comments about colleagues that are not constructive or formally reported—such behaviour can create an unhappy and tense environment.
  - Gossiping about colleagues is unprofessional and may be considered workplace bullying.
  - Report any concerns about a colleague's conduct via the whistleblowing policy or low-level concerns protocol.
  - If you are worried about a colleague's wellbeing, speak to your phase leader or line manager.
  - Larkspur has an open-door policy—speak to any member of the Senior Leadership Team if you have concerns.
  - **Effective communication** is key: clearly articulate any issues or challenges, and always conduct yourself with professionalism.

Sexual Harassment

The school is committed to providing a workplace where all employees are treated with dignity and respect. Sexual harassment is strictly prohibited and includes any unwanted behaviour of a sexual nature—verbal, physical, non-verbal, or digital—that makes someone feel uncomfortable, intimidated, or undermined. Examples include inappropriate comments, jokes, gestures, physical contact, or sharing sexual content.
All employees must maintain professional boundaries, communicate respectfully, and ensure their behaviour cannot be misinterpreted. Concerns must be reported promptly to the head teacher. All reports will be taken seriously, handled sensitively, and investigated in line with the relevant policy. Misconduct may result in disciplinary action. Support will be available to anyone affected.

Substance Misuse

The school is committed to maintaining a safe and healthy workplace. Employees must not possess, use, distribute, sell, or be under the influence of alcohol, illegal drugs, controlled substances, or misused prescription or over-the-counter medications while at work, on school premises, or when representing the school in any capacity. Employees are also prohibited from bringing any items or substances intended for drug- or alcohol-related use into the school. Breaches of this policy may result in disciplinary action, up to and

including dismissal, and may involve external authorities where appropriate. The school encourages employees experiencing substance-related challenges to seek support through available wellbeing or occupational health services.

Work Outside of School

Staff may undertake additional work outside their school role (e.g., exam marking, tutoring, holiday schemes), but must:

- **Declare any outside work** to the Headteacher.
- Ensure outside work **does not compromise** their role or position at school.
- Avoid any **conflict of interest** with their school duties.
- Not undertake work that could **jeopardise the reputation** of the school or their suitability to work with children.

Personal Interests

- Declare any personal or financial interests that may conflict with the school's interests to the Headteacher.
- All staff must sign the **pecuniary interests form** annually and inform the Head Teacher immediately of any changes.

School Security

Staff ID Badges:
Staff must wear their ID badges at all times on a BLUE staff lanyard, including during off-site work such as home visits.

Signing In and Out:
All staff must sign in and out of the building when entering or leaving the premises.

Fobs/Keys:

- Do not give entrance fobs or keys to pupils.
- If you lose your fob or keys, inform your line manager immediately—this may be a security risk.
- Children with responsibilities (e.g., door monitors) may only be given internal fobs under supervision.

Adults on Site:

- All visitors must sign in at the office and wear a visible visitor badge.
- A RED lanyard denotes a visitor who cannot be left unsupervised. A YELLOW lanyard denotes a visitor with appropriate checks who can be left unsupervised.
- All visitors must sign out at the office and return their badges before leaving.
- Regular visitors and supply staff should be added to the Single Central Record.

Security Concerns:
Report any concerns about possible security breaches to the Headteacher or site manager immediately.

- If there is **immediate danger**, contact the police.

Lockdown Procedures:

- In the event of a lockdown, ensure all doors and windows are shut and blinds are closed where possible.
- Keep all children inside classrooms until further instructions are given.

Staff WhatsApp Groups

- **'Larkspur Staff Information and Updates' WhatsApp group is for professional use only.**
  - Use this group strictly for school-related information, reminders, and updates.
  - Keep all communication respectful, professional, and relevant to school business.
  - Do not use this group for sharing personal opinions, jokes, or non-school matters.
  - Never discuss confidential pupil or staff information via WhatsApp.
- **Use the 'Larkspur Social' group for anything else.**

Staff Absence

- **Reporting Absence:**
  - If you are absent, inform the Headteacher (Katy) by phone between 7:00am and 7:30am.
    - If Katy does not answer, send a message and she will phone you back.
  - During the working day, provide updates regarding your return as soon as possible—no later than 7:00pm.
  - If the Headteacher is absent, report to Assistant Headteacher (Chloe) if you are in Y1 – Y6 and Assistant Headteacher (Rachel) if in EYFS.
- **Absence Guidance:**
  - Refer to the staff absence policy for details on authorised and unauthorised absence.
  - Absence to care for dependents is unpaid after five days.
  - Arrange medical or other personal appointments outside of school hours whenever possible.
  - **Staff holidays during term time will not be authorised.**
  - If you require leave of absence in exceptional circumstances:
    1. Arrange a meeting with the Headteacher (do not make requests in passing).
    2. Complete a leave of absence request form.
    3. Requests will be discussed and agreed with governors as appropriate.
    4. If possible, please notify Katy the half-term beforehand so that cover can be arranged.
- **Punctuality**
  - **Be on time:**
    Your start time is the time you should be in class and ready to work, not walking through the door or making drinks.
  - You must remain in class, supporting the class teacher, until the end of your contracted hours.
  - Arrive promptly for all duties, lessons, meetings, and playground supervision.
  - **If you anticipate being late:**
    Contact the Headteacher (Katy) as soon as possible to explain the issue.
  - **Greet your class on time:**
    Ensure you collect your class promptly at the end of break and lunch times.
    - Being punctual prevents lost learning time and helps maintain positive behaviour by avoiding periods where children might become bored or disruptive.
  - Permission should be sought from the Head Teacher if you need to leave the site before your contracted finish time.
- **Wellbeing day – This is a trial for 1 year**
  - Please plan your wellbeing day in advance and book the end of the Autumn term.
  - All staff are entitled to the equivalent of 1 day.

- Staff must be available should we receive and Ofsted call.
- All wellbeing days are agreed at Headteacher's discretion and if cover is available.

Mobile Phones

- **Mobile phones must be kept in cupboards or locked away** while children are in class or during staff meetings.
- If you are expecting an urgent call:
  - Inform SLT and your colleagues in advance.
  - Arrange for urgent calls to be directed to the school office.
- **Never use a mobile phone in front of pupils unless agreed by headteacher.**
- The Headteacher has a designated phone for taking photos on school business; any images must be deleted promptly after use, in line with school policy.

Drinks in school

- Staff are encouraged to keep a water bottle in the classroom for personal wellbeing and to promote healthy habits among pupils.
- **Hot drinks:**
  - Available in the staffroom.
  - May only be taken to the classroom in a travel cup with a secure lid—and only when pupils are not present.
  - **Do not take cups or hot drinks:**
    - Outside on the yard.
    - Into the school hall.
    - Into the computing suite.
    - Into breakfast club.
- Always prioritise pupil safety and model healthy water-drinking behaviours.

E-mails

- Staff have individual working patterns and may send emails outside of normal school hours.
- **There is no expectation for staff to read or respond to emails outside their contracted hours.**
- Check emails at a time that suits your work pattern and commitments.
- To protect your wellbeing and work-life balance, **do not use work email apps on your personal phone** that send push notifications.
- Always use professional language in emails and respect confidentiality.

Meeting Deadlines

- Staff should be given enough notice to meet deadlines.
- **If you are unable to meet a deadline, inform the Headteacher in a timely manner.**
- Meeting deadlines is part of your professional responsibility.
- If a deadline is not met, you are to remain in school for PPA to meet the Headteacher to receive support with organising workload.

Expectations for PPA, Leadership, and Absence

- **Class teachers must leave clear planning and resources** for staff covering their class. This must be sent in the case of absence to the member of staff covering.
- For planned absence, such as attending CPD, please ensure that you meet with the member of staff covering, the day before.
- PPA at home for this year is at the discretion of the Headteacher and will be agreed for staff managing workload and not needing additional support. Staff will be asked to remain in school when SLT are off site.
- PPA (Planning, Preparation & Assessment) information sheets must be completed weekly for enrichment staff and handed over.
- Share any safeguarding and medical information with cover staff, and ensure all messages for parents are passed on before you leave.

Advice from Professionals

- **Act upon advice from professionals** (e.g. HINT, educational psychologists) to improve practice or support pupils.
- Read and action all professional reports.
- If you are unsure or disagree with recommendations, seek advice from the SENDCO.

Marking and Feedback

- Follow the school's marking and feedback policy.
- Provide feedback "in the moment" where possible and ensure it has a positive impact.
- All work should be marked, using agreed school codes.

Breakfast Club Expectations

- Breakfast club staff must open the KS1 door on time (8:00am).
- The door is to close at 8.20am, and after this time, parents can use the doorbell on the KS1 door.
- All children should eat breakfast together in the breakfast room (8:00–8:20am).
- After breakfast, children help tidy up, then move to activities in the breakfast room, or at the table outside Year 1 / 2.
- At 8:35am, all children return to the breakfast room for calm activities (yoga, meditation, story time).
- Children are lined up at classroom doors by 8:40am, ready to start the school day.
- Healthy options only, in line with new standards.

Clubs

- **All staff are encouraged to run at least one club per year for at least half a term** to support the school's ethos of broadening children's experiences.
- Children must be supervised by their class teachers until clubs start.
- PE lead will coordinate the rota for handing over children at the end of externally run clubs.
- Sign up for clubs at the start of the year on the school planner to ensure balance and variety for all year groups.
- During Autumn 2 and Summer 2, there will be no extra-curricular activity on the last week.

Children Leaving Classrooms and Supervision

- **Children must remain under staff supervision at all times.**
- Children should never leave the classroom without permission or be left unsupervised.
- Staff should monitor children accessing the toilet and ensure they return promptly.
- Children must not be sent to the office or on errands unless it is part of an agreed plan (e.g. movement break).
- Children should never be in classrooms without a member of staff present.

Displays

- **Classrooms and communal areas should be calm, neutral, and inviting:**
  - Use neutral colours for displays, with black or white borders.
  - Display titles can be creative in style but should use black or neutral tones for consistency.
  - Keep windows open and clear to maximise natural light—do not obstruct windows with displays or resources.
- **Essential features in every classroom:**
  - A visual timetable displayed at the front.
  - A class recognition board displayed at the front.
  - An inviting reading area or a calm space where children can regulate.
- **Surfaces and tidiness:**
  - Keep surfaces clear and classrooms tidy.
  - Teach children to look after resources and know where everything belongs.
- **Corridors and shared spaces:**
  - Assistant Headteachers should work with teams to ensure corridors are calm, tidy, and welcoming.
  - Monitors should check these areas regularly throughout the day to maintain standards.
- **Greenery and sparkle are encouraged:**
  Use plants and thoughtful decorative touches to make spaces feel welcoming and positive, without making them cluttered or overstimulating.

Ordering Resources

When ordering resources, the Local Authorities procurement processes must be followed for all orders and purchases. This includes subscriptions, software, physical resources, training, delegate fees, visits and anything that results in a financial cost to school. To assist the Office Manager to follow those processes and audit requirements, the following process should be followed by all members of staff:

- Complete our school's order form and issue to Office Manager. Please allow 4 weeks notice before preferred delivery date.
- Office Manager will seek authorisation from the Head Teacher.
- Office Manager will update you with conformation when the order is placed and when the order arrives.
- Staff should not open deliveries before the Office Manager has recorded goods have been received.

- In exceptional circumstances, small items can be purchased by staff directly and reimbursed. Permission for this must be sought in advance from the Head Teacher. Staff should then complete the relevant CR4 form and must provide this and receipts to the Office Manager.

Asset Register

Physical assets in school with a value of over £50 are logged on our Asset Register. This includes its condition and location. If an item is damaged, breaks, is moved or needs to be discarded, you must inform the Office Manager to arrange for the asset register to be updated and decommission form completed.

Stay Safe by following our code of conduct

- Our school aims to empower you to work confidently and safely.
- If you are unsure about any aspect of your role or school procedures, **ask a member of SLT**—no question is too small if it helps keep you or others safe.

Follow these steps to maintain your professional integrity and safety:

- **Responsibility:** Take responsibility for your actions at all times.
- **Act:** Always act—and be seen to act—in the best interests of the child.
- **Avoid:** Avoid conduct that could cause a reasonable person to question your motives or intentions.
- **Seek advice:** Approach the appropriate person for guidance when in doubt.
- **Discuss:** Raise any misunderstandings or concerns with senior management promptly.
- **Identify risk:** Be alert to, and report, any risks or vulnerabilities you identify. Remove yourself from risk where possible.
- **Record:** Document concerns in writing as soon as possible.
- **Report:** Pass on concerns immediately to the relevant person or safeguarding lead.
- **Union:** All staff are encouraged to join a union for support and advice if needed.

Further support:

Head Teacher / DSL	**Assistant Headteachers / Deputy DSL**
Katy Anglesea	Chloe Conway and Rachel Wilkinson
Data Protection Lead	**HR Representative**
Jayne Hooker	Lisa Gellately
Chair of Governors	
Rev Danie Lindley	

For further information refer to *Guidance for safer working practice for those working with children and young people in education settings* (October 2015)

Larkspur Community Primary School Code of Conduct

I confirm that I have read and understood the Larkspur Community Primary School Staff Code of Conduct and the following policies:

Statutory Policies
All staff should be familiar with:

- **Safeguarding and Child Protection Policy**
  - Explains procedures for safeguarding children, reporting concerns, and designated safeguarding leads.
- **Behaviour Policy**
  - Sets expectations for pupil behaviour and staff response to incidents.
- **Staff Code of Conduct**
  - Details professional behaviour, boundaries, and safeguarding obligations.
- **Health and Safety Policy**
  - Outlines procedures for keeping staff and pupils safe in school.
- **Whistleblowing Policy**
  - Explains how staff can report concerns about wrongdoing safely.
- **Attendance Policy**
  - Details procedures for pupil attendance and how staff should respond to absences.

Other Key Policies

- **Anti-Bullying Policy**
- **Equality and Diversity Policy**
- **First Aid Policy**
- **ICT/Acceptable Use Policy**
  - Especially important if staff use school IT systems or manage remote learning.
- **Data Protection Policy (GDPR)**
  - Covers staff responsibilities for handling personal data.

Role-Specific Policies
Some policies are essential for particular roles, such as:

- **SEND Policy** (for SENCOs, teachers, and TAs)
- **Intimate Care Policy** (for staff supporting personal care)
- **Educational Visits Policy** (for staff running trips)

I agree to:

- Follow all policies, procedures, and expectations outlined in the document
- Seek clarification from the Headteacher or Senior Leadership Team if I am unsure about any aspect of the code
- Take responsibility for upholding the professional standards and safeguarding responsibilities expected of all staff at Larkspur Community Primary School

Name (please print) **Signature** **Date**