CODE OF CONDUCT
FOR SCHOOL STAFF IN BRIGHTON & HOVE

Formal Consultation:

- B&H Code of Conduct working group (representing headteachers from all phases and LA colleagues and teaching unions) - 7 Dec 2018
- Final consultation at the Families, Children and Learning (Education and Skills) Union Consultative Group Meeting of – 18 Jan 2019

Optional front sheet for individual schools (text in orange throughout document provides options for schools

St Paul's CE Primary School

Code of Conduct for School Employees

2026-27

Approved by:	FGB	**Date:**	26 March 2026
Last reviewed on:	March 2025		
Next review due by:	May 2027		

Contents

1. Aims, scope and principles 3
2. Legislation and guidance 4
3. General obligations 4
4. Safeguarding 4
5. Staff/pupil relationships 5
6. Communication and social media 5
7. Acceptable use of technology 6
8. Equality & Diversity 6
9. Confidentiality 6
10. Rewards & Gifts 7
11. Dress code 7
12. Conduct outside of work 7
13. Monitoring arrangements 8
14. Links with other policies 8
Appendix 1 Guidance for safer working practice for those working with children and young people in education settings 9
Appendix 2 Disciplinary Rules, misconduct and criminal offences 9

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.

The main principles from the BHCC local government officer code of conduct for employees are included within this schools code but you can read the full information here.

Many of the principles in this code of conduct are based on the Teachers' Standards.

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 also to act with personal and professional integrity, respecting the safety and wellbeing of others.

We expect all school staff to comply with the "Guidance for safer working practice for those working with children and young people in education settings" (see Appendix 1).

Staff are expected to support/adhere to the ethos/values of the school.

Failure to follow the code of conduct will be addressed through the school's disciplinary procedures and rules (see Appendix 2).

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.

2. Legislation and guidance

The school is 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', the school 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.

The guidance also requires schools to have procedures in place for managing allegations of abuse made against staff, supply staff and volunteers. These procedures are in the school's Child Protection and Safeguarding Policy and Procedures.

The guidance also advises that schools have procedures in place for managing and recording low-level concerns about adult conduct. These procedures are in the school's Disciplinary Policy and Procedures and are also applicable to self-referred concerns.

A low-level concern is any concern that an adult working in or on behalf of the school or college may have acted in a way that:

• is inconsistent with the staff code of conduct, including inappropriate conduct outside of work

• does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

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 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
- Teachers must adhere to the national Teachers' Standards

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

Staff are required to inform the headteacher if they are undertaking any regular work outside of the school, either currently or subsequent to commencement of employment. This means that the school is better able to monitor total working hours under its health & safety/working time directive commitment.

4. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have about children or about the conduct of an adult. This includes physical, emotional and sexual abuse, or neglect.

Staff will familiarise themselves with our 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 or about the conduct of an adult.

Our safeguarding policy and procedures* and the Code of conduct for employees whose work brings them into contact with young people (see appendix 1) are **available in the staff room and from the school office. New staff will also be given copies on arrival. Hard copies available in the headteacher's office, soft copies available on the school shared drive or intranet.

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 (see also para 6).

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 individual pupils are not acceptable (see para 10).

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 Appendix 1 for more information including that for educational visits and extra-curricular activities.

6. Communication and social media

School staff's personal social media profiles should not be available to pupils and should be set to private. Under normal circumstances, 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 will ensure that they do not post any images online that identify children who are pupils at the school without appropriate consent.

Staff must not give students their personal mobile or home telephone numbers and must not engage in text message correspondence with students.

Under normal circumstances staff must use the school email addresses for all school related correspondence (and students should be instructed to do the same). Return of student's personal email should be limited to acknowledging receipt.

It is important that email correspondence respects the same norms as all other interaction with students.

The receipt of inappropriate or unwarranted calls or messages from students must be reported to a member of the senior leadership team (SLT).

Staff must not knowingly enter into correspondence with students via internet social networking sites. When using such sites themselves, staff should remember that they can often be identified as employees of the school and must respect the school's ethos and avoid bringing it or any individual employee or student into disrepute.

Staff who use social networking sites should ensure that maximum privacy settings are activated and must not accept current students as friends or followers. Connections with ex-students under the age of 20 must be declared to the school's designated safeguarding lead (DSL).

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

7. 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 personal mobile phones and laptops, or school equipment for personal use, in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

Contacting families using personal phones should be avoided.

Work phones or mobile devices must be password protected and loss of such items may result in all data being removed.

The employer has the right to monitor emails and internet use on the school IT system for appropriate reasons.

8. Equality & diversity

- The School is committed to increasing equality, opportunities and fairness inside our school and to eliminating discrimination.
- As an employee, you have both legal duties and personal responsibilities in relation to equality and you are expected to play an active part in making sure the school delivers equality and diversity outcomes as set out in its Equality Policy.
- You must treat all colleagues and students fairly and with dignity and respect at all times whilst responding positively and appropriately to meet diverse needs. Similarly, you are also entitled to be treated fairly and with respect by all those with whom you come into contact in your day-to-day work.
- If you feel you have been unfairly treated, bullied, harassed or discriminated against by another member of staff, you should refer to the Dignity & Respect at Work Policy and guidance that will explain how you can raise a complaint.

9. 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 pressure 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. Staff must be aware that they are responsible not only for their own safe and appropriate behaviour, but for reporting any conduct by a colleague which gives rise to concern. The process for doing this is set out in the Whistleblowing policy, which is available on the school website.
- Staff will act in accordance with the General Data Protection Regulations

Staff must recognise that information about students or colleagues is regarded as sensitive data and must not be taken off site without appropriate permission. Staff must follow the secure

methods for working offsite and for uploading confidential matters to external systems/agencies. Advice may be sought from the Designated Safeguarding Officer or from the Data Protection Officer.

Staff should not discuss colleagues inappropriately with students. Staff should support the school's policies and ethos at all times in communications with students, families and outside agencies.

10. Rewards & gifts

Staff should not give individual gifts or rewards to students outside the school's normal rewards processes and should avoid displaying any favouritism towards particular students. Doing so may be misconstrued as grooming by the student or by others.

Once again, should there be exceptional circumstances which appear to justify the giving of a personal gift, a member of SLT should be consulted and informed.

Staff should not offer or accept individual gifts, hospitality or services which could or might appear to imply an improper obligation.

It is understood staff may receive presents from students or parents, but these should be within reason, without obligation and not exceeding £25 per student, without declaration to the headteacher.

11. Professional dress & appearance

When at work, staff are expected to dress and present themselves in an appropriate way which reflects the seriousness and professionalism of their role and which avoids conveying inappropriate messages.

12. 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.

Staff must inform the headteacher as soon as possible if they are arrested (even if no action is taken against them) or they are subsequently cautioned or convicted in connection with any offence. This does not include minor driving offences such as fixed-penalty notices for speeding unless:

- driving is a key requirement of their job, for example, driving a School/Council vehicle or driving their own vehicle regularly on Council business
- the conviction results in disqualification from driving

Disclosing that you have been arrested, cautioned or convicted of a criminal offence does not necessarily mean that disciplinary action will be taken against you. Consideration will be given to the extent to which your conduct:

- affects your suitability to carry out your job
- impacts on work colleagues, young people, contractors/partners with whom the school/council works and
- the wider impact your conduct has on the School's valued image and reputation.

Failing to disclose such information, even where no charges are brought against you, may also lead to disciplinary action under the School's Disciplinary Procedure.

In the event that you are sentenced to immediate imprisonment, you are likely to be instantly dismissed without notice and notice pay.

13. Monitoring arrangements

This policy will be reviewed every year but can be revised as needed with consultation. It will be ratified by the full governing board.

14. 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).
- Staff grievance procedures
- Safeguarding procedures
- Whistleblowing policy
- E-safety policy
- Equality policy
- Financial regulations
- Declaration of Interests

More details on the following areas, which are not covered in detail in this school Code of Conduct, can be found in the BHCC Code of Conduct for Employees for local government officers:

- Political neutrality/activity/restricted posts
- Outside commitments/Working Time Directive/declaration of interests
- Membership of closed organisations
- Tendering/dealing with contractors
- Close personal relationships at work
- Corruption, fraud and dishonesty
- Use of council facilities/resources
- Information Governance & Use of ICT
- Legacies
- Inventions/patents/copyright etc./conferences
- Appointing staff/discipline & grievance
- Sponsorship, giving or receiving
- Information, openness and confidentiality
- Financial resources/regulations

Appendix 1

Guidance for safer working practice for those working with children and young people in education settings

May 2019 and Addendum April 2020

Published by Safer Recruitment Consortium and available at

Home (saferrecruitmentconsortium.org)

Appendix 2

DISCIPLINARY RULES - SCHOOLS

(please refer to your school's Disciplinary Procedure regarding the process to be followed)

1 Introduction

1.1 The Governing Body is required, in accordance with the provisions of the Education Reform Act 1988, to establish disciplinary rules covering all employees working at the school, and to ensure that they are made known to the staff.

1.2 The disciplinary rules for the school are set out below. Whilst every effort has been made to identify all conduct that would be unacceptable, the list is not exhaustive. These rules will provide helpful guidance both to individual employees, and to senior staff in their management roles.

1.3 The school staff code of conduct should be read in conjunction with these disciplinary rules.

1.4 The head teacher may delegate responsibility outlined in this code to an appropriate member of the Senior Leadership Team or the Child Protection Team.

2 Disciplinary and dismissal procedure

The Governors have also, in accordance with the provisions of the Education Reform Act 1988, prepared a disciplinary and dismissal procedure and made it known to staff. That procedure sets out the arrangements which apply where a breach of discipline is alleged. Sanctions available in accordance with that procedure range from formal disciplinary warnings to dismissal. The procedure also ensures that there is a right of appeal against such sanctions.

3 Types of misconduct

3.1 Certain types of misconduct are so unacceptable that the employee's continued presence at work, even whilst the matter is being investigated, cannot be countenanced. Such misconduct falls within the term "gross misconduct" and examples are set out in Section 5.1 below. It is particularly important that staff at the school are aware of the examples of gross misconduct given. It is essential that all concerned are aware of the standards of behaviour expected both insofar as their own employment is concerned and for the overall good of the school.

3.2 Examples of other types of misconduct, not sufficiently serious to warrant consideration of summary dismissal, are set out under the heading 'Other Misconduct' in Section 5.2 below. Some examples of misconduct referred to in this section are more serious than others. A single incident of misconduct in some cases may not warrant immediate formal disciplinary action but may, more appropriately, be remedied by discussion and counselling sessions (see paragraph 1.4 of the Disciplinary and Dismissal Procedure). In others it will warrant a first warning. Other instances of misconduct may be regarded as sufficiently serious to warrant a disciplinary warning at intermediate or final level even where the employee does

not have any other disciplinary warnings on the record. It is not possible to identify within the examples of misconduct, what level of sanction, if any, would be appropriate in each case. Much will depend on the particular circumstances of the case.

4 The Employee's response

4.1 All allegations of misconduct will be investigated. The investigation will include a discussion(s) with the employee. If it is decided to hold a formal hearing the disciplinary/dismissal procedure will apply. The employee will have the opportunity to present his/her case at the formal hearing and to be accompanied by a trade union representative or colleague employed at the school/college.

4.2 An employee's response to an allegation of misconduct is important. It will:-

a) assist in reaching a fair conclusion about an alleged incident where the facts are disputed.

b) establish the employee's view about the seriousness of the alleged misconduct. The view of the employee can be of particular importance because it will demonstrate whether or not he/she understands and accepts the standards of behaviour expected by the Governing Body.

5 Disciplinary rules

5.1 Gross misconduct

The following are examples of behaviour which could lead to summary dismissal. The list is not exhaustive, and it is acknowledged that it will be necessary to exercise judgement in specific cases to determine whether particular misconduct is to be regarded as gross misconduct. Any decision to dismiss an employee must be fair and reasonable in all the circumstances.

a) Any form of physical violence towards students. Please refer to the Code of Conduct for employees whose work brings them into contact with young people.

b) Physical violence, actual or threatened towards other staff or visitors to the school.

c) Any sexual approach or response to a pupil or the development of an intimate relationship with a pupil, whatever the provocation. Please refer to the Code of Conduct referred to at (a) above.

d) Sexual offences, sexual insults or sexual discrimination against pupils, other staff or visitors to the school.

e) Racial offences, racial insults or racial discrimination against pupils, other staff or visitors to the school.

f) Theft of Council monies or property and of monies or property of colleagues, pupils or visitors to the school. Removal from school premises of property which is not normally taken away without the express authority of the Head or of the owner of the property may be regarded as gross misconduct.

g) Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.

h) Acceptance of bribes or other corrupt financial practices.

i) Willful damage of Council property or of property belonging to other staff, pupils or visitors to the school.

j) Willful disregard of safety rules or policies affecting the safety of pupils, other staff or visitors to the school.

k) Any willful act which could result in an action for negligence against the Council or the school.

l) Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.

m) Gross neglect of duties and responsibilities.

n) Unauthorised absence from work.

o) Being untruthful and/or engaging in deception in matters of importance within the school community including deliberate refusal to assist with/ withholding information relating to a disciplinary investigation .

p) Deliberate breaches of confidentiality particularly on sensitive matters.

q) Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment. The Council has produced advice that would need to be taken into account in the case of staff who may be dependent on alcohol.

r) Conduct which substantially brings the name of the school into disrepute or which seriously undermines confidence in the employee.

s) Serious misuse of the School/Council computer facilities (please refer to the school's Online Safeguarding policy).

t) Corrupt or improper practice (i.e. when an employee improperly uses, or attempts so to use, his/her official position for his/her own private advantage or some other person.

5. 2 Other misconduct

The following are examples of behaviour which could lead to formal disciplinary warnings.

a) Unsatisfactory timekeeping without permission.

b) Neglect of safety rules and procedures. Some offences of willful neglect may be regarded as gross misconduct.

c) Breaches of confidentiality. Deliberate breaches on sensitive matters may be regarded as gross misconduct.

d) Failure to comply with reasonable work-related requirements or lack of care in fulfilling the duties of the post.

e) Behaviour towards other employees, pupils and visitors which gives justifiable offence. Certain behaviour giving rise to offence may be regarded as gross misconduct.

f) Acting in a manner which could reasonably be regarded as rude, impolite or contemptuous. In certain circumstances such behaviour may be regarded as gross misconduct.

g) Conduct which it is considered adversely affects either the reputation of the school or affects confidence in the employee.

END.