Code of Conduct

The staff member responsible for the Code of Conduct is

Mrs S. Bradford

The governor responsible for the Code of Conduct is

The Governor for Safeguarding

Agreed by governors: 6th November 2026

Review Date: November 2027

1 INTRODUCTION

The governing body is required to set out a Code of Conduct for all school employees.

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

2 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 sets a good example to all the pupils within the school.

This Code of Conduct applies to all staff who are employed at the school, including students on placement.

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- employees of external contractors and providers of services.

(Such staff are covered by the relevant Code of Conduct of their employing body)

3 SETTING AN EXAMPLE

3.1 All staff who work in schools set examples of behaviour and conduct that can be copied by pupils.

3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.

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

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

4 SAFEGUARDING PUPILS

4.1 Staff have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

4.2 All members of staff will have received appropriate Safeguarding training and will be expected to respond appropriately given the guidance they have received.

4.3 The duty to safeguard pupils includes the duty to report concerns about a pupil/student to one of the school's Designated Safeguarding Leads (DSLs).

4.4 The school's DSLs are Cassie Davies (Deputy Headteacher), Sarah Bradford (Headteacher), Clare Campbell (Assistant Headteacher), Katharine Walsh (SENDCo), Ann Plowman (Administrative Officer) and Simon Andrew (PSA).

4.5 Staff are provided with personal copies of the school's Safeguarding Policy (including Child Protection) and Whistleblowing Procedure and staff must be familiar with these documents.

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

4.7 Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

4.8 iPads and cameras must only be used in school for educational purposes or according to the Parental Consent Form that is signed annually for all children.

4.9 During teaching times, mobile telephones must only be used in the staff room and school office. During break times they may be used in classrooms when there are no children present and with the classroom door closed.

5 PUPIL DEVELOPMENT

5.1 Staff must comply with school policies and procedures that support the well-being and development of pupils.

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

5.3 Staff must follow reasonable instructions that support the development of pupils.

6 PROFESSIONAL BOUNDARIES

6.1 Staff must maintain appropriate professional boundaries with pupils at all times, both within and outside school, including online.

6.2 Staff must act in a manner that is consistent with their position of trust and must not exploit their relationship with pupils for personal advantage or gratification.

6.3 Staff must avoid behaviour that could be perceived as favouritism, over-familiarity, inappropriate personal involvement or grooming.

6.4 Staff should be mindful that perceptions are important and should avoid placing themselves in situations which could give rise to concerns or allegations.

6.5 Any concerns regarding professional boundaries must be reported in accordance with the school's safeguarding procedures and Low-Level Concerns Policy.

7 COMMUNICATION WITH PUPILS

7.1 Communication with pupils must be professional, transparent and take place through approved school systems wherever possible.

7.2 Staff must not communicate with pupils using personal social media accounts, personal email addresses, private messaging applications or personal telephone numbers.

7.3 Staff must not make arrangements to meet pupils outside school activities unless authorised by the Headteacher and with parental knowledge where appropriate.

7.4 Staff should exercise caution when communicating electronically and ensure that all communications are appropriate, professional and capable of public scrutiny.

8 SOCIAL MEDIA AND ONLINE CONDUCT

8.1 Staff must use social media responsibly and ensure that their online conduct does not undermine public confidence in themselves or the school.

8.2 Staff must not post material that could damage the reputation of the school, colleagues, pupils or families.

8.3 Staff must not identify pupils, families or confidential school matters through social media or online platforms.

8.4 Staff should regularly review privacy settings on personal accounts but should not rely on these settings alone to protect professional boundaries.

9 ONE-TO-ONE WORKING

9.1 Staff should avoid situations where they are unnecessarily alone with a pupil behind a closed door.

9.2 Where one-to-one work is necessary, staff should ensure that appropriate safeguards are in place, including visibility where possible and adherence to school procedures.

9.3 One-to-one working should always have a clear educational, pastoral or professional purpose.

10 PHYSICAL CONTACT

10.1 There are occasions when physical contact with a pupil is appropriate and necessary, including for comfort, care, safety, first aid or approved positive handling procedures.

10.2 Any physical contact must:

- be in the child's best interests;
- be proportionate to the circumstances;
- be age and developmentally appropriate;
- respect the child's dignity wherever possible.

10.3 Staff must not use physical contact as a punishment.

10.4 Any incident requiring significant physical intervention must be recorded in accordance with school procedures.

11 GIFTS, REWARDS AND FAVOURITISM

11.1 Staff must not show favouritism towards individual pupils.

11.2 Personal gifts should not normally be given to pupils.

11.3 Staff should not accept gifts or hospitality that could reasonably be interpreted as influencing professional judgement.

11.4 Any substantial gift offered by a parent, carer or external organisation should be declared to the Headteacher.

12 LOW-LEVEL CONCERNS

12.1 Roydon Primary School promotes an open and transparent culture in which all concerns about adults working in or on behalf of the school are shared and addressed appropriately.

12.2 Staff must report concerns about the behaviour of any adult working in or on behalf of the school in accordance with the school's Low-Level Concerns Policy.

12.3 A low-level concern is any concern, no matter how small, that an adult may have acted in a way that:

- is inconsistent with this Code of Conduct; and
- does not meet the threshold for referral to the Local Authority Designated Officer (LADO).

12.4 Staff are encouraged to self-report where they believe their own behaviour may have fallen below expected professional standards or may have been open to misunderstanding.

12.5 Self-reporting will be viewed as a positive contribution to a strong safeguarding culture.

13 CONFIDENTIALITY

9.1 Where staff have access to confidential information about pupils 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.

9.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil or adult is bullied by another pupil or adult, this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, and should only be discussed in school between members of staff to whom it is directly relevant. It is for the class teacher, Headteacher or Assistant Headteachers to decide how best to share the information with the parents.

9.3 However, staff have an obligation to share with one of the school's DSLs any information which gives rise to concern about the safety or welfare of a pupil. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.

13.4 Information relating to safeguarding, allegations or low-level concerns will only be shared with those who have a legitimate professional need to know.

14 DRESS AND APPEARANCE

7.1 Staff should ensure that they are always dressed appropriately for the tasks they are expected to undertake.

7.2 All adults working in school should remember that professionalism is of paramount importance, and their dress and appearance should reflect the responsibility of their role.

7.3 Staff should dress in a manner that reflects their professional role, promotes confidence and is appropriate to the activities being undertaken. Clothing that is excessively revealing, inappropriate for a professional educational environment or unsuitable for the duties being undertaken is not acceptable.

15 CONDUCT OUTSIDE WORK

15.1 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.

15.2 In particular, criminal offences that involve violence, possession or use of illegal drugs, sexual misconduct or breaches of a position of trust are regarded as unacceptable.

15.3 Staff must exercise caution when using information technology, including social networking sites, and be aware of the risks to themselves and others. All staff should give careful consideration to those they include as on-line 'friends' and the nature of the content of what is shared. No child, group of children, incidents in school or, indeed, the school itself should be identifiable from comments posted. Staff should take great care not to share information about themselves or those with whom they come into contact through the school that would bring their professional lives or the school into question or disrepute.

15.4 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.

15.5 Staff must inform the Headteacher immediately if they are arrested, charged with, cautioned for, convicted of or become subject to investigation for any offence that may affect their suitability to work with children.

16 HONESTY AND INTEGRITY

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

10 DISCIPLINARY ACTION

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