



# **Newbridge Primary School**

## **Staff Code of Conduct**

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## 1. Purpose and Scope

This Code of Conduct sets out the standards of behaviour expected of all staff and supply teachers at Newbridge Primary School.

It ensures that staff:

- Safeguard and promote the welfare of all children in line with *Keeping Children Safe in Education*.
- Act as role models and uphold public trust in the teaching profession.
- Maintain appropriate professional boundaries at all times.

This Code must be read alongside:

- Child Protection and Safeguarding Policy
- Whistleblowing Policy
- Behaviour Policy
- Staff Handbook
- Acceptable Use of ICT Policy
- Positive Handling Policy
- Attendance and Sickness Policy

## 2. Key Principles

- The welfare of the child is paramount (Children Act 1989).
- All staff are responsible for safeguarding (KCSIE 2025).
- Staff must act with integrity, honesty, accountability and professionalism.
- Staff must comply with the law, the Teachers' Standards and this Code.

## 3. Safeguarding and Child Protection

- All concerns about a pupil must be reported via My Concern to the Designated Safeguarding Lead (DSL) or Deputy DSL(s), and in person if urgent.
- Concerns about staff must be reported to the Headteacher; if the concern is about the Headteacher, it must be reported to the Chair of Governors.
- Staff must not promise confidentiality but must reassure pupils that concerns will be passed to those who can help.
- Appropriate professional boundaries must always be maintained.

**Designated Safeguarding Lead (DSL):** Gill Kennaugh

**Deputy DSLs:** Jacky Hansard, Alex Bacon and Viki Stock

**Headteacher:** Gill Kennaugh

**Chair of Governors:** Clare Moon [clare.moon@newbridge.bathnes.sch.uk](mailto:clare.moon@newbridge.bathnes.sch.uk)

**Safeguarding Governor:** Michael Farrier [michael.farrier@newbridge.bathnes.sch.uk](mailto:michael.farrier@newbridge.bathnes.sch.uk)

## 4. Professional Relationships with Pupils

- Treat all pupils fairly, with dignity and respect.
- Avoid any behaviour that could be misinterpreted as grooming.
- Do not develop personal or sexual relationships with pupils.
- Do not use personal phones, emails or social media to contact pupils.
- Any physical contact must be minimal, appropriate and in line with the Positive Handling Policy.

## **5. Professional Boundaries and Conduct**

- Keep personal and professional lives separate.
- Do not use offensive, discriminatory or derogatory language.
- Dress professionally and appropriately for a primary school environment.
- Do not engage in behaviour that could bring the school into disrepute.

## **6. Confidentiality and Data Protection**

- Follow the UK GDPR and Data Protection Act 2018.
- Share pupil information only when necessary and with authorised staff.
- Do not discuss school matters on social media or in public.

## **7. Use of Technology and Social Media**

- Follow the Acceptable Use Policy.
- Do not use personal devices to photograph or video pupils.
- Do not use mobile phones in directed time, unless approved by a senior leader
- Use only school-approved platforms for communication with pupils and parents.
- Maintain a professional online presence.

## **8. Attendance, Punctuality and Reliability**

- Attend work punctually and consistently.
- Report absences as per the Attendance and Sickness Policy.
- Never work under the influence of alcohol, drugs or misused medication.

## **9. Equality, Diversity and Inclusion**

- Uphold the Equality Act 2010.
- Foster a culture of inclusivity and respect.
- Challenge discriminatory behaviour and language.

## **10. Safe Working Practices**

- Follow all school Health and Safety Policies.
- Avoid situations where you are alone with a pupil behind closed doors.
- Report hazards and risks immediately.

## **11. Whistleblowing and Reporting Concerns**

- Report concerns about malpractice, misconduct or safeguarding breaches.
- The Whistleblowing Policy protects staff who raise concerns in good faith.
- Failure to report safeguarding concerns may lead to disciplinary action.

## **12. Conduct outside School**

- Behaviour outside school must not damage the reputation of the school.
- Criminal charges, cautions or convictions must be reported immediately to the Headteacher.
- Declare any relationship with parents/carers that may cause a conflict of interest.

### **13. Allegations against staff**

- Allegations against staff will be taken seriously and managed in line with *KCSIE 2025*, the school's Managing Allegations Policy, and the Local Authority procedures.
- Staff must report any allegation or concern about a colleague immediately to the Headteacher (or Chair of Governors if the allegation concerns the Headteacher).
- The Headteacher (or Chair of Governors) will contact the Local Authority Designated Officer (LADO) within one working day.
- Staff must not discuss allegations with colleagues, pupils or parents.
- Suspension is not automatic; decisions will be made on a case-by-case basis to ensure both child and staff safety.
- Support will be provided for staff subject to allegations, recognising the potential personal and professional impact.

### **14. Breaches of the Code**

- Breaches may result in disciplinary action, up to dismissal.
- Serious breaches may be referred to the Local Authority Designated Officer (LADO), Disclosure and Barring Service (DBS), and/or the Teaching Regulation Agency (TRA)

### **15. Declaration**

I have read and understood the Newbridge Primary School Staff Code of Conduct. I agree to follow it at all times and understand that failure to do so may result in disciplinary action.

Please complete the MS Form, sent to you with this policy, stating your name and the date that you read the policy and agreed to it.

## **Appendix A – Staff Induction Checklist**

All new staff must confirm that they have received, read and understood the following key documents and expectations:

- ☐ Child Protection and Safeguarding Policy
- ☐ Staff Code of Conduct
- ☐ Behaviour Policy
- ☐ Whistleblowing Policy
- ☐ Acceptable Use of ICT Policy
- ☐ Health and Safety Policy
- ☐ Positive Handling Policy
- ☐ Attendance and Sickness Policy
- ☐ DSL and Deputy DSL contact details

### **Key Induction Points:**

- Know how to report a safeguarding concern.
- Know who the DSL/Deputy DSLs are.
- Understand procedures for reporting allegations against staff.
- Understand expectations for professional conduct and boundaries.
- Know how to report health and safety concerns.
- Be aware of the school's approach to equality, diversity and inclusion.