



Staff Code of Conduct

We learn to love and love to learn with Jesus

CONTENTS

1	School Mission, Vision and Aims	Page 3
2	Statement of Intent	Page 4
3	School Policies	Page 4
4	Appearance and Dress	Page 4
5	Attendance	Page 5
6	Professional Behaviour and Conduct	Page 5
7	Safeguarding Children	Page 5
8	Declaration of Interests	Page 6
9	Probity of Records	Page 6
10	Financial Inducements	Page 6
11	School Contacts	Page 7
12	Health and Safety	Page 7
13	Alcohol and Illegal Drugs	Page 7
14	School Premises, Equipment and Communication	Page 8
15	Social Networking Websites	Page 8
16	Data Protection	Page 9
17	Low-Level Concerns	Page 9
18	Review of Code of Conduct	Page 11



STAFF CODE OF CONDUCT

1. School Mission, Vision and Aims:

School Mission Statement
We learn to love and love to learn with Jesus

School Vision
To provide a safe, happy and aspirational environment for all, where we value the unique strengths and gifts of the children in our care. Our values-based curriculum, which is diverse, flexible and sequential, challenges children to develop emotionally, socially and intellectually to become the very best that they can be.

School Aims
• To create a living, Christian community of pupils, staff, parents, governors and parish where the teaching and values of Christ are at the heart of all our activities; • To sustain the Catholic life of the school through religious teaching, through experiences of prayer and Worship and through the Christian values which permeate the school; • To provide a secure, caring and welcoming environment for the children, parents, staff and visitors; • To offer our children the best possible education so that they may develop their aptitudes, abilities and interests to the best of their abilities within a stimulating learning environment • To promote excellence in all that we do; • To foster self-confidence and to motivate our children to take pride and pleasure in their work; • To ensure that learning is relevant to life and context, ensuring a curriculum that is immersive, sequential and progressive; • To encourage in our children a sense of responsibility for the community and for the world in which they live; • To help our children acquire the knowledge and skills that will eventually enable them to lead full lives in our society; • To celebrate and reward success in all areas of our children's development.

2. Statement of Intent:

Our Lady Catholic Primary School expects all of our pupils to receive the highest possible quality of teaching and learning within a positive and respectful environment.

Employees should understand that their own behaviour and the manner in which they conduct themselves with their colleagues, pupils, parents and other stakeholders, sets an example.

The governing body of Our Lady Catholic Primary School recognises that the majority of staff members act appropriately and treat each other with dignity and respect. However, we consider it important to clarify the expected standards.

This document forms part of a staff member's employment contract and failure to comply with it and with the associated policies may result in disciplinary action being taken, including legal action where it is warranted.

This document applies to all staff members who are:

- Employed by the school, including the Headteacher.

But this document does not apply to:

- Peripatetic staff members;
- Employees of external contractors and providers of services.

3. School Policies:

This Code of Conduct should be read and adhered to in conjunction with the following school policies:

- Child Protection and Safeguarding Policy;
- Health and Safety Policy;
- Data Protection Policy;
- Equal Opportunities Policy.

4. Appearance and Dress:

The expectations of the governing body are that staff members:

- 4.1.** Ensure that their appearance is clean and neat when at work or representing the school.
- 4.2.** Dress in a manner that is appropriate to their role. Jeans are not permitted in school, only on school trips.
- 4.3.** Remember that they are role models for pupils and that their dress and appearance should reflect this.

- 4.4. Do not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders.
- 4.5. Jewellery should not be ostentatious.
- 4.6. Have no visible tattoos.

5. Attendance:

Our expectations are that staff members:

- 5.1. Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- 5.2. Make routine medical and dental appointments outside of their working hours or during holidays, where possible.
- 5.3. Refer to the school's policy on special leave if they need time off for any reason other than personal illness.
- 5.4. Follow the school's absence reporting procedure when they are absent from work due to illness or injury.

6. Professional Behaviour and Conduct:

- 6.1. Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect.
- 6.2. Discrimination, bullying, harassment or intimidation, including physical and verbal abuse, will not be tolerated at the school.
- 6.3. Staff members must not misuse or misrepresent their position, qualifications or experience or bring the school into disrepute.
- 6.4. Staff members must inform the Head Teacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

7. Safeguarding Children:

Our expectations are for staff members to:

- 7.1. Act in an open and transparent way that would not lead to any suspicion about their actions or intent.
- 7.2. Respect their duty to protect children and young people from harm and to maintain

professional boundaries.

- 7.3.** Read and understand school policies on child protection and safeguarding, including their obligations to undertake a Disclosure and Barring Service (DBS) check.

8. Declaration of Interests:

- 8.1.** Staff members are required to declare their interests where the group or organisation would be considered to be in conflict with the ethos of our school. Membership to a trade union or staff representative group would not need to be declared.
- 8.2.** Staff members should also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities.
- 8.3.** Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the school or trade union.
- 8.4.** All declarations, including nil returns, should be submitted in writing to the Headteacher on the Register of Business Interests.
- 8.5.** Any member of staff who decides to babysit or tutor pupils out of school hours should declare this arrangement to the Headteacher/DSL. Members of staff are expected to uphold the school's high standard of safeguarding in this situation and report any concerns arising to the DSL.

9. Probity of Records:

- 9.1.** The deliberate falsification of documents is not acceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.
- 9.2.** Where a staff member has claimed any benefit, either directly or indirectly, or has failed to disclose their full earnings, this will be treated as gross misconduct and the employee may be dismissed and referred to the police.

10. Financial Inducements:

Staff members must:

- 10.1.** Familiarise themselves and comply with the schools' financial regulations.
- 10.2.** Not accept a personal gift, payment, or other incentive, from a business contact, which should be returned.
- 10.3.** Declare to the governing body, in writing, any gifts received, with the exception of:

- 10.3.1.** Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo. These items may be accepted.
- 10.3.2.** Gifts offered by parents or pupils to school staff to express their gratitude. Collections from whole classes are also acceptable.
- 10.3.3.** Hospitality in the shape of meals and drinks where it forms part of a normal business meeting, but offers to specific events should only be accepted after authorisation from the governing body.
- 10.3.4.** Authorised visits by employees to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business, which shall be at the school's expense.

11. School Contacts:

Staff members shall not use school business contacts for acquiring materials or services at trade/discount prices for non-school activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

12. Health and Safety:

Staff members must:

- 12.1.** Be familiar with and adhere to the school's Health and Safety Policy and must ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- 12.2.** Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
- 12.3.** Comply with hygiene requirements.
- 12.4.** Comply with accident reporting requirements.
- 12.5.** Inform their line manager of any paid work which is undertaken elsewhere for compliance with Working Time Regulations.

13. Smoking, Alcohol and Illegal Drugs:

- 13.1.** The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members are expected to attend work without being under the influence of alcohol or illegal drugs.
- 13.2.** If alcohol or drug usage impacts on a staff member's performance, the school has the right to

discuss the matter with the employee and take appropriate action, including referral to the police.

13.3. Smoking is not permitted on the school site.

14. School Premises, Equipment and Communication:

14.1. School equipment and systems are available only for school related activities and should not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Headteacher.

14.2. Illegal, inappropriate or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.

14.3. Employees receiving inappropriate communication or material or who are unsure about whether something he/she proposes to do might breach this policy, should seek advice from the Headteacher.

14.4. The school reserves the right to monitor e-mails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

14.5. Communication systems may be accessed when the school suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity.

14.6. Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Headteacher. Breach of this confidentiality may be subject to disciplinary action.

14.7. School equipment that is used outside school premises (e.g. laptops and iPads) should be returned to the school when the employee leaves employment or if requested to do so by the Headteacher.

14.8. The use of mobile phones in the presence or vicinity of pupils may constitute an immediate disciplinary offence with the exception of making emergency contact whilst on a school outing.

14.9. Mobile phones should not be used during staff training sessions or any form of CPD.

15. Social Networking Websites:

15.1. Employees must not access social networking sites for personal use during classes.

15.2. Access to some journals, blogs and social networking sites is permitted during classes for the purposes of undertaking job related duties only.

- 15.3.** Employees must act in the best interests of the school and not disclose personal data or information about any individual, including staff members, children and young people.
- 15.4.** Staff members should not 'friend' pupils on social networking websites.
- 15.5.** Access may be withdrawn and disciplinary action taken if there is a breach of confidentiality or defamatory remarks are made against any individual at the school.
- 15.6.** Please refer to the Social Media Policy and Acceptable Use Agreement for further guidance.

16. Data Protection:

- 16.1.** Staff members are required, under the Data Protection Act 1998, to collect, maintain and dispose of sensitive or personal data in a responsible manner.
- 16.2.** Staff members should not disclose sensitive information about the school, its employees, or the local authority, to other parties, unless it gives rise to concerns about the safety or welfare of a pupil.
- 16.3.** Staff members have the right to request access to data that is held about them and such requests should be made to the Headteacher.

17. Low-Level Concerns:

Definition of low-level concerns:

The term 'low-level' concern is any concern – no matter how small – that an adult working in or on behalf of the school may have acted in a way that:

- Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and;
- Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the designated officer at the local authority.

Examples of such behaviour could include, but are not limited to:

- Being overly-friendly with children;
- Having 'favourites' in the classroom;
- Taking photographs of children on their mobile phone;
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door;
- Humiliating pupils.

17.1. Sharing low-level concerns

At Our Lady Catholic Primary School, we recognise the importance of creating a culture of openness, trust and transparency to encourage all staff to confidentially share low-level concerns so that they can be addressed appropriately.

We will create this culture by:

- Ensuring staff are clear about what appropriate behaviour is, and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others;
- Empowering staff to share any low-level concerns as per section 11 of the Safeguarding and Child Protection policy (page 38).

17.2. Empowering staff to self-refer:

It is the school's duty to:

- Address unprofessional behaviour and support the individual to correct it at an early stage;
- Provide a responsive, sensitive and proportionate handling of such concerns when they are raised;
- Help to identify any weakness in the school's safeguarding system.

17.3. Responding to low-level concerns:

If the concern is raised via a third party, the Headteacher will collect evidence where necessary by speaking:

- Directly to the person who raised the concern, unless it has been raised anonymously;
- To the individual involved and any witnesses.

The Headteacher will use the information collected to categorise the type of behaviour and determine any further action, in line with the school's staff code of conduct.

The Headteacher will be the ultimate decision-maker in respect of all low-level concerns, though they may wish to collaborate with the DSL or Chair of Governors.

17.4 Record Keeping:

All low-level concerns will be recorded in writing.

In addition to details of the concern raised, records will include the context in which the concern arose, any action taken and the rationale for decisions and action taken.

Records will be:

- Kept confidential, held securely and comply with the DPA 2018 and UK GDPR;
- Reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, we will decide on a course of action, either through our disciplinary procedures or, where a pattern of behaviour moves from a concern to meeting the harms threshold as described in section 11 of Safeguarding and Child Protection policy, we will refer it to the designated officer at the local authority;
- Retained at least until the individual leaves employment at the school;
- Where a low-level concern relates to a supply teacher or contractor, we will notify the individual's employer, so any potential patterns of inappropriate behaviour can be identified.

17.5. References:

We will not include low-level concerns in references unless:

- The concern (or group of concerns) has met the threshold for referral to the designated officer at the local authority and is found to be substantiated; and/or
- The concern (or group of concerns) relates to issues which would ordinarily be included in a reference, such as misconduct or poor performance.

18. Review of Policy:

This Code of Conduct is monitored and reviewed by the Headteacher and Governors of the school and will be updated annually. This Code of Conduct will be reviewed in Autumn 2027.

Policy Originator	Richard Curry
Governor Responsible	Kelly Donkor
Status	Statutory
Last reviewed	23rd September 2025
Ratified on	15th September 2026
Review period	Annual

Signed by Headteacher:



Date: September 2026

Signed by Chair of Governors



Date: September 2026