

Roe Farm Primary School

Staff Code of Conduct Policy



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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 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 also act with personal and professional integrity, respecting the safety and wellbeing of others.

(See Appendix 1: Teacher Standards)

This also aligns with the school values that are promoted across school, and the curriculum being delivered to our young people; being respectful, being friendly. Where these values are not promoted by staff this cannot be expected of children. 'Together We Make a Difference'.

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.

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, which should cover acceptable use of technologies (including the use of mobile devices), 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
- If you have used reasonable force or physical intervention against a child a member of SLT MUST be notified immediately and this MUST be recorded onto CPOMS.

Failure to comply may result in disciplinary action or a LADO referral under our Staff Code of Conduct policy and Derby & Derbyshire Safeguarding Children Partnership.

- 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
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4. Safeguarding

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 Co-Head Teacher or the Chair of Governors where the Co-Head Teacher is the subject of the allegation.

4.1 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 [or shouting at a child leaving them feeling uncomfortable and unsafe](#)
- Where children have siblings in school be mindful about comparing them to one another as this can impact on well - being.

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 child protection and safeguarding policy. This is available on the school website and all staff receive a copy and have signed to say they have read and understood this.

4.3 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 Co-Head Teacher. If the concern is about the Co-Head Teacher, 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.

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 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.

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.

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.

6. Communication and social media

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.

Our school is part of our community and we recognise that, as members of the community, employees will come into contact with children outside school both personally and professionally. We expect staff to use their professional judgement in such situations and to report any incidents to the DSL any contact they may have had outside school with a child, whereby they feel it may be misinterpreted by others.

Staff should be aware of the school's online safety 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 in school or whilst out on school visits.
- Mobiles phone must only be used in case of an emergency whilst on school visits.
- All mobile phones **MUST** be stored away during lesson times in bags or cupboards. If awaiting a call, phones must be on silent and staff to inform SLT.
- Co-Head Teacher must be informed if a member of staff is awaiting a call.
- Use of laptops within lessons should only be for the purpose of delivering the lesson to children.
- E – Mails must not be sent during lesson times.

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

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 should never be:

- 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 staff'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.

9. Honesty and integrity

Employees are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviours and attitudes which set the required standard for conduct at Roe Farm Primary School.

Employees must comply with any lawful or reasonable instructions issued by Leaders and Governors. They uphold public trust and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating others with dignity, building relationships rooted in mutual respect, and at all times observing boundaries appropriate to their professional position.
- Have regard for the need to safeguard the well – being of children.
- Showing tolerance of and respect for the rights of others.
- Ensuring personal beliefs are not expressed in a way which exploit others vulnerability or might lead them to break the law.

Employees must have proper and professional regard for the ethos, policies and practices at Roe Farm Primary School and maintain high standards in their own attendance and punctuality.

Employees must treat all colleagues with respect, dignity, fairness and courtesy at all times.

Where issues, may arise there is an open door policy and it is hoped, that things can be discussed honestly in order to make a change with the needs of both staff and children at the heart.

10. Dress code

Staff will dress in a professional, appropriate manner and must be smart.

No jeans should be worn.

Sportswear will only be worn where PE is being delivered.

Outfits will not be overly revealing, and we ask that tattoos are covered up.

Clothes will not display any offensive or political slogans.

As outlined above we set the example for the children. They have a set uniform that is smart and as staff, this can be achieved.

11. Smoking

Staff are not permitted to smoke on or around the school premises or grounds. This includes all types of smoking devices and paraphernalia including cigarettes, cigars, electronic cigarettes, vapes etc.

Breaks must be taken during own time and they must not impact on any duties that have been timetabled in the school day.

Where breaks are taken, staff must ensure they are away from the school building and entrances.

12. 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 should be aware that any conduct that we become aware of that could impact of their role within school or affect the school's reputation will be addressed under the disciplinary procedure.

We therefore expect employees to make us aware immediately of any such situations that have happened outside work hours.

13. Monitoring arrangements

This policy will be reviewed every 3 years but can be revised as needed. It will be approved by the full governing board.

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.

14. 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
- Child protection and safeguarding
- Online safety
- Whistleblowing