

# Staff Code of Conduct



GLEBE HOUSE  
SCHOOL & NURSERY  
HUNSTANTON

***This policy was updated in March 2025.***

***Review is due for the beginning of September 2025.***

***All changes from previous documents and sections have been highlighted yellow.***

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## Staff Code of Conduct

*This policy initiated* - March 2025  
*Policy written by* - The Head  
*Policy to be updated on an annual basis.*  
*(Delete if not applicable) **This policy is currently under review***

## Change Log – for 2025/2026

Sections that have changes from the previous Staff Code of Conduct

This policy was rewritten for 2025/2026

### Introduction

This policy applies to all Staff and volunteers in the School regardless of their position, role or responsibility. It sets out clear guidance on the standards of behaviour expected from all Staff (as defined below) at the School.

References to “Staff” throughout this policy relate to all of the following groups:

- all members of staff including teaching and support staff;
- Governors;
- volunteers;
- casual workers;
- temporary and supply staff, either from agencies or engaged directly; and
- student placements, including those undertaking initial teacher training and apprentices.

The principles underlying the guidance aim to encourage Staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring.

Staff are in a unique position of trust and influence as role models for pupils and must adhere to behaviour that sets a good example to all pupils within the School.

Staff also have an individual responsibility to maintain their reputation and the reputation of the School, both inside and outside working hours and whether they are inside or outside the work setting. This policy therefore applies equally when staff are conducting lessons online or when it is necessary for them to work from home.

The School requires that all Staff have read and agree to comply with this policy. Breach or failure to observe this policy may result in action being taken under the School disciplinary procedures including, but not limited to, dismissal.

This Staff Code of Conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy, Staff are expected to exercise their professional judgement and act in the best interests of the pupils and the School.

This policy should be read in conjunction with the following related policies and procedures:

- Safeguarding/Child Protection Policy;
- Equal Opportunities Policy;
- Use of Email, Internet and Communication Systems Policy;
- Social Media Policy;
- Health and Safety at Work Policy/Manual;
- Anti-Bribery Policy; and
- Whistleblowing Policy.

Staff should ensure that they have read and are familiar with these policies and procedures.

Staff who work directly with children are required to read and understand Part One and Annex A of the statutory guidance ‘Keeping Children Safe in Education’. Those members of staff who do not work directly with children will be required to read [Part One or Annex A] of Keeping Children Safe in Education.

### Attendance and Timekeeping

Should you need to be absent or expect to be late for any reason, you should ask your Head of Department in advance when possible. If this is not possible, please contact your Head of Department at the earliest opportunity.

### Eating and Drinking

The Common Room is an area for staff to relax, socialise and have drinks and food at breaks and lunchtimes. Staff are expected to keep the Common Room tidy and are respectfully asked either to wash up or load the cutlery they used into the dishwasher in the Common Room. Please DO NOT leave your cutlery, fruit peels or food wrappers/boxes lying in the Common Room.

### Smoking

To promote a healthy and pleasant working environment and because of the fire risk, smoking (in any form, including the use of e-cigarettes) is not allowed anywhere on site or within any of the School's vehicles. You must not smoke on school premises or outside school gates. Any member of Staff wishing to smoke must leave the school grounds.

You must not smoke whilst working with or supervising pupils offsite.

### Alcohol and Illegal Drugs

Consumption of alcohol or illegal drugs is not permitted on site, save where at a school function or otherwise agreed when modest amounts of alcohol may be consumed. Consumption of illegal drugs is never permitted.

Your conduct and performance must not be adversely impacted by alcohol or drugs when undertaking your duties.

### Security

In the interests of security, employees must carry their identity card whilst in School and produce it on request. You must not remove any School documents from the site or take any photographs without due permission. The School reserves the right to search the outer clothing, bags, lockers and vehicles etc. of employees whilst on site. Staff may have a colleague in attendance on such occasions.

### Health and Safety

All Staff have a duty to ensure that a safe working environment exists. Fire and evacuation procedures must be adhered to at all times and Staff are required to familiarise themselves with the procedures and their responsibilities set out in the Health and Safety at Work Policy/Manual.

### Personal Appearance

We regularly receive visits from parents, potential parents and others, and naturally wish to convey an impression of professionalism and organisation. Therefore, whilst not wishing to impose unreasonable obligations, Staff are, nonetheless, required to look smart in appearance at all times.

### Mobility and Flexibility

Due to the demands and nature of the School, employees should be prepared to transfer upon request within departments either temporarily or permanently and/or to undertake work of a different nature, providing it is reasonable and safe to do so and the individual is adequately trained.

### Gifts, rewards and favours

Staff should take care to ensure that they do not appear to accept a gift that may be construed as a bribe or lead the giver to expect preferential treatment. Staff are required to familiarise themselves with the content of the School's Anti-Corruption and Bribery Policy.

Staff should exercise care when selecting pupils for school teams, productions, trips and/or specific work tasks in order to avoid perceptions of favouritism or injustice. Similar care should be exercised when excluding a child from an activity without prior consultation with the Head or the Deputy Head.

Staff should not give presents/rewards to an individual outside of the School reward system.

## Communication

Good communication between all members of the School community is vital. All communication between Staff, pupils and parents should take place within clear, explicit and professional boundaries.

### Communication with parents

Form tutors are expected to be the first point of contact between parents and the School, although enquiries will also come through the School Office. Staff can contact parents by telephone, email or letter. Microsoft Teams can also be used with prior arrangements. Staff should not contact pupils, or parents or conduct any school business using personal email addresses.

Where a member of Staff receives an email from a parent, a reply should normally be made within one working day. If a full reply cannot be made within that time, the member of Staff should send a brief acknowledgement e-mail and let the parent know when a fuller reply can be expected.

Staff sending emails to parents/carers are advised to send a copy (cc or bcc) to the Head, the Deputy Head, the pastoral/line manager or the class teacher/tutor.

Staff must inform the Head, Deputy Head and their Line Manager if they receive an offensive email.

### Communication with Pupils

Staff should carefully consider the manner in which they communicate with pupils so as to avoid any possible misinterpretation of their motives or behaviours.

Staff should not give their personal mobile phone numbers or email addresses to pupils, nor should they communicate with them by social media, text message or personal email. If they need to speak to a pupil by telephone, they should use one of the School's telephones and email using the School system. Any communication on video call platforms, such as Microsoft Teams must be for professional reasons only and should accord with the rules of this policy at all times.

The group leader on all trips and visits involving an overnight stay should take a school mobile phone with him/her and may ask the pupils for their mobile numbers before allowing them out in small, unsupervised groups. The School mobile should be used for any contact with pupils that may be necessary. The group leader will delete any record of pupils' mobile phone numbers at the end of the trip or visit and should ensure that pupils delete any Staff numbers that they may have acquired during the trip.

Pupils should be encouraged to discuss with their parents or guardians issues that are troubling them. It may be appropriate to suggest that a pupil sees the School counsellor or a member of the pastoral team.

### Relationships with pupils

Staff should understand that they are in a position of trust in relation to pupils, giving them influence and power by virtue of the knowledge they have and/or the authority invested in their role. Staff should ensure that their relationship with pupils clearly takes place within the boundaries of a respectful, professional relationship and avoid behaviour which may be misinterpreted by others.

Staff are encouraged to self-refer under the School's low-level concerns procedure (as set out within the School's Safeguarding / Child Protection Policy) in the event that they have found themselves in a situation which may be misinterpreted, might appear compromising to others, and/or on reflection, they believe they have behaved in a way that may be considered to fall below the expected professional standard. All concerns will be handled sensitively and will be dealt with appropriately and proportionately.

Staff are reminded that it is a criminal offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of power, even if the child is over 16 and the relationship is consensual.

### **Infatuations**

On occasion, pupils may develop an infatuation for a member of Staff. If a member of Staff suspects or becomes aware of an infatuation, the advice of the Head or Deputy Head must be sought immediately.

Other members of Staff must alert a colleague to the possibility of an infatuation in order that appropriate steps can be taken.

Staff should deal with these situations sensibly and appropriately to maintain the dignity and safety of all concerned.

### **One to One Situations**

Staff working individually with pupils should be aware of the potential vulnerability of pupils and Staff in such situations. Staff should manage these situations and take reasonable and sensible precautions to ensure the safety and security of the pupil and Staff alike.

Individual work with pupils should not be undertaken in secluded areas or behind a closed door. Where it is necessary to close doors for reasons of confidentiality a colleague should be made aware of this and asked to remain vigilant. Wherever possible one to one work should only be undertaken with the knowledge and consent of a senior member of staff to minimise risk to those involved.

Where it is necessary to conduct a one to one session online (for example, using a platform such as Zoom or Teams) staff must ensure that a senior member of staff is aware of the session and, wherever possible, arrange for a parent to be in the same room, or alternatively, ask a colleague or a member of SLT to join the session.

Where possible, a gap or barrier should be maintained between teacher and child at all times. Any physical contact should be the minimum required for care, instruction or restraint.

### **Physical contact with pupils**

There are occasions when it is entirely appropriate and proper for Staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role.

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Physical contact may be appropriate in the following circumstances:

- when a pupil needs to get comfort or reassurance e.g. following an accident or personal crisis;
- when a pupil needs encouragement to attempt a new challenge e.g. to climb on to a piece of apparatus; or
- when there is a need to take urgent action to avoid an incident or injury.

Staff should use their professional judgment at all times. Physical contact must be appropriate for the age, understanding and sex of the child and must never threaten or be sexually inappropriate. Staff must also be sensitive to an individual's cultural background and any special educational needs.

Staff should not have unnecessary physical contact with pupils and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by pupils or onlookers.

Staff are referred to the School's Behaviour Policy for guidance on the use of reasonable force in relation to pupils.

## Transporting Pupils

In certain circumstances, it may be appropriate for Staff to transport pupils offsite on approved school business. The Head must oversee the plan and provide oversight of all transport arrangements. Staff should not transport pupils without prior authorisation or in the case of an emergency.

Staff should ensure that the driver is not distracted while the vehicle is in motion for any reason other than an emergency and should also ensure all passengers are wearing correctly fastened seatbelts.

Prior to transporting pupils offsite, consent must be obtained from a pupil's parent/guardian and Staff should be aware that the safety and welfare of the pupils is their responsibility until they are safely passed back to their parent/carer.

Staff should never be alone in a vehicle with a pupil, except in cases of an emergency.

## Contact with pupils out of school

Staff should not:

- arrange meetings with pupils off the School premises without the prior approval of the Head;
- arrange private tuition of any of the School's pupils in school or outside of school whether in term-time or outside of term-time without the prior written approval of the Head; and
- give pupils their home address or any of their personal contact details.

## Acceptable use of technologies

Staff should ensure that they are familiar with and comply with the School's Use of Email, Internet and Communication Systems Policy and the Social Media Policy at all times. In particular, Staff must:

- not engage in inappropriate use of social network sites which may bring themselves, the School or the School community into disrepute;
- adopt the highest security settings on any personal profiles they have;
- remain mindful of their digital footprint and exercise caution in all their use of social media or any other web-based presence they have. This includes written content, videos or



photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups;

- exercise care when using dating websites where Staff could encounter pupils; and not contact pupils, their guardians or family members, accept or initiate friend requests or follow pupils' or their guardians' accounts on any social media platform.

## Equal treatment

We are committed to equal treatment for all Staff and pupils regardless of their race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability (together known as "Protected Characteristics").

We aim to create a friendly, caring and perceptive environment in which every individual is valued. We endeavour to contribute positively towards the growing autonomy, self-esteem and safety of each pupil. Staff will be required to undertake regular consultation activities with pupils e.g. through safety questionnaires, participation in an anti-bullying week and speaking to children about their experiences at lunchtime and playtimes.

Bullying, harassment, victimisation and/or discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration which we expect them to reciprocate towards each other, the Staff and the School. Staff should ensure that they are familiar with the School's staff Equal Opportunities Policy the Anti-Bullying and Harassment Policy and the School's pupil policies on Equal Opportunities and Anti-Bullying (including Peer on Peer Abuse, if separate).

## Photographs or images (including video recordings)

Many school activities involve recording images as part of the curriculum, extra school activities, publicity or to celebrate an achievement. In accordance with data protection legislation, the image of a pupil is personal data.

The School may obtain and use photographs or images (including video recording) of the Pupil for:

- use in the School's promotional material such as the prospectus, the website or social media;
- press and media purposes;
- educational purposes as part of the curriculum or extra-curricular activities.

Please see the School's privacy notice for more information about how the School uses photographs and videos of pupils. The School may seek specific consent from the Parents before using a photograph or video recording where the School considers that the use is more privacy intrusive. Where the Pupil is of sufficient maturity (usually when aged 12 years or older) we may seek the Pupil's specific prior consent in addition to or instead of the Parents' consent. We would not disclose the home address of the Pupil without the Parents' consent.

Where photographs are taken by Staff to evidence a child's progress, such photos should be taken on School cameras where possible. They must then be downloaded onto a School computer. **Photos must not be used or passed on outside the School, or shared on any form of social media, including, but not exclusive to: WhatsApp, Facebook, Instagram etc.** Staff may use their own mobile phones or other personal devices to take photographs, but these must be sent to the relevant marketing person, or downloaded onto a School-based folder as soon as possible, and then permanently deleted off the personal device, as soon as reasonably possible. Children may not take photos on their personal devices.

## Mobile phones in classrooms

Please can we also be extra vigilant with the use of mobile phones around school, on break duty, and in classrooms, especially whilst children are present. For our own safety and protection, we should have phones put away during lessons, preferably on silent. If you reasonably need to use your phone as a teaching tool, then this could be acceptable in certain circumstances. However, checking social media, emails and shopping online with mobile phones does not look professional and does not send a good message to the children, or visiting parents or guests.

## Concerns or Complaints

The School aims to create an atmosphere in which a diverse range of people can work together openly in the spirit of mutual respect and trust towards a common purpose. Nevertheless, we recognise that it is possible for misunderstandings and disagreements to arise or for mistakes to occur.

- Staff Complaints  
Complaints should be dealt with immediately and openly and Staff should try to resolve issues informally in the first instance. If this approach is impractical or unsuccessful, Staff may wish to raise their concerns more formally in accordance with the School's Grievance Procedure or Whistleblowing Procedure, depending upon the nature of the concern.
- Parental Complaints  
Staff must ensure that parental complaints are dealt with in accordance with the School's Complaints Policy.
- Safeguarding
- For procedures for dealing with allegations or concerns about a child or disclosures/allegations of abuse, Staff should refer to the School's Safeguarding/Child Protection Policy.

## Low-level concerns

As part of our whole school approach to safeguarding, we promote an open and transparent culture in which all concerns about adults working in or on behalf of the School are dealt with promptly and appropriately. This includes any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the School may have acted in a way that:

- is inconsistent with this Staff Behaviour Policy, including inappropriate conduct outside of work; and
- does not meet the harm threshold set out in Part 4 of the statutory guidance, Keeping Children Safe in Education (KCSIE), or is otherwise not serious enough to consider a referral to the LADO.

Such allegations or concerns are referred to as "low-level concerns" within KCSIE. The term "low-level" does not mean that it is insignificant. Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse. In order to create and embed a culture of openness, trust and transparency in which the School's values and expected behaviour set out in this Staff Behaviour Policy are lived, monitored and reinforced constantly by all staff, it is vital that any such low-level concerns are

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shared in accordance with the School's Child Protection and Safeguarding Policy which can be found in the Staff Handbook.

Any questions regarding low-level concerns and/or the procedure for reporting them should be raised with the Headteacher.

## Annex 1 - Staff Dress Code

### Introduction

The Teaching profession is a formal and professional vocation that encompasses both teaching and support staff. A staff dress code should reflect expected professional standards as it is important that all school staff project a professional image to students, parents and other stakeholders. This dress code reflects the high expectations of the school in terms of teaching and learning, behaviour and student uniform. This guidance sets out the expectations of the school in relation to dress code. The dress code is necessary in order to:-

- Convey a professional image of both the school and the individual;
- Have due regard to health and safety considerations for staff;
- Ensure staff and pupil dress codes are in-line with the school policy.

The school considers the way staff dress and their appearance is of significant importance in portraying a professional image to all users of its services, whether pupils, parents, governors, visitors, colleagues and other agencies.

### Implementation of the Dress Code

This dress code is designed to guide managers and staff on the school standards of dress and appearance. School expectations are that appearance should be professional at all times both when in school and also when acting as a representative of the school at external venues.

This dress code is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff must use common sense in adhering to the principles underpinning the dress code.

The school recognises the diversity of cultures, religions and disabilities of its staff and will take a sensitive approach when this affects dress requirements. However, priority will be given to health and safety and security considerations. Risk Assessments will take place as appropriate.

### Staff

Staff are individually responsible for their general presentation, appearance and personal hygiene and should consider how this may be perceived by others. This means that all staff should wear clothing which:

- Is appropriate to their role;
- Is not likely to be viewed as offensive, revealing or sexually provocative;
- Is absent of any political or otherwise contentious slogans;
- Is not considered to be discriminatory and is culturally sensitive;
- Does not place themselves or others at risk and complies with any health and safety requirements.

Staff are responsible for following this dress code and should understand how it relates to their working environment and health and safety.

### SLT

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SLT is responsible for ensuring that the dress code is adhered to at all times in respect of the staff they manage. The Headmaster should make new staff aware of the dress code and its requirements during the recruitment process and should re-iterate this as part of induction.

### Dress Code Acceptable Clothing

Examples of acceptable clothing include a combination of;

- Appropriate length skirts (i.e. a minimum of knee length) or trousers
- Blouses/shirts (long or short sleeve)
- Smart plain T-shirts/polo shirts
- Jumpers, jackets, dresses, business suits, ties

### Non-acceptable Clothing

- Jeans
- Mini-skirts
- Lycra cycling shorts, leggings or footless tights
- Leisure shorts unless for PE or sports
- Tracksuits unless for PE or sports
- Trainers unless for PE or sports or for medical reasons
- See through clothing
- Clothing with tears, holes and rips or that is not clean
- Low cut T-Shirts or blouses
- Vest tops
- Crop tops
- Offensive badges, emblems or logos on clothes
- Indoor wearing of baseball caps
- Flip flops
- Open toe and heel sandals
- Underwear should not be visible

### Exceptions

It is recognised that there may be specific occasions where the usual dress code would not be appropriate e.g. outdoor/adventure visits and in these circumstances guidance will be provided.

Certain exceptions to the dress code may be role specific, for example caretakers may wear boiler suits and cleaners may wear overalls etc.

The dress code may be relaxed on training days and on uniform days at the discretion of the Headmaster.

### Footwear

Footwear must be safe, sensible, in good repair and be smart and clean. Staff should have regard to health and safety considerations as in an emergency situation; they may be required to move swiftly. School will accept no responsibility for injuries incurred as a result of staff wearing inappropriate footwear.

Certain roles may require staff to wear protective footwear. These staff must wear the appropriate footwear and if they are uncertain they should seek guidance from their Line Manager.

### Tattoos

Visible tattoos where present must not be offensive to others. Where they are deemed to be offensive or inappropriate they must be appropriately covered.

### **Jewellery and Piercing**

Jewellery must be discreet and appropriate and must not be a health and safety hazard. Jewellery/piercings must be removed where they are a risk to health and safety or where their appearance may be inappropriate in school.

During PE lessons, jewellery should be removed, covered or taped up where necessary. Facial piercings are not permitted.

### **Hair**

Hair and beards should not compromise health and safety. Long hair should be tied back when handling food. Beards should be neatly trimmed, unless this reflects the individual's religion in which case it must be tidy.

### **Religious Dress**

Religious dress is permitted subject to health and safety and communication considerations. The Hijaab if worn, must allow the wearer's face to be visible in order to facilitate communication with the students and other staff and governors and to ensure that employees are identifiable.

### **Public Sector Equality Duty (PSED)**

The Equality Act 2010 aims to ensure that people have equality of opportunity in accessing and experiencing public services. The school will have regard to the following:

- Eliminating discrimination;
- Advancing equality of opportunity and
- Fostering good relations across all characteristics.

School will not discriminate against staff on grounds of disability, gender, race, religion or belief, sex and sexual orientation, gender reassignment or pregnancy.

This dress code has been developed with the PSED in mind and the school will be mindful of members of staff's protected characteristics when applying and interpreting this dress code.