



Staff Code of Conduct 2026-27

Rationale

In our school community we are committed to fostering an environment that reflects our shared values based on our Catholic, Salesian ethos. This Staff Code of Conduct is designed not only as a set of guidelines but as a framework for promoting a positive, supportive culture within our school which enables everyone to thrive. We encourage all staff to embrace and uphold the school's ethos, guided by the example of Christ, the teachings of the Catholic Church and the educational philosophy of Saint John Bosco.

At the heart of our ethos is a deep commitment to reason, religion, and kindness, embodying the educational principles of Don Bosco. His belief that "it is not enough for every child to be loved; they must know that they are loved" is central to our approach. This philosophy inspires us to understand and connect with our students, fostering a nurturing and compassionate environment.

Our school ethos is further encapsulated by the principles of RUAH: Respect, Understanding, Affection, and Humour. These four pillars underpin every aspect of our school life and collectively spell out the Hebrew word for 'breath of life' or 'spirit'. By integrating these values into our daily interactions, we create a vibrant and life-affirming school culture.

As members of our educational community, staff play a crucial role in modeling these values. Through prayer, worship, and the celebration of the Eucharist, we provide a spiritual foundation for our students. Our excellent chaplaincy provision supports this spiritual journey, ensuring that each pupil feels supported and valued.

In addition to spiritual growth, we are dedicated to high-quality, personalized learning. Our goal is to help all pupils achieve their full potential, whether through rigorous academic training or tailored vocational approaches. By committing to these standards, staff members contribute to an environment where every student can thrive.

This Code of Conduct serves as a reminder of our collective responsibility to be role models for our students. By adhering to these guidelines, we demonstrate our commitment to the values of our school and inspire our students to do the same. Let us work together to create a community where respect, understanding, affection, and humour are at the forefront of everything we do.

Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#), and the [Teaching Assistant standards](#) and good practice guidelines for administrative and support staff.^f

School staff have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others and to model our school's RUAH ethos. 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, staff will use their professional judgement and act in the best interests of the school and its pupils.

Legislation and guidance

We are required to set out a staff code of conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

General obligations

Staff set an example to pupils. They will:

- Maintain high standards of attendance and punctuality and follow school procedures on requesting and reporting absences and registering their attendance in the building.
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine 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
- Adhere to the Teachers' Standards, Teaching Assistant Standards or professional guidelines for administrative staff.

Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.

Staff will familiarise themselves with our safeguarding policy and procedures, the Prevent initiative, and the physical restraint policy. They will ensure they are aware of the processes to follow if they have concerns about a child. They will make any appropriate referrals in a timely manner and in line with the policy.

Staff should also ensure that accurate registers are kept for every lesson/Staff-pupil 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 be especially mindful of protecting the boundaries between themselves and students during down times, extracurricular activities and school trips.

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. (Any gift valued at over £25 should be declared to the headteacher).

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

All staff have a responsibility to maintain the security of the site. External doors or gates must be locked when not attended. Staff keys and identify cards can open internal and external doors hence students must not be given these items. Staff should wear identification when on site.

Communication and social media

School staff's social media profiles should 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 actively take steps to avoid be identified for example by using a first and middle name instead of their surname and set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, 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 (on personal social media) that identify children who are pupils at the school nor make comment about the school or staff.

Staff should check that parental consent has been obtained for their children's pictures to be posted to the school's social media channels or website.

Staff should be aware of and follow the school's e-safety policy.

Acceptable use of technology

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 should not use their own devices (e.g., mobile phones, laptops) for personal use in school where this interferes with their work or prevents them from carrying out their duties effectively.

Staff should only take pictures of students where they have been directed to do so (e.g., for celebration of work, promoting school trips) and where possible staff should also not use their own personal mobile phones or cameras to do this. Any pictures taken on personal devices should only be stored on the school network/OneDrive and deleted from private devices straight away.

Staff should be aware of the school's Acceptable Use of Technology policy and adhere to this. The school has the right to monitor emails, internet and social media use on the school IT system, including Wi-Fi.

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
- 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.

Honesty and integrity

Staff should 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. School property should not be taken home without the express permission of the headteacher and only for the purpose of carrying out school activities. Any equipment taken home for this purpose should be signed out and approved by the relevant line manager.

Theft of items from school or evidence financial fraud would be considered as gross misconduct.

Staff will not accept bribes. Should staff receive gifts of significant monetary value (over £25) they should declare these to the Director of Business and Operations or Headteacher. Any gifts that could be construed as personal in nature must be reported to the Headteacher or Designated Safeguarding Lead.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

Staff should not use school premises or the school address for business purposes. Personal items should be delivered to the school at a reasonable level, that does not interfere with the functioning of the school. Staff are not allowed to use the school to store personal items not connected to their work (reasonable exceptions being clothing for exercise or cycling to work).

Dress code

Staff will dress in a professional, appropriate manner as laid out in the staff handbook and be mindful at all times that they are role models for the students in terms of appearance. Staff dress should be in line with the school's ethos for example, outfits will not be overly revealing and items of clothing will not display any offensive or overtly political slogans.

Conduct outside of work

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

Monitoring arrangements

This policy will be reviewed annually by the Governing Body but can be revised as needed. It will be approved by Governors Resources Committee.

Links with other policies

This policy links with our policies on:

- 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
- Staff grievance procedures Safeguarding
- Acceptable Use of ICT

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