

Greenslade Primary School.
Code of Professional Conduct for Staff
2025 / 2026

Respect, Inspire, Achieve

INTRODUCTION

Greenslade has always been a safe and very happy place to work. Relationships across the school can be a great strength here and we should all feel that we are part of a caring, welcoming, supportive and very understanding community. The jobs we have all chosen to do here are exciting, rewarding and wonderful, but they are also tough and can be very demanding and stressful. Our support for each other, our teamwork and the partnerships and friendships we build can give us great resilience, confidence and strength. Being valued and feeling part of a supportive team is vital to our ability to overcome, together, the challenges that we face. The expectation of this Code of Professional Conduct is that we model for each other the values of inclusivity, integrity and respect that makes our school so popular within our community and so highly admired across the Local Authority.

Staff should be aware of each other's well-being and welfare; an expectation of this Code of Professional Conduct is that we should look after each other and make time to check in to ensure people are healthy and in a positive frame of mind. This could be as simple as a smiling greeting at the start of the day or can take the form of a more formal, planned meeting to discuss significant issues. Staff will naturally form their own informal friendship and support groups but we all belong to the "Greenslade Family" and should all be able to rely on the unity that this provides.

This Code of Professional Conduct enhances the commitment by every member of staff to do their very best, to work as hard as they can possibly can to make our school the very best it can possibly be. We are very aware of staff workload and try to make our expectations appropriate and manageable. But staff have the right to know that every other member of our team is working as hard as they possibly can to improve the lives and outcomes for everyone else in our community. Our children deserve that.

Equally, our policies, practice and agreed ways of working are carefully considered and thought through. Every member of staff must be totally committed to achieving the very best outcomes for our children by doing their utmost to follow our agreed policies and practice. This Code of Professional Conduct enforces the expectation that we all do our very best to adhere to our policies and are working hard to follow the practice, the strategies and ways of working that we have agreed and are set out in those policies.

A new appraisal system, for all staff, will be put in place this academic year, to ensure that every member of staff has absolute clarity with regard to the expectations that are placed upon them and the opportunity to benefit from scheduled, formal ongoing discussions with their line managers.

One vital aspect of this Code of Professional Conduct is the expectation that the way in which we speak with, and behave toward each other, and toward everyone in our community is professional, polite and respectful. The ways we interact with each other must reflect our values of nurturing and supporting other people's dignity and feeling of self-worth and self-respect. Every single member of our community deserves to feel valued and listened to. Our choice of language and tones we use when we interact with each other as well as the ways in which we behave toward and treat other people must model and reflect our values.

This "Code of Professional Conduct" also keeps us safe. Our safeguarding training tells us to "think the unthinkable" and constantly be aware that "it could happen here". Safeguarding documents talk about us all keeping a "professional curiosity" about issues related to child protection. The expectations set out in this document need to be followed at all times. It has been written in conjunction with our "Safeguarding Policy", Keeping Children Safe in Education, our "Online Safety Policy" and the LA "Whistle Blowing Policy".

As an employer, the Governing Board is required to set out a Code of Professional Conduct for all school employees.

All staff employed under the Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct. There are similar standards and expectations for support staff.

Staff should be aware that a failure to comply with this Code of Professional Conduct could result in disciplinary action including dismissal.

1 PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe. 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. 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.

2 SETTING AN EXAMPLE

All staff who work at Greenslade set examples of behaviour and conduct.

2.1 Staff must, therefore, avoid using inappropriate, discriminatory or offensive language.

2.2 All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our children to do the same.

2.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

2.4 This Code of Professional Conduct helps all staff to understand what behaviour is and is not acceptable.

3 SAFEGUARDING CHILDREN/ PUPILS/STUDENTS

3.1 Staff have a duty to safeguard pupils/students from:

• physical abuse • sexual abuse • emotional abuse • neglect

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

3.3 The school's DSL is David Ashley our Headteacher. Our Deputy DSL is Helen Nichols our Deputy Headteacher.

3.4 Staff should read and understand school's Child Protection Policy, Keeping Children Safe in Education and E-Safety Policy and staff must be familiar with these documents. Copies are emailed to staff and are available on request and on our website. Staff have a responsibility to ask about any aspect of these documents that they do not fully understand.

3.5 Staff must not demean or undermine pupils, their parents or carers, or colleagues. Staff must be aware of the way they speak about other members of our community, particularly in "public" areas of the school, for example the staff room or offices. These areas are used by other members of staff and sometimes by children and we must be very aware of the things we say and the impact, of our words on other people, sometimes an unknown audience. These places are not the spaces to air views about people's performance or professional qualities.

3.6 Staff must take the utmost care of children/pupils/students under their supervision with the aim of ensuring their safety and welfare.

3.7 Unless agreed with a member of SLT, staff must not use their mobile phone as a camera in school. Any photograph/video should be taken using school equipment. Staff should only save images on school devices. The exception to this is our Office Staff who have been advised to use their phone camera to later post on our website or social media accounts. Office staff delete these pictures once they have been stored.

3.8 Staff should not use their mobile phones in school during their directed hours / paid working hours of employment for personal use. Outside of these times, mobile phones should only be used in areas of the school where children are not present and for professional purposes unless there is an emergency or an agreed reason to have a phone turned on – eg if expecting a call from a medical professional.

4 PUPIL/STUDENT DEVELOPMENT

4.1 Staff must comply with school policies and procedures that support the well-being and development of our children.

4.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of our children.

4.3 Staff must follow reasonable instructions and the policies and practices that support the development of children.

5 HONESTY AND INTEGRITY

5.1 Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

5.2 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.

5.3 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 students or parents. Gifts with a value of more than £50 should be declared to the Headteacher and a record kept of the gift. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted. Please speak with the Headteacher before giving a child or member of the community a gift.

6 CONDUCT OUTSIDE WORK

6.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal.

6.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

6.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media eg Facebook with pupils or former pupils.

6.4 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

6.5 Staff must only use their school email account or school learning platform account when communicating electronically with parents if this is required, or with children for example for homework.

6.6 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance.

6.7 All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school. Declaration forms are available from the school office.

6.8 Clothing. There is not a rigid dress code related to the clothes we wear for school. However, the clothes we wear should be professional in nature, appropriate for our role at school safe and not revealing. It is what we do that is important rather than how we look, however, we need to be smart enough to present a professional outlook that respectfully reflects how we want our community to see us.

7 CONFIDENTIALITY

7.1 Where staff have access to confidential information about children/pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student. Information that we are “keeping an eye” on a certain child can be shared with a wide group of staff, but the detailed reasons why should be shared only with staff who have a justified and professional “need to know”. Such issues should only be discussed in a professional manner and in an appropriate setting.

7.2 All staff are likely at some point to become aware of information which needs to be confidential. For example, an issue related to safeguarding. Such information needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, nor with colleagues in the school unless the Headteacher has requested that information be shared. This information will normally be shared by the Headteacher himself or by a senior member of staff with the appropriate role and authority to deal with the matter.

7.3 Staff have an obligation to share with their manager or the school’s Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a child/pupil/student. Staff must never promise a child/pupil/student that they will not act on information that they are told by the child/pupil/student.

7.8 Staff should be aware of where conversations are taking place. The staff room and our school offices (when children, other staff or parents and carers are present) should not be used to discuss matters that include private or confidential issues.

7.9 Staff should not discuss other members of staff or their actions or behaviour in public areas of the school. Private, professional conversations, if necessary, should be held in private places.

8 DISCIPLINARY ACTION

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

Appendix 1 – aide memoire for all staff

When we speak to others we will:

Strive to use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.

Strive to use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.

Avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.

Speak professionally and respectfully to other adults at all times, even if we disagree with them.

As professionals we will:

Avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it. We must remember that our staffroom and offices are shared areas used by staff from across the school. We must ensure we do not make negative or demeaning comments about other staff or members of our community past or present in these public place.

Maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.

Work as part of a team, contributing to the development, as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.

Work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.

Treat everyone with respect.

Dress appropriately, so that we set a good example for the children and to show that we are professionals and here to carry out a job of work.

Behave in a positive, professional manner way despite any work related or personal problems that we may have, especially in front of the children.

Always work as hard as we possibly can to fulfil our job descriptions and achieve the very best outcomes for our children and our community. Every single second counts in our working day and we must ensure our focus is on making our school the very best we can.

Appendix 2- from Teachers' Standards Effective September 2012(DfE)

PERSONAL AND PROFESSIONAL CONDUCT. Although the wording talks about “teachers” we expect the same professional conduct from all of our staff.

A teacher / member of staff is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher’s / member of staff’s career.

- Teachers / staff uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher’s professional position.
 - having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions
 - showing tolerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
 - ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

This Code of Professional Conduct will be reviewed in September 2026

David Ashley

Headteacher
August 2025