

Staff Code of Conduct

1. Purpose and Scope

Redhill Primary Academy and Thomas Telford Primary Free School are committed to providing a safe, respectful and inclusive environment where all pupils can thrive.

This Code of Conduct sets out the standards of behaviour expected of all staff, volunteers and leaders working within the school.

Staff are expected to act with honesty, integrity and professionalism at all times and to uphold public trust and confidence in the teaching profession and the school.

Failure to comply with this Code of Conduct, or related school policies, may result in disciplinary action.

2. Professional Conduct

Staff will:

- Demonstrate high standards of personal and professional conduct.
- Support the ethos, values and policies of the school.
- Treat pupils, parents, colleagues, governors and visitors with dignity and respect.
- Promote equality, inclusivity and positive relationships.
- Maintain high standards of attendance and punctuality.
- Act as positive role models for pupils.
- Take responsibility for their own professional development.
- Cooperate with reasonable management instructions and school procedures.
- Raise concerns professionally and constructively.

Staff will not:

- Use abusive, offensive or discriminatory language.
- Bully, harass, intimidate or victimise others.
- Misrepresent their qualifications, experience or position.
- Bring the school into disrepute.
- Misuse school resources or systems.

Staff must notify the Executive Headteacher if they become subject to a criminal investigation, caution, conviction or any matter that may affect their suitability to work with children.

3. Dress and Appearance

All staff are expected to present themselves appropriately in accordance with the Staff Code of Conduct.

You are expected to:

- Ensure that your appearance is clean and neat when at work or representing the school.
- Dress in a manner that is appropriate to your role.
- Remember that you are a role model for pupils, and that your dress and appearance should reflect this.
- Not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders.

Employees must not wear:

- Low cut tops and tops that reveal midriff and/or have slogans on them.
- No low midriff trousers/skirts.
- Blue denim jeans and/or fashion tracksuits or shorts (unless PE lesson).
- Scruffy/high fashion trainers.
- Distressed or ripped clothes.
- Flip flops or other similar sandals (for health and safety purposes).
- Skirts and dresses must be respectable and an appropriate length.
- Leggings (unless PE lesson)
- Baggy Shirts.
- All sandals must have a strap around the back of the ankle.
- Boots can be worn but must be smart in style, no biker style boots.

Staff should ensure that where possible tattoos and body piercings are covered up by their choice of clothing. You may be asked to remove piercings due to health and safety reasons.

Staff who are uncertain whether clothing or appearance is appropriate should seek advice from their line manager or the Executive Headteacher.

4. Safeguarding Responsibilities

Safeguarding is everyone's responsibility.

All staff must:

- Place the welfare of children at the centre of their decision making.
- Follow the Child Protection and Safeguarding Policy.
- Read and comply with Keeping Children Safe in Education.
- Report safeguarding concerns immediately to the Designated Safeguarding Lead (DSL).

- Report low-level concerns and allegations about adults in accordance with school procedures.
- Never assume someone else has reported a concern.
- Maintain appropriate professional boundaries at all times.
- Be vigilant to signs of abuse, neglect, exploitation and harm.

Staff must never promise confidentiality to a child if a safeguarding concern is disclosed.

Where concerns relate to the Executive Headteacher, staff should report directly to the Chair of Governors.

5. Professional Boundaries with Pupils

Staff are in positions of trust and must maintain clear professional boundaries at all times.

Staff will:

- Interact with pupils in a professional, respectful and appropriate manner.
- Use school-approved systems and methods of communication.
- Ensure their conduct could withstand professional scrutiny.

Staff will not:

- Establish inappropriate personal relationships with pupils.
- Exchange personal contact details with pupils.
- Communicate with pupils through personal social media accounts.
- Give preferential treatment to individual pupils.
- Invite pupils to their home or visit pupils socially without approval.
- Use personal devices to photograph or record pupils.

Staff should refer to the Child Protection and Safeguarding Policy, Photography Policy and Safer Working Practices guidance for detailed expectations.

6. Physical Contact

Staff should always use professional judgement when physical contact with pupils is necessary.

Any physical contact must be:

- Appropriate.
- Proportionate.
- In the child's best interests.
- Consistent with relevant school policies.

Staff must not engage in rough play, physical punishment or any contact that could be considered inappropriate.

The use of reasonable force must only occur in accordance with the school's Physical Intervention Policy.

7. Technology, AI and Social Media

Staff must use technology responsibly and professionally.

Staff will:

- Follow the Staff ICT and Electronic Devices Policy.
- Follow the school's Safe Use of AI Policy.
- Protect confidential information.
- Maintain professional standards online.

Staff will not:

- Use personal devices to photograph pupils.
- Contact pupils through personal accounts or devices.
- Post material that may damage public confidence in themselves or the school.
- Use unapproved AI systems with school information.

All electronic communication should be capable of professional scrutiny.

8. Confidentiality and Data Protection

Staff are expected to maintain appropriate confidentiality at all times.

Staff must:

- Follow the Data Protection Policy.
- Protect personal and sensitive information.
- Only access information required for their role.
- Share information appropriately where safeguarding concerns exist.

Confidential information must not be discussed in public places or shared with unauthorised individuals.

9. Health, Safety and Wellbeing

All staff share responsibility for creating a safe working environment.

Staff will:

- Follow the Health and Safety Policy.
- Report hazards, accidents and concerns promptly.
- Take reasonable care of themselves and others.
- Use equipment safely and appropriately.

Staff must attend work fit to perform their duties safely.

10. Attendance, Alcohol, Drugs and Smoking

Staff are expected to:

- Attend work regularly and punctually.
- Follow absence reporting procedures.
- Ensure that alcohol, drugs or other substances do not impair their ability to perform their duties.

Smoking and vaping are not permitted on school premises and should not take place when staff are representing the school or in view of pupils.

11. Conflicts of Interest, Gifts and Hospitality

Staff must avoid situations where personal interests conflict with those of the school.

Staff will:

- Declare any actual or potential conflicts of interest.
- Follow the school's Conflicts of Interest Policy.
- Refuse gifts or benefits that could be perceived as influencing decision making.

Reasonable gifts from pupils or parents may be accepted in accordance with school procedures.

12. Conduct Outside Work

Staff should recognise that their behaviour outside of work may affect their professional reputation and the reputation of the school.

Staff must ensure that:

- Outside employment does not affect their duties.
- Personal conduct does not undermine public confidence in their role.
- Social media use reflects professional standards.

Staff must inform the Executive Headteacher about any matter occurring outside work that could affect their suitability to work with children.

13. Declaration

All staff are required to familiarise themselves with this Code of Conduct and the policies referenced within it.

By signing below, I confirm that I have read, understood and agree to comply with the Staff Code of Conduct.

Name: _____

Signature: _____

Date: _____