



# Safeguarding Children and Young People Safe Working Practice Agreement

# Staff Code of Conduct

Northgate Primary School



**Approved by:** Northgate Governing Body

**Last reviewed on:** December  
2025

**Next review due by:** December  
2026

Northgate Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

It is everyone's responsibility to ensure pupils are cared for appropriately and safeguarded from any harm, and their duty of care to promote the health, safety and welfare of all members of the school community.

It is acknowledged that the vast majority of employees behave appropriately whilst working with our pupils. Whilst it is recognised that the individual members of an organisation may hold differing values and opinions, adults working in a school are in a position of trust and their conduct is, therefore, governed by specific laws and guidance and the policies and procedures agreed by the head teacher and governing body.

This document is intended to provide clear guidance to all staff and volunteers so that they can be sure that their actions and behaviour does not place pupils or staff at risk of harm or of allegations of harm to a pupil

The following is, therefore, a code of appropriate conduct for all adults working in or on behalf of the school, including those involved in home visits or any out of school activities. Adherence to this code should ensure that both children and adults are safe from misconduct or unfounded allegations of misconduct.

### **You should always:**

- Adhere to all school policies, many of which are specifically written with safeguarding in mind. For example: Child Protection, Behaviour, Physical Intervention, Anti Bullying, Equal Opportunities, Health and Safety, Use of Images (photography and DVD), Disability Discrimination, E-safety.
- Behave in a mature, respectful, safe, fair and considered manner at all times.
- Provide a good example and 'positive role model' to the pupils.
- Observe other people's right to confidentiality (unless you need to report something to the Head Teacher or DSL e.g. concerns about a child protection issue).
- Treat all children equally; never confer favour on particular children, or build 'special relationships' with individual children, except where one to one working is part of a plan agreed with your manager (e.g. for counselling, tuition, mentoring or other purpose).
- Take due care when with a pupil on a 1:1 basis, or when supervising changing of pupils including in the EYFS, to ensure that you are in a room with a glass panel or an open door so that your behaviour with a pupil cannot be misconstrued

### **Report to the Head Teacher (or, in the case of an allegation concerning the Head Teacher, the Chair of Governors):** (as soon as possible)

- Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation against yourself.

- Any difficulties that you are experiencing, for example, coping with a child presenting particularly challenging behaviour; situations where you anticipate that you may not be sufficiently qualified, trained or experienced to deal with or handle appropriately.
- Any behaviours of another adult in the school which give you cause for concern or breach of this code of conduct or other school policies and procedures.

### **You should never:**

- **Behave in a manner that could lead a reasonable person to question your conduct, intentions or suitability to care for other people's children.**
- Touch children in a manner which is or may be considered sexual, threatening, gratuitous or intimidating.
- Discriminate either favourably or unfavourably towards any child.
- Give personal contact details, text email or telephone except for agreed work purposes using work IT, or make arrangements to contact, communicate or meet children outside of work.
- Use digital media in your personal life in a way which could compromise your own suitability to work in a position of trust with children, or bring the school's reputation into disrepute.
- Develop 'personal' or sexual relationships with children.
- Engage in horseplay or fun fights.
- Push, hit, kick, punch, slap, throw missiles at or smack a child or threaten to do so.
- Be sarcastic, embarrass or humiliate, make remarks or "jokes" to children of a personal, racist, discriminatory, intimidating or otherwise inappropriate\* or offensive nature.
- Give or receive (other than 'token') gifts unless arranged through your line manager / Head Teacher, for example, outgrown sports kit, football boots or uniform.
- Allow, encourage or condone children to act in an illegal, improper or unsafe manner e.g. smoking or drinking alcohol.
- A parent's consent is never sufficient for any variation in the above.
- Behave in an illegal or unsafe manner, for example, exceeding the speed limit, being under the influence of drugs or alcohol, driving a vehicle which is known to be unroadworthy or otherwise unsafe or not having appropriate insurance, using a mobile phone whilst driving, fail to use seatbelts and drive in a safe manner at all time whilst transporting children.
- Undertake any work with children when you are not in a fit and proper physical or emotional state to do so. For example: under the influence of medication which induces drowsiness; with a medical condition which dictates that you should not be caring for children; under extreme stress which is likely to impair your judgement.

**\* Please note:**

It is the perception of the person subject to a remark or action rather than your stated intention that defines 'appropriate' or 'inappropriate'.

**Declaration:**

I, ....., have read the school's policy on Safeguarding Children and Young People for Staff and agree to abide by the Safe Working Practice guidance contained therein.

**I have read, understood and will follow the DfE statutory guidance "Keeping Children Safe in Education".**

Signed: .....

Date: .....

The Head Teacher and Governors of Northgate Primary School thank you for your support of the arrangements made for the safety and care of young people and adults in our school community.