Trinity St Stephen Church of England First School
Vansittart Road, Windsor, SL4 5DF
01753 862540 | office@tssfirst.co.uk
Headteacher: Linda Pennington /Chair of Governors: Trevor Kirby

❤️ **Compassion** 🤝 **Trust** 🦉 **Wisdom** 👥 **Friendship** 🕊️ **Peace** 🏠 **Fellowship**

Trinity St Stephen Church of England First School

Code of Conduct
Staff / Governors / Volunteers

Date:	11 November 2026	Approved: Governors
Review Date:	November 2027	Signed T. Kirby / K. Taylor Title: Chair / Acting Chair

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1. Purpose and Ethos

At Trinity St Stephen, we aim to ensure that **everybody Thrives and Achieves within our Caring Christian Community**. We use our Christian Values and our core Bible verse to guide our interactions with others. We believe that keeping this commandment at the heart of everything we do helps us to continually aim to enable everyone within our school community to flourish.

This Code of Conduct outlines the professional standards, expectations, and values required of all staff members, governors, and volunteers. By modelling our Christian ethos daily, we create a safe, respectful, and nurturing environment where children can thrive.

2. Professional Boundaries and Interactions with Pupils

Staff Governors and volunteers occupy a position of trust and must maintain the highest standards of professional conduct at all times.

- **Model Christian Values:** Treat every child with unconditional respect, kindness, and patience, ensuring your voice tone and body language reflect our supportive ethos.
- **Appropriate Physical Contact:** Refer to our school handling guidance. **Employed staff only** – are permitted to comfort a distressed child using safe, open, and natural contact (such as a side-on hug or a pat on the shoulder). Avoid front-on, fully enveloping hugs. Please refer to our intimate care / pastoral handling policy. **Governors or Volunteers must notify a staff member if they believe a child is in need of pastoral support and let the staff member support the child.**
- **One-to-One Situations:** Ensure that any individual or small group interventions take place in areas with clear visibility (e.g., doors with glass panels left open, or open communal areas).
- **No Personal Communication:** Do not engage in personal communication with pupils outside of school, including via personal social media, personal phone numbers, or private messaging apps.

3. Safeguarding and Team Teach Principles

Safeguarding our children is our highest priority. All staff and volunteers share a duty of care to protect pupils from harm.

- **Listen and Record:** If a child makes a disclosure, listen calmly without making promises of secrecy. Record the details accurately using the school's safeguarding reporting system and report immediately to the Designated Safeguarding Lead (DSL).
- **De-escalation First:** In alignment with our Team Teach based principles, 95% of our behavioural management relies on non-physical, positive behavioural strategies and active de-escalation techniques. **Governors or Volunteers must notify a staff member if they believe a child is in need of pastoral support and let the staff member support the child.**

- **Restrictive Intervention (RPI):** Physical holds or interventions must only be used **by staff** as a last resort when a child poses an immediate risk of harm to themselves, others, or significant property damage.

4. Confidentiality and Information Sharing

As a member of our school team, you will have access to sensitive information about our children, families, and staff.

- **Absolute Discretion:** Information regarding children's academic progress, SEND needs, medical details, behaviour, or personal family lives must remain strictly confidential.
- **No External Discussions:** Never discuss school or pupil matters outside the school environment—including with your own friends, family, or other parents in the playground.
- **Secure Information Storage:** Ensure all student records, physical paperwork, and digital devices containing school data are stored securely and handled in line with our data protection policies.

5. Declaration of Interests

To ensure complete transparency, integrity, and trust within our caring Christian community, all staff, governors, and volunteers must declare any personal, financial, or professional interests that could potentially conflict with their duties at Trinity St Stephen Church of England First School.

What does a Declaration of Interests mean?

A declaration of interests means **honestly disclosing any outside relationship, business connection, or personal circumstance that could influence—or be perceived to influence—your professional judgment, objectivity, or fairness at school.**

Declaring an interest does not mean you have done anything wrong; rather, it protects you and the school by ensuring that all decisions (such as student support, grading, hiring, or purchasing goods) are made transparently, fairly, and without any bias or favouritism.

Interests that must be declared include, but are not limited to:

- **Family or Personal Relationships:** Having a child, grandchild, relative, or close personal friend who is a pupil or a fellow staff member at the school.
- **Business or Financial Interests:** Running or working for an outside business that provides goods or services to Trinity St Stephen (e.g., supply teaching agencies, catering, sports coaching, maintenance).
- **External Roles:** Serving as a governor, trustee, or employee at another educational institution or local organisation that interacts with our school.

6. Digital Footprint and Social Media

Our community relies on an atmosphere of trust. The online actions of staff and volunteers must never compromise that trust.

- **Professional Social Profiles:** Ensure your personal social media accounts are locked down with the highest privacy settings.
- **Protect School Reputation:** Do not post anything online that could bring Trinity St Stephen into disrepute or compromise your professional standing.
- **No Pupil Interaction Online:** Never accept friend requests or follow current pupils (or recent leavers under the age of 18) on your personal social media accounts.

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7. Staff and Volunteer Agreement

Please complete, sign, and return this section to the school office.

Part A: Declaration of Interests

Please check one box below:

- **I have NO conflicts of interest** to declare regarding family relationships, financial interests, or external roles that connect to Trinity St Stephen.
- **I DO have interests to declare.** (Please detail the nature of the relationship, business, or role below):

  _____
  _____
  _____

Part B: Code Sign-Off

By signing below, I confirm that I have read, understood, and agree to abide by the Trinity St Stephen CE First School Staff, Governor and Volunteer Code of Conduct. I accept my responsibility to act as a positive role model, maintain absolute confidentiality, and support our Christian community so that everyone can flourish.

Name: _____
Role (Staff Member / Volunteer / Governor): _____

Signature: _____
Date: _____

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