ODBST Code of Conduct for Adults Working With Children

ODBST Level 1 Statutory Policy:	**ALL** Schools require this policy with **no changes** allowed to core text. No changes are necessary to personalise this with school name and branding, as this is a Trust level policy for use, without change, by all schools, **except** where a school contact is required as identified in the content of the policy. LGBs will **note** adoption in LGB meetings. Review will take place at Trust level, and schools will be notified of updates and review dates as necessary.
Other related ODBST policies and procedures:	KCSIE 2025 (or any later version applicable during the term of the policy) Safeguarding and Child protection Conduct and Discipline policy Low level concern policy Whistleblowing policy E-Safety policy
Committee responsible:	FRAPP
Approved by:	FRAPP
Date Approved:	December 2025
Review Date:	Autumn term 2026

In reviewing this policy the Trust Board has had regards to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged.

1. The Purpose and Scope of the Code of Conduct (Behaviour Code)

This behaviour code outlines the conduct that ODBST expects from all our staff and volunteers. This includes trustees, agency staff, volunteers, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid.
The behaviour code is there to help us protect children and young people from abuse. It reflects the NSPCC model policy which has been informed by the views of children and young people. ODBST is responsible for making sure everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

2. Introduction

ODBST is committed to ensuring that our pupils are and feel safe. This code of conduct sets out the key principles for the creation and maintenance of a safe school culture.

In your role at ODBST or within an ODBST school you are acting in a position of trust and authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model by young people and are expected to act appropriately.

We expect people who take part in school and wider Trust life to display appropriate behaviour at all times. This includes behaviour that takes place outside our Trust and schools and behaviour that takes place online.

All staff are expected to treat pupils, colleagues, parents and governors with respect and dignity, to be honest and to act professionally at all times.

Staff members should be aware that any breach of a school's Code of Conduct for staff could result in disciplinary action.

This Code of Conduct should be read in conjunction with the Trust's other related policies and procedures as detailed on the front page of this policy.

3. Responsibility of Staff and Volunteers

You are responsible for:

- Prioritising the welfare of children and young people
- Providing a safe environment for children and young people
- Ensuring equipment is used safely and for its intended purpose
- Having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- Following our principles, policies and procedures including our policies and procedures for safeguarding and child protection, whistleblowing and online safety
- Staying within the law at all times
- Modelling good behaviour for children and young people to follow
- Challenging all inappropriate behaviour and reporting any breaches of the behaviour code to the relevant person (e.g. for schools, the Headteacher or, if the matter related to the Headteacher, the Chair of Governors; for wider Trust roles, the Director of HR)
- Reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures. This includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.

4. Respecting children and young people

You should:

- Listen to and respect children at all times
- Value and take children's contributions seriously
- Respect a young person's right to personal privacy as far as possible but never promise confidentiality to a child as child protection and safeguarding is of the utmost importance.

5. Diversity and inclusion

You should:

- Treat children and young people fairly and without prejudice or discrimination
- Understand that children and young people are individuals with individual needs
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the ODBST
- Challenge discrimination and prejudice
- Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable

6. Appropriate relationships

You should:

- Promote relationships that are based on openness, honesty, trust and respect
- Avoid showing favouritism
- Be patient with others
- Exercise caution when you are discussing sensitive issues with children or young people
- Ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in
- Ensure that whenever possible, there is more than one adult present during activities with children and young people
    - if a situation arises where you are alone with a child or young person, ensure that you are within sight or can be heard by other adults
    - if a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are and this has been pre-agreed in advance by the Headteacher or Designated Safeguarding Lead
- Only provide personal care in an emergency and make sure there is more than one adult present if possible, unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely and the appropriate documents of authorisation have been provided by the parent/carer.
- If an adult is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if an adult is concerned at any point about a fellow adult and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

7. Inappropriate behaviour

When working with children and young people, you must not:

- Allow concerns or allegations to go unreported

- Take unnecessary risks
- Consume alcohol or use illegal substances (or be under the influence of any substances) whilst working or whilst being responsible for students (whilst either on or off school/Trust premises)
- Smoke or vape whilst on school premises or whilst being directly responsible for and visible to students (for example whilst on a school trip)
- Develop inappropriate relationships with children and young people
- Make inappropriate promises to children and young people
- Engage in behaviour that is in any way abusive as identified in Keeping Children Safe in Education 2025
- Let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- Act in a way that can be perceived as threatening or intrusive
- Patronise or belittle children and young people
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

8. Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or that of our Trust to protect you. If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you might be asked to leave the Trust. Where necessary, if the incident demands it, the Trust will also make a report to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any breaches of this code, you must report them to the:

- School's Headteacher
- Chair of the Local Governing Body (if the breach relates to the Headteacher)
- Director of HR for the Trust, or
- Trust's Executive Safeguarding Lead

If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.

The school's Code of Conduct and appropriate appendix will be provided to new staff or adults working with children in school. It is recommended that staff and adults working in school are asked to review the code annually and invited to re-sign/confirm acceptance to reinforce the need for exemplary professional behaviour.

Appendix 1: Additional Statements for ODBST Staff

1. Professional Behaviour and Conduct

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

Many of the principles in this code of conduct are based on the Teachers' Standards.

All ODBST staff should:

- Understand the statutory frameworks they must act within;
- Place the safety and welfare of pupils above all other considerations;
- Treat all members of the school community, including pupils, parents, colleagues and governors with dignity, consideration, respect and tolerance;
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs;
- Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law;
- Where firmness/admonition is called for this should be exercised calmly;
- Never use inappropriate or offensive language in the school or Trust environments or when representing the school or Trust;
- Adhere to the principles and procedures contained in our safeguarding policies, in teaching and learning policies and for teaching staff the DfE Teachers' Standards;
- Exercise due confidentiality towards matters that are either discussed or overheard;
- Maintain high standards in their attendance and punctuality including being punctual and well-prepared, being ready to teach/ support promptly at the very beginning of every lesson or at the start of their working hours;
- Carry out all tasks to the best of their ability, taking pride in their work;
- Ensure that all absence is genuine;
- Demonstrate a clear understanding of and commitment to non-discriminatory practice;
- Recognise the power imbalances between pupils and staff, and different levels of seniority of staff and ensure that power and authority are never misused;
- Have a proactive approach to safeguarding (all staff have regular safeguarding training and must be alert to, and report appropriately, any behaviour that may indicate that a child is at risk of harm);
- Know the procedures for dealing with and reporting safeguarding concerns (see Safeguarding Policy for detail);
- Never condone inappropriate behaviour by pupils, staff or other adults working with children;
- Take responsibility for their own continuing professional development;
- Refrain from any action that would bring the school or trust into disrepute;
- Value themselves, taking care of physical and mental wellbeing, including maintaining a healthy work/life balance;
- Seek appropriate support for any issue that may have an adverse effect on their professional practice;
- When necessary, access counselling and support, which can be provided internally or externally through our Employee Assistance Programme. Trade Unions can also provide support and advice for their members;

- Share a responsibility to look after the resources of the school/Trust and exercise due financial care; not wasting resources unnecessarily (including resources such as heat/light), following the principles of sustainability - 'reduce, re-use, recycle' where appropriate;
- Be aware of how to record/report concerns of 'whistleblowing' (see Whistleblowing Policy for further details).

2. Dress and Appearance

Staff should ensure that they are dressed and present in a manner that is suitable and professional, taking into account their position as role models for the pupils in the school. Staff should ensure:

- Outfits are not overly revealing
- Clothes and body art (including but not limited to tattoos) do not display any offensive or political slogans/images
- They wear appropriate clothing/footwear for leading and supporting PE sessions, outdoor learning etc
- They are respectful of the different cultural and religious backgrounds of the pupils and adults in our schools
- They confirm expectations with their headteacher if they have any questions regarding suitable attire for the role they have been recruited for.

ODBST is committed to promoting diversity and will therefore respect individual preference in terms of customs, culture and tradition. However, the style of dress or appearance should not interfere with the key role of teaching and learning, modelling and demonstrating and providing a role model for our pupils.

3. Relationships with Pupils

All staff should observe boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

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

- This takes place in a public place that others can access
- Others can see into the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible. Where this is required and is essential, the Headteacher or school's/Trust's DSL should be informed prior to any contact taking place. Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable unless agreed in advance by the Headteacher (this may be a small gift for all children in the class, not an individual gift).

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

4. Relationships with Parents/Carers

Staff should aim to create a welcoming and open relationship with parents and carers. All parental/carer concerns should be treated seriously and dealt with promptly.

5. Physical Contact with Pupils

All school staff should:

- Avoid inappropriate physical contact with pupils;
- Ensure that the safe handling practices of Step On or similar professional methods as advised for MK schools are put into practice if physical intervention/restraint is required.

There are times in a non-restraint context when physical contact between a pupil and a member of staff may be deemed appropriate. These situations will be in a caring context when pupils need reassurance or support. It is important that the member of staff assesses the 'reasonableness' of their actions taking the following in account:

- The age of the pupil;
- The severity of the distress of the pupil;
- The knowledge of the individual child;
- The relationship that exists between the member of staff and the pupil
- The situation for such contact including seeing pupils on your own, after school or in isolated situations

The level of contact used should be the minimum necessary to achieve the desired outcome.

Due care needs to be taken to ensure that this supportive contact is agreed and open, with the circumstances in which this takes place clear to all concerned.

6. Transporting Pupils

The transportation of pupils within staff/teachers' cars for professional purposes is only to take place with permission from the parent/carer of the child. Where possible the staff member teacher should transport more than one child rather than a pupil on their own. Where an individual child needs to be transported, the staff member must be accompanied by a colleague. Transporting of children should always be discussed and agreed in advance with the Headteacher/DSL. Staff should refer to the Driving at Work policy in this eventuality.

7. Photography, Video and Images of Pupils

All staff should:

- Take images of pupils and/or staff only for professional purposes in accordance with the trust's policy and with the knowledge of the Senior Leadership Team on school/Trust owned devices (not personal devices);
- Ensure that photographs are stored only in the appropriate file on the school/trust network; Ensure that only pupils who have had consent given by their parents/carers are included in photographs;
- Ensure that only photographs containing pupils whose parents/carers have given their consent are placed on the school website and given to third parties;
- Use only school tablets, cameras and other recording devices to record images or videos.

8. E-Safety

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they are advised to not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead and set public profiles to private.

Staff should not attempt to contact pupils or their parents/carers via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that could identify children who are pupils at the school without their consent. Staff should be aware of the school's e-safety policy.

All staff should:

- Ensure that all electronic communication with pupils, parents, carers, staff and others is compatible with their professional role and in line with trust policies;
- Use trust ICT systems, equipment/ resources for trust business only; this includes school email addresses;
- Not talk about their professional role in any capacity when using social media such as Facebook and YouTube.
- Not normally become 'friends' with parents of school pupils on social networking sites such as Facebook;
- Not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with their professional role;
- Not use social networking sites linked to the school to express personal views without making clear if necessary, that those views are their own not those of their employer;
- Not give out their own personal details, such as mobile phone number, personal email address or social network details to pupils, parents, carers and others;
- Not disclose any passwords and ensure that personal data is kept secure and used appropriately.

9. Acceptable Use of Technology

In addition to the above, staff are reminded of the Acceptable Use of IT agreement that has been provided to all staff. This agreement includes, but is not limited to the following:

- Staff will not use technology in school or belonging to the school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.
- Staff will not use technology in school or belonging to the school to view personal email or social media accounts. School equipment must not be used for personal use.
- Staff may only access/use personal devices in the school agreed areas.

As part of our commitment to the safety and welfare of children, we have the right to monitor emails and internet use on the school IT system.

10. Low Level Concerns and allegations

Staff should report any low-level concerns or allegations to the Designated Safeguarding Lead and/or Headteacher. Low-level concerns will be handled in accordance with the Low-Level Concerns policy. Allegations may be handled under the Conduct and Discipline policy.

11. Conduct Outside of Work

Staff will not act in a way that would bring the school, the Trust or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, substance abuse as well as negative comments about the school or Trust on social media.

12. Confidentiality

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

This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in the Child Protection and Safeguarding Policy.

13. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role at all times. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes. Any gifts received should be declared and, if they meet the threshold contained in the Trust Financial Manual, recorded on the gifts and hospitality register.

Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

14. Conclusion

By adhering to this code of conduct, staff can be assured that they are playing their part in safeguarding pupils and protecting themselves.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Appendix 2: Additional Statements for Other Adults Working with Children In Schools (Non-Staff)

1. **Policies**

   Volunteers will follow all school rules and policies and detailed on the front sheet of this policy document. Copies of the school policies are available on the school website or via the school office on request.

2. **Confidentiality**

   Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the school/Trust. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

   If volunteers have concerns, they should raise these with the appropriate member of staff. They should not discuss them with pupils or parents.

   This does not prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

   If concerns relate to safeguarding, volunteers must follow the guidance in our safeguarding and child protection policy, and inform the designated safeguarding lead (DSL).

   If concerns are related to whistleblowing, volunteers must follow the guidance in our whistle-blowing policy.

3. **Professional conduct**

   - Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the Headteacher.
   - Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they are working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.
   - Volunteers must conduct themselves in a professional manner at all times. This includes:
     - Dressing in a way that is professional and appropriate to the work they are doing
     - Refraining from using inappropriate language
     - Setting an example for pupils by acting in a way that reflects the school's ethos and values
     - Behaving in a way that is appropriate for the role they are undertaking
     - Ensuring that comments, including those made on social media, do not bring the school into disrepute
   - Volunteers must not give gifts to pupils. Volunteers must not accept gifts from pupils, the exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".
   - Volunteers must not transport pupils in their own cars unless specific written arrangements have been made with the school, and the pupil's parents/carers have consented.

- Parent/carer volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.
- If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed.

4. Safeguarding

- Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should follow the school's safeguarding procedures for reporting a concern to the designated safeguarding lead (DSL) or deputy DSL.
- Volunteers should refrain from all physical contact with pupils.
- Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
    - Exchanging contact information
    - Making contact with pupils outside of school, including on social media
    - Arranging to meet pupils outside of school
- It is not appropriate for volunteers to use their personal mobile phones whilst working with children on site.
- It is not appropriate for volunteers to take any photos of pupils unless instructed to do so by their supervisor on a school device.

5. Health and safety

- Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency situation where none of the school staff or designated first aiders are available.
- Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge/lanyard at all times.

By adhering to this code of conduct, staff can be assured that they are playing their part in safeguarding pupils and protecting themselves.

Failure to adhere to this code of conduct may result in the review of the placement which could result in the placement being terminated.