

# Staff Code of Conduct

## St. Peter's CE Primary School, Heswall



John 8:12 "I am the light of the world. Whoever follows me will never walk in darkness, but will have the light of life."

### **ST. PETER'S CE PRIMARY SCHOOL**

*firm foundations, shining bright*

Matthew 16:18 "You are Peter and upon this rock I shall build my church."

#### **OUR VISION**

Like St Peter, we build upon the rock of Jesus to enable us to shine: achieving our God given potential and loving ourselves, others, the world and God.



## **2023 – 2024**

Date Adopted: 11.06.24  
Date of Review: Summer 2025  
Committee: BHS

# Contents

1. Aims, scope and principles	2
2. Legislation and guidance	3
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	4
10. Dress code	4
11. Conduct outside of work	5
12. Monitoring arrangements	5
13. Links with other policies	5
14. Time Off In Lieu (TOIL)	5

---

## 1. Aims, scope and principles

At St Peter's CE Primary School, all employees & volunteers who come into school, in a wide variety of capacities, adopt this Code of Conduct to promote healthy working relationships between all, based on mutual trust and respect

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 must 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.

All those to whom this code of conduct applies will strive to promote a calm & positive ethos in the school and a successful environment for learning & working. This encompasses:

- Respect for persons both within and outside the school.
- Honesty in speech and actions
- Fairness and justice in the treatment of all
- Openness in communication
- Belief in diversity within an environment of professionalism;
- Commitment to quality, individual empowerment and our ethos.
- Commitment to embracing and promoting the Christian ethos of the school.
- Promotion and maintenance of good relationships with others by respectfully working with them in a spirit of harmony and co-operation and giving others courteous consideration of their opinion.

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 must 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 must:

- 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, or neglect.

Staff must 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 Google Drive and from the school office. New staff will also be given copies on arrival.

## 5. Staff/pupil relationships

Staff must observe proper boundaries with pupils that are appropriate to the teacher's professional position. They must 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 must 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.

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 the headteacher, deputy headteacher or their line manager.

## **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 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 must not make any efforts to find pupils' or parents' social media profiles.

Staff must 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 and policy on the use of mobile phones and other digital recording devices.

## **7. Acceptable use of technology**

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.

Staff must not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. They must 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.

## **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 must 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.

## **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 must not accept bribes.

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

## **10. Dress code**

Staff must dress in a professional, appropriate manner.

Outfits must not be overly revealing.

Clothes must not display any offensive or political slogans.

For health and safety reasons staff must not wear flip flops, sliders or backless sandals

Denim clothing should not be worn

## **11. Conduct outside of work**

Staff must 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.

## **12. Monitoring arrangements**

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

## **13. 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
- Safeguarding
- E-safety
- Use of Mobile Phones and Wearable Device

## **14. Time Off In Lieu (TOIL)**

Guidance from HR is that if an INSET day falls on a member of staff's normal working day, they should come into work as normal. If it falls on a non-working day, staff should be invited to attend with the offer of pay or TOIL, however staff can decline if they wish to.

All TOIL needs to be pre-approved by the Headteacher or the Deputy Headteacher and the relevant TOIL form will need to be completed. TOIL will not be granted without a signature from the Headteacher or the Deputy Headteacher.