

# Old Clee Primary Academy

*'Inspired to Believe, Learning to Succeed'*

## Staff Code of Conduct



Approved by:	Finance & Personnel Committee	Date: 2 <sup>nd</sup> March 2026
Last reviewed on:	13 <sup>th</sup> March 2025	
Next review due by:	Spring Term 2027	

## Aims, Scopes 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 academy is an environment where everyone is safe, happy and treated with respect.

Academy 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 all staff, governors and volunteers to act with personal and professional integrity, respecting the safety and wellbeing of others.

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 academy and its pupils.

## 2. Legislation and guidance

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we should have a staff code of conduct, which should (among other things) cover low-level concerns, allegations against staff and whistle-blowing, as well as acceptable use of technologies (including the use of mobile devices), 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 the academy
- 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
- Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within

## 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, and neglect.

Staff will 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 and procedures are available in the policies section of our school website [www.oldcleprimaryacademy.co.uk/](http://www.oldcleprimaryacademy.co.uk/) New staff will also be given copies on arrival.

## 4.1 Allegations that may meet the harm threshold

This section applies to all cases in which it is alleged that anyone working in the academy, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of the academy

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A 'case manager' will lead any investigation. This will be the headteacher, or the chair of governors where the headteacher is the subject of the allegation.

## 4.2 Low-level concerns about members of staff

A low-level concern is behaviour towards a child by a member of staff that does not meet the harm threshold, but is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating pupils

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our academy values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy. This is available in the policies section of our website [www.oldcleprimaryacademy.co.uk](http://www.oldcleprimaryacademy.co.uk).

Our procedures for dealing with allegations will be applied with common sense and judgement.

## 4.3 Whistle-blowing

Whistle-blowing reports wrongdoing that it is "in the public interest". Examples linked to safeguarding include:

- Pupils' or staff members' health and safety being put in danger
- Failure to comply with a legal obligation or statutory requirement
- Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected. The academy aims to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or academy procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report their concern to the headteacher or a member of the senior leadership team. If the concern is about the headteacher, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the chair of governors.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter. The academy will investigate any complaints in a timely, respectful and confidential manner.

For our academy's detailed whistle-blowing process, please refer to our whistle-blowing policy.

## 5. Sexual harassment

Sexual harassment is any unwanted physical, verbal or non-verbal conduct of a sexual nature that has a purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It also includes treating someone less favourably because they've submitted or refused to submit to unwanted conduct of a sexual nature in the past, or harassment related to sex or gender reassignment. When this behaviour is unwanted, it includes (but isn't limited to):

- Unwanted physical conduct or 'horseplay' including touching, pinching, pushing and grabbing
- Continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome
- Sending or displaying material that is pornographic, or that some people might find offensive
- Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless)
- Offensive emails, text messages or social media content
- Comments and jokes of a sexual nature
- Sexually suggestive looks and staring
- Sexual propositions and advances
- Promising things in return for sexual favours
- Physical contact such as massaging, hugging or kissing
- Sexual contact on social media

Staff will help create a positive environment that works to prevent sexual harassment. This includes calling out sexual harassment that they witness. All witnesses will be provided with appropriate support and will be protected from victimisation.

If a staff member is concerned at any point about incidents of sexual harassment (either directed at them or someone else), they should report their concern to the headteacher/senior leadership team (SLT). If the concern is about the headteacher or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the chair of governors. The academy will investigate any complaints in a timely, respectful and confidential manner.

All staff will receive training on recognising and responding to incidents of sexual harassment. The school will monitor the treatment and outcomes of any complaints of sexual harassment or victimisation received to make sure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved and workforce training is targeted where needed.

## **6. 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 1-to-1 basis, staff will make sure that:

- This takes place in a public place that others can access
- Others can see into the room
- A colleague or line manager 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/carers may wish to give gifts to staff, e.g. at the end of the school year, gifts from staff to pupils are not acceptable.

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 the procedures set out in our child protection and safeguarding policy.

## **7. 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, they should not use their full name, as pupils may be able to find them. 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/carers via social media, or any other means outside the academy, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents/carers' social media profiles.

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

Staff should be aware of the academy's online safety policy

## **8. Acceptable use of technology**

Staff will not use technology in the academy or belonging to the academy 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 academy equipment for personal use, in academy hours or in front of pupils. Any personal use must be in the employee's own time (before or after working hours or during unpaid lunch breaks). All personal use must comply with the standards and restrictions set out in this Code. They will also not use personal mobile phones or cameras to take pictures of pupils.

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

## **9. Confidentiality**

In the course of their role, members of staff are often privy to sensitive and confidential information about the academy, staff, pupils and their parents/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 a staff member's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

## **10. 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 academy property and facilities.

Staff will not accept bribes. Gifts that are worth more than £25 must be declared and recorded on the gifts and hospitality register.

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

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

Where there are any updates to the information provided to the academy, the member of staff will advise the academy as such 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.

## **11. Dress code**

Staff will dress in a professional, appropriate manner.

Outfits will not be overly revealing, and we ask that tattoos are covered up.

Clothes will not display any offensive or political slogans.

For further details please refer to our Staff Dress Policy.

## **12. Conduct outside of work**

Staff will not act in a way that would bring the academy, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the academy on social media, any conduct of this nature could lead to disciplinary action.

## **13. Respect for Other**

An employee must:

- Treat others with respect
- Not discriminate unlawfully against any person
- Treat Governors of the Academy professionally

## **14. Dignity at Work**

### **Employees**

The academy wishes to create an environment where all its employees are treated with dignity and respect. There should be mutual respect between all employees, across all teams and across the wider academy. Employees should work together as a team for the common good so that pupils get the best educational experience we can offer. Employees should be cooperative and supportive of the aims of the academy. The academy will have procedures in place to deal with harassment, discrimination, victimisation and bullying.

### **Governors**

For some employees, their role is to give advice to governors and all are there to carry out the business of the academy. Mutual respect between employees and governors is essential to the efficient running of the academy. Close personal familiarity between employees and individual governors can damage relationships and prove embarrassing to other employees and governors and should therefore be avoided. Employees who have or enter into a personal relationship with a governor should declare this to the headteacher.

### **The Local Community**

As an employee of the academy, employees are expected to give the highest possible standard of service to the public and, where it is part of their duties, to provide appropriate advice to governors and fellow employees with impartiality. In carrying out duties and responsibilities, an employee's honesty and integrity must be beyond question. Employees must never use their authority or position for personal gain, or to enable colleagues or others to gain personally.

### **Contractors**

All relationships of a business or private nature with external contractors or potential contractors of the academy should be made known to the headteacher. Orders and contracts must be awarded on merit in fair competition with other tenders and no part of the local community should be discriminated against or special favours shown. Pecuniary interests must be declared in these circumstances and the Academy's Financial Regulations guidance followed.

### **Financial**

If an employee discovers that a contract in which they have a financial or other interest has been, or could be, entered into, they must advise the Headteacher immediately.

## 15. Monitoring arrangements

This policy will be reviewed annually, but can be revised as needed. It will be approved by the Finance and Personnel Committee.

Our Governing Board 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.

## 16. Other policies

This policy 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
- Behaviour policy
- Online safety
- Whistle-blowing
- Email and home/school communications

## Ratification

**Date ratified by the Governing Board:** 12<sup>th</sup> March 2026

**Date of last review:** 13<sup>th</sup> March 2026

**Next review date:** Spring 2027

**Signed by Chair of Governors:** Richard Claridge

**Date:** 12<sup>th</sup> March 2026