



Staff Code of Conduct

Our Shared Vision



Equality Mission Statement

We are committed to ensuring equality of educational opportunity and support for all pupils, parents, carers, staff and visitors irrespective of age, sex, race, disability, religion or belief, sexual orientation, pregnancy, gender reassignment, and socio-economic background. We aim to provide a fully inclusive school in which every person feels proud of their identity and is able to participate fully within the school community. We believe that a diverse school community is a strength which should be respected and celebrated by all those who learn, teach and visit here.

Approved by: Full Governing Body	Date: 18.9.25
Chair of Governors: Signed copy held on file	Next review due: September 2026
Headteacher: Signed copy held on file	



This code of conduct relates to many articles from the UN Convention on the Rights of the Child, most specifically:

Article 3 (best interests of the child):

The best interests of the child must be a top priority in all decisions and actions about children.

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1. Aims, scope and principles

Healthy relationships as part of a positive workplace culture are key to our success as a team.

This document aims to set and maintain standards of conduct that we expect all staff to follow to sustain healthy relationships and ensure a positive workplace culture. These standards fully support the LBB D Employee Code of Conduct and should be read in conjunction with it.

Our high expectations of all members of our school community, in all aspects of our work, are underpinned by our school motto and values of: ***Respecting One Another*** and ***A Growth Mindset***. Our high expectations, motto and values ensure we are able to fulfil our core purpose.

Our Core Purpose (Mission)



Staff well-being is important to us and by creating this document, to work alongside our ***Staff Well-Being Policy***, we aim to ensure our school is an environment where everyone ***belongs***, is looked after, safe, happy and treated with respect, enabling them to fulfil the requirements of their role effectively.

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 must act as positive 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 well-being of others at all times.

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 the contents of this code of conduct are not exhaustive. If situations arise that are not covered by this code, staff must use their professional judgement and act in the best interests of the school and its pupils by reporting any concerns to a member of the Strategic Leadership Team (SLT).

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 addition, in line with the statutory safeguarding guidance '[Keeping children safe in education](#)', we should have a staff code of conduct, which covers acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

All school policies and practice are in line with the Data Protection Act 2018 and General Data Protection Regulations (GDPR).

3. General obligations

All staff have a responsibility to take the utmost care of pupils under their supervision with the aim of ensuring their safety and welfare at all times. To be able to do so most effectively, they must also have due regard for their own safety and well-being and the safety and well-being of other adults involved with the school.

Staff set an example to pupils. They **must**:

- Understand the statutory frameworks they must act within and adhere to the Teachers' Standards.
- Demonstrate professional conduct and a positive attitude at all times in line with school policies and procedures, promoting our school motto, vision and values.
- Undertake statutory and key training activities including, **equalities and diversity**, safeguarding, health and safety, online safety, first aid (where relevant) and GDPR on a regular basis.
- Maintain high standards in their attendance and punctuality **and ensure that the headteacher is informed in advance of any absence or request for leave of absence.**
- Treat pupils and others with dignity and respect **in line with our school systems and practices outlined in our relationships and behaviour strategy.**
- Never use inappropriate or offensive language in school.



- Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- Develop and maintain professional and positive relationships with colleagues and all members of the school community, including parents/carers.

- Avoid workplace gossip and negativity as it breeds resentment and becomes a block to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it and to report any concerns to leaders.
- **Look after school equipment and resources and take full responsibility for ensuring that shared resources are returned promptly and appropriately to resource cupboards, ready for the next person to use.**
- Show tolerance and respect for the rights of others **in line with the school's Equality Mission Statement and Public Sector Equality Duty Plan.**
- 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, exploit pupils' vulnerability or lead them to break the law.
- Declare any business interests outside of school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance. Staff should inform the headteacher of any additional work they are undertaking.

4. Safeguarding/ Health and Safety

Safeguarding and Health and Safety are everyone's responsibility

All 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.

Our safeguarding policy and procedures are available on the school website and resources folder on the server and are shared with new staff as part of their induction.

Under Keeping Children Safe in Education, all staff MUST:

1. Understand the duties and responsibilities in relation to child protection and safeguarding children and young people.
2. Understand fully the school's Child Protection Policy and ensure issues relating to pupils' safeguarding are reported immediately to the designated members of staff.

It is vital, therefore, that all staff familiarise themselves with our 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.

Annual training is provided in line with statutory guidance.

Reporting safeguarding concerns

School policies and procedures provide full details of reporting arrangements and procedures, but in short:

- **Concerns about children** should be reported to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.
- **Concerns about staff** whether that relates to their own well-being and safety or their behaviour towards a child/children should be reported directly to the headteacher.
- **Concerns about the headteacher** should be reported to the Chair of Governors.

Key Staff:

Designated Safeguarding Lead: Clare Stock

Deputy Designated Safeguarding Lead: Lillian Stonier

Link Governor for Safeguarding: Karen Brissett

Local Authority Designated Officer: Mike Cullern

Health and Safety Duty Holder: Marie Ziane

Designated Health and Safety Lead: Paula Thornton

Link Health and Safety Governor: Richard Puttnam

Staff Health and Safety Representative: Mark Allen

Senior Mental Health First Aider: Bernadette Reilly

Online Safety Leads: Aklima Begum and Clare Stock

Trade Union Representatives: Margo Gaughran (NEU) and Jackie Moldrich (GMB)

All staff must also ensure they are familiar with the school's health and safety policies and procedures. Some key aspects of this policy are detailed below.

At Becontree Primary School, health and safety is deemed to be the responsibility of every person who is employed at the school. In fulfilling their duties, staff must always be aware of the health and safety issues represented in the school's policy which they must always seek to implement. Any health or safety hazard should be reported immediately to the appropriate person.

Neglect of health and safety requirements will be regarded as serious by the Governing Body and could lead to disciplinary actions being taken in line with the school's policy.

Personal Protective Equipment

Where a need for PPE has been identified it must be worn. Any staff member who refuses to use the PPE may be subject to disciplinary action. PPE must be kept clean and staff must report any lost or damaged PPE.

No Smoking Statement

In line with national and local policies, Becontree Primary School is a non-smoking environment and we would therefore ask that all members of staff and visitors to the school premises respect this.

Hot drinks

For health and safety reasons, when children are on site, hot drinks should be made and consumed in the staffroom or spaces where children do not have access. If hot drinks are to be carried around the building during the school day, they **MUST** be in a thermos cup with the lid firmly secured.

Site security

All staff and governors are provided with an ID badge which can be used to gain access to the car park and main entrance to the school. ID badges should be worn at all times whilst on the school site and kept safe when not in use so that site security is not compromised. Lost badges should be reported immediately so they can be removed from the system. A charge may be made for replacement badges to be issued.

During school hours, parents and visitors entering or leaving the school should do so via the school office where they will be required to sign in and out using the electronic system.

Parents and visitors to school are given a visitor's pass: a green lanyard where the visitor has a DBS check and a red lanyard where we do not have DBS information on record. Visitors with a red lanyard **MUST** be escorted at all times whilst on site. Unfamiliar adults without passes should be approached and politely challenged by a member of staff.

Please ensure that all classroom, hall and other external doors are closed when rooms/areas are unoccupied. This is the **responsibility of all staff** and any open door should be closed if seen.

Drills and Critical Incident Response Plans

To respond safely to any critical incident or drill which might include needing to invacuate, evacuate or lockdown, all staff and visitors to the school **MUST** sign in and out using the electronic system in the school's main entrance lobby.

Fire drills

It is the responsibility of all members of staff to familiarise themselves with the evacuation procedures in the event of a fire, and the location of fire exits and fire extinguishers. Training must be completed as part of induction. Fire instructions are prominently displayed in various places and it is important that pupils and other adults working in the school are made aware of these.

Other drills

Regular drills are carried out throughout the school year to identify potential concerns should there be a real need to invacuate, evacuate or lockdown the school site.

All members of staff are required to ensure they are familiar with the school's Critical Incident Guidelines to ensure they know what to do in response to specific situations, e.g. an intruder on site, a bomb scare, a critical incident in the local area.

The Use of Personal Electrical Equipment at school

In the interests of safety, and to comply with recommendations made in the school's most recent Fire Risk Assessment, the use of personal electrical equipment on school premises is **strictly prohibited**

5. Relationships with pupils and parents/carers

Building positive relationships is a vital part of our work and the key to our success. Relationships are integral to learning.

Whilst building positive relationships with parents/carers is a vital part of our work, ALL staff should maintain professional relationships with parents/carers at all times.

Staff must observe proper boundaries with pupils and parents that are appropriate to their professional position. They must 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 must ensure that:

- This takes place in a public place that others can access.
- Others can see in to the room.

If staff are providing intimate care to identified pupils, school policy and procedures must be followed at all times and a colleague or line manager must be informed that this is taking place.

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

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

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.

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

6. Communication and social media

Communication with colleagues and other professionals

All staff are expected to check the **staff noticeboard**, **emails** and the **school electronic calendar** to ensure they are informed of key information/events.

All staff members have a school email account and are expected to check them regularly in order to keep up to date with news/information/events. **Teachers are expected to check their emails daily and all other staff at least weekly.**

The school require staff to use school email systems to make contact with one another for official school-related matters. When using personal phones, the use of texting and systems such as WhatsApp should be limited to team communication and avoid references to third parties ie other colleagues, pupils or families.

Emails will be deleted on a regular basis in line with our school's Data Retention Policy. The email system identifies the timescale for deletion for each email.

If, in your capacity as an employee of the school, you are approached by someone to provide an employment reference or professional report, you must inform the headteacher before submitting it. Any employment references provided must include the standard disclaimer statement.

Communication with parents/carers and pupils

All letters sent home to parents/carers must be checked by a member of SLT. All trip letters and risk assessments must be checked by the headteacher.

Any email communication with parents/carers should be via the school office email account and not from individual staff email accounts.

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

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

Staff must ensure that they do not post any images online that identify children who are pupils at the school.

Staff should be aware of the school's Online Safety policy and Acceptable Use policy and procedures for staff and pupils. See below.

7. Acceptable use of technology

All staff must read and sign an Acceptable Use Policy and undertake online safety training annually. They must also familiarise themselves with the school's Online Safety Policy, most specifically Appendix 1.

Staff must 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.

It is each staff member's responsibility to ensure they are aware of ***data protection and GDPR policy and procedures*** when handling, storing and sharing personal data about themselves and other members of the school community.

Staff must not use personal mobile phones/SMART watches and laptops, or school equipment for personal use, in school hours or in front of pupils. They should be kept out of sight of children and switched on to silent/airplane mode when working with children to avoid disruption to teaching, learning and/or levels of supervision..

In case of a personal emergency, e.g. a child needing to be collected from school, staff should provide family members/children's school with the main school phone number. If a call is received, a member of the office team will inform you.

In exceptional, emergency situations, staff may make a request to SLT that they keep their phone switched on during working hours.

Under GDPR, schools are required to have a bring your own device to work policy. All staff are required to sign the agreement within this policy on an annual basis.

Photographs and videos of pupils must only be taken on school equipment. Any recorded images must only be stored on school computers. Staff must not use personal mobile phones or cameras to take photos/videos of pupils, including on school trips.

In line with The Telecommunications (Lawful Business Practice and Interception of Communications) Regulations 2000, we have the right to monitor calls, emails and internet use on the school IT system.

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/carers.

This information must 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 must ensure that all information given to the school about their qualifications and professional experience is correct. Failure to provide accurate information may lead to disciplinary action and any such conduct could lead to dismissal.

All pay claims should be agreed in advance by a member of SLT and made promptly (within 1 week of the date that the hours were worked).

Staff must never accept bribes.

Staff can accept gifts and hospitality, which are small gestures and have a value of £20 or less, without the approval of the Headteacher.

Any gift or hospitality which is more than just a token, defined as having a value of more than £20, should be politely refused or returned. You must have the prior written approval of the Headteacher if you decide to accept something, which has more than this value. This should only be in exceptional circumstances.

All offers of gifts or hospitality, which have a value of more than £20, must be recorded in the school's register, even if you don't accept.

At times, staff may need to take school IT or other equipment off site. A personal loan form must be completed (both when the item is being loaned and when returning it) and authorised by the headteacher. The form can be obtained from a member of SLT.

10. Dress code and personal hygiene

Staff provide a model for pupils in relation to dress, behaviour and personal hygiene. All staff must present themselves in a professional manner as representatives of our school. This is achieved through appropriate dress, good personal hygiene and behaviour, e.g. regular washing, wearing clean clothing, no chewing gum.

We ask that any offensive tattoos are covered up.

Plain denim jeans can be worn.

Outfits must not be overly revealing. Therefore, no:

- very short or tight clothing;
- low waist trousers or jeans;
- fashionably torn clothing;
- spaghetti string straps;
- offensive or political slogans;

should be worn to work.

For safety reasons, all staff are asked to consider footwear carefully in relation to the role they play in school. Please ensure your footwear provides adequate support and grip, enabling safe and easy movement around the school.

All staff are required to change into appropriate footwear and clothing for PE lessons.

11. Conduct inside and outside of the workplace

All staff members are expected to conduct themselves in a manner that upholds the values and standards of the school, both inside and outside the workplace. Any behaviour or incident that may impact the reputation of the school, the teaching profession or an individual's suitability to work with children ***must be reported to the headteacher*** without delay.

This includes, but is not limited to:

- Making negative comments about the school or members of the school community through gossip or on social media.
- Becoming subject to child protection procedures, as a parent or carer.
- Any arrest or criminal charge, e.g. violence, sexual misconduct, possession of a weapon
- Behaving in a way in their personal life that raises safeguarding concerns. These concerns do not have to directly relate to a child but could, for example, include arrest for possession of a weapon.
- Being closely associated with someone in their personal lives, e.g. partner, member of the family or other household member who may present a risk of harm to child/ren for whom the member of staff is responsible in their employment/volunteering role. It is also important to note that, whilst not specifically covered by statutory guidance, the risks associated with

the wider family and close associates of the member of staff may also need to be considered even if their work with children does not fall within the remit of the statutory guidance.

All matters relating to any misconduct inside or outside of the workplace will be dealt with in line with relevant school HR and safeguarding policies and procedures. Failure to report such incidents may lead to disciplinary action and any such conduct could lead to dismissal.

12. Monitoring arrangements

If any staff member is concerned about the well-being or behaviour of another member of staff, they should report their concerns to the headteacher. Use can also be made of the school's Whistle Blowing Policy in relation to behaviour concerns.

This policy will be reviewed annually, but can be revised as needed in line with changes to school, local or national policies and legislation. It will be ratified by the full governing body at the first meeting of each academic year.

13. Links with other policies

This policy links with:

- LBBB Employee Code of Conduct.
- Staff Induction procedures.
- Staff Expectation documents.
- Staff Absence Policy and procedures.
- Staff Disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what is deemed as misconduct and gross misconduct.
- Staff Grievance procedures.
- Safeguarding policy and procedures, including Prevent Duty.
- Online Safety and Acceptable Use Policy.
- Intimate Care Policy.
- Health and Safety, including Critical Incident guidelines.
- Whistleblowing Policy.
- Pecuniary Interests Policy.
- School Financial Procedures Manual.
- Data Protection and GDPR Policy and procedures.
- Gifts and Hospitality Policy.
- Personal Loan Agreement Form.

All policy documents are accessible from the school website or server. Paper copies can also be obtained from the school's Strategic Business Lead via the school office.