St Andrew's C. of E. First School – Staff Code of Conduct

Updated Oct 2025 to be reviewed Sept 2028

School Vision – "All children will REACH their potential with the help of God"

Introduction

At St Andrew's Church of England First School we believe in creating a whole school culture that is safe and inclusive. A Staff Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe. 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 of working hours.

In all areas of the curriculum, the key drivers are; positive relationships, independence, caring for the environment, activeness and well-being, resilience and developing spirituality. This code of conduct sets out the key principles for the creation and maintenance of a safe school culture. 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. Staff failure to adhere to this policy may result in disciplinary action including dismissal.

This policy should also be read alongside the WCC staff code of conduct as a member of Worcester county council.

Objectives of a safe school culture:

- To safeguard pupils and protect staff
- To make explicit expectations of performance and conduct
- To minimise opportunities for abuse
- For all staff to have confidence to report concerns with full confidentiality
- To respond promptly to concerns: we always investigate and address issues
- To exercise appropriate sanctions
- To create and maintain an ethos of mutual respect, openness and fairness

Our Code of Conduct

1. **All staff are expected to follow the school's policies: including behaviour; antibullying; anti-racism in all interactions in school.**

Pupils and staff are expected to work together to build a school whose relationships are characterised by mutual and appropriate respect. Praise and building on the positive should always come first. Where reminders about school expectations / appropriate behaviour is called for this should be exercised calmly, and staff should avoid shouting at pupils unless there is a Health and Safety risk. The school behaviour policy and associated documents establish expectations and approved sanctions. All new staff should be issued with a copy of these policies, and any behaviour concerns should be dealt with in line with them. Where a member of staff is having difficulties managing pupil behaviour, they should discuss this matter with the headteacher at the earliest opportunity.

2. **All staff should be aware of what physical contact with pupils is appropriate Staff should only exercise physical restraint as a last resort to prevent injury/maintain safety.**

Staff are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age and needs of the child and staff should not feel inhibited by providing this. Adults should not initiate any physical contact unnecessarily, and there should be clear boundaries:

• Children should not be picked up. (unless medically necessary or safety reasons)

• Adults should avoid being in a room alone with a child where the door is closed. If you need to talk to a child, either leave a door open and position yourself within sight of the door, or ask another adult to be present.

• Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued, a completion of log entry of the incident should be submitted immediately to the DSGL.

• Staff should be particularly careful when supervising pupils in a residential setting

- Two members of staff should attend any problems that may arise in the dormitories, if staffing allows.
- Ensure that staff attend dormitories when there is not a pupil in there on their own.
- Children are able to shower themselves, independently behind a close door – staff should only access shower areas in the case of an emergency.
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3. All staff are expected to treat each other with respect

Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference, and working together to build a climate of continuous improvement. Politeness and respect are essential ingredients: where differences occur they should be dealt with calmly and fairly. Additional reading the WCC Fairness and Dignity Policy

4. All staff should treat resources responsibly, and exercise due financial care

All staff have a responsibility to look after the resources of the school. This includes: not wasting resources unnecessarily (including physical resources and those such as heat/electricity); following the principles of 'reduce, re-use, recycle' where appropriate. All money handled should be clearly labelled and sent as soon as practical to the school office.

5. Acceptable use of ICT Equipment

This policy should be read in conjunction with the Online Safety, Data Protection and Safeguarding Policy. Staff, Governors and Visitors should read and sign the 'Acceptable Use Agreement' (Appendix 1) annually. 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. 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.

6. All staff are expected to behave professionally and exercise confidentiality

All staff are expected to behave thoughtfully and responsibly. Staff should be punctual and well-prepared, and should carry out tasks to the best of their ability, taking pride in their work. All absence should be genuine. Staff are expected to dress appropriately; all staff should set a good example in what they wear, avoiding clothing that is overly casual. Staff should exercise due confidentiality towards matters that are either discussed or overheard. Staff's off duty hours are their personal concern, but they should avoid a position where duty and private interests conflicts, therefore, staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

7. Conduct Outside of Work

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. 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. Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must consider the appropriateness of the use of social media e.g. Facebook/Twitter with pupils or former pupils and parents. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff must only use their school email account or school learning platform account when communicating electronically with pupils, parents and colleagues. 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. 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.

8. Confidentiality

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. All staff are likely at some point to witness actions which need to be confidential (e.g where a pupil/student is bullied by another pupil/student/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. However, staff have an obligation to share with their line manager or the Headteacher, 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.

9. Staff should seek to establish a good and open relationship with parents

Staff should aim to create a welcoming and open relationship with parents. All parental concerns should be treated seriously and dealt with promptly. Staff should not respond to personal requests about a pupil in their class by text. All communication should be through the correct lines of communication, staff should not be approached on a personal level.

10. All staff need to be aware of the policy and procedures for Child Protection

It is essential that all staff have regular training in Child Protection issues, and know the procedures for dealing with and reporting concerns. All staff have a duty to look out for signs of physical, emotional or sexual abuse or neglect of pupils in the light of a child's behaviour. Staff must pass any concerns on to the Designated Safeguarding Lead - DSL - (the Head teacher), and in their absence the deputy. Avoid trying to involve yourself too closely with any issues: always pass concerns on.

11. All staff need to exploit the potential of the curriculum to develop a proactive approach to behaviour and child protection issues

Staff need to take a proactive approach towards both child protection and behaviour policies, through the creation of a positive classroom environment where all children are respected, and through PSHCE and circle time in particular. This includes 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. The expression of extremist views by staff will not be tolerated and should be reported to the Chair of governors or Headteacher, who will contact relevant authorities if necessary.

12. All staff need to be aware of how to record/report concerns ("whistleblowing").

Where staff have any concerns about another member of staff, these should be reported immediately to the Headteacher. Where the concern is about the Headteacher, it should be reported directly to the Chair of Governors. All concerns will be investigated thoroughly and confidentially, and appropriate action taken.

13. All staff should take care of their physical and mental wellbeing

All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases. Staff needing support are encouraged to discuss issues and concerns with the headteacher in confidence. Support can be provided both internally (eg through the provision of a mentor), or externally through the Occupational Health Service. Trades Unions also provide help, support and advice for their members, and membership of a trades union is strongly encouraged. Please refer to the stress ad wellbeing policy.

Conclusion

All staff are expected to demonstrate consistently high standards of personal and professional conduct. By adhering to this code of conduct staff can be assured they are playing their part in safeguarding pupils and protecting themselves.

Appendix 1

St Andrew's C of E First School

Laptop/IPad Acceptable Use Guidelines

This document outlines the permitted use of laptops/Ipads to Staff

- All laptops/IPads remain the property of St Andrew's C of E First School.
- Laptops/IPads must be presented on request and must be returned upon staff permanently leaving the school. Internet and other related technologies data on the laptop/IPad can be monitored and logged and can be made available, on request, to my Line Manager or Head teacher.
- The School provides a suitable laptop bag/IPad case. If the laptop/IPad is taken out of school, it needs to be carried safely, preferably within additional protection
- All staff are reminded that, if they wish to use their laptop/IPad to store sensitive information, they should only do so when this is essential and this remains the responsibility of the individual.
- All laptops/IPads are configured to use the school Wi-Fi network where they are subject to appropriate Worcestershire County Council filtering. Staff are permitted to configure their laptop/IPad for their home Wi-Fi network, however filtering in this instance will be regulated by the Wi-Fi supplier and the member of staff. The laptop/IPad is to be used only for St Andrew's related activities.
- Laptops need to be logged on to the school network at least once a month so they pull through updates.
- You are not permitted to circumvent any of the in-built security measures.
- The use of illegally obtained programs is not permitted. No hardware or software should be installed without permission of the E-safety coordinator.
- The laptop/IPad is to be used by the designated user for their purpose only.
- Use of the laptop/IPad for questionable activity including the deliberate viewing of inappropriate material via the internet is not permitted. This includes browsing, downloading, uploading or distributing any material that could be considered offensive, illegal or discriminatory, that could put the user's professional role into disrepute.
- Staff are not to undertake activities that contravene the Computer Misuse Act or Malicious Communicates Act.
- Staff must show due diligence in regard of the security of their laptop/IPad and charger at all times. This includes times when they are not using the device.
- Should your laptop/IPad stop working in any way, be damaged or stolen you must inform the ICT Co-ordinator or Head teacher and not attempt any repairs, either yourself or through any other means.
- Laptops/Ipads should be covered by the member of staff's home insurance policy if used at home.
- Charging is the responsibility of the member of staff.

I agree to abide by the above guidelines.

Signed: ……

Printed: …… Date: ……