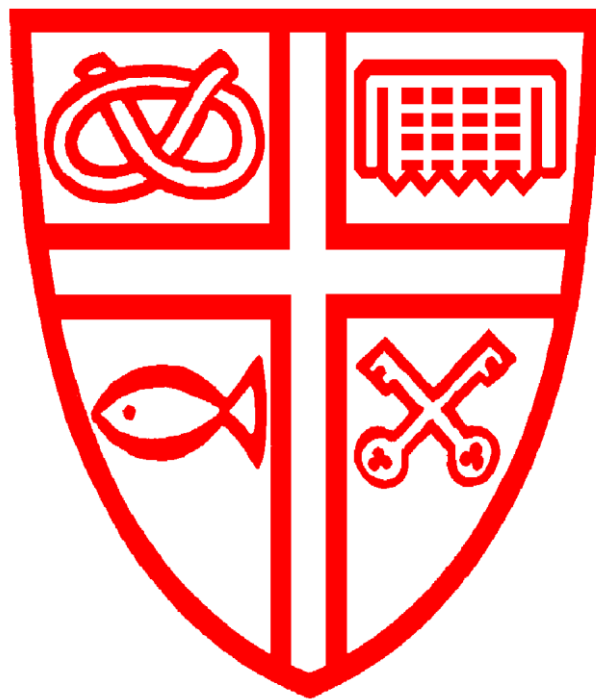


St Peter's CofE Primary School

Love Christ
Love Learning
Love One Another



Staff Code of Conduct

March 2026-27

CODE OF CONDUCT FOR SCHOOL STAFF

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1. Introduction

We are required to establish procedures for the regulation of staff conduct under regulation 7 of The School Staffing (England) Regulations 2009.

In line with the statutory safeguarding guidance Keeping Children Safe in Education, we should have a staff code of conduct, which should cover low-level concerns, allegations against staff and whistle-blowing, as well as acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

This Code of Conduct is designed to give clear guidance on the standards of behaviour all staff at St Peter's Primary School are expected to observe. By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect. Many of the principles in this code of conduct are based on the Teachers' Standards

It recognises that staff in school are in a unique position of influence and must maintain behaviour that sets a good example and acts as a role model to all of the pupils within the school. We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards. We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Whilst every effort has been made to ensure that the guidance provided is as detailed as possible, situations may arise which are not specifically covered in the code. Where this happens, employees are expected to use their professional judgement and act in the best interests of the school and its pupils.

2. Compliance with the Code of Conduct

Failure to comply with the code of conduct, and with the associated school policies and required reading, may result in disciplinary action being taken. Where clarification is needed on any aspect of this document, this should be sought from the Headteacher.

3. Professional responsibilities and conduct

All adults working with children and young people are in a position of trust in relation to the individuals in their care.

Staff are expected to adopt high standards of personal integrity and conduct and behave in such a way that does not compromise their position both within or outside St Peter's CE Primary School.

They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school

- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs
- Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards

It is expected that all people working in school will carry out their role in line with the requirements outlined in their job descriptions, professional standards and conditions of service, school policy statements and agreed practice.

4. Safeguarding of all children

Staff-pupil relationships

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect. Our safeguarding policy and procedures are available new staff will also be given copies on arrival.

School employees will act in an open and transparent way that does not lead any reasonable person to suspect their actions or intent.

Staff should avoid behaviour that might be misinterpreted by others in order to protect both young people and themselves.

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

Where an employee is in a specified position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity. This means that adults should not:

- behave in a manner, which would lead any reasonable person to question their suitability to work with children or act as a role model;
- use their position to gain access to information about children for their own or others' advantage
- use their position to intimidate, bully, humiliate, threaten, coerce or undermine children or young people
- use their status and standing to form or promote relationships which are of a sexual nature, or which may become so.
- make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate other individuals or might be interpreted as such.
- Personal association with safeguarding matters - Employees must inform the Headteacher immediately if they, or a close family member, are being investigated in connection with a child protection/safeguarding allegation out of school.

Treating other people with dignity and respect

- All employees are expected to treat other colleagues, pupils and external contacts, such as parents, with dignity, fairness, equality and respect.
- Unacceptable behaviour such as discrimination, bullying, harassment or intimidation will not be tolerated in school. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, pupils and parents.
- There are occasions, however, when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate given their age, stage of development, gender, ethnicity and background.
- Physical contact should never be secretive or casual, or for the gratification of the adult, or for the purposes of punishment.
- Physical interventions should be in line with the behaviour policy where the need to use such actions is foreseen, a risk assessment should be prepared in advance and agreed with the parents.

Allegations that may meet the harm threshold

This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or

- Behaved or may have behaved in a way that indicates they may not be suitable to work with children - this includes behaviour taking place inside or outside of school

St Peter's will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A 'case manager' will lead any investigation. This will be the headteacher, or the chair of governors where the headteacher is the subject of the allegation.

Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating pupils

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. It is also encouraged that staff self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy.

Our procedures for dealing with allegations will be applied with common sense and judgement.

Whistle-blowing

Whistle-blowing reports wrongdoing that it is "in the public interest" to report. Examples linked to safeguarding include:

- Pupils' or staff's health and safety being put in danger
- Failure to comply with a legal obligation or statutory requirement
- Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report their concern to the headteacher. If the concern is about the headteacher, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to chair of governors.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

For our school's detailed whistle-blowing process, please refer to our whistle-blowing policy.

5. Communication and social media

Social networking websites, social contact and Online E-Safety

Adults must ensure they are familiar with, and promote, the policy on Online e-safety

Adults working in school should not seek or establish e-relationships with children/parents through Social networking sites

Internal e-mail systems should only be used in accordance with the organisation's Acceptable Use Policy (AUP). This is for school emails that may contain sensitive data.

Adults working in school should adhere to the County Council's guidelines regarding their personal use of social networking sites, this is within the schools Online E Safety Policy

Adults are strongly advised, in their own interests, to take steps to ensure that their personal data is protected from anybody who does not have permission to access it.

This means that adults should:

- refrain from identifying themselves as working for the school in a way which has the effect of bringing the school into disrepute.
- not identify other employees or children without their consent.
- not make any defamatory remarks about the school, its employees, children, parents or any other school community members
- not disclose data or information about the school, employees or, children that could breach the Data Protection Act 1998, for example, posting photographs or images of children or young people.
- not allow pupils to access their personal social networking accounts.
- ensure that personal social networking sites are set as private and pupils are never listed as approved contacts
- never access the social networking sites of pupils.
- not give their personal contact details to children including their home /mobile telephone number, home address or email address.

- not use internet or web-based communication channels to send personal messages to a child/young person
- Taking photographs of children on their mobile phone or personal device
- Privately messaging children or arranging/engaging in virtual meetings with children
- Using inappropriate sexualised, intimidating or offensive language online
- Openly commenting on personal social media about the school, including thoughts and feelings towards staff and children
- Following or liking posts that would be considered inappropriate or offensive to the school or profession
- Forwarding photographs of children stored on school owned devices or storage areas to personal devices and storage accounts without senior manager knowledge and approval
- Using school owned social media accounts to contact children without senior manager knowledge and approval
- Arranging virtual meetings with children using school accounts without justified reason and senior manager knowledge and approval
- Searching for children's social media and online presence without justified reason and senior manager knowledge and approval
- Using a personal mobile phone to contact families without justified reason and senior manager knowledge and approval

Adults who work with children should not seek to have social contact with the families of children they work with, unless the reason for this contact has been firmly established and agreed with senior leaders.

Failure to comply with the guidelines on staff use of social networking sites may lead to disciplinary action being initiated.

Use of school premises, equipment & communication systems

School equipment and systems (e.g. phone, email and computers) are available only for school-related activities - they should not be used for another job/ personal use unless this has been authorised by the Headteacher.

Illegal, inappropriate or unacceptable use of school equipment/ communication systems may result in disciplinary action and in serious cases could lead to an employee's dismissal. This list of prohibited use is not exhaustive but includes;

- creating/sending/forwarding any message that would be considered inappropriate /unacceptable.
- committing or implying commitment to any contractual arrangements.
- access to or publication of illegal, offensive, unacceptable or inappropriate or non-work related material.
- any illegal activities.

- posting confidential information about the school and/or other employees, children or parents.
- gambling or gaming.
- unauthorized use of school facilities (or employee's personal IT equipment), for personal use during employee's working time .

Employees who are unsure if something he/she receives or proposes to do might breach this policy should seek advice from the Headteacher.

The school has the right to monitor e-mails, phone-calls, internet activity or document production (e.g. to detect misuse, protect systems from viruses and to investigate suspected fraud and/or child protection offences)

Required Reading

- Online E Safety Policy.

Personal equipment

Employees must not use their own personal equipment such as mobile phones or cameras to make recordings of pupils, parents or other employees. All educational staff have access to ipad's for this function.

6. Professional behaviour and appearance

Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

All adults working with children will adopt high standards of personal conduct in order to maintain the confidence and respect of the public and to provide a role model. Employees should not

- behave in a manner which would lead others to question their suitability to work with children.

- make, or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate others.

Criminal actions - School employees must inform the Headteacher (Governing Body if the employee is the Headteacher) immediately if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

Probity of records

Staff are expected to maintain pupil tracking and progress records which are accurate. The deliberate falsification of documents is not acceptable and may lead to a written warning.

Financial matters

Financial Regulations for schools - All school employees must comply with the Trust's Financial Regulations.

Financial expenditure on behalf of the school should be agreed in advance and is subject to monitoring. Misuse of school finances will be considered as a matter for disciplinary/criminal action.

Declaration of gifts - Any gifts that are received, other than the exceptions, should be declared in writing to the Governing Body. Exceptions would be:-

- a gift offered by parents/children to express their thanks and gratitude
- a low cost gift given to the school for the purpose of advertising a service or company, e.g. pens/diaries, do not have to be declared.
- Staff will not accept bribes. Gifts that are worth more than £30 must be declared and recorded on the gifts and hospitality register.

Use of alcohol and illegal drugs

- The use of illegal drugs or alcohol during working hours is unacceptable.
- All employees are expected to attend school in a fit state to work

Dress code

What is worn for work is a matter of choice for individual staff members but the choice of clothes should ensure that staff appearance is professional at all times. (Staff leading sports sessions will change in to sports-wear; again there is an expectation that professional appearance is maintained.) Footwear must ensure that if a member of staff needs to proceed with haste to ensure the safety of pupils that it remains on the foot. Stiletto shoes are to be avoided. When choosing what is worn staff should ensure that clothing:

- is not likely to be viewed as offensive, revealing, or sexually provocative
- does not distract, cause embarrassment or give rise to misunderstanding
- is absent of any political or otherwise contentious slogans
- is not considered to be discriminatory and is culturally sensitive

Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

Employees must not misuse or misrepresent their position, qualifications or experience or bring the reputation of the school into disrepute. Such behaviour may lead to disciplinary action.

Declaration of interests

An employee is required to declare any associations with a group or an organisation which could be considered to conflict with the ethos of the school.

Employees should also consider carefully whether they need to declare to the school any relationship with any individual(s) which might cause a conflict with school activities. (e.g. a relationship with a Governor, another staff member or a contractor who provides services to the school)

- Failure to make a relevant declaration of interests is a breach of trust - if in doubt seek advice!
- All declarations should be submitted on a school Register of Business Interests form.

7. Other employment

Employees are permitted to take up secondary employment outside the school, as long as the activity does not constitute a conflict of interest, adversely affect their primary employment at the school or exceed the legal working limit of 48 hours per week as defined by the Working Time Regulations.

8. Health & Safety

Employees must adhere to the school's Health and Safety policy, procedure and guidance - each employee must ensure that they take every action to keep themselves and everyone in the school environment safe and well.

Personal health. It is wise and prudent, that if a member of staff has a health issue, i.e. asthma, then a health care plan should be drawn up so that at the very least the headteacher is aware of the problem and with permission the school first aiders are aware to ensure the well-being of all staff. Personal medication should be stored safely and securely.

Required reading:

- School's Health and Safety Policy
- Risk assessments, held in the Office

9. Confidentiality

All employees at the school and the Governing Body come into contact with a significant volume of data and information in relation to pupils, staff, school activities and many other matters. There is an obligation to observe the requirements of the Data Protection Act 1998.

Under the Data Protection Act, staff are required to collect, maintain and dispose of sensitive or personal data in a responsible manner. Use must be made of the schools shredder.

Staff should not disclose sensitive information about the school, its employees, children, parents or the local authority to third parties.

- Exceptions would be the necessary disclosure of suspected/alleged abuse of a pupil to Child Protection Officers; discussion with a person accompanying or representing an employee in a formal meeting or disclosure under the Whistleblowing Procedure.
- Where employees are asked for school information outside the school environment, this request should be referred back to the school and/or a meeting arranged in school to discuss the matter.
- All media communication must be directed to the Headteacher.

Staff must provide data to parents seeking information about pupil progress or other colleagues in the school/transfer destinations.

10. Copyright

Employees are required to adhere to the guidance on copyright. This is referred to in the Computing policy and adheres to copyright of published materials and Music.

11. Monitoring arrangements

This policy will be reviewed annually but can be revised as needed. It will be approved by the full governing body.

Our governing board will ensure this code of conduct is implemented effectively, and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns

12. Grievance

Employees should follow the complaints procedure set out by the school (added March 2019)

This policy was adopted by the Full Governing Body.

Date..... Chairperson Headteacher