

Brown Clee C.E. Primary School  
**STAFF, GOVERNING BODY,  
VOLUNTEER AND VISITOR  
CONDUCT POLICY**



Most recently reviewed: Autumn '24  
Approved by governor: Margaret Buckingham  
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# SUMMARY OF POLICY

## Responsible individuals:

Governing Body,  
Headteacher,  
Class Teachers,  
Teaching Assistants,

Lunchtime Supervisors,  
Administrator,  
Caretaker,  
Catering Staff,

Cleaning Staff  
Volunteers,  
Visitors

## Relevant documentation used in the formation of this policy:

[Keeping Children Safe in Education](#) (Department for Education)

[Education Act](#) (1996)

[Children Act](#) (1989)

[Data Protection Act](#) (2018)

[Teacher Misconduct: the prohibition of teachers](#) (Teaching Regulation Agency)

[Teaching Standards](#) (Department for Education)

[Headteachers' Standards](#) (Department for Education)

## Policy developed to ensure:

1. That all staff, governors, volunteers and visitors are aware of the expectations placed upon them as representatives of the school.

## Implementation:

The school will...

- ...ensure that all staff, governors, volunteers and visitors are aware of the following policy
- ...ensure that all staff, governors, volunteers and visitors sign a copy of the relevant section of the following policy
- ...ensure that the policy is followed at all times
- ...ensure that any questions are raised with the headteacher if unsure about any aspects of the policy

## Definitions:

For the purpose of this policy, the following definitions are used...

- **Staff** – Any individual employed directly by the school
- **Governors** – Any individual who is a member of the school's governing body
- **Volunteer** – Any individual who helps during school hours in a voluntary capacity
- **Visitor** – Any individual who comes from outside of school to work with children (including sports coaches or after-school club leaders)
- **Externally Employed Staff** – Any individual employed by a source external to school that works within the school (excluding sports coaches or after-school club leaders)

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School staff are in a significant position of example and are expected to adhere to behaviour that models this to children. The children are placed in our care – and, therefore, vital that behaviour from staff safeguards and does not put children at risk. At Brown Clee, we expect all staff to act respectfully and responsibly, and all of the following are expected to be upheld:

## **Policies and Safeguarding**

1. All staff are expected to follow the school's policies:
  - a. In particular: Behaviour, Anti-bullying, General Data Protection Regulation (GDPR), Health and Safety, Safeguarding and Child Protection, School Secure Access Procedures and Whistleblowing.
2. All staff are expected to understand their role in safeguarding children (see Safeguarding and Child Protection Policy for full information):
  - a. Staff must report any safeguarding concerns to the Designated Safeguarding Lead (Danny Harley) or Deputy Designated Safeguarding Lead (Ally Heath) – either in person (or via My Concern).

## **Relationships**

3. All staff are expected to treat each other with respect and courtesy. Any disagreements should be dealt with professionally and openly.
4. All staff are expected to have high expectations of all children by working together with relationships founded upon mutual respect and courtesy.
5. All staff are expected to create welcoming and open relationships with parents and carers. All parental/carers' concerns should be taken seriously and followed up promptly.
6. All staff are expected to treat disagreements between children with impartiality.
  - a. Staff with children in the school should avoid dealing with any issues involving their own child(ren).
7. All staff are expected to deal with disagreements between parents/carers with impartiality.
  - a. Staff should avoid dealing with any issues involving personal friends or family members.
8. All staff should be aware of what and when physical contact with a child is appropriate:
  - a. Physical restraint is a last resort and should only be used to keep the child or others safe.
  - b. Staff can comfort a child who is hurt or distressed in a manner appropriate to the age of the child.
  - c. Staff should avoid being in a room on their own with a child; however, this may sometimes be necessary.
9. All staff should respect the rights of others – including different faiths and beliefs.
10. All staff are expected NOT to exploit their position of trust in any way.

## **Confidentiality/GDPR**

11. All staff should ensure that anything heard, seen or discussed in school is confidential – particularly in regard to information about children, staff, parents or the school itself.
12. All staff MUST NOT promise to keep information provided by a child confidential.
13. All staff are expected to understand their responsibility when handling personally identifiable data pertaining to children, staff, parents or carers, governors, volunteers and visitors.
  - a. All staff are responsible for any personally identifiable data held on devices (personal/assigned) that are taken off-site.
  - b. All staff are expected to ensure devices (personal or assigned) that hold personally identifiable data are secure and data is not accessible to others.
  - c. All staff are responsible for any written or printed data pertaining to others that they are responsible for – especially if taken off-site.
  - d. All staff should destroy any written or printed data concerning others that they are responsible for in an appropriate manner.
14. All staff are expected to only send information regarding school via their school email address and not a personal one.

# Staff Code of Conduct – Page 2



## Resources and financial care

15. All staff are expected to take care of the resources of the school – this includes not wasting resources (inc. heat and electricity).
16. All staff are expected to dispose of resources in the appropriate manner (e.g. recycling where possible)
17. Any school resources (inc. devices) that are taken from the school site should have prior permission from the headteacher – and it is the responsibility of the staff member taking equipment from the site.

## Acceptable use of IT

18. All staff should ensure that they do not use school devices or internet to access anything illegal, potentially dangerous or inappropriate.
19. All staff should ensure that they only download data with a known origin and safety whilst using school devices or internet.
20. All staff should ensure that children that they are responsible for do not access websites where the safety is not known. If unsure, staff must check with the headteacher whether the website is okay to use.
21. Staff may use their personal devices in school - but must do so carefully. Staff should not take photos or videos whilst on site using a personal device whilst children are visually/auditorily present. Staff should not have images/videos of children on their personal devices (inc. those downloaded from elsewhere).

## Outside-of-work Conduct

22. All staff are expected to conduct themselves outside of work in a manner that does not impact the employment relationship or individual's suitability to continue in their role. Certain circumstances could result in disciplinary action (inc. dismissal)
  - a. This could include... criminal charges or convictions, actions that could bring the school or profession into disrepute or actions that would question the safety of children in the school.
23. All staff are expected to ensure that they do not engage in inappropriate use of social media which may bring themselves, the school and its community into disrepute – this includes negative comments about the school, its staff, its children or the school community.
24. All staff should ensure that they are not linked (i.e. "friends") with ANY children of the school on social media. Staff's personal social media profiles should not be accessible by children of the school.
25. Staff can be linked via social media profiles to a child (i.e. under the age of 18) not at the school provided they are above the age required for that social media platform.

**If staff are unsure of any of the above, they should clarify its meaning with the headteacher before signing below.**

Name:	
Position:	
Signed:	
Date:	



# Governing Body Code of Conduct – Page 1

Governors are a vitally important part in the successful running of our school. As part of their role, they will be involved within school – interacting with staff and children. Their role also involves ensuring that the standards expected of adults in school are upheld by all – as well as being in a significant position of example themselves.

## **Safeguarding**

1. All governors are expected to know that the Designated Safeguarding Lead (DSL) is Danny Harley and the Deputy Designated Safeguarding Lead (DDSL) is Ally Heath.
2. All governors must make the DSL or DDSL aware of any concerns about a child – whether this be something they have seen, heard or been told.
3. All governors should make the headteacher aware of any concerns they have about the conduct of an adult in school. If this is the conduct of the headteacher, they should make the Chair of Governors aware.

## **Relationships**

4. All governors are expected to treat all adults with respect and courtesy. Any disagreements should be dealt with professionally and openly.
5. All governors are expected to have high expectations of all children by working together with relationships founded upon mutual respect and courtesy.
6. In their governing capacity, governors are expected to approach disagreements between children with impartiality.
  - a. If governors have children within the school, they should raise concerns in the same way as any other parent by contacting school.
7. In their governing capacity, governors are expected to approach disagreements between parents with impartiality.
  - a. If governors have concerns about disagreements between parents or carers, they should raise these concerns to the headteacher.
8. When in school, all governors should be aware of what and when physical contact with a child is appropriate:
  - a. Physical restraint is NOT appropriate to be carried out by a governor.
  - b. Governors should avoid being in a room on their own with a child.
9. All governors should respect the rights of others – including different faiths and beliefs.
10. All governors are expected NOT to exploit their position of trust in any way.

## **Confidentiality/General Data Protection Regulation (GDPR)**

11. All governors should ensure that anything heard, seen or discussed in school is confidential – particularly regarding information about children, staff, parents or carers or the school itself.
12. All governors must NOT promise to keep information provided by a child confidential and should inform the headteacher if this should occur.
13. All governors should NOT handle personally identifiable data – and should avoid discussions which pertain to specific children at meetings.
14. All governors should take care when handling data/information linked to school (even if anonymous). This data and communication should be sent and received using their individually assigned secure school email address.
15. All governors should ensure that devices that access their school email account are secure and not accessible to others.

## **Resources and financial care**

16. All governors are expected to take care of the resources of the school – this includes not wasting resources (inc. heat and electricity).
17. All governors are expected to dispose of resources in the appropriate manner (e.g. recycling where possible)
18. No school resources (inc. devices) should be taken from the school site without permission from the headteacher. Any item agreed to be borrowed is the responsibility of the person that borrows it.



# Governing Body Code of Conduct – Page 2

## Acceptable use of IT

19. All governors should ensure that they do not use school devices or internet to access anything illegal, potentially dangerous or inappropriate.
20. All governors should ensure that they only download data with a known origin and safety whilst using school devices or internet.
21. All governors should inform a staff member if they believe IT devices have been used inappropriately.
22. Governors should not use their personal devices in school in areas where children could be present.

## Out-of-school Conduct

23. All governors are expected to conduct themselves outside of school in a manner that does not impact the governor-school relationship or individual's suitability to continue in their role. Certain circumstances could result in termination of governing role.
  - a. This could include criminal charges or convictions, actions that could bring the school or role into disrepute or actions that would question the safety of children in the school.
24. All governors are expected to ensure that they do not engage in inappropriate use of social media which may bring themselves, the school and its community into disrepute – this includes negative comments about the school, its staff, its children or the school community.
25. All governors should ensure that they are not linked (i.e. "friends") with ANY children of the school on social media.
26. All governors can be linked via social media profiles to a child (i.e. under the age of 18) not at the school provided they are above the required age for that social media platform.

**If governors are unsure of any of the above, they should clarify its meaning with the headteacher before signing below.**

Name:	
Position:	
Signed:	
Date:	



# Volunteer Code of Conduct – Page 1

Volunteers are always incredibly appreciated at Brown Clee. By being a volunteer, they will interact with staff and children, and also be seen as a representative of the school – and, therefore, we expect all volunteers to act respectfully and responsibly and all of the following are expected to be upheld:

## **Safeguarding**

1. All volunteers are expected to know that the Designated Safeguarding Lead (DSL) is Danny Harley and Deputy Designated Safeguarding Lead (DDSL) is Ally Heath.
2. All volunteers must make the DSL or DDSL aware of any concerns about a child – whether this be something they have seen, heard or been told.
3. All volunteers should make the headteacher aware of any concerns they have about the conduct of an adult in school. If this is the conduct of the headteacher, they should make the Chair of Governors aware.

## **Relationships**

4. All volunteers are expected to treat all adults with respect and courtesy. Any disagreements should be dealt with professionally and openly.
5. All volunteers are expected to have high expectations of all children by working together with relationships built upon mutual respect and courtesy.
6. All volunteers are expected to treat disagreements between children with impartiality.
  - a. Volunteers with children in the school should avoid dealing with any issues involving their own child(ren) if possible. This includes if child(ren) is/are upset.
7. All volunteers should be aware of what and when physical contact with a child is appropriate:
  - a. Physical restraint is NOT appropriate to be carried out by a volunteer.
  - b. Volunteer can comfort a child who is hurt/distressed in a manner appropriate to the age of the child. If unsure, discuss this with the headteacher.
  - c. Volunteers should NOT be in a room on their own with a child.
8. All volunteers should respect the rights of others – including different faiths and beliefs.
9. All volunteers are expected NOT to exploit their position of trust in any way.

## **Confidentiality/General Data Protections Regulations (GDPR)**

10. All volunteers should ensure that anything heard, seen or discussed in school is confidential – particularly regarding information about children, staff, parents or the school itself.
11. All volunteers must NOT promise to keep information provided by a child confidential and should inform the DSL or DDSL should this occur.
12. No volunteer should NOT handle personally identifiable data.

## **Resources and financial care**

13. All volunteers are expected to take care of the resources of the school – this includes not wasting resources (inc. heat/electricity).
14. All volunteers are expected to dispose of resources in the appropriate manner (e.g. recycling where possible)
15. No school resources (inc. devices) should be taken from the school site without permission from the headteacher. Any item agreed to be borrowed is the responsibility of the person that borrows it.

## **Acceptable use of IT**

16. All volunteers should ensure that they do not use school devices or internet to access anything illegal, potentially dangerous or inappropriate.
17. All volunteers should ensure that they only download data with a known origin and safety whilst using school devices or internet.
18. All volunteers should inform a staff member if they believe IT devices have been used inappropriately.
19. Volunteers should not use their personal devices in school in areas where children could be present.

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# Volunteer Code of Conduct – Page 2

## Out-of-school Conduct

20. All volunteers are expected to conduct themselves outside of school in a manner that does not impact the volunteer relationship or individual's suitability to continue in their role. Certain circumstances could result in termination of voluntary role.
  - a. This could include... criminal charges or convictions, actions that could bring the school into disrepute or actions that would question the safety of children in the school.
21. All volunteers are expected to ensure that do not engage in inappropriate use of social media which may bring themselves, the school and its community into disrepute – this includes negative comments about the school, its staff, its children or the school community.
22. All volunteers should ensure that they are not linked (i.e. "friends") with ANY children of the school on social media.
23. All volunteers can be linked via social media profiles are linked to a child (i.e. under the age of 18) not at the school provided they are a family member and above the required age for that social media platform.

**If volunteers are unsure of any of the above, they should clarify its meaning with the headteacher before signing below.**

Name:	
Position:	
Signed:	
Date:	



# Visitor Code of Conduct – Page 1

Visitors are always incredibly welcome and appreciated at Brown Clee. As a visitor, they will interact with staff and children – and, therefore, we expect all visitors to act respectfully and responsibly and all of the following are expected to be upheld:

## Safeguarding

1. All visitors are expected to know that the Designated Safeguarding Lead (DSL) is Danny Harley and the Deputy Designated Safeguarding Lead (DDSL) is Ally Heath.
2. All visitors must make the DSL or DDSL aware of any concerns about a child – whether this be something they have seen, heard or been told.
3. All visitors should make the headteacher aware of any concerns they have about the conduct of an adult in school. If this is the conduct of the headteacher, they should make the Chair of Governors aware.

## Relationships

4. All visitors are expected to treat all adults with respect and courtesy. Any disagreements should be dealt with professionally and openly.
5. All visitors are expected to have high expectations of all children by working together with relationships built upon mutual respect and courtesy.
6. All visitors are expected to treat disagreements between children with impartiality.
  - a. Visitors with children in the school should avoid dealing with any issues involving their own child(ren) if possible. This includes if child(ren) is/are upset.
7. All visitors should be aware of what/when physical contact with a child is appropriate:
  - a. Physical restraint is NOT appropriate to be carried out by a visitor.
  - b. Visitors should NOT be in a room on their own with a child.
  - c. Visitors that have NOT had a DBS check should NOT be left on their own in the presence of children and should wear a red lanyard.
  - d. Visitors that have had a DBS check should wear a yellow lanyard.
8. All visitors are expected to respect the rights of others – including different faiths and beliefs.
9. All visitors are expected NOT to exploit their position of trust in any way.

## Confidentiality/General Data Protection Regulations (GDPR)

10. All visitors should ensure that anything heard, seen or discussed in school is confidential – particularly regarding information about children, staff, parents or the school itself.
11. All visitors must NOT promise to keep information provided by a child confidential and should inform a member of staff immediately.
12. Any handling of personally identifiable data by visitors will be their own responsibility, will be requested in the appropriate way and follow their own/company's GDPR policies.

## Resources and financial care

13. All visitors are expected to take care of the resources of the school – this includes not wasting resources (inc. heat/electricity).
14. All visitors are expected to dispose of resources in the appropriate manner (e.g. recycling where possible)
15. No school resources should be taken from the school site without permission from the headteacher.

## Acceptable use of IT

16. It is the responsibility to ensure that any devices they bring into school are secure and not compromised – especially if connected to school's internet/intranet.
17. All visitors should ensure that they do not use school devices or internet to access anything illegal, potentially dangerous or inappropriate.
18. All visitors should ensure that they only download data with a known origin and safety whilst using school devices or internet – and that this is related to the purpose of their visit.
19. Visitors should not use their personal devices in school in areas where children could be present.
20. Visitors MUST not take any recordings (visual/auditory) without prior consent from the headteacher.

# Visitor Code of Conduct – Page 2



**If visitors are unsure of any of the above, they should clarify its meaning with the headteacher before signing below.**

Name:	
Company:	
Signed:	
Date:	

# Externally Employed Staff Code of Conduct – Pg 1

Externally employed staff – although not directly employed by school – are still in a position of example and are expected to adhere to behaviour that models this to children. The children are placed in our care – and, therefore, it is vital that behaviour from these staff members safeguards and does not put children at risk. At Brown Clee, we expect all staff to act respectfully and responsibly, and all of the following are expected to be upheld:

## Policies and Safeguarding

1. All external staff are expected to know that the Designated Safeguarding Lead (DSL) is Danny Harley and Deputy Designated Safeguarding Lead (DDSL) is Ally Heath.
2. All external staff must make the DSL or DDSL aware of any concerns about a child – whether this be something they have seen, heard or been told.
3. All external staff should make the headteacher aware of any concerns they have about the conduct of an adult in school. If this is the conduct of the headteacher, they should make the Chair of Governors aware.

## Relationships

4. All external staff are expected to treat each all adults with respect and courtesy. Any disagreements should be dealt with professionally and openly.
5. All external staff are expected to work together with children with relationships founded upon mutual respect and courtesy.
6. All external staff are expected to treat disagreements between children with impartiality.
  - a. External staff with children in the school should avoid dealing with any issues involving their own child(ren) if possible. This includes if child(ren) is/are upset.
  - b. If external staff have children within the school, they should raise concerns about their child(ren) in the same way as any other parent by contacting school.
7. External staff are expected to approach disagreements between parents with impartiality.
  - a. If governors have concerns about disagreements between parents or carers, they should raise these concerns to the headteacher.
8. All external staff should be aware of what and when physical contact with a child is appropriate:
  - a. Physical restraint is NOT appropriate to be carried out by an external staff member.
  - b. External staff should not be in a room on their own with a child.
9. All external staff should respect the rights of others – including different faiths and beliefs.
10. All external staff are expected NOT to exploit their position of trust in any way.

## Confidentiality/ General Data Protection Regulations (GDPR)

11. All external staff should ensure that anything heard, seen or discussed in school is confidential – particularly regarding information about children, staff, parents or the school itself.
12. All external staff MUST NOT promise to keep information provided by a child confidential and should inform the headteacher if this does occur.
13. All external staff are expected to understand their responsibility when handling personally identifiable data pertaining to children, staff, parents/guardians, governors and visitors.
  - a. All external staff should NOT take personally identifiable data off-site.
  - b. All external staff are expected to ensure devices that hold personally identifiable data are secure and data is not accessible to other.
  - c. All external staff are responsible for any written/printed data pertaining to others that they have control of.
  - d. All external staff should destroy any written/printed data others that they have control of in an appropriate manner.
14. All external staff are expected to only send information regarding school via their school or company email address and should ensure that devices that access this account are secure and not accessible to others.

## Externally Employed Staff Code of Conduct – Pg 2

### Resources and financial care

15. All external staff are expected to take care of the resources of the school – this includes not wasting resources (inc. heat and electricity).
16. All external staff are expected to dispose of resources in the appropriate manner (e.g. recycling where possible)

### Acceptable use of IT

17. All external staff should ensure that they do not use school devices or internet to access anything illegal, potentially dangerous or inappropriate.
18. All external staff should ensure that they only download data with a known origin and safety whilst using school devices or internet.
19. All external staff should ensure that children that they are responsible for do not access websites where the safety is not known. If unsure, staff must check with the headteacher whether the website is okay to use.
20. External staff should not use their personal devices in school in areas where children could be present.

### Outside-of-work Conduct

21. All external staff are expected to conduct themselves outside of work in a manner that does not impact the external employment relationship or individual's suitability to continue in their role. Certain circumstances could result in reporting to direct employer
  - a. This could include criminal charges or convictions, actions that could bring the school/profession into disrepute or actions that would question the safety of children in the school.
22. All external staff are expected to ensure that do not engage in inappropriate use of social media which may bring themselves, the school and its community into disrepute – this includes negative comments about the school, its staff, its children or the school community.
23. All external staff should ensure that they are not linked (i.e. "friends") with ANY children of the school on social media.
24. Staff can be linked via social media profiles are linked to a child (i.e. under the age of 18) not at the school provided they are family member and above the age required for that social media platform.

**If staff are unsure of any of the above, they should clarify its meaning with the headteacher before signing below.**

Name:	
Company:	
Signed:	
Date:	