HOLBEACH PRIMARY SCHOOL
STAFF CODE OF CONDUCT

1 INTRODUCTION

The Department for Education (DFE) requires every school's governing body to set out a Code of Conduct for the school's employees. The policy below is the Holbeach Primary School staff code of conduct.

In addition to this policy, 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.

A staff handbook is issued to every member of staff at the beginning of every academic year. This handbook provides further details of the expectations set for a range of aspects of school life and acts as an extension of this code of conduct. Staff also sign an "acceptable use policy" for the use of ICT when they are inducted into the school.

Employees 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 role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students 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.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Headteacher
- professional service providers who the school has a Service Level Agreement with that includes this Code of Conduct (e.g. Music Teacher, Bursa)

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- catering staff employed by an external contractor;
- 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 which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times.

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

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

3.4 All staff should be suitably dressed for their duties and responsibilities, including the wearing of appropriate safety clothing and equipment, in accordance with all Health and Safety regulations.

4 SAFEGUARDING PUPILS/STUDENTS

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

- physical abuse
- sexual abuse
- emotional abuse (including any Social, Emotional Mental Health concerns)
- neglect

4.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Safeguarding Lead (DSL) for Child Protection.

4.3 The school has three DSLs: Tom Bulpitt (Headteacher), Annette Howes (Learning Mentor) and Phil Morriss (Deputy Headteacher).

4.4 Staff are provided with personal copies of the school's Safeguarding, Child Protection Policy, Prevent Strategy and Whistleblowing Procedure and staff must have read these documents and ideally have received training on how to implement them.

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

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

4.7 Where staff have any safeguarding concerns about another member of staff their concerns must be reported immediately to the DSL.

5 EQUALITY ISSUES

5.1 Staff must comply with equality policies in relation to employment and their duties and responsibilities are adhered to.

5.2 This school will not tolerate any harassment, intimidation, unfair discrimination or victimisation, by school staff against pupils/students, colleagues, parents, governors and other visitors.

6 PUPIL/STUDENT DEVELOPMENT

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

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

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

6 HONESTY AND INTEGRITY

6.1 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.

6.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept , or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools.

6.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of “one off” token gifts from students or parents. Personal gifts from individual members of staff to students are completely inappropriate and could be misinterpreted. It is advisable to discuss this with your Line Manager or Headteacher before giving a 6 personal gift to any pupil/student. In the case of the Headteacher they should discuss this with the Chair of Governors.

6.4 Staff must ensure that they use public funds and assets entrusted to them in a responsible and lawful manner. They should strive to ensure value for money for the school and must notify the Headteacher (or the Chair of Governors) of any actual or potential unlawful decisions or expenditure or any other financial irregularity.

7 CONDUCT OUTSIDE WORK

7.1 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.

7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable. Staff cautioned for, charged or convicted of a criminal offence following their appointment to the post must disclose/report this to the Head Teacher or in the case of the Head Teacher the Chair of Governors. Consideration will then be given to the effect of the charge or the conviction and the suitability of staff to do the job

7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

7.4 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 and they have sought the Headteacher's agreement to do so.

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

7.6 It is not appropriate for staff to have social contact with current or former pupils of the School that is not declared to the Headteacher or in the case of the Headteacher the Chair of Governors

8 CONFIDENTIALITY

8.1 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.

8.2 Where non-teaching staff have concerns about a pupil (e.g. behavioural, learning or welfare), they should speak to the child's class teacher or member of the Senior Leadership Team (SLT) who will decide if a conversation with the child's parents is necessary. Non-teaching staff should not initiate conversations with parents about pupils.

8.3 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 pupils/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.

8.4 However, staff have an obligation to share with their manager or the school's Designated Senior Person 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.

8.5 All staff are responsible for ensuring that the data that the school controls remains confidential and is not shared with anyone outside of the school (except where consent has been given by the parent/carer).

8.6 All staff must ensure that the school's privacy policy is followed in full and that the any mitigating actions for risks of a data breach are taken (e.g. locking computers when not in use, only using memory sticks that are encrypted)

9 USE OF SCHOOL PREMISES OR FACILITIES FOR WORK NOT CONNECTED WITH THE SCHOOL

9.1 School staff must not use the school's premises or facilities for activities which are not connected with their employment at the school, without agreement from the headteacher or governing body. This includes the personal use of the school email, telephones, computers, photocopiers, or other equipment.

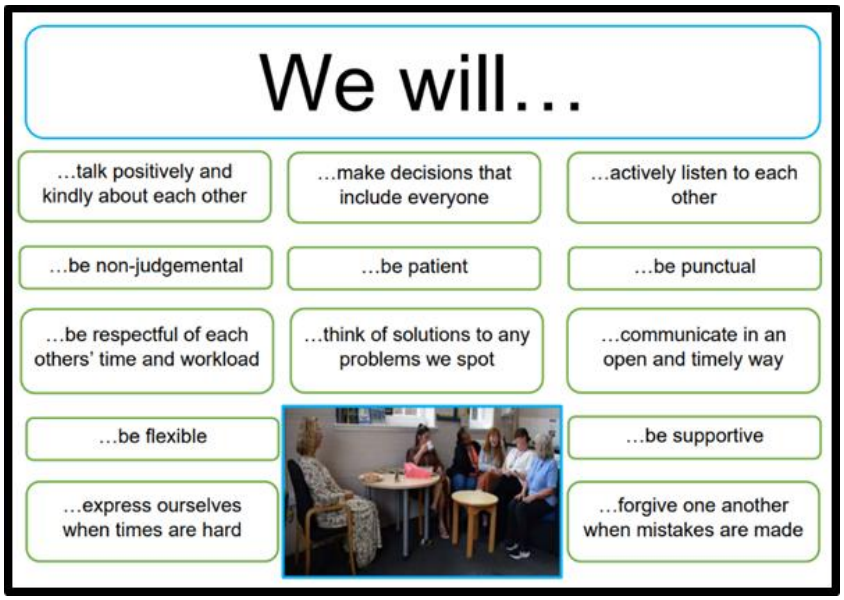
9.2 Internal email systems and school computer equipment should always be used in accordance with the appropriate school policies.

10. DISCIPLINARY ACTION

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

11 STAFF AGREEMENT

11.1 Every year, all staff help to review a 'staff agreement' that outlines how we intend to treat one another. All staff need to recognise that failure to adhere to this agreement may result in disciplinary action. However, all staff also understand the importance of forgiveness and understanding.



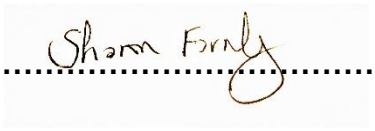
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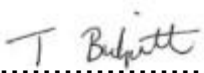
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STAFF CODE OF CONDUCT

Chair of Governors: Sharon Farnley **(please print name)**

Signed:  .....

Headteacher: Tom Bulpitt **(please print name)**

Signed:  .....

Date of Policy: September 2026

Date of Review: September 2027