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| **Statutory Policy:** | Policy provided centrally for adoption by schools with minimal amendment to the core text. Changes are allowed to the text where indicated |

# Staff Code of Conduct

**Jennett's Park CE Primary**

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| **Approved by:** | **Pay & Personnel Committee** |
| **Date:** | **October 2026** |
| **Next review date:** | **31 December 2028** |

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| **Adopted by school:** | **Jennett's Park CE Primary** |
| **Date:** | **October 2026** |

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## I. Statement of Intent

This policy aims to set and maintain the standards of conduct that we expect all staff (and Governors) to follow. In creating this policy, we aim to ensure each ODST school is an environment where everyone is safe, happy, and treated with respect.

## II. Scope

All ODST employees based in schools and the central team.
Trustees and members of Local Governing Body's

## III. Relevant Legislation

Keeping Children Safe in Education (2025 and as updated annually)
The School Staffing (England) Regulations (2009)

## IV. Related Policies and Guidance

Teachers' Standards (DfE)
School Teachers Pay and Conditions Document
Professional Standards for Teaching Assistants
ODST Child Protection and Safeguarding Policy
ODST Disciplinary Policy
Procedures for Managing allegations against staff
ODST Gifts and Hospitality Policy
ODST Online Safety Policy
ODST Whistleblowing Policy
ODST Dignity at Work Procedure
Any local behaviour management and acceptable use of IT policies

## V. Monitoring

The Local Governing Body will ensure this code of conduct is implemented effectively and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

## VI. Date of Review

The policy will be reviewed as required by the Board of Trustees of ODST to take account of any legislative changes as well as feedback from ODST staff and schools and in any event, by 31st December 2028 at the latest.
ODST Code of Conduct

## 1/ Aims, Scope and Principles

This code of conduct aims to set and maintain standards of conduct that we expect all employees to follow and is designed to provide guidance about what is expected in your work and in your dealings with colleagues, pupils, parents, and the public.

Where the Trust has a policy that provides more detail on specific issues, the name of the policy is provided in *italics*. These policies can be found on Trust and school websites and intranets. If you are having difficulty locating a particular policy, please ask your line manager or school office.

By creating this code, we aim to ensure our workplaces are environments where everyone is safe, happy, and treated with respect.

This code covers **all employees** under a contract of employment with the Trust and includes permanent, temporary, part-time, casual and agency staff.

Our employees have an influential position in the Trust and will act as role models for pupils by consistently demonstrating high standards of behaviour.

Many of the principles in this code of conduct are based on the Teachers' Standards. We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

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

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, employees will use their professional judgement and act in the best interests of the Trust and its pupils.

## 2/ Legislation and Guidance

In line with the statutory safeguarding guidance 'Keeping Children Safe in Education,' (KCSIE), we have provided guidance through this staff code of conduct and an ICT Acceptable Use Policy, which together covers acceptable use of technologies, (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

**Related policy/guidance:**

- *IT Acceptable Use Policy*

## 3/ General Obligations

What does the Trust expect from you?

In summary, you are required to:

- Work in accordance with the terms and conditions of your contract of employment and job description.
- Understand and apply the Trusts rules, policies and procedures, vision, and values.
- Maintain high standards in your attendance and punctuality and attend work in a condition where you are able to carry out your duties safely and effectively.
- Act honestly.
- Act with dignity and treat all others with dignity and respect and show tolerance and respect for the rights of others.
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Express personal beliefs in a way that will not overly influence pupils and will not exploit pupils' vulnerability or might lead them to break the law.
- Understand the statutory frameworks they must act within.
- If you are a teacher, adhere to the Teachers' Standards.

## 4/ Safeguarding

The Trust expects staff to embed a culture of openness, trust, and transparency in line with the Trust's values, KCSIE and the Safeguarding and Child Protection Policy.

All adults working in or on behalf of the Trust must be clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the Trust.

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional, and sexual abuse, or neglect. Staff will familiarise themselves with the appropriate Safeguarding and Child Protection Policy for the setting(s) at which they are based and ensure they are aware of the processes to follow if they have concerns about a child.

The duty to safeguard pupils from harm means **all concerns** about adults (including allegations that do not meet the harms threshold) are shared responsibly and with the right person, recorded and dealt with appropriately.

**Related policy/guidance:**

- *Child Protection and Safeguarding Policy*

## 4.1 Low-level Concerns about Members of Staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harms threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt.' For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in one-to-one activities where they can't easily be seen
- Using inappropriate language

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

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

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

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

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

Reporting and responding to low-level concerns are covered in more detail in our child protection and safeguarding policy. Staff will familiarise themselves with our Safeguarding and Child Protection Policy, and the Prevent initiative described therein, and ensure they are aware of the processes to follow if they have concerns about a child.

**Related policy/guidance:**

- *Child Protection and Safeguarding Policy*

## 4.2/ Identification Badge

You must visibly display your Identification Badge at all times, and you are required to challenge anyone without either an Employee ID or Visitor's Badge. You must not allow any individual not displaying an ID Badge to follow ("tailgate") you into or onto any Trust premises. If you come to work without your badge, you must report to the appropriate school office, or central office for central staff, and use a temporary replacement. If you lose your ID Badge, you must report it immediately to your manager.

## 5/ Staff/Pupil Relationships

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.

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.

See section below on honesty and integrity.

## 6/ Sexual harassment

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.

Staff will help create a positive environment that works to prevent sexual harassment. This includes calling out sexual harassment that they witness. All witnesses will be provided with appropriate support and will be protected from victimisation.

If a staff member is concerned at any point about incidents of sexual harassment (either directed at them or someone else), they should report their concern to their line manager. If the concern is about the headteacher, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the Chair of the LGB. The school will investigate any complaints in a timely, respectful, and confidential manner.

All staff will receive training on recognising and responding to incidents of sexual harassment. The school will monitor the treatment and outcomes of any complaints of sexual harassment or victimisation received to make sure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved, and workforce training is targeted where needed.

## 7/ Communication and Social Media

School staff's social media profiles must not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead and set public profiles to private.

Staff must not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

You must not allow your professional and personal use of social media sites to become blurred; you need to be mindful of your duties not to:

- Breach safeguarding.
- Take part in any political or public activity, which compromises or might be seen to compromise your impartial service to the Trust and its stakeholders.
- Make derogatory comments about the Trust, its policies, or procedures; or
- Make derogatory comments about other employees, directors, governors, or stakeholder.

Once you have posted items, it is very difficult to remove them. Great care must be taken before you press the submit button. If you have any concerns consult your line manager for advice or authorisation.

It is important that you are aware that submitting any content to social media sites, whether in a personal or professional capacity, which is considered to be derogatory or inappropriate may result in disciplinary action taken against you.

Staff should be aware of the Trust's policies and procedures regarding ICT acceptable use and e-safety.

**Related policy/guidance:**
*IT Acceptable Use Policy*

## 8/ Acceptable Use of Technology

Staff will adhere to our ICT Acceptable Use Policy and associated school procedures.

Staff will not use technology in school to view material that is illegal, inappropriate, or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling, and viewing pornography or other inappropriate content.

Staff will not use personal equipment, such as mobile phones and laptops. They will also not use personal mobile phones or cameras to take pictures of pupils.

School equipment will not be used for personal use during school hours or in front of pupils. Any use will be in line with the ICT Acceptable Use Policy.

We have the right to monitor emails and internet use on the school IT.

**Related policy/guidance:**

- *IT Acceptable Use Policy*

## 9/ Remote learning

Keeping pupils and staff safe during remote education is essential.

Staff delivering remote education online should be aware that all of the principles set out in this code will apply.

Staff must ensure they read, understand, and follow the school and Trust guidance concerning the provision of remote learning and the protocols for interacting online with both children and adults. Copies of the guidance can be obtained from the headteacher or deputy headteacher.

The Trust endorses only Microsoft Teams as the platform for the provision of remote learning and meetings across its school and operations. No other video conferencing platform or app should be used.

Staff must ensure that:

- All safeguarding policy and guidance and this code of conduct is followed.
- The teacher/presenter is the organiser of the meeting and has full control of all features, including managing invitations, mute control, and presenter permissions.
- All cameras are switched off for all users except the teacher/presenter.
- The teacher/presenter is in an appropriate physical location, and dressed appropriately, and uses the blurred background feature at all times.

**Related policy/guidance:**

- *IT Acceptable Use Policy*
- *Trust and school guidance for remote learning*
- *Child Protection and Safeguarding Policy*

## 10/ Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils, and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority.
- Used to humiliate, embarrass, or blackmail others; or
- Used for a purpose other than what it was collected and intended for.

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

**Related policy/guidance:**

- *Data Protection Policy*
- *Privacy Notice for Staff*
- *Privacy Notice for Pupils, Parents and Carers*
- *Child Protection and Safeguarding Policy*

## 11/ Honesty and Integrity

Employees should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using property and facilities.

All employees have a duty to abide by the highest standards of probity in dealing with financial issues. You should assist the Trust in discharging its obligations to follow proper accounting practices and to secure best value. Employees will ensure that all information given to the school about their qualifications and professional experience is correct.

Employees will not accept bribes.

The Trust operates a robust Gifts and Hospitality Policy which staff must follow. In any event, you should never invite or encourage a gift or hospitality.

**Related policy/guidance:**

- *Gifts and Hospitality Policy*

## 12/ Dress Code

Employees will dress in a professional, appropriate manner. Clothes will not display any offensive or political slogans and outfits will not be overly revealing.

These same expectations for staff will apply when talking to parents and pupils over video conferencing.

If it is not possible to cover a tattoo, then visible tattoos are allowed as long as they are "unobtrusive and inoffensive." Employees should discuss with their line manger if it is not possible to cover a tattoo.

## 13/ Conduct Outside of Work

Employees will not act in a way that would bring the Trust or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about staff, the Trust, or its schools on social media.

Any social event organised by the employer is automatically an 'extension of the workplace,' regardless of the time or place of the event. All of the Trust's policies will remain in place, including the Dignity at Work Policy. Any unacceptable behaviour or improper conduct will not be accepted, and any such behaviour will be treated as a disciplinary matter.

Under health and safety laws, all employees have a general duty to take reasonable care of their own health and safety. They also have the same duty to others who may be affected by their acts or omissions.

**Related policy/guidance:**

- *Dignity at Work Policy*

## 14/ Links with Other Duties, Regulations and Policies

### Workplace Behaviour and Personal Conduct

You should treat colleagues and members of the public with dignity and respect.

### Grievances

If you have a concern or grievance in relation to certain aspects of your employment, then you can use the Staff Grievance Policy.

### Reporting Absence

If you are unable to attend work for any reason, you must follow your workplace's reporting process.

### Misconduct

This Code of Conduct guides and assists employees acting in good faith. If, in your decisions, actions or conduct you wilfully fail to comply with the standards outlined in the Code of Conduct, you will be guilty of misconduct and are likely to fall subject to disciplinary action, which could include dismissal.

**Related policy/guidance:**

- *Staff Disciplinary Procedure*

### Alcohol and Drugs

You must not consume alcohol, use illicit drugs, or other illegal substances while at work. You must also ensure that the use of any of them does not adversely affect the work performance and safety of yourself or others and does not bring the Trust into disrepute.

Similarly, if you are taking legally prescribed or over-the-counter drugs, you must ensure that their use does not adversely affect your work performance and the safety of yourself and others.

If you are a supervisor or manager, you will need to consider the options available for assisting employees who are required to take legally prescribed drugs and whose level of performance has been impaired. In these circumstances, a risk assessment should be undertaken with the assistance of the Trust's Occupational Health service, by contacting the ODST HR team.

**Related policy/guidance:**

- *Drugs and Alcohol Policy*

### Health, Safety and Wellbeing

All employees have a personal and legal responsibility under the Health and Safety at Work Act 1974 for themselves, colleagues and visitors to the Trust buildings and premises. These responsibilities are identified in the Trust's Health and Safety Policy. In summary, the policy states that you must look after the health and safety of yourself and others who may be affected by your actions or failure to carry out certain actions at work. In addition, you must co-operate with your manager, attend training sessions, and carry out reasonable instructions.

**Related policy/guidance:**

- *Health and Safety Policy*

### Equality and Human Rights

There is a clear obligation on you to ensure that any action you take falls within the Equality and Human Rights framework and is a proportionate response to the objectives you are seeking to achieve. You will ensure that all have a fair access to services and have due regard to our Equality Policy.

**Related policy/guidance:**

- *Equality Policy*

### Secondary Employment

It is important that you ensure that any additional employment does not conflict with the interests of the Trust or affect your ability and credibility to do your job. The Working Time Regulations were introduced to protect health and safety in the workplace. Employees with multiple jobs may become tired and stress-related illness increases significantly if staff work long hours. Under the Working Time Regulations, you must not work more than 48 hours a week on average. The 48-hour maximum applies to the working time of each worker, irrespective of how many jobs or employers that they have. Therefore, if you consider secondary employment, you should discuss the circumstances with your line manager. You must also ensure that the Trust's time and/or resources are not utilised in connection with any approved private employment.

### Trade Unions

If you are a workplace representative of a trade union or professional association, you should ensure that when you make public comment, it is clear that comment is made on behalf of the union or association you represent and not the Trust.