



CODE OF CONDUCT POLICY



Code of Conduct Policy

Timeout Education is committed to achieving positive academic, social, emotional, economic and safeguarding outcomes for its students, while also protecting the welfare of its staff. Safeguarding students is paramount and sits alongside our commitment to excellence in teaching and learning. We are committed to keeping both students and staff safe by promoting a culture that prevents abuse in school and elsewhere.

The achievement of positive outcomes for our students necessitates the need to ensure that all adults working with children are competent, confident and safe to do so. As such, all staff within Timeout Education are expected to comply with the following Code of Conduct. Even though we are a group of independent school, teaching staff are expected to conduct themselves within the guidance of the 'personal and professional conduct' section of the Teachers' Standards as this is good practice. Deviation from the aforementioned codes of conduct and practice may lead to disciplinary action being taken where appropriate.

(Teachers' standards, GOV.UK – DfE, see pages 5 and 14)

The guidance aims to:

- Keep children safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided
- Assist adults working with children to work safely and responsibly and to monitor their own standards and practice
- Support managers and employers in setting clear expectations of behaviour
- Support safer recruitment practice
- Minimise the risk of misplaced or malicious allegations made against adults who work with students Reduce the incidence of positions of trust being abused or misused

Dress and Appearance

- Staff should ensure they are dressed appropriately for the tasks and the work
- Due to the nature of the role, dresses and skirts should not be worn as they are inappropriate (for example during a restraint)
- Clothes should not be offensive, revealing or sexually provocative (No low cut, transparent or midriff tops, hot pants, 'short' shorts)
- Clothes should not distract, cause embarrassment or give rise to misunderstanding
- Clothes should not show any political or contentious slogans
- Clothes should not be discriminatory
- Hair extensions should be worn at your own risk
- No mid to high heeled shoes/boots
- No steel toe capped shoes/boots
- No large hooped/dangly earrings
- Smarter clothing should be worn for attending meetings and representing the organisation including in external professional meetings (LAC reviews, Strategy meetings, PEP's, Education meetings, Parent's Evenings, Recruitment etc), it is important that employees dress appropriately.



Attendance and Punctuality

Staff are expected to strive for 100% attendance and punctuality including INSET days, except for sickness, approved compassionate grounds, or where punctuality is concerned, unforeseen or circumstances outside of the individual's control.

Staff absence is to be notified by 7:00am on the first day of absence. You should phone your line manager directly.

Holidays are to be taken as per the school's published term dates.

School Policies and Procedures

All policies should be observed by all staff in school. It is the responsibility of staff to familiarise themselves with these. Some policies will require staff to acknowledge they have read them. Copies may be found in the school office and on the school website.

Duty of Care

All staff have a duty of care to keep young people safe and to protect them from sexual, physical and emotional harm and neglect. Children have a right to be safe and to be treated with respect and dignity.

Staff should understand their responsibilities and always act in the child's best interests. They should work and be seen to work in an open and transparent way.

Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intervention.

Equality

Professional standards should always be maintained when dealing with both staff and students regardless of culture, disability, gender, language, race, religion and/or sexual identity. You must treat all children equally and with respect. (This is reinforced by our Equality Policy.)

Confidentiality

Staff are expected to treat any information they may receive about students in a discreet and confidential manner.

Staff should never use confidential or personal information about a student or her/his family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the student. Individual students should never be discussed by staff in front of other students.

Staff should make it clear to students that any disclosures implying threats to the welfare or safety of the student, cannot be kept confidential, and may need to be discussed with an appropriate adult.

Professional Boundaries

Staff are in a position of trust and the relationship with students is not one of equals. Professional boundaries should be maintained at all times and power and trust should not be misused. The aim is to offer friendly care and not to imply a special friendship with any student.

Gifts, Rewards and Favouritism

Staff should ensure that the motivation behind the giving of gifts/awards or rewards is clear to all students in order to avoid any misunderstandings of intent.

You must not give child gifts personally; any appropriate gifts should come from the school as an organisation.



The giving of gifts or rewards to students should be part of an agreed policy for supporting positive behaviour or recognising particular achievements.

Staff must not accept gifts from children unless they are small token gifts appropriate to a celebration.

Power and Positions of Trust

All staff working in school are in positions of trust in relation to the students in their care.

Relationships between adult and student is not a relationship between equals.

Staff should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report and record any incident with this potential.

Infatuations

Occasionally, a student may develop an infatuation with a staff member who works with them. All staff should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned.

Should any student become infatuated with a member of staff, this must be reported to the Headteacher and/or Director of Education immediately.

Behaviour Management

All students have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.

Staff should not use any form of degrading treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards students is not acceptable in any situation. Where students display difficult or challenging behaviour, staff must follow the Behaviour Policy.

General conduct

All staff are expected to carry out their duties within the spirit of mutual respect, co-operation and support. A teacher should not deliberately behave in such a way as to bring Timeout Education and the school into disrepute.

Personal Conduct

Staff are expected to behave in a manner within working hours which would not lead any reasonable person to question their suitability to work with children or act as a role model.

All adults working with students have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of students.

Home Visits

Staff are not permitted to visit the home of a student unless pre-arranged and the Headteacher and the Designated Safeguarding Lead are informed.

The appointment must be logged on CPOMs.

No young person should ever be invited into the home of a staff member.



Social Contact with Students

All social contact outside of school hours with students should be avoided. Home or mobile phone numbers; addresses or email addresses should not be exchanged.

Staff should not establish or seek to establish social contact with students for the purpose of securing a friendship or to pursue or strengthen a relationship.

There will be occasions when there are social contacts between students and staff, where for example the parent and teacher are part of the same social circle. These contacts will be easily recognised and openly acknowledged. Nevertheless, there must be awareness on the part of those working with students that some social contacts can be misconstrued as being part of a grooming process.

Sexual Contact

Sexual activity between an adult and a student with whom they work (including verbal comments, letters, emails, phone contact, and physical contact) may be regarded as a criminal offence and will always be a grave breach of trust and a matter for disciplinary action. This includes a young person taking part in sexual activities, whether or not the child is aware.

Physical Contact with Students

Should be avoided unless within the guidance of the Behaviour policy. Possible exceptions using professional judgement might be greetings or congratulations such as handshakes; the guiding of a student to where they need to be or a hug in an appropriate situation.

First Aid

Should only be administered by trained members of staff whose names are displayed in the staff room and have completed the appropriate training.

One to One Situations

Should be conducted in an open and transparent fashion i.e. with the knowledge of, or with other staff nearby, and where possible with an open door.

Transporting Students

Staff should not travel alone with students unless in an emergency or where the child is at risk.

If staff use their own vehicles for transporting students they should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded, seat belts are worn.

Curriculum

Many areas of the curriculum can include or raise subject matter which is sexually explicit, or of an otherwise sensitive nature.

The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit or otherwise sensitive nature.

Responding to students' questions can require careful judgement. Carers/ Parents have the right to withdraw their children from all or part of any sex education provided (but not from the teaching of reproduction/human growth under the science curriculum).



The Use of Personal Living Space

No student should be invited into the home of an adult who works with them. Under no circumstances should students assist with chores or tasks in the home of a member of staff who works with them. This also applies to friends or family of a staff member.

Educational Visits and After-School Activities

Organisers must conduct risk assessments and adhere to Health and Safety guidelines. All staff should wear their ID badges at all times off site.

Staff/child ratios should be considered and where overnight stays are involved, the gender mix should be carefully organised.

No students of the opposite sex should be allowed to enter the bedroom area of another student.

Communication with Students (including the Use of Technology)

Staff must ensure that they establish safe and responsible online behaviours. All staff are asked to sign the Staff Acceptable Use ICT Policy.

Communication between students and staff, by whatever method, should take place within clear and explicit professional boundaries. Staff should not share any personal information with a child or young person. Staff should ensure that all communications are transparent and open to scrutiny.

Photography and Videos

Staff should be clear about the purpose of recording images and about what will happen to them once the activity is concluded. Informed written consent from parent/carers is sought.

Use of Images and ICT

Staff must ensure that children are not exposed to any unsuitable material and that any films, YouTube clips or other materials shown to students are age appropriate.

Staff must not access any inappropriate material for their own consumption. Staff are advised not to post their personal details or inappropriate materials on social networking sites. Any such postings which reflect badly on the school may result in disciplinary action.

Use of Mobile phones

Mobile phones should be switched off or silent at all times. Staff should only use their mobile phones for personal calls or messages during personal time in private away from the eyes of the students.

Staff should never store parents' or student's telephone numbers on their mobile phone.

Staff should not use their mobile phone or other mobile device as a camera or video /audio recorder to record sound or images of students.

Contact with the Media

Only the Director of Education is entitled to communicate with the press, radio or television companies. Any direct contact from the media should be redirected to Dani Worthington (Director of Education).

Whistle Blowing

Whistle blowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Timeout Education has a clear and accessible whistle blowing policy that meets



the terms of the Public Interest Disclosure Act 1998. In accordance with the Timeout Education Whistle Blowing Policy, staff should report any behaviour by colleagues that raises concern to either the Headteacher, the Designated Safeguarding Lead or the Director of Education as appropriate.

Sharing Concerns & Recording Incidents

Staff should be aware of child protection procedures including procedures for dealing with allegations against adults.

Staff who are the subject of an allegation should contact their professional association.

Staff are responsible for recording any incident and passing on any information where they have concerns about any matter pertaining to the welfare of any individual or child to the Designated Safeguarding Lead.

This policy was reviewed in August 2026 and will be reviewed annually

Approved by:	Dani Worthington - Director of Education	Date	28/08/2026
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