



Parkside Primary School

Code of Conduct

Reviewed September 2026

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.

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, part two. (Appendix 1)

We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

As a partnership of Children, Parents, Staff, Governors and the wider Community, we aim to: -

- Promote equality of opportunity for all pupils and staff
- Ensure that everyone will experience an inclusive education where discrimination on the grounds of race, sexual orientation, gender or disability is actively challenged, and tolerance & understanding promoted
- Meet children's individual and collective needs
- Provide a stimulating, secure and nurturing environment
- Promote an ethos that is highly motivating and encourages all to take responsibility for their own learning
- Provide an environment where we feel secure, valued, respected and understood
- Encourage all to have a positive self-image, high self-esteem and increasing confidence
- Provide an environment which encourages active learning, investigation, creativity and challenge
- Value and celebrate the richness and diversity of cultures and beliefs in our community
- Celebrate achievement, attainment and progress in all areas of development
- Display high standards of good manners and politeness at all times
- Encourage all to have a sense of responsibility for themselves, for each other and for their environment.

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.

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.

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

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 or a member of staff.

Our safeguarding policy and procedures are available in the staff room and from the school office. All staff will be emailed a copy of the full safeguarding policy. In addition, all staff will be given a safeguarding pack as part of induction that includes:

- Pupils safeguarding policy
- Indicators of abuse
- Safeguarding team information
- Keeping children safe in education information
- Raising awareness document
- Safeguarding summary for staff
- Other useful documents

Low-level concerns

- Staff must report any concerns about a colleague's behaviour to the headteacher, even if the behaviour does not meet the threshold for an allegation. These are known as 'low-level concerns'.
- Low-level concerns are behaviours that are inconsistent with our Code of Conduct, including inappropriate conduct outside of work, but do not meet the threshold for referral to the Local Authority Designated Officer (LADO).

Examples of low-level concerns include:

- Being over-friendly with children
- Having 'favourites'
- Taking photographs of children on a personal device
- Engaging in one-to-one activities where they cannot easily be seen
- Using inappropriate language or humour

All low-level concerns will be recorded in writing and reviewed by the headteacher to identify any patterns of concerning, problematic or inappropriate behaviour. Staff can report low-level concerns verbally or in writing to the headteacher.

Staff who report low-level concerns in good faith will be supported and protected from any potential repercussions.

Allegations against staff

- If an allegation is made against a member of staff (including supply staff, volunteers and contractors), the matter will be dealt with in accordance with our allegations management procedures and statutory guidance in Keeping Children Safe in Education.

Staff who are the subject of an allegation must not:

- Contact the child, their family, or any witnesses involved
- Discuss the allegation on social media or with colleagues (except as directed by the headteacher or investigating officers)
- Attempt to influence the investigation

The headteacher will contact the Local Authority Designated Officer (LADO) within one working day of an allegation being made if the member of staff has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child in a way that indicates they may pose a risk of harm to children
- Behaved in a way that indicates they may not be suitable to work with children
- If the allegation is against the headteacher, staff should report it to the chair of governors.

Physical contact and restrictive intervention

Physical contact with pupils should be minimal and appropriate to the situation.

Acceptable physical contact includes:

- Comforting a distressed child (e.g., arm around shoulder)
- Administering first aid
- Supporting pupils during PE or physical activities
- Guiding younger pupils (e.g., holding hands during trips)

Staff must follow our Restrictive Intervention policy if physical intervention or restraint is necessary to:

- Prevent a pupil from hurting themselves or others
- Prevent a pupil from damaging property
- Maintain good order and discipline

Any physical intervention must be:

- Reasonable and proportionate to the circumstances
- Used only as a last resort
- Recorded in writing and reported to the headteacher on the same day
- Reported to parents/carers
- Staff should avoid physical contact in situations where it may be misinterpreted or is unnecessary.

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 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 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 their line manager or the headteacher immediately.

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 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 Online Safety policy and Acceptable Use policy.

Staff should ensure privacy settings on all social media accounts are set to maximum and should not accept friend or follow requests from:

- Current pupils
- Recent former pupils (within the last 5 years)
- Parents or carers of current pupils
- Staff should be mindful that their online presence and activity, even when private, could impact their professional reputation and the reputation of the school.

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 front of pupils. All phones must be on silent or switched off at all times. They will also not use personal mobile phones or their own cameras to take pictures of pupils.
- We have the right to monitor emails and internet use on the school IT system.

Mobile phones and personal devices

- Staff must not use personal mobile phones or other personal devices (tablets, smartwatches, etc.) in the presence of pupils or during teaching time. Personal devices may only be used:
- During breaks and lunch times in staff-only areas
- In emergencies (with permission from a member of the senior leadership team)

Personal mobile phones and devices must not be used to:

- Take photographs or videos of pupils
- Contact pupils or their families
- Store pupil data or images
- School devices should be used for all work-related photography and communication.

Filtering and monitoring

- Staff must not attempt to bypass or disable the school's internet filtering and monitoring systems. These systems are in place to protect pupils and staff from harmful content.
- Any technical issues or concerns about blocked websites should be reported to the business manager/IT support.
- Staff should be aware that their use of school IT systems, including email and internet browsing, may be monitored in accordance with our Acceptable Use policy.
- Nudes and semi-nudes (youth produced sexual imagery)

- Staff must be aware that the making or sharing of nudes or semi-nudes (including images digitally altered or generated by artificial intelligence) is a serious safeguarding issue.

If a member of staff becomes aware that a pupil has shared, or is in possession of, nude or semi-nude images, they must:

- Report it immediately to the Designated Safeguarding Lead
- Not view, copy, print, share or save the images
- Not ask the pupil to show them the images
- Not delete the images from the pupil's device
- This applies to incidents involving pupils or staff. Any incidents involving staff will be dealt with in accordance with our allegations management procedures.

Use of generative AI

Staff may use generative AI tools (such as ChatGPT, Google Gemini, or other AI systems) for educational purposes, but must do so responsibly and in accordance with the following guidelines:

Staff must:

- Ensure pupils' personal data is never entered into AI systems without appropriate safeguards
- Verify the accuracy of any AI-generated content before using it with pupils
- Maintain professional judgment and not rely solely on AI for planning, assessment or feedback
- Be transparent with pupils when AI-generated content is being used
- Follow the school's data protection policy when using AI tools
- Model responsible AI use for pupils

Staff must not:

- Use AI to generate reports, references or assessments that should reflect personal professional judgment
- Input confidential or sensitive information about pupils, staff or families into AI systems
- Present AI-generated content as their own original work
- Use AI in ways that could compromise safeguarding or pupil wellbeing
- If staff are unsure whether a particular use of AI is appropriate, they should consult with the headteacher or senior leadership team.

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.

Staff must comply with data protection legislation (UK GDPR and Data Protection Act 2018) when handling personal information. This includes:

- Only accessing pupil and staff data when necessary for your role
- Not sharing passwords or leaving computers unlocked
- Not discussing pupils or staff in public places where conversations may be overheard
- Ensuring confidential documents are stored securely and disposed of appropriately (shredded)
- Not removing confidential information from school premises without authorisation

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 £30.00 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.

Alcohol and substance use

Staff must not:

- Be under the influence of alcohol or illegal substances while on school premises
- Be under the influence of alcohol or illegal substances when responsible for pupils (including on school trips)
- Consume alcohol on school premises (except at approved school events where the headteacher has given permission)
- Staff taking prescription or over-the-counter medication that may affect their ability to care for children or carry out their duties should inform the headteacher. This will be treated confidentially and appropriate adjustments will be made where necessary.

Lone working

- Staff working alone on the school premises should:
- Inform a colleague, family member or the headteacher of their presence and expected departure time
- Ensure that they sign in and out and inform the Premises Manager/Business Manager when on site

Dress code

- Staff will dress in a professional, appropriate manner.
- Please see dress code in staff handbook for more details

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.

Staff must inform the headteacher immediately if they are:

- Arrested, charged with, or convicted of any criminal offence (excluding minor traffic offences)
- Subject to a court order, caution or conditional discharge
- Subject to any investigation by any regulatory body
- Disqualified from working with children or subject to any sanctions imposed by the Teaching Regulation Agency
- Failure to disclose such information may result in disciplinary action, including dismissal.

Whistleblowing

Staff have a duty to report concerns about poor or unsafe practice, or potential failures in the school's safeguarding regime. This is known as whistleblowing.

Concerns that should be reported include:

- Safeguarding failures or concerns about a child's safety
- Behaviour that breaches this Code of Conduct
- Covering up wrongdoing
- Financial malpractice or fraud
- Failure to comply with legal obligations
- Dangers to health and safety

Staff should normally raise concerns with the headteacher. If the concern is about the headteacher, or if staff feel unable to raise it with the headteacher, they should contact:

- The chair of governors: William.nisbet@parkside.waltham.sch.uk
- The NSPCC whistleblowing helpline: 0800 028 0285 or help@nspcc.org.uk
- Staff who raise genuine concerns in good faith will be supported and protected from any potential repercussions or victimisation. Concerns will be treated confidentially wherever possible.

Whistleblowing is different from a grievance (which is a personal complaint about your own employment). If you're unsure which procedure to use, please speak to the headteacher.

Monitoring arrangements

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

Links with 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
- Safeguarding
- Gifts and hospitality
- Online Safety & Acceptable Use policy
- Allegations management procedures
- Restrictive Intervention policy
- Whistleblowing policy
- Data protection policy

Policy reviewed September 2026

Appendix 1

Teachers' Standards

Part Two: Personal and professional conduct

- A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- 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
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Code of Conduct – Reviewed September 2026

- **I have read this document:**
- **Name**.....
- **Signature**.....
- **Date**.....

I also confirm that since my enhanced DBS check was undertaken, I have not been or currently subject to any safeguarding enquiry or investigation. I agree to notify the headteacher immediately should this arise.

I also confirm that I am not disqualified from working with children, have not been subject to any sanctions by the Teaching Regulation Agency, and am not subject to any court orders, cautions or criminal investigations. I agree to notify the headteacher immediately should any of these circumstances change.