

Code of Conduct

Formally adopted by the Governing Board of:-	Halcyon Federation
Chair of Governors:-	Holden Cook
Brought to Governors & adopted on:-	
Last updated	May 2025



HALCYON

OUR VISION

Our school and curriculum empower staff and pupils to be advocates and agents of change for a more sustainable world.

OUR MISSION

- We are imaginative: we dream, read and travel.
- We are inquisitive: we listen, question and challenge.
- We are disciplined: we improve, hone and practise.
- We are collaborative: we share, connect and support.
- We are persistent: we dare, struggle and stick at it.

OUR AIMS

- Prioritise mental health and wellbeing
- Help everyone find joy in learning, feel safe to make mistakes and know when they are successful
- Have a curriculum that represents local, national and global diversity
- Recognise everyone's role in the future of the world and its climate
- Make a place where difference and diversity are valued
- Link learning to the world of work
- Make pupil, family and staff voices integral to our planning
- Nurture creativity through the arts
- Develop a culture of reading for pleasure
- Ensure our pupils play safely, demonstrate our school values and build resilient friendships



HALCYON

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Introduction

The governing body is required to set out a Code of Conduct for all employees. The following code has been negotiated with trade unions and is recommended for adoption by the governing body.

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal. In the event of safeguarding concerns, Keeping Children Safe in Education and NCC LADO policy will be followed.

Purpose and Principles

This Code of Conduct is designed to give clear guidance on the high standards of behaviour all staff are expected to follow themselves and observe of others. Staff are in a position of influence and must adhere to high standards of behaviour, which set a positive example to all children and families within the setting. All staff must demonstrate our school values and work together to achieve the schools agreed Mission, Vision and Aims.

The Halcyon Code of Conduct applies to:

- all staff who are employed by the setting

External members of staff are governed by their own Code of Conduct, specifically:

- staff who are centrally employed by the Local Authority
- school meals staff employed by an external contractor
- employees of external contractors and providers of services



Setting an Example

3.1 All staff who work in our setting set examples of positive behaviour and conduct which should be modelled to pupils at all times.

3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our children to do the same.

3.3 All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct, by following the Code of Conduct and related policies.

3.4 All visitors to the school will be expected to demonstrate school values and follow safeguarding and confidentiality guidance. Failure to do so may result in removal from the school site.

3.5 This Code helps all staff to understand what behaviour is and is not acceptable.

3.6 All staff must be aware of the following policies/procedures;

- Safeguarding and Child Protection
- Relationships (Behaviour) policy
- Bullying and Harassment policy
- School Mission Vision and Aims
- School Charter
- Whistle blowing
- Confidentiality
- Intimate care
- Health & Safety
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings
- Personal Electronic Devices Guidance (At end of this policy)
- Acceptable Use Agreement
- Capability procedures

Safeguarding Children

All staff have a duty to safeguard children from all abuse, including but not limited to:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Domestic abuse
- Neglect
- Child on child abuse
- Bullying
- Child Criminal Exploitation (CCE)
- Radicalisation
- Female Genital Mutilation (FGM)
- Prevent Sexual Harassment

4.2 Safeguarding children includes the duty to report concerns about a pupil to the Designated Safeguarding Leads (DSL) within our setting.

4.3 All staff are provided with personal copies of the setting's Safeguarding and Child Protection Policy and Whistleblowing Procedure. It is your professional obligation to ensure these documents have been read at the beginning of each academic year, alongside Keeping Children Safe in Education (Part One and Annex B) and your annual Prevent Training. Governors, leaders and Designated Safeguarding Leads must be fully apprised of the whole document.

4.4 All staff must take care of children under their supervision, prioritising their safety and welfare. Staff need to ensure that they have read, understood and will follow the agreed policies.

Child Development

5.1 Staff must comply and contribute to the setting's policies, procedures and mission, vision and aims that support the well-being and development of all children including the intentional demonstration and teaching of the school values.

5.2 Staff must cooperate and collaborate with colleagues and with external agencies where necessary to support the development of children in our mission.

5.3 Staff must follow reasonable instructions that support the development of children and proactively engage in improving our system to that end.

Physical Contact

There may be an occasion within our educational setting when physical contact or intervention is required and the reasons for this can differ. If a child needs intimate care or support, professionals should ensure that they have read and understood the intimate care policy, keeping both children and adults safe. At times, physical intervention may be required, please read onward points from 6.1. Staff must be aware that any physical contact can place them in a vulnerable position and so should ensure they have engaged with and read the appropriate policies, whilst communicating with the appropriate professionals within school. If staff engage in physical contact with a child that is not previously agreed upon, they must ensure that this is logged as a self-disclosure on CPOMS, this ensures that we accurately document and record any interaction, safeguarding all parties involved and quality assuring professional judgements. A verbal request should always be the first tool. Physical interventions should not be used as an ongoing strategy to manage a student - once an intervention has taken place plans must be made with the child and their family to gather their voice to find another appropriate strategy.

Physical contact will likely align with one of these areas:

6.1 Action to prevent harm

On rare occasions, staff may have to use physical contact as part of a non-restrictive or restrictive physical intervention, in line with the use of Norfolk Step On and Step Up. Physical intervention can be used by staff if a child is presenting with behaviour that will cause an actual or foreseeable risk of harm towards themselves or others. The use of physical interventions will be included in pupil's individual risk assessments if this is a known presentation, but can be also used in emergencies when it is reasonable, proportionate and necessary to do so. Any use of physical intervention will be recorded through our school systems of CPOMS and reporting to a DSL.

6.2 Comforting a child in distress

Professional judgement must be applied when using physical contact to comfort a child in distress, with staff contextualising the situation to the age, stage and needs of an individual child. Staff must be aware of how others may see their actions and ensure they are able to redirect children to be comforted appropriately, this includes but is not limited to: Using a 'safe school side hug' (Norfolk Step On non-restrictive intervention) if a child approaches you seeking comfort. If a child attempts to sit on your lap, you must redirect them to sit on their own chair or on the floor next to you. It is **never** appropriate for a child to sit on your lap.

6.3 Unavoidable contact

There are some instances throughout the school day that could result in unavoidable contact. Staff need to ensure that there is no possibility of contact being misinterpreted. All planned contact must be demonstrably unavoidable.

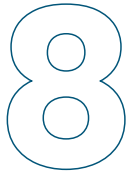
Staff need to be aware that their actions are open to the scrutiny of colleagues who may misinterpret their actions. Staff professional judgement will be needed about the amount of physical contact with a child, which will take into account the age, circumstances and experiences of the child.

Any form of physical punishment is prohibited under disciplinary procedures and potentially actionable in law.

6.4 There will rarely be a need for physical contact between adults in the setting. Where this is required, it must be agreed between the two parties. There may be occasions when physical contact between adults may be questioned even if innocent in intention. Therefore, staff need to be aware that their actions are open to the scrutiny of colleagues who may misinterpret their actions. Staff should be aware and respectful of the right of others not to be touched and conscious of how physical contact may make them feel. Staff should not assume that another staff member is comfortable with physical contact. Where a staff member feels that they have been touched inappropriately or in a way that has caused anxiety or distress, this must be reported to the Head of School.



Honesty and Integrity



7.1 Staff must maintain high standards of honesty and integrity in their practice, communication and decision making, in line with our school values. Dishonesty can lead to a breakdown of trust and confidence. Ongoing dishonesty will result in disciplinary action.

7.2 Staff must ensure the handling and claiming of money follows protocols whereby the money is used and handled appropriately for its intended purpose. The stealing of any funds, either from the school or from personal effects will lead to disciplinary action.

7.3 Staff must use the setting's property, facilities and resources safely and respectfully, ensuring that they are used with their intended purpose and are maintained appropriately.

7.4 For more information regarding honesty, integrity and professional communication, please refer to our School Charter.

Conduct Outside Work

8.1 Staff must not engage in conduct outside work which could bring the reputation of the school into disrepute. Staff actions should not impact the employee's own reputation or the reputation of other members of our school community. A member of staff that takes action that puts the organisation at risk will face disciplinary action by the Executive Headteacher/Head of School.

8.2 Staff must exercise professional caution when engaging with social media platforms and be aware of the risks to themselves, others and the potential consequences of their social media use.

Staff are not to have parents/carers as friends on social networking sites. This may leave you vulnerable by sharing personal information and open to allegations of inappropriate contact or conduct.

Staff must not mention anything about the setting on any social networking site.

Staff must make sure that they have secure privacy settings on their profiles so that those who are not connected to them are not able to see their content.

Please be aware that, even with the above mitigations, your content on social media is within the public domain and could be viewed by anyone within the community.

At the point of recruitment social media content will be checked. Leaders will carry out random checks throughout your time at Halcyon. Leaders will provide annual training to support all staff to keep them safe.

Leaders will liaise with teaching and support staff for guidance and training.

8.3 Staff may undertake work outside the setting, either paid or voluntary, provided that it does not conflict with the interests of the setting. The roles of the additional work must not impact or affect an individual's work performance within this employment.

8.4 If staff wish to engage in work outside the setting they should inform the Head of School and this information will be put on file.

Confidentiality

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9.1 Where staff have access to confidential information about children, their parents or carers, staff must not reveal such information except when it is identified as a requirement to share with other colleagues who have a professional role in relation to the children.

9.2 In our professional roles, the information we receive and experiences we share are confidential. Where any colleague does need to talk about work outside of school, they are responsible if the person with whom they shared that information chooses to use it in a negative way. Confidential information must never be discussed outside the school setting, unless this is in line with safeguarding practice or when consent has been granted by appropriate individuals.

9.3 Staff have an obligation to share with their manager or the setting's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a child. Staff must never promise a child that they will not act on information that they are told by the child.

9.4 Staff who have children attending our setting must exercise a differentiation in their personal and professional conduct. These staff members must be aware that their knowledge comes from their capacity working within the professional environment, and that this should not be used to inform personal communication or decision making. Communication regarding your child must be made following the agreed parental channels.

Dress Code

All staff are educational professionals and are expected to align with the dress code to model this to children and families. Staff should dress appropriately for the work which is being undertaken, i.e. PE or Forest School. Members of staff should apply their professional judgement to ensure the clothing worn maintains professionalism. 7

PE Kit must be worn by any staff member teaching and modelling PE. Appropriate clothing including footwear should be worn.

Staff should dress appropriately when participating in Forest School with the understanding that Forest School occurs in all weather conditions.

For educational trips professional judgement should be exercised and clothing should be suitable for the purpose of the visit.

Electronic Devices

11.1 Mobile phones should be kept in a lockable cupboard within classrooms or in the lockers provided. Phones should be left off site or placed in the allocated phone lockers. In our Little Pirates setting, children are very young. In this setting all members of staff will keep their devices brought in the lockers provided. At Drake Primary school we understand that there are specific times when a device is needed, in this instance the staff member should inform the DSL team to ensure safeguarding guidance is provided for these rare occasions. Any member of staff found to have not followed school procedure may face disciplinary action and additional safeguarding procedures will be put in place. The setting is not responsible for the security of any phones. The setting number can be given if staff are expecting a call in working hours.

11.2 Photographs of children must only be taken on the setting equipment and stored on the Drive.

11.3 Staff should not use the school devices for personal use. Inappropriate usage may result in a Smoothwall notification and further disciplinary action, if necessary. Please see our Acceptable Use Policy for further guidance.

11.4 Passwords must not be shared and access to computer systems must be kept confidential. Staff should follow GDPR policies to ensure privacy and cyber security.

11.5 Any staff member who receives inappropriate communications should speak with the headteacher or senior member of staff. If it is a safeguarding concern then this should be passed on to the DSL.

11.6 Work emails may be accessed using personal devices but Android users must ensure that their phone is running Android OS 11 or higher - earlier versions that are no longer being updated pose cybersecurity risks, potentially rendering G Suite login details vulnerable. Apple devices are designed to restrict access to Gmail once the operating system becomes too old, and as such do not present the same problem.

11.7 Footage recorded by ONVU cameras can only be shared internally with authorised staff members. It can only be shared externally if permission from both SLT and parents is sought. While ONVU footage can be accessed by administrators, permission must be first sought from the class teacher before doing so. The ONVU-specific code (Appendix 2) of conduct must be signed before the system is used. If any ONVU footage is shared without permission, disciplinary action will be taken.

11.8 If AI is being used, staff should be vigilant and review the materials. Any safeguarding concerns surrounding the use of AI should be reported to the DSL.

11.9 Staff using AI to reduce workload or as an administrative tool should inform the Computing and Media lead.



Recording of Staff Conduct

Staff should report any concerns that they may have following any incident where their actions may have breached the Code of Conduct. This school is committed to providing a safe, supportive, open and honest working environment. If you work for (or with) the school, it is important to us that you feel confident and able to raise any concerns that you may have.

You may be concerned about what has happened to you and your colleagues, something you have seen, heard or been asked to do or something that is not happening when it should. It is our aim to continue improving the way we operate and the safety and wellbeing of all those within the workplace. Leaders welcome this feedback and encourage all staff to feedback concerns promptly to leaders.

If you are aware of any action undertaken by yourself that may have breached the Code of Conduct, you must record a self disclosure on CPOMS, within the category of 'staff self disclosure'. This includes, but is not limited to safeguarding conduct, professional decision making habits and professional practice.

If you witness conduct which falls short of the Halcyon expectations, it is your professional responsibility to be an active bystander following school charter, addressing this conduct directly with a member of staff and informing the staff member of your action. Following this, it must be reported as a 'low-level staff concern', on CPOMS.

DSLs, alongside the Head of School, will decide on appropriate actions in relation to any staff disclosures or self disclosure. Leaders will treat the matter with sensitivity and will follow school procedures such as safeguarding, confidentiality as appropriate to the context.

The school Whistleblowing Policy should be followed in situations whereby there is:

- Any criminal offence (such as fraud or theft)
- Any breach of a legal obligation or duty
- A miscarriage of justice
- A danger to the health and safety of any individual
- Dangers to the environment
- Deliberate concealment of information tending to show any of the above five matters



Disciplinary Action

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in involvement from wider agencies such as the LADO and disciplinary action, including dismissal.

The purpose of this code is to promote the highest standards of care for our children and to protect staff and others from false allegations. All staff are urged to consider how they can safeguard their own position in the light of this advice without giving up important personal principles of care and trust and our mission, vision and aims. Whenever doubt exists all members of staff should seek the advice of the head teacher or Designated Safeguarding Lead (DSL).

Appendix 1

What is a Portable Electronic Device?

A portable electronic device is any item that can store digital data, take images or record sounds.

These include

- Mobile phones
- Smart watches
- Memory sticks
- iPads and tablets
- Computers and laptops
- Cameras

The setting has a range of portable electronic devices that have been encrypted and/or can be checked to ensure they are used appropriately. Personal electronic devices must not be used in the setting unless agreed by two members of the senior leadership team, with at least one being a Designated Safeguarding Lead (DSL). Where the school has identified a specific issue such as vandals, leaders may use a recording device for a time limited period. Where this occurs, staff will be informed by the site manager.

Visitors

Visitors should not take personal devices beyond the internal coded door and phones should be left at the desk or in a locker provided unless otherwise agreed with a DSL and under the supervision of a member of staff.

This includes all visitors, both those working with children and those working within the building and facilities.

During community events such as school performances, parents are given the opportunity to object to photos being taken. If there are no objections, photos may be taken but parents are reminded they should be for personal use and not be shared on social network sites. If objections are communicated, no photos are to be taken during the school event where images of those students can be identified. In line with professional safeguarding responsibilities, all staff are responsible for ensuring that this is followed and to challenge any members of the community who may not follow any guidance shared.

Appendix 2 – ONVU Code of Conduct 14

ONVU is a tool aligned to our federation vision, mission and aims. It is Halcyon's ambition to ensure a world of opportunities is to be available to our students. Teachers will need to have detailed feedback to reshape learning.

This code of conduct applies at all times while using ONVU Learning and is an extension to Halcyon's Acceptable Use and Safeguarding policies and should be read in conjunction with all Halcyon policies.

Please read carefully.

- You agree NOT to share your passwords or login credentials with any third party. All sharing of material is to be authorised by SLT. This may be time limited or for specific contexts.
- You ensure that your computer is secure and no-one else has access or can gain access to your local/network login.
- You respect the confidential nature of any ONVU Learning content that has been shared with you and use that content for the purposes agreed between you and the owner.
- You must NOT attempt or perform any task that would either put ONVU Learning at risk or the data you are accessing/using/reviewing at risk.
- You agree to submit any security concerns to your local network administrator.
- You agree to follow the Halcyon's safeguarding policy should you observe anything concerning while using ONVU Learning. ONVU Learning has its own Safeguarding Policy that users must read before first using ONVU Learning.
- You agree to only access video footage that has been shared with you or where you are the subject (e.g the teacher) for professional development purposes.
- You agree to stop accessing data that you believe you should not have access to and report it to your line manager.
- You agree not to copy, send or transfer data outside the school's/organisation's ONVU Learning storage area.
- You agree not to share with anyone besides other ONVU Learning authorised users any clip or recording. Authorised users are likely to be:
 - o Teaching staff in the school as defined by the customer;
 - o Professional development coaches/mentors authorised by the school;
 - o Not intended to be parents, pupils or other third parties not connected with teaching staff's professional development.
- All data remains the property of the school/organisation and must not be shared with any third-party or individual that has not been formally authorised.

Please note: ONVU Learning is primarily a tool to close the disadvantage gap by improving staff development. It is not a surveillance system.

Failure to follow the code will result in loss of access and disciplinary action will be taken if appropriate. External agencies will be involved, as certain activities may constitute a criminal offence and would certainly constitute a safeguarding referral to the LADO. If you are willing to accept these terms and conditions and have read and signed the Halcyon Federation's Acceptable Use and Safeguarding policies then please sign below.