

Charlton Kings Junior School

Code of Conduct (Staff)



Governor Committee Responsible:	Operations	Governor Lead(s):	Headteacher
Status	Statutory	Review Cycle	Annual
Last Review	N/A	Next Review Date	September 2026
<i>Date Ratified</i>	<i>Ratified by Operations Committee 24 February 2026</i>		

Introduction

The Code applies to all people working within or on behalf of the school, regardless of the contractual basis of the engagement, including:

- Direct employment by the school under a contract of employment
- Secondments (both to and from the school/other schools/ other organisations)
- Temporary assignments, including Agency Workers, Work Placements, Apprentices and Trainees
- Governors
- Employees acting as members of companies or voluntary organisations.

References to “employee” and “staff” throughout this Code are taken to include all of the above categories and any similar working arrangements.

The Code also extends to additional and dual employment that has been secured as a result of working for local government.

The purpose of this Code is to give all school employees guidance on how the school and the public in general expect them to behave. High standards are expected of all staff working in schools and if the Code is followed then staff should not find themselves in a situation where their conduct could create an impression of conflict of interest or corruption in the minds of the public and colleagues. If staff are unsure of the standards expected of them, guidance should be sought from their Headteacher or, in the case of Headteachers, the Governing Board.

In addition to this Code of Conduct, all employees engaged to work under Teachers’ Terms and Conditions of Employment have a statutory obligation to adhere to the ‘Teachers’ Standards 2021’ and in relation to this policy, Part Two of the Teachers’ Standards - Personal and Professional Conduct.

All staff are expected to familiarise themselves and comply with all school policies and procedures.

Standards

Employees are expected to give the highest possible standard of service to the students and to support Governors and fellow employees with impartiality. The highest standard of probity must apply, and

employees must report any concern of which they are aware to a member of the Senior Leadership Team (SLT). A concern can be about any aspect of the school's work.

Low level concerns must be passed on promptly, and not ignored or assumed to have been dealt with by someone else. Any practice seen that raises concerns about health and safety, safeguarding, child protection or any other aspect of the work carried out at a school should be considered to a concern and should be reported to the Headteacher. If it is a low-level concern about the Headteacher then the Chair of Governors should be notified.

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. 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 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 applied, monitored and reinforced by all staff, while minimising the risk of abuse.

Our procedures for dealing with allegations will be applied with common sense and judgement, and be fully compliant with KCSIE.

All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. Therefore:

- Staff must avoid using inappropriate or offensive language at all times.
- Maintain high standards in their attendance and punctuality.
- All staff must demonstrate high standards of conduct in order to encourage pupils to do the same.
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

The school, for its part, considers it has a duty to protect employees against unjustified allegations of wrongdoing.

It is the school's responsibility to create and embed a culture of openness, trust and transparency in which the school's values and behaviours are constantly lived, monitored and reinforced by all employees.

Personal Appearance

Although the School has not adopted a formal dress code for the majority of its staff, it does expect employees to observe a standard of personal hygiene and appearance which is appropriate to the nature of the work undertaken.

All staff must dress in a manner that is appropriate to a professional role and promoting a professional image.

Use of the School's facilities and equipment

Employees must exercise reasonable care and skill in their use of the school's facilities and equipment. The school is entitled to expect at least the same standard of care of its property as employees give to their own

property. Any facilities, property or equipment provided by the school should only be used in connection with official duties except where the Headteacher and /or SBM have agreed to private use. There may be arrangements for the use of some services for private purposes on the payment of approved charges, for example private telephone calls and photocopies, etc. Employees should always ensure that there is either general or specific agreement to private use of any facility or equipment.

When an employee ceases working for the school all paper and electronic records (and copies), equipment and any other property of the School must be returned.

All staff must read carefully the School's Acceptable User Policy. Staff must follow all the requirements set out in this policy fully.

Honesty and Integrity

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

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.

Gifts from suppliers must be declared to the Headteacher of the school. Where it is judged that a gift might possibly lead to bias or favour in procurement, that gift will be returned.

Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted and may lead to disciplinary action.

Gifts from pupils or parents to individual staff members are considered acceptable, provided the value is not significant and the gift is given openly and transparently. Gifts of greater value should always be declared to the Headteacher or SLT member.

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

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

Where there are any updates and / or changes, the member of staff will advise the school 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.

An individual must, as soon as practicable inform the school, at each stage, if they are arrested, charged, cautioned, refused bail, required to attend court, convicted or sentenced for any criminal or civil offence.

This does not apply to traffic offences unless this involves a situation relating to the transport of students, or the possible penalty includes imprisonment or disqualification from driving or involves an official vehicle. Failure to inform will be considered an act of gross misconduct.

The intention of this Code and procedures is to ensure transparency and openness and that no reasonable person can question the integrity and motives in connection with an employee's employment with the school.

All employees must declare membership of any organisation which is not open to the public, where there is a commitment of allegiance, and /or which has secrecy about rules, membership, or conduct.

Conflict of interest

Staff should avoid circumstances where private or personal interests have the potential to give rise to allegations or partiality or impropriety which could bring the school into disrepute.

Employees should not involve themselves in any decision or allocation of school services or resources from which they, their friends, their partners, persons to whom they are (or are owed) an obligation, or family might benefit.

No personal business activity or outside work of any sort may be undertaken by an employee during their normal working hours for the school.

Conduct outside of Work

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.

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.

Health and Safety issues

Employees must receive and understand information to enable them to work safely and to ensure the health, safety and welfare of any others affected by their work.

Employees have an obligation to follow local working practices so that workplace risks are mitigated.

No-one should be expected to work unsafely and managers have responsibilities to address workplace risks taking advice where appropriate.

Employees should ensure they read and follow all health and safety policies and arrangements relating to their employment.

Disclosure and use of information

Many employees obtain information which has not been made public and/or is confidential. Employees may also have access to personal information about other individuals or clients. This information must only be disclosed to a third party where there is a legal responsibility to provide it, or where the employee or client provides a written authority for the information to be provided. The restrictions apply equally to information which an employee may obtain from their employment about a contractor, debtor or creditor of the school.

No employee, unless specifically authorised to do so, may communicate to the public or press any information about the discussions or decisions of the school or any of its committees or bodies following the exclusion of the public and press, with the exception of information which is required to be published by law.

As a general rule employees must not enter into any public correspondence or debate on a matter related to their official duties, or in respect of which they hold official information, unless this is done with the consent of their Headteacher.

Similar considerations exist covering the position of employees invited to participate in press interviews, radio or television programmes, etc., where the subject relates directly or indirectly to their work for the

school. Employees invited to take part in such programmes should discuss the position with their Headteacher before replying to the invitation.

Employees must adhere to the school's published rules and requirements relating to personal and/or sensitive information, as covered by current Data Protection legislation. In particular, information must not be disclosed to unauthorised people or organisations.

All staff are likely, at some point, to witness actions which need to be confidential. It must not be discussed outside the school, including with the pupil's parents or carers, nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter.

Employees must not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way.

Political neutrality

Employees of the School must not allow their own personal or political opinions to interfere with their work.

Relationships

Mutual respect between employees and governors is essential. Employees and governors should use the correct school procedures to deal with any work-related issues.

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. Where staff need to make a social contact, this should be approved by the Headteacher.

All relationships of a business or private nature with external contractors, or potential contractors, must be made known to the employee's immediate line manager. Orders and contracts must be awarded on merit, through fair competition, and no special favour should be shown to businesses run by, for example, friends, partners or relatives. No part of the local community should be discriminated against.

Confidential reporting procedure for employees (whistle-blowing)

Please refer to the School's Whistleblowing Policy which sets out the procedure for employees who wish to report, in strict confidence, their serious concerns about any aspect of the school's work or the behaviour or standard of conduct of other employees or anyone associated with the work and services provided by the school.

Breaches of the Code of Conduct

Failure to comply with any of the standards detailed in this Code may result in formal disciplinary action, including dismissal in serious cases.

Any suspected breach of this Code must be:

- Immediately reported to the Headteacher and SLT member or, in the case of the Headteacher, to the Chair of Governors.
- Reported through the confidential reporting procedure for employees. Please see the school's Whistleblowing Policy.
- Where a suspected breach has been reported, a formal investigation into that suspected breach will be undertaken.