



St Francis Church of England Voluntary Aided Primary School
Love: for God, each other, our learning, and the world.

Code of Conduct for Staff and Adults in School

Policy drawn up by Headteacher
Date: October 2017

Version No	Date	Change/Review
V1.0	October 2017	Policy Adopted
V1.1	October 2018	Reviewed, amended and ratified
V1.2	October 2020	Reviewed, amended and ratified
V1.3	October 2021	Reviewed, amended and ratified
V1.4	September 2022	Reviewed, amended and ratified
V1.5	October 2023	Reviewed and ratified
V2.0	November 2025	Reviewed, redrafted and ratified

Policy Document Version Control Log

Policy: Staff Code of Conduct		
Version	Date	Description of changes and person/organisation responsible
V2.0	November 2025	Re drafted to reflect current legislation eg KCSIE 2025

1. Aims, Scope and Principles

This policy sets out the standards of conduct we expect all staff to follow, ensuring our school is a safe, happy, and respectful environment. Many principles in this code are based on the **Teachers' Standards**.

All school staff have an influential position and act as role models, consistently demonstrating high standards of behaviour.

We expect:

- **Teachers** to act in accordance with the personal and professional behaviours outlined in the Teachers' Standards.
- **Support staff, governors, and volunteers** to act with professional integrity, respecting the safety and wellbeing of others.
- All staff to uphold and contribute daily to the school vision of **Love**: love for God, each other, learning, and the world. Our Christian values of **Kindness, Courage, and Character** should be lived out in work and relationships.

Failure to follow this code may result in disciplinary action. This code is **not exhaustive**; staff should use professional judgment in situations not explicitly covered, always acting in the best interests of the school and pupils.

2. Legislation and Guidance

This policy is underpinned by:

- **Regulation 7 of The School Staffing (England) Regulations 2009**, requiring procedures for regulating staff conduct.
- **Keeping Children Safe in Education (KCSIE)**, which recommends staff codes of conduct covering low-level concerns, allegations against staff, whistle-blowing, acceptable use of technology, staff-pupil relationships, and communications, including social media.

3. General Obligations

All staff are expected to:

- Maintain high standards in attendance and punctuality.
- Never use inappropriate or offensive language in school.
- Treat pupils, colleagues, and visitors with dignity and respect.
- Show tolerance and respect for the rights of others.
- Uphold **fundamental British values**, including democracy, the rule of law, individual liberty, and mutual respect for those of different faiths or beliefs.
- Avoid expressing personal beliefs in a way that exploits pupils' vulnerability or encourages unlawful behaviour.
- Understand statutory frameworks relevant to their role.
- Adhere to the **Teachers' Standards** where applicable.

4. Safeguarding

Staff have a duty to safeguard pupils from harm, including physical, emotional, and sexual abuse, and neglect. Staff must familiarise themselves with the school's **Child Protection and Safeguarding Policy** and **Prevent duty**.

4.1 Allegations Meeting the Harm Threshold

This applies when it is alleged that anyone working in the school (including supply staff, volunteers, or contractors) has:

- Harmed, or may have harmed, a child.
- Possibly committed a criminal offence related to a child.
- Behaved in a way indicating a risk of harm to children.
- Behaved in a way suggesting unsuitability to work with children (inside or outside school).

Allegations will be handled quickly, fairly, and consistently, with a **case manager** leading the investigation (headteacher or chair of governors if the headteacher is involved).

4.2 Low-Level Concerns

A low-level concern is behaviour towards a child that does not meet the harm threshold but is inconsistent with this code of conduct, causing unease or doubt. Examples include:

- Being over-friendly with pupils.
- Showing favourites.
- Taking personal photos of children.
- Engaging in 1-to-1 activities without visibility.
- Humiliating pupils.

All low-level concerns should be reported according to safeguarding procedures. Staff are encouraged to **self-refer** if their behaviour could be misinterpreted. Reports will be handled sensitively, and staff will be supported to correct unprofessional behaviour early.

4.3 Whistle-Blowing

Whistle-blowing refers to reporting wrongdoing in the **public interest**, including:

- Risks to pupil or staff health and safety.
- Failure to comply with legal obligations.
- Attempts to cover up wrongdoing.

Staff should report concerns promptly to the **headteacher** (or the **chair of governors** if the headteacher is involved). Concerns should be in writing with details of incidents, people involved, dates, and context. Staff will be supported and protected from retaliation. Full procedures are in the **Whistle-Blowing Policy**.

5. Sexual Harassment

Sexual harassment is any unwanted conduct of a sexual nature that violates dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment. This includes, but is not limited to:

- Unwanted physical contact.
- Continued sexual suggestions after refusal.
- Sending/displaying pornographic or offensive material.
- Sexual jokes, comments, or suggestive looks.
- Sexual propositions, advances, or promises in return for favours.

Staff must challenge and report sexual harassment, ensuring witnesses and complainants are protected. Concerns should be reported to the headteacher or chair of governors if the headteacher is implicated. Staff will receive training in recognising and responding to sexual harassment.

6. Staff-Pupil Relationships

Staff must maintain professional boundaries:

- 1-to-1 interactions should be in visible, accessible areas and known to a colleague.
- Avoid personal contact outside school hours.
- Do not exchange personal contact details or connect on social media.
- Gifts **from staff to pupils** are only permitted as part of agreed reward systems; gifts **from pupils/parents** must be of insignificant value and declared where appropriate.

Concerns about interactions should be reported following safeguarding procedures.

7. Communication and Social Media

Staff must ensure:

- Personal social media profiles are **not accessible to pupils**.
 - No attempts are made to contact pupils or parents via social media.
 - No images of pupils are shared online without consent.
 - Awareness of the school's **Online Safety Policy** and **Communication Policy**.
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8. Acceptable Use of Technology

Staff must not use school or personal devices for illegal or inappropriate content. Guidelines:

- Personal devices should not be used in front of pupils.
- All personal use of school devices must comply with this code.
- The school reserves the right to monitor email and internet usage.
- Staff must follow the **ICT, AI and Internet Acceptable Use Policies**.

9. Confidentiality

Staff may have access to confidential information about pupils, staff, and families. This information must not:

- Be disclosed without consent or unless legally required.
- Be used to humiliate or harm others.
- Be used for unintended purposes.

This does not override the duty to report safeguarding concerns.

10. Honesty, Integrity, and Fair Practice

Staff are expected to maintain the highest standards of honesty, integrity, and fairness in all aspects of their role. This includes:

Honesty and Professional Integrity

- Being truthful and accurate in dealings with pupils, colleagues, parents, and the school.
- Ensuring all information provided to the school (qualifications, experience, background checks, or past investigations) is correct and updated promptly.
- Handling school property, finances, and resources responsibly, and not accepting bribes. Gifts **worth more than £50** from one parent/or family must be declared and recorded.

Gifts, Rewards, Favouritism, and Selection

- Gifts from pupils or parents should only be accepted if of **insignificant value** and declared where appropriate.
- Gifts to pupils should only be given as part of **agreed reward systems**; personal gifts to individual pupils or families are discouraged.
- All rewards, selections for activities, or exclusions must be **fair, transparent, and recorded**, and not based on personal preference or favouritism.
- Selection processes should be agreed by more than one staff member and follow **clear, fair criteria**.
- Staff must behave in a manner that is **even-handed**, treating all pupils equitably and avoiding perceptions of bias.

11. Dress Code

Staff must dress professionally:

- Clothing should be modest, appropriate, and safe for their role.

- Tattoos should be covered.
- Clothing should not display offensive, political, or discriminatory slogans.

12. Conduct Outside of Work

Staff must not act in a way that brings the school or profession into disrepute, including:

- Criminal offences (e.g., violence, sexual misconduct).
- Negative comments about the school on social media.

13. Monitoring and Review

- This policy will be reviewed **annually** by the governing board and revised as needed.
- Governors ensure effective implementation and timely action to safeguard children and staff.

14. Links with Other Policies

- Staff Disciplinary Procedures
- Staff Grievance Procedures
- Child Protection and Safeguarding
- Behaviour Policy
- Online Safety Policy
- Whistle-Blowing Policy
- Communication Policy

Appendix 1

Staff Code of Conduct – Quick Reference

Purpose:

To ensure a safe, respectful, and professional school environment. All staff are expected to act with **honesty, integrity, and fairness**, living out our Christian values: **Kindness, Courage, and Character**.

1. General Conduct

- Be punctual, reliable, and professional.
- Treat pupils, colleagues, and visitors with respect and dignity.
- Uphold **British values**: democracy, rule of law, individual liberty, and mutual respect.
- Teachers: follow **Teachers' Standards**.
- Support staff, governors, and volunteers: act with professional integrity.

2. Safeguarding & Whistle-Blowing

- Safeguard pupils from harm; report concerns immediately.
- Follow the **Child Protection & Safeguarding Policy** and **Prevent duty**.
- Report **low-level concerns** or self-refer if behaviour could be misinterpreted.
- Report serious wrongdoing through **whistle-blowing procedures**.

3. Sexual Harassment

- Do not engage in unwanted sexual conduct, jokes, comments, or advances.
- Challenge or report harassment you witness.
- Support victims/witnesses; they will not face retaliation.

4. Staff-Pupil Relationships

- Maintain professional boundaries; 1-to-1 interactions must be visible and known to a colleague.
- Avoid personal contact outside school; do not exchange personal contact details.
- Gifts: only give via agreed reward systems; gifts from pupils/parents must be **insignificant**.

5. Communication & Technology

- Keep social media private and inaccessible to pupils.
- Do not contact pupils/parents to develop personal relationships.
- Do not share images of pupils online without consent.
- Follow **Online Safety, AI** and **ICT Acceptable Use Policies**.
- Do not access illegal or inappropriate material at work.

6. Honesty, Integrity & Fair Practice

- Be truthful and accurate in all dealings.
- Handle school property, finances, and information responsibly.
- Declare gifts over **£50**.
- Ensure rewards, selections, and exclusions are **fair, transparent, and recorded**.

- Avoid favouritism or bias.

7. Dress & Appearance

- Dress modestly and appropriately for your role.
- Cover tattoos; avoid offensive, political, or discriminatory slogans.

8. Conduct Outside Work

- Do not bring the school or profession into disrepute.
- Avoid criminal or inappropriate behaviour and negative social media comments.

9. Reporting & Support

- Always report safeguarding concerns, harassment, or wrongdoing promptly.
- Procedures and support are outlined in the **Child Protection & Safeguarding** and **Whistle-Blowing Policies**.
- Reports will be handled sensitively, confidentially, and in a timely manner.

Remember:

Your behaviour sets the tone for pupils and the school. Always act with **Kindness, Courage, and Character**.

Staff Acknowledgment:

I have read and understood the St Francis CEVA Primary School Staff Code of Conduct. I agree to abide by the standards set out.

Name: _____ Signature: _____ Date: _____