



CODE OF CONDUCT FOR STAFF

“Excellence Through Partnership”

INTRODUCTION.

As an employer, the Governing Body is required to set out a Code of Conduct for all school employees.

All staff employed 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.

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for 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.

SETTING AN EXAMPLE

- ✓ All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times.
- ✓ All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils/students to do the same.
- ✓ All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- ✓ This Code helps all staff to understand what behaviour is and is not acceptable.

SAFEGUARDING

Staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Person (DSP) for Child Protection.

- The school's DSP is Sukhbir Kaur (Inclusion Lead)
- The school's Deputy DSPs are Richard Kentish (HT) & Jade Yale (DHT)
- There are a number of other staff trained to LCSB L3 training – these posters are all around school.

Staff are provided with electronic copies of the school's Child Protection Policy and the 'Whistleblowing Procedure' and staff must be familiar with these documents. Copies of these are available on our website and within class teacher folders.

Staff must keep up to date with any Safeguarding changes and Keeping Safe in Education (KCSIE) that are communicated through the school's regular means including, but not limited to, whole school INSET, staff meetings, e-mail updates, weekly briefing, phase meetings and minutes of SMT.

Staff must not demean or undermine pupils, their parents or carers, or colleagues.

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

Staff must not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers.

Staff who are in contact with pupils should not use their mobile phones in school during their directed hours / paid hours of employment. Outside of these times, mobile phones should only be used in areas of the school where pupils are not present (see mobile phone policy for additional guidance). Pupils themselves are not permitted to carry mobile phones around school.

'Low Level Concerns' (First introduced KCSIE 2021)

'The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold of harm. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a

‘nagging doubt’ - that an adult working in or on behalf of the school or college may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such 'low-level' concerns which 'could include, but are not limited to:

- being over friendly with children;
- having favourites;
- taking photographs of children on their mobile phone;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- using inappropriate sexualised, intimidating or offensive language.

Governing bodies and proprietors should set out their low-level concerns policy within their staff code of conduct and safeguarding policies and this addition to our Code of Conduct meets that requirement because this policy gives clear expectations of acceptable conduct.

- ensuring their staff are clear about what appropriate behaviour is, and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others;
- empowering staff to share any low-level safeguarding concerns with the head teacher or if in their absence - designated safeguarding lead (or a deputy);
- addressing unprofessional behaviour and supporting the individual to correct it at an early stage;
- providing a responsive, sensitive and proportionate handling of such concerns when they are raised; and,
- helping identify any weakness in the school or colleges safeguarding system.

PUPIL/STUDENT DEVELOPMENT

Staff must comply with school 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 the highest 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 Headteacher, or to the Chair of Governors if the Headteacher is the recipient, with the exception of “one off” token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

CONDUCT OUTSIDE WORK

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee’s own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media e.g. Facebook with pupils or former pupils.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

Staff must not comment on school matters via social media unless this is to private friends and family only.

Staff are advised to exercise extreme care and professional judgement needs to be taken when befriending parents or communicating with parents on social media. The school discourages the use of social media for these purposes.

Staff must only use their school email account or school learning platform account when communicating electronically with pupils, parents and school related external agencies.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance.

All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school.

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.

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 role and authority to deal with the matter.

However, staff have an obligation to share with their manager or the school's Designated Senior Person 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. Staff must never leave the school premises without reporting a safeguarding concern.

AS PROFESSIONALS WE WILL:

- avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.
- work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.
- treat everyone with respect.
- dress appropriately, so that we set a good example for the children and to show that we are here to work (see below).
- behave in a positive way despite any personal problems that we may have, especially in front of the children.

DRESS CODE

All staff are expected to maintain a professional appearance that reflects the respectful and nurturing environment of our school. Clothing should be smart yet comfortable, suitable for working with children and engaging in daily school activities. Skirts and dresses must be knee length or longer to ensure appropriateness and professionalism. Staff should be mindful of necklines, ensuring they are modest and suitable for a school setting.

Open-toe shoes or shoes without a back are not permitted due to health and safety considerations; footwear should be practical and safe for the school environment. Ugg-style boots and jeans are not acceptable as they do not align with the professional standards expected.

Sportswear or activewear may be worn only when teaching PE or participating in physical activities. Teachers must also ensure they are modelling the same expectations as you set for children, including hair tied back and no loose jewellery.

On non-school uniform days or during school trips, the dress code is relaxed; however, clothing must remain appropriate for working with children and uphold the school's professional values.

During periods of prolonged hot weather, sensible adjustments to the dress code may be made to ensure staff remain comfortable while continuing to present a professional image. Lighter fabrics, shorter sleeves and tailored shorts or sports wear clothing are acceptable, provided they are modest, practical and aligned with the overall aims of the dress code. Staff should continue to model appropriate standards for pupils, ensuring clothing remains suitable for a school environment and does not compromise health, safety, or professionalism.

This policy supports a positive image of our school and promotes a safe, respectful workplace for staff and pupils alike.

EQUAL OPPORTUNITIES

The school is committed to the promotion and implementation of equal opportunities both internally and externally. We reference our Equalities policy here to ensure that staff also comply with our duty regarding the protected characteristics.

The school aims to ensure that everyone who comes into contact with it is treated equally and not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations.

The school will recognise the differences which exist and will seek to understand the needs of people within the groups which are afforded protection or assistance through this policy.

The school expects all its employees to uphold its Equal Opportunity Policy and to accept the duty not to discriminate, either in employment practices or in the provision of facilities and services by reference to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

DISCRIMINATION, HARASSMENT, AND VICTIMISATION

You must treat all other employees, pupils, parents, and people with whom you come into contact with courtesy and respect, and must not make any remarks or gestures relating to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation which may cause offence.

Any complaint of discrimination, harassment, or victimisation or complaints made on the grounds of any of the protected characteristics listed above, will be taken seriously and will be the subject of a thorough investigation.

HEALTH AND SAFETY

You have a duty to take reasonable care of yourself and to cooperate with management under the Health and Safety at Work Act 1974. These responsibilities are identified in the school's Health and Safety policy.

You are required to act at all times in accordance with this policy and generally to act in such a way to ensure your own safety and that of others.

Any action which potentially puts at risk the health and/or safety of yourself or others will be viewed seriously and may result in disciplinary action may be taken.

All staff are issued with identity badges and must wear these at all times. There may be occasions when it is not practical to wear identify badges but you should have them for inspection. There is a corporate responsibility to challenge any staff or unknown adults who are not wearing a school lanyard

FITNESS FOR WORK

*Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice. Providers must ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children, at all times.

*Whilst this is direct guidance issued under the EYFS statutory framework September 2021. It is considered good practice and should be applied across the whole school community

You must:

If taking medication, you must seek the advice of your doctor to ensure that such medication will not impede your ability to do the job (e.g. operate machinery). Inform your Head Teacher or Line Manager of any situations where a risk to yourself or others may arise because of this.

If you are a Head Teacher or Line Manager consider the options available for assisting employees who are required to take legally prescribed drugs and whose levels of performance has been impaired. In these circumstances a risk assessment should be undertaken.

CRIMINAL CHARGES AND CONVICTIONS

You must:

Notify the school, via the head teacher, in writing if charged with any criminal offence or if convicted of any criminal offence, this includes cautions.

If charged with an offence, advise the Head Teacher, immediately after you are charged (i.e. next working day).

It should be noted that the term 'conviction' includes a finding of guilt, regardless of whether or not a conviction is recorded. Failure to notify the school in either case will constitute grounds for disciplinary action.

The 'Disqualification by Association under the Childcare Act 2006 (as amended)' is still appropriate for our school but the requirement to complete a 'Disqualification by association' declaration has been removed. However, in schools that work with children between 8 and 18 years old, 'relationships and associations' that staff have in school and outside (including online), may have an implication for the safeguarding of children in the school. Where this is the case, the member of staff must speak to the school.

DISCIPLINARY ACTION

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

Appendix 1- from *Teachers' Standards Effective from 1 September 2012 (DfE)*

PERSONAL AND PROFESSIONAL CONDUCT

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
- treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities

Note: Whilst the bullets within Appendix 1 are from the Teacher's standards, these should apply to all stakeholders within our school.

Document revision guide:

Date	Revision
September 2018	Removed reference to Disqualification by Association Updated reference to EYFS framework 2017
September 2018	Following additional amendments by DFE, added the following: The ‘Disqualification by Association under the Childcare Act 2006 (as amended)’ is still appropriate for our school but the requirement to complete a ‘Disqualification by association’ declaration has been removed. However, in schools that work with children between 8 and 18 years old, ‘relationships and associations’ that staff have in school and outside (including online), may have an implication for the safeguarding of children in the school. Where this is the case, the member of staff must speak to the school.
September 2021	KCSIE 2021 ‘low level concerns’ expectations added. Reference EYFS 2021 framework
September 2024	Updated DHT
September 2025	Updated Inclusion Lead Included specific Dress Code section

