



Inkpen Primary School

### Staff Code of Conduct

Schools Own Policy	
Date Created	March 2025
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Revision Due	April 2027

### Change History

Version	Date	Description
1	March 2025	Document created (full re-write)
2	April 2026	Updated list of linked policies

Linked Policies	Behaviour Policy SEND Policy Online Safety Policy Health and Safety Policy Confidentiality Policy Whistleblowing Policy
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### Signatures:

#### Headteacher:

FRANCES BUCK

#### Chair of Governors:

SUSAN R. SIM

# Staff Code of Conduct Framework

## 1. Purpose and Scope

### 1.1 Purpose

This Staff Code of Conduct outlines the expectations for professional behaviour and conduct of all staff working within the school. Its purpose is to ensure staff act with integrity, uphold the highest professional standards, and safeguard the welfare of pupils.

All staff members are expected to comply with this Code at all times, both on and off school premises, and be mindful that they are always representing the school.

### 1.2 Scope

This Code applies to all staff, including:

- Senior leaders, teachers, and teaching assistants
- Administrative and support staff
- Cleaning and catering staff
- Volunteers and supply staff
- Contractors and external providers working with pupils

Failure to follow this Code may result in disciplinary action.

## 2. Professional Conduct Expectations

As an employee of the School you are expected to carry out your duties in accordance with the School's policies and procedures.

You are expected to uphold the following principles:

- **Selflessness:** your decisions must be taken in terms of the values and mission of the Schools and not in order to gain financial or other material benefits.
- **Integrity:** you must not place yourself in a situation where your position is compromised.
- **Objectivity:** all decisions must be made on merit alone.
- **Accountability:** you must accept accountability for your decisions and actions.
- **Openness:** you should be as open as possible about all your decisions and actions.
- **Honesty** you should declare any private interests relating to your duties and take lawful steps to resolve any conflicts to ensure that public interest is protected.
- **Leadership:** you must support and promote these principles by example.
- **Conduct:** you must avoid bringing the School, into disrepute (e.g.by the use of social networks or the internet).

## 2.1 General Professionalism

Staff must:

- Act as positive role models for pupils and the school community.
- Conduct themselves with honesty, integrity, and respect.
- Maintain appropriate professional boundaries at all times.
- Follow all school policies and uphold the reputation of the school.
- Respect that the school is a non-smoking site and refrain from smoking on (or directly outside) the school premises.

## 2.2 Safeguarding and Child Protection

Staff have a **statutory responsibility** to safeguard and promote the welfare of children. This includes:

- Following the school's **Safeguarding and Child Protection Policy**.
- Reporting any safeguarding concerns **immediately** to the Designated Safeguarding Lead (DSL).
- Ensuring that any physical contact with pupils is **appropriate, necessary, and proportionate**.
- Refraining from engaging in any behaviour that could be misinterpreted as **grooming or exploitation**.

All staff must read and understand **Part 1 of KCSIE (updated annually)** and undertake annual safeguarding training.

## 2.3 Behaviour Towards Colleagues, Pupils, and Parents

Staff must:

- Treat colleagues, pupils, and parents with respect and dignity.
- Challenge discriminatory, offensive, or inappropriate behaviour.
- Not use intimidation, aggressive behaviour, or bullying tactics.
- Ensure that relationships with pupils, parents, governors and staff are professional and courteous at all times.
- Adhere to the **school's Equality Policy and Anti-Bullying Policy**.

## 2.4 Professional Boundaries and Relationships

- Personal relationships with pupils (including communicating via social media or personal phone numbers) are strictly prohibited.
- Staff must encourage children to call them by their surname whilst in school, even if known personally outside of school.

- Staff **must not meet pupils outside of school hours** unless it is part of an authorised school activity.
- Staff who are friends with parents outside of school must ensure that they maintain the professional standards expected of them in social situations
- Confidentiality must be maintained during any discussions with parents both inside and outside school.
- Relationships with staff, parents, governors (and any other people with whom staff may come into contact with in the course of their duties) are professional at all times.
- Relationships of a **sexual, romantic, or exploitative nature with any pupil under 18 are illegal** under the **Sexual Offences Act 2003**.

## 2.5 Alcohol, Drugs and fitness for work

- The school accepts that alcohol is legally and freely available.
- Staff must not consume, or be under the influence of, alcohol, use illicit drugs or other illegal substances while at work.
- If taking medication, you must seek the advice of your doctor to ensure that such medication will not impede your ability to do the job (e.g. operate machinery).
- Staff must ensure that any use of these substances (outside of work) does not adversely affect their performance and safety (and that of others) and does not bring the school into disrepute.
- Please inform your Head Teacher or Line Manager of any situations where a risk to yourself or others may arise because of this

If you are a Head Teacher or Line Manager consider the options available for assisting employees who are required to take legally prescribed drugs and whose levels of performance has been impaired. In these circumstances a risk assessment should be undertaken.

## 3. Use of Technology and Social Media

### 3.1 Appropriate Use of Technology

- Staff must use technology responsibly, in accordance with the **Online Safety Policy**
- Use of personal devices must be restricted to non-contact time and not in the presence of pupils. This is particularly important in EYFS where personal SMART devices must be stored outside of the classroom at all times.
- Sensitive or confidential information must not be shared through unsecured platforms.
- When on social media platforms, staff must act in a professional manner and uphold confidentiality.

- Staff are not permitted to use recording or photographic equipment on their mobile phones during school hours.
- The internet should not be used for personal use in school during school hours.
- Personal devices must not be used to video or photograph pupils either in school or on a school trip. Staff must use the tablets or digital cameras provided.

### 3.2 Social Media and Online Conduct

- Staff must **not** add, follow, or engage with pupils on **any** social media platform.
- When on social media platforms, staff must act in a professional manner and uphold confidentiality.
- Posting content that is inappropriate, discriminatory, or damaging to the school's reputation is not acceptable.

## 4. Dress Code and Appearance

Whilst we allow staff to dress comfortably for work, we do expect clothing to be modest, appropriate to their role and adhere to any health and safety requirements. The School values and welcomes the ethnic diversity of its workforce and therefore dress codes will take account of ethnic and religious dress requirements with sensitivity ensuring that employees are free to observe them.

All employees are issued with red Inkpen Primary School lanyards with identification badges. These must be worn at all times.

## 5. Health, Safety, and Wellbeing

### 5.1 Duty of Care and Health & Safety Obligations

Staff have a **duty of care** to ensure a safe environment for pupils and colleagues. This includes:

- Adhering to the **Health and Safety Policy**.
- Reporting hazards and concerns **immediately**.
- Ensuring appropriate risk assessments are followed.
- Reading and signing appropriate policies.

### 5.2 Mental Health and Wellbeing

- Staff should seek support if they are struggling with workload or wellbeing.
- The school is committed to providing an open environment where staff feel supported in raising concerns related to stress or mental health.
- Line managers are encouraged to check in regularly with staff members.

## 6. Confidentiality and Data Protection

### 6.1 Handling and Sharing Information

- Staff must handle **personal information responsibly** and comply with the **UK GDPR and Data Protection Act 2018**.
- Confidential student data must not be shared outside the school environment, unless legally required.
- Documents containing personal data must be stored **securely**.
- Staff must ensure that information is not disclosed prematurely to other parties either through verbal communication or via digital or social media platforms.

### 6.2 Publications and Speaking to the Press

- Staff must not publish any material which comments on the activities or policies of the school without the consent from the Headteacher
- Staff must not make and comments to the press of the media unless specifically authorised to do so.
- Where you wish to publish an article unconnected to the school, please do this in a way that does not link you to the school.

## 7. Conflicts of Interest and Gifts

### 7.1 Declaring Conflicts of Interest

- Any **financial or personal interests** that could lead to a conflict of interest must be declared to the Headteacher.

### 7.2 Accepting Gifts and Hospitality

- Gifts from parents or pupils must only be **small tokens of appreciation**.
- Financial gifts, large donations, or anything that **could be perceived as bribery** must be refused in line with the **Bribery Act 2010**.

## 8. Reporting Concerns and Whistleblowing

### 8.1 Duty to Report Misconduct

- Staff **must report** any safeguarding concerns, misconduct, or breaches of the Code to the designated contact.
- The school will handle concerns in accordance with the **Whistleblowing Policy**.

## 8.2 Protection for Whistleblowers

- Staff who report concerns will be **legally protected** under the **Public Interest Disclosure Act 1998**.
- Whistleblowers will be treated fairly, and retaliation will not be tolerated.

## 9. Breaches of the Code of Conduct

Failure to comply with this Code may result in:

- A formal disciplinary investigation.
- Suspension or termination of employment in severe cases.
- Referral to external agencies such as the **Teaching Regulation Agency (TRA)** or **Disclosure and Barring Service (DBS)**.

The School has adopted the West Berkshire model policy for disciplinary procedures. The disciplinary procedure is concerned with instances of alleged misconduct, either ordinary or gross. It is anticipated that the vast majority of breaches will be of a minor nature and that they can be resolved without recourse to a formal procedure. Some breaches will be more serious or there may be circumstances where there is repetition of a minor breach. In such circumstances the matter will be formally investigated and progressed under the formal procedure.

The School also has a separate capability procedure which has also been adopted from West Berkshire. This policy provides a framework for managers and employees to cope with issues of poor performance. The underlying intention of the Procedure is to give the employees who are falling below the established acceptable standards the opportunity to improve.

## 10. Policy Review and Monitoring

- This Code will be reviewed **annually** by the Headteacher and Governing Body.
- Any significant policy changes will be communicated to staff.
- The school may conduct audits to ensure compliance.

## 11. Declaration and Acknowledgement

All staff must:

- Read and understand this document.
- Sign to confirm compliance.
- Renew their commitment annually as required.

This Staff Code of Conduct ensures that all staff uphold the highest standards of professionalism and child protection in line with government guidance.