Wolsey House Primary School

Code of Conduct for Employees

Policy date: September 2026

Policy review date: September 2027

Together we grow, achieve and thrive.

1. INTRODUCTION

The Governing Body has adopted this code of conduct in accordance with current safeguarding guidance, to establish the standards of professional behaviour expected of all employees. It applies to all staff employed by the school, including teaching and support staff, whether employed permanently, temporarily, casually or through agency. Relevant expectations also apply to volunteers, contractors, governors and other adults working on behalf of the school.

This code should be read alongside the Staff Handbook and the school's safeguarding and child protection, whistleblowing, behaviour, online safety, data protection, equality and disciplinary policies.

This Code has been informed by:

- Keeping Children Safe in Education 2026;
- Working Together to Safeguard Children 2026;
- the Teachers' Standards, including Part Two: Personal and Professional Conduct; and
- Guidance for safer working practice for those working with children and young people in education settings, Safer Recruitment Consortium, February 2022
- Equality Act 2010; Bribery Act 2010; Data Protection Act 2018; UK GDPR; Data (Use and Access) Act 2025; Children Acts 1989 and 2004; Education Act 2002; Counter-Terrorism and Security Act 2015

All staff are expected to be conscientious and loyal to the aims and objectives of the school. All staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct. All other employees are expected to maintain the equivalent high standards of conduct relevant to their roles and to comply with this code and the school's policies and procedures.

Failure to comply with this Code may result in action under the school's disciplinary procedures and, where appropriate, referral to the Local Authority Designated Officer, Disclosure and Barring Service, Teaching Regulation Agency, police or another relevant body.

Safeguarding and promoting the welfare of the children is everyone's responsibility. Staff must maintain a child-centred approach, act in the best interests of pupils and respond immediately to any concern about a child's safety or welfare. Staff must know and follow the school's safeguarding procedures, including the arrangements for reporting concerns about pupils, allegations or low-level concerns about adults, and concerns about safeguarding practice within the school.

The school is committed to creating a safe, inclusive and respectful culture founded on professional integrity, openness, accountability, fairness and appropriate professional boundaries. Staff must treat pupils and colleagues with dignity and respect and must not discriminate against, harass, victimise, humiliate or unlawfully disadvantage anyone.

We value and respect all pupils and understand that we have a key role to play in identifying child protection concerns as the safeguarding of children and their welfare is paramount. Therefore, we must ensure all school personnel (and volunteers) are appointed following safer-recruitment procedures and subject to the vetting checks appropriate to their role, trained in child protection procedures, understand their roles and comply with the code of conduct. All staff, volunteers and other adults working on behalf of the school must receive appropriate induction, understand the expectations relevant to their role and comply with the school's safeguarding arrangements.

The Code will be applied fairly and consistently, with due regard to the Equality Act 2010, employment law and the individual circumstances of each case.

2. AIMS

This Code aims to:

- safeguard and promote the welfare of pupils;
- define the professional standards expected of everyone working for or on behalf of the school;
- maintain a culture of safety, inclusion, mutual respect, openness and accountability;
- help staff maintain appropriate professional boundaries and identify conduct that may be unsafe or inappropriate;
- ensure that concerns about pupils, adults or safeguarding practice are reported and addressed promptly;
- protect pupils, staff and the school from avoidable harm, misunderstandings and allegations;
- promote equality and prevent discrimination, harassment, victimisation, humiliation and inappropriate conduct; and
- ensure that the Code remains consistent with current legislation, statutory guidance and the school's other policies.

3. Scope and expectations

This code applies whenever a person is working, representing the school, using school systems or resources, communicating with members of the school community, or engaged in conduct outside work that may affect their suitability to work with children, the school's reputation or public confidence in their role.

Employees must:

- act with honesty, integrity, fairness and professional judgement
- place the safety, welfare and best interests of children first
- follow lawful and reasonable instructions and all relevant school policies
- maintain appropriate professional boundaries and avoid conduct that could be misinterpreted
- treat pupils, families, colleagues and visitors with dignity and respect
- raise concerns and challenge unsafe, discriminatory or unprofessional practice
- cooperate with safeguarding, employment and regulatory enquiries.

4. Specific responsibilities for roles and procedures

Safeguarding is everyone's responsibility. All governors, employees, volunteers and other adults working on behalf of the school must understand and follow the expectations set out in this code, the school's Safeguarding and Child Protection Policy and Keeping Children Safe in Education.

The Governing Body will:

- provide strategic leadership for safeguarding and ensure that the school complies with its statutory duties;
- ensure that an appropriate senior member of the school's leadership team is appointed as the Designated Safeguarding Lead (DSL);

- ensure that the DSL has sufficient status, authority, time, funding, training, resources and support to carry out the role effectively;
- ensure that suitable arrangements are in place to provide DSL cover during school hours and for relevant out-of-hours activities;
- ensure that appropriate safeguarding, child protection, staff behaviour, low-level concerns, allegations and whistleblowing procedures are in place;
- ensure that appropriate safer recruitment, selection and vetting arrangements are followed and that the Single Central Record is maintained;
- ensure that legal duties to make referrals to the Disclosure and Barring Service and, where appropriate, the Teaching Regulation Agency are fulfilled;
- ensure that procedures are in place for managing safeguarding concerns or allegations about employees, supply staff, volunteers and contractors;
- ensure that the Chair of Governors acts as case manager where an allegation concerns the Headteacher and liaises with the Local Authority Designated Officer (LADO), where appropriate;
- ensure that the school contributes effectively to local multi-agency safeguarding arrangements;
- ensure that appropriate filtering and monitoring systems are in place and that their effectiveness is reviewed at least annually;
- ensure that governors receive appropriate safeguarding and child protection training, including online safety, at induction and that this training is regularly updated;
- ensure compliance with equality legislation and that prejudice-based and discriminatory incidents are addressed appropriately;
- monitor the implementation and effectiveness of this code; and
- review this code at least annually and whenever legislation, statutory guidance or local arrangements change.

The Headteacher will:

- promote a culture in which safeguarding, professional conduct, openness and accountability are given the highest priority;
- ensure that this code and associated policies and procedures are implemented consistently;
- ensure that all employees understand their professional and safeguarding responsibilities;
- ensure that new employees, volunteers, supply staff and contractors receive appropriate induction and information proportionate to their role;
- ensure that employees receive appropriate safeguarding and child protection training at induction, that training is regularly updated and that safeguarding updates are provided as required and at least annually;
- ensure that safer recruitment procedures and appropriate pre-employment checks are followed;
- ensure that visitors, volunteers and contractors are appropriately supervised and made aware of the school's safeguarding expectations;
- act as the case manager for allegations that may meet the harm threshold concerning employees, supply staff, volunteers or contractors, seeking advice from the LADO as required;
- receive and respond appropriately to low-level concerns about adults working in or on behalf of the school;
- ensure that concerns are recorded securely, reviewed for patterns and managed in accordance with Keeping Children Safe in Education;
- ensure that appropriate referrals are made to the DBS, Teaching Regulation Agency, children's social care, the police or other agencies when the relevant criteria are met;

- work closely with the DSL and the safeguarding link governor; and
- report to the Governing Body on the implementation and effectiveness of this code.

Where a concern or allegation relates to the Headteacher, it must be reported to the Chair of Governors. Where reporting to the Headteacher would create a conflict of interest, the concern should be reported directly to the LADO.

The Designated Safeguarding Lead will:

- take lead responsibility for safeguarding and child protection, including online safety and understanding the school's filtering and monitoring arrangements;
- advise and support employees in carrying out their safeguarding responsibilities;
- ensure that safeguarding concerns are considered promptly and that appropriate action is taken;
- manage and make referrals to local authority children's social care, the Channel programme, the police and other relevant agencies;
- work with the Headteacher, safeguarding link governor and relevant external agencies;
- take part in strategy discussions, child protection conferences and other multi-agency meetings, or support other appropriately trained employees to do so;
- contribute to assessments of children and families;
- maintain accurate, secure and confidential safeguarding and child protection records;
- ensure that child protection files are transferred securely and separately from the main pupil file when a child moves school, within the required timescale;
- ensure that safeguarding information is shared lawfully, proportionately and in the best interests of the child;
- help promote a culture in which children are listened to, taken seriously and able to report concerns safely;
- ensure that children's wishes and feelings are considered when determining what action to take and what services to provide;
- promote staff awareness of safeguarding procedures and changes to statutory or local guidance;
- complete DSL training at least every two years, including Prevent awareness training, and refresh knowledge and skills at least annually;
- provide or arrange safeguarding updates, advice and support for employees; and
- ensure that adequate DSL or deputy DSL cover is available during school hours and for relevant out-of-hours activities.

The DSL is responsible for safeguarding the welfare of the child and coordinating appropriate referrals and support. The DSL will not independently investigate allegations about adults; these will be managed by the appropriate case manager in consultation with the LADO.

All employees must:

- behave professionally both inside and outside school and maintain public confidence in their suitability to work with children;
- read and understand at least Part One of Keeping Children Safe in Education and follow the school's safeguarding systems and procedures;
- attend required safeguarding, child protection and online safety training and keep their knowledge up to date;
- understand that safeguarding is everyone's responsibility and always act in the best interests of the child;

- remain alert to signs of abuse, neglect, exploitation, child-on-child abuse, prejudice-based harm and other safeguarding concerns;
- report any concern about a child promptly to the DSL or a deputy DSL;
- speak directly to the DSL or a deputy when a concern is urgent. Recording information on CPOMS does not replace the requirement to report an urgent concern;
- make an immediate referral to children's social care or contact the police where circumstances require this and the DSL or a deputy is unavailable;
- record concerns accurately, factually and promptly using the school's agreed recording system (CPOMS);
- listen carefully to children, take their concerns seriously and never promise confidentiality;
- maintain appropriate professional boundaries and avoid favouritism, overfamiliarity, secrecy or relationships that could be misunderstood;
- use physical contact only when it is appropriate, necessary and proportionate to the child's needs and the circumstances;
- use reasonable force only where lawful, necessary and proportionate, in accordance with the school's procedures;
- ensure that one-to-one work with a child is undertaken transparently and with appropriate safeguards, including consideration of visibility, location, the needs of the child and the nature of the activity;
- protect confidential and personal information and share it only where there is a lawful and professional reason to do so;
- report immediately to the Headteacher any concern or allegation about another adult that may meet the harm threshold;
- report all low-level concerns about adults promptly to the Headteacher, including concerns about their own conduct where it could be misinterpreted;
- report a concern about the Headteacher to the Chair of Governors;
- use the school's whistleblowing procedure where they believe unsafe practice is not being addressed;
- cooperate with safeguarding enquiries and multi-agency work while maintaining appropriate confidentiality;
- treat pupils, families, colleagues and other members of the school community with dignity, fairness and respect;
- challenge discrimination, prejudice, bullying and unsafe or inappropriate practice;
- declare any conflict of interest, outside relationship or change in circumstances that could affect professional boundaries or their suitability to work with children; and
- seek advice and support if their health, wellbeing, workload or personal circumstances may affect their ability to work safely or fulfil their professional responsibilities.

5. Professional conduct and relationships at work

Staff are role models. Their language, behaviour and decision-making should promote a calm, safe, respectful and inclusive culture. Staff must not humiliate, demean, intimidate, threaten, swear at or use sarcasm against a child. They must not make sexualised, discriminatory, degrading or offensive comments or jokes.

Staff must work cooperatively and communicate respectfully, including when they disagree. Bullying, harassment, victimisation, discrimination, deliberate exclusion, malicious gossip and retaliation against a person who raises a genuine concern are unacceptable.

Staff must not make intrusive or inappropriate comments about a colleague's relationships, parenthood, health, appearance or protected characteristics. Concerns about conduct or performance should be addressed through appropriate management routes, not through gossip or public criticism.

Staff should contribute to a culture in which people can discuss wellbeing without stigma. Anyone whose health, medication or personal circumstances may affect their ability to work safely should speak to their line manager so that appropriate support or adjustments can be considered.

6. Sexual harassment amongst staff

Sexual harassment is any unwanted physical, verbal or non-verbal conduct of a sexual nature that has a purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It also includes treating someone less favourably because they've submitted or refused to submit to unwanted conduct of a sexual nature in the past, or harassment related to sex or gender reassignment. When this behaviour is unwanted, it includes (but isn't limited to):

- Unwanted physical conduct or 'horseplay' including touching, pinching, pushing and grabbing
- Continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome
- Sending or displaying material that is pornographic, or that some people might find offensive
- Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless)
- Offensive emails, text messages or social media content
- Comments and jokes of a sexual nature
- Sexually suggestive looks and staring
- Sexual propositions and advances
- Promising things in return for sexual favours
- Physical contact such as massaging, hugging or kissing
- Sexual contact on social media

The school will take all reasonable steps to prevent sexual harassment and will not wait for an incident or complaint before taking appropriate preventative action. This includes considering risks, providing appropriate training, maintaining effective reporting arrangements and responding to patterns or concerns.

Sexual harassment may be carried out by a colleague or by a third party encountered through work, including a parent, carer, visitor, contractor or member of the public.

Staff are encouraged to challenge sexual harassment where it is safe and appropriate to do so and must report any incident they experience or witness. Concerns should be reported to the Headteacher. A concern involving the Headteacher must be reported to the Chair of Governors.

Reports will be handled promptly, fairly, sensitively and as confidentially as possible. The school will take reasonable steps to support those affected and protect people who report concerns or act as witnesses from victimisation. Where the conduct may also constitute a safeguarding concern or an allegation involving an adult who works with children, the school's safeguarding and allegations procedures will also be followed.

Sexual harassment may result in disciplinary action, up to and including dismissal.

7. Safeguarding

Staff have a duty in line with Keeping Children Safe in Education (KCSIE) to safeguard pupils from harm, and to report any concerns they have. This includes:

- Physical, emotional and sexual abuse
- Bullying, cyberbullying or discriminatory bullying
- Sexual violence or sexual harassment
- Online harm
- Neglect
- Domestic abuse affecting the child
- Mental health concerns that may also be safeguarding concerns
- Female genital mutilation (FGM) concerns, and
- All forms of exploitation and modern slavery

Staff must read our child protection and safeguarding policy and procedures, and the Prevent duty, and ensure they are aware of the processes to follow if they have any concerns about a child.

Our child protection and safeguarding policy and procedures are available in the staff room, as well as in the policies section of our school website. New staff will also be given copies on arrival.

All staff will read at least Part One of Keeping Children Safe in Education (KCSIE) in full and make sure they understand their roles and responsibilities as set out in the guidance. If any staff have any concerns or questions about the contents of Part One of KCSIE, these must be raised as soon as possible to the designated safeguarding lead (DSL).

The school's Lead DSL is **Paula Martin** (DHT)

The school's additional DSLs are: Steve Powell (HT), Yasin Ismail (DHT), Julie Cooper-Marsh (AHT), Jacqui Hayes (Office), Caroline Humphrey (Office), Leanne Watts (SENDCo), Jim Baker (Behaviour Support Mentor) and Steve Punchard (Teacher)

Staff must take the upmost care of pupils/pupils under their supervision with the aim of ensuring their safety and welfare.

All staff are subject to the appropriate DBS and other pre-employment checks for their role.

All staff are expected to show professional curiosity and ensure they understand their role in safeguarding children.

8. Professional boundaries with pupils

Staff will observe proper and professional 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 1-to-1 basis, staff will make sure that:

- This takes place in a public place that others can access
- Others can see into the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible. If unable to do so, professional boundaries should be observed.

Any pre-existing family, social, community, faith, sporting, tutoring or other connection with a pupil must be declared to the Headteacher using **Appendix 2**. Staff must also declare any new connection or material change. The Headteacher will decide whether safeguards or adjustments are required.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware that many pupils and their parents/carers may wish to give gifts to staff (e.g. at the end of the school year – see section 9 of this policy), 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 immediately in line with the procedures set out in our child protection and safeguarding policy.

Any inappropriate relationship between staff and a pupil will be investigated and the staff member may be subject to the school's disciplinary policy. Their actions may be considered as gross misconduct, which could lead to summary dismissal and referral to professional regulatory bodies. In suspected cases of an abuse of position of trust, the school may report those concerned to the police.

9. Honesty and integrity

Staff must 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.

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.

Gifts from suppliers or associates of the school must be declared to the Headteacher, or to the Chair of Governors if the Headteacher is the recipient, with the exception of "one off" token gifts from pupils or parents. Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted. Any reward given to a pupil should be given in accordance with the school's behaviour policy.

10. Conduct outside of work

Staff must not engage in conduct outside work that could reasonably undermine public confidence in their suitability to work at the school, damage the school's reputation or adversely affect the safety or wellbeing of members of the school community. Such conduct may be investigated under the school's disciplinary procedures and could result in disciplinary action, up to and including dismissal.

Criminal or alleged criminal conduct will be considered in relation to the nature of the conduct, the employee's role and any potential safeguarding or reputational risk. Offences involving violence, sexual misconduct, abuse, dishonesty, illegal drugs or harm to children are likely to raise serious concerns about an employee's suitability to work at the school. Staff must promptly disclose any arrest, charge, caution or conviction where it may be relevant to their role or their suitability to work with children, in accordance with the school's disclosure requirements.

Staff must use digital technology responsibly and in accordance with the school's acceptable-use, data-protection, safeguarding and online-safety policies. They must protect confidential information, maintain professional boundaries and consider how their online activity could affect pupils, colleagues and the school.

Staff must not use personal social-media accounts, messaging services or other personal communication channels to communicate with current pupils or parents. Contact with former pupils must remain appropriate, and staff must continue to observe professional boundaries, particularly where a position of trust or safeguarding concern may remain.

Staff must not publish, share or endorse online material that is confidential, discriminatory, threatening, abusive, sexualised or otherwise incompatible with their professional responsibilities. Online conduct that could reasonably bring the employee or the school into disrepute may be addressed through the school's disciplinary procedures. These expectations apply whether staff use their own name, an alias or a private account.

Staff must use school-approved accounts, platforms and devices for work-related electronic communication with pupils and parents or carers. Communications must be professional, necessary and capable of appropriate oversight. Confidential or sensitive school business must only be discussed or shared through approved systems.

Staff may undertake paid or voluntary work outside the school provided that it does not create a conflict of interest, compromise professional boundaries, breach confidentiality, affect their attendance or performance, or conflict with working-time requirements. Staff must declare to the Headteacher any outside employment, financial interest or personal connection that could influence—or reasonably appear to influence—a school decision, including decisions concerning the purchase or supply of goods and services. Staff must follow the school's procedures for declaring and managing conflicts of interest.

11. Acceptable use of technology, online safety and artificial intelligence

11.1 Staff must use technology safely, responsibly and professionally. They must comply with the school's Acceptable Use Policy, Online Safety Policy, Data Protection Policy, Mobile Phone Policy, Safeguarding and Child Protection Policy and any related procedures. These expectations apply when using school systems and when personal technology use affects the school, its pupils or members of the school community.

Acceptable use of school technology

11.2 Staff must not use school equipment, networks or accounts to access, create, download, store or share material that is illegal, pornographic, extremist, discriminatory, abusive, threatening or otherwise inappropriate. Staff must not use school systems for gambling or other prohibited activities.

11.3 Staff must not:

- attempt to bypass the school's filtering or monitoring systems;
- disable or interfere with security controls;
- access accounts, files or information without authorisation;
- share passwords or allow another person to use their account;
- install unauthorised software, applications or browser extensions; or
- connect unauthorised equipment to the school network.

Any suspected security weakness, accidental access to inappropriate material or misuse of school systems must be reported immediately through the school's agreed procedures.

11.4 School technology is provided primarily for professional purposes. Any limited personal use must be permitted by the school's Acceptable Use Policy, take place during the employee's own time and must not occur while the employee is supervising pupils.

11.5 The school may monitor and audit activity on its devices, accounts and networks, including internet use and electronic communications, in accordance with applicable law, its privacy notices and school policies.

Electronic communication and professional boundaries

11.6 Staff must communicate with pupils and parents or carers only through school-approved accounts, platforms and equipment. Personal email addresses, telephone numbers, social-media accounts and private messaging services must not be used to communicate with pupils.

Any exceptional arrangement must be authorised in advance by the Headteacher or Designated Safeguarding Lead and supported by appropriate safeguards.

11.7 Online communication must be professional, necessary and capable of appropriate oversight. Staff must not engage in private, secretive or inappropriate online communication with a pupil.

If a member of staff encounters a pupil on a dating platform, adult-only service or other inappropriate online space, they must not engage with the pupil. They must report the matter promptly to the Designated Safeguarding Lead.

11.8 Where remote teaching, meetings or pastoral contact are required, staff must use school-approved platforms and follow the arrangements established by the Senior Leadership Team. Parents or carers must be informed and any permissions required by school procedures must be obtained.

One-to-one online contact with a pupil must only take place where it has been authorised, is necessary and has appropriate safeguards. Staff must not make unauthorised recordings or use personal accounts or contact details.

Photographs, video and audio recordings

11.9 Photographs, video or audio recordings of pupils must:

- be taken only for an authorised school purpose;
- be taken using school-owned or specifically approved equipment;
- comply with the school's permissions, privacy information and lawful-basis requirements;
- be stored only on approved school systems; and
- be deleted or disposed of in accordance with the school's retention procedures.

Staff must never use a personal mobile phone, tablet, camera or other personal device to photograph, film or record a pupil.

11.10 Staff must not edit, manipulate or use images, video or audio of pupils for purposes other than those expressly authorised by the school. This includes using such material within artificial-intelligence applications, image generators, filters, face-swapping tools or voice-cloning systems.

Mobile phones and personal devices

11.11 Personal mobile phones and similar devices must not be used while staff are teaching, supervising pupils or undertaking other pupil-facing duties. Personal use should be limited to authorised breaks and designated staff areas.

A device may be used for an authorised professional purpose, such as multi-factor authentication, recording information on an approved school system or requesting emergency assistance. Staff who need access to their phone because of an urgent personal situation should agree this with their line manager.

All staff must consistently uphold the school's rules concerning pupils' use of mobile phones and other personal devices.

Online safeguarding concerns

11.12 Staff must remain alert to online safeguarding risks, including harmful content, grooming, exploitation, coercion, cyberbullying, scams, radicalisation and the creation or sharing of nude or semi-nude images.

This includes images, video or audio that have been digitally altered or wholly generated using artificial intelligence, including deepfakes, "deep nudes" and voice cloning.

11.13 Any online safeguarding concern must be reported immediately to the Designated Safeguarding Lead in accordance with the school's safeguarding procedures. Staff must not intentionally view, forward, download or make copies of a suspected indecent image of a child. They must not investigate the matter themselves or delete potential evidence without advice from the Designated Safeguarding Lead or police.

Artificial intelligence

11.14 Generative artificial-intelligence tools, including chatbots, writing assistants and image, audio or video generators, may only be used for school business where the tool and proposed use have been approved by the school.

Staff must not introduce an AI tool for pupil use unless it has been:

- approved by the school;
- assessed for safeguarding, privacy, security, equality and educational risks;
- confirmed as suitable for the pupils' age and needs;
- included within the school's filtering and monitoring arrangements; and
- provided with appropriate supervision.

The age restrictions and terms of use of AI services must always be followed.

11.15 Staff must not enter, upload or disclose personal, special-category, safeguarding or confidential information into a public or unapproved AI system. This includes:

- pupils' or family members' names and identifying details;
- photographs, recordings or samples of pupils' work;
- safeguarding records, disclosures or CPOMS information;
- information about SEND, health, behaviour or attendance;
- staff employment or performance information; and
- confidential school documents or information belonging to another person or organisation.

Information must not be assumed to be anonymous simply because a person's name has been removed. Personal or confidential information may only be processed using an approved AI system where the school has expressly authorised the use and the relevant data-protection safeguards are in place.

11.16 Staff remain professionally responsible for anything they create, communicate or decide with the assistance of AI. Before using AI-generated material, staff must check it for:

- accuracy and currency;
- fabricated information or references;
- bias, discrimination or stereotyping;
- age and curriculum appropriateness;
- safeguarding risks;
- copyright or intellectual-property concerns; and
- the disclosure of confidential or personal information.

AI-generated content must not be presented as verified fact without appropriate checking.

11.17 AI must support, rather than replace, professional judgement. It must not be the sole basis for decisions concerning a pupil's safeguarding, attainment, behaviour, SEND provision, wellbeing or access to opportunities, or for decisions concerning staff recruitment, performance, capability or discipline.

Staff must be transparent about their use of AI where required by school procedures, professional expectations or assessment rules.

11.18 Staff must never use AI or other technology to:

- create, request, possess or share sexualised or indecent material involving a child;
- digitally remove or alter a person's clothing to create a nude or sexualised image;
- impersonate a pupil, parent, colleague or member of the school community;
- fabricate evidence, communications, recordings or safeguarding information;
- create discriminatory, humiliating, threatening or abusive content; or
- manipulate a person's image, voice or work without authorisation.

Such conduct will be treated as a serious safeguarding concern and may also constitute a criminal offence.

11.19 Misuse of technology or artificial intelligence during or outside working hours may constitute misconduct or gross misconduct. Concerns will be addressed through the school's safeguarding, low-level concerns, allegations or disciplinary procedures, as appropriate.

12. Communication protocols

12.1 **All staff** must check their emails at least once per week. For teaching staff and those staff who cover classes, the expectation is that emails will be checked daily, or on every working day.

12.2 Staff are not expected to read or respond to work-related emails during evenings, weekends, periods of leave or other non-working time. Where a member of staff chooses to send an email outside normal working hours, they must not expect the recipient to read or respond to it until their next working day.

12.3 Staff are encouraged not to access their work email on their personal devices. If they decide to do this, they are encouraged to turn off notifications, particularly outside of working hours, for their own wellbeing.

13. Confidentiality

13.1 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/carers.

This information should never be:

- Stored or handled in a way that breaches data protection laws, including the UK GDPR, the Data Protection Act 2018, and the Data (Use and Access) Act 2025
- 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

13.2 This does not overrule a staff member's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

13.3 Information should be shared on a need-to-know basis with appropriate colleagues, parents or carers, safeguarding partners and other agencies. Staff who are uncertain about whether information should be shared must seek advice from the Designated Safeguarding Lead, Headteacher or Data Protection Officer.

14. Dress and appearance

14.1 All staff must dress in a manner that is appropriate to a professional role and promoting a professional image (No denim should be worn by teaching or support staff, unless attending a trip or by prior arrangement. Midday Meals staff and cleaners can wear denim jeans due to the nature of their role).

14.2 Staff should dress in a manner that is not offensive, revealing or sexually provocative.

14.3 Staff should dress in a manner that is absent from political or other contentious slogans.

15. Disciplinary action

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

16. Compliance and acknowledgement

16.1 All staff must read this Code of Conduct when it is first issued to them and following each annual review. Staff must confirm that they have read and understood the Code and acknowledge their responsibility to comply with it.

16.2 Confirmation may be provided electronically or in writing and will be retained by the school as part of its employment records.

16.3 Staff will be informed of any significant changes made between annual reviews. Staff are responsible for ensuring that they understand the current expectations and for seeking clarification from their line manager, the Headteacher or the Designated Safeguarding Lead if they are uncertain about any part of the Code.

16.4 Failure to sign or submit an acknowledgement does not remove an employee's responsibility to comply with this Code and the school's associated policies and procedures.

Reviewed: September 2026

Review: September 2027

Signed..... Date: September 2026
(Headteacher)

Signed..... Date: September 2026
(Chair of Governors)

Appendix 1 Staff conduct at a glance

This appendix provides a summary of the professional expectations set out in the Code of Conduct. It does not replace the full Code or the school's safeguarding and employment policies.

When communicating with children and adults, staff will:

- use clear, respectful and age-appropriate language;
- explain expectations positively so that children understand what they should do;
- use a calm and proportionate manner, while recognising that a firm or urgent response may sometimes be necessary to protect someone from harm;
- listen carefully and take children's views and concerns seriously;
- avoid sarcasm, humiliation, intimidation, threats, swearing and language that is discriminatory, degrading, sexualised or offensive;
- communicate respectfully with colleagues, parents, carers and visitors, including when disagreeing or addressing concerns; and
- raise concerns through the appropriate professional route rather than through gossip, public criticism or inappropriate online communication.

As professionals, staff will:

- act honestly, fairly and in the best interests of children;
- maintain appropriate professional boundaries with pupils, including when communicating electronically or outside school;
- protect confidential and personal information and share it only where there is a lawful, safeguarding or professional reason to do so;
- report safeguarding concerns, allegations, low-level concerns and unsafe practice promptly through the school's agreed procedures;
- work cooperatively, contribute to the team and support colleagues to provide the best possible education and care for pupils;
- challenge discrimination, bullying, harassment, victimisation and inappropriate or unsafe conduct;
- follow the school's policies, procedures and lawful and reasonable instructions;
- use school property, technology and information responsibly;
- treat pupils, families, colleagues and visitors with dignity and respect;
- dress appropriately for their role and in accordance with the school's expectations;
- ensure that personal circumstances do not compromise pupils' safety or their professional responsibilities; and
- seek advice or support from their line manager if their health, wellbeing or personal circumstances may affect their ability to work safely or effectively.

Appendix 2

Relationships with pupils outside of work declaration

It is recognised that there may be circumstances whereby employees of the school are known to pupils outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of school that they may have with pupils:

Employee Name	Child's Name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of school with pupils in line with this policy.

If I am tutoring a pupil outside of school, I am aware that the following must be adhered to:

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the school
- No monies come through the school at any point, informally (e.g., via the child) or formally
- No private tutoring is to take place on the school premises

I confirm that if these circumstances change at any time, I will complete a new form to ensure the school is aware of any relationships.

Signed……Date……

Once completed, signed and dated, please return this form to the Headteache