All Souls' Catholic
PRIMARY SCHOOL

STAFF CODE OF CONDUCT

SEPTEMBER 2026

Review Programme:	
Ratified by Governors at:	**Housekeeping Meeting 16th September 2026**
Date for next review:	**September 2027**
Signed – Chair of Governors:	
Signed – Headteacher:	

Staff Code of Conduct

Introduction

This policy and procedure does not form part of an employee's terms and conditions of employment, and the right is reserved to alter them from time to time.

The purpose of this document is to give clear guidance on the standards of behaviour all staff are expected to observe in line with the mission of the school. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for 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.

The document should be read in conjunction with all school policies, the Catholic Education Service's contract of employment and, if employed as a teacher, the Teachers' Standards 2012. Head Teachers/Governors /Line Managers will ensure that staff are fully briefed on the content and have access to a copy of the Code of Conduct, it is however the responsibility of all employees to read the Code. If any of the provisions contained within the Code of Conduct, related Codes of Practice or Policies are not fully understood, then the employee must, in their own interest, seek clarification from their Line Manager.

This document is not intended to be exhaustive but illustrative of the ethos and behaviours expected of all staff at All Souls Catholic Primary School in meeting the required standards and help employees understand the working relationship between themselves, their managers, colleagues, pupils and members of the public to whom they deliver a service.

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 in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils within the school.

Mission

All Souls School was founded by and is part of the Catholic Church. The school is to be conducted as a Catholic school in accordance with the canon law and teachings of the Roman Catholic Church, and in accordance with the Trust Deed of the Diocese of Birmingham and at all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.

The school's Mission Statement, 'Christ is our Light', approved by the governing body, is as follows: "We believe all we do at All Souls should be done in and through the person of our Lord Jesus Christ." All staff are expected to be familiar with the mission statement and to support and promote the school's mission within his or her role in school.

General Expectations of Staff

For teaching and support staff, the CES contracts of employment state that colleagues are:

- Expected to be conscientious and loyal to the aims and objectives of the school
- To have regard to the Catholic character of the school and not to do anything in any way detrimental or prejudicial to the interests of the same means that staff while in school should not support or promote any beliefs (including support for political parties) practices or lifestyle choices which are contrary to the teaching of the Catholic Church, nor behave in ways which are contrary to the teaching of the Catholic Church. Staff should at all times and as far as possible within their role support the Catholic Christian values of the school. According to the terms of the CES contract, teaching staff are further required to:
- Maintain and develop the Catholic character of the school.

All staff who work at All Souls Catholic Primary School must set positive examples of behaviour and conduct which can be copied by the pupils. All Staff must demonstrate high standards of conduct in order to encourage the pupils to do the same. As a result, staff must:

- Ensure that their relationships with fellow staff and pupils are always conducted in a courteous and professional manner.
- Not use abuse or inappropriate language (offensive, homophobic, racist or gender stereotyping).
- Never make personal comments which will humiliate or scapegoat pupils or other members of staff.
- Ensure that they do not censure or criticise the work of other staff in the hearing of pupils or parents. The criticism of the work of staff by other staff should always be undertaken professionally, constructively and in the appropriate setting.
- Observe high standards of dress, behaviour, attendance and punctuality. Staff should not do anything that prevents them from carrying out their role properly and efficiently whether on school premises or on school related business taking place away from the school.

Conduct Outside of Work

Whether in or outside work, employees must not conduct themselves in any way that creates doubt as to their suitability for their post or in a way that would bring the school into disrepute, the employee's own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal.

Staff must not allow their own personal interests to conflict with the school's expectations and professional requirements. Staff must not use personal interests or their position of authority to improperly apply influence. Please discuss this with the Headteacher if you are unsure how this may affect you.

All employees working with children and young people have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children and young people in their care. It is therefore expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of the public in general and their colleagues.

Employees in contact with children and young people should therefore understand and be aware that safe practice also involves using judgement and integrity about behaviours in places other than school premises. The behaviour of an adult's partner or other family members may raise similar concerns and may require careful consideration by the school as to whether there may be a potential risk to children and young people in the workplace.

Underpinning Principles

● The welfare of the child is paramount

● Staff should understand their responsibilities to safeguard and promote the welfare of pupils

● Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions

● Staff should work, and be seen to work, in an open and transparent way

● Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded

● Staff should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern

● Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation

● Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children

● Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct relating to teachers, prohibition from teaching by the National College of Teaching & Leadership (NCTL).

● Staff should be aware that behaviour by themselves, those with whom they share a household, or others in their personal lives, may impact on their work with children

● Staff and managers should continually monitor and review practice to ensure this guidance is followed

● Staff should be aware of and understand the school's child protection policy, arrangements for managing allegations against staff and whistle blowing procedure

Teaching staff must pay due regard to the School's Non-Negotiables guidance

All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times. All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils/students to do the same. Staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. This Code helps all staff to understand what behaviour is and is not acceptable.

Confidentiality

All staff members must comply with the School's GDPR/Data Protection Policy.

Members of staff will have access to confidential information in order to undertake their everyday responsibilities. In some cases this may be highly private or sensitive information. Employees should never use this information for their own or others advantage. Information should also never be used to intimidate, humiliate or embarrass a student.

- Staff are expected to treat information they receive about pupils and families in a discreet and confidential manner
- Staff should seek advice from a Designated Safeguarding Lead if they are in any doubt about sharing information they hold or which has been requested of them
- Staff need to be clear about when information can/must be shared and in what circumstances
- Staff need to know the procedures for responding to allegations against staff and that any allegations should be reported to the Head Teacher
- Staff need to ensure that where personal information is recorded using modern technologies that systems and devices are kept secure in all circumstances. Teacher passcodes should not be shared, must be individual and kept confidential.
- Staff should adopt a 'clear desk' policy, ensuring that any documents containing personal or sensitive information are not left on view or accessible to others.
- Where information about children and families is concerned, staff should ensure that information, outside of DSL staff, is shared only with those for whom not sharing may pose an increased risk to children. Information should be shared only with those necessary. The headteacher and DSLs will decide what information is needed to be shared more widely with staff.
- Staff should ensure that conversations involving sensitive information do not take place in environments where it is likely to be overheard by others.

Safeguarding

"Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.." (Keeping children safe in education: DFE, 2026)

Staff have a duty to safeguard pupils/students from:
• physical abuse
• sexual abuse
• emotional abuse
• neglect

The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Safeguarding Lead (DSL) for Child Protection.

All staff are required to read, understand and abide by the principles and practises outlined in the following key safeguarding documents:

- Keeping children safe in education (DFE, Sept 2026)
- Staff Code of Conduct [this document] (September 2026)

These documents are stored in the School Business Manager's Office and the Google Drive available for staff to access.

The child protection systems at All Souls, including what staff should do if they have any concerns, are outlined in the Safeguarding and Child Protection Policy Sept 2024. The key protection personnel in the school are as follows:

• Designated Safeguarding Lead: *Andy Cooke (Headteacher)*

• Deputy Safeguarding Leads: *Roisin McGrath (Deputy Headteacher)*
Sharon Jilks (EYFS Leader)
Dionne Alford (SENCO)

• Designated teacher in charge of looked after children: Dionne Alford *(SENCO)*

• Designated Safeguarding Lead Governor: *Shirley Langford (Chair of Governors)*

• Designated Safer Recruitment Lead: *Andy Cooke (Headteacher)*

All staff have a responsibility to create a safe environment for learning and to take responsibility for the pupils in their care with the aim of ensuring their safety and wellbeing. This duty extends to challenging any unauthorised adults on the premises and escalating any safeguarding concerns immediately.

• Staff must ensure their approach is child-centred with a focus on the best outcomes for that child.

• All staff have a duty to safeguard pupils from physical, sexual and emotional abuse and neglect. Staff must be aware of the signs of abuse and neglect and escalate any concerns to the School's Designated Safeguarding Lead.

• All staff have a duty to identify pupils at risk of radicalisation and escalate any concerns to the School's Designated Safeguarding Lead.

• If a child reports a concern to a staff member in confidence, the staff member must report the concern to the DSL.

Low-Level Concerns

The school's Safeguarding and Child Protection policy outlines the processes and procedures that should be taken where concerns/allegations meet the 'harm threshold', which is defined as where the person who works with children 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

The statutory framework Keeping Children Safe in Education 2026 notes the importance of creating a culture in which all concerns about adults (including allegations that do not meet the harm threshold) are shared responsibly and with the right person.

The school recognises that some concerns may not meet the harm threshold. These are defined as 'low-level concerns'.

It is a member of staff's duty to report any concerns regarding the behaviour of a member of staff (whether employed directly by the school, a contractor or volunteer) to SLT (or in the instance of it relating to the headteacher, the chair of governors). The headteacher or chair of governors will then consider whether the concern or allegation meets the harms threshold or falls under the umbrella of 'low level concerns'.

'Low-level' concern does not mean it is not significant. This is a term used for any concern (no matter how small) that an adult working with a child may have breached the staff Code of Conduct and does not meet the harm threshold. Examples of this may include:

- Being overly friendly with children including the use of 'pet' names for them or referring to them as 'mate' or similar names, which blurs the lines of professional boundaries
- Having favourites or treating particular children differently (except where this is part of agreed SEND support)
- Taking photographs of children on a mobile phone or non-school device
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door where there is no clear visibility
- Dressing inappropriately
- Humiliating pupils or raising voices to pupil unnecessarily or excessively
- Leaving pupils unattended during scheduled teaching time including not being present at the beginning of the school day or after break/lunchtimes
- Holding conversations of a sensitive nature in a place where there is likely to be overheard by others
- Not carrying out professional duties, for example providing appropriate provision for children with SEND or delivering the statutory curriculum
- Inappropriate online behaviours including the use of social media in a way which could undermine the school/professional standards
- Behaviour which could result in another member of staff's well-being being impacted e.g. through hurtful comments or gossiping

Please note that not reporting a concern about an adult would, in itself, be a low level concern.

Staff also have a duty to report to the headteacher/chair of governors where they are concerned for another member of staff's well-being

Concerns should be shared as soon as possible and, in any event, within 24 hours of becoming aware of it (when related to a particular incident).

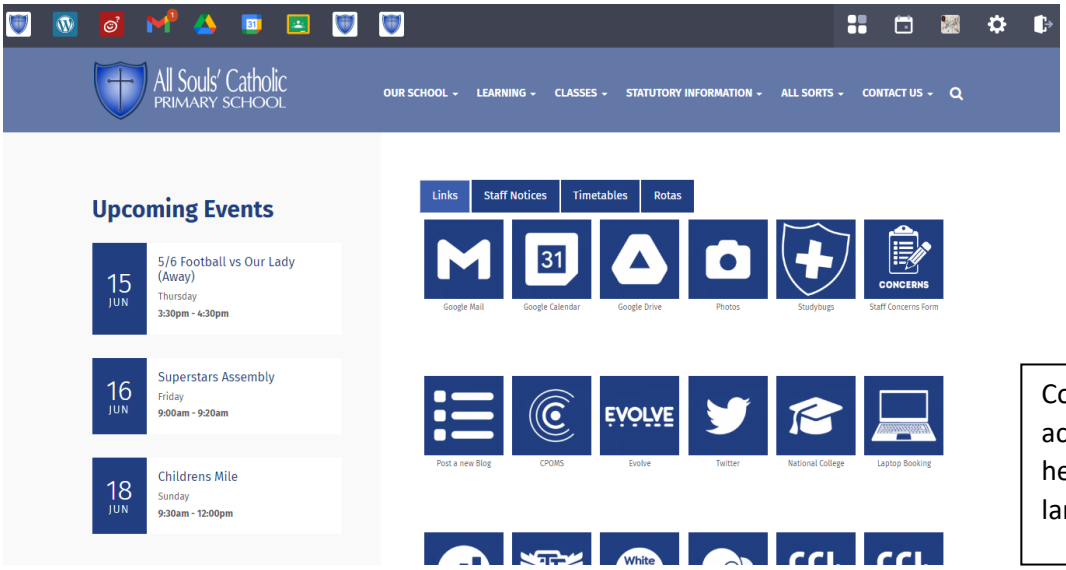
Self-reporting

From time to time an individual may find him/herself in a situation which might appear compromising to others, or which could be misconstrued. Equally, an individual may for whatever reason have behaved in a manner which on reflection he/she considers falls below the standard set out in the Code of Conduct. In these instances it is considered good practice to 'self-report' as it demonstrates a self-awareness and also awareness of the standards of behavior.

Examples of scenarios where self-reporting would be advised:

- After a sports fixture away from the school site, all children have been collected except for one child and you are unable to contact the parents. You make the decision to return to school with the child in your vehicle.
- You return to your classroom area following a break time and a child with SEN comes from the toilets wearing no undergarments and exposed and there are no others present.
- You have received some bad personal news and following a child not behaving as expected, you overreact, shouting at them resulting in them crying.

All staff conduct concerns, well-being concerns and self-reporting should be completed using the school's dedicated form which is accessible from the 'staff dashboard' on the school website, unless the concern relates to the headteacher, in which instance the details of the concern should be sent, via email, to the Chair of Governors, Shirley Langford (shirleylangford@btinternet.com):



Concerns form can be accessed by clicking here from the staff landing page.

Once a low-level concern has been received and been recorded having listened to the person who has raised the concern, the Headteacher or DSL will carry out the following (not necessarily in this order):

- speak to any potential witnesses (unless advised not to do so by the LADO/other relevant external agencies, where they have been contacted);
- speak to the individual about whom the low-level concern has been raised (unless advised not to do so by the LADO/other relevant external agencies, where they have been contacted);
- review the information and determine whether the behaviour (i) is entirely consistent with their staff code of conduct and the law, (ii) constitutes a low-level concern, (iii) is not serious enough to consider a referral to the LADO – but may merit consulting with and seeking advice from the LADO, and on a no names basis if necessary, (iv) when considered with any other low-level concerns that have previously been raised about the same individual, could now meet the threshold of an allegation and should be referred to the LADO/ other relevant external agencies, or (v) in and of itself meets the threshold of an allegation and should be referred to the LADO/other relevant external agencies;
- where they are in any doubt whatsoever, seek advice from the LADO - on a no-names basis if necessary
- make appropriate records of all conversations, individuals involved, witnesses, external conversations, determinations, rationale for decisions and actions taken

If it is determined that the behaviour is entirely consistent with the organisation's staff code of conduct and the law, the Headteacher / DSL should update the individual in question and also speak to the person who shared the low-level concern informing them as to how and why the behaviour is consistent with the staff code of conduct.

If multiple low-level concerns are raised by the same individual which are consistent with the staff code of conduct, then an issue may need to be addressed about how the subject of the concern's behaviour is being perceived.

If it is determined that the behaviour constitutes a low-level concern it should be responded in a sensitive and proportionate way, maintaining confidence that concerns will be handled promptly and effectively whilst also protecting staff from any false allegations or misunderstanding. Information should only be shared on a need-to-know basis.

Most low-level concerns by nature are likely to be minor and may not require further actions. Others may be most appropriately dealt with through further guidance and/or training or a conversation with the individual about whom the concern has been raised.

Some low-level concerns may also raise issues of misconduct or poor performance and may require the application of the school's disciplinary and/or capability policy, in which case, HR advice will be sought.

This policy applies to all those working in or on behalf of All Souls, including contractors, supply staff and volunteers. The employment status of the individual may influence how the school responds to a low-level concern.

If it is determined that the concern was not sufficiently serious to consider a referral to the LADO but merits consultation with the LADO on a no-names basis – then action should be taken in accordance with the LADO's advice.

If, when considered with any other low-level concerns that have previously been shared about the same individual, the behaviour could now meet the threshold of an allegation or in itself meets the threshold of an allegation, then it should be referred to the LADO in accordance with the Safeguarding policy.

Records of low-level concerns (which have not escalated through investigation and therefore under the Safeguarding policy) will be stored in a central 'low-level' concerns file, accessibly by the Headteacher and DSL.

When an individual seeks/obtains employment in another setting/workplace, low-level concerns should only be referred to in a reference where they have met the threshold for referral to the LADO and found to be substantiated – unless they relate to issues which would normally be included in a reference, for example, misconduct or poor performance.

Governors will be provided statistics and anonymised information related to low-level concerns on a termly basis, as part of the Headteacher's report.

Following a submission staff have the right and duty to ask/check that a concern has been received/addressed although, for safeguarding/GDPR reasons, it may not be possible to share some details of actions taken.

Duty of Care

Teachers and other staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect pupils from discrimination and avoidable harm. The duty is exercised through the caring and professional relationships between staff and pupils and behaviour by staff is demonstrated through integrity, maturity and good judgement. When accepting a role with children and young people staff need to understand and acknowledge the responsibilities and trust inherent with the role. Employers also have a duty of care towards their employees which requires them to create a safe environment in which they work.

Power and Positions of Trust

All adults working with children are in a position of trust in relation to the young people within their care. This is not a relationship of equals and there is a potential for exploitation and harm of vulnerable young people. Staff therefore have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification. Staff at all times should avoid behaviour which may be misinterpreted by others and report and record any incident with this potential.

Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child or to cause or incite that child to engage in or watch sexual activity. Where a person is aged over 18 and in a position of trust tries to establish a relationship with someone who has recently left school this will cause concern and will be treated as a breach of trust established in that prior relationship.

Staff will observe proper 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 one-to-one basis, staff will ensure 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.

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

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 unless given equally to a whole class.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the headteacher using the self-reporting procedure as described in the low-level concerns section of this document.

Communication with pupils

The following school policies apply to this section and staff must ensure they are aware of their contents:

Internet Safety Policy
Staff Acceptable Use Policy

All communication between staff and pupils should have explicit and clear professional boundaries. This will include the wider use of technologies such as mobile phones, text messaging, e-mails, digital cameras, videos, web cams, websites, social networking sites, on line gaming and blogs. Staff should never under any circumstances share their personal information with pupils. They should not request or respond to requests from pupils. All communication should be transparent and open to scrutiny. If staff are contacted by students/ pupils via an inappropriate route, they must report this to the Headteacher immediately.

Where a relationship exists outside of school such as being personal friends with parents of a student outside of school caution and professional judgment must be exercised where all communications may be in the public arena ensuring they do not compromise themselves or the school. Adults should also be aware of their communications which could cause possible misinterpretation of their motives or any behaviour which could be construed as grooming.
Communication with ex-pupils should also be approached with caution and any actions which could potentially bring the school into disrepute could lead to disciplinary action. Staff should not accept friend requests or similar from former pupils until they reach the age of 18.

Use of IT

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the school's Online Safety Policy and ICT Acceptable Use Policy at all times, both inside and outside of work.

Staff must not engage in inappropriate use of social media sites which may bring themselves, the school, school community or employer into disrepute. Outside of the school's Social Media accounts/profiles, staff should not post any content which represents any aspect of school life.

Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.

Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter pupils either with their own profile or acting covertly.

Contact with pupils should only made via the use of school email accounts or telephone equipment when appropriate and strictly for educational reasons.

Photographs or video footage of pupils should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. Personal devices should not be used to take photographs or moving images where any pupils are visible or can be heard.

The resultant files from such recording or taking of photographs must be stored in accordance with the school's procedures on school equipment.

The use of USB drives/memory sticks to store sensitive information (including photos/videos) should be avoided as these devices are likely to be insecure and pose a GDPR/safeguarding risk if lost. Please refer to the school's GDPR/Data protection policy.

Remote learning – the SLT should be informed of all communication with pupils or parents that occurs remotely. Only school equipment should be used to hold remote sessions. Ideally, a second adult should be present during the session, if this is not possible the session should be recorded (all attendees should be informed at the start of the meeting). The session should take place in school but if this is not possible, care should be given to ensure staff and pupil safety. Give careful consideration to where you deliver the session (it should not be in a bedroom or bathroom). Ensure the background does not reveal any pictures, photographs, ornaments etc that could be deemed controversial or relay personal information.

Staff should be aware that the school utilises systems to filter and monitor IT usage. The school uses Smoothwall to prevent access to inappropriate and illegal content and Impero to monitor use of devices. Staff should not attempt to bypass these systems nor use their own devices to conduct school related business as a means to bypass these systems.

Criminal Convictions

In line with the Keeping Children Safe in Education, all new staff engaging in regulated activity with children must complete a satisfactory Disclosure Barring Service check prior to commencing a role at school.

Existing staff (employees and volunteers) within school must notify the Headteacher in writing of any changes to their DBS, specifically if they are arrested, cautioned, charged or convicted of any offence. Staff must notify the Headteacher on the next day following an arrest, caution, charge or conviction. For the avoidance of doubt this includes being questioned under caution without charge. A failure to notify the school may lead to disciplinary action against the employee. Supply staff must contact their agency immediately should there be any changes to their DBS status

Health and Safety

Staff have a responsibility for their own safety and the safety of others. Staff must report any potential hazards or unsafe working practices and act in accordance with the Health and Safety at Work Act 1974. Staff should be familiar with and adhere to the school's health and safety policy.

Equality

The school holds its obligations in line with the Equality Act 2010 and the Public Sector Equality Duty with the upmost importance. The school's equality objectives can be located on the school's website. All Souls School is committed to equality and expects staff to uphold these principles.

Staff must not discriminate on any grounds throughout their professional role

Staff must act as role models in promoting equality of opportunity and fostering good relations and mutual respect between different groups.

Staff must be able to recognise acts of prejudice, discrimination or stereotyping and challenge this if appropriate and/or report this to the Headteacher.

Dress and Appearance

Staff must present themselves in a manner that is respectable and appropriate for their role within the school environment. Staff should ensure that they promote a professional image. Staff must not dress provocatively, nor in a manner that may offend, including through the wearing of controversial, political or offensive slogans.

Examples of inappropriate clothing are as follows; blue jeans, miniskirts, shorts and cropped tops. This list is non-exhaustive and staff must use their professional judgement to ensure their attire is appropriate. Footwear must be safe, sensible, smart and clean.

Absence Reporting

If staff are unable to attend work due to sickness or emergency reasons, they must follow the school's absence reporting procedures.

Staff must notify Andy Cooke (Headteacher) of the reason for their absence ideally by 7:00am on the morning of the absence or as soon as is reasonably possible in emergency situations. If possible, staff should also, in addition, notify the school business manager, Linsey Rae.

If staff are able to, it is also good practice to inform the other adult(s) that they work directly with (e.g. if a teaching assistant is absent, their teacher and vice versa) although this may not always be possible.

It is acceptable for this contact to be made via text message/Whatsapp /telephone.

Staff must call/contact on each day of their sickness absence prior to obtaining a fit note from their GP so that the school is aware of how long the absence is likely to be for and so that suitable cover can be obtained. A fit note is required for any sickness absence of more than 7 calendar days and a copy must be submitted to the school without any undue delay. Upon return to work, staff must complete a return to work form as soon as is reasonably possible and submit this to their line manager.

Punctuality

Staff should arrive in time for work so that they are ready to undertake their role from the beginning of their contracted hours. If for any reason a member of staff is not going to arrive on time the must, at earliest point of being aware that they will be late, notify a member of SLT. It is also good practice to notify those likely to be impacted by the lateness (for example, a teaching assistant should notify the teacher they are working with).

Staff WhatsApp Group

The staff WhatsApp group is a great way for staff to share information, ask questions and get quick fixes for short term issues. Its intended purpose is to provide a support base for staff and forum to connect staff together and share information. When posting in the group staff should ensure that their conduct is in keeping with expectations and conduct in school. Confidential information or information relating to children should not be shared including photos/names of children and any children mentioned should not be referred to by name.

Work related out of hours contact

The school recognises the right of staff to disconnect from school communications outside of work hours. Unless considered an emergency or essential for the smooth operation of the school, staff should avoid work related contact over weekends and, during the week, communications (email, phone, WhatsApp) should only take place between the hours of 7:30am and 6:30pm. Staff should consider scheduling emails to other staff so that they arrive within these hours.

‘School related’ WhatsApp Groups not created by school

The school does not create nor manage WhatsApp groups for parents, nor does it use WhatsApp as an official channel of communication. It is, however, recognised that some staff, who are also parents of children at school, may wish to be part of parent WhatsApp groups for the benefit of their child(ren). Where staff are part of these groups, they must not use the group to communicate on behalf of the school and may only post ‘as a parent’. Any direct questions from parents to members of staff of these groups should be responded with a message to the effect of ‘please direct any questions to school via official school communications channels, such as email or telephone’. School will not respond to or acknowledge any complaints or issues that have been created or shared on parent WhatsApp groups and unless there are safeguarding reasons, criminal or strong reputational reasons staff who on WhatsApp groups as parents should not share the content of these groups with other staff/SLT.

Signing in / out

For health and safety reasons, all staff **must** sign in using the school’s electronic sign-in device upon arrival at school and ensure that they sign out as they leave. This includes during periods where the school is not open for children. Failure to do so, could be considered a low-level concern.

Commitments Outside Work

Employees' off-duty hours are their private concern as long as they do not:

• Put their private interests before their duty to the school;

• Put themselves in a position where their duty to the school and private interests conflict or could appear to conflict; or

• Do anything which could adversely affect their suitability to carry out their duties or the reputation of the school. Teaching staff and support staff graded above Scale 6 (or its equivalent) may not carry out any other business or take up any additional employment without the permission of the school. Employees should submit any such requests in writing to the Governing board. The school will not unreasonably prevent employees from carrying out other employment. However, this employment must not, in the view of the school, conflict with its interests and specific conditions may be set out to manage this.

The following conditions apply to all commitments outside work:

• Employees must not carry out private work (whether paid or unpaid) relating to the school without permission from the Governing Body;

• Employees must not carry out any work related to a private interest (including taking or making telephone calls) during normal school working hours;

• Employees must ensure that any additional hours worked do not contravene the Working Time Regulations 1998 or otherwise give the school cause for concern relating to health and safety at work;

• The outside work must not damage or potentially damage public confidence in the school’s conduct or business;

• All approvals will be reviewed regularly and may be withdrawn if thought necessary. Some staff, particularly teachers, may wish to use their professional expertise to do other work, for example examination marking or private tuition. It is recognised that this can be of value to the school. The school will not normally prevent employees from undertaking additional employment if it is satisfied that it does not conflict with the interests of or weaken public confidence in the school. The provisions of this section are not intended to apply to trade union officers engaged in legitimate trade union duties and activities.

Alcohol, illegal substances and medication

Employees are not expected to use illegal substances at all.

Employees must ensure that the use of alcohol out of school does not adversely affect their work performance, and that, in accordance with their obligations under health and safety legislation, they take reasonable care of the health and safety of themselves and other workers whilst at work. The school will not accept employees arriving at work under the influence of alcohol or illicit drugs and whose ability is impaired in any way by reason of the consumption of alcohol or illicit drugs or who consume alcohol in contravention of the school's policy on the consumption of alcohol or take illicit drugs on the school premises.

They should also have regard to the expectation that they will not bring the school into disrepute when under the influence of alcohol outside of school. Employees are not permitted to consume alcohol on the school premises or during working time off the premises.

Employees who are prescribed a type of medication which they have not taken before should make themselves aware of possible side-effects. In accordance with their duty to take reasonable care of their own and their colleagues' health and safety they should advise the school if the medication starts to affect their ability to do their job or travel safely to work, or if there is a likelihood that this will happen. The school should undertake risk assessments and take occupational health or other specialist advice as appropriate.

Smoking

The school is a non-smoking educational establishment. No-one is permitted to smoke or vape anywhere on the school site, (in any of the class rooms or educational space, or any other building owned or occupied by the school) or immediate surrounding area at any time. Smoking or vaping *in contravention of the above* may result in disciplinary action.

Publications and Dealing with the Press

If staff are approached by the media in relation to any school issues, this must be escalated to the Headteacher immediately. Staff must not provide any statements or comments to the media without authorisation from the Headteacher to do so.

Whistleblowing

Whistleblowing is the mechanism by which staff can voice their concerns, without fear of repercussion. We have a clear and accessible Whistleblowing Policy that meets the terms of the Public Interest Disclosure Act 1998. Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.

Links with Other Policies

This policy links with our policies on:

- *School 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.
- *School Staff Grievance Procedures*
- *School Safeguarding Policy*
- *School Internet Safety Policy*
- *School Mobile Technologies Policy*
- *School Social Media Policy*
- *School Staff Acceptable Use Policy*
- *School Whistleblowing Policy*

Policy Review

This policy will be reviewed annually or in the event of changes to key individuals, legislation or national/diocesan guidance.

Policy Update Log

2024-25	- Confidentiality – two additional bullet points at end. - Changes of date of KCSIE 2023 to 2024, throughout - Changes to names of DSL personnel - New section added ‘‘School related’ WhatsApp Groups not created by school’
2025-26	- Minor changes to wording without material change
2026-27	- Information on Punctuality included - Additional Whatsapp group information added