

AMOTHERBY CP SCHOOL

Staff Code of Conduct



September 2025

Contents

1. Aims, scope and principles.....	2
2. Legislation and guidance.....	2
3. General obligations	3
4. Safeguarding	3
5. Staff/pupil relationships.....	3
6. Communication and social media.....	4
7. Acceptable use of technology.....	4
8. Confidentiality.....	4
9. Honesty and integrity.....	5
10. Dress code.....	5
11. Conduct outside of work.....	5
12. Monitoring arrangements.....	5

1. 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.

Amotherby Community Primary strives for promoting the best standards of education and outcomes for all its children and it is paramount in keeping all children safe. 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.

2. 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.

3. 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
- Treat pupils and others 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

4. Safeguarding

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 on the school network and the school office. New staff will also be made aware of the copies of these documents upon their arrival.

5. Staff/pupil relationships

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.

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 headteacher 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 individual 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 the headteacher.

We appreciate that staff whose children attend school will interact with pupils outside of school in their capacity as a parent of a pupil. In these circumstances, staff should ensure that any discussions around school remain professional and should not act in any way that could bring the school or the teaching profession into disrepute. Staff should also ensure that they do not discuss confidential matters outside of school and they should be aware of their duty to ensure that sensitive information regarding the school, staff, pupils and parents remains confidential.

6. Communication and social media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites. 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.

7. 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 school hours or in front of pupil (unless in extreme circumstances and permission has been sought and given by the headteacher only) They will also not use personal mobile phones or cameras to take pictures of pupils. Staff mobile phones should be away and not on display to pupils. If a member of staff needs to make a phone call, it should be done in a private area of the school away from pupils. It is acceptable for members of staff to have their mobile phone to hand if they are awaiting an important phone call. However, the member of staff should make a member of the senior leadership team aware of this.

Staff should be aware of emails being displayed on the class interactive whiteboard. Unless it is an important email, staff should email outside of teaching time and whiteboards should be off to minimise the risk of pupils or other staff being able to view a confidential email. Staff should be aware that we have the right to monitor emails and internet use on the school IT system.

Staff should lock their computer screen when leaving the room to minimise the risk of others being able to access key documents and emails.

8. Confidentiality

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.

9. 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. Gifts that are worth more than £10 must be declared and recorded on the gifts and hospitality register.

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

10. Dress code

Staff will dress in a professional, appropriate manner.

Outfits will not be overly revealing and will be appropriate for the work that is being undertaken. Care should be taken with footwear especially, which should not pose additional Health and Safety risks. If inappropriate footwear is worn, staff should understand that school cannot be held responsible for any accidents or injuries.

Clothes will not display any offensive or political slogans.

11. 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.

12. Monitoring arrangements

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

Approved by Governors	September 2025
Date	September 2025
Review Date	September 2026