Dunbar Education

APSCo United Kingdom | Crown Commercial Service Supplier

CODE OF CONDUCT – DUNBAR EDUCATION

CODE OF CONDUCT

Date of Policy	15/09/2026
Review Cycle	Every 12 months

To reflect revised Statutory Guidance –
Keeping Children Safe in Education September 2026

Introduction

The directors and staff of Dunbar Education ensure that we are upholding each school's duty under section 175 of the Education Act 2002 to safeguard and promote the welfare of students by creating and maintaining a safe learning environment.

Dunbar Education supports the schools and colleges with which it works to safeguard and promote the welfare of children. All candidates placed in schools must comply with the school's safeguarding arrangements, policies and procedures.

All candidates we place in schools are expected to actively follow the school's guidelines. Each school expects all of its students to receive the highest possible quality of teaching and learning within a positive, respectful, and safe environment. In addition, candidates are required to develop and maintain the character of the school. Candidates should understand that their own behaviour and the manner in which they conduct themselves with their colleagues, students, parents, and other stakeholders, sets an example.

The governing body of each school recognise that the majority of staff members act appropriately and treat each other with dignity and respect. However, Dunbar Education considers it important to clarify the expected standards. All adults working with children and young people are in a position of trust in relation to the individuals in their care. Candidates are expected to adopt high standards of personal integrity and conduct and behave in such a way that does not compromise their position either within or outside of school.

Every School is committed to achieving the highest academic, social, emotional, economic, and safeguarding outcomes for its students and are equally committed to the protection and welfare of its staff. We need to ensure that students and our candidates are safe. Safeguarding involves not only health and safety issues but establishing a culture that prevents any kind of abuse of students being perpetrated either in school or elsewhere.

Dunbar Education

The achievement of positive outcomes for pupils necessitates the need to ensure that all adults working with children are competent, confident, and safe to do so. As such, all School staff are expected to comply with the following Code of Conduct. Teaching staff are furthermore expected to conduct themselves within the guidance of the personal and professional conduct section of the Teachers' Standards. Deviation from the aforementioned codes of conduct and practice may lead to disciplinary action being taken where appropriate.

The guidance aims to:

• Keep children safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided.
• Assist adults working with children to work safely and responsibly and to monitor their own standards and practice.
• Support leaders in setting clear expectations of behaviour and/or codes of practice relevant to the services being provided.
• Support safer recruitment practice.
• Minimise the risk of misplaced or malicious allegations made against adults who work with students.
• Reduce the incidence of positions of trust being abused or misused

Guides for Educators:

Upon arrival at a school please report straight to school reception and:

- Ask for the school contact that was provided in the confirmation email.
- Provide correspondence of placement from Dunbar Education and show ID card provided by Dunbar Education.
- Sign in the school's visitor's book.
- Check the schools' policies and procedures, including behaviour management, health and safety and fire alarm procedure.
- For most supply days you will find work has been set, follow these lessons plans throughout the day. Do not teach your own content unless advised to do so by the school.
- Should you need to plan work in advance your consultant will advise you to do so when the assignment is confirmed, where possible.
- We advise all teachers to carry some generic lessons/resources for times when work may not have been set.

Supply Teachers:

- You must interact with the students, setting out the lesson then providing continued support throughout the day. Each classroom should have at least one Teaching Assistant to support the supply teacher. The TA will know the students well and will be prepared to step in and provide help should it be required. At no time should the teaching assistant be seen to be teaching the class.
- Candidates must not leave pupils unsupervised. If the candidate needs to leave the classroom, they must follow the school's arrangements for obtaining appropriate supervision.
-

Dunbar Education

APSCo United Kingdom | Crown Commercial Service Supplier

Behaviour Management. You should:

- Refrain from shouting at students. This will not be effective and often leads to worse behaviour. The school will expect better behaviour management methods.
- Refrain from sending students out of the classroom, use this as a last resort.
- Never use corporal or physical punishment.
- Communicate clearly, ask questions, and engage the students using alternative methods.

End of the Day. You should:

- Not leave the classroom until all the students have vacated, for primary cover you should line up the students at the classroom door and ensure each is met by a parent/guardian/ end of day rules are followed for particular school.
- Ensure the classroom is tidy.
- Mark any work the students have completed throughout the day, using the school's marking policy.
- Leave comprehensive notes for the absent teacher, providing feedback on the students and how the day has gone. This should relate to work that is complete/incomplete, behaviour that has been noticeably good/bad, as well as any serious incidents that may have occurred.
- Then need to report back to reception, hand in any materials you have been given throughout the day including your visitor's badge, please ensure you report anything relevant on departure and sign out of the visitors' book.

Feedback:

- Dunbar Education always wants to hear feedback of the day, positive or negative. It will help us to continue to provide informative up to date information on all our schools.
- If any urgent problems arise throughout the day, please contact Dunbar Education at the next scheduled break time.

School Policies:

This Code of Conduct should be read and adhered to in conjunction with the following Dunbar Education policies:

- Safeguarding Policy
- Safer Recruitment Policy
- Allegations Policy
- Complaints Policy
- Data Protection Policy

General Obligations:

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and Dunbar Education should notify all candidates of this code and the expectations therein. Candidates are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the students within the school. As a member of a school community, each candidate has an

individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours. Candidates should understand the responsibilities that are an intrinsic part of their 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.

Availability:

It is important that you keep Dunbar Education updated with your availability for work. Dunbar Education will block out your calendar for days you are not available.

Where possible Dunbar Education will confirm assignments in advance, however in most cases the booking may be confirmed in the morning anytime from 7.00am. If you have confirmed availability for this day, please ensure your phone is on from this time.

Most bookings are confirmed in the morning on a first-come, first-served basis. If you receive a message or missed call from Dunbar Education in the morning, please call back straight away.

When a booking is made, Dunbar Education will send you a booking confirmation including the school contact name, cover details, school address and journey plan.

Punctuality:

It is incredibly important to get to school on time, as you are being paid to cover a class, this will negatively affect the school should you not be there on time.

Should you have any issues getting to school, please contact Dunbar Education straight away on 0330 335 9914, so that we can let the school know that you are running late.

- The school day starts at 8.30am, always arrive before this time.
- To avoid any unnecessary lateness please print off / save on your phone full travel details and directions – these will be given to you by Dunbar Education when the booking is made.

Our office is open from 7am – 5pm Monday to Thursday and 7am – 4pm on Friday. An answer phone service is available out of hours.

Appearance and Dress:

The expectations of Dunbar Education are that all candidates:

- Dress in a manner that is appropriate to their role – for the vast majority of staff (e.g. teaching and support staff) this will be office/business wear.
- Smart / Casual attire is expected in all schools, you should be comfortably dressed but professional, promoting a positive and professional image.

Dunbar Education

APSCo United Kingdom | Crown Commercial Service Supplier

• Remember that they are role models for students and that their dress and appearance should reflect this.
• Do not dress in a way that would cause embarrassment to students, parents, colleagues, or other stakeholders.
• Denim, trainers/sporting shoes, or shorts should not be worn (unless otherwise instructed).
• Have no visible tattoos where possible.
• Jewellery and piercings should be minimal and discreet.
• Always remember gym kit and trainers if you will be teaching PE cover.

Attendance and Sickness:

Our expectations are that candidates:

• Attend work in accordance with their contract of employment or booking assignment in relation to hours, days of work and holidays.
• Make routine medical and dental appointments outside of their working hours or during holidays, where possible.
• If on a long term or permanent role follow the school's absence reporting procedure when they are absent from work due to illness or injury.
• If on a daily or weekly booking call Dunbar Education on 0330 335 9914 by 7am to report sickness when they are absent from work due to illness or injury.

Professional Behaviour and Conduct:

Candidates are expected to treat other colleagues, students, parents, and external contacts with dignity and respect. Discrimination, bullying, harassment, or intimidation, including physical and verbal abuse, will not be tolerated at school. Candidates must not misuse or misrepresent their position, qualifications or experience or bring the school into disrepute.

Candidates must immediately inform Dunbar Education if they are subject to a criminal conviction, caution, ban, police enquiry, investigation, or pending prosecution.

Safeguarding Children:

All candidates have a duty of care to keep young people safe and to protect them from neglect and sexual, physical, and emotional harm. Children have a right to be safe and to be treated with respect and dignity. Candidates should understand their responsibilities and always act in the child's best interests. They should work and be seen to work in an open and transparent way. Candidates are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intent.

Our expectations are for all candidates, is to:

Dunbar Education

APSCo United Kingdom | Crown Commercial Service Supplier

- Act in an open and transparent way that would not lead to any suspicion about their actions or intent.
- Respect their duty to protect children and young people from harm and to maintain professional boundaries.
- Read and understand school policies on child protection and safeguarding, including their obligations to undertake a Disclosure and Barring Service (DBS) check.
- Always work in accordance with the DfE Guidelines.
- Inform Dunbar Education immediately of any incident, misunderstanding or threat that has arisen. You will be asked to write a report to Dunbar Education detailing the incident and send to info@dunbareducation.com .

- If you have a safeguarding concern or allegation about another member of staff, supply worker, volunteer, contractor or other adult working with children, you must report it immediately in accordance with the school's safeguarding and low-level concerns procedures.
- If the concern may meet the safeguarding harm threshold, follow the school's procedure for reporting allegations about adults, including reporting to the appropriate senior person and/or Local Authority Designated Officer (LADO), where required.
- If the concern does not meet the harm threshold but causes you to be concerned about an adult's behaviour, it should still be reported in accordance with the school's low-level concerns policy.
- Candidates must not investigate the concern themselves.
- Never use personal recording equipment, for example camera or mobile phone to take pictures or recordings of pupils.
- Do not use personal mobile telephones during lesson time or in front of the students. Mobile phones should be switched off during lessons, should you need to make a call please go to the staff room during scheduled breaks.
- Always work in a positive and respectful way of all other members of staff and pupils.

All candidates should be aware of the designated safeguarding lead and deputy designated safeguarding lead, and should understand their responsibility to voice any general concerns that they might have about practice within the school, in accordance with the school's Whistle Blowing Policy.

Professional Boundaries:

Candidates are in a position of trust and the relationship with students is not one of equals. Professional boundaries should be maintained at all times and power and trust should not be misused. The aim is to offer friendly care and not to imply a special friendship with any student. Candidates must not share personal contact details or communicate with pupils through personal social media accounts or personal messaging services. Communication with pupils must take place through school-approved systems and in accordance with the school's policies. Any exceptional circumstances must be authorised by the school and recorded where appropriate. Candidates should advise senior management of any regular social contact they have with a pupil, where it is apparent that it may give rise to a concern.

Dunbar Education

APSCo United Kingdom | Crown Commercial Service Supplier

Disclosure and Barring Service Checks:

Teaching and Support Staff posts are subject to Disclosure and Barring Service checks, and after registration if you are subsequently:

(a) the subject of a criminal investigation; or
(b) convicted of an offence or cautioned for an offence

You will need to inform your consultant and compliance consultant at Dunbar Education with all of the details of the criminal investigation, conviction or caution immediately. Not to do so will be considered a disciplinary matter. Please note that the information you provide will be dealt with in the strictest confidence.

Dunbar Education has a legal duty to refer any individual to the Disclosure and Barring Service (DBS) where there is behaviour that displays and/or causes significant risk or harm to children and/or vulnerable adults.

If a candidate is removed or dismissed from assignment because they have harmed or caused harm to a child or vulnerable adult Dunbar Education will report them to the Disclosure and Barring Service.

Any barred person working or seeking work with children or vulnerable adults is breaking the law. Dunbar Education will not knowingly employ a barred person for assignments through the company.

Confidentiality and Information Disclosure

Candidates should not use any information obtained in the course of their duties to the detriment of the school or for personal gain or benefit or pass this information on to others who might use it in such a way. Candidates 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 candidates may be expected to share information about a child, for example, when child protection issues arise. In such cases candidates have a duty to pass information on without delay in line with local procedures. If candidates are in any doubt about whether to share information or keep it confidential, they should seek guidance from a senior manager or person with designated child protection responsibilities.

Candidates must not use their position to gain access to information for their own advantage or to intimidate, humiliate or embarrass a child. Candidates are expected to treat any information they receive about children and young people in a discreet and confidential manner and candidates 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 a senior member of staff, or those with designated child protection responsibilities.

Dunbar Education

Data Protection

Candidates are required, under the UK GDPR and Data Protection Act 2018, to collect, maintain and dispose of sensitive or personal data in a responsible manner. Candidates should not disclose sensitive information about the school, its employees, or the local authority, to other parties, unless it gives rise to concerns about the safety or welfare of a pupil. Confidentiality must never prevent a candidate from reporting a safeguarding concern. Information should be shared only with those who need to know and in accordance with safeguarding, data-protection and school procedures. Requests for access to personal data should be made through the appropriate data-protection process operated by Dunbar Education or the school, as applicable.

Physical Contact

Innocent actions and appropriate physical contact can often be misconstrued, and it is therefore crucial that candidates only initiate physical contact when absolutely necessary and in ways appropriate to their own role and the needs of the child. Candidates should always use their professional judgement. Where feasible, candidates should seek the child's permission before initiating contact. Where a candidate thinks that an incident could have been misinterpreted, it should be reported to the senior designated lead.

Any formally agreed plan for children with SEND or physical disabilities should be understood and agreed by all concerned and candidates should be provided with relevant information about vulnerable students in their care where it is relevant for this to be provided 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, candidates 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 student the reason why contact is necessary and what form that contact will take.
- Look at alternatives, where it is anticipated that a student might misinterpret contact and consider involving another member of staff, or a less vulnerable student in a demonstration.
- Always tell a colleague when and how they offered comfort to a distressed child and record any situations, where they think they may give rise to concern.
- Adhere to the school's Behaviour and Discipline policy and be acquainted with DfE Guidance in respect of physical contact with students and meeting the medical needs of children and young people in school.

School Premises, Equipment and Communication

School equipment and systems are available only for school related activities and should not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Headteacher. Illegal, inappropriate, or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to a dismissal.

Candidates receiving inappropriate communication or material or who are unsure about whether something he / she proposes to do might breach this Policy, should seek advice from the Headteacher. The school reserves the right to monitor e-mails, phone calls, internet activity or document production, principally to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

Communication systems may be accessed when the school suspects that the candidate has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity. Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Headteacher or ICT Administrator. Breach of this confidentiality may be subject to disciplinary action. School equipment that is used outside school premises, for example laptops, should be returned to the school when the employee leaves employment.

Social Media

For the security of candidates, all communication via social networking sites should be made with the awareness that anything said, shown or received could be made available, intentionally, or otherwise, to an audience wider than that originally intended. It is therefore advised that candidates follow the following procedures:

- Must adhere to the school's own usage policy in relation to accessing social networking sites for personal use via school information systems or using school equipment.
- Must not accept pupils as friends – personal communication could be considered inappropriate and unprofessional and makes staff and governors vulnerable to allegations.
- Must not use personal social media accounts to communicate with current pupils. Candidates must not accept or initiate personal social-media connections with current pupils. Any contact from a current pupil through a personal account must be reported in accordance with the school's procedures.
- The potential for candidates to be compromised in terms of wall content and open to accusations makes the risk not worth taking.
- Should not place inappropriate photographs on any social network space.
- Should not post indecent remarks.
- If a candidate receives messages on their social networking profile that they think could be from a pupil they must report it to Dunbar Education / their Line Manager/Headteacher and contact the internet service or social networking provider so that they can investigate and take the appropriate action.
- Should not write about their place of work/ colleagues and pupils but should a candidate

do so he/she will be in breach of this policy.

- Must not disclose any information that is confidential to the school or disclose personal data or information about any individual/colleague/pupil, which could be in breach of the Data Protection Act.
- Must not disclose any information about the school that is not yet in the public arena.
- In no circumstances post photographs of pupils.
- Should not make defamatory remarks about the school/colleagues/pupils or post anything that could potentially bring the school into disrepute.
- Should not disclose confidential information relating to his/her employment at the school.
- Care should be taken to avoid using language which could be deemed as offensive and inappropriate to others.

Dunbar Education

APSCo United Kingdom | Crown Commercial Service Supplier

Photography, Videos, and other Creative Arts

Many school activities involve recording images, but the use of such images needs careful consideration and handling. In particular, children who may have been abused in this way may feel threatened using photography and filming. The use of any images of children for publicity purposes will also require the appropriate consent of the individual concerned and their legal guardians. Candidates should therefore;

- Be clear about the purpose of the activity and about what will happen to the photographs when the lesson or activity is concluded.
- Ensure consent is gained from the student and their legal guardians where being used for publicity purposes.
- Ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose.
- Ensure that all images are available for scrutiny in order to screen for acceptability.
- Be able to justify images of children in their possession.
- Never use mobile phones to take images.
- Avoid making images in one-to-one situations.

Educational Visits and After School Clubs

Candidates 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. Candidates 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. Candidates should therefore always maintain a professional relationship with students.

One to One Situations

When candidates 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. Candidates should not arrange to meet a student away from the school premises without good reason, but if this is necessary, only with the expressed approval of parents / guardians and senior members of staff.

Transporting Children

In such cases where students need to be transported between different locations, a designated member of staff should be appointed to plan and provide oversight of all arrangements. Wherever practicable, an adult additional to the driver should act as an escort and all arrangements agreed with relevant parties in advance. All candidates:

• Should avoid using private vehicles wherever possible.
• Must ensure that they have the appropriate insurance (for business use) where they do have to use their private vehicle.
• Should ensure that they are not alone with a child.
• Should be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer.
• Should report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures.
• Should ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety, considering any specific needs that the child may have.

Health and Safety

Candidates must:

1. Observe the school's Health and Safety Policy and health and safety systems and procedures.
2. Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
3. Observe the laid down systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work.
4. Co-operate with the school or any other duty holder so far as is necessary to enable any duty or requirement imposed on the employer to be performed or complied with.
5. Use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use.
6. Make use of safety aids, appliances, equipment and protective clothing provided.
7. Report and seek advice, without delay, on any unsafe conditions, defects in plant or equipment or any shortcomings in health and safety arrangements.
8. Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare; failure to do so may result in disciplinary action.
9. Notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities.
10. Not interfere with anything or equipment which has been involved in an accident, or has been taken out of use pending an investigation.
11. Familiarise themselves with the action to take in the event of fire or another emergency.
12. Seek health & safety advice.

First Aid

In cases where first aid or medication needs to be administered, all staff should adhere to the school's policy. A health care plan should be drawn up in circumstances 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. Candidates should make other staff aware of the task being undertaken and explain to the child what is happening.

Equality

Professional standards should always be maintained when dealing with both staff and students regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. All candidates must comply with the school's equality, diversity and inclusion policies and must not discriminate, harass or victimise others.

Candidates should not discriminate in recruitment and employment practices, nor in the delivery of services. Candidates should also ensure that in their dealings with parents and other members of the public, they ensure professional, efficient and impartial delivery to all individuals.

Declaration of Interests

Candidates are required to declare their interests where the group or organisation would be considered to be in conflict with the ethos of the school.
Membership to a trade union or staff representative group would not need to be declared. Candidates should also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities. Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if candidates are in doubt about a declaration, they are advised to contact Dunbar Education or their trade union. All declarations, including nil returns, should be submitted in writing to the Headteacher on the Register of Business Interests.

Probity of Records

The deliberate falsification of documents is not acceptable. Where a candidate falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

Financial Inducements, Gifts, Hospitality and Sponsorship

Candidates should ensure that they use public 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 candidates 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 or when students leave the school. Candidates may accept gifts offered by parents or students to express their gratitude, but staff members should always refuse gifts of money. Candidates should not seek or receive preferential rates for themselves by virtue of their dealings on behalf of the school. Candidates should ensure that gifts are declared if they are received and are of a value over £10. Candidates should generally only give gifts to an individual young person as part of an agreed reward system. Where candidates

do give gifts, they should ensure that they are of insignificant value and given to all children equally.

Alcohol and Illegal Drugs

The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Candidates are expected to attend work without being under the influence of alcohol or illegal drugs. If alcohol or drug usage impacts on a candidate's performance, the school has the right to discuss the matter with the employee and take appropriate action, including referral to the police.

Smoking

Smoking, including e-cigarettes is not allowed at all, at any time by anyone (including staff, students, visitors, parents, and contractors) anywhere on the school site (including the buildings and the grounds defined by the boundary fence surrounding the site and in vehicles on the school site or being used for school business). There is no smoking at all, at any time by anyone (including staff, students, parents, adults other than teachers) while in the presence of students on school visits. The school recognises that some smokers may find it difficult to adhere to this policy and will provide support and information to smokers if they would like it.