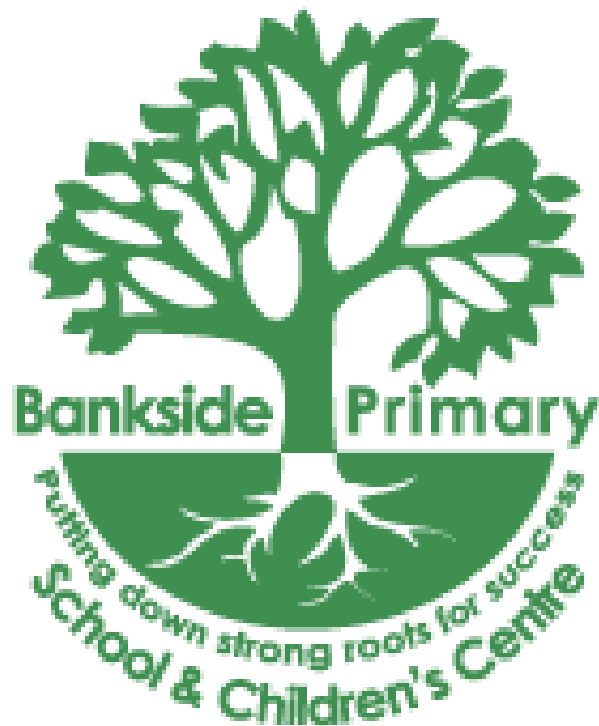


Staff Code of Conduct

Bankside Primary School and Children's Centre



Approved by:	Victoria Broughton (Headteacher)	Date: 01.09.25
Last reviewed on:	September 2025	
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Contents

1. Aims, scope and principles.....	2
2. Legislation and guidance.....	3
3. General obligations.....	3
4. Safeguarding.....	3
5. Staff-pupil relationships.....	5
6. Communication and social media.....	5
7. Acceptable use of technology.....	6
8. Confidentiality.....	7
9. Honesty and integrity.....	7
10. Dress code.....	8
11. Conduct outside of work.....	8
12. Monitoring arrangements.....	8
13. Links with other policies.....	8

1. 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](#).

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.

Bankside Primary School is a warm and welcoming school that prides itself on being at the heart of the community we serve. Our inclusive ethos is based on developing positive relationships with all of our school stakeholders in order to help our pupils feel safe, happy and flourish whilst at school.

At Bankside we have high expectation of everyone. Pupils, staff and the wider community focus on giving their **Bankside Best** so that we can all be successful and proud of our Bankside school community. Our Bankside behaviour contract states for all staff, pupils and wider stakeholders that; ***we expect the best for you and in return expect the best from you.***

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.

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2. Legislation and guidance

We are required to establish procedures for the regulation of staff 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 low-level concerns, allegations against staff and whistle-blowing, as well as acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

3. General obligations

Staff set an example to pupils. They will:

- › Maintain high standards in their attendance and punctuality
- › 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
- › Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- › Understand the statutory frameworks they must act within
- › Adhere to the [Teachers' Standards](#)

4. 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 child protection and safeguarding policy and procedures, and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our child protection and safeguarding policy and procedures are available on our school system, from the school office or on the policies section of our website. New staff will also be given copies on arrival as part of our induction procedures.

4.1 Allegations that may meet the harm threshold

(This section is based on 'Section 1: Concerns or allegations that may meet the harm threshold' in part 4 of Keeping Children Safe in Education.)

This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, 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

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- › Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A 'case manager' will lead any investigation. This will be the headteacher, or the chair of governors where the headteacher is the subject of the allegation.

4.2 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 harm 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 1-to-1 activities where they can't easily be seen
- › Humiliating pupils

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 is covered in more detail in our child protection and safeguarding policy. This is available on our school system, from the school office or on the policies section of our website. New staff will also be given copies on arrival as part of our induction procedures.

Our procedures for dealing with allegations will be applied with common sense and judgement.

4.3 Whistle-blowing

Whistle-blowing reports wrongdoing that it is "in the public interest" to report. Examples linked to safeguarding include:

- › Pupils' or staff members' health and safety being put in danger
- › Failure to comply with a legal obligation or statutory requirement
- › Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

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Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report their concern to the headteacher or in her absence the most senior member of staff (DHT/AHT). 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 Governors or in their absence the Vice Chair of Governors.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

For our school's detailed whistle-blowing process, please refer to our whistle-blowing policy which can be found on our school system, from the school office or on the policies section of our website. New staff will also be given copies on arrival as part of our induction procedures.

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 (unless in circumstances approved by the headteacher).

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, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

6. 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 consider using a first and middle name instead, 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, 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 specific consent and without the authorisation of the headteacher.

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Staff should be aware of the school's online safety policy, which can be found on our school system, from the school office or on the policies section of our website.

Staff must not post anything on their personal social media which can identify the school without specific and prior permission from the Governing Body/headteacher.

7. Acceptable use of technology

Staff will not use technology in school or belonging to the 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 mobile phones and laptops, or school equipment for personal use, **in school hours or in front of pupils**. They will also not use personal mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the school IT system. Further information may be found in our Online Safety Policy and Safeguarding policies and procedures.

Use of Recordings, Data, and AI (GDPR Compliance)

As an employee of Bankside Primary School, you are expected to comply fully with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 when handling personal data. This includes how you record, process, share, and use information about colleagues, pupils/students, parents, or other stakeholders.

1. Covert Audio or Video Recording

- Employees must not make covert (secret) audio or video recordings of colleagues, pupils, parents, or any other individuals in the workplace.
- Recording individuals without their knowledge or consent constitutes unlawful processing of personal data under the UK GDPR, unless a lawful basis applies (which is extremely rare in an employment or education context).
- Any covert recording of meetings, conversations, or professional interactions is strictly prohibited and may be treated as gross misconduct under the organisation's disciplinary procedures.

2. Lawful Recording (Limited Circumstances)

- Recording may only take place where there is a clear, lawful basis under the UK GDPR, and where consent has been obtained from all parties involved, and where the organisation has formally authorised it (e.g., safeguarding, training, or operational purposes).
- Any approved recordings must be stored securely, retained only as long as necessary, and deleted in accordance with the organisation's Data Retention Policy.
- Under the UK GDPR, covert audio or video recordings of colleagues or other individuals in the workplace are unlawful because they breach the core data protection principles set out in Article 5 (lawfulness, fairness and transparency) and Article 6 (requirement for a lawful basis for processing personal data). Recording someone without their knowledge or consent is not transparent, is unlikely to have any valid lawful basis, and therefore constitutes a breach of their data protection rights.
- This extract and advice regarding the use of recordings is underpinned by the UK GDPR, specifically Article 5(1)(a), (c), (e), (f) and Article 6, which require lawfulness, fairness, transparency, data minimisation, secure processing, and a valid lawful basis for processing personal data.

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3. Use of Artificial Intelligence (AI) and Digital Tools

- Employees must not input, upload, or share personal data of colleagues, pupils, parents, or other identifiable individuals into AI platforms, chatbots, transcription services, or similar tools, unless explicitly authorised by the organisation and compliant with GDPR requirements.
- AI tools must only be used in a way that protects confidentiality, privacy, and data security.
- Any unauthorised use of AI tools that involves personal data may constitute a breach of GDPR and could lead to disciplinary action.

4. Accountability and Consequences

- All employees are personally responsible for ensuring that they process personal data lawfully, fairly, and transparently.
- Breaches of this policy — including unauthorised recording, unlawful processing, or inappropriate use of AI — may be regarded as serious or gross misconduct and could result in disciplinary action up to and including dismissal.
- The organisation may also be legally required to report certain breaches to the Information Commissioner's Office (ICO).

8. 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 **MUST** never be:

- › Disclosed to anyone unless required by law or with consent from the relevant party or parties
- › Used to humiliate, embarrass or blackmail others
- › Used for a purpose other than what it was collected and intended for

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

9. 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.

Staff will not accept bribes. Gifts that are worth more than £20 must be declared and reported to the headteacher who will record this.

Staff will ensure that all information given to the school is correct. This should include:

- › Background information (including any past or current investigations/cautions related to conduct outside of school)
- › Qualifications
- › Professional experience

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Last reviewed on:	September 2025
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Next review due by:	31 st August 2026
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Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

10. Dress code

Staff will dress in a professional, appropriate manner.

Outfits should not be overly revealing.

Clothes will not display any offensive or political slogans.

When participating in PE and Sport Sessions, including before/after school clubs, staff should dress in appropriate clothing – staff PE kit should be worn including trainers for health and safety reasons.

11. Conduct Outside of Work

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

12. Monitoring Arrangements

This policy will be reviewed annually, but can be revised as needed. It will be approved by the headteacher alongside the Governing Body.

Our 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.

13. 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
- › Child Protection and Safeguarding Policy and Procedures
- › Online Safety Policy
- › Whistle-blowing Policy
- › Behaviour Policy (Children)
- › Anti-Bullying Policy
- › Mobile Phone and Camera Policy

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