

# Staff Code of Conduct (Staff Behaviour Policy)

Effective from: September 2025

Authorised by: Mary Fysh; Principal, Sarah Tapp; Head and Martin Ayres; Chair of Advisory Body

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## STAFF CODE OF CONDUCT

### RATIONALE

The leaders of Avenue Pre-preparatory school and nursery are committed to the provision of high quality education for all children at the school underpinned by effective arrangements for safety and security. In recruiting and selecting its staff and contractors the school maintains a clear expectation that the commitments to high quality education and pupil safety are fully shared and are exhibited in daily practice. As a school there is an explicit expectation that all children placed at the school will be treated with equal respect reflecting the multi-ethnic society in which the school operates and the drive to actively promote good values of tolerance, rule of law, democracy and opportunity. This Code of Conduct forms a central part of the school's contract with staff and is part of a whole-school approach to maintaining good behaviour and discipline and an excellent learning environment for all. All staff working at the school have a duty to apply the code in full and specifically to protect children from any form of bullying, abuse and to actively promote their wellbeing at all times. The good conduct of staff is seen as essential in achieving best outcomes for children and the role of staff in 'modelling' good conduct is seen as a vital ingredient in meeting commitments and making the school a happy place for everyone concerned.

Every member of staff must read this code of conduct in conjunction with the School's other key policies, as listed in this document.

This Code of Conduct applies to all staff who are employed by the School, whether teaching staff or not, and any work experience students who are visiting the School for a short period of time. Staff should be aware that their behaviour and motivation, based on these principles of good practice, will be included as part of staff appraisal and will be an important consideration in evaluating performance. In this connection, all staff are expected to behave in ways that are professional, do not include inappropriate communications and are respectful to colleagues and school leaders at all times.

### PUNCTUALITY AND TIMEKEEPING

Punctuality is key to the running of the School and staff must be on the School premises by 8.00am at the latest. PPA and lunch times are to be spent on School premises.

Staff appointments are to be arranged, whenever possible, to take place during School Holidays. When this is not possible, the member of staff should notify the Principal of an appointment and note it in the School Diary, kept in the Office, to enable suitable cover arrangements to be made if required.

### SETTING AN EXAMPLE AND PROMOTING AWARENESS

All staff who work in schools must set good examples of behaviour and conduct. All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same. Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property

and facilities. They must also avoid putting themselves at risk of allegations of unprofessional conduct or inappropriate contacts with children.

Our curriculum and pastoral systems are designed to foster the spiritual, moral, social and cultural development of all our pupils. All our teaching staff play a vital role in this process, helping to ensure that all our pupils relate well to one another and feel safe and comfortable within the school.

We expect all the teaching staff to lead by example, and to play a full part in promoting an awareness amongst all our pupils, that is appropriate to their age, on issues relating to equality of opportunity, health, safety and well-being. All the staff, including all non-teaching staff, have an important role in insisting that our pupils always adhere to the standards of behaviour set out in our behaviour policy and in enforcing our anti-bullying policy.

Time is allocated in PSHE, Assembly and Circle time to discuss what constitutes appropriate behaviour and on why bullying and lack of respect for others is never right. The school actively promotes discussion on age-related aspects of equality, tolerance and school values. In this connection, assemblies, drama and RE lessons are used to promote tolerance and mutual respect and understanding. We use opportunities, such as the annual National Anti-Bullying week and the annual Safer Internet Day to teach about the unacceptability of bullying and abusive behaviour and to promote the safe use of the internet, inside and outside school.

## STAFF TAKING MEDICATION OR OTHER SUBSTANCES

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking medication which may affect their ability to care for children they must seek medical advice. The School will ensure that such practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair the staff member's ability to look after children properly. Staff medication on the premises must be securely stored and out of reach of children at all times. Where there is any doubt about the personal use of medication the member of staff must discuss with the Principal (within the rules of confidentiality).

## INTERACTION WITH PUPILS

Staff need to ensure that their behaviour does not inadvertently generate a situation which may cause them to be open to allegations of making inappropriate contacts with children or abuse. They need to treat all pupils with respect and try, as far as possible, not to be alone with a child. Where this is not possible, for example when accompanying a child to the toilet, it is important to ensure that another member of staff is nearby. Any physical contact should be the minimum required for care, instruction or restraint. Staff must never take a pupil in his/her car.

Communication between pupils and staff by whatever method, should only ever take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, emails, digital cameras, videos, webcams, websites and blogs. Adults should not share any personal information with any of the children or their parents. They should not request or respond to any personal information from the child, other than that which might be appropriate as part of their professional role.. Adults should ensure that all communications are transparent and open to scrutiny.

No member of staff should either tutor or babysit a child within the school outside school hours.

## PHYSICAL INTERVENTION

Corporal punishments of any kind are not permitted by law. Physical intervention is described as direct physical contact between persons, where reasonable force is positively applied against resistance to either restrict movement or mobility or to disengage from harmful behaviour displayed by an individual. It can only be used in prescribed circumstances, in

order to avoid harm or the immediate danger of personal injury. It should only be used to prevent serious harm. The School runs a “Physical Intervention” training session for all members of staff to ensure they remain informed and up to date on physical intervention protocols..

All instances of physical intervention must be recorded – see Appendix 1 of the School’s Behaviour Management Policy for the relevant form. The record must give the date and time of the incident and include details of the child concerned, the adult involved, brief details of the circumstances which led to the necessity for physical intervention.

Parents must be informed of the incident on the same day or as soon as reasonably practicable.

## WHERE A MEMBER OF STAFF HAS CONCERNS ABOUT A PUPIL

If a teacher or other member of staff has concerns about any pupil or incident that are connected to welfare or child protection issues, he or she must report them as soon as possible to the DSL, DDSL or to the Head. Every member of staff must be fully aware of the School’s Child Protection and Safeguarding procedures as specified in the relevant policies. All staff must also have read Part 1 of *Keeping Children Safe in Education (September 2023)* and Annex Ah. Staff should also be aware of the school’s guidance with regard to counter-bullying, including issues associated with child-on-child abuse. (Please see separate guidance and Child Protection Policy). The school also operates a ‘low concern’ reporting policy to enable staff to raise issues with school leaders without recrimination. The aim is to ensure that the needs and interests of pupils at the school are kept to the fore at all times. Staff should make sure they are aware of this policy and the school’s whistle-blowing arrangements.

## COMMUNICATION WITH PUPILS AND PARENTS

Staff must not give their personal mobile phone numbers or email addresses to pupils or parents, nor communicate with them by text message or personal email. If they need to speak to a parent by telephone, they must use one of the school’s telephones and email using the school system or from their School email address.

A member of staff who uses the whistle-blowing procedure is entitled to have his/her name protected from being disclosed by the Principal /Head to the alleged perpetrator, without his/her prior approval. However, it has to be recognised that his/her evidence may be required by the Police to be used in any criminal proceedings. Please see Whistleblowing policy

## MOBILE PHONES

Staff must not use their mobile phones during lessons and should not make or receive calls at any time when they are either teaching or supervising the children. It is strongly recommended that mobile phones are left in the secure staff lockers in the staff room during the day.

In particular, work experience students or volunteers must leave their mobiles in the staff room and not use them whilst with the children.

School authorised cameras are readily available for use throughout the School and therefore mobiles must not be used to photograph the children, for example, on School trips. Only school supplied SIM cards can be used in the cameras. Only school IT equipment can be used to download images from SIM cards. Please see the school’s IT acceptable Use Policy.

## ACCESSING SOCIAL NETWORKING AND OTHER SUCH SITES ON SCHOOL COMPUTERS

The accessing of social networking sites such as ‘Twitter’ or ‘Facebook’ is prohibited on the School premises. Under no circumstances must a member of staff give his/her social media details to any parent or child in the school. Please see the school’s IT Acceptable-Use Policy.

## WHISTLE-BLOWING

If a teacher or member of staff has concerns about the behaviour of another member of staff towards a pupil, he or she must report it at once to the Principal or Head. Any concern will be thoroughly investigated under the school's whistle-blowing procedures. If there is evidence of criminal activity, the Police will always be informed. Wherever possible, and subject to the rights of the pupil, the member of staff will be informed of the outcome of the investigation. No one who reports a genuine concern in good faith needs to fear retribution. Please see whistle-blowing policy.

## NEW MEMBERS OF STAFF

Every new member of staff will be allocated a mentor in the School who will be responsible for his/her induction. The new staff member will be enrolled into the online training run by Educare for Education – The following programmes should be completed as part of the Induction Process:

- Child Protection and wider safeguarding issues (with reference to the most recent statutory guidance)
- Preventing Bullying and guidance on Child on Child abuse
- Food Hygiene and Safety
- First Aid Essentials
- Health and Safety in Education
- Fire Safety in Education
- IT Acceptable use and Data Protection
- Equal opportunities policy
- Low level concerns policy
- Whistle-blowing policy

The mentor should assist the new joiner to complete the “Induction of New Staff” form. In addition, the “Induction Training Record” (appendix 1) should be completed and returned to the School Office.

## CODES OF CONDUCT issued by DfE and professional bodies

Teachers must adhere to codes of conduct issued by the DfE, and professional teaching bodies.

## PROCEDURE FOR UPDATING THE CODE OF CONDUCT

The Code of Conduct will be reviewed annually and updated, as necessary, before being sent to the Principal for approval. If DfE Guidance or other legislation is produced between review dates, the Code of Conduct will be amended then if required.

## DRESS CODE

All staff are expected to dress professionally and appropriately with regard to the type of activity required of them with their classes. Smart trousers and jeans are acceptable but very short skirts and shorts are not. Likewise short tops which expose bare midriffs. Special regard should be given to certain more formal occasions such as the New Parents' evening, Parent consultations, PTA events and the School / class photograph.

**Appendix 1 – INDUCTION TRAINING RECORD** To be completed by the staff member & handed into the School Office.

## NEW STAFF INDUCTION

All new joiners to the Staff at The Avenue Nursery and Pre-Prep School will be assigned a mentor who will assist, guide and support the new member of staff during the first term. After this, help and advice can always be sought from the Head and Principal and from the Designated Safeguarding Lead, Sarah Tapp. Assistance and information relating to many areas can always be sought in the school office.

**Staff Name:**

**Mentor:**

Date & indicate if received/done

Access given for the following	School email address and google drive access	
	Staff Handbook (on google drive)	
	MIS - ScholarPack sign in and access	
	Educare	
	Tapestry	

## SAFEGUARDING

Designated Safeguarding Lead (DSL) is Sarah Tapp [saraht@avenuepreprep.co.uk](mailto:saraht@avenuepreprep.co.uk)

Designated Safeguarding Lead (DDSL) is Anca Covaci [ancac@avenuepreprep.co.uk](mailto:ancac@avenuepreprep.co.uk)

Read, date and sign when done

Access given for the following	Keeping Children Safe in Education (KCSIE) Part 1 & completed Part 1 Questionnaire	
	Have you completed the online Safeguarding Training (Educare)	
	Child Protection Policy and Educare Training or equivalent	
	Acceptable Use Policy	
	Whistleblowing Policy	
	Please <a href="#">follow this link</a> for Cyber Attack Awareness	
	GDPR	
	Risk Assessment Training and Responsibilities	
	First Aid – Educare Training or equivalent	
	Fire Training – Educare Training or equivalent	

**The following must be read by all new members of staff as part of their induction.  
All policies are available either in google drive &/or school website.**

<b>Policies and Procedures</b>	<b>Tick when completed</b>	<b>Policies and Procedures</b>	<b>Tick when completed</b>
Assessment and Recording		Lock Down Procedure	
Attendance		Low Level Concerns	
Behaviour Management		Fire Policy and Procedure	
Child Protection (Safeguarding)		Marking Policy	
Code of Conduct of Staff		Missing Child	
Counter Bullying		Online Safety	
Collection of Children		Parental Complaints	
Confidentiality		Photography	
Disability		Privacy Notice (GDPR)	
EAL		Risk Assessments	
Employee Grievance Procedure		Risk Assessment procedure	
Fire Precautions		Role of Designated Safeguarding Lead	
First Aid		SEND	
Health and Safety		Uncollected Children	
Intimate Care		Whistleblowing	

## Educare Online Training

### **Welcome to Online Training provided by TES Development**

The Avenue Pre-Preparatory School holds a Licence to access online training programs which have been developed by Tes Development, in collaboration with the Kidscape, 4Children, Family Lives, Bullying UK and YMCA Training, amongst others. The courses have been independently certified for CPD at one hour per module. You will be sent an email invitation to access these courses online.

**All** members of staff are required to access the training on a regular basis by using the "My Programs" link to the left. Please access any programs which you may not have completed yet and staff will receive a Certificate on the successful completion of the training. All new staff will be assigned specific courses to be completed within a specific time frame.

## The Avenue Pre Preparatory School & Nursery

### ICT Equipment Loan Record

Record below of all ICT equipment and accessories on loan to me by the school:

Item	Serial Number	Date Received	Date Returned
Laptop			
iPad			
Item (Fob/Key)	Issued	Date Received	Date Returned
Fob			
Key			
<p>By signing this document I acknowledge I have read and understood and will abide by the Acceptable Use Agreement. In addition, I agree to return all school property when I cease to be employed by the school.</p>			

Staff Name

Signature

Date



Check List - Signed off with your mentor	done ✓
<b>Staff Notice Board</b> Please read all safety notices and information about child protection	
<b>Locker and Key</b> Personal belongings, lockers	
<b>Doors</b> Front door - Setting alarm Back door – secure, Shed door – code etc.           Side door – locking properly and keypad.	
<b>School email address</b> Parents must <b>never</b> be emailed/phoned from personal address or personal mobile. School sign off template	
<b>Use of Internet based platforms/MIS</b> Access and using ScholarPack, GDPRis, Google Drive, Tapestry, Parent Portal, Letter join, Letterland, Hamilton, Jigsaw, Twinkl, Letterland, Purple Mash,	
<b>Mobile phones &amp; Wifi</b> Must not be used when staff are either teaching or supervising children, or to photograph the children. We advise that mobiles are left in the staffroom during the day.	
<b>Working after school hours</b> Tell others when leaving. If the last to leave, turn lights off, set alarm and double lock side door and front door. If alone, make sure someone/anyone knows you are here!	
<b>Security plus Door and Gate Duty</b> Fob allocation Explain the procedure	
<b>Signing in and out register</b> Staff leaving during the day. Visitors – ID checks and sign in and out	
<b>Signing Children in/out</b> Children late to school or leaving early. Double check the name of the person collecting where appropriate! Change of person collecting etc.	
<b>First Aid</b> Consents / EpiPen and Inhalers / Administering Medication / Illness & accidents in school	
<b>Fire and Evacuation Procedures</b> What to do in the event of a fire or intruder in school. Familiarise yourself with procedures and exits.	

<b>Breaks</b> Coffee breaks and lunch	
<b>Photocopy Room / Staff Room</b> Photocopy machine, using and changing ink. Binder and laminator - using Printer – changing cartridges	
<b>IT Equipment</b> Allocation, Acceptable Use Agreement	
<b>Stocks and stores</b> Ordering process & expense claims	
<b>In Classroom Setting – EYFS</b> Mobile phones must not be used. Cameras/tablets to be used for photographs	