



Staff Code of Conduct

Last revised: October 2020

Policy Statement

This is a whole school policy, including Early Years.

This policy has been prepared with reference to Surrey County Council's Model Staff Behaviour Policy (May 2020).

Associated Policies and Documents

- [Lyndhurst School Safeguarding Policy](#)
- [Lyndhurst School Anti-Bullying Policy](#)
- [Lyndhurst School Promotion of Good Behaviour Policy](#)
- [Lyndhurst School Data Protection Policy](#)
- [Lyndhurst School Equality & Diversity Policy](#)
- Lyndhurst School E-Safety Policy
- [Lyndhurst School's IT Acceptable Use Policy](#)
- [Lyndhurst School Positive Handling Policy](#)
- [Lyndhurst School Health and Safety Policy](#)
- [Lyndhurst School Educational Visits Policy](#)
- [Lyndhurst School Intimate Care and Toileting Policy](#)

Introduction

This code of conduct has regard to the DfE statutory guidance, Keeping Children Safe in Education September 2020 and includes extracts from Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings May 2019.

Whilst this code predominantly refers to 'employees' or 'members of staff', the school expects all those working for and on behalf of Lyndhurst School, including in a voluntary capacity, to reflect the standards of conduct and behaviour contained within this document.

References to 'staff' throughout the policy relate to all of the following groups:

- All members of staff including teaching and support staff
- Volunteers, including Governors and Directors
- Peripatetic Teachers
- Temporary and supply staff either from agencies or engaged directly
- Student placements including those undertaking initial teacher training and apprentices

Lyndhurst School requires that all staff have read and agree to comply with this policy.

Breach or failure to observe this policy will result in action being taken under the school disciplinary procedures including, but not limited to dismissal.



This Code of Conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy, staff are expected to exercise their professional judgement and act in the best interests of the children, colleagues and the school.

Statement on Personal Conduct

Lyndhurst School expects all staff to promote and maintain high standards of personal conduct and to safeguard and promote the welfare of children and young people.

In particular staff are expected to:

- Perform their duties with honesty, integrity and impartiality and be accountable for their own actions.
- Maintain the confidence and respect of the public and those with whom they work.
- Treat everyone with respect, fairness and dignity at all times.
- Staff should show fairness in their treatment of children and avoid behaviours such as embarrassing or humiliating children, making jokes at the expense of pupils, discriminating against or favouring children and sarcasm.
- Communicate immediately any relevant concerns they may have about the quality of provision or the safety and welfare of children and young people.
- Familiarise themselves with systems and procedures, including reporting requirements, within the school that support the protection of children and to attend training and read all safeguarding briefings provided to ensure that they remain up to date.
- Be aware that their behaviour inside and outside the workplace, as well as the behaviour of others in their personal lives, could compromise their position within the school in relation to the protection of children, loss of trust and confidence or bringing the employer into disrepute. It could also result in action by regulatory bodies.

In addition to this Code of Conduct, teachers are also expected to meet the professional conduct standards outlined in the DfE Teachers' Standards and the Learning Support Assistants to meet the professional standards outlined in the School's Learning Support Assistant Standards.

Compliance with School Instructions

Lyndhurst School expects all staff to comply with lawful written and oral instruction unless to do so would result in a health and safety risk or safeguarding risk.

Data Protection

Lyndhurst School takes its obligations under data protection laws very seriously. All staff are must familiarise themselves with the school's Data Protection policy and any associated procedures which govern day-to-day working practices as well as how to report a suspected data breach and to recognise when someone may have made a subject access request. If in any doubt employees should consult their line manager promptly or contact Lyndhurst School's Data Protection Officer (whose details can be found on the Data Protection Policy).

Disclosure of Information



All staff should develop a clear understanding about what information can be disclosed to government departments, internal or external auditors, parents, children and the wider public and what information should remain confidential.

Any information made available should be provided in a clear and concise way.

Staff should seek the advice of their line manager if they are unsure of the level of confidentiality which is required.

Staff should not use any information gained in the course of their employment for personal gain or pass it on to others who might use it in such a way. Information concerning another person's personal affairs should not be divulged without prior approval, except where that disclosure is required or sanctioned by law.

Sharing Information about Children

There are some circumstances in which a member of staff may be expected to share information about a child, for example when abuse is alleged or suspected. In such cases, individuals have a responsibility to pass information on securely, without delay, but only to those with designated safeguarding responsibilities.

If a child – or their parent / carer – makes a disclosure regarding abuse or neglect, the member of staff should follow Lyndhurst School's Safeguarding Policy.

The adult should not promise confidentiality to a child or parent but should give reassurance that the information will be treated sensitively.

If a member of staff is in any doubt about whether to share information or keep it confidential, he or she should seek guidance from the Designated Safeguarding Lead.

Staff must also be aware of their duty to report any breach of GDPR to the Data Protection Officer.

Media / Legal Enquiries

Any media or legal enquiries should be passed to the senior leadership team and only approved persons should communicate to the media about the school.

Whistleblowing

If an employee becomes aware of activities which he/she believes to be illegal, improper, unethical or otherwise inconsistent with this Code of Conduct, the employee should report the matter in accordance with Lyndhurst School's Whistleblowing Policy.

This means that staff should escalate their concerns if they believe that a child or children are not being protected, report any behaviour by colleagues that raises concern and report allegations against staff and volunteers to the Headteacher, or where they have concerns about a Headteacher report these directly to the Chair of Governors.

Staff should be familiar with their establishment's arrangements for reporting and recording concerns and allegations, how to contact the Headteacher, Chair of Governors and Ofsted directly if required and take responsibility for recording any incident and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school or setting.



All staff are required to comply with any investigation undertaken as a result of such allegations being raised.

Appearance and Dress

A person's dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However, staff should select a manner of dress and appearance appropriate to their professional role and which may be necessarily different to that adopted in their personal life.

Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be viewed as offensive or inappropriate will render themselves vulnerable to criticism or allegations.

Members of staff act as role models and often have a professional relationship with a range of other stakeholders.

For most staff, appropriate dress will be smart office- worn with discreet jewellery and make-up. Hair should be neat and tidy at all times.

Footwear must be safe, sensible, in good order, smart and clean and have regard to health and safety considerations. Trainers, (unless specifically required for the job role) stiletto heels and plastic flip-flops are not acceptable.

In certain areas, an agreed uniform, protective clothing or other exceptions are in place (such as for PE staff, catering and premises staff). Staff may wear sportswear or casual clothing and footwear for practical or physical activities, or on 'dress down Friday'.

Visible tattoos where present should not be offensive to others. Where they are deemed to be offensive, they must be appropriately covered.

Discreet earrings and other piercings are acceptable if deemed inappropriate they may be asked to remove them while on school premises.

Smoking, Drugs and Alcohol

Staff must never arrive at work incapable through the effects of alcohol or drugs.

Drinking alcohol or taking drugs (apart from appropriately prescribed medication or over-the-counter remedies) at work or during breaks is also strictly prohibited.

The consumption of alcohol at staff events or meetings is subject to the authorisation of the Headteacher.

Lyndhurst School is a non-smoking site. Staff must not smoke or use e-cigarettes on the premises or outside the school gates/driveway. Any member of staff wishing to smoke or use an e-cigarette must leave the school grounds. Staff must not smoke or use an e-cigarette whilst working with or supervising children offsite.

Political Neutrality



Staff should ensure that their own personal or political opinions do not interfere with any policy of Lyndhurst School.

This means that adults should not:

- enter into or encourage inappropriate discussions with may offend or harm others
- undermine fundamental British values,
- express any prejudicial views
- attempt to influence or impose their personal values, attitudes or beliefs on pupils

Appointment of Staff

Staff should not be involved in a staffing appointment, or in any decision relating to the discipline, promotion or pay and conditions of another staff member (or prospective staff member) to whom they are related or have a close personal relationship.

Personal living accommodation including on-site provision

Staff should not invite any children into their living accommodation unless the reason to do so has been firmly established and agreed with their line manager and the children's parents /carers.

It is not appropriate for staff to be expected or requested to use their private living space for any activity, play or learning. This includes seeing pupils for e.g. discussion of reports, academic reviews, tutorials, pastoral care or counselling. Line managers should ensure that appropriate accommodation for such activities is found elsewhere in the setting.

Under no circumstances should children (other than those that are family or family friends) be asked to assist adults with jobs or tasks, either for or without reward, at or in their private accommodation.

Equality, Bullying and Harassment

All staff and members of the local community have a right to be treated with fairness and equality. Staff must ensure that they comply at all times with the Lyndhurst School's Equality and Diversity Policy and other employment policies in relation to equality issues.

The bullying or harassment of other work colleagues, children or other members of the community is considered to be gross misconduct. Staff are expected to report any concerns or suspicions they may have about the treatment of others to their line manager or the Headteacher, concerns related to the behaviour of the Headteacher should be reported to the Chair of Governors.

Contractors and Competitive Tendering

Contractors may include individuals who are temporarily working alongside school staff or employees of an external firm that has been awarded a contract to provide services. All contractors should be treated with courtesy and respect.

Any orders and contracts must be awarded by fair and open competition against other tenders. No special favour must be shown to current or recent former employees or associates in awarding contracts.



Staff must declare any relationship with a particular contractor or any potential contractors to the appropriate manager.

Staff should be clear on the separation of client and contractor roles. Senior Leadership members, who have both a client/contractor responsibility, must be aware of the need for accountability and openness.

Staff privy to confidential information on tenders of costs relating to contractors should not disclose the information to any unauthorised party or organisation.

Use of the School's Materials, Property or Resources

Staff must ensure that school funds entrusted to them are used in a responsible and lawful manner.

Staff should not make personal use of any school property, facilities, equipment, materials or resources unless properly authorised to do so.

Hospitality and Acceptance of Gifts

All school staff and those working on behalf of the school are expected to refuse the offer of inappropriate and disproportionate hospitality and gifts made as part of the discharge of their duties unless there are compelling reasons or exceptional circumstances for doing so.

The acceptance of gifts and hospitality must be treated with extreme caution and may be regarded as a breach of the Code of Conduct. The onus is on the individual to take responsibility for making informed judgements about any offers of gifts and hospitality made to them and for seeking advice if they are unsure whether they can accept the gifts.

As to what is 'inappropriate and disproportionate', something like a small token of appreciation to a teacher, a small bouquet of flowers sent in thanks or small and low value gifts given at the end of term by parents would not seem unreasonable whereas anything which is significant, such as tickets to football matches or concerts, have a value to them which could have the potential to be interpreted as recompense, inducement or endorsement.

Gifts or hospitality must not be accepted where it might be perceived to influence a decision in respect of purchasing goods or services, awarding contracts, preferential treatment or in the discharge of any other aspect of the school's day-to-day business. It is the responsibility of individual members of staff to refuse such offers and to report any possible conflict of interest and any cases where they believe that the school may be compromised.

It is a criminal offence for staff or those working on behalf of the school to corruptly receive any gift, loan, fee, reward or advantage for doing, or not doing anything, or showing favour, or disfavour, to any person in their official capacity.

In no circumstances should a statement ever be made in return for a personal gift or money.

It is expressly prohibited for staff to accept any gift or hospitality from an organisation if he/she is actively involved in a tender process with the organisation on behalf of the school. This prohibition commences at the point that an invitation to tender is published and extends to a period of three months after a contract has been awarded.



For reasons of probity and transparency, the principle of receipt of gifts or hospitality extends to the spouse, partner or immediate family of the employee.

If a staff member has any doubt about such an offer of a gift or hospitality, he/she is responsible for notifying and discussing this with his/her line manager.

Giving Gifts

It is inadvisable to give personal gifts to pupils or their families. This could be interpreted as a gesture either to bribe or groom. It might also be perceived that a 'favour' of some kind is expected in return.

Any reward given to a pupil should be in accordance with agreed practice, consistent with Lyndhurst School's Promotion of Good Behaviour policy, recorded and not based on favouritism.

Working Relationships and Social Contact Outside the Workplace

Some members of staff live and work in the same community. Members of staff will have both internal and external working relationships that are formed on a daily basis with colleagues, pupils, parents and contractors. These should be conducted in a professional, friendly and respectful manner. It is acknowledged that staff may have genuine friendships and social contact with parents of pupils, and families independent of the professional relationship.

If a child or parent seeks to establish social contact or if this occurs coincidentally, the member of staff should exercise her/his professional judgement. This also applies to social contacts made through outside interests or the staff member's own family. Staff need to be aware that they will be viewed as members of school staff, as well as friends at all times in these situations. Staff should also be aware that they should not discuss school matters with parents of children at the school and should maintain professional barriers.

In general, there are extremely few situations where it is appropriate for parents to approach staff through personal routes in regard to school business and, in general, they should be referred back to the normal procedures.

Staff need to be mindful that professionals who sexually harm children often seek to establish relationships and contact outside of the workplace with both the child and their parents in order to 'groom' the adult and the child and/or create opportunities for sexual abuse, exploitation or radicalisation.

Staff should be aware and recognise that some types of social contact with pupils or their families may be perceived as harmful or exerting inappropriate influence on children and may bring the school into disrepute.

Staff should ensure that any type of social contact does 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. Staff must ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Some staff may, as part of their professional role, be required to support a parent or carer. If that person comes to depend upon the staff member or seeks support outside of their professional role this should be discussed with senior management and where necessary referrals made to the appropriate support agency.



Staff must not accept friend invitations or become friends with any child on any social media platform. Staff should also refrain from following the Twitter or similar social media accounts of children or their parents.

Staff must read the school's E-Safety Policy carefully and follow all advice and guidance within it.

Personal phone numbers, email addresses and communication routes via all social media platforms must not be used and staff should not share their home address with children. If contacted via an inappropriate route, the member of staff must inform their line manager immediately.

If approached by ex-children, staff must act with integrity and must consider if the relationship might be considered to be an abuse of the position of trust.

Infatuations

It is not unusual for children or, sometimes, their parents to develop infatuations towards members of staff. All such situations must be responded to sensitively to maintain the dignity of those concerned.

Staff should also be aware that such circumstances carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. Any indications of an infatuation towards yourself or another member of staff should be reported to your line manager.

Members of staff should always report any indications (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff to the Headteacher or another senior manager.

Communication with Children and Young People

Staff should not seek to communicate, make contact with or respond to contact with children outside of the purposes of their work and should not give personal contact details e.g. email address, home or mobile telephone numbers, details of web-based identities to children.

Only equipment and services provided by the school should be used for communication and staff are expected to adhere to Lyndhurst School's IT Acceptable Use Policy.

Staff can communicate with parents via portals on the school website, for example, through the 'weekly blog'. For other electronic communication staff must always use a professional email account e.g. Johnsmith@lyndhurstschool.co.uk and under no circumstances use their private email account.

Employees are expected to report to their line manager any contact or correspondence with children they receive via personal contact mechanisms.

E-Safety

Staff should follow Lyndhurst School's E-Safety Policy and the Acceptable Use Policy at all times.



Staff must not engage in inappropriate use of social network sites which may bring themselves, the school or the school community into disrepute. Staff should adopt the highest security settings on any personal profiles they have.

Staff should remain mindful of their digital footprint and exercise caution in all their use of social media or any other web-based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups. Staff should exercise care when using dating websites where staff could encounter students.

Staff should not communicate with children via social media, websites, instant messenger accounts or text message. The only acceptable method of contact is via the use of school email accounts or telephone equipment.

The use of mobile phones and other portable electronic devices (such as iPads and tablets) is strictly controlled. During normal school hours (8.00 a.m. – 6.00 p.m. during term time) mobile devices may only be used or on display in the staffroom or staff work room. A locker is provided for storage of personal belongings.

Mobile phones and personally owned mobile devices brought into school are the responsibility of the device owner. Lyndhurst School accepts no responsibility for the loss, theft or damage of personally owned mobile phones or mobile devices.

Physical Contact with Children

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, however it is crucial that they only do so in ways appropriate to their professional role and in relation to the pupil's individual needs and any agreed care plan.

Any physical contact should be in response to the child's needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. Adults should always therefore use their professional judgement.

Members of staff should:

- Be aware that even well-intentioned physical contact may be misconstrued by the pupil, an observer or any person to who this action is described
- Never touch a pupil in a way which may be considered indecent
- Always be prepared to explain actions and accept that all physical contact be open to scrutiny
- Never indulge in horseplay or fun fights
- Always allow/encourage pupils, where able, to undertake self-care tasks independently
- Ensure the way they offer comfort to a distressed pupil is age appropriate.
- Always tell a colleague when and how they offered comfort to a distressed pupil
- Establish the preferences of pupils
- Consider alternatives where it is anticipated that a pupil might misinterpret or be uncomfortable with physical contact
- Always explain to the pupil the reason why contact is necessary and what form that contact will take
- Report and record situations which may give rise to concern
- Be aware of cultural or religious views about touching and be sensitive to issues of gender



In certain curriculum areas e.g. PE, drama or music, staff may need to initiate some physical contact with children, for example, to demonstrate technique in the use of equipment, adjust posture or support a child so they can perform an activity safely or prevent injury.

Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary.

The extent of the contact should be made clear and undertaken with the permission of the child. Contact should be relevant to their age/understanding and adults should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

Staff working in these areas are expected to have regard to any particular guidance or protocols provided to them on appropriate physical contact.

Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. Such experiences may sometimes make a child exceptionally needy and demanding of physical contact and staff should respond sensitively by deterring the child through helping them to understand the importance of personal boundaries.

Staff must read and follow the guidance in Lyndhurst School's Positive Handling Policy. Physical contact should be avoided, de-escalation strategies should be employed and support sought from a colleague. Restraint should only be used by those who have had MAPA or other appropriate training.

Intimate/Personal Care

Lyndhurst School has an Intimate Care policy. All members of staff who may be called upon to provide such care should ensure they are familiar with, and act in accordance with, this policy.

Showers and changing

Children are entitled to respect and privacy whilst they are changing for PE/games or swimming. However, there needs to be an appropriate level of supervision in order to safeguard young people, meet health and safety requirements and to ensure that bullying does not take place. The supervision should be appropriate to the needs and age of the pupils and sensitive to the potential for embarrassment. Staff should be vigilant about their own behaviour and announce their intention of entering a changing room. Staff should not change in the same place as children.

Behaviour Management and Physical Intervention

All members of staff must avoid any form of degrading or humiliating treatment to punish a child or use force as a means of punishment. Staff are expected to act as role models and should avoid shouting at children other than as a warning in an emergency situation.

Adults may reasonably intervene to prevent a child from committing a criminal offence, injuring themselves or others, causing damage to property or engaging in behaviour prejudicial to good order and to maintain good order and discipline.



The use of physical intervention should, however, be avoided wherever possible and, where necessary, should only use minimum force and for the shortest time needed.

All members of staff are expected to understand and to follow Lyndhurst School's Promoting Good Behaviour Policy and Positive Handling Policy as appropriate to their role.

Sexual Conduct

Any sexual behaviour by a member of staff with or towards a child is unacceptable. It is an offence for a member of staff in a position of trust to engage in sexual activity with a pupil under 18 years of age and sexual activity with a child could be a matter for criminal and/or disciplinary procedures.

Lone Working and One to One Situations Involving Children

Staff working one to one with children, including visiting staff from external organisations, can be more vulnerable to allegations or complaints and should ensure that, wherever possible, there is visual access and/or an open door in one to one situations.

Members of staff should not arrange to meet with children from the school away from the work premises unless the necessity for this is clear and approval is obtained from a senior member of staff, the child and their parents/carers.

Staff are expected to adhere to Lyndhurst School's policies on lone working.

Lyndhurst School will conduct risk assessments in relation to the specific nature and implications of one to one work and any planned home visits.

Transporting Children/ Educational Visits

A designated member of staff will be appointed to plan and provide oversight of all transport arrangements and respond to any concerns that may arise. Staff should not offer lifts to children unless the need for this has been agreed by a line manager.

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as an escort.

It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so. They should also be aware of and adhere to current legislation regarding the use of car seats for younger children.

In certain circumstances it may be appropriate for staff to transport children offsite, for example sports fixtures, swimming lessons or other out of school activities with specific permission from parents and formally authorised by a member of the Senior Leadership team.

Staff should ensure that their behaviour is safe, that the driver is not distracted while the vehicle is in motion for any reason other than an emergency. Staff should never transport children while under the influence of alcohol or drugs. Staff should ensure that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy, that the driver has the appropriate license for the vehicle, has a valid MOT certificate and is appropriately insured and that the maximum carrying capacity is not exceeded. Staff should not transport a single, unaccompanied child.



Staff should never offer to transport pupils outside of their normal working duties, other than in an emergency or where not doing so would mean the child may be at risk. In these circumstances the matter should be recorded and reported to both their manager and the child's parent(s).

Prior to transporting children offsite consent must be obtained from children's parent/guardian and staff should be aware that the safety and welfare of the children is their responsibility until this is safely passed back to their parent/carer.

Lyndhurst School's Health and Safety Policy and Educational Visits Policy set out the arrangements under which staff may use private vehicles to transport pupils.

Educational visits will be undertaken in accordance with the school's Educational Visits Policy and any member of staff accompanying children on an educational visit are required to familiarise themselves with and adhere to this policy.

Administering First Aid and Medication

Any member of school staff may be asked to become a qualified first-aider or to provide support to pupils with medical conditions, including the administration of medicines, but cannot be required to do so unless this forms part of their contract of employment.

Any such employee will receive suitable training and will be expected to adhere to school guidelines and policies on undertaking such responsibilities.

Health and Safety

All employees have a shared duty to help prevent injuries or accidents occurring at work by complying with the school's Health and Safety Policy and all instructions relating to safety and security procedures.

Photography, Videos and Other Images

The school has strict rules of the taking and use of images which are contained with the school's Safeguarding Policy. All members of staff should have regard to these rules. Under no circumstances should members of staff use their personal equipment to take images of pupils at, or on behalf of, the school or display or distribute images of children except as authorised by the school and with appropriate consent.

Many school activities involve recording images as part of the curriculum, extra school activities, publicity or to celebrate an achievement. In accordance with The Data Protection Act 2018 the image of a pupil is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/guardian of a pupil for any images made. It is also important to take into account the wishes of the pupil, remembering that some pupils do not wish to have their photograph taken or be filmed.

Using images for publicity purposes will require the consent of the individual concerned and their parent/guardian. Images should not be displayed on websites, in publications or in a public place without their consent. Staff should also be clear about the purpose of the activity and what will happen to the photographs/images/video footage when the lesson or activity is concluded.

Photographs/stills or video footage of children should only be taken using school equipment for purposes authorised by the school and should be stored securely and only on school equipment.



Staff should ensure that the proposed use of photographic/video equipment and is recorded in lesson plans. All photographs/stills and video footage should be available for scrutiny and staff should be able to justify all images/video footage made.

Staff should remain aware of the potential for images of children to be misused to create indecent images of children and/or for grooming purposes. Therefore, careful consideration should be given to how activities which are being filmed or photographed are organised and undertaken. Particular care should be given when filming or photographing young or vulnerable pupils who may be unable to question how or why the activities are taking place. Staff should also be mindful that pupils who have been abused through the use of video or photography may feel threatened by its use in a teaching environment.

Declaration of Personal Interests and Outside Commitments

Employees are responsible for ensuring that their private interest, beliefs and personal associations do not conflict with their professional duties.

All staff should declare any non-financial interest which might conflict with the ethos or work of Lyndhurst School or any relationship which, by the employee's association with that person, might adversely affect Lyndhurst School's reputation, attract negative publicity or potentially bring into question the employee's suitability to work with children and young people.

Declarations should be made via the school bursar, bursar@lyndhurstschool.co.uk, or for the Headteacher via the Chair of Governors, who should ensure that a written record is made in accordance with the school's procedure.

Declarations must extend to acknowledging the involvement of a relative or partner of an employee in an organisation with which the school does business (or seeks to do business), particularly if they are directors, partners or hold senior managerial positions in those organisations.

Where staff are in any doubt about whether any personal relationships, interest, or outside commitments should be declared circumstances, they should either declare the information in any case or else seek further advice from the Bursar of the Headteacher.

Secondary Employment

Staff are able to take up additional employment other than at the school provided the employment concerned does not constitute a conflict of interest or adversely affect their employment at the school.

Staff should, however, keep the school informed of other employment they undertake so that the school may ensure that the 48-hour weekly working time limit under the Working Time Regulations 1998 is adhered to. In the event that an employee's combined working hours are likely to exceed this figure they will be asked to sign a working time 'opt out' agreement.

Criminal Charges or Convictions



All staff must inform the Headteacher immediately of any criminal conviction, caution, reprimand or final warning or if they are the subject of a police investigation during the course of their employment.

Staff should be aware that behaviour by themselves, those with whom they have a relationship or association, or other in their personal lives, may impact on their work with children.

School Policies

Lyndhurst School has in place a range of policies, some of which have been referred to in this Code of Conduct. Staff are expected to familiarise themselves with any policy the school has provided or drawn to their attention and to ensure that they take account of any future policy changes communicated to them.

If in doubt about the application or interpretation of any policy a staff member should seek advice from his/her line manager in the first instance.

Status of Code of Conduct

The content and operation of this policy is reviewed as and when deemed necessary by the Senior Leadership Team. The policy is discretionary and does not confer any contractual rights.

Staff will be expected to have regard to any updates to this code which have been brought to their attention.