



# Emmaville Primary School Staff Code of Conduct

Academic year	Head teacher	Chair of Governors
2026- 2028	Avril Armstrong	Bill Purvis

## 1. INTRODUCTION

The Governing Body of Emmaville Primary School is required to set out a Code of Conduct for all school employees.

At Emmaville 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.

Our aims underpin the school ethos and 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. In addition to this policy, 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.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

## 1. PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to 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 working hours.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Headteacher

## 2. SETTING AN EXAMPLE

2.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. Staff must therefore avoid using inappropriate or offensive language at all times.

2.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.

2.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

2.4 This Code helps all staff to understand what behaviour is and is not acceptable.

## 3. SAFEGUARDING PUPILS/STUDENTS

3.1 Staff have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

3.2 The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Safeguarding Lead and Deputies (DSL)

3.3 The school's Designated Safeguarding Lead is Avril Armstrong (Headteacher). The school's designated deputy leads are: Maggie McKenna and Beth McPherson (Assistant headteachers)

- 3.4 Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedures - and staff must be familiar with these documents.
- 3.5 Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- 3.6 Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

#### **4. PERSONAL MOBILES - STAFF**

- 4.1 Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- 4.2 Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time.
- 4.3 Mobile phones should not be used in a space where children are present (e.g. classroom, playground).
- 4.4 Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- 4.5 Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call.
- 4.6 Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras and iPads.
- 4.7 Staff should report any usage of mobile devices that causes them concern to the Headteacher.
- 4.8 Staff should use phones provided by the school to conduct all work-related business in a professional capacity whenever possible. However, there may be occasions when permission is granted for the use of a personal mobile. For example, whilst on a trip/residential visit where staff may need to contact parents for medical advice or to share information. In the event of staff working from home during a pandemic or whilst isolating, it may be necessary

to make calls from a personal mobile but this should only be allowed if the caller ID display function on a phone is deactivated before any work-related calls are made to parents.

## **5. PUPIL/STUDENT DEVELOPMENT**

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 is called for this should be exercised calmly. Where a member of staff is having difficulty managing pupil behaviour, they should discuss this matter with the headteacher at the earliest opportunity.

- 5.1 Staff must comply with school policies and procedures that support the well-being and development of pupils.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.
- 5.3 Staff must follow reasonable instructions that support the development of pupils.
- 5.4 Staff should only exercise physical restraint as a last resort to prevent injury.
- 5.5 Staff are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age of the child.

## **6. RESPECTING ONE ANOTHER**

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.

## **7. HONESTY AND INTEGRITY**

- 7.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

- 7.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise, or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools.
- 7.3 Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted and therefore must not occur. All rewards must be in line with the school attendance and behaviour policies.

## **8. PERSONAL CONDUCT OUTSIDE OF WORK**

- 8.1 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.
- 8.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 8.3 Staff must exercise caution when using information technology including social media and be aware of the risks to themselves and others.
- 8.4 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.
- No reference should be made in social media to students / pupils, parents / carers / school staff or issues / situations related to the school
  - They do not engage in online discussion on personal matters relating to members of the school community
  - Personal opinions should not be attributed to the school
  - Security settings on personal social media profiles should be regularly checked to minimise risk of loss of personal information
  - Teachers are instructed not to run social network spaces for student use on a personal basis or to open up their own spaces to their students, but to use the schools' preferred system for such communications.
  - Staff are not permitted to maintain a Social Media relationship with any pupil, current or alumni until such time that the pupil turns 18.

## **9. PROFESSIONAL STANDARDS AND CONFIDENTIALITY**

At Emmaville we believe that first impressions count and pupils are influenced by role models around them. All staff form an important part of that modelling process and as professionals it is important that we provide the best example of appropriate behaviour and appropriate clothing for the task in hand.

We feel that all children need to have appropriate role models for professional dress and that all children understand the importance of appropriate dress at relevant times.

Staff are in a position of responsibility and trust and therefore they must be appropriately attired to meet safeguarding procedures, both to protect the children and to protect themselves.

Staff should therefore set a good example in what they wear, avoiding clothing that is overly casual.

**9.1** As part of safeguarding for staff and pupils it is important that staff wear clothing which is:

- Appropriate to their role
- Is not likely viewed as offensive, revealing or sexually provocative
- Does not distract, cause embarrassment or give rise to misunderstanding
- Is absent from any political or otherwise contentious slogans
- Is not discriminatory

Tattoos/Body Art must be covered at all times.

If jewellery is worn staff must ensure that it does not cause a health and safety hazard. Pierced earrings can be worn but other piercings should be removed during the school day.

The following items should not be worn:

- See through garments. Please be particularly aware during summer months when items are thinner
- Low cut tops
- Crop tops
- Jeans
- Shorts or leggings (unless to the knee)

The dress code rules can be relaxed to suit the occasion, for example non-uniform days where jeans may be worn.

9.2 All staff are expected to behave thoughtfully and responsibly.

9.3 Staff should be punctual and well-prepared.

9.4 Staff should complete tasks to the best of their ability, taking pride in their

work.

9.5 All absence should be genuine.

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

9.7 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (or by a 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 parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

9.8 However, staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.

## **10. 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. Staff needing support are encouraged to discuss issues and concerns with the headteacher. Support can be provided externally through the Occupational Health Service.

## **11. MONITORING AND EVALUATION**

All staff are expected to demonstrate consistently high standards of personal and professional conduct. By adhering to this policy staff can be assured they are playing their part in safeguarding pupils and protecting themselves.

We measure the success of Emmaville's code of conduct policy by the adults in school following the code.

The senior leadership team will monitor the code of conduct within school.

Information gathered will be shared with the Governing Body

## **12. DISCIPLINARY ACTION**

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.