

St Alban's C.E Primary School



Code of Conduct

September 2026

Staff consulted: September 2026

Next review: September 2027 - amendments shown in dark blue

Faith

Hope

Love

Our school vision



Our vision is that all our pupils should grow in:

Faith in God, or be inspired by faith, and in their own ability to fulfil their potential,

Hope to be the best of examples, to work to change themselves and the world for the better, and

Love, reflecting God's love in unselfish love for others.

Our vision is based on the God given virtues of:

FAITH, HOPE AND LOVE

1 Corinthians 13:13

Faith

Hope

Love

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1. 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.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#).

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.

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

[We expect all support staff, governors and volunteers to support our school vision of Faith, Hope and Love.](#)

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.

2. Legislation and guidance

We are required to establish procedures for the regulation of staff conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

[In line with Keeping Children Safe in Education 2026 \(KCSIE\), this code covers low-level concerns, allegations against staff and whistleblowing, acceptable use of technology \(including personal and mobile devices\), staff-pupil relationships, communications and social media. All staff must read Part one of KCSIE 2026 and follow the school's safeguarding procedures.](#)

3. 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, respect and kindness](#)
- [Promote equality and inclusion, and not discriminate, harass, victimise or tolerate prejudicial or derogatory conduct](#)

- › 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
- › Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- › Understand the statutory frameworks they must act within
- › Adhere to the Teachers' Standards

4. Safeguarding

Staff have a duty to safeguard pupils from harm and to report concerns promptly. This includes abuse, neglect and exploitation, whether within or outside the home, online or offline.

Staff will read Part one of KCSIE 2026 and Annex A, familiarise themselves with the child protection and safeguarding policy, online-safety and filtering-and-monitoring expectations, the Prevent duty and local procedures, and know what to do if they have a concern about a child.

The child protection and safeguarding policy and procedures are available on the school website, in the staffroom and from the school office. They will be provided at induction together with Part one of KCSIE 2026, and safeguarding updates will be provided at least annually and when required.

• 4.1 Allegations that may meet the harm threshold

This section applies where it is alleged that anyone working in or on behalf of the school, including a supply teacher, trainee teacher, volunteer or contractor, has:

- › Behaved in a way that has harmed a child, or may have harmed a child, and/or
- › Possibly committed a criminal offence against or related to a child, and/or
- › Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- › Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

The Headteacher will act as case manager and will follow KCSIE and local authority designated officer (LADO) procedures. Where the concern is about the Headteacher, the Chair of Governors will act as case manager.

• 4.2 Low-level concerns about members of staff

A low-level concern is any concern - no matter how small, and even if it causes only a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school may have acted in a way that is inconsistent with this code, including inappropriate conduct outside work, but does not meet the harm threshold. Examples include:

- › Being over-friendly with children
- › Having favourites
- › Taking photographs of children on a personal device
- › Engaging in 1-to-1 activities where they can't easily be seen
- › Humiliating pupils

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff must share low-level concerns using the reporting procedures in the child protection and safeguarding policy. Staff are encouraged to self-refer where conduct could be misinterpreted. If unsure whether a concern is low-level or may meet the harm threshold, staff must report it rather than decide the threshold themselves.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy. This is available on the school website, in the staffroom and at the school office.

Our procedures for dealing with allegations will be applied with common sense and judgement.

• 4.3 Whistle-blowing

Whistle-blowing reports wrongdoing that it is "in the public interest" to report. Examples linked to safeguarding include:

- › Pupils' or staff members' health and safety being put in danger
- › Failure to comply with a legal obligation or statutory requirement
- › Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report concerns to the Headteacher. If the concern is about the Headteacher, or the Headteacher may be involved, it should be reported to the Chair of Governors. Where staff feel unable to raise a safeguarding concern internally, or believe it is not being addressed, they should follow the whistleblowing policy and may use the NSPCC Whistleblowing Advice Line.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

For our school's detailed whistle-blowing process, please refer to our whistle-blowing policy.

5. Staff-pupil relationships

Staff will maintain professional boundaries with pupils and act in a fair, open and transparent way. Any pre-existing family, social or online connection with a pupil or family must be disclosed to the Headteacher so that appropriate safeguards can be agreed.

Where one-to-one work with a pupil is necessary, staff will ensure that:

- › The location and arrangement are appropriate to the activity and safeguarding needs
- › They remain observable or interruptible wherever practicable
- › A colleague or line manager knows that the one-to-one work is taking place

Staff will not initiate or maintain private contact with pupils outside approved school channels. Any unavoidable or accidental contact must be reported to the Headteacher or DSL.

Personal contact details and personal social-media accounts must not be exchanged with pupils.

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 pupils are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

6. Communication and social media

Staff must manage personal social-media accounts and privacy settings so that pupils cannot access private content or communicate with them. Staff must not accept or initiate connections with current pupils and must maintain professional boundaries in all online activity.

Staff will communicate with pupils and parents only through school-approved channels and for a legitimate professional purpose. They will not seek out pupils' or parents' personal social-media profiles.

Staff will not post or share information, images, recordings or comments that identify pupils or reveal confidential school matters unless this has been authorised and there is appropriate consent or another lawful basis.

Staff must follow the school's Online Safety Policy, Social Media Policy and Acceptable Use Policy.

7. Acceptable use of technology

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Staff will not use school technology, accounts or networks to access, create, store or share material that is illegal, extremist, discriminatory, offensive or otherwise inappropriate for an educational setting, and will not attempt to bypass security, filtering or monitoring controls.

Personal mobile phones and smart devices, must be kept out of sight (and not on their person) and not used in front of pupils except for an approved professional purpose or emergency. Personal devices must never be used to photograph, film or record pupils. Staff use of devices must support the school's mobile phone-free environment.

Generative AI may be used only for an approved work purpose and in line with the Acceptable Use Policy. Personal, confidential or safeguarding information must not be entered into an AI tool unless the school has approved both the tool and the specific use. Staff remain professionally accountable for checking accuracy, bias, suitability, safeguarding and copyright. The school may lawfully monitor use of its systems in accordance with its policies and privacy notices.

8. 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 should never be:

- › Disclosed to anyone unless required by law or with consent from the relevant party or parties
- › Used to humiliate, embarrass or blackmail others
- › Used for a purpose other than what it was collected and intended for

Confidentiality does not prevent staff from sharing safeguarding information through the appropriate channels. Data protection law is not a barrier to safeguarding: staff should share necessary, proportionate, relevant, accurate, timely and secure information to protect a child, and record the action and rationale in line with school procedures.

9. 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.

Staff will ensure that all information given to the school is correct. This should include:

- › Background information (including any past or current investigations/cautions related to conduct outside of school)
- › Qualifications
- › Professional experience

Staff must notify the Headteacher promptly of any material change or relevant matter that may affect their role, professional standing or suitability to work with children, in accordance with employment, safeguarding and safer-working procedures. The school will consider the nature and circumstances fairly.

10. Dress code

Staff will dress in a professional, appropriate manner.

Clothing and personal presentation must be suitable for the role, safe for the activities undertaken and respectful of the school community. Tattoos or images that are offensive, discriminatory or otherwise unsuitable for a school setting must be covered.

Clothing must not display offensive, discriminatory or party-political slogans.

Teaching assistants may wear smart jeans that are clean, presentable and not ripped.

11. Conduct outside of work

Staff must not behave inside or outside work, including online, in a way that may harm a child, indicate that they may pose a risk of harm, suggest they may not be suitable to work with children, or bring the school or teaching

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profession into disrepute. Relevant concerns must be disclosed and reported in line with safeguarding and employment procedures.

12. Monitoring arrangements

This policy will be reviewed at least annually and sooner where legislation or statutory guidance changes. It will be approved by the Full Governing Body, which will oversee effective implementation and timely action to safeguard children and address concerns.

13. 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
- Child protection and safeguarding
- Online safety
- Whistle-blowing
- Acceptable Use Policy