

Code of Conduct for Staff



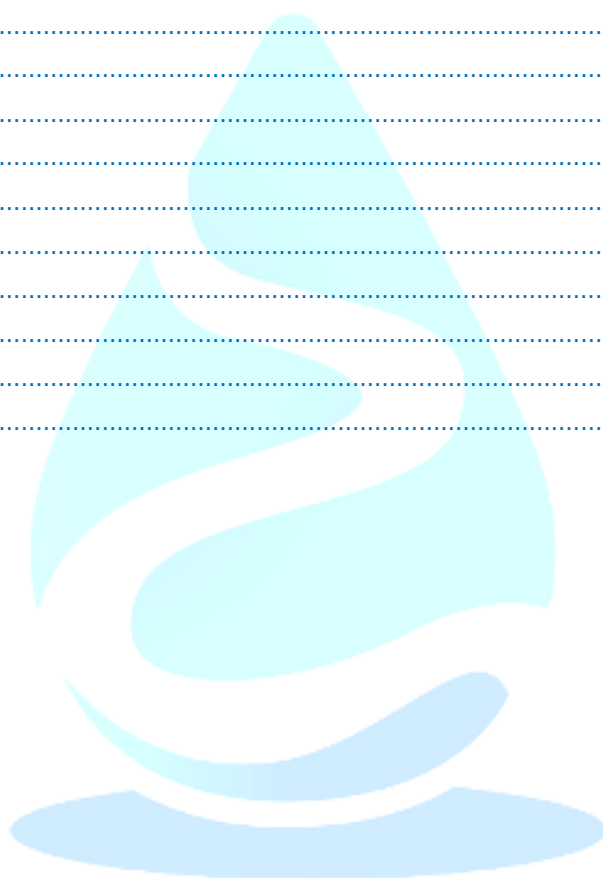
RIVERSIDE BRIDGE SCHOOL
INSPIRE, EMPOWER, ACHIEVE



Partnership Learning

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1. Aims, scope and principles

This Code of Conduct sets clear standards of personal and professional behaviour expected of all staff working at Riverside Bridge School, including teachers, co-educators, support staff, therapists, administrative staff, agency and supply staff, students on placement, volunteers, contractors and governors.

As a school committed to Inspire, Empower, Achieve, our aim is to provide a safe, respectful and inclusive learning environment where pupils with complex needs can thrive, communicate and develop independence. Every member of staff plays a critical role in upholding our values and modelling the highest standards of conduct, care and professionalism.

This Code of Conduct exists to:

- safeguard pupils and promote their welfare at all times;
- ensure staff understand their responsibilities and professional boundaries;
- protect staff from allegations or misunderstandings;
- uphold the reputation, ethos and legal responsibilities of the school and Trust;
- embed trauma-informed and Total Communication approaches in every interaction.

All staff must:

- act in the best interests of pupils at all times.
- demonstrate respect, integrity, fairness and accountability.
- use sound professional judgement, seeking guidance where unsure.
- understand that conduct in and out of work may impact their role and the trust placed in them.

This Code works alongside all school and Trust policies. It is not exhaustive; situations may arise that require discretion and ethical judgement. A breach of this Code may lead to formal disciplinary proceedings.

2. Legislation and Guidance

This policy is based on legislation, statutory guidance and national professional standards, including:

- Keeping Children Safe in Education (KCSIE 2025)
- School Staffing (England) Regulations 2009
- Teachers' Standards (2012) - Personal and Professional Conduct
- Data Protection Act 2018 & GDPR
- Working Together to Safeguard Children
- Trust and Local Authority HR and Conduct Policies.

It must be read in conjunction with:

- Child Protection & Safeguarding Policy
- Whistleblowing Policy

- Staff Disciplinary Policy
- Online Safety & Acceptable Use
- Equality, Diversity and Inclusion Policies.

3. General Professional Obligations and Expectations

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.

Our aim to ensure where possible that our pupils are able to thrive and gain as much independence as possible. As well as working on academic strands of attainment our key focus is life skills and independence.

We serve our local community with the very highest standard of education to ensure we 'Inspire, Empower, Achieve'.

The school expects the highest standards of personal and professional conduct from all Employees.

As such the school requires all employees to act in a manner which reflects the value and ethos of the school.

Employees must ensure that their behaviour and actions are consistent with their position as a role model to pupils and are compatible with working with young people and in a school setting.

Employees must act with integrity, honesty and demonstrate ethical and respectful working practices towards pupils, colleagues, parents/carers and other members of the school community.

All employees have a responsibility to observe appropriate professional boundaries and act at all times in a manner which safeguards and promotes the welfare of pupils.

Employees must disclose any relevant information which may impact on their job role or suitability to work with young people or in a school setting.

The school requires employees to adhere to all school policies and observe the highest standards of business / financial practice.

Each Employee has an individual responsibility to act in a manner which upholds the school in providing effective and professional education to pupils and protects its reputation to do the same with confidence in the local community.

Employees are accountable for their actions and conduct and should seek advice from their Line Manager / Headteacher if they are not sure of the appropriate action to take.

Employees should be aware that a failure to comply with the following Code of Conduct could

result in disciplinary action being considered. A serious breach could potentially result in dismissal.

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.

Responsibilities of the School

- To explain the provisions of the Code of Conduct to employees and signpost employees to other relevant policies, document and guidelines.
- To provide additional advice and guidance to employees in relation to queries they may have regarding the application of the Code of Conduct.
- To coach, support and provide feedback to employees on their performance in relation to the required standards of conduct.
- To take appropriate action at the earliest opportunity to address breaches of the expected standards of conduct.

Responsibilities of the Employee

- To read, understand and comply with the Code of Conduct at all times.
- To use this code, alongside other relevant school policies and professional codes, to guide them in their role.
- To seek guidance from the Headteacher / Line Manager (or Chair of Governors in the case of the Headteacher) if they are unclear about the conduct or actions expected of them.
- To alert the Headteacher (or Chair of Governors in the case of the Headteacher) at the earliest opportunity where an employee believes they may have acted in a manner which is inconsistent with the Code of Conduct and other relevant school policies and professional codes.
- Not express personal or political beliefs in ways that undermine pupils or school relationships.
- Not use their position to influence, intimidate or exploit others.
- Not allow personal relationships to affect professional decisions or conduct.

4. Legislation and guidance

We are required to establish procedures for the regulation of staff conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

In line with the statutory safeguarding guidance [Keeping Children Safe in Education 2025](#), 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 and reliability;
- never use inappropriate or offensive language or behaviour in school that is abusive, threatening, intimidating, discriminatory or demeaning;
- treat pupils, colleagues, parents/carers and visitors with dignity, courtesy and respect;
- show tolerance and respect for the rights of others;
- uphold fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs and foster an inclusive environment;
- protect the school's reputation through conduct both in and out of the workplace.
- follow all lawful and reasonable management instructions;
- take responsibility for their own professional behaviour at all times;
- not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law; and not use their position to influence, intimidate or exploit others;
- not allow personal relationships to affect professional decisions or conduct.
- understand the statutory frameworks they must act within;
- adhere to the [Teachers' Standards](#).

4. Safeguarding

Safeguarding is an absolute priority. All staff have a duty of care to protect pupils from harm, abuse or neglect (physical, emotional, sexual or neglect).

Staff will familiarise themselves with the school's 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 sharepoint, PPA room, staff room and on our school website.

Staff must:

- complete mandatory safeguarding and Prevent training;
- know how to recognise signs of abuse and how to report concerns;
- immediately report any safeguarding concern or disclosure to the Designated Safeguarding team;
- never promise confidentiality to a pupil;
- record and report concern factually, without delay, through agreed procedures.

4.1 Allegations that may meet the harm threshold

This section is based on 'Part four: Safeguarding concerns or allegations made about staff, including supply, teachers, volunteers and contractors' of Keeping Children Safe in Education, 2025.

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;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children;
- 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 Headteacher, or the chair of governors where the Headteacher is the subject of the allegation or a member of SLT appointed by the Headteacher.

4.2 Low-level concerns about members of staff

A low-level concern includes any behaviour that may not meet the harm threshold but causes unease (a 'nagging doubt') or is inconsistent with this Code.

For example, this may include:

- overly personal comments or familiarity.
- inappropriate joking, boundary testing or secrecy.
- being alone repeatedly with a pupil without transparency.

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 the school's child protection and safeguarding policy. Staff are also encouraged to self-refer if they find themselves in a situation that could be misinterpreted and/or where an unintended breach may have occurred. If staff are not sure whether behaviour would be deemed a low-level concern, they are encouraged to report it to SLT or the Safeguarding Team immediately.

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 are covered in more detail in our child protection and safeguarding policy. This is available on the schools sharepoint, PPA room, staff room, as well as in the policies section of our school website.

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

4.3 Allegations reaching the harm threshold

If a member of staff is alleged to have:

- harmed a child or put them at risk;
- committed a relevant criminal offence;
- behaved in a way indicating they may not be suitable to work with children;

The Headteacher (or Chair of Governors if against the Headteacher) or a member of SLT appointed by the Headteacher will act as 'case manager' and follow statutory procedures, including consulting the LADO (Local Authority Designated Officer).

4.3 Whistleblowing

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 headteacher. If the concern is about the headteacher, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the chair of the governing board/board of trustees/other named governor or trustee.

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. All staff must maintain clear, professional boundaries with pupils at all times. Staff hold a position of trust and must not engage in any behaviour - in person, online or outside school - that could compromise that trust.

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.

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

Staff must:

- treat all pupils equally, without favouritism or inappropriate familiarity.
- use only professional, school-approved communication channels.
- avoid any communication (verbal, written, online) that could be seen as personal, suggestive or secretive.
- maintain visible, transparent interactions – avoid being alone with pupils where not observable.

Staff must not:

- exchange personal contact details with pupils (e.g. mobile number, social media, personal email). Staff should avoid contact with pupils outside of school hours if possible.
- arrange private meetings or social interactions outside school, unless approved and risk assessed.
- give or accept personal gifts outside school procedures (token gifts from pupils/parents are acceptable but must be reported if of significant value). While we are aware many pupils and their parents/carers may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable.
- engage in physical contact unless it is appropriate, necessary, professional and in accordance with individual behaviour or care plans (e.g. Team Teach, First Aid, Sensory Regulation).

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 the school's child protection and safeguarding policy.

Any concerns about boundary breaches - by self or others - must be reported immediately.

6. Communication and social media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should consider not using 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 also make their account private where possible.

Staff should not attempt to contact pupils or their parents/carers 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.

Any email correspondence to parents/carers should ideally be made through the Riverside Bridge School Account rather than through work emails. This is to safeguard staff and parents of any inappropriate contact that may occur.

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 e-safety policy and mobile & smart technology policy - see section 7 of this policy.

Staff should not post any images or text which could be deemed as sexist, racist etc.

Staff should not post any information which could be deemed as derogatory about other staff members, visitors, volunteers, the school, pupils, parents/carers, any professional linked to the school or any other person or organisation linked to Riverside Bridge.

7. Acceptable use of technology and mobile devices

Technology is provided for professional use. Staff must use it responsibly, legally and safely.

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, cameras or smart watches to take pictures of pupils.

We have the right to monitor emails and internet use on the school IT system. This is laid out in our ICT and internet acceptable policy.

If any staff member is found to have used school technology for an unacceptable use could result in disciplinary action being taken against them.

7.1 Use of Personal mobile phones

Technology is provided for professional use. Staff must use it responsibly, legally and safely.

The school recognises the potential for mobile phones, cameras and smart watches to be used inappropriately and therefore, compromising the confidentiality of the children in our care.

Mobile phones should be placed on silent and locked away, in the case of an emergency staff should only ask SLT permission if they can have the phone on loud and should only be used in staff areas or outside school gates.

The school has established a policy for mobile phones that provides teachers, pupils, parents and carers guidelines and instructions for the appropriate use of mobile phones during school hours.

This policy for mobile phones also applies to staff during school excursions and extra-curricular activities.

Staff

- No member of staff should have a personal phone on their person during teaching time, except with the explicit permission of a member of the SLT in emergency situations.

- Mobile phones can be used at break times outside school or within the staffroom.
- No staff member should ever give their personal phone number to pupils or parents/carers.
- No member of staff will on any occasion use the camera function, video function or sound recording function on their phone either on the school premises or on educational/residential visits.
- Mobile phones/tablets/cameras belonging to school should be taken on educational/residential visits for use in emergencies.
- Mobile phones must never be used during lesson time.
- If a member of staff needs to make a call relating to a child in their care, they should step outside and go to a staff only area.
- At lunch time if a member of staff needs to make a call they should step outside the building or go in the staffroom to do so.

If a member of staff is found to be on their phone they will be asked as to why their phone is out, be told to put the phone away and could possibly face disciplinary action.

Any mobile phone used should be reported to the Safeguarding Team.

Visitors

All visitors (including parents/carers and contractors) should switch off their phones when they are on school premises or at least turn them too silent.

We recognise that there will be occasions where contractors may need to make calls on their mobile phones. This should not be done in the vicinity of the pupils.

7.2 Responsibility for mobile phones

The school accepts no responsibility whatsoever for the theft, loss, damage or health effects (potential of actual) relating to mobile phones. It is the responsibility of staff, visitors, and parents/carers to ensure mobile phones are properly insured.

This section must be read alongside the Mobile & Smart Technology Policy which applies to all staff, pupils, parents/carers and visitors.

8. Confidentiality and Data Protection (GDPR)

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.

Such information must not be disclosed to any person who is not entitled to have access

to this or legitimately needs it for work purposes.

Specifically, all Employees must:

- work in accordance with the requirements of the General Data Protection Regulation (2018) and associated legislation;
- observe the school's procedures for the release of information to other agencies and members of the public;
- not use or share confidential information inappropriately or for personal gain;
- not speak inappropriately about the school community, pupils, parents/carers, staff or governors including discussing incidents, operational or employment matters with parents/carers/members of the public;
- ensure all confidential data is kept secure and password protected;
- treat all personal information as confidential;
- share only with authorised personnel, on a need-to-know basis;
- store files securely, lock physical records, and password protect digital records;
- follow the school's Data Protection and Information Sharing policies;
- not discuss confidential matters in corridors, lifts, staff rooms or public spaces;
- not remove files from school unless authorised;
- not use personal devices to store school information.

If a staff member breaks GDPR processes they should make their line manager and the School Business Leader aware.

Should employees be in doubt about the appropriateness of sharing information they should seek guidance from their line manager or another member of the senior leadership team.

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.

Employees must maintain high standards of honesty and integrity in their work.

Employees should not behave in a manner which would lead a reasonable person to call into question their motivation or intentions.

Staff are expected to demonstrate financial responsibility at all times, ensuring honesty and integrity in the use of school resources. They must not falsify documents or expenses, misuse school funds or property, or use any school accounts or equipment for personal gain.

During the course of their work employees should ensure they do not:

- wilfully provide false / misleading information;
- destroy or alter information / records without proper authorisation;
- wilfully withhold information or conceal matters which they could reasonably be expected to have disclosed;
- misrepresent the school or their position;

- accept or offer any form of bribe / inducement or engage in any other corrupt working practice.

Should an employee become aware of any conduct on the part of a colleague which raises concerns regarding health and safety, safeguarding or criminal activity - they have a duty to disclose this to safeguarding and SLT,

Allegations concerning fraudulent, dishonest or corrupt practices or the falsification or withholding of information will be investigated under the school's Disciplinary Policy and formal disciplinary action taken where appropriate.

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.

9.1 Setting an example

School Employees are role models and must strive to adhere to behaviour that sets a good example to all the pupils within the school and is appropriate in a school setting.

This includes:

- refraining from abusive or potentially offensive / discriminatory language or actions. The use of profanity, vulgar expressions, personal insults, violence, harassment for example, will be considered unacceptable;
- being mindful and sensitive to the customs, practices, culture and personal belief of others;
- positively contributing to the creation of a fair and inclusive work environment where everyone can thrive and do their best work;
- demonstrating tolerance and respects towards others by being mindful and sensitive to the customs, practices, culture and personal belief of others;
- contributing to the creation of a fair and inclusive school environment where everyone can thrive and do their best work;
- observing boundaries appropriate to their role and a school setting;
- ensuring any topics of conversation with pupils/students are suitable to the school setting / curriculum;
- not undermining fundamental British values;
- ensuring personal / political opinions or beliefs do not impact on the discharge of duties and/or are not expressed in a way which exploits

- pupils' vulnerability or seeks to unduly influence;
- maintaining high standards of personal presentation, attendance and punctuality.

Should employees be in doubt about the appropriateness of their behavior they should seek guidance from the Headteacher (or Chair of Governors in the case of the Headteacher) or HR department. Breaches of expected behavior may be considered under the disciplinary procedure; this may result in formal disciplinary action including dismissal.



9.2 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.

10. Dress and Presentation

Personal choice and professionalism

- While dress and appearance are matters of personal choice, all Employees must ensure their attire is appropriate to their role within the school and promotes a professional image.
- Employees should be mindful of setting a good example to both pupils and visitors through their dress and personal hygiene.

Appropriateness for role and safety

- Clothing should be appropriate to the activities undertaken and comply with any health and safety requirements.
- Suitable protective equipment must be worn where provided.
- Uniforms should be worn when issued.
- Identity badges must be worn at all times whilst in the workplace.
- Staff should maintain good personal hygiene.

Unacceptable Attire

- Clothing should not be offensive, overly revealing, or sexually provocative.
- Attire should not feature political slogans, offensive language, or contentious symbols or imagery.
- False nails including acrylics and long finger nails are frowned upon due to potential health and safety concerns such as grazing pupils when Team Teach is required and during intimate care. If nails are too long staff may be asked to address this.

Cultural and Religious Sensitivity

- The school will take a sensitive approach to dress and uniform requirements for Employees from diverse cultural and religious backgrounds.

Dress Code Specifics

- Staff must dress in a professional and appropriate manner.
- Outfits must not be overly revealing, low-cut, or expose excessive skin.
- Clothing should not display offensive or political slogans.
- Skirts and dresses must be knee-length and modest.
- Shorts should only be worn for sporting activities, with professional wear being required afterward;
- Trainers can be worn but must be black or white.
- Staff must not wear ripped jeans or trousers, low cut vest tops, spaghetti strap tops, flip-flops, or open-toed shoes or sandals.
- All footwear must be fully enclosed, with closed backs and covered toes.
- Hats or hoods are not permitted inside the building.

- Jewellery must be discreet and worn at the owner's risk. The school will not be responsible for any loss or damage to personal effects, including jewellery.

Seasonal attire and exceptions:

- Tailored shorts may be worn in the summer.

Offsite and High-Visibility requirements:

- Staff should wear the Riverside Bridge School jacket for offsite activities (optional but preferred).
- Staff must wear their blue high-visibility jacket when involved in offsite activities.
- High-visibility jackets must also be worn during transitions, such as collecting pupils in the morning, break and lunch times, and at the end of the day.

Staff wearing inappropriate attire not in line with this code may be asked to return home and change and could face disciplinary action.

11. Smoking and the use of drugs and alcohol

The school is a smoking-free site. Smoking and the use of e-cigarettes or “vaping” is not allowed on school premises or during working time. Staff should also refrain from smoking immediately outside of the school entrances.

Employees must not consume alcohol or use illegal drugs in the workplace or be under the influence of such substances whilst at work. This includes the use of ‘legal highs’ or psychoactive substances.

Employees must ensure that any use of alcohol / illegal drugs outside of work does not adversely affect their work performance, attendance, conduct, working relationships, health and safety of themselves and others or damage the school’s image and reputation. Employees must not be under the influence of alcohol or drugs during working hours. Employees are expected to behave in a manner which would not lead any reasonable person to question their suitability to work with children or act as a role model. For example, presenting for work with clothing or breath smelling of alcohol or drugs is likely to raise reputational concerns.

If an employee has a drug or alcohol dependency which is impacting on their work or has the potential to impact on their work, they should discuss this with the headteacher. Where an employee engages with the school regarding addressing their dependency, consideration will be given on how to best to support the employee.

External advice may be sought prior to or during the implementation of the school’s disciplinary procedure where conduct issues arise due to alcohol or drug use.

12. Health and Safety at Work

All Employees must, by law, take reasonable care for their own health and safety and that of others in the workplace and report any hazards/risk identified right away. 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 caretakers via Every portal;
- 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.

Employees with specific additional responsibilities and those in managerial roles should also be aware of and comply with any additional health and safety obligations associated with their role.

Employees should inform their manager if they have a medical condition or are taking prescription medication which may impair their work performance or affect their health and safety or that of others.

13. Driving the minibus

Staff that hold a full driving license are able to drive the minibus without any further training. However, the senior leadership team will ensure all new staff driving the minibus have the opportunity to drive the minibus before taking pupils out on a school trip.

If the minibus is involved in any incident or accident, the trip leader (not always the driver) must report the incident to the school immediately and then provide the necessary write up on return to the school. It is the responsibility of the driver to ensure they are adhering to the rules of the road.

- The driver is responsible for ensuring the minibus is checked for roadworthiness, using the provided checklist;
- If a driver parks the minibus in a space that is not authorised and receives a parking fine, it is the responsibility of the driver to pay the fine;
- If a speeding ticket is received, the fine will be passed onto the driver;
- If a ticket is received for driving in an area or lane not authorised, then the fine must be paid by the driver;
- If a fine is received due to a passenger or the driver not wearing their seatbelt, the driver will be responsible for the fine.

14. Items issued by the school

Riverside Bridge School will issue all permanent staff members with an ID badge, necessary keys, a hi-visibility jacket and a school coat at the beginning of their employment. If any of these items are lost, there will be a replacement fee for each item charged to staff. If a school item is damaged due to an incident in school then the school will replace the item. The staff member is responsible for notifying the Headteacher of the loss of the ID in order to have the item replaced.

15. Punctuality

All employees - teachers, co-educators and administration team are expected to be in school by 8:30am unless agreed otherwise by the Headteacher. Middays are expected by 11:00am. Caretakers are expected by 6:00am or 10:30am depending on their shift. All staff are expected to call the reception if they are running late with the reason explained. Punctuality will be monitored and

staff members who continuously arrive to school late or leave early without permission of the headteacher will face disciplinary action.

Staff members who are late three times in a term will be spoken to and a letter of guidance will be given and placed on that employees file for six months. Staff members who continue to be late after a letter of guidance is given, will face a formal meeting and asked to make the time up.

Staff members will not count as late under these circumstances:

- medical emergency;
- an accident;
- any issues causing disruptions such as major accidents on the roads, that could prevent staff members attending site.

16. Links with other policies

This policy links with our policies on:

- staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- staff grievance procedures
- child protection and safeguarding
- gifts and hospitality
- online safety
- whistleblowing
- ICT and internet
- data protection
- health and safety
- safer recruitment

