

**Welburn Hall School**



**Code of Conduct Policy**  
**(for Adults and Pupils)**

**(Reviewed April 2015)**

Review Period: Three Years  
Next review Due: Summer Term - 2018  
Reviewed / Amended: HS 14/04/15  
Adopted by Governors:

## **Introduction**

This document provides guidance for people working in school (including pupils, staff, governors, volunteers and visitors) about acceptable and desirable conduct to protect both adults and students. It should be read in conjunction with other related policies, such as:

- Child Care Practice
- Child Protection
- Intimate Care and Physical Contact
- Physical Intervention
- Behaviour
- Home/School Agreement
- Anti Bullying
- Health and Safety
- Use of Photography and Video
- Whistleblowing
- Code of Conduct - NYCC Staff

## **Basic Principles**

- ❖ The child's welfare is paramount.
- ❖ Adults working in school are responsible for their own actions and behaviour and should avoid any conduct that would lead a reasonable person to question their motivation or intentions.
- ❖ Adults working in school must work and be seen to work in an open and transparent way.
- ❖ Adults should discuss and/or take advice from a senior member of staff about any incident which could give rise for concern.
- ❖ A record should be kept of any such incident and of decisions made/further actions agreed, in accordance with school record keeping policy
- ❖ Staff should apply the same professional standards regardless of gender, sexuality, disability, race or faith.
- ❖ Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

**All staff, volunteers and visitors to Welburn Hall should:**

- ❖ be familiar with and work in accordance with the policies at Welburn Hall and in particular those that were mentioned above.
- ❖ provide a good example and a positive role model to pupils and students.
- ❖ behave in a mature, respectful, safe, fair and considered manner.
- ❖ not discriminate favourably or unfavourably towards any other adult or young person.
- ❖ ensure that relationships with students remain on a professional footing.

**All pupils and students at Welburn Hall should be encouraged to:**

- ❖ Use kind words
- ❖ Help when you can
- ❖ Share and take turns
- ❖ Listen to what others have to say
- ❖ Be honest and truthful
- ❖ Think before you speak or act
- ❖ Remember your manners
- ❖ Hold your temper
- ❖ Think about the feelings of others
- ❖ Work and play fairly
- ❖ Arrive at lessons on time and prepared
- ❖ Look after the school and the things in it

This guidance will be made available to pupils and students through assemblies, tutorial time, student diaries and posters in relevant areas of the school.