

Staff code of conduct

Farsley Westroyd Primary School and Nursery

2025/2026



Approved by:

Date:

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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](#).
- Safer working practice for those working with children in education settings guidance is an embedded part of our staff code of conduct.
- 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 and job descriptions.
- We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.
- All our staff are expected to have their own professional standards that are in line with the ethos of the school and not to do anything in any way detrimental or prejudicial to the interests of the school at any time, at work , online or at home.
- Promote a positive approach to working as a team in line with the school's ethos and direction.
- As colleagues we share ideas, value each others talents and support each other as learners.
- Communicate positively and respectfully at all times with colleagues.
- Safeguarding is everyone's responsibility and all staff are expected to implement the school's safeguarding policies including this code of conduct at all times.
- All staff have a commitment to the school and its development, prioritising this employment over any other.
- Staff are flexible and adaptable to fit in with the needs of the school.

- Staff 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.

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

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 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.

3. General obligations

Staff set an example to pupils. They will:

- › Maintain high standards in their attendance and punctuality, reporting any absence to the head teacher by 8 am on the morning of absence.
- › Never use inappropriate or offensive language in school
- › Treat pupils and others with dignity, courtesy and respect
- › Show tolerance and respect for the rights of others
- › Stay calm in potentially difficult situations.
- › Seek solution rather than blame
- › Seek an audience away from the public viewpoint if you need to challenge a decision.
- › 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

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. At Westroyd safeguarding is everyone's responsibility and all staff are expected to implement the schools safeguarding policies including this code of conduct.

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 child protection and safeguarding policy and procedures are available on our shared area. All staff are expected to read the weekly briefing notes as essential safeguarding information is contained in this each week.

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. It is the staff members duty to swiftly inform the Headteacher of any events or situations that may be in breach of their enhanced DBS or barred check.

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 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
- › Not following personal plans, designed to keep a child physically and emotionally safe.
- › 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 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 staff shared area.

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

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 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.

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 the governing board.

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.

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.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles. Staff are expected to keep their settings private and only accessible to accepted friends.

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

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 will not make any efforts to find pupils' or parents' social media profiles.

If a child does try to contact you on social media, you must inform the DSL who will contact parents to advise this has occurred.

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 policy.

Staff are expected to regularly access emails, school calendar, read the week briefing and attend staff training when invited.

All staff will complete online safety training annually.

Ensure you use 2 factor authentication to access school systems.

7. 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 school laptops, or school IT equipment for personal use, including school mobiles. Personal mobile phones should not be accessed during teaching and learning time, in front of children, unless authorised to do so by the HT or to access school systems through 2FA. This could be in case of emergency due a family incident. Staff are welcome to access their phones in their break times away from pupils as long as they are connected to the schools WIFI.. Staff must not under any circumstance use a 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. All personal mobiles must be using the school WIFI so that any searches are subject to our filtering and monitoring during the school day.

Pupil mobile phones should be switched off on the school grounds at all times and staff must enforce and endorse this.

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

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses, claiming overtime and using school property and facilities. School expects that staff prioritise their employment with the school over any other employment they may have and stay loyal to the school and its ethos.

Promote collaboration and effective communication by avoiding workplace gossip and negativity. If you have concerns speak directly to the headteacher or most senior person in school at that time. As professionals if we come across inappropriate conversations both in and out of school, online and in person, we have a duty to take active steps to divert conversations away from this, if we come across it.

Despite personal circumstance, we behave in a positive and professional manner at all times, especially in front of the children. We would expect in these situations that you have spoken to the Headteacher about your personal circumstance that may impact upon your ability to do your job.

Speak directly to the Headteacher or most senior person in school if you have questions or concerns.

The school will always consider the health and wellbeing of colleagues and the headteachers door is always open.

Staff will not accept bribes. Gifts that are worth more than £50 must be declared and recorded.

Staff will ensure that all contact and safeguarding safer recruitment information given to the school is correct and stays up to date.

This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience
- Any other employment they may have
- Personal contact details and emergency contacts.

Where there are any updates to the information provided to the school, the member of staff will advise the school 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.

10. Dress code

Staff will dress in a professional, appropriate manner so that we set a good example for the children. At Westroyd we are SMART and PROUD and we need to promote a professional tone. Therefore, no jeans, or over revealing strappy tops. If staff are teaching PE then they can wear suitable clothing in discreet colours. We expect you to wear footwear that enables you to safely carry out your role. Clothes will not display any offensive or political slogans or overly support specific brands.

11. Conduct outside of work

Staff will not act in a way that would bring the school, or the education 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, school leadership on social media.

12. Monitoring arrangements

This policy will be reviewed annually in Autumn term following KCSIE updates, but can be revised as needed. It will be approved by the governing body, 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.

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
- Staff grievance procedures
- Child protection and safeguarding
- Online safety
- Whistle-blowing
- Managing attendance and absence policy.