Staff Code of Conduct Policy

Inspire to achieve; persevere to succeed

Equality Mission Statement

We are committed to ensuring equality of educational opportunity and support for all pupils, parents, carers, staff and visitors irrespective of age, sex, race, disability, religion or belief, sexual orientation, pregnancy, gender reassignment, and socio-economic background. We aim to provide a fully inclusive school in which every person feels proud of their identity and can participate fully within the school community. We believe that a diverse school community is a strength which should be respected and celebrated by all those who learn, teach and visit here.

The policy covers many of the articles from the UN Convention on the Rights of the Child. Some key articles, are highlighted below:

Article 17	Children have the right to information from books, newspapers, computers and other sources, as long as it isn't harmful.
Article 19	Children have the right to be protected from being hurt or mistreated by anyone.
Article 27	Every child has the right to have their basic needs met (food, clothing and a safe place to sleep)
Article 34	Every child must be protected against sexual abuse.
Article 36	Every child must be protected against any form of bad treatment

Approved by:		**Date:**	
Signature (Chair of Committee):		**Signatures (Co-Headteachers):**	
Last review date:	September 2025	**Next review date:**	September 2026

Contents

1. Aims, scope and principles 3
2. Legislation and guidance 3
3. General obligations 4
4. Safeguarding 5
   4.1 Allegations that may meet the harm threshold 5
   4.2 Low-level concerns about members of staff 5
   4.3 Whistleblowing 6
   4.4 Sexual harassment 7
5. Health and Safety 7
   Personal Protective Equipment 8
   No Smoking Statement 8
   Hot drinks 8
   Site security 8
   Fire Drill and Evacuation Plan 8
   The Use of Personal Electrical Equipment at school 9
6. Staff-pupil relationships 9
7. Communication and social media 9
   Communication with Parents 9
   Social media 10
8. Acceptable use of technology 10
9. Confidentiality 11
10. Honesty and integrity 11
11. Dress Code and Personal Hygiene 12
12. Conduct inside and outside of the workplace 12
13. Monitoring arrangements 13
14. Links with other policies 13

Appendix I 14

1. Aims, scope and principles

Healthy relationships, as part of a positive workplace culture, are key to our success as a team.

This document aims to set and maintain standards of conduct that we expect all staff to follow to sustain healthy relationships and ensure a positive workplace culture. These standards fully support the LBBD Employee Code of Conduct and should be read in conjunction with it.

Our high expectations of all members of our school community, in all aspects of our work, are underpinned by our school motto: "***Inspire to achieve, persevere to succeed"*** and Values statement:

"***To foster a culture of excellence, creativity and compassion, enabling both educational success for all, and positive contributions to the world".*** These values guide our conduct, ensuring that all interactions amongst staff, pupils and parents are respectful, professional and supportive.

Staff well-being is important to us and by creating this document, to work alongside our ***Staff Wellbeing Policy***, we aim to ensure our school is an environment where everyone ***belongs***, is looked after, safe, happy and treated with respect, enabling them to fulfil the requirements of their role effectively.

Many of the principles in this code of conduct are based on the Teachers' Standards. We expect that ***all teachers*** will act in accordance with the personal and professional behaviours as set out by the Teacher Standards.

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

We expect ***all support staff, governors and volunteers*** to also act with personal and professional integrity, always respecting the safety and well-being of others.

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 the contents of this code of conduct are not exhaustive. If situations arise that are not covered by this code, staff must use their professional judgement and act in the best interests of the school and its pupils by reporting any concerns to a member of the Senior Leadership Team (SLT).

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 guidance 'Keeping children safe in education', we should have a staff code of conduct, which should (among other things) 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.

All school policies and practice are in line with the Data Protection Act 2018 and General Data Protection Regulations (GDPR).

3. General obligations

All staff have a responsibility to take the utmost care of pupils under their supervision with the aim of always ensuring their safety and welfare. To be able to do so most effectively, they must also have due regard for their own safety and well-being and the safety and well-being of other adults involved with the school.

Staff set an example to pupils. They will:

- Understand the statutory frameworks they must act within and adhere to the Teachers' Standards.
- Always demonstrate professional conduct and a positive attitude in line with school policies and procedures, promoting our school motto, vision and values.
- Undertake statutory and key training activities including, safeguarding, health and safety, online safety, first aid (where relevant) and GDPR on a regular basis.
- Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- Develop and maintain professional and positive relationships with colleagues and all members of the school community, including parents/carers.
- Foster a culture of open, constructive communication by addressing concerns through appropriate channels and promoting a positive team environment.
- Maintain high standards in their attendance and punctuality
- Always use professional and respectful language in all school interactions
- 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
- Declare any business interests outside of school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school.

Staff may undertake work outside school, either paid or voluntary, if it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance. Staff should inform the Co-headteachers of any additional work they are undertaking.

4. Safeguarding

Safeguarding and Health and Safety are everyone's responsibility

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 on the school website and resources folder on the server and are shared with new staff as part of their induction.

Under Keeping Children Safe in Education, all staff will:

- Understand the duties and responsibilities in relation to child protection and safeguarding children and young people.
- Understand fully the school's Child protection policy and ensure issues relating to pupils' safeguarding are reported immediately to the designated members of staff.

It is vital, therefore, that all staff familiarise themselves with our safeguarding policy and procedures and the Prevent Duty, and ensure they are aware of the processes to follow if they have concerns about a child. See Appendix 1 for key staff linked to safeguarding, staff wellbeing and health and safety.

4.1 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

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 behaviour towards a child by a member of staff that does not meet the harm threshold, but 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. 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 school 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.

4.3 Whistleblowing

Whistleblowing reports wrongdoing that it is "in the public interest". Examples linked to safeguarding include:

- Pupils' or staff members' 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. The school aims to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

Staff should consider the examples above when deciding whether their concern is of a whistleblowing 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-Headteachers. If the concern is about a 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. The school will investigate any complaints in a timely, respectful and confidential manner.

For our school's detailed whistleblowing process, please refer to our whistleblowing policy.

4.4 Sexual harassment

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 including touching, pinching, pushing and grabbing
- Continued suggestions for sexual activity after it was 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
- Physical contact such as massaging, hugging or kissing
- 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 Co-Headteachers. 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.

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 the treatment and outcomes of any complaints of sexual harassment or victimisation received to make sure that they are properly investigated and resolved, 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.

5. Health and Safety

All staff must also ensure they are familiar with the school's Health and safety policies and procedures.

At Gascoigne primary School, health and safety is deemed to be the responsibility of every person who is employed at the school. In fulfilling their duties staff must always be aware of the health and safety issues represented in the school's policy which they must always seek to implement. Any health or safety hazard should be reported immediately to the appropriate person.

All staff must proactively uphold health and safety protocols, reporting any concerns immediately.

Personal Protective Equipment

Where a need for PPE has been identified, it must be worn. Any staff member who refuses to use the PPE may be subject to disciplinary action. PPE must be kept clean and staff must report any lost or damaged PPE.

No Smoking Statement

In line with national and local policies, Gascoigne Primary School is a non-smoking environment, and we would therefore ask that all members of staff and visitors to the school premises respect this. Cigarettes, vapes, and heated tobacco are not allowed on-site.

Hot drinks

For health and safety reasons, when children are on site, hot drinks should be made and consumed in the staffroom or spaces where children do not have access. If hot drinks are to be carried around the building during the school day, they MUST be in a thermos cup with the lid firmly secured.

Site security

During school hours, all parents and visitors entering the school should do so via the school office where they will be required to sign in. Visitors to the school are given a visitors pass; a green lanyard where the visitor has a DBS check and a red lanyard where we do not have DBS information on record. Visitors with a red lanyard MUST always be escorted whilst on site. Unfamiliar adults without passes should be approached and politely challenged by a member of staff.

All staff and governors are provided with a fob which can be used to gain access to the buildings at the Shaftesburys and Gascoigne Road sites. Staff ID badges and lanyards should always be worn whilst on the school site and kept safe when not in use.

Please ensure that all classroom, hall and other external doors are closed when rooms/areas are unoccupied. This is the **responsibility of all staff,** and any open door should be closed if seen.

Fire Drill and Evacuation Plan

For safe evacuation, all staff and visitors to the school MUST sign in and out using the electronic

It is the responsibility of all members of staff to familiarise themselves with the evacuation procedures in the event of a fire, and the location of fire exits and fire extinguishers. Training must be completed as part of induction. Fire instructions are prominently displayed in various places and it is important that pupils and other adults working in the school are made aware of these.

All members of staff are also required to ensure they are familiar with the school's Critical Incident Guidelines.

The Use of Personal Electrical Equipment at school

In the interest of safety and to comply with recommendations made in the school's most recent Fire risk Assessment, the use of personal electrical equipment on school premises is **strictly prohibited.**

6. 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 1-to-1 basis, staff will make sure 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.

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/carers may wish to give gifts to staff, e.g. 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 to the Co-Headteachers in line with procedures set out in our Child protection and safeguarding policy.

If staff are providing intimate care to identified pupils, school policy and procedures must always be followed and a colleague or line manager must be informed that this is taking place.

Whilst building positive relationships with parents/carers is a vital part of our work, ALL staff should always maintain professional relationships with parents/carers.

7. Communication and social media

All staff are expected to

- check the ***staff emails*** and the ***school electronic calendar*** to ensure they are informed of key information/events.
- read the Daily cover sheet (shared no later than 8:30am daily) to ensure the smooth running of the day.
- attend a weekly 10-minute online briefing meeting via TEAMS (8:30am on Fridays)

Communication with Parents

- All letters sent home to parents/carers must be checked by a member of SLT.

- Any email communication (about school events) with parents/carers should be via the school office email account and not from individual staff email accounts
- SLT may use their staff email account to liaise with parents directly, as appropriate.

All trip letters and risk assessments must be reviewed by our Educational visits coordinator, Paola Ferreira, and in line with our school Educational visits policy.

Staff must ensure that they do not post any images online/website that identify children who are pupils at the school.
Emails will be deleted on a regular basis in line with our school's data retention policy. The email system identifies the timescale for deletion for each email.

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 should not attempt to contact pupils or their parents/carers via social media, or any other means outside school, to develop any sort of relationship. They must not make any efforts to find pupils' or parent/carers' 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 online safety, including filtering and monitoring

8. Acceptable use of technology

All staff must read and sign an Acceptable Use Policy and undertake online safety training annually. They must also familiarise themselves with the school's Online Safety policy, most specifically in Appendix 1.

Staff must 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.

It is each staff member's responsibility to ensure they are aware of data protection and GDPR policy and procedures when handling, storing and sharing personal data about themselves and other members of the school community.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. In emergency situations, staff may make a request to SLT that they keep their phone switched on/on vibrate, during working hours.

Photographs and videos of pupils must only be taken on school equipment. Any recorded images must only be stored on school computers. Staff must not use personal mobile phones or cameras to take photos/videos of pupils, including on school trips.

In line with The Telecommunications (Lawful Business Practice and Interception of Communications) Regulations 2000, we have the right to monitor calls, emails and internet use on the school IT system.

9. 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:

- 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.

10. 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.

All overtime pay claims should be agreed in advance by a Co-Headteacher and made promptly (within 1 week of the date that the hours were worked).

Staff must never accept bribes.

Staff can accept gifts and hospitality, which are small gestures and have a value of £20 or less, without the approval of the Co-Headteacher.

Any gift or hospitality which is more than just a token — defined as a having a value of more than £20 — should be politely refused or returned. You must have the prior written approval of the Co-Headteachers if you decide to accept something, which has more than this value. This should only be in exceptional circumstances.
All offers of gifts or hospitality, which have a value of more than £20, must be recorded in the school's register, even if you don't accept.
While we are aware that many pupils and their parents/carers may wish to give gifts to staff, for example, at the end of the school year, personal gifts from staff to individual pupils are not acceptable.

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.

At times, staff may need to take school IT or other equipment off site. A personal loan form must be completed (both when the item is being loaned and when returning it) and authorised by the Co-headteachers. The form can be obtained from Jack Taylor (IT technician)

11. Dress Code and Personal Hygiene

Staff provide a model for pupils in relation to dress, behaviour and personal hygiene. All staff must present themselves in a professional manner as representatives of our school. This also pertains to Volunteers and staff leading external After-school clubs on-site.

For all staff, smart dress should be worn on normal school days. We ask that you maintain a presentable appearance and that you do not wear:

- very short or tight clothing;
- low waisted trousers or jeans;
- spaghetti string straps;
- items of clothing using offensive or political slogans.

Staff may wear plain denim jeans, provided they maintain a professional appearance (e.g. no rips or excessive fading).

All staff are required to change into appropriate footwear and clothing for PE lessons.

For safety reasons, all staff are asked to consider footwear carefully in relation to the role they play in school. Please ensure your footwear provides adequate support and grip, enabling safe and easy movement around the school. Flip-flops or sandals without supporting back straps are not permitted (even on special events days) for health and safety reasons.

When applying the dress code, it is important to recognise that staff members may have individual needs or circumstances that should be considered. These needs should always be discussed on a case-by-case basis, ensuring that a fair and sensitive approach is adopted. Staff are encouraged to raise any concerns or requirements related to the dress code with a Co-Headteacher so that suitable arrangements can be considered and agreed upon.

12. Conduct inside and outside of the workplace

All staff members are expected to conduct themselves in a manner that upholds the values and standards of the school, both inside and outside the workplace. Any behaviour or incident that may impact the reputation of the school, the teaching profession or an individual's suitability to work with children must be reported to the headteacher without delay.

This includes, but is not limited to:

- Making negative comments about the school or members of the school community through gossip or on social media.
- Becoming subject to child protection procedures, as a parent or carer.
- Any arrest or criminal charge, e.g. violence, sexual misconduct, possession of a weapon

- Behaving in a way in their personal life that raises safeguarding concerns. These concerns do not have to directly relate to a child but could, for example, include arrest for possession of a weapon.
- Being closely associated with someone in their personal lives (e.g. partner, member of the family or other household member) who may present a risk of harm to child/ren for whom the member of staff is responsible in their employment/volunteering. It is also important to note that, whilst not specifically covered by statutory guidance, the risks associated with the wider family and close associates of the member of staff may also need to be considered even if their work with children does not fall within the remit of the statutory guidance

All matters relating to any misconduct inside or outside of the workplace will be dealt with in line with relevant school HR and safeguarding policies and procedures. Failure to report such incidents to the Co-Headteachers may lead to disciplinary action and any such conduct could lead to dismissal.

13. Monitoring arrangements

If any staff member is concerned about the well-being or behaviour of another member of staff, they should report their concerns to the Co-headteachers. Use can also be made of school's Whistle Blowing Policy in relation to behaviour concerns.

This policy will be reviewed annually but can be revised as needed in line with changes to school, local or national policies and legislation. It will be ratified by the full governing body at the first meeting of each academic year. Staff input on this Code of Conduct is always welcomed and can be shared with the leadership team to ensure continuous improvement.

14. Links with other policies

This policy links with:

- LBBD Employee Code of Conduct.
- Staff Induction procedures.
- Staff Absence Policy and procedures.
- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what is deemed as misconduct and gross misconduct.
- Staff Grievance procedures.
- Safeguarding policy and procedures, including Prevent Duty.
- Online Safety and Acceptable Use Policy.
- Intimate Care Policy.
- Health and Safety, including Critical Incident guidelines.
- Whistleblowing Policy.
- Pecuniary Interests Policy.
- School Financial Procedures Manual.
- Data Protection and GDPR Policy and procedures.

- Gifts and Hospitality Policy.
- Personal Loan Agreement Form.

All policy documents are accessible from the school website or server. Paper copies can also be obtained from the school's Strategic Business Lead via the school office.

Appendix I

Key Staff (Safeguarding, Wellbeing and Health & Safety):

Designated Safeguarding Leads: Cheryl Monks, Selina Alexander, Paul Vickery, Paola Ferreira, Anré Büchner and James Fox

Strategic Safeguarding Lead: Paola Ferreira

Staff Governor representative: Ashvin Sreetharan

Link Governor for Safeguarding: Marie Ziane

Local Authority Designated Officer: Mike Cullern

Online Safety Leads: Paul Vickery (DSL: Filtering and monitoring) and Danny Fitch (Computing lead)

Health and Safety Duty Holders: Anré Büchner and James Fox

Designated Health and Safety Lead: Richard Puttnam

Adult Mental Health First Aiders: Anré Büchner, Marie Attard, Reba Ahmed

Staff Wellbeing Lead: Jade Davison

Trade Union Representatives: Abi Kalyan (Unison***);*** Jennifer Satnarine, Atlanta Connelly, Ceyda Shermin (NEU)