John Perry Primary School



Staff Code of Conduct

Last Reviewed: October 2025

Next Review Date: October 2026

INTRODUCTION

As an employer, the Governing Body is required to set out a Code of Conduct for all school employees.

All adults in school are expected to actively follow these guidelines.

All staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Professional Conduct.

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

1 PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

2 SETTING AN EXAMPLE

2.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times.

2.2 All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils/students to do the same.

2.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

2.4 This Code helps all staff to understand what behaviour is and is not acceptable.

3 SAFEGUARDING PUPILS/STUDENTS

3.1 Staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

3.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Safeguarding Lead (DSL), any other members of the Safeguarding Team or the EHT, HoS or SBM in their absence.

3.3 The school's DSL is Ms Nina Rajan-Weare (AHT).

3.4 Staff are provided with personal copies of the school's Safeguarding Policy and Whistleblowing Procedure and staff must be familiar with these documents. Copies are available on request (please see a member of SLT).

3.5 Staff must not demean or undermine pupils, their parents or carers, or colleagues.

3.6 Staff must take the upmost care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

3.7 Staff must not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers.

3.8 Staff who are in contact with pupils should not use their mobile phones in school during their directed hours / paid hours of employment. Outside of these times, mobile phones should only be used in areas of the school where pupils are not present.

3.9 Staff must not use their own private vehicles to transport children unless following prior agreement with the Executive Head Teacher or Head of School.

4 PUPIL/STUDENT DEVELOPMENT

4.1 Staff must comply with school policies and procedures that support the wellbeing and development of pupils/students.

4.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.

4.3 Staff must follow reasonable instructions that support the development of pupils/students.

5 HONESTY AND INTEGRITY

5.1 Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

5.2 Gifts from suppliers or associates of the school must be declared to the Executive Head Teacher/Head of School, or to the Chair of Governors if the Executive Head Teacher is the recipient, with the exception of "one off" token gifts from students or

parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

6 CONDUCT OUTSIDE WORK

6.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal.

6.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

6.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media e.g. Facebook, Tik Tok or X with pupils.

6.4 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

6.5 Staff must only use their school email account when communicating electronically with pupils and parents.

6.6 Staff may undertake work outside school, either paid or voluntary, provided that 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.

6.7 All members of staff must 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.

7 CONFIDENTIALITY

7.1 Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.

7.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

7.3 However, staff have an obligation to share with their line manager or the Executive Head Teacher/Head of School any information which gives rise to concern

about the safety or welfare of a pupil/student. Staff must never promise a pupil/student that they will not act on information that they are told by the pupil/student.

8 DISCIPLINARY ACTION

8.1 All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

Appendix 1 – aide memoire for all staff

When we speak to others we will:

- Use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- Use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- Avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.
- Speak respectfully to other adults at all times, even if we disagree with them.

As professionals we will:

- Avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- Maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.
- 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.
- Work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.
- Treat everyone with respect.
- Dress appropriately, so that we set a good example for the children and to show that we are here to work.
- Behave in a positive way despite any personal problems that we may have, especially in front of the children.

Appendix 2- from Teachers' Standards Effective from 1 September 2012 (DfE)

PERSONAL AND PROFESSIONAL CONDUCT

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

    - treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position
    - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
    - showing tolerance of and respect for the rights of others
    - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
    - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.