

Brierley CE Primary School



Staff Code of Conduct

Approved by Governing Body:	Autumn 2025
Last reviewed:	September 2025
Next review:	September 2026

Our Vision

Though we are many, we are one body. Together, we learn and grow.

God is at the heart of all we do, shining His light to guide us on our journey. Together, we face change and transformation with courage.

In love, we nurture all to be resilient, hopeful and aspirational; to become the very best version of ourselves, knowing that we are loved.

Each member of our school community is honoured and celebrated for their unique character and qualities: difference is met with dignity and compassion. Though we are many, we are one body.

Our community at Brierley stretches beyond the school, where we share God's message of love through our actions, our thoughts and our words as we continue on life's path.

Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#).

School staff have an influential position in the school, and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

As a Christian School, we expect all staff to adhere to our Christian Values and to the school's programme of study for the teaching of religious education. All staff should participate in the celebration of religious festivals and worship.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

Legislation and guidance

We are required to set out a staff code of conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

General obligations

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Behave in an appropriate manner in school
- Treat pupils, parents and visitors with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards

Safeguarding

All staff are expected to follow the school's policies: including positive behaviour and antibullying; safeguarding and child-protection.

It is essential that all staff have regular training in Safeguarding issues, and know the procedures for dealing with and reporting concerns.

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 firmness/admonition 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 their mentor and/or team leader at the earliest opportunity.

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Staff will familiarise themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our safeguarding policy and procedures are available in the staff room and from the school office. New staff will also be given copies on arrival.

Staff should ensure appropriate risk assessments have been undertaken for educational visits

Staff will prepare risk assessments and apply for approval at least 5 days prior to embarking on an out of school visit.

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

Where staff have any concerns about another member of staff regarding safeguarding, to whatever degree, these should be reported immediately to the Head or DSL. Where the concern is about the Head or DSL, it should be reported to the next in line of authority. All concerns will be investigated thoroughly and confidentially, and appropriate action taken. The school’s whistleblowing policy should be consulted if required.

Dealing with low level concerns regarding adults –

Low-level concerns can arise in several ways from various sources such as suspicion, complaint or a disclosure about an adult. This includes school staff, supply staff, volunteers and contractors as well as visitors to the school

Low-level concerns are concerns where the behaviour of an adult in school doesn’t follow staff code of conduct, including inappropriate conduct outside work, but the behaviour doesn’t meet the ‘harm’ threshold.

The harm threshold is when you know, believe or have reasonable grounds to suspect that a child has been, is being or is at risk of being ill treated to the point of where the child’s health, development or welfare have been or are being seriously affected.

Low-level concerns are part of a spectrum of behaviour, from inadvertent or thoughtless behaviour or behaviour that seems inappropriate, to behaviour intended to enable abuse eg,

An adult who has ‘favourites’,

An adult who might use humiliating language,

An adult whose behaviour is ‘a bit close for comfort’

Small concerns can help to build a picture and staff should be vigilant and not afraid to report concerns. School has a clear structure in place for confidentially sharing low-level concerns.

This involves:

- Any concern must be discussed with the DSL.
- If the DSL is unavailable, or if the allegation is regarding the DSL, the head teacher should be consulted. In the absence of the head teacher, an alternative member of the safeguarding team should be consulted.
- If the allegation is regarding the head teacher, the DSL will inform the Governing Body.
- A written record will be made of the concern and stored confidentially in locked storage. This concern will not be logged on CPOMS.
- Follow up actions will be recorded in the same way as the initial concern in order to keep a consistent log.

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.

All staff should have access to counselling and support

Staff needing support are encouraged to discuss issues and concerns with their team leader in the first instance, and thereafter with the Deputy or Head. Support can be provided both internally (eg through the provision of a mentor), or externally through Occupational Health services.

Health and Safety

Staff should adhere to control measures and actions specified in the school's Covid-19 Risk Assessment

Staff should be aware of general health and safety practices eg being aware of trip hazards etc.

Staff/pupil/parent relationships

All staff should exercise due care in ensuring children are supervised at all times.

Staff are expected to ensure children are not left unattended in classrooms or corridors if there is no adult nearby. When sanctions have been issued in line with the school's Behaviour Policy, these should be applied whilst giving consideration to maintaining pupils' safety.

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

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. Staff are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age of the child. Holding children's hands is generally appropriate in Key Stage 1. However, adults should not initiate any physical contact unnecessarily, and there should be clear boundaries:

- Children should not be picked up. (unless medically necessary or being restrained)
- Children should not sit on an adult's laps.
- Children should be discouraged from hugging adults.
- 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.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the headteacher.

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

Communication and social media

Staff should be aware of the expectation to use the internet appropriately

Many staff will use aspects of internet technology as a part of their daily life. Any use of social networking sites should be with privacy settings in place and no pupil or ex-pupil must be accepted as a friend. All staff will also reject any requests from pupils and ex-pupils to become their friend. Social networking sites should not be used to bring the school/ Local Authority into disrepute. All staff should ensure that no activities they are personally involved in can be accessed so that their professional integrity is maintained at all times.

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff should be aware of the school's e-safety policy and the Staff Handbook which explains expectations regarding staff and parent conversations on social media.

Acceptable use of technology

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in lesson time or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils. Photos can only be taken using school I-Pads

We have the right to monitor emails and internet use on the school IT system.

CCTV is in use throughout the school and outside the building.

Confidentiality

All staff are expected to behave professionally and exercise confidentiality

All staff are expected to behave thoughtfully and responsibly. Staff should exercise due confidentiality towards matters that are either discussed or overheard.

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

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; signing out for items borrowed for home use. All money handled should be clearly labelled and sent as soon as practicable to the school office. Staff handling money frequently need to be aware of the Council's guidelines for handling money, and are expected to follow these. VAT receipts should be provided for items bought for school use.

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. 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.

All staff are expected to treat visitors to the school with respect

Relationships between staff and visitors should be courteous and respectful. Visitors include parents, governors, clergy, educational staff, contractors and anyone else who is not employed by the school. Politeness and respect are essential ingredients in maintaining good relationships and a good reputation. As above, where differences occur they should be dealt with calmly and fairly.

Dress Expectations

Staff will dress in a professional, appropriate manner. They are expected to set a good example in what they wear, avoiding clothing that is overly casual. High standards of dress and personal hygiene are expected at all times.

Outfits will not be overly revealing:

skirts and dresses are of an appropriate length.

Jeans (coloured, black or blue) are not allowed with the exception of Staff Training Days and School Visits (dependent on destination) and Non Uniform Days.

Flip flops are not permitted due to health and safety considerations.

We ask that tattoos are not of an offensive nature.

Clothes will not display any offensive or political slogans.

Hair colour should be of a natural shade (not pink/blue etc)

If piercings are worn, they should ensure the wearer's safety, so no large hoops etc. We ask that tongue piercings and prominent nose piercings are not worn during the school day.

All staff leading and supervising PE lessons must at least change their footwear into pumps/trainers – bare feet are also acceptable.

Please note that chewing gum is not allowed in school whilst pupils are present – please remember you are providing a role model for the children.

Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

Monitoring arrangements

This policy will be reviewed every year along with the Staff Handbook, but can be revised as needed. It will be ratified by the full governing board.

Links with other policies

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Safeguarding
- E-safety

Conclusion

By adhering to this code of conduct staff be assured they are playing their part in safeguarding pupils and protecting themselves. It is our expectation that all staff should sign a copy of this code of conduct.