Staff Code of Conduct Policy



Mansbridge Primary School

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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.

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.

We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Our school motto 'be brave, be brilliant and be our best' is followed by all staff and children alike. Staff lead by example and encourage ALL children to demonstrate this in class, at break times and around the school.

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 will use their professional judgement and act in the best interests of the school and its pupils.

2. Legalisation 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. Professional Behaviour and Conduct

Staff are expected to demonstrate consistently high standards of personal and professional conduct such that public confidence in their integrity is sustained.

Staff set an example to pupils. They will:

- Understand the statutory frameworks they must act within
- Have proper and professional regard for the ethos, policies and practices of the school.
- Adhere to the Teachers' Standards (teachers)
- Maintain high standards in their attendance and punctuality.
- 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.

- Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- Inform the headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

Staff will not:

- Use inappropriate or abusive language in school.
- Perpetrate discrimination, bullying, harassment, intimidation or abuse.
- Misuse or misrepresent their position, qualifications, or experience.
- Seek to bring the school into disrepute.
- Use school resources for political purposes
- Smoke or vape on, or within close proximity of, the school and whenever in the sight of pupils, parents or visitors. This also applies on educational visits and trips.

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.

In accordance with 'Keeping children safe in education 2025' (KCSIE), staff have a responsibility to safeguard pupils by:

- Providing help and support to meet the needs of pupils as soon as problems emerge.
- Protecting pupils from maltreatment, whether that is within or outside the home, including online.
- Preventing the impairment of pupils' mental and physical health or development.
- Ensuring that pupils grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all pupils to have the best outcomes.

All staff must ensure that they do not act in a way that may put pupils at risk of harm, or lead others to question their actions.

In accordance with the school's Behaviour Policy and Child Protection and Safeguarding Policy, staff will be prepared to identify pupils who may be subject to, or at risk of, various types of abuse, neglect and exploitation. Staff will also be expected to understand that mental health problems can, in some cases, be an indicator that a pupil has suffered or is at risk of suffering abuse, neglect or exploitation.

If a member of staff has any concerns about a pupil's welfare, they will act on them immediately. They will follow the necessary reporting and referral procedures outlined in the Child Protection and Safeguarding Policy and speak to the DSL. Staff will be aware of the procedures to follow if a pupil tells them they are experiencing abuse, exploitation, or neglect.

Our safeguarding policy and procedures are available in the staff room, staff work room and from the school office. New staff will also be provided an electronic copy during their induction and information regarding the Prevent duty. All staff are required to sign stating that they have read and understood the Child Protection and Safeguarding policy and Annex A of Keeping Children Safe in Education.

4.1 Allegations that may meet the harm threshold

This section is based on 'Section 1: concerns or allegations that may meet the harm threshold' in part 4 of Keeping Children Safe in Education (KCSIE). It 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

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 where the headteacher is the subject of the allegation.

4.2 Low-level concerns about members of staff

A low-level concern is behaviour towards a child by a member of staff that does not meet the harm threshold, but 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
- 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.

In accordance with KCSIE and our school's Child Protection and Safeguarding Policy, all low-level concerns must be reported directly to the Headteacher. If the concern relates to the Headteacher, staff must report it to the Chair of Governors. All reports will be handled in a responsive, sensitive and proportionate way.

Any 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 school 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.

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

4.3 Whistleblowing

Whistleblowing reports wrongdoing that it is "in the public interest". 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. The school aims to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

Staff should consider the examples above when deciding whether their concern is of a whistleblowing 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, or the deputy headteacher in their absence. 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. The school will investigate any complaints in a timely, respectful and confidential manner. For our school's detailed whistleblowing process, please refer to our Whistleblowing Policy.

Section 5 – Staff Use of Internet, Email and Digital Technology

5.1 General Principles

Staff must use the school's internet, email and digital systems in accordance with the ICT Acceptable Use Policy, Online Safety Policy, KCSIE, UK GDPR and Prevent Duty.

Staff must keep passwords secure, use school email for professional purposes only and report any cyber security concerns immediately.

Staff must not use school systems to access illegal, extremist, pornographic or inappropriate content or use personal email accounts for school business.

5.2 Email and Digital Communication with Pupils

All digital communication with pupils must take place through school devices, and school-approved platforms and systems.

Staff must not use personal email, personal messaging apps or personal accounts to communicate with pupils.

5.3 Remote Learning and Online Teaching

Staff must use school-approved platforms for remote learning, maintain professional appearance and environment, and ensure appropriate supervision and transparency.

One-to-one online sessions must not take place unless formally authorised and risk assessed.

5.4 Use of Devices During Visits, Trips and Residentials

Staff **must not**:

- **Use personal devices to take photographs or videos of children under any circumstances. All photographs must be taken using school-owned devices only.**
- Store or access pupil data on personal devices.
- Use personal messaging or communication platforms (e.g., WhatsApp, Messenger, Snapchat) to contact pupils or their families.
- Post photographs or information about the trip on personal social media.
- Use unsecured public Wi-Fi to access or transmit pupil information.

Staff **must**:

- Use only school-approved devices for taking photographs or recording pupil activities.
- Transfer all digital content to the school system according to school data protocols.
- Use school devices/platforms for sharing information with families where applicable.
- Ensure any device used to access pupil information is secure and password-protected.
- Follow all safeguarding and online safety expectations exactly as they would on site.
- Only use personal devices for personal matters and never in a way that compromises supervision or safeguarding.

5. Sexual harassment

Sexual harassment is any unwanted physical, verbal or non-verbal conduct of a sexual nature that has a purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It also includes treating someone less favourably because they've submitted or refused to submit to unwanted conduct of a sexual nature in the past, or harassment related to sex or gender reassignment. When this behaviour is unwanted, it includes (but isn't limited to):

- Unwanted physical conduct or 'horseplay' including touching, pinching, pushing and grabbing
- Continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome

- Sending or displaying material that is pornographic, or that some people might find offensive
- Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless)
- Offensive emails, text messages or social media content
- Comments and jokes of a sexual nature
- Sexually suggestive looks and staring
- Sexual propositions and advances
- Promising things in return for sexual favours
- Physical contact such as massaging, hugging or kissing
- Sexual contact on social media

Staff will help create a positive environment that works to prevent sexual harassment. This includes calling out sexual harassment that they witness. All witnesses will be provided with appropriate support and will be protected from victimisation.

If a staff member is concerned at any point about incidents of sexual harassment (either directed at them or someone else), they should report their concern to the headteacher or deputy headteacher in their absence. 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. The school will investigate any complaints in a timely, respectful and confidential manner.

All staff will receive training on recognising and responding to incidents of sexual harassment. The school will monitor the treatment and outcomes of any complaints of sexual harassment or victimisation received to make sure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved and workforce training is targeted where needed.

6. Staff-Pupil Relationships

The school expects that staff will:

- Maintain professional boundaries and relationships with pupils at all times, and will consider whether their actions are warranted, proportionate, safe and necessary.
- Act in an open and transparent way that would not lead to others questioning their actions.
- Ensure that they do not establish social contact with pupils.
- Contact families via the school's established mechanisms.

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 in to the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours where possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

We are aware many pupils and their parents may wish to give gifts to staff, for example at the end of the school year. However, gifts from staff to pupils are not acceptable except if they wish to give a small gift to all pupils in their class at Christmas, Easter or the end of the year. A small gift may include pencils, rubbers, badges or similar.

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.

7. Communication and Social Media

Staff will be aware that their conduct on social media can have an impact on their role and reputation within the school. They will remain mindful of their use of social media and their web-based presence including written content, videos or photographs, and views expressed directly or indirectly which may bring themselves, the school, or the school community into disrepute.

Staff are required to employ the highest security settings on any personal profiles they may have to ensure they are not 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.

Staff will not engage in inappropriate use of social networking sites including contacting pupils or their family members, accepting or inviting friend requests from pupils or their family members, or following pupils or their family members on social media. The school understands that some staff are also parents of pupils at the school and, therefore, may wish to contact other parents. When doing so, staff will exercise their professional judgement and will not contact family members on social media if this would lead to a conflict of interest.

The school's Facebook page may be used to post key information and updates about the school. This is monitored and completed by members of the admin team and extended leadership team only. Photo permissions are gained for any children that may appear on the school's Facebook page.

Staff should be aware of the school's Online Safety policy.

8. Acceptable Use of Technology

Staff are aware of the benefits and challenges associated with using technology, including AI, in school. When using technology, staff will always adhere to the various procedures, freedoms and limitations outlined in the school policies.

All staff will maintain a professional level of conduct in their personal use of technology, and read, sign, and adhere to the school's policies listed above.

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 personal mobile phones and laptops, or school equipment for personal use, in lesson time or in front of pupils. Any personal use must be in the employee's own time (before or after working hours or during unpaid lunch breaks) unless in an emergency and in agreement with their line manager. They will not use personal mobile phones or cameras to take pictures of pupils; school devices must be used.

We have the right to monitor internet use on the school IT system.

9. Transporting Pupils

Staff are aware that the safety and welfare of pupils is the responsibility of the school until pupils are with their parents. The school is committed to taking all possible safety measures to ensure the safety of pupils. When/if it is necessary to transport pupils off-site, staff will gain consent from parents and the headteacher before transporting pupils.

If using their own vehicle to transport pupils due to the school minibus not being on site, staff will ensure that their driving insurance is valid for the purposes of business use, including cover for persons travelling as business passengers. Two or more unrelated staff will be present in the vehicle to avoid any discrepancy regarding safeguarding concerns.

Staff will not offer pupils transport outside of their normal working duties, other than in an emergency or if a pupil is at risk. These circumstances will be authorised by the headteacher and the pupil's parents.

The school understands that some staff are also parents of pupils at the school and, therefore, staff will only transport children outside of school hours with the parents' permission and in their capacity as a parent rather than in a professional capacity.

10. Health and Safety

Staff will:

- Be familiar with, and adhere to, the school's Health and Safety Policy and ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- Comply with health and safety regulations, adhering to any rules, routines and procedures in place, and cooperate with school leaders and colleagues on matters relating to health and safety.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Inform the headteacher of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended).
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

11. Conduct Outside of Work

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school. Staff will not engage in outside work which could seriously damage the reputation and standing of the school, the employee's own reputation, or the reputation of other members of the school community. Staff will also not engage in outside work at a level which may contravene The Working Time Regulations 1998 or affect an individual's work performance.

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 on social media, any conduct of this nature could lead to disciplinary action.

If at any point whilst employed at Mansbridge you are involved in a police investigation and or have been arrested you must notify the Headteacher immediately. The exception to this is if you have received speeding points however, for more serious speeding offences e.g. disqualified from driving you are strongly advised to notify the Headteacher.

12. Confidentiality

All staff will be aware of their responsibilities as laid out in the schools Data Protection Policy and in line with the core principles of the UK GDPR and the Data Protection Act 2018. 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 will 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 has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

13. Honesty and Integrity

Staff should maintain high standards of honesty and integrity in their role within and outside of school. This includes but is not restricted to; dealing with pupils and colleagues, handling money, claiming expenses and using school property and facilities.

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

Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience

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

14. Dress Code

Staff will dress in a smart professional, appropriate manner, including on PPA days, leadership or curriculum time. The school will make reasonable adjustments to uniform expectations to suit disabilities, medical conditions, and religious and cultural beliefs.

School expects that:

- Outfits will not be overly revealing and of an appropriate length.
- Clothes will not display any offensive or political slogans or images.
- Sportswear and trainers must only be worn for teaching PE sessions or for sporting fixtures off site.
- Shoes must have backs on them and must be appropriate for the role.
- Jeans should not be worn.
- ID Badges must be worn at all times.
- 'High Viz' should be worn when on duty for safeguarding reasons.
- Site team will be provided with a logo t-shirt, which must be worn whilst on duty.

There may be special occasions or events when the dress code does not have to be adopted (e.g. non-uniform days).

15. Attendance

The school expects that staff will:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Comply with the school's notification of sickness absence procedures.
- Make routine medical and dental appointments outside of their working hours or during holidays where possible.
- Refer to the school's Absence Management Policy if they need time off for any reason other than personal illness.
- Follow the school's absence reporting procedure when they are absent from work due to illness or injury.

16. Monitoring Arrangements

This policy will be reviewed annually. At every review, it will be shared with and approved by the full governing body.

17. Links with other policies

This policy links with our procedures and policies on:

- Disciplinary Policy and Procedure
- Staff grievance procedures
- Child Protection and Safeguarding Policy
- Behaviour Policy
- ICT and Internet Acceptable Use Policy
- Whistleblowing Policy
- Health and Safety Policy
- Data Protection Policy