Code of conduct, Routines and Guidance for Staff

Signed by Chair of Governors: On paper copy

Date ratified by Governing Body: September 2026

Date of Review: September 2027

Objective, Scope and Principles

At The Primrose Centre we believe that every child deserves the opportunity to succeed, regardless of the challenges they have faced in their educational journey.

We aim to provide a safe, nurturing and ambitious environment for pupils who have been permanently excluded from mainstream education, or who are at significant risk of exclusion. We recognise that arriving with us can be a difficult and uncertain time for a child and their family. We see this not as the end of a child's educational journey, but as an opportunity for a fresh start.

We have high expectations and high standards for every pupil. We believe that children thrive when they feel valued, understood and supported, alongside being challenged to achieve their very best. Through consistent boundaries, positive relationships, high-quality teaching and individualised support, we aim to rebuild confidence, develop resilience and re-engage pupils with learning.

Our vision is for every pupil to leave us feeling valued, capable and ready for their next step. We want our pupils to recognise their strengths, take responsibility for their choices and believe in their ability to succeed.

We meet pupils where they are, support them through their challenges, and help them move forward with confidence, ambition and hope.

Introduction

This document is designed to give a guide most of aspects of school routines and procedures. It supersedes all previous staff handbooks and is subject to change.

The Start of the Year (and all Year when pupils start)

This is the time to set your expectations! We are a PRU but we aim high!

During the first few days when children return to school/start at school, please spend some time reminding pupils of our expectations.

- Remind the children we walk around the building when moving to classrooms and going to the toilet (explaining the reasoning)

- Ensure all pupils line up before leaving a room, making sure they are settled before moving around.

- Always address any low-level behaviour issues appropriately and in line with the child's needs. Have high expectations from the outset. If you have asked for hands up, ensure hands up. Use the behaviour policy for guidance on consequences, depending on their needs.

- Share high expectations from the offset and be consistent, do not be afraid to challenge unwanted behaviours.

Expectations

The following should happen as standard:

- All children have a reading book and read it daily with a member of staff.

- Model good handwriting (following Kinetic letters)/spelling and spoken language

- Encourage children to think and not answer straight away

- Encourage children's independence- Ask 'What do you think?' Ask them to do things for themselves including asking friends for help after thinking for themselves. Let them struggle! Particularly more able pupils!

- Encourage all children to 'have a go', get things wrong and make mistakes. All children should be challenged and 'get stuck'. This should be celebrated!

- Know that it's ok to not know something (yet!)

- Model not knowing something yourselves and the process needed to go through to find the answer - let them see we don't always know

- Model good speaking and listening – rephrasing, repeating, speaking well ourselves using correct tenses, person (was/were etc)

Procedures for the Start and End of the Day

Start of the Day

- Every day there is a briefing beginning at 8:30am. All staff should attend this meeting and arrive punctually. This will finish by 8:40am.
- All staff should be in their classrooms and have their doors open to pupils at **8:45am with breakfast ready on the food tables for the children.**
- Mobile phones must be on silent during working hours and kept in lockable cupboards in the classroom you are based in. If you need your phone on you for urgent calls, it needs to be agreed by the by the **HT and AHT at the beginning of the day**. In the event of an emergency all staff can be contacted via the main school number.
- Children should be welcomed warmly by staff greeting them and supervised into the building quickly and quietly.
- All children need to be signed in the sign in app, please double check in classrooms once taxis are in if you are unsure of pupil's attendance.
- If you cannot complete your morning duty, please find someone to cover you (unless the absence is a sickness absence).

End of the Day

- Star of the day (in classes), children can vote but it need to explain their reason.
- Radios need to be on for taxi calls, wait for children to be called before leaving the classroom.
- Sign pupils out on the app as they get in their taxi.
- Debrief led by CT with staff working in their room – allocate logs, phone calls to parents, classroom jobs etc.
- Intervention logs to be completed.
- All staff to stay on site until their contracted hours unless agreed otherwise with the **HT and AHT**.

Playtimes

- Children will have access to 3 clubs at lunchtimes, if a club cannot take place, please inform the HT and AHT as soon as possible to help arrange cover. All clubs need to have registers for H and S reasons. All club staff need to stay in their 'club area' until the end of lunchtime as pupils may be directed to them.
- All classes will eat in the 'café' area.
- When leaving classrooms, pupils need to line up and walk to the kitchen sensibly.
- When entering the kitchen, all children will sit at the prepared tables. Tables will be prepped with tablecloths, flowers and jugs of water/squash with cups.
- Children will be called to come and collect their lunch. When finished they can take their tray and empty it and then sit back down to wait for their pudding.
- Staff with children need to sit with them at the dinner table and encourage table manners (use cutlery, manners, clearing trays etc).
- Children need to spend most of their allocated 15 minutes in the café eating. When at least 10 minutes has gone and at least 5 children are finished they can then leave to their club for lunch.
- When lunch is over children return to classes and messages passed on about any lunchtime incidents/positives.
- At the end of outdoor play, a whistle will be blown to indicate the end and return to classes.
- All focused play should be on the playground and field. No children should be playing in the forest area. Staff must guide pupils away from this area and redirect them to another play/club option.
- If it is wet play – outside games will take place in the hall.

Snack –

All pupils will be provided breakfast.

The 'food table' will be left available at break and lunch with fruit and drinks readily available.

In Your Classroom You Should Have:

1. Working Walls for English, Maths, Curriculum, PSD and Phonics (if applicable)

3. Display of children's work on all other boards – these can be cross curricular, but should include a celebration of children's writing and maths.

4. Displays should be of a high standard and use Kinetic letters font.

7. Medical conditions on back of cupboard door.

8. Emergency Fire Alarm procedures.

9. Dojos set up ready to use on the computer daily.

10. A copy of the Marking Policy visible for all staff to use.

11. Clear surfaces and be de-cluttered.

12. Labelled trays to encourage independence and dictionaries and other resources should be out and accessible.

13. Resources ready at the start of the day for pupils learning.

Class Dojo

Dojo points are given to children in school for pupils who show they can follow our values – friendship, tolerance, resilience, respect, honesty and pride. Staff need to give pupils dojos for the skills earnt, not just '5 dojos'. Pupils need to recognise which value they have met by what they have done.

Dojo's can be saved up and spent at the Dojo shop as Class Teachers discretion.

Parents can message Class Teachers on Dojo. Class Teachers have 3 working days to respond to parents. Parents will not be messaged out of school hours.

Parents need to be informed as to how their child is performing at school, Class Teacher's will aim to message parents regularly to keep them informed.

Marking Policy

All staff are to follow the Marking Policy. This applies to educational support staff too. If you work with a child or group of children you are expected to mark their work in line with the Marking Policy. A copy of this is in your classroom.

Health and Safety

- All staff need to attend/complete Fire Safety briefing annually.
- All staff need to be aware of Emergency Evacuation Procedure and nearest escape route.
- All staff need to be aware of the Invacuation Procedure

If you need a running repair done in your classroom raise by recording it in the Site Manager log book. If urgent bring to attention of the HT or AHT

- Children should never be left unattended; supervision can happen through a vision panel though dependant on the child's PSPs. If you are due a break, please handover the child to another member of staff – ensuring the Class Teacher knows who has them.
- Children who are hurt at break time should be sent to a first aider, who will be on the playground.
- If a child is ill in class they need to be kept in class and observed by the classroom staff. If you feel that a child might need to be sent home due to illness or accident, please ask a member of SLT before contacting parents.
- Children who are collected early must be signed out on the sign in app.
- Due to the risk of scalds please do not have hot drinks when supervising children around the school, moving around the classroom or building or on the playground (unless in a non-spill mug/travel mug etc)
- Supervised curriculum use of kettles and cooking equipment must be used with care.
- There are appropriate ladders for putting up displays these must be used and under no circumstances are tables/chairs to be stood on.
- Staff must sign in/out and if they leave the site at lunch or break. Staff should not leave the site during the school day unless permission is sought by a member of SLT.

- Please ensure Class Teacher's know where LSPs/HLTAs are during the day, in case of an emergency e.g. nipping to the toilet etc.

Smoking

The school follows the directive of the LA that there should be NO SMOKING anywhere on the site by anybody. People smoking should be politely challenged.

Physical Education

- Always check the hall for potential hazards, especially after lunch times.
- All staff need to wear appropriate clothing and footwear for any PE lessons.
- If accidents occur inform HT or AHT.
- Ensure pupils do not walk around school barefoot and all pupils wear trainers or wear socks. Pupils cannot be in a PE sessions with a mix of shoes and socks.
- All staff must follow the appropriate Health and Safety guidance when delivering PE

General First Aid

First aid incidents are logged on the school system using one of the available tablets or computers. Once an incident is logged, parents/carers need to be immediately notified by email. If an email has not pulled through onto the system, please obtain this from the office and type it in. Staff logging incidents should therefore be mindful about the wording they use, only name the child who is injured. If two children are injured, make two separate records to ensure we do not share other children's details with parents/carers.

Staff should not share logins to the first aid system and staff should logout after they have completed recording incidents.

If you are unclear about what to log, please check -

- If a child has a bump to the head (above shoulders)- even if there is no mark, the bump should be logged and a call should be made home by the person who administered First Aid. Please use

common sense here. If a child has had a 'spacehopper' bounce off their head then a call home is not necessary.

- If a child has a mark or injury elsewhere the incident should be recorded and the system will email parents/carers. A call home is not needed, unless serious or likely to swell/bruise

- If a First Aider decides that a cold compress is required then ideally an ice pack will be applied. A cold compress (wet paper towel) can be used if an ice pack is not available or if a first aider things a cold compress if sufficient.

Please note: Calls home are not necessarily for parents to collect children. In the main, it will be a courtesy call just to let them know and so they can monitor.

Medicines

- Individual arrangements will be made in consultation with the school trained first aiders for them to administer medicine. Consent forms must be signed and uploaded to medical tracker.

- Children with specific health issues will have an agreed care plan and staff will be trained accordingly.

- Ensure you are familiar with health issues of your new class, and these are to be displayed on the cupboard door.

- All asthma inhalers and EpiPens must be kept in classrooms and taken outside at playtimes.

- Appropriate up to date consent forms will be kept with the inhaler.

- Check dates of medication and ensure parents are informed when it needs replacing

School policies

All up to date statutory policies are on the school website. These and further current policies are stored on the staff shared area on the shared area. These policies are also printed off in the staffroom green policy folder.

GDPR / Freedom of Information Act

- All records held in school relating to a child can be requested by the parents.

- We have a single entry system in place. All paper records for every child need to kept in school office in the filing cabinet.

Electrical Equipment

- PAT is tested annually. All electrical equipment used in school MUST be tested, including any items brought from home.

Staff Conduct

The service employees are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school. As a member of a school based community, each employee has an individual responsibility to maintain their reputation and the reputation of the service, whether inside or outside working hours.

This Code of Conduct applies to all employees of the service. This Code of Conduct does not form part of any employees' contract of employment.

In addition to this Code of Conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2021' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

We expect all staff to conduct themselves in an appropriate manner both inside and outside of school. As a member of our staff, you are representing our school whilst onsite, and whilst attending courses/meetings etc. offsite.

1. We expect all staff to have the children's best interests at heart. If child needs help, we expect it to be given - no excuses, even if it's home time/not your turn etc.

2. Our expectation is for professional respect. It is not acceptable to openly question a colleague's professionalism or performance in front of staff or pupils.

3. BE AWARE OF HOW WE ARE PERCEIVED. We should always treat children, parents, colleagues and visitors with respect. Any conduct which represents our school in a bad way is unacceptable.

4.It is not appropriate to make comments/treat people differently because of their ethnic background, religion, disability or sexuality/perceived sexuality etc. This includes jokes/humour (e.g. will the other person get the joke?)

Setting an Example

- Be punctual for all meetings, including staff briefings.
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their position
- Have regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- Demonstrate consistently high standards of personal and professional conduct
- Have proper and professional regard for the ethos, policies and practices of our school and maintain high standards in their own attendance and punctuality
- Have mutual respect for all colleagues and show tolerance of, and respect for the rights of others
- Not undermine fundamental good values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Behave in a manner that is appropriate to an educational position
- Adopt a professional attitude at all times
- Develop effective professional and respectful relationships with colleagues
- Promote collaboration and work effectively as a team member
- Speak appropriately, respectfully and positively to children, parents and colleagues

Appropriate and Inappropriate Staff Behaviour

We promote a culture in which safeguarding pupils is the uppermost priority, beyond any perceived professional loyalties to colleagues. We encourage an open and transparent culture to help us identify any concerning, problematic or inappropriate behaviour early, minimise the risk of abuse and ensure all people working with our children are aware of professional boundaries.

Staff are actively encouraged to report concerns, regardless of their relationship with the staff member. Any concerns should be reported to the Head Teacher who will consider the concerns in accordance with the appropriate policies:

- Managing Low Level Concerns Policy
- Managing allegations against a Person in a position of Trust Policy

In the first instance, concerns should be raised using the appropriate procedures. However, if you consider the School has failed to comply with its legal obligations, there are any unlawful activities, or risks to health and safety, you should refer to the School's Whistleblowing Policy.

Safeguarding Pupils/Students

Staff have a duty to safeguard pupils/students from physical abuse, sexual abuse, emotional abuse and neglect.

The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student or colleague to the school's Designated Senior Lead (DSL) for Child Protection or in her absence either of the Deputy Designated Safeguard Lead (DDSL).

The service's DSL is **Madeleine Saunders**. The DDSL's are **Kristina Taylor, Zoe Broom and Julie Clarke.**

Staff are provided with copies of the service's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.

Staff should treat children and young people with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.

Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

All staff and volunteers are required to notify the Head Teacher (or in the case of the Head Teacher the Chair of Governors) immediately if they are found to by the Police / Court to have engaged in criminal activity, are under investigation by the Police of Social Services, as this may impact on their ability to work with children.

Relationships with students

Staff must declare any relationships that they may have with students outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the school are aware of any such connections. A declaration form may be found in appendix 1 of this document.

Relationships with students must be professional at all times, physical relationships with students are not permitted and may lead to a criminal conviction.

Contact with students must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students.

If contacted by a student by an inappropriate route, staff should report the contact to the Head Teacher immediately.

If a member of staff wishes to present a gift to a pupil the permission of the Head Teacher must be sought and the gift purchased through school fund.

In the case where a pupil is in hospital for a prolonged period, contact will be made via the safeguarding team for updates, most appropriate member of staff to be identified for welfare visits.

Pupil/Student Development

Staff must comply with the service`s policies and procedures that support the well-being and development of pupils/students.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.

Staff must follow reasonable instructions that support the development of pupils/students.

Honesty and Integrity

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools.

Gifts from suppliers or associates of the school must be declared to the Head Teacher, with the exception of "one off" token gifts from students or parents. A record will be kept of any gifts received.

Conduct outside of Work

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the service or the employee's own reputation or the reputation of other members of the school community.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance in the service.

E-Safety and Internet Use

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools' online safety policy and mobile phone policy.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the service, school community or employer into disrepute. Staff should ensure that they adopt suitably high

security settings on any personal profiles they may have. Under no circumstances should you add any pupils as 'Friends'. Do not make any derogatory, defamatory, rude, threatening or inappropriate comments about the school, or anyone at or connected with the school. No comments or images are posted that may damage the reputation of the school or any persons at the school. Again, this also includes defamatory comments attached to images.

Under no circumstances should any references be made about any pupil (including ex-pupils) in our school including comments and images

Staff should exercise caution in their use of all social media or any other web-based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter students either with their own profile or acting covertly.

Photographs/stills or video footage of students should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the school's procedures on school equipment.

PROFESSIONAL RESPONSIBILITIES

When using any form of ICT, including the Internet, in school and outside school

For your own protection we advise that you:

- Ensure all electronic communication with students, parents, carers, staff and others is compatible with your professional role and in line with school policies.
- Do not talk about your professional role in any capacity when using social media such as Facebook and You Tube.
- Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role.

- Use school ICT systems and resources for all school business. This includes your school email address, school mobile phone and school video camera.

- Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.

- Only take images of students and/or staff for professional purposes, in accordance with school policy and with the knowledge of SLT.

- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

- You have a duty to report to the DSL any e Safety incident which may impact on you, your professionalism or the school.

  Emails should be checked daily, as a minimum on working days. This is to ensure up to date communication is received and check for any phishing emails. Any suspicious emails, please check with a member of SLT before clicking on them.

Confidentiality

Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student. Confidential information should not be discussed in open areas e.g. staffrooms and corridors.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter.

However, staff have an obligation to share with the DSL or DDSL, any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.

Dress and Appearance

All staff must dress in a manner that is appropriate to a **professional role** and promoting a **professional image** wearing the Primrose logo tops where possible (no denim).

Staff should dress in a manner that is not offensive, revealing or sexually provocative

Staff should dress in a manner that is absent from political or other contentious slogans.

Staff should be wearing suitable footwear, unsupportive footwear should not be worn e.g. Crocs style shoes, open toe sandals etc.

PPA- Expectations

- The core purpose of PPA is Planning, preparation and assessment and must be completed. At times there may be additional requests from the AHT or HT to be completed during this time linked to the above.

- PPA can be taken from home but staff need to be available on the end of a phone when on PPA and be prepared to come back to school immediately if needed. PPA from home can be stopped at any time at discretion of the SLT.

- Additional time outside of class e.g. ECT or management must be spent inside the Centre.

Teaching and Learning Time

- Teachers should ensure that lesson preparation completed outside of teaching and learning time.

- On the rare occasion that resources are missing, the teacher should not leave the classroom; support staff can quickly photo-copy/grab items.

- Teachers should not leave the classroom to relay messages to office staff. Please ask a member of support staff to liaise with the office, eg should a phone call need to be made.

- Any call to parents regarding behaviour must be made during play times or at the end of the day.
- Any messages from the office will be passed on message slips, unless urgent.

Staff Absence

Julie Clarke is responsible for staff absence management and applying the Local Authority policy. Please see Julie regarding these issues in the first instance

Staff absence is monitored and dealt with in accordance with the Local Authority policy (The Management of Absence of School Based Employees).

Notification of Absence

- Should you be unwell or be delayed please telephone/message Maddie (07538202026) before 7:45am. In her absence, please contact Zoe (07933194772).

- If you will still be absent the following day please let Maddie know before 8pm.

- A record of the absence will be made from your initial contact, on a P70 absence form.

- If your absence extends beyond a couple of days please keep Maddie regularly informed, advising when you expect to return to work.

- If your absence extends beyond 7 calendar days you should visit your doctor and obtain a medical certificate.

- For continuous absence, you should continue to submit doctor's medical certificates to ensure absences are covered.

Failure to comply with the school's reporting procedures may result in a deduction from your pay and/or disciplinary action.

Return to Work

In order to maintain an appropriate working environment and assist employees returning to work following an illness, a return-to-work contact will be carried out by Julie for all employees, on each occasion of absence. In the majority of cases the discussion may only last a few minutes.

(a) Please complete form P70 (Notification of Absence) on your return to work. You also need to meet the Office Manager in the first instance as soon as possible after your return. The return-to-work contact will normally take place on the day of return where possible, or as soon as reasonably practicable and will be recorded by the Office Manager (OM) on the final P70 completed by the employee.

(b) All contacts of this nature will be conducted confidentially, and with a degree of sensitivity.

(c) The informal discussions will not be recorded formally on the employee's personal file but if it is felt appropriate the outcome may be recorded as an aide memoir and a copy will be given to the employee. The information contained within the aide memoir will be kept confidential.

Further Action

The HR Manager maintains records of employee absences to monitor the level of attendance of all employees on behalf of the Head Teacher. In order to fairly and systematically manage sickness absence, to ensure the continued provision of high-quality education, where an employee's absence falls within the criteria detailed below, the Head Teacher will follow the appropriate procedure:

Short Term Sickness Absence

Where an employee has been absent due to sickness for 3 or more occasions (not including industrial injuries or illnesses) in the previous 6 calendar months or has been absent for more than 6 working days (pro rata for part-time employees) in the previous 6 calendar months, will be invited to attend a meeting to discuss this in accordance with the local authority policy.

Long Term Sickness Absence

Where an employee has been continually absent, due to certified ill health, for a period of 4 calendar weeks, this absence is managed in accordance with local authority policy, starting with welfare contact being made at around 2 weeks.

Staff taking medication/other substances

Staff members must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If a practitioner is taking medication which may affect their ability to care for children, they should seek medical advice. Practitioners must only work directly with children if the medical advice received confirms that the medication is unlikely to impair that person's ability to look after children properly. All medication on the premises must be stored securely, and out of reach of children, at all times.

Leave of Absence Requests

All requests must be submitted on a Leave of Absence Request Form, and returned to the Julie Clarke. We will try to be as flexible with staff as we can be however the needs and safety of the children is paramount. Please, wherever possible, organise appointments outside of School hours, or the beginning or end of the School day to minimise impact.

Please submit requests as early as possible to avoid disappointment. Confirmation of your leave of absence will be when your slip is returned to you by Julie Clarke. Please do not presume that you will have the time given as we have to ensure the safety of the site with numbers etc.

Disciplinary Action

As an employee at 'The Primrose Centre' staff are committing to being compliant to all policies followed there. Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including but not limited to dismissal.

Appendix 1

Relationships with students outside of work declaration

It is recognised that there may be circumstances whereby employees of the school are known to students outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of school that they may have with students.

Employee Name	*Student Name*	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of school with students in line with this policy.

If I am tutoring a student outside of school, I am aware that the following must be adhered to: -

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the school
- No monies come through the school at any point, informally (e.g. via the child) or formally
- No private tutoring is to take place on the school premises

I confirm that if these circumstances change at any time I will complete a new form to ensure the school are aware of any relationships.

Signed ..... Date .....

Once completed, signed and dated, please return this form to the Head teacher