



**Newall Green
Primary School**

Aiming High To Reach Our Goals

Firbank Road, Newall Green, Wythenshawe, Manchester, M23 2YH
Tel: 0161 437 2872 Fax: 0161 436 2178 www.newallgreen.manchester.sch.uk



Code of Conduct for School Staff

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Under the public sector equality duty, all schools/academies must have due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. This means schools/academies must take into account equality considerations when policies are being developed, adopted and implemented. The HR and People team regularly reviews all policies and procedures which are recommended to schools/academies to ensure compliance with education and employment legislation including the Equality Act 2010. Consultation with schools/academies is an important part of this review process. Headteachers, Principals and Governing Bodies are asked to contact the HR and People team via the HROne Helpline if they believe there are any negative equality impacts in their school/academy in relation to the application of this policy/procedure.

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Introduction

The governing body of maintained schools has an obligation, in line with the School Staffing (England) Regulations 2009, to establish procedures for the regulation of the conduct of staff at the school. Academies and Free Schools are also expected to establish such procedures.

In line with the Education Act 2002, the governing body of Newall Green Primary School has a duty to exercise its functions with a view to safeguarding and promoting the welfare of children.

This obligation is further outlined within the statutory guidance *Keeping Children Safe in Education* (KCSIE September 2026), to which all schools must have regard. This guidance stipulates the role that school staff must play in safeguarding pupils and states that schools should have a staff behaviour policy or code of conduct which is provided to all staff.

In order to adhere to these obligations and to ensure that safeguarding children remains at the heart of all practice, this Staff Code of Conduct has been compiled.

This Code of Conduct applies to all employees, supply staff and governors of the school. Throughout this policy, the term *school* includes academies. The term *staff* applies to all individuals listed above. Any reference to the governing body includes governing boards and/or Trustees where appropriate, and the term *Head* includes Principal where applicable.

This policy must be read in conjunction with the school's safeguarding/child protection policy, online safety policy, whistleblowing policy, disciplinary policy, behaviour policy and health and safety policy.

These can be found on the school website: www.newallgreen.manchester.sch.uk

Objective, Scope and Purpose

The Code of Conduct establishes clear standards of behaviour expected of all school staff and enables staff to understand what is and is not acceptable.

The purpose of this Code of Conduct is to:

- ensure staff act as positive role models within their professional capacity;
- protect staff professional reputation;
- maintain the reputation of the school; and
- ensure that staff conduct and behaviour safeguard pupils and set appropriate examples.

This Code of Conduct cannot be exhaustive. Staff are expected to exercise professional judgement at all times, both in their working lives and personal lives, and to avoid any conduct that may conflict with their professional responsibilities or the ethos of the school.

Professional Standards and Public Life

In addition to this policy:

- Teachers must adhere to the *Teachers' Standards (2012)*, particularly Part 2 – Personal and Professional Conduct.
- Teaching Assistants are expected to adhere to the *Professional Standards for Teaching Assistants (2016)*, particularly Part 1.
- Higher Level Teaching Assistants must adhere to the *Professional Standards for HLTAs (2003)*.

All staff are expected to uphold the **Seven Principles of Public Life (Nolan Principles)**: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Staff are expected to demonstrate professional curiosity and challenge where appropriate, particularly in relation to safeguarding and pupil welfare concerns.

Staff Behaviour and Professional Conduct

Private Life

The school recognises staff entitlement to a private life in line with Article 8 of the European Convention on Human Rights. However, behaviour outside of work may be considered where it:

- raises safeguarding concerns,

- affects professional suitability, or
- risks damaging the reputation of the school or Trust.

Setting an Example

- Staff are expected to uphold the highest standards of conduct at all times.
- Staff must act as positive role models and must not abuse their position of trust.
- Staff must not behave in a way that could lead a reasonable person to question their suitability to work with children.
- Inappropriate or offensive language must not be used.
- All individuals must be treated with dignity, courtesy and respect.
- Staff must behave professionally towards colleagues at all times.
- Staff should take reasonable steps to avoid situations that could place them at risk of allegations.

Honesty and Integrity

- Staff must act with honesty and integrity at all times.
- School property, finances and resources must be used responsibly.
- Staff must comply with the Bribery Act 2010.
- Gifts or hospitality from suppliers or associates must be declared to the Head. Token gifts from pupils or parents may be accepted.
- Personal gifts from staff to pupils are inappropriate.
- Failure to comply may result in disciplinary action.

Conduct Outside of Work and Social Media

- Staff must not engage in conduct that may damage the reputation of the school or their professional standing.
- Staff must follow the school's social media policy.
- Staff must ensure privacy settings are in place on personal social media accounts and must not post content that could damage professional integrity or public trust.
- Personal interests must not conflict with professional responsibilities.
- Staff must not misuse their position of authority for personal gain.

Confidentiality and Data Protection

- Confidential information must only be shared on a need-to-know basis.
- Staff must not seek or use information for personal advantage.
- Staff must comply with UK GDPR and the Data Protection Act 2018.
- Staff must take all reasonable steps to protect sensitive information when working remotely or using electronic systems.
- Safeguarding concerns must always be reported to the Designated Safeguarding Lead (DSL) or Deputy Safeguarding Leads. Staff must not promise confidentiality to pupils.

Safeguarding

This Code of Conduct must be read alongside the school's safeguarding and child protection policy and *Keeping Children Safe in Education* (2024), including the Prevent Duty.

- All staff have a statutory responsibility to safeguard and promote the welfare of children. Safeguarding is everyone's responsibility and all staff must be vigilant and responsive to concerns at all times. Staff must adopt a child-centred approach.
- Staff must maintain an attitude of "it could happen here" and be aware of risks including online exploitation, mental health concerns, radicalisation and serious violence.
- Staff must report concerns including (but not limited to) abuse, neglect, exploitation or immediately. This includes concerns that may seem minor, concerns about another member of staff, or concerns where the child has not made a direct disclosure.
- The Designated Safeguarding Lead is **Tom Rudd**. In their absence, concerns must be reported to a Deputy Safeguarding Lead.
- Unauthorised adults on site must be challenged and reported.

Safeguarding Induction – Statutory Awareness

In line with *Keeping Children Safe in Education* (September 2026), all staff must receive safeguarding information as part of their induction. No member of staff will commence work without confirmation that this has taken place.

At a minimum, all staff must be made aware of:

- the school's Child Protection and Safeguarding Policy;
- the Staff Code of Conduct;

- the identity of the Designated Safeguarding Lead (DSL) and any deputies;
- the school's safeguarding reporting procedures;
- Part One of *Keeping Children Safe in Education* (2026);
- the Behaviour Policy, including the use of reasonable force;
- the Whistleblowing Policy.

Staff must understand:

- that safeguarding is everyone's responsibility;
- that they must report concerns immediately;
- that they must never promise confidentiality to a child;
- how to record and escalate concerns using the school's systems.

All staff will confirm, in writing, that they have read and understood the above documents.

Allegations Against Staff

If a concern or allegation is made about the conduct of a member of staff, volunteer or supply staff, this must be reported immediately to the Head.

Staff must not investigate allegations themselves or discuss concerns with others outside appropriate safeguarding channels.

Where the concern relates to the Head, this must be reported directly to the Chair of Governors.

Low-Level Concerns

The school operates a culture where low-level concerns about staff behaviour are shared and addressed promptly.

A low-level concern is any concern that does not meet the harm threshold but may indicate a breach of professional boundaries or expectations.

All low-level concerns must be reported to the Head and recorded in accordance with school procedures.

Records will be reviewed regularly to identify patterns or trends.

Supply staff and visitors

Supply staff, volunteers and governors are subject to this Code of Conduct and will receive appropriate safeguarding information prior to starting work at the school.

Professional Boundaries and Interactions with Pupils

Relationships and Contact

- Staff must maintain professional relationships at all times.
- Professional boundaries apply both in person and online, including messaging apps and gaming platforms.
- Physical or sexual relationships with pupils are strictly prohibited.
- Pupils must only be contacted via approved school systems.
- Staff must not share personal contact details or connect with pupils via personal social media.
- Any inappropriate contact must be reported immediately.
- Staff are expected to follow safer working practice guidance at all times and to take responsibility for protecting themselves from misunderstandings or allegations.

Physical Contact and Reasonable Force

- Physical contact should only take place when necessary, appropriate and proportionate.
- Staff may use reasonable force only to prevent injury, serious damage or serious disorder, in line with the school's behaviour policy.
- Any physical intervention must be reported and recorded in accordance with school procedures.

One-to-One Working and Lone Working

- One-to-one situations should be avoided where possible.
- Where unavoidable, staff should ensure visibility (e.g. open doors, glass panels).

- Lone working before or after school must follow school procedures.

Transporting Pupils

- Staff must not transport pupils in personal vehicles unless formally authorised and risk assessed.
- Any authorised transport arrangements must have appropriate SLT & parental consent documented in advance.
- Two members of staff must be in the vehicle at all times.

Drugs, Alcohol, Smoking and Vaping

- Staff must not be under the influence of alcohol or drugs while at work.
- Staff must ensure medication does not impair their ability to carry out their role safely.
- Possession, use or supply of illegal drugs on school premises is prohibited.
- Smoking and vaping, including e-cigarettes, are not permitted on school premises or during school activities.
- Prescription medication that may affect performance must be disclosed to the Head.

Health and Safety

- Staff must take reasonable care of their own health and safety and that of others.
- Hazards and unsafe practices must be reported.
- Staff must sign in and out daily using the Inventory system.
- Permission must be obtained from SLT before leaving site during working hours.

Equality

The school is committed to equality under the Equality Act 2010 and the Public Sector Equality Duty.

Staff must actively promote respect and inclusion and challenge inappropriate behaviour.

- Discrimination is not tolerated.
- Staff must promote inclusion and challenge prejudice.

ICT, Internet and E-Safety

- School IT systems must be used responsibly and professionally.

- Staff must remain vigilant to emerging online risks and report safeguarding concerns arising from online activity.
- Passwords must not be shared.
- Staff are accountable for online activity.
- Personal devices must be kept on silent and used only during breaks away from pupils.
- School images must not be stored on personal devices.
- Parents must be reminded about appropriate use of photographs.

Dress and Appearance

Staff must present a professional image appropriate to their role. Requirements will be applied reasonably and with consideration of protected characteristics.

Absence Reporting and Leave of Absence

Staff must follow school procedures for sickness absence and leave requests.

Other Employment

The school recognises that staff may have interests, skills or commitments outside of their role. These are respected. However, any external or additional paid work must be declared to the school in line with contractual obligations and this Code of Conduct.

The purpose of this requirement is to ensure:

- transparency
- safeguarding is maintained
- any actual or perceived conflicts of interest are appropriately managed
- school time, resources and decision-making remain clearly separate

Staff must ensure that any external work:

- is arranged and promoted independently of the school
- does not use school premises, branding or communication channels unless formally authorised
- does not influence or give preferential access to school opportunities for pupils
- complies with all relevant safeguarding, legal and regulatory requirements, particularly where children are involved

Staff who already have external employment declared are not required to take further action unless circumstances change.

If staff are uncertain whether external work should be declared, or if there is any change in circumstances, they must seek advice from the Headteacher.

Criminal Convictions

- All staff must notify the Head of any arrest, caution, charge or conviction.
- Failure to disclose may result in disciplinary action.

Whistleblowing

- Staff have a duty to report concerns about unsafe or inappropriate conduct by colleagues.
- Staff should feel confident to raise concerns without fear of reprisal.
- Concerns should be raised in line with the whistleblowing policy.
- Staff raising concerns in good faith will be protected.

Publications and Dealing with the Press

Staff must not engage with the media without authorisation from the Head.

Use of Artificial Intelligence (AI) and Emerging Technologies

- Staff must use AI responsibly and must not process sensitive pupil data unless authorised.
- Staff remain accountable for AI-supported decisions.

Disciplinary Action

Failure to comply with this Code of Conduct may result in disciplinary action.

Appendix 1 – Staff Confirmation Sheet

The Governing Body requires all staff to read, understand and abide by the Code of Conduct.

If there are any aspects of the Code of Conduct that you do not understand, please contact your line manager or the Head to discuss this further.

I,(PRINT NAME) confirm that I have read and understand the school's code of conduct

Signature.....

Date

Please return this page to Dianne Harris, School Business Manager. This information will be retained on your personnel file.