



# **Staff Code of Conduct Policy**

## **2026**

Date Policy Approved: February 2026

Date Policy to be Reviewed: February 2027

## **Section 1**

### **CODE OF CONDUCT**

#### **PREAMBLE**

All members of the school community are entitled to expect the highest standards of conduct from all staff employed in schools across Lancashire and this policy reflects relevant legislation and expectations applying to all employees working in such establishments.

All staff at Penwortham Primary School are expected to uphold the highest standards of professional conduct, consistent with the Lancashire Teaching Agency's Code of Conduct and Lancashire County Council guidance. This policy provides clear expectations to ensure a safe, respectful, and lawful environment.

#### **SCOPE**

This policy applies to all staff—teaching, support, temporary, lunchtime supervisors, volunteers—across Penwortham Primary School. It complements statutory regulations and applies both within and beyond school premises or working hours.

#### **PURPOSE**

This document sets out a code of conduct for all staff in schools with delegated budgets. This policy is intended to:

- give clear guidance to all concerned regarding appropriate conduct in the workplace;
- enable schools to set out clear expectations of all staff in order to minimise the likelihood of misconduct in the workplace;
- comply with legislation that affects staff employed in educational settings.

This policy has been the subject of consultation between the Authority and the recognised Trade Unions and Teacher Associations.

This policy has been adopted and is published as part of the staffing policies of the Governing Body of Penwortham Primary School.

#### **APPLICATION**

This procedure applies to all staff employed in Penwortham Primary School.

Reference to 'Headteacher' throughout this document should read 'Chair of Governors' in the case of the conduct of the Headteacher.

## **BACKGROUND**

The Code sets out the minimum standards that should apply and is not exhaustive. (See Section 6 for further details)

It is recommended that this document is shared with all staff on appointment and those in current employment and that a copy is included in the school's staff handbook.

Employees whose conduct fails to meet the standards of conduct as set out in this document may be regarded as being in breach of discipline and may be dealt with under the School's Disciplinary Procedure.

## **GENERAL PRINCIPLES**

Staff are expected to fulfil the obligations placed upon them under the terms of their contract of employment, i.e.

- Be ready and willing to work as specified in their role definition/Job Description
- Conduct their work in a co-operative manner
- Attend work
- Be punctual in time keeping
- Be honest and trustworthy
- Obey reasonable management instructions
- Take care of themselves, their colleagues and others while at work
- Take care of school property
- Familiarise themselves with, and follow the Health and Safety rules applicable in their school
- Comply with all school policies and procedures

## **SPECIFIC REQUIREMENTS**

Teachers are expected to adhere to the Teachers Standards as set out in the School Teachers Pay and Conditions Document.

All staff are expected to adhere to and conduct themselves in line with the Department for Education's ['Guidance for Safer Working Practice for Adults who working With Children and Young people in Education Settings' \(February 2022\)](#)

All staff are expected to adhere to and conduct themselves in line with the Department for Education's statutory guidance for school and colleges.

## **GENERAL REQUIREMENTS**

### **Professional Conduct**

All staff are expected to:

- i. Accept and adhere to school policies and procedures
- ii. Undertake their duties and responsibilities effectively, efficiently and diligently.
- iii. Show respect for all members of the school community by being polite, courteous and refraining from the use of inappropriate language in all forms of communication e.g. verbal, face to face and electronic communications.
- iv. Maintain the confidentiality of sensitive information (particularly relating to pupils) obtained in the course of their employment. Any information obtained in the course of employment should be not used for personal gain or benefit, nor should it be passed on to others who might use it in the same way. Any queries about what constitutes 'sensitive' information and who it can be shared with should be directed to the appropriate member of the school's leadership team or the Designated Safeguarding Lead.
- v. Always ensure fairness when dealing with customers, suppliers, other contractors and sub-contractors. No special favour should be given to current/former employees or partners/relatives or associates.
- vi. Comply with the school's [Statement of Ethical Standards](#) in relation to the acceptance of gifts in cash or kind and hospitality noting that it is a criminal offence under the Bribery Act 2010 to offer, promise or give financial advantage or other advantage to someone; or to request, agree or accept or receive a bribe from another person.
- vii. Declare any interests (financial or otherwise) that may be considered as being in conflict with the school's interests.
- viii. Use appropriate lines of communication and/or the relevant procedure to express views relating to their employment or the activities of the school.
- ix. Have no contact with the media regarding school matters without the express permission of the Headteacher.
- x. Notify the Headteacher of any known or suspected breaches of the law or of the school's policies, procedures and regulations and co-operate with any investigation of such breaches. This is particularly important in relation to the safeguarding of children, including the reporting of low-level concerns which do not meet the harm threshold, health and safety and financial irregularity, acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications including the use of social media. Where this is considered not possible, reference should be made to the school's whistleblowing policy.
- xi. Disclose on appointment or at any time any civil/criminal charges, convictions or being the subject of a criminal investigation process (being charged or in possession of a conviction may not necessarily debar from appointment/employment or lead to disciplinary action; however failure to disclose where required will be considered as a serious act of misconduct).
- xii. Provide accurate information on the Annual Staff Confirmation Form and notify the Headteacher of any changes to your circumstances that may impact on the information provided on the Annual Staff Confirmation Form.
- xiii. Use school equipment provided for the purposes of carrying out their role in a responsible and lawful manner.
- xiv. Not provide a professional reference on behalf of the school unless the contents of such reference have been agreed by the Headteacher.
- xv. Disclose to the School on appointment, or at any time following appointment, if subject to any ongoing investigation into any matter which may bring into question suitability to work in a school, if a referral has been made to the Disclosure and Barring Service (DBS) and their application status is 'under consideration', 'minded to bar' or if they are 'barred' from working

with vulnerable groups, including children, or if they are under investigation regarding the care of their own children/children they regularly care for.

### Personal Conduct

All staff are expected to:

- i. Ensure that personal relationships within work do not affect their professional role and do not bring the school into disrepute.
- ii. Notify the Headteacher either at appointment or during employment of any personal relationship in or outside of school which may result in honesty, objectivity or integrity being brought into question.
- iii. Notify the Headteacher of any change in personal (including medical) circumstances which could impact on ability to carry out their role.
- iv. Not engage in outside employment (e.g. private tutoring of the school's own pupils) which could be considered as undermining or conflicting with the business of the school.
- v. Wear any uniform, clothes, overalls or protective clothing as required for their role in school.
- vi. Dress in a way which is appropriate for a school setting, and which reflects Section 8 of the 'Guidance for Safer Working Practice for those who working With Children and Young people in Education Settings' (October 2015).
- vii. Conduct themselves in a professional manner at all times when wearing clothing and an identification badge that identifies them as an employee of the school.
- viii. Declare any interest/involvement with any outside organisations which may benefit financially or contractually from decisions taken by the school, e.g. the procurement of goods or services.
- ix. Conduct themselves both on and off duty (including use of social media – See [Model Policy On The Use Of Social Networking Sites And Other Forms Of Social Media](#)) in a manner compatible with their employment status with the school.
- x. Ensure personal hygiene and appearance is respective of being employed in a school setting.
- xi. Act appropriately in terms of their behaviour, the views they express (in particular political views) and the use of school resources at all times, and should not use school resources for party political purposes.

## **Section 2**

### **Further Specific Guidance for Penwortham Primary School**

#### **SAFEGUARDING**

The School's DSL is Miss Kate Penarski and the deputy DSLs are Mrs Jennifer Cunningham and Mrs Angela Flint. In their absence, the Headteacher can be consulted on any safeguarding concern that arises.

Staff are provided (via the Staff SharePoint site) with access to (and must be familiar with) up to date versions of safeguarding advice, key documents and policies. These include:

- Keeping Children Safe in Education (KCSIE)
- Lancashire School Safeguarding and CP Policy
- The Whistle Blowing Policy
- Online Safety Policy
- Behaviour Policy including Anti-bullying Policy
- Child on Child Abuse Policy
- Prevent Policy
- Social Networking Sites and Social Media Policy
- Statement of Ethical Standards
- Low-level concern Policy
- Working Together to Safeguard Children
- Guidance for Safer Working Practice

In addition, the DSL will issue important guidance/statutory information updates. These need to be read, and any issues/implications brought to the attention of the DSL.

#### **SUPERVISION OF PUPILS**

Teachers should ensure they are in class in good time to be fully prepared for the day.

Pupils are always under the supervision of staff in class lesson time which is currently from 8.45am. to 3.30pm. All staff should be on the playground after break times and lunch to collect their class (ensuring they have accounted for all pupils in their care) and guide them back into class using our behaviour policy. Staff should dismiss their class safely from their allocated areas and ensure all pupils are collected by the appropriate adult. Pupils should be reminded on a regular basis that if an adult isn't there to meet them then they should come back into school where they will be supervised. If a child has not been collected by 3.45 p.m. this should be reported to a member of the SLT. The child should then continue to be supervised either by the class teacher or a member of the SLT. If a teacher must leave exactly at 3.30pm (to go to a course etc.) then they must do the following two things: 1) Ensure that a suitable person stays with their class until they have all been safely collected. 2) Inform a member of the SLT of the situation.

#### **PROFESSIONAL CONDUCT/CONSIDERATION OF OTHERS**

Staff must always show respect towards other members of staff and pupils within the school.

Staff must have the highest regard for the treatment of pupils and staff in line with our positive learning environment and to set an example to our pupils. Staff must avoid using inappropriate or offensive language at all times.

Staff should be aware of confidentiality in any communication with volunteer helpers in school, especially when in corridors/the staff room.

To complement our positive learning environment an appropriate level of noise should be maintained in all areas.

### **SECURITY, including Data Security**

Staff must always wear their school lanyard AND ID badge in school. If a badge gets lost or damaged please contact the school office.

Staff must sign in/out at the beginning/end of the school day. This system should also be used if the building is left at other times of the day.

Staff must **NOT** bring in portable storage devices (i.e pen drives/hard drives).

All staff must familiarise themselves with the Lockdown Procedures.

### **FIRE SAFETY**

Staff must ensure they are familiar with the school's fire evacuation procedures. It is the responsibility of the person leading the teaching for any group to guide the children out safely and quickly.

STAFF MUST REMEMBER THAT THE SAFETY OF THE CHILDREN WILL ALWAYS COME FIRST AND NOT THE PRESERVATION OF THE BUILDING.

Staff must ensure that all fire exits are kept clear and that all areas are safe for working.

### **DYNAMIC RISK ASSESSMENT**

It is the staff's responsibility to report any dangerous/faulty items or damaged furniture to the Headteacher as soon as it is noticed. Any noticed spills or trip hazards need to be made safe straight away. Everyone is responsible for maintaining a safe environment.

### **ADMINISTRATION OF MEDICINE / STAFF MEDICATION**

Pupils: All prescribed medicines must be signed in at the office. The office staff or Headteacher should administer medicines, except for asthma inhalers and other specific medication that staff have been

trained to use in an emergency. No medicines, apart from inhalers, should be kept in the classroom – with the exception of medicines directly linked to specific medical conditions known to staff (i.e., EpiPens).

If a pupil requires an icepack, a member of staff should collect it from the fridge near the office. The injured pupil should not be sent to the office unsupervised to ensure their safety. It is the responsibility of all staff to ensure icepacks are returned to the fridge.

Staff Medication: Medication (excluding inhalers) must not be left in any accessible containers/places used by pupils. (i.e. bags in classrooms). General secure storage for medication is available. Any member of staff with particular/more sensitive medical needs will need to discuss this with the Headteacher to agree a manageable solution.

### **SCHOOL TRIPS & VISITS**

The EVCs must authorise all trips before a booking is made or a letter sent to parents and teachers should complete/submit the risk assessment using EVOLVE in sufficient time (Type A-1week, Type B-4 weeks) prior to the visit taking place. Permission must be received before pupils take part in a school trip. There must be an appropriate adult/pupil ratio on the trip in accordance with LCC Educational Visits Guidance. All guidance within the Educational Visits Policy must be adhered to.

The EVC is the Headteacher. (Miss Kate Penarski)

Please also see the Trip and Visits Procedure document to assist with the organisation of trips and visits.

When on a trip or visit Staff remain representatives of the school during trips, residential visits, training, and community events.

Professional standards and safeguarding requirements always apply.

Alcohol or drugs are prohibited when supervising or responsible for children.

Staff must only transport pupils in line with school policy and with parental consent.

Conduct outside working hours should uphold the school's reputation.

### **ACCIDENTS TO STAFF/STAFF ILLNESS DURING WORKING HOURS**

All accidents/illnesses that occur to staff should be reported to the Headteacher and any necessary accident forms will be completed. A copy will be forwarded electronically to LCC if required. If ill, staff should not leave the building without first gaining permission of a member of the SLT (so that we can ensure you are taken safely home).

### **PREPARATION FOR COVER/SUPPLY TEACHERS**

If a member of staff is attending a course in school time, a timetable and full plan must be left for the supply teacher and the requisite teaching materials. It is helpful if the class teacher and supply teacher can liaise before the day in question.

## **PLANNING**

All plans should be uploaded to the relevant section of the Staff SharePoint site at the start of each half term. The timetable should be followed to ensure full curriculum coverage unless permission has been sought or direction given.

## **PLAYGROUND DUTY/FOOD & DRINK**

On duty days, staff must be out on the playground promptly with their class. Staff should not send their classes out until the member of staff on duty is already out.

Staff should not bring hot drinks outside, but a member of staff may bring another member of staff a drink back to the classroom in a lidded cup if they have been on duty, but this must be kept away from the children. For the safety of all, glassware is not permitted in the classrooms.

Food should not be consumed in class by an adult within lesson times, unless a) the member of staff has a specific medical need, b) it is part of a learning activity/class celebration.

## **THE CALENDAR**

Staff need to be familiar with the calendar on Staff SharePoint on a regular basis and at least weekly and be aware of any individual issues that may affect the classes they teach. Please ensure that all dates / appointments are agreed with SLT in the first instance who will then add the date to the calendar.

## **STAFF ABSENCE**

If a member of staff is ill, they should arrange for contact to be made with the Headteacher either that morning by 7.00am. (Kate Penarski 07341851120). Staff should then inform Headteacher by 2pm the day before (or sooner) to confirm their return. Plans should already be uploaded to SharePoint in order that the lessons can still be taught. Any routine appointments should be made outside of the working school day. Where this is not possible, a leave of absence form must be completed and hand delivered to the Headteacher – this will then be discussed by SLT where a decision will be made. Staff are advised to have regard for the Lancashire **Leave** of Absence Policy which clarifies the terms of paid and unpaid leave.

## **DRESS CODE**

Staff are expected to wear clothing of a smart, suitable and appropriate nature. With the exception of lunchtime/cleaning staff, denim is not permitted. Shoes should be practical and ensure ease of movement in an emergency. No open toe or backless shoes to be worn.

It is expected that children and adults do not wear coats inside the building.

Staff must wear the school's PE/Sports kit during P.E. lessons to enable swift and safe movement in the event of an accident and in order to set a good example to pupils. On PE days, staff should wear the

agreed staff PE kit (alongside plain back/navy leggings/joggers) but need to be prepared to change to suit any professional requirements of pre-arranged meetings.

Pupils are expected to wear the correct school uniform and staff are asked to reinforce this within their year group.

On days of school trips, staff are expected to wear appropriate clothing and footwear for their trip. Pupils should wear school uniform to most trips unless specified differently by the trip provider.

On non-uniform days/costume-based days, all staff may dress-down (denim allowed), unless they have a formal meeting with an outside professional agency/parent. Appropriateness of dress must be maintained at all times.

### **PHOTOGRAPHS/VIDEOS OF CHILDREN**

Staff must not take photographs/videos of pupils using their own personal devices. Any photographs/videos should only be taken using school approved devices and should, wherever possible, remain in school unless agreed otherwise by the Headteacher. Photographs and videos must only be taken in line with GDPR and safeguarding requirements.

### **USE OF MOBILE PHONES/ELECTRICAL ITEMS FROM HOME**

Mobile phones are not permitted throughout school. There are designated 'Mobile Phone Zones' whereby staff may use their phones (The staffroom and any office whereby no children or parents are present).

It is recognised that people have different preferred working patterns outside of the school day. If emails are sent out of hours, then staff should not feel any pressure to respond outside of their own working pattern. It is expected that emails are checked at least once daily during the working week. WhatsApp messages are used for less formal messages to be relayed quickly between staff. It is recognised that these can only be accessed at break/lunchtimes or outside of the school day.

Electronic devices from home, particularly chargers, may only be used in school if they have been PAT tested through school.

### **APPROPRIATE USE OF TECHNOLOGY & SOCIAL MEDIA**

Staff are expected to use school technology responsibly and only for professional purposes.

Personal devices (phones, tablets, smartwatches) must not be used in the presence of pupils except in emergencies. Permission must be sought for SLT beforehand and will only be granted in extenuating circumstances.

Staff must not communicate directly with pupils or parents via personal accounts, social media, or messaging apps.

Should any parent or pupil (past/present) attempt to add any staff member on social media, SLT must be notified immediately, and the request must be declined.

Online conduct of any staff member must not bring the school into disrepute.

### **COMMUNICATION WITH PARENTS**

Communication with parents is very important. If you have any questions regarding the content of information you are sending to a parent, please check with a member of SLT. Written communication should always be composed by and sent out by the class teacher from the teacher's work email or using the school communication system.

Please make sure that any information that parents need to know is relayed to them in plenty of time in order that they can make any necessary plans or adjustments.

Parents' Evenings take place during the Autumn and Spring Terms and are part of directed time. These events will be organised in advance, and it is expected that arrangements are made by staff to ensure they are fully prepared to deliver these meetings. Parents' Evenings take place face to face in school. When working from home to hold a meeting or attend a course staff are expected to behave and plan for this with the same regard for professional standards and confidentiality as they would in school.

### **CLASSROOMS/WORK AREAS**

Classrooms/work areas should be kept tidy and orderly, and they should be spaces where children are encouraged to be independent learners. No hazardous, flammable or dangerous materials or any other substances which may harm a child, or a member of staff should be kept in classrooms. Staff are responsible for closing windows and switching off lights and computers as they leave the classrooms at the end of the school day. At Penwortham Primary School staff are expected to adhere to the 'Clear Desk Policy' at the end of the day.

### **REPORTING MISCONDUCT & DISCIPLINARY PROCEDURES**

Breaches of this policy may result in disciplinary action, up to and including dismissal.

All staff have a duty to report suspected misconduct or safeguarding breaches via their line manager, DSL, or whistleblowing procedures.

### **ACKNOWLEDGMENT & REVIEW**

All staff must sign the acknowledgment form on appointment and at policy review points.

The Headteacher and Governing Body will review this policy annually, or earlier if required by changes in law or guidance.

**STAFF ACKNOWLEDGMENT FORM**

I acknowledge receipt of Penwortham Primary School's Staff Code of Conduct Policy, understand its contents, and commit to upholding its standards at all times.

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_