

Carrington Junior School (Carrington Schools Federation)

Staff Code of Conduct
September 2026

MISSION STATEMENT:

Rooted in community, we place children at the centre, combining strong relationships, excellent teaching, and ambitious standards, guided by respect, kindness, and honesty, ensuring all belong and succeed.

VISION:

Working in partnership to develop happy, resilient children with the knowledge, skills, and self-belief to excel.



Staff Code of Conduct

Policy Title	Staff Code of Conduct
Statutory	Yes
Policy Version	8
Policy Author	Ms N Gibbons
Date Reviewed	Autumn 2026
Review Period	1 year
Next Review Period	Autumn 2027
Distributed To	All staff
To be published on website	No
Changes to this policy	Minor tweaks to wording around reporting to Head of School not Headteacher as per previous year, minor tweaks – eg. wearing more relaxed clothing such as jeans, on a Friday.
This policy has been impact assessed against race, gender and disability, and no adverse impact has been identified. This policy will be reviewed to take account of changes to legislation and advice.	

Code of Conduct for Employees

**To be read in conjunction with County Conduct & Discipline Policy
and KCSIE 2026**

This appendix to the County Conduct & Discipline Policy is designed to give clear guidance on the standards of behaviour all school staff, volunteers and sport providers are expected to observe.

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.

SAFEGUARDING PUPILS

Staff have a duty to share information with other professionals.

The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Safeguarding Lead (DSL) for Child Protection or where no DSL is available a referral must be made to social care by any member of staff in an emergency informing the DSL as soon as possible.

The chair of governors is:

Nadia Zachary

The school's DSL is:

Nicola Gibbons (Head of School)

The Deputy DSLs are:

Katy Cox (SENDCo)

Sally O'Leary (Family Liaison Officer)

Sarah Randall (Teacher)

Kate Cliffe (Executive Headteacher)

Staff must take the upmost care of pupils/students under their supervision with the aim of ensuring their well-being safety and welfare.

General expectations

1. In order for staff to set an example for children. We will:

-  maintain high standards of attendance and punctuality, ensuring arrival on site in good time to allow the start of work as per contracted hours.
-  use appropriate and inoffensive language in school.
-  treat children and others with dignity and respect.
-  maintain 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, only where professionally appropriate, in a way that will not influence children, and will not exploit a child's vulnerability or might lead them to break the law.
-  understand the statutory frameworks they must act within.
-  adhere to the Teachers' Standards, and other reasonable professional expectations.

Communication principles

When we speak to other staff, professionals and volunteers we will:

- speak respectfully to other adults at all times, even if we disagree with them.
- use a positive statement rather than a negative one so everyone can feel comfortable.
- use a calm tone of voice at all times, so that no-one feels threatened or uncomfortable.
- avoid using sarcastic words or phrases as these are demeaning and hurt self-esteem.

As professionals we will:

- Recognise that the needs of children are the priority of our roles, and will always come first during lessons, and other scheduled support times. Admin tasks must be organised around this core focus.
- Work in such a way as to avoid any allegations.
- Avoid open workplace gossip and negativity as it breeds resentment.
- Keep good relationships with staff working in other settings on the school site, or across the Carrington Schools Federation.
- 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. (In line with GDPR policy)
- Work as part of a team
- Behave in a positive way despite any personal problems that we may have and avoid any discussion of issues in front of children and families.

Acceptable use of technology (e-safety and internet use)

- Staff must not use social media e.g. Facebook with pupils or former pupils. Staff must not discuss pupils, colleagues or other matters to do with school on social networking sites.
- Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of children. Personal mobile phones may only be used to take photos with permission from SLT, or for trips (including forest school) or sports events. In this instance, photos must be downloaded to the school network on return to school and deleted from the personal device.
- The Head of School reserves the right to monitor staff use of computers and laptops under the filtering and monitoring policy, and this may include checking emails.
- Staff must not engage in the inappropriate use of social network sites which may bring themselves, the school, school community, or employer into disrepute. Staff should ensure that they adopt suitably high-security settings on any personal profiles they may have.
- Staff should exercise caution in their use of all social media or any other web-based presence that they may have, and be aware that written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others, may have an impact on their professional role.
- Contact with children and families should only be made via the school office email, Teams, Class Dojo or school telephone when appropriate. Staff email addresses should not be used for parent communication.
- Photos must only be taken and used where parents are carers have given permissions for this. (i.e. social media permissions would be required to be involved in Wycombe Wanderers Foundation media projects)
- Staff may wear smart watches but must not access information on smart watches during their directed hours / paid hours of employment. Smart watches should be muted when in classrooms/meetings to avoid distraction.
- Do not talk about your professional role at this school in any capacity when using social media or video sharing platforms. Staff should voice political opinions respectfully and mindfully, aware that comments may be traced back to you. Comments on general education channels should be 'general' and not specifically linked to this school (e.g. Twinkl, White Rose, or other teacher chat and advice groups).
- Mobile phones should only be used in areas of the school where pupils are not present.
- Staff are provided with lockable cupboards in every classroom, to allow them to keep mobile phones and other personal items safe during the school day wherever possible, or they can be kept in a drawer or bag as long as they are always away from sight.
- Mobile phones should not be present when working with children. Special dispensation can be given by the Head of School in some circumstances, however this needs to be by arrangement and the phone should still be kept away from the children and another member of staff should be around if a phone needs to be used.

(For example, staff waiting for a doctors phone appointment) In an emergency if you are awaiting a call, you may also give the school number – 01628 521457

General conduct

- Be punctual, **being in the classroom before a lesson/session begins is important.** (8:35-3:35 are core school hours for teachers.)
- Be professionally reflective and open to advice
- Staff need to voice if they have concerns using the school's whistle blowing policy if needed.
- Staff need to self-report should they have a concern about an incident they have been involved in.
- Any concerns about staff conduct must be reported by staff to the Head of School and not discussed between staff. This will be discussed with the Executive Headteacher, recorded on StaffSafe and monitored.

Dress Code

- Dress appropriately, according to the tasks undertaken
- School is a professional workplace, and while we do not expect staff to wear business dress, a level of 'professional smartness' is expected across all roles in school. Nothing should be worn that you can see 'up, down or through'.
- Jeans should be reserved for Fridays, non-uniform days or trips or events where children are also not wearing uniform bottoms. Jeans are not suitable for Forest School since they stay damp for long periods of time and are not a quick-drying fabric. For clarification, jeans include blue jeans and grey jeans, or any faded black jeans with 'jeans texture'.
- Stretchy joggng style chino type trousers are not considered to be jeans
- Chambray shirts are smart shirts that are in keeping with professional expectations of the role.
- Shoes should be appropriate to the role and tasks that day. Neutral trainers with normal work attire are acceptable.
- Staff should only wear sports clothing on days when they are supporting sports lessons or teaching sports. Staff teaching or supporting sports provision must wear appropriate sports footwear as a health and safety measure. We do not expect anybody to change in a cupboard or toilet, so sportswear may be worn all day for teaching purposes. *For some staff, this will be the majority of days since they support SEND children in PE across different year groups and on different days.* For after-school staff fitness events, clothes should be changed after work unless it is a PE day for that class.
- Thick sports leggings (or cut-offs) may be worn for sports activities. Leggings are not considered to be suitable trousers for ordinary school dress but are suitable as a tights replacement.
- Tops should have shoulders on them, or cap sleeves. On exceptionally hot days, slighter clothing may be worn, but this should have thick straps, and no bra straps should be visible. This expectation is also applicable to summer dresses.
- Clothing should avoid large slogans and statements. For clarity, we appreciate that most clothes are branded, and a one-sided chest logo is unavoidable, but whole front/back, or whole sleeve logos and slogans should be avoided. School trip sweatshirts or staff uniforms or coats are an exception to this.
- In summer, footwear should be appropriate to role
- Staff must ensure any visible tattoos are appropriate in nature to their professional role, and any tattoos that are not must be always covered.
- There may be times when there is a need to be flexible with these guidelines, for example for personal medical reasons or unusual events. These will be the exception and may not be publicly announced, since they are personal matters between the staff member and leadership team.

Requests to attend events during working hours (distinct from compassionate leave) e.g sports, nativity, assemblies, recitals etc

Intent:

The Head of School aims to ensure that requests for leave of absence to attend child-related events are managed fairly and consistently, maintaining the operational capacity of the school.

Where a request negatively impacts the day-to-day running of core purpose of the school, it may not be possible to grant leave.

This policy applies to all staff requesting leave to attend events involving their children.

The school recognises the importance of family events and will consider leave requests for such occasions. However, to ensure the school's operational needs are met, the following guidelines will apply:

- Staff members may request leave to attend part-day child-related (e.g. Christmas nativity, sports day) events up to a maximum of two part-days per academic year.
- Requests must be submitted at least two weeks in advance, where the staff member has prior notice of the event themselves. Where the notice period is shorter, the leave may not be granted.
- All approval will be subject to the discretion of the Head of School, considering the staff member's role, the timing of the request, and the impact on the school's operations
- Staff must understand that not all leave will be granted (even if someone else's request was granted) because the needs of the children and school must be considered first

Excessive Leave

- Requests exceeding two events, will generally not be approved unless exceptional circumstances are demonstrated. This is at the head of school's discretion, and is not reflective of, or linked to, staff contribution of wider school life and extra-curricular events.

Staff participation in extra-curricular and PTA events

- All staff participation at extra-curriculum events is highly appreciated, but not mandated, and supports the community ethos of the school.

Communicating unexpected absence

All staff must call the Head of School between 6:30am and 7:00am on the morning of the sickness or other emergency absence. **It is not acceptable to leave messages via text or WhatsApp.**

It is reasonably expected that for staff with dependent children, where there is another adult with parental responsibility, or caring responsibilities, these adults share supporting their children's sickness absences over time, such that it does not unduly impact upon an individual staff member's compassionate leave allowance and the day-to-day running of the school.

Documentation

- All planned leave requests must be submitted using the school's leave request form
- Any exceptions to this must be approved by the Head of school
- The Head of School reserves the right to refuse leave on grounds of a staff members individual attendance record.

Associated policies:

This should be read in conjunction with the Behaviour Regulation and Relationships policy.

This includes following school procedures in relation to intimate care and any health concerns. (Please see 'supporting children with medical conditions' and 'intimate care policy'): Staff may change children without another adult, but they should always tell another adult if they are changing a child and encourage independence as well as keeping the door open where possible. The Intimate Care Policy must be adhered to.

This policy links with our policies on:

13. 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
 - KCSiE 2026
 - Relationships, regulation and behaviour
 - E-safety
 - Acceptable use of IT
 - Filtering and monitoring
 - Whistleblowing

Compliance

All staff must complete the form in appendix 2 to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated.

Appendix 1 - Relationships with children outside of work declaration

- It is recognised that there may be circumstances whereby employees of the school are known to children outside of work. Examples include membership of sports clubs, family connections, or private tutoring.
- Staff must declare any relationship outside of school that they may have with children.

Employee Name	<i>Student Name</i>	Relationship

- I can confirm that I am fully aware of the code of conduct relating to contact outside of school with children in line with this policy.

If I am tutoring a student outside of school, I am aware that the following must be adhered to:-

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done entirely independently of the school
- No monies come through the school at any point, informally (e.g. via the child) or formally
- No private tutoring is to take place on the school premises

I confirm that if these circumstances change at any time, I will complete a new form to ensure the school is aware of any relationships.

Name

Signed Date

Once completed, signed and dated, please return this form to the Head of School

Appendix 2 - Professional Responsibilities

When using any form of ICT, including the Internet, in school and outside the school

For your protection, we advise that you:

- Ensure all electronic communication with children, parents, carers, staff and others is compatible with your professional role and in line with school policies.
- Do not talk about your professional role at this school in any capacity when using social media, such as Facebook and YouTube. Staff should voice political opinions respectfully and mindfully. Comments on general education channels should be 'general' and not specifically linked to this school. We recognise that useful professional information is shared on many social media channels, including some light-hearted channels that support wellbeing.
- Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role.
- Use school ICT systems and resources for all school business. This includes your school email address, and school video camera.
- Do not disclose any passwords and ensure that personal data (such as data held on SIMs software) is kept secure and used appropriately.
- Only take images of children and staff for professional purposes, in accordance with school policy and with the knowledge of SLT.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, both in school and outside the school, will not bring the school or professional role into disrepute.
- Emails should be checked daily on working days during term time or every other day if one day is particularly busy as an exception.
- You must report any e-safety incident which may impact on you, your professionalism or the school.

Appendix 3 - Confirmation of Compliance

- I, at this moment, confirm that I have read, understood and agree to comply with the school's code of conduct.

Name Position/Post Held

Signed Date

Once completed, signed and dated, please return this form to the Head of School.