

Staff Code of Conduct 2026 - 2027

Approved by the Governing Body on (date):	Autumn 2026
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Next Review Date (term/year):	Autumn 2027

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1. 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](#).

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

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.

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

An electronic copy of the staff handbook is updated and saved on MS Teams in the Staffroom Team folder and is available to every member of staff at the beginning of every academic year. This handbook provides a more detailed account of the expectations set for a range of aspects of school life and acts as an extension of this code of conduct. Staff also sign an "acceptable use policy" for the use of ICT when they are inducted into the school.

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 children.

2. Legislation and guidance

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, and staff handbook which should cover low-level concerns, allegations against staff and whistle-blowing, as well as ICT and acceptable use of the internet policy (including the use of mobile devices), staff/child relationships and communications, including the use of social media.

3. General obligations

Staff set an example to children. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat children and others with dignity and respect
- Show tolerance and respect for the rights of others
- Take a zero-tolerance approach to any form of sexism, racism, misogyny/misandry, homophobia, transphobia, biphobia, sexual violence, sexual harassment, and derogatory behaviour
- 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 children's vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards

4. Safeguarding

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

Staff will familiarise themselves with our child protection and 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, including child protection and procedures are available from the school office and school website. New staff will also be signposted to the policy.

All staff will read at least part 1 of [Keeping Children Safe in Education \(KCSIE\)](#) in full and make sure they understand their roles and responsibilities as set out in the guidance.

4.1 Allegations that may meet the harm threshold

This section is based on 'Section 1: Allegations that may meet the harm threshold' in part 4 of Keeping Children Safe in Education.

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

We 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.

4.2 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 children

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. We also encourage staff to 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 safeguarding, including child protection policy. This is available on the school website and in the staffroom.

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

4.3 Whistle-blowing

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

- Children 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 the 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, a copy of which can be found in the staffroom.

5. Sexual harassment amongst staff

Sexual harassment is any unwanted physical, verbal or non-verbal conduct of a sexual nature that has a purpose or effect of violating a person’s dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It also includes treating someone less favourably because they’ve submitted or refused to submit to unwanted conduct of a sexual nature in the past, or harassment related to sex or gender reassignment. When this behaviour is unwanted, it includes (but isn’t limited to):

- Unwanted physical conduct or ‘horseplay’ including touching, pinching, pushing and grabbing
- Continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome
- Sending or displaying material that is pornographic, or that some people might find offensive
- Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless)
- Offensive emails, text messages or social media content
- Comments and jokes of a sexual nature
- Sexually suggestive looks and staring
- Sexual propositions and advances
- Promising things in return for sexual favours
- Sexual contact on social media

Staff will help create a positive environment that works to prevent sexual harassment. This includes calling out sexual harassment that they witness.

All witnesses will be provided with appropriate support and will be protected from victimisation.

If a staff member is concerned at any point about incidents of sexual harassment (either directed at them or someone else), they 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 the chair of the governing board. The school will investigate any complaints in a timely, respectful and confidential manner.

All staff will receive training on recognising and responding to incidents of sexual harassment. The school will monitor by the best of their ability the treatment and outcomes of any complaints of sexual harassment or victimisation received to make sure that they are reasonably investigated, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved and workforce training is targeted where needed.

6. Staff-child relationships

Staff will observe proper boundaries with children 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 children 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 into the room
- A colleague or line manager knows this is taking place

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

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

While we are aware many children and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to children are not acceptable.

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

Staff must comply with school policies and procedures that support the well-being and development of children and follow reasonable instructions that support the development of children. They should co-operate and collaborate with colleagues and with external agencies where necessary to support the development of children.

7. Communication and social media

School staff's social media profiles should not be available to pupils. If staff 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, and set public profiles to private. Refusal to do so could result in disciplinary action being taken in line with the school's disciplinary policy.

Staff members should not list their workplace on social media platforms.

Staff should not attempt to contact pupils or their parents/carers via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents/carers' social media profiles. Staff should not share their personal contact details with parents.

Staff will ensure that they do not post any images online of children who are pupils at the school.

Staff should be aware of the school's online safety policy

8. Acceptable use of technology

Staff will not use technology in school or belonging to the 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 personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. Any personal use must be in the employee's own time (for example, before or after working hours or during unpaid lunch breaks). All personal use must comply with the standards and restrictions set out in this code of conduct, mobile phone policy and acceptable use of IT policy.

Staff will not use their personal mobile phones or similar devices to take pictures of pupils.

It is a criminal offence to take and share nude or semi-nude images, including those generated by AI, of anyone under the age of 18.

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

There may be occasions where it is appropriate for staff to use a mobile phone or similar device for professional duties, such as:

- Setting homework
- Recording rewards and sanctions
- Using multi-factor authentication
- Contacting a member of SLT or office staff for support in an emergency.

All staff must consistently enforce the school's policy on mobile phones being prohibited for pupils throughout the school day.

Any misuse of IT systems, either during work-related duties, working hours or outside of working hours will be a breach of the code of conduct and may result in disciplinary action being taken in line with the school disciplinary policy.

9. Showers and Changing

Children are entitled to respect and privacy whilst they are changing or showering after physical activity or swimming. Supervision by staff should be appropriate to the needs and age of the children and sensitive to the potential for embarrassment. Staff should be vigilant about their own behaviour and announce their intention of entering a changing room.

10. Transporting pupils

In certain circumstances it may be appropriate for staff to transport pupils offsite for out-of-school activities. Staff should ensure that they are not alone with pupils and discuss the transport plan with the appropriate leader or line manager, and risk assess for any difficulties that may arise.

Staff should ensure that the transport arrangements and the vehicle meet all legal requirements. Staff should ensure that the driver has the appropriate license for the vehicle, that the vehicle is roadworthy, has a valid MOT certificate, is appropriately insured, and that the maximum capacity is not exceeded.

Staff should ensure that the driver is not distracted while the vehicle is in motion for any reason other than an emergency and should also ensure all passengers are wearing correctly fitted, maintained and fastened seatbelts or if required appropriate child restraints/car seat. Staff should never transport pupils while under the influence of alcohol or drugs.

Prior to transporting children offsite consent must be obtained from the child's parents. All staff must be aware that the safety and welfare of the child is their responsibility until the child is safely passed back to their parent or carer.

11. 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/carers.

This information should never be:

- Stored or handled in a way that breaches data protection laws, including the UK GDPR, the Data Protection Act 2018, and the Data (Use and Access) Act 2025
- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule a staff member's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

12. Honesty and integrity

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

Staff will not accept bribes. It is the teacher's responsibility to declare gifts given to the headteacher. Personal gifts from individual members of staff to students are completely inappropriate and could be misinterpreted.

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. If there are any changes to a member of staff's DBS status, they must disclose this immediately to the headteacher. 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.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.

13. Dress code

Staff will dress in a professional, appropriate manner. Clothes should be smart without holes or rips.

Outfits will not be overly revealing, and clothes should not display any offensive or political slogans.

14. 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.

Teaching is a respected vocation, and staff are expected to act accordingly.

15. Monitoring arrangements

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

Our governing body 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.

16. 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, including child protection
- ICT and Internet Acceptable Usage Policy
- Home/School Agreement
- Staff Handbook 2026-2027
- Whistleblowing

[Employees Only – Click+Ctrl to follow link and sign the form electronically and answer KCSIE 26 quiz.](#)

Sign here for paper copies only:

Employee's name:

Signed:

Date: