

Staff Code of Conduct

St Joseph's Catholic Primary



Approved by:	The Governing Body	Date: September 2026
Last reviewed on:	September 2026	
Next review due by:	September 2027	



Staff Code of Conduct Policy



Core Values and Principles

At St Joseph's, our work is grounded in our Mission Statement and School Values. All staff must:

- Embrace and promote the school vision:
"Together we love, learn and follow Jesus."
- Model and foster the Gospel values of love, compassion, hope, thankfulness, justice, respect, empathy, resilience, creativity, collaboration, friendship, and fairness.
- Recognise and respect the dignity of every pupil and colleague, valuing diversity and inclusivity, including welcoming families of all faiths and none.
- Uphold the Catholic character of the school while respecting and supporting individual beliefs.
- Commit to continuous professional development and improvement, particularly in areas identified as requiring enhancement such as Religious Life, Collective Worship, and Religious Education.

Professional Conduct

All staff must:

- Act with integrity, honesty, and transparency in all professional dealings.
- Maintain high standards of attendance and punctuality, ensuring reliability and consistency for pupils and colleagues.
- Dress professionally and appropriately for a primary school environment.
- Avoid any behaviour or language that could be deemed inappropriate, offensive, or disrespectful.
- Follow the Teachers' Standards and Lancashire County Council's policies to maintain exemplary professional behaviour.
- Use professional judgement to act in the best interests of pupils and the school community at all times.
- Report any concerns about pupil welfare or staff conduct promptly and through the correct channels.

- Support the school's commitment to high-quality teaching and learning, including embedding reading and communication skills and fostering a growth mindset ("never give up" approach).

Relationships with Pupils

Staff are entrusted with a position of trust and must:

- Treat all pupils with dignity, respect, and fairness, promoting their wellbeing and safeguarding at all times.
- Maintain professional boundaries and avoid behaviour that could be misinterpreted or lead to harm.
- Foster an inclusive environment where every pupil feels valued and supported, including those with SEND, pupil premium status, and Looked After Children (LAC).
- Encourage pupils to develop their talents, creativity, and resilience, including through outdoor learning and Forest School activities.
- Support pupils' spiritual development by actively participating in and facilitating Collective Worship and Religious Education, recognising the school's Catholic ethos.
- Communicate with pupils in a positive, clear, and age-appropriate manner.
- Never exploit their position to express personal beliefs in a way that could influence pupils improperly or undermine fundamental British values.

Relationships with Colleagues

To promote a positive and collaborative working environment, staff should:

- Treat all colleagues with respect, courtesy, and professionalism.
- Work collaboratively to support the school's vision and improvement priorities.
- Communicate openly and constructively, resolving disagreements professionally and seeking support when needed.
- Respect confidentiality and privacy of colleagues, sharing information only on a need-to-know basis and in line with data protection policies.
- Support new colleagues and those in Early Career Teacher (ECT) roles with encouragement and constructive feedback.
- Uphold the school's inclusive culture and be mindful of workload pressures and wellbeing.

Confidentiality and Data Protection

Staff must:

- Handle all pupil and staff information with the utmost confidentiality and in compliance with the Data Protection Act 2018 and GDPR.
- Only share confidential information with authorised persons and when legally or professionally required to do so.
- Ensure that any records, reports, or communications are accurate, timely and securely stored.
- Follow the school's data protection policies and procedures rigorously.

Health and Safety

All staff are responsible for maintaining a safe environment by:

- Adhering to the school's Health and Safety policies and procedures.
- Being vigilant and proactive in identifying and reporting hazards or risks in the school environment, including outdoor and Forest School areas.
- Following safeguarding procedures to protect pupils from harm, including physical, emotional, and sexual abuse and neglect.
- Participating in regular training related to safeguarding, first aid, and emergency procedures.
- Supporting pupils in understanding and practising safe behaviours, including during outdoor learning activities.

Use of School Resources

Staff must:

- Use school resources, including technology and materials, responsibly and for educational purposes only.
- Follow the school's Acceptable Use Policy regarding the use of IT and mobile devices.
- Ensure resources are used efficiently and with care to benefit current and future pupils.
- Report any damage, loss, or misuse of school property promptly.

Communication and Social Media

Staff are expected to:

- Communicate professionally and respectfully with pupils, parents, colleagues, and external partners.
- Use school communication channels appropriately and respond promptly to communications.
- Maintain professional boundaries in all communications, including electronic and social media platforms.
- Refrain from engaging in social media interactions with pupils and avoid posting content that could harm the school's reputation or breach confidentiality.
- Report any concerns about inappropriate communications or social media use immediately.

Compliance with Policies and Procedures

All staff must:

- Familiarise themselves with and adhere to all school policies, including but not limited to Safeguarding and Child Protection, Behaviour, SEND, Equality and Diversity, and the Prevent Duty.
- Participate in relevant training and professional development sessions as required.
- Cooperate fully with any investigations related to safeguarding, conduct, or complaints, led by the Headteacher or governing body.
- Support the school's commitment to continuous improvement and OFSTED inspection readiness by providing accurate information and engaging positively in evaluation processes.
- Report any low-level concerns or allegations in accordance with the school's safeguarding procedures without delay.

This Code of Conduct is a living document and will be reviewed regularly to reflect changes in legislation, guidance, and the school's evolving context. All staff at St

Joseph's RC Primary School are expected to uphold these standards to ensure the best outcomes for our pupils and community. I understand that this policy forms part of the terms and conditions set out in my contract of employment (staff members only) and/or my responsibilities as a governor.