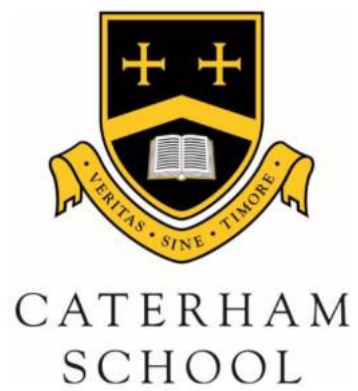


Staff Code of Conduct Policy

Caterham Summer School



Policy Author:

Date Reviewed by Authors:

Next Review Date:

Summer School Manager

Spring Term 2026

Spring Term 2027

Caterham Summer School

Staff Code of Conduct

Policy Status: Safeguarding and Child Protection

Applies to: All staff, volunteers, contractors, visitors and partners

Author: Summer School and Holiday Programmes Manager

Last reviewed: April 2026

Next review: April 2027

1. Introduction

All staff working at Caterham Summer School are in a position of trust and are responsible for maintaining the highest standards of professional conduct whilst working with children and young people.

This Staff Code of Conduct provides clear guidance on appropriate, safe and professional behaviour and applies at all times during employment, including:

- Teaching and activity sessions
- Residential duties
- Excursions and travel
- Free time, evenings and overnight supervision
- Online and digital communication

The Code both protects students and safeguards staff from misunderstanding or allegations, and must be read alongside the Summer School's safeguarding, behaviour and welfare policies. It adheres fully to the expectations set out in the Caterham School [Staff Code of Conduct](#).

This policy reflects statutory safeguarding guidance including [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#) and the Guidance for Safer Working Practice for Adults Working with Children and Young People in Education Settings.

2. Scope and Core Principles

This Staff Code of Conduct applies to all adults working for or on behalf of Caterham Summer School, including agency staff and volunteers.

Core Principles

- The welfare of the child is paramount
 - Staff are responsible for their own actions and behaviour
 - Staff must act in a way that is open, transparent and professional
 - Professional boundaries must be consistently maintained
 - Staff must avoid behaviour that could be reasonably misinterpreted
 - Safeguarding responsibilities apply 24 hours a day in a residential setting
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3. Professional Behaviour and Conduct

3.1 Respect and Professionalism

All staff must:

- Treat students, colleagues and visitors with dignity and respect
- Never discriminate on the basis of race, gender, religion, culture, disability, sexual orientation or any protected characteristic - Caterham Summer School recognises its responsibilities under the [Equality Act 2010 – GOV.UK](#)
- Avoid bullying, harassment, intimidation or inappropriate language
- Model behaviour consistent with the values of Caterham School

Unprofessional behaviour—including aggressive language, inappropriate humour or abusive digital communication—will not be tolerated.

3.2 Dress and Appearance

Staff should dress appropriately for their role while maintaining professional standards at all times.

- Clothing must not be offensive, revealing, provocative or inappropriate
 - Residential staff must be suitably dressed when on duty, including evenings and overnight
 - Staff should remember they are role models in a residential environment
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3.3 Gifts and Favouritism

- Staff must not accept gifts that could be seen as an inducement
 - Small tokens of appreciation may be accepted with discretion
 - Repeat or high-value gifts must be reported to the Summer School Director
 - Staff must never show favouritism or single out students for special treatment
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4. Staff–Student Relationships and Boundaries

4.1 Professional Relationships

Relationships between staff and students must always remain professional, not personal.

Staff must:

- Maintain appropriate emotional and physical boundaries
- Avoid private or secretive interactions
- Never form relationships that could be perceived as exclusive or preferential
- Avoid over-familiar language or behaviour

Any personal relationship or prior connection with a student must be declared to the Summer School and Holiday Programmes Manager.

4.2 Physical Contact

- Unnecessary physical contact must be avoided
- Where physical contact is appropriate (e.g. first aid, reassurance, safety), it must:
 - Be necessary and proportionate
 - Be in response to the student's needs
 - Take place in an observable context
- A “no-touch” approach is impractical, but poor judgement is unacceptable
- Any action that could be misinterpreted should be recorded and reported

Physical intervention may be used only as a last resort, when there is immediate risk of harm, and must be recorded.

4.3 One-to-One Situations

- One-to-one interactions should take place in open or observable settings
- Doors should remain open or visible panels used wherever possible
- Staff must ensure others know where and when meetings are taking place
- Overnight supervision should follow residential staffing ratios and procedures

4.4 Infatuations and Emotional Dependency

Students may develop crushes or emotional attachments to staff. Staff must:

- Respond calmly and professionally
 - Maintain clear boundaries at all times
 - Report concerns immediately to a senior colleague or the Summer School DSL
 - Never encourage emotional dependency or personal disclosure
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5. Residential Provision

Because Caterham Summer School includes a boarding and residential setting, safeguarding expectations extend beyond the classroom.

Residential safeguarding arrangements reflect the [National Minimum Standards for Boarding Schools – GOV.UK](#)

5.1 Residential Conduct

Staff must:

- Uphold professional standards at all times while on site
- Only enter student bedrooms unless authorised and following procedures
- Avoid being alone with a single student in private spaces
- Ensure nightly routines and supervision procedures are followed
- Respect students' privacy, dignity and personal space

5.2 Staff Accommodation and Student Access

- Students must not enter staff living spaces
- Any authorised group visits must have:
 - Senior staff approval with clear professional purpose
 - More than one adult present

5.3 Alcohol, Smoking and Substances

- Staff must not consume alcohol while responsible for students
- Alcohol must never be consumed in the presence of students
- Smoking and vaping are prohibited on site and during duties
- Illegal substances are strictly forbidden at all times

6. Online Safety and Communication

- Staff must not communicate with students via personal social media accounts
- Personal phone numbers, emails or messaging apps must not be shared
- Only authorised platforms and school systems may be used
- Staff must not accept social media requests from students or recent leavers

Photographs or videos of students must only be taken using authorised devices and for approved purposes.

All of this is in line with the Caterham Summer School [Staff Acceptable Use Policy](#) and laid out in the Caterham Summer School [Online Safety Policy](#)

Staff online conduct expectations also reflect [Teaching Online Safety in Schools – GOV.UK](#) and safeguarding guidance within [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#)

7. Transport, Trips and Off-Site Activities

- Staff transporting students must have appropriate authorisation and consent
- Staff should avoid being alone with a single student in a vehicle
- Clear drop-off points should be used
- All trips must follow Caterham Summer School [Educational Visits Policy](#) and procedures

8. Safeguarding and Whistleblowing

Staff have a duty to:

- Safeguard students from physical, emotional, sexual abuse and neglect
- Report all safeguarding concerns immediately to the Caterham Summer School Designated Safeguarding Lead (DSL)
- Report concerns about colleagues without delay
- Never promise confidentiality to a student

Failure to report concerns is a serious breach of this Staff Code of Conduct. Safeguarding is the responsibility of all Caterham Summer School staff and reflects the principles outlined in [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#). Further detail can be found in the Caterham Summer School Safeguarding Policy.

9. Compliance and Breaches

- This Staff Code of Conduct forms part of the terms of employment
- Breaches may result in disciplinary action, including dismissal
- Serious breaches may result in referral to external authorities
- The Summer School reserves the right to take legal or regulatory action if required

All staff are required to confirm, in writing, that they have read, understood and agreed to follow this Code of Conduct.

10. Policy Review

This policy is reviewed annually and after any safeguarding incident or significant change in guidance. This policy reflects statutory safeguarding guidance including [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#), the Guidance for Safer Working Practice for Adults Working with Children and Young People in Education Settings, the [Equality Act 2010 – GOV.UK](#) and Caterham School best practice.

It is due for review in April 2027

11. Staff Agreement

I confirm that I have read, understood and agree to comply with the Caterham Summer School Staff Code of Conduct.

Staff Signature:

Staff Name:

Date: