Respect Reflection Responsibility Resilience

Green Shoots Partnership

Code of Conduct Policy 25-26

Our Vision

Green Shoots Partnership is a nurturing federation with a strong sense of pride and belonging, with the belief that all have the potential to thrive.

Our Purpose

We exist to cultivate a love of learning by broadening horizons and opening minds to new possibilities. Through our Federation Values, we grow confident individuals who aspire to shape the future.

Great Doddington Primary School

Meadowside Primary School

Last Updated: June 2025

1 Introduction

1.1 This Code sets out our standards and expectations for all staff and associates, ensuring trust, integrity, professionalism, and the safeguarding of pupils.
1.2 It applies to everyone working in the partnership—employees, agency staff, volunteers, contractors, and trainees.
1.3 It complements legal and statutory duties: Safeguarding Children Acts, Health & Safety, Equality Act 2010, GDPR/Data Protection Act 2018, Teachers' Standards (Part 2).
1.4 Breaches may result in disciplinary action or contractual termination. Obligations on confidentiality continue post-employment.

2 Scope

2.1 Applies to: permanent staff, temporary/agency staff, contractors and sub-contractors, volunteers, students, apprentices, secondees.
2.2 Governors are exempt as they have their own Code of Conduct.
2.3 This Code remains in effect even after employment/services end.

3 Standards and Attitude

3.1 Safeguarding: Always act with vigilance—"it could happen here".
3.2 Honesty & Integrity: Be open, accurate, and professional in all communications.
3.3 Responsibility: Use partnership resources carefully; avoid conflicts of interest.
3.4 Respect: Treat everyone with dignity. Promote inclusion and a bully-free workplace.
3.5 Professionalism: Deliver high-quality work, meet deadlines, and follow directions.

4 Safeguarding & Promoting the Welfare of Children

4.1 Protect against maltreatment, neglect, harm; promote pupils' physical and mental health.
4.2 Follow partnership safeguarding policy; report concerns immediately to DSL or deputy.
4.3 Attend annual safeguarding training; associated staff must evidence equivalent training.
4.4 Allegations against staff invoke local safeguarding guidelines and DBS referrals. Failure to report may be gross misconduct.

5 Behaviour Management & Physical Intervention

5.1 Use appropriate strategies aligned with partnership policy; never punish through humiliation.
5.2 Physical contact must be minimal, professional, age-appropriate, and based on need or care plans.

6 Confidentiality, Disclosure & Security of Information

6.1 Uphold the highest standards of confidentiality; comply with GDPR/Data Protection Act.
6.2 Disclose information only when lawful or authorised.
6.3 Confidentiality obligations survive beyond the term of employment.
6.4 Destroy or return sensitive documentation at end of service.
6.5 Store data securely—both paper and electronic.

7 Outside Commitments

7.1 Conduct

7.1.1 Behaviour outside work must not compromise suitability to work with children or the partnership's reputation.
7.1.2 Employee or close contacts' conduct can impact perceived suitability.

7.2 Additional Work

7.2.1 All staff must obtain written permission for additional work; all roles involving our pupils require notification.
7.2.2 Work must not breach Working Time Regulations or pose conflicts.
7.2.3 No private work may be done on partnership premises or equipment without permission; any fee must be declared.

7.3 Intellectual Property & Copyright

7.3.1 All materials created during duty are owned by the partnership.
7.3.2 Collaboration on IP must be agreed in writing by the Head of School or Executive Head Teacher.

7.4 Personal Interests

7.4.1 Declare any personal financial or non-financial interests that may conflict with partnership duties.

7.5 Gifts & Hospitality

7.5.1 Accept only modest gifts (≤£30); larger offers must be refused or shared with the partnership.
7.5.2 Gifts of money, vouchers or significant hospitality must be declined and declared to the Head, and recorded.

7.6 Sponsorship

7.6.1 Sponsorship from any party must follow gifts/hospitality rules and be fully disclosed.

7.7 Criminal Cautions, Charges, Convictions & Court Orders

7.7.1 Staff must immediately report any criminal matter or court order that may affect suitability.
7.7.2 All reports are confidential and managed sensitively, following safeguarding legislation and DBS guidance.

8 Relationships & Conflicts of Interest

8.1 Recruitment, promotion, and disciplinary decisions must be impartial and merit-based.
8.2 Declare personal relationships (family, romantic, close business) with anyone employed by or supplying to the partnership.
8.3 Pupil-related relationships outside of work (e.g. tutoring) must also be declared.
8.4 Only authorised personnel i.e. Executive Head Teacher or Head of School may provide references on behalf of the school.

9 Financial & Tendering Procedures

9.1 Adhere to procurement rules, maintaining integrity and fairness.
9.2 Declare any personal or familial involvement with suppliers.
9.3 Treat tender information as confidential.
9.4 Avoid favouritism in contracts; do not award work to partners or relatives.

10 Dress & Appearance

10.1 Dress in a professional, safe, and appropriate way.
10.2 Avoid offensive, revealing, or political attire.
10.3 Cover offensive tattoos; wear discreet jewellery; remove safety-risk items.
10.4 Head coverings for religious belief are allowed if identity remains visible.

11 Transporting Pupils

11.1 Obtain Head of School approval; ideally travel with another adult.
11.2 Ensure vehicles are roadworthy, insured, and used only as authorised.
11.3 Emergency transports must be recorded and reported to Head and parents.

12 Use of Information Systems

12.1 Partnership Systems

12.1.1 Use them responsibly and follow acceptable use policies.
12.1.2 Monitoring is routine; inappropriate use may lead to disciplinary action.

12.2 Personal Devices

12.2.1 Permitted for work, but professional standards always apply.
12.2.2 No recording of pupils or storing images on personal devices.

12.3 Social Networking

12.3.1 Do not post confidential or defamatory content.
12.3.2 Keep personal opinions separate and clarify views are personal.

12.4 Communication with Pupils

12.4.1 Use only official channels (e-mail/accounts).
12.4.2 Never share personal contact details or communicate via personal platforms.
12.4.3 Applies even after employment ends.
12.4.4 Exceptions (e.g. residential trips) must be agreed in writing.

13 Whistle-blowing

13.1 Speak up about serious concerns—confidentially and without fear of retaliation.
13.2 Use designated channels: line manager, Head of School, Executive Head Teacher, or via the Whistleblowing Policy.
13.3 You will be protected under the Public Interest Disclosure Act.

14 Training & Acknowledgement

14.1 Staff must check this Code annually, complete declarations and safeguarding refreshers.
14.2 New staff & associates receive this Code during induction; returning staff confirm acknowledgement annually.