



WREN'S NEST PRIMARY SCHOOL

Key Policy 2026-2027

Code of Conduct

September 2026

Document to be read in conjunction with other key school policies

Staff Code of Conduct Wren's Nest Primary

This policy is also to be read in conjunction with the LA Code of Conduct Policy.

Introduction

The governing body of Wren's Nest Primary School is required to set out a Code of Conduct for all school employees.

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 (among other things) 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.

In addition, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this code of conduct, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

Purpose, scope and principle

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the children 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.

This Code of Conduct applies to:

- all staff who are employed by the school, namely Wren's Nest Primary School, including the Headteacher and the Governors.

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- employees of external contractors and providers of services.

(Such staff are covered by the relevant Code of Conduct of their employing body)

Essential Policies to Read With the Staff Code of Conduct

The Staff Code of Conduct sits at the centre of a school's safeguarding, HR, and professional-standards framework. To be applied correctly, it must be read alongside several other core school policies that provide the legal, safeguarding, digital-safety, HR, and operational context for staff behaviour.

- Safeguarding & Child Protection Policy
- Online Safety / E-Safety Policy
- Educational Visits Policy (for conduct off-site)
- Acceptable Use Policy (AUP) – Staff
- Data Protection Policy
- Retention Policy
- Information & Cyber Security Policy
- Disciplinary Policy
- Whistleblowing Policy
- Grievance Policy
- Keeping Children Safe in Education (KCSIE)
- Guidance for Safer Working Practice
- Working Together to Safeguard Children
- Prevent Duty Guidance
- Teachers' Standards
- Health and Safety Policy
- Fire Risk Assessment
- Anti-Fraud and Corruption Policy

Setting an example

All staff who work in Wren's Nest Primary School must set examples of behaviour and conduct to demonstrate to children. Staff must therefore avoid using inappropriate or offensive language at all times. All staff should:

- Maintain high standards of attendance and punctuality.
 - Arriving on time for the start of each shift, meeting, or scheduled commitment, ready to begin work.

- Minimising absences by only taking time off when necessary and following the correct procedures for requesting leave.
- Providing prompt notification to your manager/leadership team if you are unwell or delayed, ideally before your shift begins.
- Respecting colleagues' time by being punctual for meetings, training sessions, and appointments.
- Maintaining reliability so that the team and organisation can depend on your consistent presence and contribution.
- Demonstrate high standards of conduct to encourage our children to do the same.
- Avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- Never seriously demean or undermine children, their parents or carers, or colleagues.
- Treat children and staff, visitors and governors with dignity and respect.
- Show tolerance and respect for the rights of others.
- Not undermine fundamental British Value, 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 children' vulnerability or may lead them to break the law.
- Understand the statutory framework they must act within.
- Staff must conduct themselves in a manner that upholds the reputation of the school at all times, avoiding any behaviour—whether in person or online—that could bring the school into disrepute.

This Code helps all staff to understand what behaviour is and is not acceptable.

Racist Incidents

Wren's Nest staff are expected to always behave with respect and professional conduct. Racist behaviour or comments will not be tolerated in any way and all reported racial incidents will be treated as serious and investigated in line with School policies and procedures.

Dress

Staff should dress in ways which are appropriate to their role. A level of formality and smartness is appropriate. They should also be aware of Health and Safety with regard to their choice of footwear (flip flops must not be worn), clothing and jewellery. Jeans should not be worn, except for cleaning staff. Jogging bottoms should only be worn for activities such as PE and Educational Visits. Trainers/suitable shoes should be worn for PE and Educational Visits and following the advice of medical experts. All staff should wear

sportswear and trainers when they are teaching P.E. Visible tattoos are acceptable, so long as they are not offensive or in conflict with school vision and ethos.

Smoking, Vaping and Alcohol

Alcohol may not be consumed during working hours. Staff would not be expected to attend school under the influence of alcohol. Wren's Nest Primary is a non-smoking environment. Staff are not permitted to smoke or vape anywhere on the school premises or grounds or within view of the school. In line with policy and legislation, staff wishing to smoke or vape during break times must do so outside the school site. This also includes e-cigarettes. Staff should be role models to the children, so any smoking should be done outside the premises and completely out of sight of children.

Safeguarding Children

Staff have a duty to safeguard children from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard children includes the duty to report concerns about a pupil to the school's Designated Safeguarding Lead (for Pupil Protection). The school's Designated Safeguarding Lead is **Hannah Smith**. Staff are provided with copies of the school's Child Protection Policy and Whistleblowing Procedures; staff must be familiar with these documents.

Staff should also be familiar with Keeping Child Safe in Education:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

and Safer Working Practices:

<https://www.gov.uk/government/publications/safer-recruitment-safer-working-practices-policy-framework>

Staff must take reasonable care of children under their supervision with the aim of ensuring their safety and welfare (For further information refer to the schools Child Protection Policy).

Low-level concerns about members of staff

A low-level concern is behaviour towards a child by a member of staff that does not meet the harm threshold, but 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 is prohibited – unless this has been agreed under exceptional circumstances by the Senior Leadership Team and any photographs MUST be deleted
- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating children

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 school 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 the school website, via Teams or printed copies from the main School office.

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

Allegations that may meet the harm threshold.

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:
- 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.

Whistleblowing

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

- Children' 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. The school aims to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

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. 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.

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. The school will investigate any complaints in a timely, respectful and confidential manner.

For our school's detailed whistle-blowing process, please refer to our whistle-blowing policy.

Use of mobile phones/smart watches during the school day:

- Staff may only use their mobile phones outside of their contracted hours (e.g. during designated breaks, before or after school) or for essential calls, during specific periods of 'no contact' with the children e.g. PPA.
- **Any** mobile phone use must be discreet and appropriate e.g. **NOT** in the presence of children.
- Mobile phones should be on silent and left in a safe and locked away in a secure place during lesson times.
- Staff should never contact children or parents from their personal mobile phone or give their mobile phone number to children or parents.
- If a member of staff needs to make telephone contact with a parent, a school telephone should be used.
- Staff should never send to, or accept from, colleagues or children, texts or images that could be viewed as inappropriate.
- With regard to camera mobile phones, a member of staff should never use their phone to photograph a pupil(s) or allow themselves to be photographed by a pupil(s). This is the case unless agreed by HT in exceptional cases. For instance, off-site visits - these are emailed to Admin Team for updates to Parent Hub and photos are then deleted straightaway.
- Staff are permitted to wear smart watches during the school day, provided that their use does not distract from professional responsibilities or interfere with the learning environment for pupils. Smart watches should be used discreetly and must never disrupt teaching, classroom engagement, or the overall focus on student learning.

Any use that compromises staff attention or interrupts lessons will be considered inappropriate.

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority.

Use of cars

Staff should never transport children in their cars without permission from a senior school leader and the correct 'Business Use' insurance. Two members of staff should accompany any children in cars. Staff should ensure that their driving and behaviour is safe and that the transport and correct safety car seat arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and that the maximum capacity is not exceeded.

The driver must also have appropriate business use insurance, full valid driving licence and MOT for the car they are using.

Sexual harassment.

Sexual harassment is any unwanted physical, verbal or non-verbal conduct of a sexual nature that has a purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It also includes treating someone less favourably because they've submitted or refused to submit to unwanted conduct of a sexual nature in the past, or harassment related to sex or gender reassignment. When this behaviour is unwanted, it includes (but isn't limited to):

- Unwanted physical conduct or 'horseplay' including touching, pinching, pushing and grabbing
- Continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome
- Sending or displaying material that is pornographic, or that some people might find offensive
- Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless)
- Offensive emails, text messages or social media content
- Comments and jokes of a sexual nature
- Sexually suggestive looks and staring
- Sexual propositions and advances
- Promising things in return for sexual favours
- Physical contact such as massaging, hugging or kissing
- Sexual contact on social media

Staff will help create a positive environment that works to prevent sexual harassment. This includes calling out sexual harassment that they witness. All witnesses will be provided with appropriate support and will be protected from victimisation.

If a staff member is concerned at any point about incidents of sexual harassment (either directed at them or someone else), they should report their concern to the headteacher. 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. The school will investigate any complaints in a timely, respectful and confidential manner.

All staff will receive training on recognising and responding to incidents of sexual harassment. The school will monitor the treatment and outcomes of any complaints of sexual harassment or victimisation received to make sure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved, and workforce training is targeted where needed.

Training and Development

- Wren's Nest Primary School will ensure that:
- all staff are kept up to date with Child Protection issues by formal training taking place regularly (at least every three years). This includes online courses, external training and in-house training.
- clear reminders of all procedures will be given out to all staff in the Inset session at the start of every academic year, with frequent reminders at appropriate meetings/training events.
- the designated Safeguarding Lead/s will take part in regular formal training sessions Advanced level training at least every two years).
- all policies and procedures will follow DFE guidance on Child Protection issues.
- governors will be kept informed about procedures through the Child Protection Link Governor.
- good monitoring takes place of children identified as at risk.
- the pastoral team works closely with outside agencies to share information and co-ordinate support for the pupil.

According to 'Keeping Children Safe in Education' (latest published version), the Head Teacher and all other staff who work with children will undertake training to equip them to carry out their responsibilities for Child Protection effectively. This will be kept up to date by refresher training at regular intervals for all staff.

Pupil Development

Staff must comply with school policies and procedures that support the well-being and development of children.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of children.

Staff must follow reasonable instructions that support the development of children.

Conduct with children

High standards of behaviour will be expected and always promoted in lessons and throughout every aspect of the school's life. All members of staff are expected to set high standards and use a positive approach to behaviour management. If an incident occurs where a pupil or others are at risk, or a pupil is causing serious damage or disruption, staff will act using appropriate techniques, (up to and including the use of physical intervention in relation to safeguarding). Staff are expected to work with all children, irrespective of their demeanour or ability and should never attempt to refuse to do so.

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 resources, 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 school's Whistleblowing Policy and the Anti-Fraud and Corruption Policy.

Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of "one off" token gifts from children or parents. Personal gifts from individual members of staff to students are inappropriate and open to misinterpretation. Staff may not give personal gifts to children; however, it is acceptable to offer prizes of small value for certain tasks or competitions.

Accepting gifts should be the exception. You may accept small 'thank you' gifts of token value, such as a diary, a coffee mug or bunch of flowers, not over £10 in value. You should notify the Head Teacher of any gift or hospitality over this value for entry in the Gifts and Hospitality Register. A pattern of or repeated gifts of less than £10 in value should be brought to the attention of the Head Teacher.

An exception to this value limit may be any end of year gifts from children which are common for teachers, and a sensible approach should be taken in notifying the Head Teacher of any gifts of unusually high value.

Financial regulations – the school has adopted the LA School's Financial Regulations. All staff with financial responsibility should comply with the powers delegated by the Governing Body.

Staff members are required to declare their interests where the group or organisation would be considered to be in conflict with the ethos of the school. Membership of a trade union or staff representative group would not need to be declared.

Staff members should also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities.

Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the school or trade union.

All staff should declare any potential pecuniary or conflicts of interest to the Headteacher in writing for inclusion on the Register of Business Interests.

Technology

- Only school equipment should be used to take photographs of children. Photographs should be uploaded to the secure staff shared area and images erased from the portable device as soon as appropriately possible.
- A school PC, laptop or IPAD should only be used for schoolwork and not for personal use. Staff should ensure that they have absolute control of school technology allocated to their use e.g. IPADS.
- Staff are expected to restrict internet access to work related sites within work hours and on school equipment.
- A school email account should be used for all work-related communication. It must not be used to circulate personal email.
- The installation of software onto school equipment by staff is not sanctioned – software should be installed as agreed and arranged by the school's ICT Coordinator.

Confidentiality

Where staff have access to confidential information about children or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school policy and procedure. It must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal appropriately with the matter.

However, staff have an obligation to share with their line manager or the school's Designated Safeguarding Lead, any information which gives rise to concern about the safety or welfare of a pupil. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.

Conduct outside work

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.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school, nor be to a level which may contravene the working time regulations or affect an individual's work performance.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, the school community or the employer into disrepute.

Social Networking Websites

Social networking, e.g. Facebook, Instagram, Snapchat and texting is a way of life for many adults. Staff should be aware of the potential risk to their professional reputation and that comments made on a social network site which relates to the school, children or staff could lead to disciplinary consequences. Staff should adhere to the following:

- Staff should not use school equipment, or the school internet connection, to access or update personal social websites.
- Staff should not have any school children or any child under the age of 13 as 'friends'.
- It is strongly recommended that staff do not have parents or ex-children as 'friends'.
- Staff should use strong passwords and apply security settings so that all aspects of their profile are secured and controlled.
- Staff should NOT post anything, on a social website or text, about the school community including about incidents, children or staff.
- Staff are expected to uphold professionalism and dignity on a public website, which would include the use of language, including profile name, and content, including photographs. They should think of this in respect of being a role model. Staff should not use inappropriate comments in relation to gender, race, disability, age, religion or sexual orientation.
- Images of children taken during school time or on educational visits must **never** be posted.
- Images of work colleagues should not be posted without their permission.
- Comments about school must not be posted on any social media sites.

Data protection

Staff should not disclose any information about children, staff or colleagues to members of the public. Only approved staff and governors should communicate to the media about school. All personal data must be kept secure, including school information on Integris G2. The storage of data on a hard disk or memory stick is insecure. To make such storage more secure it is recommended that it is password protected or encrypted. The safest long-term storage of data would be the school's 'Staff Shared Area'. When taking photographs of children, staff should check that parental permission is obtained.

Disciplinary action

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

Reputation

Staff must be careful to ensure that nothing they say or do brings the school's name into disrepute. Gossip in our communities can be very damaging to the reputation of the school we have all worked so hard to build over a number of years. Staff should not gossip, or speak inappropriately, about the school, children, parents or staff, including discussing incidents.

The reputation of our school is very precious and hard earned. It takes a long time to build and can be knocked down in a moment.

Health and safety

Staff members must:

- Be familiar with and adhere to the school's Health and Safety Policy and must ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them without any adjustment to its intended use.
- Comply with hygiene requirements.
- Comply with accident reporting requirements.
- Inform their line manager of any paid work which is undertaken elsewhere for compliance with Working Time Regulations.

Risk Assessments

Risk assessments should be undertaken for any activity or use of equipment that could be potentially hazardous. The aim of the assessment is to identify risks and determine what actions (control measures) can be put in place to reduce the risks identified. Once the

controls are actioned, the level of risks should be sufficiently reduced to an acceptable level. It is not possible or necessary to eliminate all risk and the residual risk of an activity would need to be considered against the potential benefit that could arise from the activity going ahead.

Please speak to the School Business Manager for further information or if you wish for a risk assessment to be carried out.

Emergency procedures

All staff should ensure they are fully aware of the Fire Evacuation Procedures. The Headteacher will carry out periodic fire drills. If you have any queries regarding the procedures, please contact the Headteacher or School Business Manager.

Security

Entrance to the school is carefully controlled and monitored. All staff are required to tell the office staff if they leave the building during their working hours. All visitors will be required to sign in and receive a temporary pass/badge unless they have local authority iD badges.

No-one should be on site without a visitor pass or ID badge/lanyard (blue) and staff should be aware of unidentified people around the school and be prepared to challenge them or report their presence to the Headteacher or School Office. Visitors who do not have a DBS check for our school should therefore not be left with children unsupervised.

All items of significant value will be security marked and recorded in the school inventory.

Users of dangerous or high value items shall be responsible for securing them on completion of use.

There are a number of secure coded doors in the building, this allows additional security for the site, please do not share the codes with children or parents and keep the code hidden from view when applying the code. If you witness a breach of security, then please see a member of the office team immediately and they will arrange for the caretaker to change the codes.

All staff should wear their staff ID lanyard (black). Safeguarding Team are identified by having an additional turquoise lanyard.

Car Park

School has two car parks, one available for staff at the back of the school site and the visitors' car park is at the front of school (Marigold Crescent). Marigold gates will be closed at 8:40am and re-opened at 9:20am and again at 3:10pm to 3:40pm. Gates will not be opened during these times. School cannot accept responsibility for loss or damage to property or vehicles parked on school's car parks.

Telephones

Please ensure that your mobile phone is switched off or on silent (no Vibrate mode) during work times. If there is an emergency, you can be contacted via the school office or speak to a member of SLT if you require to take a call. Please give the school direct number for this purpose 01384 818515. No staff should use their phone in school corridors/public areas within the school. Use of cameras on mobile phones to take images of children is prohibited. You will also find additional information in the staff handbook.

Visitors

The school welcomes visitors. Every visitor is required to sign-in when they arrive at school, wear a visitor's lanyard (blue) at all times and sign out when they leave the premises.

Members of staff should inform the School Office if they are expecting visitors or if special events are taking place in school. The school office will ensure that arrangements are in place.

Volunteers/Students

The school welcomes volunteers and students who can bring additional expertise into the school. Any regular volunteer/student work should be for agreed specified periods and for specified areas of work. Senior Leaders will assess any applications.

All volunteers and students must meet the necessary DBS requirements before commencing any work. Prior to starting, they are required to sign a confidentiality agreement and complete an induction. Throughout their involvement, volunteers are expected to conduct themselves in full accordance with this policy.

The volunteer will work under the direction of a class teacher or member of the leadership team. Volunteers should never be left alone with children or allowed to take children out of the school building by themselves. If there are any concerns about a volunteer, please see Hannah Smith or a member of the Senior Leadership Team immediately. Confidentiality about the children must be always observed.

Reviewed date: September 2026

Next Review due: September 2027