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Quadring Cowley and Brown's Primary School Staff Code of Conduct Policy

*At Quadring Cowley & Brown's Primary School we strive
'to nurture and inspire all children to be well-rounded, confident and
resilient individuals who love learning and are ready for life beyond
school.'*

Article 3- The best interests of the child must be top priority in all actions regarding children.

*Quadring Primary School is committed to safeguarding and promoting the welfare of children
and expects all staff to share this commitment.*

Introduction

At Quadring Cowley and Brown's Primary School we believe in creating a whole school culture that is safe and inclusive. A Staff Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe. This Code of Conduct is intended as a guide and a help to all school staff. It sets out standards of conduct which staff are expected to follow when within, or representing the school and it aims to set and maintain standards of conduct that we expect all staff to follow. This code is not exhaustive but is written to assist staff and it is important that staff should take advice and guidance if necessary. 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. **If in doubt, ask.**

School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for 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 of working hours. We expect all staff to act with personal and professional integrity, respecting the safety and wellbeing of others.

Our aims underpin the school culture: to develop a happy, friendly, secure and well-disciplined atmosphere and to encourage a caring, respectful and trusting relationship between all children and adults.

This code of conduct sets out the key principles for the creation and maintenance of a safe school culture.

All staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct. Staff failure to adhere to this policy may result in disciplinary action including dismissal.

- This code is to be read in conjunction with the Lincolnshire County Council Employees Code of Conduct.
- It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the school, its staff and its stakeholders.
- It has been drafted to comply with School Policies and Procedures.
- Staff are expected to read this Code carefully and consider the issues which it raises.
- Reference to this Code will be made in all contracts of employment, and copies will be available to all staff. In addition, the induction programme for all new staff will reinforce the principles of this Code.
- Investigations of alleged breaches of this Code will be covered under the school's Disciplinary procedures and related codes of practice.

All members of staff including teaching and support staff, casual workers, temporary and supply staff, either from agencies or engaged directly, student placements, including those undertaking initial teacher training and apprentices.

Objectives of a safe school culture:

- To safeguard pupils and protect staff
- To make explicit expectations of performance and conduct
- To minimise opportunities for abuse
- For all staff to have confidence to report concerns with full confidentiality
- To respond promptly to concerns: we always investigate and address issues
- To exercise appropriate sanctions
- To create and maintain an ethos of mutual respect, openness and fairness

Our School Code of Conduct

General Expectations

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 appropriate professional standards.

All staff are expected to follow the school's policies: including safeguarding, behaviour and antibullying in all interactions in school.

Pupils and staff are expected to work together to build a school whose relationships are characterised by mutual and appropriate respect. Praise and building on the positive should always come first. Where firmness/admonition is called for this should be exercised calmly, and staff should avoid shouting at pupils unless there is a Health and Safety risk. The school behaviour policy and associated documents establish expectations and approved sanctions. All new staff should be issued with a copy of these policies, and any behaviour concerns should be dealt with in line with them. Where a member of staff is having difficulties managing pupil behaviour, they should discuss this matter with the headteacher at the earliest opportunity.

Safeguarding

Staff have a duty to safeguard pupils, other staff and themselves 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 or another member of staff.

All staff should be aware of what physical contact with pupils is appropriate

Staff should only exercise physical restraint as a last resort to prevent injury and use appropriate Team Teach positive handling.

Staff are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age of the child.

Adults should not initiate any physical contact unnecessarily, and there should be clear boundaries:

- Children should not be picked up. (unless medically necessary or being restrained through Team Teach Techniques)
- Adults should avoid being in a room alone with a child where the door is closed. If you need to talk to a child, either leave a door open and position yourself within sight of the door, or ask another adult to be present.

All staff are expected to treat each other with respect

Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference, and working together to build a climate of continuous improvement. Politeness and respect are essential ingredients: where differences occur they should be dealt with calmly and fairly.

Discrimination: Staff must at all times observe the school's Equal Opportunities Policies for staff and pupils and treat pupils, parents and other stakeholders in accordance with those policies.

All staff should treat resources responsibly, and exercise due financial care

All staff have a responsibility to look after the resources of the school.

This includes: not wasting resources unnecessarily (including physical resources and those such as heat/electricity); following the principles of 'reduce, re-use, recycle' where appropriate; signing out for items taken from the school premises (school iPads and laptops). All money handled should be clearly labelled and sent to the school office by the end of the working day.

Acceptable use of ICT Equipment

This policy should be read in conjunction with the E-Safety, GDPR/Data Protection Policy and Safeguarding Policy. Staff, Governors and Visitors should read and sign the 'Acceptable Use Agreement' annually. Staff who are in contact with pupils should not use their mobile phones in school during their directed hours / paid hours of employment. Outside of these times, mobile phones should only be used in areas of the school where pupils are not present. Staff must not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers and school iPads.

Copyright: Staff shall observe copyright laws on computer software, audio-visual and printed material.

All staff are expected to behave professionally and exercise confidentiality

All staff are expected to behave thoughtfully and responsibly. Staff should be punctual and well-prepared, and should carry out tasks to the best of their ability, taking pride in their work. All absence should be genuine.

Staff should exercise due confidentiality towards matters that are either discussed or overheard.

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Staff must exercise caution when using information technology and be aware of the risk to themselves and others.

Staff must have no personal contact with former pupils and in the event that staff have contact with past pupils this should not be until they reach the age of eighteen, and they have not been a pupil at Quadring Primary School for a minimum of seven years.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

Copyright: Staff shall observe copyright laws on computer software, audio-visual and printed material.

Staff must sign the Confidentiality Statement at the start of each academic year and any new members of staff will be expected to sign the statement on the commencement of their employment as part of the school induction process.

Staff Dress Code

Staff are expected to dress appropriately; all staff should set a good example in what they wear, avoiding clothing that is overly casual.

- To dress professionally shows pride, effort, respect for oneself and one's profession. Adults in school are role models for learners in the school; therefore they have a responsibility to model appropriate dress and appearance.
- Adults should be neat, clean, smart and tidy. The staff dress code is smart rather than casual (EG. Hoodies with the school logo are acceptable).
- This is not a policy meant to detail every eventuality, it is up to individual staff to decide whether their appearance is appropriate guided by the principles above. However, tatty/ripped denim, jeans, flip flops and revealing clothes, such as short skirts or low cut tops, are not acceptable and in some instances could be a health and safety risk. For health and safety reasons jewellery should be kept to a minimum and be appropriate to the role.

Conduct Outside of Work

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media e.g.

Facebook/Twitter/Instagram/Snapchat with pupils or former pupils unless the former pupil is aged at least eighteen and has not been a pupil at the school for over seven years. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff must only use their school email account or school

learning platform account when communicating electronically with pupils, parents and colleagues. 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. All members of staff must 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. Where families or pupils are known to staff members in a personal capacity, it is the responsibility of the staff member to ensure that a declaration is made to the Designated Safeguarding Lead (DSL) or the Chair of Governors in the case of the DSL.

Confidentiality

Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except where necessary to those colleagues who have a professional role in relation to the pupil/student.

All staff are likely at some point to witness actions which need to be confidential (e.g where a pupil/student is bullied by another pupil/student/member of staff), 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/student's parent or carer, (any allegations of bullying will be shared with parents/carers by the Headteacher or member of the senior leadership team after a thorough investigation has taken place) nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter. However, staff have an obligation to share with their line manager or the Headteacher, any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must never promise a pupil/student that they will not act on information that they are told by the pupil/student.

Staff should seek to establish a good and open relationship with parents

Staff should aim to create a welcoming and open relationship with parents. All parental concerns should be treated seriously and dealt with promptly.

All staff need to be aware of the policy and procedures for Child Protection

It is essential that all staff have regular training in Child Protection issues and know the procedures for dealing with and reporting concerns. All staff have a duty to look out for signs of physical, emotional or sexual abuse or neglect of pupils in the light of a child's behaviour. Staff must pass any concerns on to the Designated Safeguarding Lead for Child Protection (the Headteacher), and in their absence a deputy safeguarding lead. Avoid trying to involve yourself too closely with any issues: always pass concerns on.

All staff are expected to wear ID badges/lanyards when in school or out of school when representing the school e.g meetings, sports events.

All staff need to exploit the potential of the curriculum to develop a proactive approach to behaviour and child protection issues.

Staff need to take a proactive approach towards both safeguarding and behaviour policies, through the creation of a positive classroom environment where all children are respected, and

through PSHE and circle time in particular. This includes not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. The expression of extremist views by staff will not be tolerated and should be reported to the Headteacher, or the Chair of Governors if in relation to the Headteacher, who will contact relevant authorities if necessary.

All staff need to be aware of how to record/report concerns (“whistleblowing”).

Where staff have any concerns about another member of staff, these should be reported immediately to the Headteacher. Where the concern is about the Headteacher, it should be reported directly to the Chair of Governors. All concerns will be investigated thoroughly and confidentially, and appropriate action taken.

All staff should take care of their physical and mental wellbeing

All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases.

Health and Safety: Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All staff must comply with the requirements of the school Health and Safety policy and relevant legislation and regulations, and also ensure that pupils do likewise.

All staff should have access to counselling and support

Staff needing support are encouraged to discuss issues and concerns with the headteacher in confidence. Support can be provided both internally (eg through the provision of a mentor), or externally through the Occupational Health Service. Trades Unions also provide help, support and advice for their members, and membership of a trades union is strongly encouraged.

All staff must know the procedures for any health and safety incident that occurs at school

Fire: Staff must familiarise themselves with the fire precautions, procedures and drill routines. They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by pupils as an essential precaution to prevent risk of injury or fatality.

Critical Incident: Staff must familiarise themselves with any policy and procedures relating to a critical incident. They must regard practice drills to ensure all procedures are known and can be followed in such an event.

Staff must familiarise themselves with how to manage and communicate with the media

Other than on matters of publicity, only the Headteacher is authorised to speak or send any communication on behalf of the school to members of the press or broadcast media. This decision is to avoid any embarrassment or unfair pressure on staff. This authorisation may be extended by the headteacher to other staff members.

All staff are required to complete relevant continuous Professional Development training

Staff are expected to complete any relevant CPD and training directed by the Headteacher, that supports their role in school and also enables them to maintain high levels of safeguarding, health and safety and any other identified training needs to fulfil their duties effectively.

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Staff are also expected:

- To display the highest possible standards of professional behaviour that is required in an educational establishment
- To seek to co-operate with their colleagues, providing support, help and guidance as required by them and their line manager, and enable effective communication throughout the school.
- To not use their position in the school for private advantage or gain.
- To avoid words and deeds that might bring the school into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).
- To retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
- To be aware of, and should follow School policies, systems and procedures. They should normally communicate through the line management structure, and should ensure pupils do likewise.
- To be punctual and should sign in and out of the school site as agreed.
- To complete a 'Staff Absence Request Form' form prior to any known absences. These forms will be authorised at the discretion of the senior management team/governing board.
- To please ring the headteacher before 7.00am if they are unable to attend school due to sickness or other authorised absence reason. For Teaching Assistants contact needs to be made with the class teacher as well as the headteacher. If the Headteacher is not contactable by phone then staff may send a text message but this should always be followed up with a phone call.
- Unless you have a doctor's certificate, or an illness where you know that you are going to be absent for a set number of days, you must ring school every day, before lunchtime, to keep us advised of the situation. If you are absent from work longer than 3 consecutive days, for whatever reason, then the Headteacher has the right to request a 'back to work' interview with you to ensure that you are fit to resume your role and assess whether any support is needed.

All staff are expected to demonstrate consistently high standards of personal and professional conduct. By adhering to this code of conduct staff can be assured they are playing their part in safeguarding pupils and protecting themselves. It is our expectation that all staff should sign a copy of this code of conduct.

WHEN IN DOUBT, ASK!

If any member of staff is in any doubt with regard to the guidelines of this Code, and how they apply in any particular situation, then please consult with the Headteacher. It is re-emphasised that this Code is intended to be a help and to enable fairness and equity between all staff.

APPENDIX 1 PROFESSIONAL BEHAVIOUR

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as:

- acting in a fair, courteous and respectful manner to pupils, colleagues and other stakeholders;
- co-operating and liaising with colleagues appropriately
- being aware of and promoting well-being amongst colleagues
- respect for School property;
- maintaining the image of the school through standards of dress, general courtesy, correct use of School stationery, etc.;
- taking responsibility for the behaviour and conduct of pupils in the classroom and sharing such responsibility elsewhere on the premises;
- being fit for work (ie not adversely influenced by drugs, alcohol, etc.);
- being familiar with job requirements (eg proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc), including keeping up-to-date with developments relevant to the job.
- informing headteacher of any activity outside of school hours with pupils/parents including eg. parties, sleepovers, clubs.
- reporting any concerns about families within the school that staff become aware of outside of school environment.
- being familiar with communication channels and School procedures applicable to both pupils and staff eg. by attending a staff meetings and/or reading minutes of meetings;
- ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;
- respect for the rights and opinions of others.

This list is not exhaustive but the examples are given as a summary.

APPENDIX 2 DISCIPLINARY RULES

The following are examples of behaviour which the school finds unacceptable and will not tolerate. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances.

- Physical violence, actual or threatened towards pupils, other staff or visitors to the school.
- Sexual offences, sexual insults or sexual discrimination against pupils, other staff or visitors to the school.
- Racial offences, racial insults or racial discrimination against pupils, other staff or visitors to the school.
- Theft of School monies or property and of monies or property of colleagues or visitors to the school. Removal from School premises of property which is not normally taken away without the express authority of the headteacher or of the owner of the property may be regarded as gross misconduct.
- Acceptance of bribes or other corrupt financial practices.

Employees may accept small items (eg. Chocolates, flowers) but these should not be an inducement to act in a certain way. Employees must not seek or receive preferential rates by virtue of your dealings on behalf of the school. Offers of hospitality, including visits to exhibitions, business meals, social functions, etc. should only be accepted if there is a genuine need to represent the school in an official capacity.

- Wilful damage of School property or of property belonging to other staff or visitors to the school.
- Wilful disregard of safety rules or policies affecting the safety of pupils, other staff or visitors to the school.
- Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
- Gross neglect of duties and responsibilities.
- Unauthorised absence from work.
- Being untruthful and/or engaging in deception in matters of importance within the school community.
- Deliberate breaches of confidentiality particularly on sensitive matters.
- Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
- Conduct which substantially brings the name of the school into disrepute or which seriously undermines confidence in the employee.

The following are examples of behaviour which could lead to formal disciplinary warnings.

- Unsatisfactory timekeeping without permission.
- Neglect of safety rules and procedures. Some offences of wilful neglect may be regarded as gross misconduct.
- Breaches of confidentiality. Deliberate breaches on sensitive matters maybe regarded as gross misconduct.

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- Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.
- Behaviour towards other employees, pupils, and visitors which gives justifiable offence. Certain behaviour giving rise to offence may be regarded as gross misconduct.
- Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour. In certain circumstances such behaviour may be regarded as gross misconduct.
- Serious misconduct and/or criminal offences committed during or outside of working hours which bring employees or the school into disrepute will be the subject of disciplinary action which could lead to dismissal

Appendix 3

Quadrang Cowley and Brown's Primary School
Commitment to Confidentiality Statement

Article 3- The best interests of the child must be top priority in all actions regarding children.

All personnel have a duty to maintain confidentiality. We require all persons working in our school to adhere to the following points relating to confidentiality of information:

- Information relating to school personnel (staff and governors), pupils and their families and any visitors, volunteers or trainees should remain confidential to the appropriate and relevant parties and should not be shared unnecessarily, inappropriately or maliciously beyond those parties.
- The disclosure of sensitive and/or confidential information should only take place if it is judged to be strictly necessary that the person to be informed requires knowledge of the information in order to fulfil their role effectively.
- If unsure whether information can/should be disclosed or not then a line manager should be consulted for advice on how to proceed (in such an event the specific nature of the information does not have to be shared with the line manager).
- Information that relates to child protection issues should always be passed on to the Designated Safeguarding staff.

I commit to working within the requirements of the school Confidentiality Policy and Code of Conduct and meet the commitments detailed within the above statement. I understand that this statement is in compliance with the General Data Protection Regulation requirements.

Name..... Signature.....

Position.....

Date