



EDMUND WALLER PRIMARY SCHOOL

CODE OF CONDUCT POLICY

Approved by the Governing Body on (date):	
Signed (Headteacher):	
Signed (Chair of Governors):	
Signed (Link Governor):	
Next Review Date (term/year):	

Contents

1. Aims, scope and principles	2
2. Legislation and guidance	2
3. General obligations.....	3
4. Safeguarding	3
5. Staff-pupil relationships	3
6. Communication and social media.....	4
7. Acceptable use of technology.....	4
8. Confidentiality	4
9. Honesty and integrity	5
10. Dress code.....	5
11. Conduct outside of work	5
12. Monitoring arrangements.....	5
13. Links with other policies.....	5

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 pupils 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. This includes dismissal.

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 pupils.

2. Legislation and guidance

We are required to set out a staff code of 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 acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

3. General obligations

Staff set an example to pupils. 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
- › 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
- › Understand the statutory frameworks they must act within
- › Adhere to the Teachers' Standards

4. Safeguarding

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.

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.

Staff must not demean or undermine pupils, their parents or carers, or colleagues.

Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

Our safeguarding policy and procedures are available from the school office, school website and on our shared drive in the MS Teams -> Staffroom Team. New staff will also be signposted to the policy.

5. 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 into the room
- › A colleague or line manager knows this is taking place

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

Where staff have children attending the school, they must ensure that appropriate boundaries are maintained if they socialise with parents/ carers and/or children outside of school.

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 only to be given in whole class situations (never to individual pupils). In any instance gifts should be given ONLY after consulting the Headteacher.

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 headteacher.

Staff must comply with school policies and procedures that support the well-being and development of pupils/students and follow reasonable instructions that support the development of pupils/students. They

should co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.

6. Communication and social media

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 and set public profiles to private.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

Staff must not use social media to comment on school's procedures and practices or share any sort of information that could be detrimental to the values and ethos of the school.

Staff should not attempt to contact pupils or their parents 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' 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 read the 'ICT and Internet Acceptable Usage' policy.

7. 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 personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

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

Please read in conjunction with the 'ICT and Internet Acceptable Usage' policy.

8. 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

Where non-teaching staff have concerns about a pupil (e.g. behavioural, learning or welfare), they should speak to the child's class teacher or member of the Senior Leadership Team (SLT) who will decide if a conversation with the child's parents is necessary. Non-teaching staff should not initiate conversations with parents about pupils.

All staff are likely at some point to witness actions which must remain confidential. This needs to be reported and dealt with in accordance with the appropriate school procedure. It should not be discussed outside the school, including with the pupils/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter. 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.

All staff are responsible for ensuring that the data that the school controls remains confidential and is not shared with anyone outside of the school (except where consent has been given by the parent/carer).

All staff must ensure that the school's privacy policy is followed in full and that the any mitigating actions for risks of a data breach are taken (e.g. locking computers when not in use)

9. 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. 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 about their qualifications and professional experience is correct.

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.

10. 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.

11. Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession into disrepute. This covers 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.

12. Monitoring arrangements

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

13. Links with other policies

This policy links with our policies on:

- Safeguarding
- 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
- Statement of procedures for dealing with allegations of abuse against staff
- Whistleblowing Policy
- ICT and Internet Acceptable Usage

Employees Only – [Click here to sign the form electronically.](#)

Name:

Signed:

Date: