

ALDERMAN RICHARD HALLAM PRIMARY SCHOOL

Employee Code of Conduct



Employee Code of Conduct

Aims, Scope and Principles

This Code of Conduct is designed to give clear guidance on the standards of conduct that all school employees are expected to observe. By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect. This Code of Conduct applies to all employees of the school.

Many of the principles in this code of conduct are based on the [Teachers Standards](#). We expect that all teachers act in accordance with the personal and professional behaviours set out in the Teachers Standards (see Appendix 3). We expect all support staff, governors and volunteers to act with personal and professional integrity, respecting the safety and wellbeing of others.

In addition to teachers having an understanding of Teachers Standards, it is advised that **all staff** have read and are aware of the '[Guidance for safer working practice for those working with children and young people in education settings, February 2022](#)'.

We are required to establish procedures for the regulation of staff conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

School employees are role models and are in a unique position of influence and trust and must adhere to behaviour that sets a good example to all the pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

All staff are expected to demonstrate consistently high standards of personal and professional conduct in line with this policy. Failure to do so 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.

1. Setting an Example	4
2. Safeguarding Pupils	5
3. Relationships with pupils	6
4. Pupil Development	6
5. Honesty and Integrity	7
6. Conduct Outside of Work	7
7. Acceptable Use of Technology	8
8. Communication and Social Media	8

9. Absence Management and Leave	9
10. Confidentiality	11
11. Dress and Appearance	11
12. Disciplinary Action	12
13. Compliance	12
14. Monitoring Arrangements	12
15. Links with other policies	12

1. Setting an Example

1.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. For example, staff must avoid using inappropriate or offensive language at all times.

1.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same. This includes, but is not limited to, greeting other members of staff, children, and parents and carers in a friendly and professional manner, being polite to others and treating all members of the school community with dignity and respect.

1.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. This includes ensuring that:

- They are not over-friendly with children;
- They do not have favourite children in the school and do not treat children differently from one another;
- They do not engage with a child on a one-to-one basis in a secluded area or behind a closed door;
- They do not use inappropriate sexualised, intimidating or offensive language.

1.4 All staff are expected to maintain high standards in their attendance and punctuality.

1.5 All staff are expected to familiarise themselves and comply with all school policies and procedures. They must also understand the statutory frameworks they must act within, including adhering to the Teachers' Standards.

1.6 All staff must refrain from making comments about the personal lives of other members of staff. Comments relating to relationships, parenthood and the protected characteristics in the Equality Act 2010 can be hurtful and are unacceptable.

1.7 All staff should model effective wellbeing practices and help to contribute to the whole school ethos of supporting mental health. This includes ensuring that all members of the school community feel able to talk openly about their mental health, with no fear of stigma.

1.8 Staff must ensure that they do not smoke or vape on school grounds or within the sight of children on school grounds.

1.9 Staff are expected to show tolerance and respect for the rights of others.

1.10 Staff must ensure that they do not undermine fundamental British Values, including democracy, rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

1.11 Staff must not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law.

2. Safeguarding Pupils

2.1 Staff have a duty to safeguard pupils from harm and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect as per Keeping Children Safe in Education, September 2024 ([KCSiE](#)).

2.2 Staff are expected to familiarise themselves with our Child Protection and Safeguarding Policy and procedures, and the Prevent duty, and ensure they are aware of the processes to follow if they have concerns about a child. Our Child Protection and Safeguarding Policy is updated on an annual basis and is available on the school's [website](#).

2.3 Our schools Designated Safeguarding Leads are Ann-Marie Kedzior (Headteacher) and Carla Lawes (Senior Assistant Headteacher). The school also has a number of Deputy DSLs that staff can report concerns to:

- Emma Colley (Senior Assistant Headteacher)
- Krupa Nanda (SENDCO and Assistant Headteacher)
- Holli Elverstone (Assistant Headteacher)
- Samuel Gregory (Assistant Headteacher)
- Wayne Holder (School Business Manager)
- Kirsty Johnson, our Attendance, Admissions and Welfare Officer will support on cases where there are attendance concerns.

2.4 Staff must have read and understood the relevant sections of Keeping Children Safe in Education 2024. For DSLs and SLT, this is the entire document. For non-contact staff, i.e. cleaning staff, this is Annex A. For all other staff, they must read Part 1 and Annex B.

2.5 Staff must ensure they are familiar with the school's policies and procedures on allegations against staff (for behaviours that meet the harm threshold), low-level concerns, and whistleblowing where reporting is required 'in the public interest'.

2.6 Staff should treat children with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.

2.7 Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of pupils, embarrassing or humiliating students, discriminating against or favouring students.

2.8 Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

2.9 All staff are subject to a DBS check. Staff are expected to inform the Headteacher should they be investigated in any other aspect of the lives or arrested.

2.10 All staff are expected to show professional curiosity and ensure they understand their role in safeguarding children.

2.11 All staff, regardless of role or whether they work directly with children, are required to complete the declaration of continued suitability for working with children (Appendix 3) on an annual basis.

3. Relationships with pupils

3.1 Staff must declare any relationships that they may have with pupils outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the school are aware of any such connections. A declaration form can be found in Appendix 1 of this document.

3.2 Relationships with pupils must be professional at all times; 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. Physical relationships with pupils are not permitted and may lead to a criminal conviction.

3.3 Contact with pupils must be through authorised school mechanisms. At no time should personal telephone/mobile numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students. Staff should avoid contact with pupils outside of school hours if possible.

3.4 If contacted by a pupil by an inappropriate route, staff should report the contact to the Headteacher immediately.

3.5 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 into the room (ideally with the door open);
- A colleague or line manager knows this is taking place.

3.6 While we are aware many pupils and their parents and carers may wish to give gifts to staff, for example at the end of the school year, personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted; this may lead to disciplinary action. Whole class gifts for Christmas, Easter and at the end of the school year are acceptable but should be discussed with your line manager.

3.7 If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with our Child Protection and Safeguarding Policy and Low Level Concerns Policy.

4. Pupil Development

4.1 Staff must comply with school policies and procedures that support the wellbeing and development of pupils.

4.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

4.3 Staff must follow reasonable instructions that support the development of pupils.

4.4 Staff must be prepared to identify those children who would benefit from Early Help intervention.

5. Honesty and Integrity

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

5.2 Staff will not accept bribes; all staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act 2010, you should refer to our school's Whistleblowing Policy and Procedure.

5.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of 'one off' token gifts from pupils or parents and carers.

5.4 Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school);
- Qualifications;
- Professional experience.

Where there are any updates to the information provided to the school, the member of staff will advise the school of these as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

6. Conduct Outside of Work

6.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school, the employee's own reputation, the reputation of other members of the school community or bring the teaching profession into disrepute.

6.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable. Incidences of behaviour outside of school which have transferable risk, where a member of staff has behaved or may have behaved in a way that indicates they may not be suitable to work with children, are unacceptable and safeguarding procedures will be followed.

6.3 Staff must not post negative comments about the school on social media.

6.3 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance in the school. Any such work should first be discussed with the Headteacher.

7. Acceptable Use of Technology

7.1 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools' Online Safety and Acceptable Use Policy at all times both inside and outside of work. This includes the dangers around 'grooming' and 'sexting' as outlined in Keeping Children Safe in Education 2024.

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

7.3 Staff will not use their personal laptops or mobile phones during lesson time (or during their working hours for cleaners and midday staff). If there is an urgent reason a member of staff needs to use their phone, such as expecting a call relating to a family emergency, then this should be cleared with their phase leader or line manager. Mobile phones may be used to call for first aid or support if there is an emergency in class.

7.4 Photographs/stills or video footage of pupils should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the schools procedures on school equipment.

7.5 During a complete or partial closure of the school, teachers are expected to have regular contact with the children in their class, usually via a video-messaging app, through Seesaw or by phone. Staff must always follow the expectations set out by the Senior Leadership Team (SLT) with regard to these, to ensure the safety of the children and to protect the member of staff. No contact should be made with children without explicit parental consent.

7.6 Teachers are responsible for checking relevant permissions from parents and carers, for example before taking photos for learning journals, before use of computer equipment and before class photographs.

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

8. Communication and Social Media

8.1 **All staff** must check their emails at least once per week. For teaching staff and HLTAs, the expectation is that emails will be checked daily, or on every working day.

8.2 Staff are encouraged not to use their emails in the evenings or at weekends. However, where staff prefer to do this, they should ensure that any emails they send are done using the 'send later' function, to arrive no earlier than 7:30am on the next working day. Where possible, no emails should arrive outside of 7:30am – 6pm but where this does happen, staff are not expected to read or respond to them.

8.3 If an email needs to be read by staff by the following working day, it should have been sent before 3:30pm on the previous working day. Effective communication should not require staff to check their emails outside of working hours. If there is a need for an urgent communication, this should be done via other means as agreed by SLT.

8.4 Staff are encouraged not to access their work email on their personal devices. If they decide to do this, they are encouraged to turn off notifications, particularly outside of working hours, for their own wellbeing.

8.5 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. School staff's social media profiles must not be available to pupils. If they have a personal profile on social media sites, they are advised not to use their full name, as pupils may be able to find them. Staff should ensure their profiles have the highest security settings and are set to private. Staff must ensure they do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with their professional role

8.7 Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter pupils either with their own profile or acting covertly.

8.8 Staff should not attempt to contact pupils or their parents or carers via social media, or any other means outside school, in order to develop any sort of relationship. They will not make efforts to find pupils' or parents or carers' social media profiles. Contact with pupils should only be made via the use of school email accounts, school learning platforms (e.g. Seesaw) or telephone equipment when appropriate.

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

9. Absence Management and Leave

9.1 At Alderman Richard Hallam Primary School, we have adopted the LCC Absence Management Policy and Leave of Absence Policies for teachers and support staff. A copy of these policies can be found in the school server in the 'Policies' folder and on the extranet.

9.2 If staff are too unwell to work, they should contact the school as follows:

- All Teaching Staff, HLTAs and Office Staff are to call Ann-Marie on 07512 277557 between 7:00am and 7:30am.
- All Premises Staff and Paula to call Steve on 07939 365917 between 6:30am and 7:00am.
- All Teaching Assistants, SEND TA Staff, Lunchtime Supervisors, Cleaners and Other Support Staff to call Wayne on 07513 856316 between 7:30am and 8:00am.

Staff must ensure that they phone (rather than text) the contact above. If they are unable to make contact, they should try an alternative. When leaving a voicemail, staff must ensure that they leave their name. After contacting their designated person, staff should also inform their Year Group Leader or Line Manager as a courtesy. Staff should ring the school office or the above person by 4:00pm to confirm if they will be returning to work the following day.

9.3 Following an absence, a 'Return to Work' meeting (RTW) will be conducted by their line manager. Staff can request these be completed by an alternative Senior Leadership Team member if they prefer. Once completed, the RTW form will be updated to reflect the conversation that has taken place and emailed to the member of staff. It is the responsibility of the staff member to respond if they do not feel the form is an accurate reflection of the conversation that has taken place or if they have any issues or concerns regarding the form. A digital copy of the form will be retained by SLT.

9.4 In cases of long-term ill health, regular contact will be made by the SLT so that the employee can update their manager on their progress and to enable the manager to provide appropriate support where necessary. Staff can request a particular member of SLT for this contact where appropriate.

9.5 If staff require a leave of absence, they should complete a leave of absence request form and hand this to their line manager, the Deputy or the Headteacher as soon as practicable. Our Headteacher can grant paid leave of absence of up to 5 working days in any academic year and our Governing Body can grant up to an additional 5 days in an academic year; the number of days is pro rata for part-time employees. Reasons for leave of absences that may be considered can be found in the Absence Management Policy.

9.6 Staff should aim to have appointments, such as for the dentists or opticians, outside of their working hours wherever possible.

9.7 Staff have allocated 'wellbeing time' during the school year. The amount of time will be shared with staff annually on the first INSET day of the school year. This time can be utilised in any way staff choose that helps to support their wellbeing. Where a full day of wellbeing time is available, this cannot be taken on either the first or last day of term.

10. Confidentiality

10.1 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 and carers. This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties;
- 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.

10.2 All staff are likely, at some point, to witness actions which need to be confidential, for example, where child on child abuse takes place. This needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter.

10.3 Staff have an obligation to share with their line manager or the school's Designated Safeguarding Leads any information which gives rise to concern about the safety or welfare of a pupil. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil. Staff should never promise a pupil confidentiality or 'keep a secret' as this may ultimately not be in the best interest of a child. Please see our Child Protection and Safeguarding Policy, Low-Level Concerns Policy and Whistleblowing Policy for further details.

11. Dress and Appearance

11.1 All staff must dress in a manner that is appropriate to a professional role and promoting a professional image. No blue or coloured denim should be worn by teaching or support staff, unless attending a trip or by prior arrangement; lunchtime supervisors and cleaning/premises staff can wear denim jeans due to the nature of their role. Black denim trousers may be permitted for all staff.

11.2 Staff should dress in a manner that is not offensive, revealing or sexually provocative. Ripped clothing should not be worn.

11.3 Staff should dress in a manner that is absent from political or other contentious slogans.

11.4 Tattoos that are inappropriate, offensive, political or considered contentious should be covered up whilst in school. If staff are unsure about this expectation, they should consult with the Senior Leadership Team.

11.5 Staff must wear appropriate footwear that enables them to fulfil their roles and responsibilities.

12. Disciplinary Action

Staff should be aware that a failure to comply with this Code of Conduct could result in disciplinary action including, but not limited to, dismissal. Disciplinary procedures are available on the school server for all staff to access.

13. Compliance

All staff must complete the form in Appendix 2 when they first receive this Code of Conduct to confirm they have read, understood and agreed to comply with the Code of Conduct. This form should then be signed, dated and then passed on to the Headteacher. They will receive a copy of this Code of Conduct on an annual basis and should ensure that they are aware of any and all changes.

14. Monitoring Arrangements

This policy will be reviewed on an annual basis but can be reviewed as needed. Our Senior Leadership Team and Governing Body will ensure this code of conduct is implemented effectively and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

15. Links with other policies

This Code of Conduct 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.
- Staff grievance procedures
- Child Protection and Safeguarding Policy
- Low-Level Concerns Policy
- Whistleblowing Policy
- Online Safety Policy
- Acceptable Use Policy
- LCC Absence Management Policy
- LCC Leave of Absence Policies for teachers and support staff

All staff should ensure they are familiar with any of the school's policies and procedures that affect their role.

Appendix 1: Relationships with students outside of work declaration



It is recognised that there may be circumstances whereby employees of the school are known to students outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of school that they may have with students:

Employee Name	Student Name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of school with pupils in line with this policy.

If I am tutoring a pupil outside of school, I am aware that the following must be adhered to:

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the school
- No monies come through the school at any point, informally (e.g. via the child) or formally
- No private tutoring is to take place on the school premises

I confirm that if these circumstances change at any time I will complete a new form to ensure the school are aware of any relationships.

Signed _____

Date _____

Once completed, signed and dated, please return this form to the Headteacher (unless otherwise indicated).

Appendix 2: Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with the school's code of conduct.

Name:

Job role(s):

Signed:

Date:

Once completed, signed and dated, please return this form to the Headteacher (unless otherwise indicated).

Appendix 3: Declaration of Continued Suitability for Working with Children

Declaration

I, (name:) _____ confirm the following:

1. Accuracy of DBS Information

- To the best of my knowledge, the information provided for my **Disclosure and Barring Service (DBS)** check remains accurate and up to date.
- I understand my obligation to inform the school immediately if there are any changes, including new **convictions, cautions, warnings, or reprimands**.

2. Disqualification by Association

- I confirm that no one in my household or with whom I reside has become disqualified from working with children under the **Childcare Disqualification Regulations 2018** or similar safeguarding legislation.
- I will promptly inform the school if this changes.

3. Personal and Professional Conduct

- I confirm that, since my last declaration, I have not been involved in any behaviour, actions, or legal matters (personal or professional) that could impact my suitability to work with children.
- This includes any investigations, disciplinary actions, or bans imposed by other organisations or professional bodies.

4. Health and Wellbeing

- I confirm that I am fit to perform my role and have disclosed any physical or mental health conditions that could impact my ability to fulfil my duties or safeguard children.

5. External Relationships and Activities

- I confirm that I have disclosed any external activities or associations that could create a safeguarding concern or conflict of interest.
- This includes any additional employment or voluntary roles involving children or vulnerable adults.

6. Understanding of KCSiE Obligations

- I acknowledge my duty under **Keeping Children Safe in Education (KCSiE)** to disclose any:
 - Changes in personal circumstances, such as living arrangements or household members, that could raise safeguarding concerns.
 - Situations that could impact my ongoing suitability to work with children.

7. Commitment to Ongoing Disclosure

- I understand that I must inform the **Headteacher** or **Designated Safeguarding Lead (DSL)** immediately if any circumstances arise in the future that may affect my suitability to work with children.

8. Compliance with Policies

- I confirm that I have read, understood, and continue to adhere to the school's Code of Conduct, Safeguarding Policy, Behaviour Policy, and all policies and procedures relevant to my role.

Signature

By signing this declaration, I confirm that the above information is true and accurate to the best of my knowledge.

Name (Print): _____

Job Title: _____

Signature: _____

Date: _____

Headteacher or Designated Safeguarding Lead Signature:

(To confirm receipt and review)

Name: _____

Signature: _____

Date: _____