



Staff Code of Conduct Policy

“A Small School with a Big Heart – Becoming the Best Version of Ourselves”

1. Purpose and Principles

At High Green Primary School, we are committed to maintaining a professional, caring, and safe environment where everyone can thrive. This Code of Conduct sets out clear expectations of all adults working in or on behalf of our school, including staff, volunteers, supply teachers, and contractors.

Our values guide everything we do:

- 👤 Be Respectful – We value each other's contributions and treat everyone with dignity and fairness.
- 👤 Be Responsible – We act with honesty, integrity, and professionalism at all times.
- 👤 Be Kind – We model empathy, compassion, and patience in all interactions.
- 👤 Be Proud – We take pride in our work, our appearance, and our school community.

This policy aims to:

- Safeguard all pupils and protect staff.
- Set clear expectations of conduct and performance.
- Promote a culture of openness, respect, and accountability.
- Support our school's vision of helping everyone 'become the best version of themselves.'

2. Professional Conduct and Relationships

All staff are expected to follow the school's policies, including Safeguarding and Child Protection, Behaviour and Relationships, and Anti-Bullying. Relationships between adults and pupils should be based on mutual respect, trust, and professional boundaries. Praise, encouragement, and positive relationships are central to our approach. Sanctions should always be calm and proportionate. If a staff member experiences difficulty managing behaviour, they should seek support promptly from their phase leader or SLT.

3. Physical Contact and Personal Boundaries

Physical restraint should only be used as a last resort to prevent harm. Comforting a distressed child should always be appropriate to the situation and the child's age. Staff should avoid unnecessary physical contact and ensure transparency in interactions. Children should not sit on laps or be picked up unless medically necessary.

Policy reviewed by L.Harding November 2025
Last reviewed by governors on: Autumn 2024
Next review by governors due by: December 2025

4. Respectful Relationships Among Staff

All staff are expected to demonstrate kindness, respect, and professionalism towards one another. Differences should be addressed calmly, fairly, and privately. We model the respectful communication we expect from our pupils and families.

5. Use of Resources and Financial Integrity

All staff must use school resources responsibly, avoid waste, and follow 'reduce, reuse, recycle' principles. School property taken off-site must be signed out and returned promptly. Money handled must be recorded, labelled, and passed to the office as soon as possible. VAT receipts must accompany purchases.

6. Confidentiality and Professionalism

All staff are expected to act professionally at all times, both within and beyond the school site. Staff must:

- Arrive punctually and be ready to fulfil duties promptly at the start of each school day, meeting or supervision.
- Follow reasonable instructions and guidance given by their line manager or member of the Senior Leadership Team.
- Maintain strict confidentiality regarding pupils, families, and colleagues. Information should only be shared on a 'need to know' basis in line with safeguarding or data protection protocols.
- Avoid expressing personal or political views that could compromise professional neutrality, either in conversation with pupils or through public platforms.
- Use social media responsibly: staff must not post or share any content that could bring the school into disrepute, breach confidentiality, or compromise relationships with pupils, families, or colleagues.
- Maintain appropriate professional boundaries online; staff must never accept or seek to communicate with pupils via personal social media accounts.
- Follow school procedures for absence — contacting the Headteacher (or designated person) as soon as possible, by phone, and providing clear reasons. Absence must always be genuine, with relevant documentation (e.g. self-certification, GP note) provided where required.

7. Partnership with Parents and Carers

We aim to build positive, open, and respectful relationships with parents and carers. Concerns should be treated seriously and responded to promptly. Communication with parents should reflect our school's ethos and values.

8. Safeguarding and Child Protection

All staff must complete safeguarding training and follow procedures outlined in the Safeguarding and Child Protection Policy.

Designated Safeguarding Lead: Mrs Lucy Harding (Headteacher)

Deputy DSLs: Mrs Jenna Collins and Miss Natalie Coe

Online Safety Lead: Mrs Jenna Collins

Concerns about pupils must be recorded on CPOMS and shared immediately with a DSL. Low-level concerns about staff behaviour must also be reported following the Low-Level Concerns procedure.

9. Professional Expectations and Reporting Concerns

Low-Level Concerns

All staff have a responsibility to share any low-level concern about the behaviour or conduct of an adult working in or on behalf of the school. A low-level concern is any behaviour that is inconsistent with the Staff Code of Conduct but does not meet the harm threshold. Concerns must be reported to the Headteacher immediately, or to the Chair of Governors if the concern relates to the Headteacher. The school's Low-Level Concerns procedures (Section Two of the Allegations Against Staff Policy) must be followed.

Concerns that meet the harm threshold will be managed in line with Part 4 of KCSIE and the school's Allegations Against Staff Procedures.

Whistleblowing

Staff have a professional duty to raise concerns where they believe the practice of colleagues, leadership or external professionals could place children at risk, be unsafe, or fall below expected standards. Staff must follow the school's Whistleblowing Policy and can contact the Chair of Governors, the LADO or the NSPCC Whistleblowing Helpline if necessary. No member of staff will ever suffer detriment for raising a safeguarding concern in good faith.

Use of Technology

Staff must use school devices, cameras, email and online platforms in line with the Online Safety and Acceptable Use Policies. Staff must not:

- Use personal devices to photograph or video pupils
- Communicate with pupils via personal accounts, messaging apps or social media
- Store pupil data on personal devices

Staff must model safe and responsible use of technology at all times.

Social Media

Staff must maintain clear professional boundaries online. They must not:

- Accept or invite pupils or former pupils under 18 to connect on personal social media
- Comment publicly about school matters, pupils or colleagues
- Post content that could bring themselves or the school into disrepute

Staff must ensure their privacy settings are secure and that their online conduct always upholds professional standards.

10. Reporting Concerns and Whistleblowing

Staff must report any concern about the behaviour or conduct of another adult immediately to the Headteacher or, if the concern involves the Headteacher, to the Chair of Governors. All reports will be taken seriously and handled confidentially in line with the Whistleblowing Policy.

11. Curriculum and Safeguarding Culture

Teaching staff should use the curriculum, particularly PSHE, assemblies, and circle time, to promote respect, inclusion, and emotional literacy. We actively teach children about personal safety, consent, online safety, and how to seek help.

12. Wellbeing and Support

We are committed to supporting staff wellbeing and work–life balance. Staff experiencing stress or difficulty should speak with a member of SLT. Support may be offered internally or via external services such as Occupational Health.

By following this Code of Conduct, all staff play their part in safeguarding children, modelling our school values, and protecting themselves professionally.

These expectations apply both inside and outside school hours, including online behaviour and conduct in the wider community. Staff must uphold the highest standards of professionalism at all times.

I agree to adhere to the High Green Primary School Staff Code of Conduct.

Signed: _____

Name (print): _____

Date: _____