



Code of Conduct for Staff and Volunteers

Policy Number:	
Approval date:	
Review date:	

Adopted by the Board of Trustees/Governing Body

Signed Chair of Governors	
Signed Chair of Trustees	
Signed CEO	

The review of this policy will be as and when required in response to national requirements and in light of continuous school based monitoring and evaluation data.

WMPS Staff and Volunteer Code of Conduct

Watling Meadows Primary School

Professional Expectations for All Adults Working With or On Behalf of Children

1. Purpose of This Code

This Code of Conduct sets out the standards of professional behaviour expected from all staff, governors, volunteers, contractors and any adult working in or on behalf of WMPS. It ensures that:

- Children are safeguarded at all times (a statutory duty under **KCSIE 2025**) [\[linkict.co.uk\]](https://linkict.co.uk)
- Adults act as positive role models, consistent with our relational ethos and *Be Kind, Be Safe, Be Yourself* values [\[ed.gov\]](https://ed.gov)
- Trust is maintained between staff, pupils, parents, and the wider community
- The reputation and integrity of WMPS is upheld both inside and outside school

Adherence to this Code is a **condition of working at WMPS**, and all staff/volunteers must read, understand and sign to confirm compliance.

2. Safeguarding and Professional Responsibility

Every adult in school has a duty to:

- Prioritise the **welfare and safety of pupils** at all times, in line with KCSIE 2025. [\[linkict.co.uk\]](https://linkict.co.uk)
- Maintain appropriate **professional boundaries**, including avoiding over-familiarity and adhering strictly to safeguarding procedures.
- Report any safeguarding concern **immediately** to the DSL via CPOMS, including low-level concerns about adults. [\[ed.gov\]](https://ed.gov)
- Never ignore or downplay concerns about a child or another adult.

Safeguarding is everyone's responsibility — no exceptions.

3. Confidentiality and Information Handling

Confidentiality is **critical** to safeguarding and professional integrity.

All adults must:

- Treat all information about pupils and families as **strictly confidential**, in line with the WMPS Safeguarding Policy and KCSIE confidentiality expectations. [\[ed.gov\]](https://ed.gov)
- Share information **only** with appropriate professionals and only on a *need-to-know* basis.
- Never discuss school matters, pupils or families in public places, online spaces, or with individuals without authorisation.
- Follow GDPR and school data protection procedures.

Breaches of confidentiality may result in disciplinary action.

4. Conduct, Behaviour and Professionalism

Staff and volunteers must:

- Model respectful, calm, consistent behaviour at all times, in line with the Paul Dix relational approach. [\[ed.gov\]](https://www.ed.gov)
- Uphold the highest standards of honesty, integrity and fairness.
- Ensure that language and behaviour reflect WMPS values and never undermine the dignity of a child.
- Avoid behaviour that could be misinterpreted or that places themselves or others at risk.

All adults must dress appropriately, behave professionally and demonstrate good judgement.

5. Digital Conduct, Social Media and Online Safety

All adults must follow statutory online safety expectations, including:

- Understanding their roles in online safeguarding as outlined in KCSIE 2025. [\[linkict.co.uk\]](https://linkict.co.uk)
- Ensuring no personal online activity compromises the safety or reputation of WMPS.
- **Never posting derogatory, critical or damaging comments about WMPS**, its pupils, staff or families on any social media platform.
- Never sharing confidential, identifiable or sensitive information online.
- Using only school-approved systems for communication relating to pupils.
- Never engaging in online contact or social media communication with pupils.
- Following all expectations under the **Online Safety Act 2023** regarding harmful and illegal content. [\[theeducati...people.org\]](https://theeducati...people.org)

Staff must maintain **clear professional boundaries** online at all times.

6. Mobile Phones and Personal Devices

Staff and volunteers must:

- Keep personal phones **switched off or out of sight** during contact time with pupils.
- Never use personal devices to photograph, record or contact pupils.
- Adhere to WMPS mobile phone/device policy and safeguarding expectations. [\[ed.gov\]](https://www.ed.gov)

School devices must be used professionally and securely.

7. Physical Contact and Positive Handling

- Any physical contact must be appropriate, necessary and child-centred.

- Physical intervention may only be used by trained staff and only as a **last resort** (Team Teach approach).
- Staff must follow the WMPS Positive Handling Appendix.

All incidents must be reported immediately.

8. Low-Level Concerns and Allegations Against Staff

WMPS follows KCSIE 2025 guidance on:

- Managing **low-level concerns** transparently and proportionately
- Reporting all concerns about adults to the Headteacher (or Chair of Governors where the concern relates to the Headteacher)
- Keeping detailed written records and acting swiftly to protect children
[\[linkict.co.uk\]](https://linkict.co.uk)

Failing to report concerns is a breach of safeguarding responsibilities.

9. Use of School Premises, Equipment and Resources

Staff must:

- Use school equipment responsibly and for professional purposes only
- Not remove or share confidential materials without authorisation
- Follow cyber-safety expectations, including NCSC password and device advice endorsed by Warwickshire guidance [\[acornsprimary.co.uk\]](https://acornsprimary.co.uk)

10. Working with Parents, Carers and the Community

Staff and volunteers must:

- Communicate in a professional, respectful and timely manner
- Uphold the school's reputation at all times
- Support the school's vision, values and safeguarding principles
- Never share personal opinions, grievances or criticisms of WMPS with parents or on public platforms

11. Commitment to Equality, Inclusion and Respect

All members of the WMPS community must:

- Treat every child and adult with dignity and fairness
- Challenge discriminatory behaviour or language
- Promote inclusion in line with the Equality Act and WMPS values

12. Compliance and Accountability

Breaches of this Code of Conduct may:

- Result in disciplinary action
- Lead to referral to external safeguarding bodies (e.g., LADO, DBS, police) where appropriate
- Lead to withdrawal of volunteer placement

All adults must understand that their behaviour, both inside and outside school, reflects on WMPS.

Staff & Volunteer Agreement

I confirm that:

- I have read, understood and agree to follow the **WMPS Staff & Volunteer Code of Conduct**,
- I understand my safeguarding responsibilities under **KCSIE 2025**, the **Online Safety Act 2023**, Warwickshire guidance and WMPS policies,
- I agree to uphold the highest standards of professional behaviour, safeguarding vigilance and confidentiality.

Name: _____

Role: _____

Signature: _____

Date: _____

WMPS Volunteer Code of Conduct (Simplified Version)

Watling Meadows Primary School

Thank you for volunteering at WMPS. You play an important part in helping our children feel safe, valued, and supported. To keep everyone safe, we ask all volunteers to follow this Code of Conduct.

1. Safeguarding Comes First

- The safety and wellbeing of children always comes before everything else.
- If you ever see or hear something that worries you about a child, **tell the Designated Safeguarding Lead (DSL)** or a member of staff straight away.
- Do not try to deal with concerns yourself — always pass it on.

(All volunteers follow school safeguarding procedures as required under KCSIE 2025.)

2. Confidentiality

- Anything you see, hear, or read about children in school is **private**.
- Do **not** discuss children or staff outside school or with other parents.
- Never share information on social media or messaging apps.
- If someone asks you about a child, direct them to a member of staff.

(Confidentiality is essential for safeguarding and required by school policy.)

3. Professional Behaviour

- Be calm, polite, and respectful towards all children and adults.
- Follow staff instructions and the routines in the classroom.
- Avoid physical contact with pupils unless a member of staff says it is appropriate (e.g., helping with an activity).
- Never be alone with a child unless a member of staff has asked you to supervise briefly in a visible area.

(We expect all adults to model the relational values in our Positive Relationships Policy.)

4. Social Media and Online Behaviour

Volunteers must **not**:

- Post negative or critical comments about the school, staff, pupils, or families on social media.
- Share photos, videos, or information about pupils online.
- Communicate with pupils through social media, messaging or gaming platforms.

(The school follows online safety expectations in line with KCSIE and the Online Safety Act 2023.)

5. Mobile Phones and Devices

- Please keep your phone **switched off or out of sight** during your volunteer time.

- Do **not** take photos, videos, or recordings on personal devices.
- If you need to make or take an urgent call, speak to a member of staff first.

(These rules come from the school's safeguarding and mobile device policies.)

6. Following Staff Guidance

- A teacher or class staff member will always lead learning and behaviour management.
- If you are unsure about what to do — **ask**.
- Never challenge a child's behaviour without staff instruction.
- Use positive language and encourage kind, safe behaviour.

(This reflects the relational approach in our Positive Relationships Policy.)

7. Boundaries and Safety

Volunteers must not:

- Give pupils gifts, sweets, or personal items.
- Share personal information (e.g., phone number, social media).
- Take pupils anywhere outside the classroom unless directed.
- Use physical intervention — this is for trained staff only.
- Engage in any behaviour that might be misinterpreted.

8. If You're Unsure — Always Ask

There are no silly questions. Staff are here to help.

If you feel uncomfortable about anything you see or hear, speak to the DSL, Headteacher, or class teacher immediately.

Volunteer Agreement

I agree to:

- Follow the WMPS Volunteer Code of Conduct
- Keep all pupil information confidential
- Put the safety and wellbeing of children first
- Act professionally and respectfully at all times
- Follow safeguarding and staff guidance
- Never post anything negative or confidential about WMPS online

Name: _____

Signature: _____

Date: _____