



STAFF CODE OF CONDUCT

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• Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow. 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.](#)

[Professional Standards for Teaching Assistants.,](#)

[Professional Standard for a Midday Supervisor](#)

[Headteachers' Standards](#)

School staff have an influential position in the school, and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all staff will act in accordance with the personal and professional behaviours set out in the documents above.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

• Legislation and guidance

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media. This policy also complies with our funding agreement and articles of association.

• General obligations

Staff need to be mindful that although there is a difference in circumstances, pupils will always compare what staff are wearing and doing with what they are prohibited from wearing and doing. Staff need to be aware that they are regarded as role models and consistent standards of professional attire and behaviours help set purposeful and business-like manners.

Staff 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.
- Visibly live and promote the values of the school
- Show acceptance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and acceptance of those with different faiths and beliefs or none
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law or put them at risk
- Understand the statutory frameworks they must act within
- Adhere to the Professional Standards set out their role.
- How staff present themselves at all times, their appearance, body language, actions and use of language, sets an example to the pupils. We have high expectations of staff and for this reason request that when in front of pupils, staff do not:
 - Chew gum
 - Use mobile phones for personal use (unless essential) or use their mobile phones in corridors except in emergencies (school uses are acceptable)
 - Use inappropriate language in either oral or written form
 - Ensure hot drinks are in a lidded mug.
 - Staff should ensure they always wear their name badge.

Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Staff will familiarise themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child. Our safeguarding policy and procedures are available on the school drive and the website. All staff will have read Part One and Annex A of the Keeping Children Safe in Education document, and where appropriate any updates, and signed a confirmation declaration.

Staff/pupil relationships

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
- Emails to pupils should be copied to another colleague (for example, Subject Lead, or Line Manager)

Staff should avoid contact with pupils outside of school hours if possible (we acknowledge this may not be possible in the case of neighbours and relations).

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

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable (cards are permissible where the communication is accepted within this policy, or whole class tokens at Christmas or the end of the year).

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the Principal.

Communication and social media (see Appendix A for Social media sites)

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, or a variation of their name, and set public profiles to private. Settings should be regularly checked to make sure that social network providers do not amend them.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff should be aware of the school's e-safety policy.

Acceptable use of technology

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling, and viewing pornography or other inappropriate content.

Staff will not use school equipment for personal use, nor use personal mobile phones and laptops in front of pupils, unless using school systems for school business. They will not use personal mobile phones or cameras to take pictures of pupils except in exceptional circumstances, for example to log evidence for medical professionals, police, etc. Any images will be deleted as soon as they have been passed to/viewed by relevant professionals.

We have the right to monitor emails and internet use on the school IT system.

• Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

• 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 not accept bribes. Gifts that are worth more than £70 must be declared and recorded on the gifts and hospitality register.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

• Dress code

Staff are expected to dress in a smart casual manner. Clothing needs to reflect the

professional environment in which we work and maintain high standards of modesty. Staff need to be mindful that although there is a difference in circumstances, pupils will always compare what staff are wearing with what they are prohibited from wearing. Staff need to be aware that they are role models and consistent standards of smart casual attire help set a purposeful and professional atmosphere whilst being comfortable.

Physical Education staff will wear appropriate tracksuits and trainers.

EYFS and Provision staff will wear suitable and comfortable clothing to support the children in their play and learning experiences throughout the day, for example suitable jacket or coat for outdoors, suitable footwear for wet weather.

Clothes or visible tattoos must not display anything that could be interpreted as an offensive or political slogan.

The following items should not be worn:

- Blue denim
- Any clothing that risks exposing underwear. (includes low cut, see-through, strapless, or thin strapped tops, mini skirts)

• Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession into disrepute or in a manner which would indicate an unsuitability to work with children. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school, or any adults or young people in any way connected to the school, on social media.

• Monitoring arrangements

This policy will be reviewed every 2 years, but can be revised as needed. It will be ratified by the full governing body.

• Links with other policies

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff grievance procedures
- Safeguarding
- Gifts and hospitality
- ICT Acceptable Use Agreement

Appendix A:

Social Media sites include:

These are global platforms but have very large UK user bases:

- **Facebook** – still widely used for community groups, events, and local updates.
 - **Instagram** – popular for photo/video sharing, influencers, and small business marketing.
 - **X (formerly Twitter)** – used for news, politics, and public conversations.
 - **TikTok** – especially popular among younger users for short videos. ●
- YouTube** – major video-sharing and search platform.
- **Snapchat** – used mostly by younger demographics for messaging and short video content.
 - **LinkedIn** – professional networking site used extensively in the UK.
 - **Pinterest** – used for inspiration, design, and lifestyle content.
 - **Reddit** – discussion-based site with many active UK-specific communities (e.g., r/UnitedKingdom).
 - **Twitch** – popular live-streaming platform for gaming, music, and creative content.
 - **WhatsApp** – the UK's most widely used messaging platform, often used for group communication and community sharing.
 - **Telegram** – increasingly used for group chats and community channels.
 - **Discord** – used by UK gaming and hobby groups.
 - **Mumsnet** – parenting and lifestyle forum widely used across the UK.
 - **Nextdoor UK** – hyperlocal social networking app used by UK neighbourhoods.