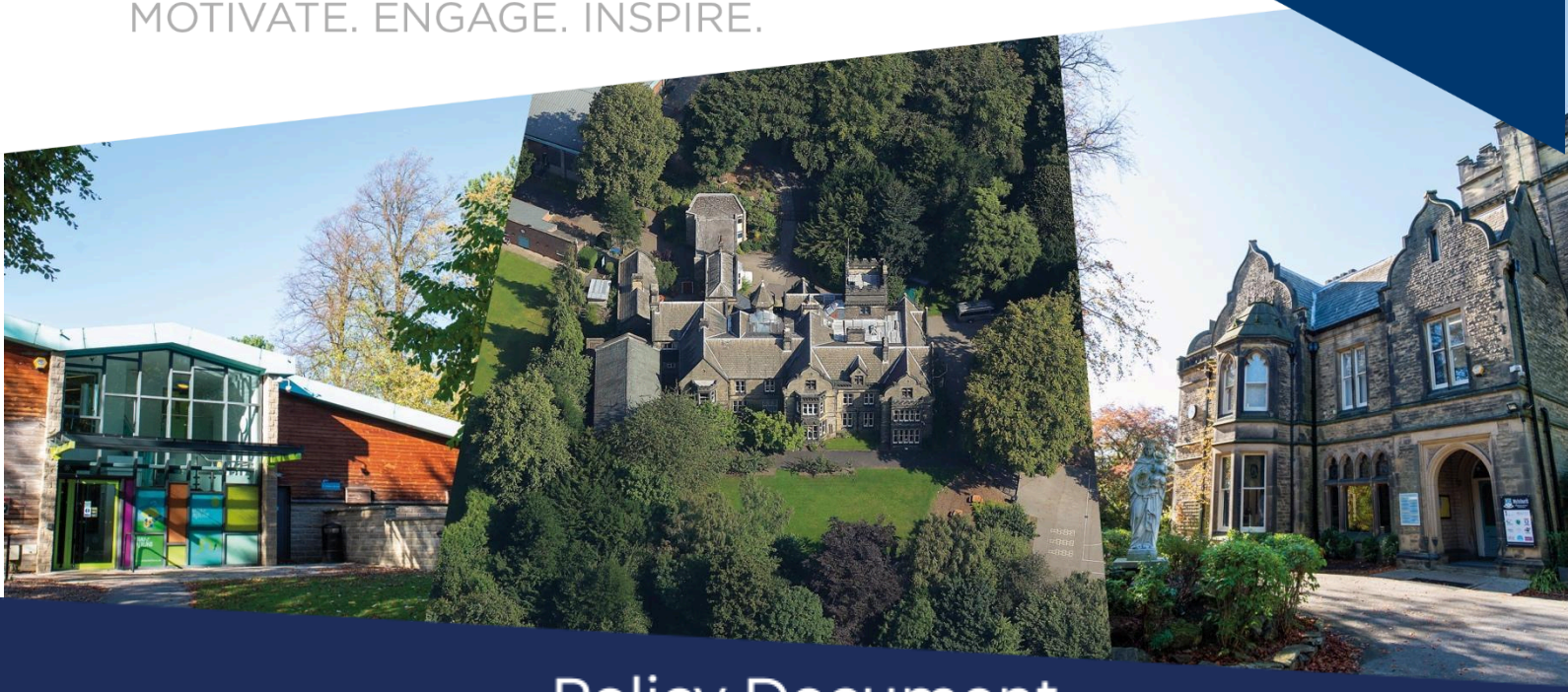
Mylnhurst
Preparatory School and Nursery

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Mylnhurst
Campus Group



Policy Document
Mylnhurst School & EYFS

Code of Conduct

Publication Date: September 2026
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Mylnhurst
Preparatory School and Nursery

Mylnhurst
Campus Group

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This Policy is to be read in conjunction with the school's Staff Handbook, Safeguarding and Whistleblowing policies

1. Aims

Mylnhurst Preparatory School & Nursery have a legal duty to safeguard and promote the welfare of pupils by creating and maintaining a safe learning environment, Education Act (2002). In this regard, all staff have a duty to keep children and young people safe and protect them from harm. Staff should ensure that they do not put themselves in situations in which allegations of abuse or inappropriate behaviour could be made.

Parents and the wider public are also entitled to expect the highest standards of conduct from school staff, the Board of Directors and volunteers and to have trust and confidence in their integrity.

All adults working in Mylnhurst Preparatory School & Nursery must therefore act with the utmost good faith with regard to the business of the school and not do anything, which may adversely affect its reputation.

The following code has been drawn up with a view to reducing the risk of staff being accused of improper or unprofessional conduct in all aspects of their work. It aims to help staff work safely and professionally and clarify what behaviour constitutes safe practice and what is unacceptable and/or illegal.

This code conforms to the Independent Schools Standards Regulations and the Sheffield Children Safeguarding Partnership policy and procedures.

2. Scope

This policy applies to all adults working at Mylnhurst Preparatory School & Nursery whatever their position, role or responsibilities, including volunteers, students undertaking work placements and contractors. It clarifies general conduct for staff and should be read in conjunction with the school's Safeguarding and Child Protection Policy, which includes guidelines on Low-Level Concerns.

This policy cannot cover every eventuality. Its purpose is to convey the standard expected of employees, but it does not replace the general requirements of the law.

3. General Obligations

Staff should understand the responsibilities that are an intrinsic part of their employment or role. They should make a professional judgement about their actions and behaviour and seek to avoid

conduct which would lead any reasonable person to question their motivation or intentions. If there is an incident where staff feel there may be a concern, they should discuss the circumstances that informed their action, or their proposed action with a member of the Senior Leadership Team (SLT), to help ensure that the safest practices are employed and the risk of actions being misinterpreted reduced.

Records should be made of any incidents and decisions made or further actions agreed, with their justifications, in accordance with school policy.

All staff should know who the Designated Senior Leads (DSLs) are for safeguarding children at Mylnhurst, be compliant with the school's policy for safeguarding and be familiar with Sheffield Children Safeguarding Partnership's (SCSP) arrangements for child protection. All staff must make it their duty to understand their responsibilities to safeguard and promote the welfare of children and young people.

Staff should understand their responsibility to voice any general concerns that they might have about practice within the school, in accordance with the schools' Whistleblowing policy.

Unlawful, unsafe or inappropriate behaviour may result in disciplinary action being taken.

4. Good Practice Guidelines

The following code and guidelines set out specific areas of conduct and behaviour that constitute expected and safe practice.

If staff are in any doubt about any aspect of this guidance or need to seek further clarification about a particular situation, in the absence of specific guidance, they are advised to seek clarification from a member of the SLT.

5. Propriety and Behaviour

All adults working with children and young people are in a position of trust in relation to the individuals in their care. Staff are expected to adopt high standards of personal integrity and conduct and behave in such a way that does not compromise their position both within or outside Mylnhurst Preparatory School & Nursery.

The Teachers' Standards outline personal and professional conduct.

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law
- Having proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality
- Having an understanding of, and always acting within, the statutory frameworks which set out their professional duties and responsibilities

Staff should not:

- Behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model
- Use their power to intimidate, threaten, coerce or undermine pupils
- Make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate other individuals or might be interpreted as such

6. *Confidentiality and Information Disclosure*

Staff should not use any information obtained in the course of their duties to the detriment of Mylnhurst Preparatory School and Nursery for personal gain or benefit or pass this information on to others who might use it in such a way.

- Staff must also take all reasonable steps to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur as a result of their actions, including information relating to school business and pupil data
- There are some circumstances in which staff may be expected to share information about a child, for example, when child protection issues arise. In such cases staff have a duty to pass information on without delay in line with School and SCSP procedures. If staff are in any doubt about whether to share information or keep it confidential, they should seek guidance from a senior manager or the DSL
- Staff should not use their position to gain access to information for their own advantage or to intimidate, humiliate or embarrass a child
- Staff are expected to treat any information they receive about children and young people in a discreet and confidential manner
- Staff need to be cautious when passing on information to others about a child/young person and if in any doubt about sharing information, seek the advice of the SLT

7. Equality

All staff should adhere to Mylnhurst Preparatory School & Nursery's Equal Opportunities Policy, in addition to the requirements of the law.

- Staff should not discriminate in recruitment and employment practices, nor in the delivery of services
- Staff should also ensure that in their dealings with parents and other members of the public, they ensure the provision of an efficient and impartial delivery to all individuals
- Staff must give due regard to protected characteristics as set out in the Equality Act 2010

8. Employment Matters

- All staff involved in appointments and/or tendering process should ensure that these are made on the basis of merit
- Staff should not be involved in an appointment or decisions relating to discipline, promotion or pay adjustments for any individual who is a relative or with whom they are in a close personal relationship
- All relationships of a business or private nature with external contractors, or potential contractors should be made known to the Headteacher

9. Registers

- It is the class teacher's responsibility to ensure that registers are taken accurately and in a timely fashion
- Any member of staff running a club must take a register at the beginning of that activity and keep a record of registers taken

10. Public Duty and Private Interests

- It is important that staff do not put themselves in a position where their duty to Mylnhurst Preparatory School & Nursery and their private interests conflict
- Staff should not allow their own personal or political opinions to interfere with their work and the provision of a balanced and professional service, ensuring that they work to the professional standard required

11. Other employment/private work

- Any external work that staff undertake must not bring Mylnhurst Preparatory School & Nursery into disrepute or conflict with the school's interest
- Private work should not be undertaken in the school's time, or using the school's premises or equipment, without the prior approval of the Headteacher

12. Dress and Appearance

Staff should ensure that they are dressed decently, safely and appropriately for the tasks that they undertake and that through their appearance, they promote a positive and professional image. Specifically:

- Outfits must be modest
- Denim is not permitted to be worn
- Heels must be of a sensible height
- Sports trainers must only be worn when teaching sports
- Flip-flops are not to be worn unless on poolside
- Where possible, tattoos should be covered
- Leggings are acceptable under tunics or dresses but not in place of trousers

13. Financial inducements, gifts, hospitality and sponsorship

Staff should ensure that they use funds entrusted to them in a responsible and lawful manner and that they do not give or receive any gift, loan, fee, reward or advantage, which might be misinterpreted.

- Although staff should not give or receive gifts from pupils or parents on a regular basis or of any significant value, it is acceptable however for staff to receive small tokens of appreciation, such as at Christmas time and at the end of the year.
- Staff should generally only give gifts to an individual young person as part of an agreed reward system.
- Where staff do give gifts, they should ensure that they are of insignificant value and given to all children equally.

14. Use of School Time and Facilities

The School's property and facilities (e.g. stationery, computers, photocopiers) may only be used for school business unless permission for their private use has been granted.

15.Infatuations

In cases where a young person develops an infatuation, there is a high risk of words or actions being misinterpreted and for allegations to be made against staff

- Staff should report to the SLT clear/apparent indications (whether they are verbal, written or physical) that suggest a pupil may be infatuated with them and respond sensitively to such situations in order to maintain the dignity of all parties

16.Social Contact

Staff should not establish or seek to establish social contact with pupils.

- Do not give out personal details such as home/mobile numbers, home address or e-mail address to pupils
- Staff should always approve any planned social contact with pupils with the SLT, for example, when it is part of a reward scheme or pastoral care programme
- Staff should advise the SLT of any regular social contact they have with a pupil, where it is apparent that it may give rise to a concern

17.Physical Contact

It is unrealistic to suggest that teachers should never touch pupils. There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, such as when a distressed pupil needs comfort and reassurance or as an integral part of some lessons such as PE and music.

However, innocent actions and appropriate physical contact can often be misconstrued and it is therefore crucial that staff only initiate physical contact for the minimum time necessary and in ways appropriate to their own role and the needs of the child.

Staff should use their professional judgement at all times. Where feasible, staff should seek the child's permission before initiating contact. Where a member of staff thinks that an incident could have been misinterpreted it should be reported to the DSL for Safeguarding.

Any formally agreed plan for children with SEND or physical disabilities should be understood and agreed by all concerned and staff should be provided with relevant information about vulnerable pupils in their care where it is relevant for this to be provided in order for staff to be able to undertake tasks appropriately.

Extra caution may also be required where it is known that a child has suffered previous abuse or neglect. Many such children are often needy and seek out inappropriate contact, thereby leading staff to be vulnerable to allegations of abuse.

In this regard, staff should:

- Be aware that even well-intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described
- Never touch a child in a way which may be considered indecent
- Always explain to a pupil the reason why contact is necessary and what form that contact will take
- Look at alternatives, where it is anticipated that a pupil might misinterpret contact and consider involving another member of staff, or a less vulnerable pupil in a demonstration
- Never indulge in horseplay, tickling or fun fights
- Adhere to the school's reasonable use of force guidelines (Safeguarding Policy), the school's Restrictive Interventions Policy and be acquainted with DfE's guidance in regard to physical contact with pupils and meeting the medical needs of children and young people in school.

18.Low Level Concerns

Report all Low Level Concerns to the Headteacher in writing. For further information on how Low Level Concerns relating to members of staff are dealt with and recorded, please refer to our Safeguarding Policy.

19.Changing children, including EYFS, sports and other activities

Children changing for sports or other activities should be supervised at all times by an adult.

- Staff should avoid 1:1 situations.
- Supervision should be discreet.
- The use of mobile phones is strictly forbidden in all changing rooms and no personal mobile phones to be used on the poolside.

In the EYFS, toileting, showering and changing of children, if required, will be carried out by two members of staff and only with the express permission of the children's parents or carers. Please see EYFS Toileting Policy & Procedure for further details.

20.Electronic media and mobile phones, including photos, videos and other images

The use of personal mobile phones is strictly prohibited in the school except for the staff room and other areas where access to children is prohibited. Staff must not give out their personal mobile numbers to parents and/or children and must not engage in inappropriate electronic communication with pupils and/or parents. i.e. via social media or media applications.

There are an adequate number of school devices to be taken on trips and fixtures.

Mylnhurst Preparatory School will obtain consent from all parents or carers of the children appearing in any photograph, video, DVD or web cam image before it is created.

No images of a looked after child should be created or used without prior consent from Children's Social Care

Internet use: Accessing inappropriate images of children on the computer is illegal. Under no circumstances should adults in schools access any inappropriate images on the internet. The same rule applies to the use of the school's equipment by members of staff at home, e.g. use of laptops/ tablet devices.

21. Transporting pupils by car or minibus

Staff will be permitted to transport children in their personal vehicles provided parental permission has been obtained. Under no circumstances should staff transport a child on a 1:1 basis; a minimum of two adults should be present for every journey when conveying children by car or minibus.

22. Behaviour management and restrictive intervention

Corporal punishment is unlawful in all schools. Force must never be used as a form of punishment.

All members of school staff have a legal power to use reasonable force in certain circumstances. This includes where it is necessary to prevent or stop a pupil from:

- causing injury to themselves or another person
- committing a criminal offence

The use of restrictive intervention should always be a last resort where other appropriate strategies are unlikely to be effective or where immediate action is necessary to keep a pupil or others safe. Wherever circumstances allow, staff should seek to prevent and de-escalate situations before considering restrictive intervention.

Any use of force must be reasonable, necessary and proportionate to the circumstances. Staff must use their professional judgement, taking account of the individual pupil's age, needs, vulnerabilities and any special educational needs or disabilities. Particular consideration must be given to the school's duties under the Equality Act 2010, including the duty to make reasonable adjustments for disabled pupils.

The school does not require parental consent before restrictive intervention is used lawfully. The school will not operate a 'no contact' policy, as there are circumstances in which appropriate physical contact or restrictive intervention may be necessary to safeguard a pupil or others.

Restrictive interventions must never be used to cause pain, humiliation or distress. Staff must not use restraint in a way that restricts a pupil's airway, breathing or circulation, including by applying pressure to the neck or abdomen. Any restrictive intervention must be ended as soon as it is safe to do so.

Where a pupil is known to be at increased risk of requiring restrictive intervention, an appropriate individual risk assessment and, where appropriate, behaviour support plan should be developed in consultation with the pupil, parents and relevant professionals. Staff who are likely to need to use reasonable force or other restrictive interventions must receive appropriate training in their safe and lawful use and in prevention and de-escalation strategies.

Any significant incident involving the use of force must be recorded in writing as soon as practicable after the incident, with staff expected, wherever possible, to complete the record on the same day. Parents must be informed in writing as soon as practicable and, wherever possible, on the same day, subject to the statutory safeguarding exceptions. The school may require other physical interventions to be recorded in accordance with its own safeguarding and behaviour procedures.

Seclusion must never be used as a punishment. Where it is exceptionally necessary as a safety measure to protect others from harm, it must be for the shortest possible period, the pupil must be appropriately supervised, and the intervention must cease as soon as the immediate risk has reduced. Any use of seclusion or restraint must be recorded and reported in accordance with the school's procedures and current statutory requirements.

Any allegation that a member of staff has used unreasonable or excessive force will be considered carefully and in accordance with the school's safeguarding, staff disciplinary and allegations procedures. Suspension will not be an automatic response to an allegation; decisions will be made on the circumstances of the individual case.

The Board of Directors and Senior Leadership Team will support staff who act lawfully and appropriately in accordance with this Code, the school's Behaviour Policy, safeguarding procedures and current Department for Education guidance

23.Sexual contact with children and curriculum issues

It is a criminal offence for any adult in a position of trust to engage in any form of sexual activity with a young person under 18, even with their consent (Sexual Offences Act 2003). This also includes non-contact activities such as causing children to engage in or watch sexual activity.

There may be occasions when, as part of the curriculum, a teacher has to raise subject matter that is sexually explicit. In such situations, any lesson plan should highlight the areas of risk and sensitivity. Staff should respond to questions with careful judgement and avoid entering into inappropriate or offensive discussions about sexual activity.

In this regard, staff should not:

- Use their status and standing to form or promote relationships with children which are of a sexual nature
- Pursue sexual relationships with children and young people either in or out of school
- Enter into or encourage inappropriate or offensive discussion about sexual activity
- Make sexual remarks to a pupil (including email, text messages, phone or letter), or use any communication which could be interpreted as sexually suggestive or provocative
- Discuss their own sexual relationships with, or in the presence of pupils
- Discuss a pupil's sexual relationships in inappropriate settings or contexts
- Confer special attention and favour upon a child which might be misconstrued as being part of a 'grooming' process

24.One-to-one situations

When staff work regularly on an individual basis with children, they are generally more vulnerable to allegations.

To avoid such situations arising, meetings should, wherever possible, be arranged so that staff are visible and/or audible and not in secluded areas of the school.

Staff should:

- Ensure there is visual access and/or an open door in one-to-one situations
- Inform other staff of the meeting beforehand, assessing the need to have them present or close by
- Avoid the use of 'engaged' or equivalent signs wherever possible, as they may create an opportunity for secrecy or the interpretation of secrecy
- Always report to the SLT any situation which gives rise to complaint, disagreement or misunderstanding or where a child becomes distressed or angry

25.Educational visits and extra-curricular activities

Staff should always take care to have another adult present during out of school activities, unless otherwise agreed with senior staff. Health and safety requirements should be strictly adhered to.

Staff should ensure that they display professional behaviour during activities that take place off the school site and ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship. Staff should therefore maintain a professional relationship with pupils at all times.

Where out of school activities include overnight stays, particular consideration should be given to sleeping arrangements, if applicable, and pupils, staff and parents informed of the arrangements in advance.

In this regard, staff should therefore:

- Undertake risk assessments
- Have parental consent to the activity
- Ensure that their behaviour remains professional at all times

26.First aid and administration of medication

In cases where first aid or medication needs to be administered, all staff should adhere to Mylnhurst Preparatory School & Nursery's First Aid (including the Administration of Medicines) Policy.

A health care plan is issued by the child's PCT where the child needs to take regular medication and any such agreement between the child, parents/carers and the school must be negotiated, agreed and recorded.

Where possible, children should be encouraged to administer the medication themselves, with the permission of parents.

27.Events

If a member of staff is attending a school function or an event where school pupils or their parents may be in attendance, they must be sure to uphold the school's reputation and bear in mind that they are representing the school at all times.

28.Staff Parents

In the interests of all pupils, children of members of staff should not be singled out by their parents or other members of staff or given preferential treatment. Every effort should be made for pupils' experience of school to be similar to that of their peers. Although staff children are very welcome to go to their parents' class before or after school, this should not compromise the ability of other members of staff to carry out their duties or speak openly. The MCC is available to all staff parents at no additional charge on occasions that they are working. Members of staff are advised not to join parent WhatsApp groups or similar. Communication with other parents pertaining to school business must be conducted through the proper forums (school meetings, school email, iSAMS or Google Classroom) and not through informal means.

29. Whistleblowing Procedures

The school has a separate policy for whistleblowing where all staff, parents and volunteers are encouraged to challenge and expose any information that is deemed illegal, dishonest or not correct within the school that is either private or public.