

# ASHCROFT INFANT AND NURSERY SCHOOL

Providing the best start in life for all children



## Staff Code of Conduct Policy

Headteacher: \_\_\_\_\_

Chair of Governors: \_\_\_\_\_

Person Responsible for Policy and Review: Headteacher

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### DOCUMENT AND VERSION CONTROL

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# Ashcroft Infant and Nursery School

## Staff Code of Conduct

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## **1. Introduction**

This Code of Conduct is designed to give clear guidance on the standards of behaviour all staff at Ashcroft Infant and Nursery School are expected to observe. It recognises that staff in school are in a unique position of influence and must maintain behaviour that sets a good example and acts as a role model to all of the pupils within the school.

Whilst every effort has been made to ensure that the guidance provided is as detailed as possible, situations may arise which are not specifically covered in the code. Where this happens, employees are expected to use their professional judgement and act in the best interests of the school and its pupils.

## **2. Compliance with the Code of Conduct**

Failure to comply with the code of conduct, and with the associated school policies and required reading, may result in disciplinary action being taken. Where clarification is needed on any aspect of this document, this should be sought from the headteacher.

## **3. Professional responsibilities and conduct**

It is expected that all people working in school will carry out their role in line with the requirements outlined in their job descriptions, professional standards and conditions of service, school policy statements and agreed practice.

### **3.1 Safeguarding of all children**

ALL STAFF are responsible for the safeguarding and well-being of children. Staff should familiarise themselves with the safeguarding policy and be aware of the signs of physical/sexual/emotional abuse and neglect. Basic procedures for safeguarding and reporting concerns are displayed in the staffroom, headteacher's office and other key areas.

#### **Appropriate relationships with children**

Employees should maintain appropriate professional boundaries at all times.

- School employees will act in an open and transparent way that does not lead any reasonable person to suspect their actions or intent
- Staff should avoid behaviour that might be misinterpreted by others in order to protect both young people and themselves

Where an employee is in a specified position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity. This means that adults should not:

- use their position to gain access to information about children for their own or others' advantage
- use their position to intimidate, bully, humiliate, threaten, coerce or undermine children or young people

-use their status and standing to form or promote relationships which are of a sexual nature, or which may become so

### **Personal association with safeguarding matters**

Employees must inform the headteacher immediately if they, or a close family member, are being investigated in connection with a child protection/safeguarding allegation out of school.

### **3.2 Treating other people with dignity and respect**

All employees are expected to treat other colleagues, pupils and external contacts, such as parents, with dignity, fairness, equality and respect.

- Unacceptable behaviour such as discrimination, bullying, harassment or intimidation will not be tolerated in school. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, pupils and parents

-Staff are expected to communicate with each other in a professional and polite manner **at all times** and are expected to maintain professional relationships. Staff are not to allow their personal feelings to affect their professionalism or the way in which they treat others

- There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate given their age, stage of development, gender, ethnicity and background

-Physical contact should never be secretive or casual, or for the gratification of the adult, or for the purposes of punishment

-Physical interventions should be in line with the Restrictive Physical Intervention Policy—where the need to use such actions is foreseen, a risk assessment should be prepared in advance and agreed with the parents

### **3.3 Professional behaviour and appearance**

Employees must not misuse or misrepresent their position, qualifications or experience or bring the reputation of the school into disrepute. Such behaviour may lead to disciplinary action.

-All employees are expected to be open and honest at all times

All adults working with children will adopt high standards of personal conduct in order to maintain the confidence and respect of the public and to provide a role model. Employees should not:

- behave in a manner which would lead others to question their suitability to work with children

- make, or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate others

**Criminal actions**

School employees must inform the headteacher (Governing Body if the employee is the headteacher) immediately if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

**Dress**

What is worn for work is a matter of choice for individual staff members but the choice of clothes should ensure that staff appearance is professional at all times. Staff are expected to take a safe and sensible approach to dress and appearance, cleanliness and personal hygiene and must present a positive image of the school and should act as a role model for students.

Staff leading sports sessions will change in to sports-wear; again there is an expectation that professional appearance is maintained. Footwear must ensure that if a member of staff needs to proceed with haste to ensure the safety of pupils that it remains on the foot. When choosing what is worn staff should ensure that clothing:

- is not likely to be viewed as offensive, revealing, or sexually provocative
- does not distract, cause embarrassment or give rise to misunderstanding
- is absent of any political or otherwise contentious slogans
- is not considered to be discriminatory and is culturally sensitive
- is not made from blue denim

**Required reading:**

- Safeguarding Policy
- Keeping Children Safe in Education: Part One
- Restrictive Physical Intervention Policy
- Job description and Conditions of Service
- Professional Standards
- Staff Information Documents

**4. Declaration of interests**

An employee is required to declare any associations with a group or an organisation which could be considered to conflict with the ethos of the school.

Employees should also consider carefully whether they need to declare to the school any relationship with any individual(s) which might cause a conflict with school activities. (e.g. a relationship with a Governor, another staff member or a contractor who provides services to the school)

- Failure to make a relevant declaration of interests is a breach of trust – if in doubt seek advice!
- All declarations should be submitted on a school Register of Business Interests form

**5. Probity of records**

Staff are expected to maintain pupil tracking and progress records which are accurate  
The deliberate falsification of documents is not acceptable

## **6. Financial matters**

All school employees must comply with the school's/local authority's Financial Regulations. Financial expenditure on behalf of the school should be agreed in advance and is subject to monitoring. Misuse of school finances will be considered as a matter for disciplinary/criminal action.

### **Declaration of gifts**

Any gifts that are received, other than the agreed exceptions, should be declared in writing to the Governing Body.

Exceptions would be:

- ✓ a gift offered by parents/children to express their thanks and gratitude
- ✓ a low cost gift given to the school for the purpose of advertising a service or company, e.g. pens/diaries, do not have to be declared

## **7. Other employment**

Employees are permitted to take up secondary employment outside the school, as long as the activity does not constitute a conflict of interest, adversely affect their primary employment at the school or exceed the legal working limit of 48 hours per week as defined by the Working Time Regulations.

## **8. Health & Safety**

Employees must adhere to the school's Health and Safety policy, procedure and guidance. Each employee must ensure that they take every action to keep themselves and everyone in the school environment safe and well.

### **Personal health.**

It is wise and prudent, that if a member of staff has a health issue, i.e. asthma, then a health care plan should be drawn up so that at the very least the headteacher is aware of the problem and with permission the school first aiders are aware to ensure the well-being of all staff. Personal medication should be stored safely and securely.

### **Required reading:**

- Health and Safety Policy
- Risk assessments (held in personnel files)

## **9. Use of alcohol, illegal drugs and cigarettes**

- The use of illegal drugs or alcohol during working hours is unacceptable
- Smoking is not permitted on school premises
- All employees are expected to attend school in a fit state to work
  - ✓ Alcohol may be consumed responsibly on the school premises when the headteacher has given express permission, such as during an evening or weekend social function or a celebration event (no alcohol will be consumed before 3:30pm on a working day)

## **10. Use of school premises, equipment & communication systems**

School equipment and systems (e.g. phone, email and computers) are available only for school-related activities – they should not be used for another job/ personal use unless this has been authorised by the headteacher.

Internal e-mail systems should only be used in accordance with the organisation's Acceptable Use Policy (AUP). This is for school emails that may contain sensitive data.

Illegal, inappropriate or unacceptable use of school equipment/ communication systems may result in disciplinary action and in serious cases could lead to an employee's dismissal. This list of prohibited use is not exhaustive but includes:

- creating/sending/forwarding any message that would be considered inappropriate /unacceptable
- committing or implying commitment to any contractual arrangements
- access to or publication of illegal, offensive, unacceptable or inappropriate or non-work related material
- any illegal activities
- posting confidential information about the school and/or other employees, children or parents
- gambling or gaming
- unauthorized use of school facilities (or employee's personal IT equipment), for personal use during employee's working time

Employees who are unsure if something he/she receives or proposes to do might breach this policy should seek advice from the headteacher.

The school has the right to monitor e-mails, phone-calls, internet activity or document production (e.g. to detect misuse, protect systems from viruses and to investigate suspected fraud and/or child protection offences).

### **Required Reading**

## Online E-Safety Policy

**11. Social networking websites, social contact and Online E-Safety**

Adults must ensure they are familiar with, and promote, the policy on Online e-safety.

Adults working in school should:

- not seek or establish e-relationships with children/parents through Social networking sites
- adhere to the County Council's guidelines regarding their personal use of social networking sites, this is within the schools Online E Safety Policy

Adults are strongly advised, in their own interests, to take steps to ensure that their personal data is protected from anybody who does not have permission to access it.

This means that adults should:

- refrain from identifying themselves as working for the school in a way which has the effect of bringing the school into disrepute
- not identify other employees or children without their consent
- not make any defamatory remarks about the school, its employees, children, parents or any other school community members
- not disclose data or information about the school, employees or, children that could breach the [General Data Protection Regulation \(GDPR\)](#) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the [Data Protection Bill](#) for example, posting photographs or images of children or young people
- not allow pupils to access their personal social networking accounts
- ensure that personal social networking sites are set as private and pupils are never listed as approved contacts
- never access the social networking sites of pupil.
- not give their personal contact details to children including their mobile telephone number
- not use internet or web-based communication channels to send personal messages to a child/young person

Adults who work with children should not seek to have social contact with the families of children they work with, unless the reason for this contact has been firmly established and agreed with senior leaders.

Failure to comply with the guidelines on staff use of social networking sites may lead to disciplinary action being initiated.

**Required reading:**

- Online E-safety Policy
- Safeguarding Policy
- Data Protection Policy

## **12. Personal equipment**

Employees must not use their own personal equipment such as mobile phones or cameras to make recordings of pupils, parents or other employees. School cameras and iPads are available for this purpose and must be kept in school.

## **13. Confidentiality**

All employees at the school and the Governing Body come into contact with a significant volume of data and information in relation to pupils, staff, school activities and many other matters. There is an obligation to observe the requirements of the [General Data Protection Regulation \(GDPR\)](#) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the [Data Protection Bill](#). Under the Data Protection Act, staff are required to collect, maintain and dispose of sensitive or personal data in a responsible manner. Use must be made of the schools shredder.

Staff should not disclose sensitive information about the school, its employees, children, parents or the local authority to third parties.

- Exceptions would be the necessary disclosure of suspected/alleged abuse of a pupil to Child Protection Officers; discussion with a person accompanying or representing an employee in a formal meeting or disclosure under the Whistleblowing Procedure
- Where employees are asked for school information outside the school environment, this request should be referred back to the school and/or a meeting arranged in school to discuss the matter
- All media communication must be directed to the headteacher

Staff must provide data to parents seeking information about pupil progress or other colleagues in the school/transfer destinations.

### **Required reading:**

Whistleblowing Policy

## **14. Copyright**

Employees are required to adhere to the guidance on copyright. This includes the use of online materials and of published materials and Music.

**Appendix 1**

**Staff Disclosure of a Pecuniary Interest**

**Full Name** \_\_\_\_\_

Please complete as appropriate:-

**Either:** I and/or my partner and/or my immediate family have a direct or indirect interest in the companies/organisation/bodies listed below from which the school may wish to purchase goods or services:

| <b>Name of Company or Body</b> | <b>Nature of Interest</b> | <b>Nature of your / partner / family interest</b> |
|--------------------------------|---------------------------|---|
|                                |                           |   |