



Reviewed September 2025

St Bertoline's Church of England Primary School

Staff Conduct Policy

Overview

The conduct of staff at St Bertoline's must meet the highest professional standard. Their conduct must set a good Christian example and they must at all times promote the good reputation of the school. The conduct of every member of staff has an important impact on the ethos and learning environment of the school so very high standards of conduct are expected as they carry out their professional duties. The school policies must be known and followed by all members of staff and must underpin their work and actions.

Objectives

1. To put the care, safety, well-being and education of pupils first by ensuring that staff conduct meets the highest professional standard at all times.
2. To ensure that all members of staff relate to their colleagues, children and parents in a proper and professional manner.
3. To ensure that staff carry out their professional responsibilities to the high standard set by the governing body and demanded by the National Teachers' Standards.
4. To ensure that all staff use the school policies to guide their work and conduct.
5. To ensure that staff conduct and behaviour inside or outside of school does not compromise safeguarding issues or bring the school into disrepute.

Strategies

1. All members of the teaching and support staff will use the National Teachers' Standards (2012) as the basis for their conduct and guidelines when carrying out of their professional duties. The standards must be applied in conjunction with the school's policies and practice for Teaching and Learning, Assessment and Recording, Marking and Homework.
2. All staff will follow the Risk Assessment Policy, Safeguarding & Child Protection Policy and Personal and Intimate Care Policy to ensure that pupils are kept safe.

3. All staff will be required to familiarise themselves with the most up to date DfE guidelines for "Keeping Children Safe in Education" (implemented September 2019) as well as "Guidance for safer working practice for those working with children and young people in education settings 2019" and follow these guidances at all times.
4. All staff will ensure that the Anti-bullying Policy is applied and enforced.
5. All staff will promote the school's Behaviour & Discipline Policy and Safer Handling Policy at all times.
6. All staff will familiarise themselves with the Critical Incident Policy, The Fire and Emergency Evacuation Policy, Missing Child Policy, First Aid Policy, Supporting Children with Medical Conditions Policy and other key policies to ensure that they know how to respond in an emergency and at other times.
7. All members of staff will ensure that they promote the high standards set out in the Equality & Diversity Policy and SEND Policy. Under the 2010 Equality Act all protected characteristics will be recognised and acceptance taught as an embedded aspect in all curriculum areas.
8. When using information and communications technology members of staff must follow the e-Safety Policy, Internet Access Policy, Mobile Phone, Tablet and Camera Policy for Adults, Data Protection Policy, Social Media Policy and Social Networking Guidance (HBC).
9. All members of staff will follow the policy for Appraisal and Performance Management when their work is reviewed and it is expected that they will make full use of all opportunities that are offered to them for continuing professional development.
10. All members of staff are expected to demonstrate consistently high standards of personal and professional conduct, maintaining high standards of ethics and behaviour within and outside school. This will ensure that they will not conduct themselves in a way which would bring the school into disrepute.
11. All members of staff are obliged not to publicly share any images of colleagues (e.g via social media) which would compromise a judgement being made regarding a member of staff's personal conduct.

Outcomes

St Berteline's C of E Primary School will be a place where staff conduct promotes an excellent ethos for teaching and learning. It will ensure that pupils are well-cared for and that their well-being is given the highest priority. All St Berteline's staff will conduct themselves professionally at all times and there will be excellent professional relationships at all levels.