

Staff Code of Conduct



Member of Staff Responsible for Policy	H Lowe		
Review Committee			
Linked Policies	Safeguarding, Child Protection, Whistleblowing, Acceptable Use (ICT), Social Media, and Disciplinary Policy.		
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Objective, Scope and Principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school employees are expected to observe. School 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 within the school.

As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to **all** employees of the school. This policy does not form part of any employee's contract of employment and it may be amended at any time.

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 2012' and in relation to

this policy, Part 2 of the Teachers' Standards – Personal and Professional Conduct.

This Code helps all staff to understand what behaviour is and is not acceptable, regard should also be given to the disciplinary rules set out in the Schools' Disciplinary Policy and Procedure. Staff should be aware that a failure to comply with the school's Code of Conduct could result in disciplinary action including but not limited to dismissal.

Setting an Example

- All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. Staff must therefore, for example, avoid using inappropriate or offensive language at all times.
- All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- Staff have a duty to have regard to *Keeping Children Safe in Education (2025)* throughout their employment and must be familiar with Part 1 (or Annex A for specific staff) of this statutory guidance.
- Staff have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse and neglect
- The duty to safeguard pupils includes the duty to report concerns about a pupil or colleague to the school's Designated Safeguarding Lead (DSL).
- The school's DSL is Mrs Unsworth. The Deputy DSL is Mrs Lowe.
- Staff have access to the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.
- Staff should treat pupils 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 pupils, embarrassing or humiliating pupils, discriminating against or favouring pupils.
- Staff must take reasonable care of all pupils under their supervision with the aim of ensuring their safety and welfare.

Relationships

- Staff must declare any relationships that they may have with pupils 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 I** of this document.
- Relationships with pupils must be professional at all times. Physical relationships with pupils are not permitted and may lead to a criminal conviction. Staff must maintain professional boundaries at all times, ensuring that behaviour cannot be misinterpreted by pupils, parents, or colleagues
- Staff must refer to each other appropriately, by their professional or chosen names, where appropriate. Nicknames, surnames or mis-pronunciation might cause offence and should be avoided.

- Encouraging a relationship to develop in a way which may lead to a sexual relationship or any other inappropriate relationship will be viewed as a grave breach of trust.
- Contact with pupils must be via school-authorized mechanisms and solely for educational purposes. At no time should personal telephone numbers, text, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils.
- If contacted by a pupil by an inappropriate route, staff should report the contact to their Line Manager immediately.
- Behaviour giving rise to concern should also be reported which includes pupils seeking affection, being sexually provocative or exhibiting overly familiar behaviour.
- Existing or new personal relationships at work should be declared to the Line Manager or Headteacher. The Line Manager or Headteacher will treat declarations in confidence.
- Staff should inform their Line Manager of any relationships which may create an enhanced risk to children so that necessary steps can be taken by the school e.g. cohabitation with a person convicted of a serious offence.

Pupil Development

Staff must comply with school policies and procedures that support the wellbeing and development of pupils. Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

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

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 school's Whistleblowing procedure.

Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of "one off" token gifts from pupils or parents. Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received.

Staff must not act on behalf of the school unless they have the authority to do so.

Professional references from the school will be provided by the Headteacher. References given by other members of staff must be clear that they are provided in a personal capacity.

Conduct Outside of Work

Staff must not engage in conduct outside work which could seriously damage the reputation of the school 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 school. It is recommended that permission is sought in advance. Staff must disclose any work outside school or outside business interests where there is a potential conflict of interests with their employment at the school.

If any allegation of wrongdoing occurs in a staff member's work outside school (whether or not they deny this) which may have a bearing on their employment they must disclose this immediately to the Headteacher or their Line Manager.

Forming inappropriate relationships or friendships with children or young people who are pupils under the age of 18 at another school/college will be viewed as inappropriate and impact upon the school's ability to trust the member of staff to maintain professional boundaries with pupils at the school.

A work related social event is considered to be an extension of the workplace and as such the standards of behaviour expected at these events is in line with this policy.

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 school's Online Safety Policy and ICT Acceptable Use Policy at all times, both inside and outside of work.

Staff must not engage in inappropriate use of social media sites which may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.

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 pupils either with their own profile or acting covertly.

Contact with pupils should only be made via the use of school email accounts or telephone equipment when appropriate and strictly for educational reasons.

Photographs or video footage of pupils 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.

Confidentiality

Where staff have access to confidential information about pupils 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. All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (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 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 their manager or the school's Designated Senior Lead any information which gives rise to concern about the safety or welfare of a pupil. Staff must not promise a pupil that they will not act on information that they are told by the pupil.

Staff are not allowed to make any comment to the media about the school, its performance, governance, pupils or parents without written approval. Any media queries should be directed to the Headteacher.

Dress and Appearance

All staff must dress in a manner that is appropriate to their role and promote a professional image. 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. See **appendix 3** for full Dress Code Expectations

Compliance

All staff must complete the form in **appendix 2** to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated and returned to Mrs Mall or the Headteacher.

Photocopier Use and Printed Documents

Staff will be given training regarding use of the photocopier.

An allocated code is given to each member of staff in order to monitor the cost and amount of copying being completed across the school.

If a staff member needs to copy for personal use, then it is expected that they contribute to the cost of this, liaising with the business manager if necessary. Staff should be aware that the nature and details of all printed materials (website, date, time, cost etc) are available to the School Business Manager and Headteacher when auditing printing usage and costs.

Staff members who wish to use the school shredding service for personal documents must agree this with the School Business Manager in advance. Staff must be aware that the school cannot take responsibility for keeping any un-shredded documents confidential.

Use of Phones (School and Mobiles)

Staff are requested not to use the school telephones for personal calls. It is understood that there are exceptions at times. The School Business Manager will seek reimbursement for personal calls where necessary. Staff must not use personal mobiles or have them out in the classrooms or corridors when children are present – unless previously agreed with SLT.

Staff are encouraged to leave the staffroom at lunch and break times in order to make or receive a personal call to avoid the sharing of sensitive or personal information.

Personal calls will not be put through to the staffroom unless in the case of an emergency.

No calls will be passed through to staff unless it is an emergency during teaching/lesson time.

If a member of staff contacts parents/carers about a child, they should inform the office and raise their awareness so that office staff know who has made the call if they ring back.

Staff are not to share social media posts on their phones with colleagues which might upset, offend or worry them.

Entering and Exiting the Building

Staff are required to enter and exit the building using the main front door, individually tapping their ID badges on the door entry panel each time, unless otherwise agreed with SLT.

Staff must take responsibility for the accuracy of their own building entry and exit "tap-ins" as this is the means by which the school acquires a record of which staff are in the building at any one time with regards to pay queries or a building evacuation.

Staff must not enter the school building before 7am except for cleaning, site and breakfast club staff.

Staff are advised not to enter the building before 7.30am, once the site manager has secured the premises.

Staff on-site before 7.30am do so at their own risk (All staff must have read and signed the Lone Worker policy).

School Lunch

Staff are welcome to purchase a school lunch if they wish, ordering via ParentPay or the school office by 9.00am.

Lunches must be paid for via ParentPay. No outstanding monies owed can be carried forward to the next half term.

Guidelines for classroom and office staff

As a general principle, staff at Penns Primary should be able to dress according to their professional judgement, individual style and personality unless this is detrimental to their capacity to do their job, safeguard pupils or is deemed unsafe or inappropriate for some other good reason.

- Suitable, smart clothing must be worn
- Denim jeans and denim jeggings must not be worn
- Tracksuit bottoms and trainers are not to be worn, unless for P.E
- Men are expected to wear a shirt or smart top
- Ensure underwear is not show, including bra straps

If jewellery is worn please ensure that it is not excessive and does not present a potential health and safety risk to either pupils or staff, including body piercings

If visible, piercings must not cause offence to others; if piercings are visible, staff members may be asked to remove them or replace them with a less noticeable alternative

Ensure large jewellery is removed during P.E. sessions

Facial coverings will generally be expected to be removed whilst on duty, to optimise good communication and to help identify individual teachers (*This does not apply whilst protective measures relating to COVID-19 and social distancing are in place*)

No aspect of an employee's dress or appearance should be politically motivated, sexually provocative, discriminatory, insensitive or offensive

If visible, tattoos must not cause offence to others; if tattoos are likely to cause offence, they must be covered up whilst at work

Appropriate clothing should be worn for the occasion (e.g. if you are sitting on the floor/crawling around outside etc)

There may be special occasions or events when the dress code does not have to be adopted (e.g non- uniform days)

ID Badges must be worn at all times

Guidelines for staff not based in the classroom or office.

Appropriate clothing should be worn for the occasion, role and responsibility (e.g. jeans are suitable for cleaning staff due to the need for hardwearing trousers etc).

ID Badges must be worn at all times

In all circumstances, common sense should prevail at the head teacher's discretion.

Please ask if you are unsure of what is appropriate.
