

PEWITHALL PRIMARY SCHOOL

STAFF CODE OF CONDUCT

Ready • Safe • Respectful

Safeguarding Statement

Pewithall Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors, volunteers, contractors and visitors to share this commitment.

All staff have a duty to safeguard and promote the welfare of children and must act in accordance with:

- Keeping Children Safe in Education;
- Working Together to Safeguard Children;
- The school's Child Protection and Safeguarding Policy;
- The Teachers' Standards;
- The Headteachers' Standards. [gov.uk], [gov.uk]

The welfare of the child is paramount and must underpin all professional decisions.

1. Introduction

This Code of Conduct sets out the standards of behaviour expected of all employees, governors, volunteers, agency staff, contractors and anyone working on behalf of Pewithall Primary School.

The purpose of this Code is to:

- Safeguard pupils and adults.
- Promote a professional working environment.
- Protect staff from misunderstandings or allegations.
- Ensure consistency in expectations.
- Support the school's values of **Ready, Safe and Respectful**.
- Maintain public confidence in the profession.

This Code applies:

- During working hours.
- Whilst undertaking school activities.
- On educational visits.
- During online interactions connected with work.
- Outside working hours where behaviour could affect the reputation of the school or professional standing of staff.

2. Our School Values

All staff are expected to embody and promote our core values:

Ready

Staff will:

- Be punctual and prepared.
- Maintain professional standards.
- Engage positively with pupils, colleagues and families.
- Demonstrate commitment to continuous professional development.
- Be ready to respond appropriately to safeguarding concerns.

Safe

Staff will:

- Prioritise pupil welfare.
- Maintain professional boundaries.
- Follow safeguarding procedures.
- Create emotionally and physically safe learning environments.

- Comply with all health and safety requirements.

Respectful

Staff will:

- Treat everyone with dignity and courtesy.
- Value diversity and inclusion.
- Promote equality of opportunity.
- Communicate professionally.
- Model positive behaviour at all times.

3. Professional Conduct

All staff are expected to:

- Maintain high standards of honesty and integrity.
- Demonstrate professionalism in all aspects of their work.
- Act as positive role models.
- Follow school policies and procedures.
- Comply with lawful management instructions.
- Maintain public trust and confidence in the profession.

Staff must not:

- Bring the school into disrepute.
- Behave in a manner that could undermine confidence in their professional judgement.
- Engage in conduct that may call their suitability to work with children into question.

4. Relationships with Pupils

Staff must maintain professional relationships with pupils at all times.

Professional boundaries must be clearly established and maintained.

Staff must:

- Treat pupils fairly and consistently.
- Maintain appropriate professional distance.

- Model respectful behaviour.
- Avoid favouritism.
- Promote pupils' wellbeing.

Staff must not:

- Develop inappropriate personal relationships with pupils.
- Exchange personal contact details.
- Communicate with pupils through personal social media accounts.
- Meet pupils socially without proper authorisation.
- Behave in a manner which may be perceived as grooming.

5. Safeguarding Responsibilities

All staff have a responsibility to:

- Be alert to signs of abuse, neglect or exploitation.
- Report concerns immediately.
- Challenge unsafe practices.
- Maintain professional curiosity.
- Act promptly when concerns arise.

Staff must never assume that somebody else will take responsibility for reporting a safeguarding concern.

Failure to report safeguarding concerns may constitute misconduct.

6. Standards of Conduct Towards Adults

All staff are expected to:

- Treat others with dignity and respect.
- Work collaboratively.
- Listen to differing viewpoints.
- Resolve disagreements professionally.
- Support positive working relationships.

The following behaviours are unacceptable:

- Bullying.
- Harassment.
- Victimisation.
- Discrimination.
- Intimidation.
- Offensive language.
- Aggressive behaviour.
- Malicious allegations.

The school operates a zero-tolerance approach towards conduct that causes others to feel unsafe or intimidated.

7. Dress and Appearance

Staff are role models for pupils and representatives of the school within the wider community.

All staff are therefore expected to present themselves in a professional manner.

Clothing should:

- Be clean and presentable.
- Be suitable for a primary school environment.
- Support a professional image.
- Be safe and practical.
- Enable staff to carry out their role effectively.

Clothing should not:

- Be excessively revealing.
- Display offensive language or images.
- Display discriminatory content.
- Present a health and safety risk.

Footwear should be suitable for moving safely around classrooms, playgrounds and wider school environments.

The Headteacher reserves the right to determine whether clothing is appropriate for the workplace.

8. Use of Technology and Communications

Staff must use school technology responsibly and professionally.

Staff are expected to:

- Follow school ICT policies.
- Protect passwords.
- Keep devices secure.
- Protect confidential information.
- Use technology appropriately for educational purposes.

Staff must not:

- Access inappropriate material.
- Share confidential information improperly.
- Use school systems for unlawful purposes.
- Download unauthorised software.

9. Artificial Intelligence (AI)

The school recognises that staff may use AI tools such as:

- ChatGPT;
- Microsoft Copilot;
- Google Gemini;
- Claude;
- Other approved AI systems.

AI may be used to support:

- Planning.
- Administrative tasks.
- Resource creation.
- Professional development.

However:

- Professional judgement must always remain with the member of staff.
- AI must never replace safeguarding judgement.
- Confidential information must never be entered into public AI platforms.

- Identifiable pupil information must never be entered into public AI systems.
- Child protection information must never be uploaded.
- Staff information must never be uploaded.

All AI-generated content must be checked for:

- Accuracy.
- Bias.
- Suitability.
- Safeguarding implications.

The user of the AI system remains fully accountable for any work produced.

10. Social Media

Staff must ensure that their use of social media:

- Does not undermine confidence in the profession.
- Protects pupils and families.
- Maintains professional boundaries.
- Protects the reputation of the school.

Staff must not:

- Discuss pupils online.
- Discuss colleagues online.
- Discuss confidential school matters online.
- Accept pupils as friends or followers.
- Use social media to criticise colleagues, parents or the school.

Privacy settings should be maintained appropriately but should not be relied upon as a guarantee of privacy.

11. Attendance and Timekeeping

Staff are expected to:

- Attend work punctually.

- Follow reporting procedures for absence.
- Maintain regular attendance.
- Meet contractual commitments.

Persistent lateness or poor attendance may be addressed through relevant procedures.

12. Health and Safety

All staff have a responsibility to:

- Promote a safe working environment.
- Follow risk assessments.
- Report hazards immediately.
- Cooperate with health and safety procedures.
- Take reasonable care of themselves and others.

13. Confidentiality and Data Protection

Staff have access to confidential information concerning pupils, families and colleagues.

Such information must:

- Be kept secure.
- Only be shared where authorised or required.
- Be handled in accordance with GDPR and Data Protection legislation.

Confidential information must never be discussed in public places or shared with unauthorised persons.

14. Equality, Diversity and Inclusion

Pewithall Primary School is committed to providing an inclusive environment where everyone is valued and respected.

All staff must:

- Promote equality.
- Challenge discrimination.
- Support inclusion.
- Respect protected characteristics.
- Foster belonging for all members of the school community.

15. Gifts, Hospitality and Personal Interests

Staff should not:

- Accept gifts which may compromise their professional judgement.
- Offer preferential treatment.
- Place themselves in positions where conflicts of interest arise.

Any gifts or hospitality received should be declared in accordance with school procedures.

16. Educational Visits and Off-Site Activities

Staff are expected to maintain the same professional standards during educational visits, residential visits and extra-curricular activities as they do within school.

Professional boundaries remain in place at all times.

17. Whistleblowing

Staff are encouraged to raise concerns where they believe:

- Children are at risk.
- Professional standards are not being maintained.
- Policies are being breached.
- Unlawful activity may be occurring.

No member of staff will suffer detriment for appropriately raising genuine concerns.

18. Allegations Against Staff

Any allegation that a staff member has:

- Behaved in a way that has harmed a child;
- May have harmed a child;
- May pose a risk of harm;
- May not be suitable to work with children;

will be managed in accordance with statutory safeguarding procedures.

19. Breaches of the Code

Failure to comply with this Code of Conduct may result in:

- Management guidance;
- Additional training;
- Formal capability procedures;
- Disciplinary procedures;
- Referral to external agencies where appropriate.

Serious breaches may be treated as gross misconduct.

20. Monitoring and Review

This Code of Conduct will be reviewed annually by the Governing Body.

Staff are expected to read, understand and comply with this code at all times.

Declaration

I have read and understood the Pewithall Primary School Staff Code of Conduct and agree to adhere to its requirements.

Name: _____

Position: _____

Signature: _____

Date: _____

Policy Information

Reviewed: Nov 2026

Minuted & Adopted: 2nd November 2026

Date for review: 2nd November 2027

Signed: Mr N Burgess (Chair of the board of Governors



Signed: Mr D Baugh (Head Teacher)

