



Staff Code of Conduct Policy

October 2024

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Important contacts

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Designated Safeguarding Lead (DSL)	Sean Di Sora	Sean.disora@lintonschool.co.uk 01772 957062 07840 803896
Deputy DSL	Steph White	Steph.white@lintonschool.co.uk 01772 957062 07958 717282
Deputy DSL	Paul Barton	Paul.barton@lintonschool.co.uk 01772 957062
Regional Lead	Declan Tuer	Declan.tuer@caretech-uk.com 07827 302334
Local Authority Designated Officer (LADO) for Lancashire County Council	Tim Booth	Tim.booth@lancashire.gov.uk 01772 536694
Lancashire County Council – Multi-Agency Safeguarding Hub (MASH)		0300 123 6720 0300 123 6722 (out of office hours)
Local Authority Designated Officer (LADO) for Blackpool Council	Amanda Quirke	Amanda.quirke@blackpool.gov.uk 01253 477541
Blackpool Council – Multi-Agency Safeguarding Hub (MASH)		01253 477299
Channel helpline		020 7340 7264
Prevent / Channel Referrals		concern@lancashire.pnn.police.uk

If the child is at immediate risk, please call the police on 999.

Our School

Linton School is an independent special school for young people with Social, Emotional and Mental Health (SEMH) difficulties for both boys and girls aged 8-18 years old. The school is registered for up to 12 learners and consists of 4 small classes to provide a nurturing environment to develop and progress throughout their learning journey. We are a trauma informed school that is able to support children and teenagers who suffer with trauma or mental health problems and whose troubled behaviour acts as a barrier to learning. Located in rural Preston we therefore benefit from some amazing outdoor space where we develop our outdoor, equestrian and horticulture skills. All the staff at Linton School are committed to creating a setting which not only focuses on academic success, but also provides our learners opportunities to develop their social, communication and independent skills.

Culture and Ethos

We are committed to providing a nurturing, safe and ambitious learning environment that supports every young person to achieve lifelong skills through a diverse learner centred curriculum. Respectful and supportive relationships are at the heart of all we do; we value every member of the school community equally. Through bespoke curriculums tailored towards each individual pupil's needs, experiences, interests and strengths we foster a love for learning and support our young people to achieve their full potential. As an educational setting our main aim is to prepare our pupils to make a positive contribution towards society by giving our students the skills they need to be successful, resilient and inspirational young adults. Linton schools purpose is to improve the quality of life for our young people both now, and in the future, 'building our futures together'.

The Vision

Linton School provides a safe, nurturing learning environment to provide skills for lifelong opportunities, which gives the young people an ambitious outlook towards their future.

The vision drives everything we do and will be achieved through:

- Outdoor enrichment activities to promote life skills through play, nurture and teamwork.
- Promoting independence, patience and listening skills through Equestrian lessons.
- Multi-disciplinary links from both internal and external companies to provide a bespoke, broad and balanced curriculum that develops the education of our pupils.
- Empowering each learner to achieve their personal goals and develop a lifelong love of learning.
- A positive and ambitious school environment that promotes learning for all.
- Offering a broad range of learning experiences within the curriculum that values academic attainment as well as developing social skills, experiences and resilience.

More information about the school can be found in the school Prospectus.

1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#).

School staff have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

We are committed to providing a nurturing, safe and ambitious learning environment that supports every young person to achieve lifelong skills through a diverse learner centred curriculum.

Respectful and supportive relationships are at the heart of all we do; we value every member of the school community equally.

Through bespoke curriculums tailored towards each individual pupil's needs, experiences, interests and strengths we foster a love for learning and support our young people to achieve their full potential.

As an educational setting our main aim is to prepare our pupils to make a positive contribution towards society by giving our students the skills they need to be successful, resilient and inspirational young adults.

Linton schools' purpose is to improve the quality of life for our young people both now, and in the future, 'building our futures together'.

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

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

2. Legislation and guidance

In line with the statutory safeguarding guidance [Keeping Children Safe in Education 2024](#), we should have a Staff Code of Conduct, which should cover low-level concerns, allegations against staff and whistle-blowing, as well as acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

This policy also complies with our funding agreement and articles of association.

3. General obligations

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others

- Not undermine fundamental British Values, including Democracy, the Rule of Law, Individual Liberty, and Mutual Respect and tolerance of those with different faiths and beliefs
- Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards
- To read, understand and comply with the Code of Conduct at all times
- To use this code, alongside other relevant Government guidance and School policies and professional standards/codes, to guide them in their role
- The safeguarding culture of the school will, in part, be exercised through the development of respectful, caring and professional relationships between adults and children and behaviour by the adult that demonstrates integrity, maturity and good judgement. Model professional/positive behaviours at all times
- To seek guidance from the Head Teacher (or Regional Lead in the case of the Head Teacher) if they are unclear about the conduct or actions expected of them
- To alert the Headteacher (or Regional Lead in the case of the Headteacher) at the earliest opportunity if they are aware that they have conducted themselves in a way which may have breached the expected standards of conduct.
- To alert the Head Teacher (or Regional Lead in the case of the Head Teacher) at the earliest opportunity if they become aware or witnessed that a work colleague have conducted themselves in a way which may have breached the expected standards of conduct.

4. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.

Staff will familiarise themselves with our Child Protection and Safeguarding Policy and procedures, and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our child protection and safeguarding policy and procedures are available on the school website or via request from the Senior Leadership Team.

New staff will also be given copies on arrival.

4.1 Allegations that may meet the harm threshold

This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A 'case manager' will lead any investigation. This will be the Head Teacher, or the Regional Lead/Proprietor Representative where the Head Teacher is the subject of the allegation.

4.2 Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the Staff Code of Conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating pupils

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our Child Protection and Safeguarding Policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our Child Protection and Safeguarding Policy. This is available on the school website or via request to the Senior Leadership Team.

Our procedures for dealing with allegations will be applied with common sense and judgement.

4.3 Whistle-blowing

Whistle-blowing reports wrongdoing that it is "in the public interest" to report. Examples linked to safeguarding include:

- Pupils' or staff members' health and safety being put in danger
- Failure to comply with a legal obligation or statutory requirement
- Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report their concern to the Head Teacher. If the concern is about the Head Teacher, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the Regional Lead/Proprietor Representative.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

For our school's detailed whistle-blowing process, please refer to our Whistle-Blowing Policy.

5. Staff-pupil relationships

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

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

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

Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable.

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

6. Communication and social media

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

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

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff should be aware of the school's Online Safety Policy.

6.1 Acceptable use of technology

Staff will not use technology in school or belonging to the school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the school IT system.

7. Confidentiality

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

This information should never be:

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

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

8. Equality, diversity and inclusion

It is the responsibility of every employee, regardless of position, to promote inclusivity and diversity. Linton School seeks to ensure that the workplace is supportive of its staff and one where individual respect is shown to everyone regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnic background, culture, sexual orientation, religion or belief, sex or any other factor. All employees should be supported to perform to their full potential.

9. Honesty and integrity

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

Staff will not accept bribes. Gifts must be declared and recorded on Behaviour Watch.

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

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

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

10. Dress code

All school staff must ensure their dress, personal appearance is appropriate to the professional nature of their role in the school and promotes a professional image. Dress should be appropriate to the activities an Employee is engaged in and any related health and safety requirements.

Suitable protective equipment must be worn where provided and appropriate. Uniforms should be worn where provided. Employees should wear their identity badges at all times. Employees must not wear clothes with political or other contentious slogans. Visible tattoos which are deemed to be offensive should be appropriately covered.

The school recognises the diversity of cultures and religions of its Employees and will take a sensitive approach where this affects dress and uniform requirements.

Staff are expected to adhere to the same standard of appearance when delivering online or virtual teaching (if and when is necessary)

Acceptable Clothing

Examples of acceptable clothing include a combination of;

- Appropriate length skirts (i.e. a minimum of knee length) or trousers
- Blouses/shirts (long or short sleeve)
- Smart plain T-shirts/polo shirts
- Jumpers, jackets, dresses, business suits, ties

Non-acceptable Clothing

- Mini-skirts
- Lycra cycling shorts
- Leisure shorts unless for PE or sports
- Tracksuits unless for PE or sports
- See through clothing
- Clothing with tears, holes and rips or that is not clean
- Low cut T-Shirts or blouses
- Vest tops
- Crop tops
- Offensive badges, emblems or logos on clothes
- Indoor wearing of baseball caps
- Flip flops
- Open toe and heel sandals
- Underwear should not be visible

Exceptions

It is recognised that there may be specific occasions where the usual dress code would not be appropriate e.g. outdoor/adventure visits and in these circumstances guidance will be provided. Certain exceptions to the dress code may be role specific, for example caretakers may wear boiler suits and cleaners may wear overalls etc. The dress code may be relaxed on training days at the discretion of the Head Teacher.

Footwear

Footwear must be safe, sensible, in good repair and be smart and clean. Staff should have regard to health and safety considerations as in an emergency situation; they may be required to move swiftly. School will accept no responsibility for injuries incurred as a result of staff wearing inappropriate footwear. Certain roles may require staff to wear protective footwear. These staff must wear the appropriate footwear and if they are uncertain they should seek guidance from their Line Manager.

11. Smoking and the use of drugs and alcohol

The school is a no-smoking establishment. Smoking and the use of e-cigarettes or “vaping” is not allowed on school premises. Staff should refrain from smoking immediately outside of the school entrances.

Employees must not consume/use alcohol, illicit drugs or other illegal substances in the workplace or be under the influence of such substances whilst at work. Employees must ensure that any use of alcohol/other substances outside of work does not adversely affect their work performance, attendance, conduct, working relationships, health and safety of themselves and others or damage the Companies and school’s image and reputation.

12. Health & Safety at Work

All Employees must, by law, take reasonable care for their own health and safety and that of others in the workplace.

Employees are required to comply with the school’s Health and Safety policy and agreed procedures at all times.

This includes:

- avoiding risk of injury or danger to yourself or others
- using any protective clothing and equipment supplied
- complying with hygiene requirements
- reporting, at the earliest opportunity, any hazards, defects, accidents or incidents to the Head Teacher or other designated person
- not interfering with, or misusing, anything provided for health, safety or welfare

- informing the school of any medical condition or medication which has been prescribed which may have an impact on health and safety in the workplace
- Managers should also be aware of and comply with any additional health and safety obligations associated with their role.

13. Work related social events

Although such social events usually take place away from the workplace and outside of normal working hours, Linton Schools' standard code of conduct applies to such events.

- It is in everyone's interests to impose certain rules of conduct for the protection and comfort of all. Specifically, employees who attend work-related social events must adhere to the following rules and principles:
- It is strictly forbidden for any employee to use or carry illegal drugs, including cannabis at any time, including at any work-related social event whether on Company premises or not.
- Employees should not do or say anything at a work-related social event that could offend, intimidate, embarrass or upset any other person, whether intended as a joke or not.
- Swearing and abusive or offensive language or behaviour is unacceptable at any time, including at work-related social events.
- Employees must not behave in any way or take any action at any time, including at a work-related social event, that could bring the schools' name into disrepute.
- Any breach of the above rules will render the employee liable to disciplinary action under Linton Schools disciplinary procedure, up to and including summary dismissal.
- The above rules are in place for the benefit of all employees and to ensure that everyone can enjoy work-related social events in an atmosphere of conviviality without fear of being made to feel uncomfortable by another employee's conduct.
- For the avoidance of doubt these principles apply to all social activity related to work including self-organised team events.

14. Conduct outside of work

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

15. All staff should take care of their physical and mental wellbeing

All staff should take care of their physical and mental wellbeing. All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases.

16. All staff should have access to counselling and support

Staff needing support are encouraged to discuss issues and concerns with the headteacher in confidence. Support can be provided both internally (eg through the provision of a mentor), or externally through the Occupational Health Service. Trades Unions also provide help, support and advice for their members, and membership of a trade union is strongly encouraged.

17. Monitoring arrangements

This policy will be reviewed **annually** by Sean Di Sora (Head Teacher). At every review, it will be approved by the Regional Lead/Proprietor Representative. Next review **October 2025**

18. Links to other policies

This policy links with our policies on:

- Staff disciplinary procedures
- Staff grievance procedures
- Child Protection and Safeguarding
- Behaviour and Positive handling
- Online Safety
- Whistle-blowing