



Our Lady of Lourdes Catholic Primary School

# Code of Conduct for School Employees

September 2025



## CODE OF CONDUCT AND GUIDELINES FOR THE SAFE WORKING PRACTICES FOR THE PROTECTION OF CHILDREN AND STAFF

Drafted by	Headteacher and SLT
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### 1. Aims, scope and principles

The Governors of Our Lady of Lourdes Catholic Primary School have a legal duty under section 175 of the Education Act 2002 to safeguard and promote the welfare of pupils by creating and maintaining a safe learning environment.

In this regard, Our Lady of Lourdes Catholic Primary School staff have a duty to keep children and young people safe and protect them from harm. Staff should ensure that they do not put themselves in situations in which allegations of abuse or inappropriate behaviour could be made.

The public are also entitled to expect the highest standards of conduct from school staff, governors and volunteers and to have trust and confidence in their integrity.

All adults working at Our Lady of Lourdes Catholic Primary School must therefore act with the utmost good faith with regard to the business of the school and not do anything which may adversely affect its reputation.

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.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#).

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

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

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.

This Code of Conduct is to be read in conjunction with the Safeguarding Policy and the Child Protection Procedures.

This Code applies to adults working in the school whatever their position, roles or responsibilities and is therefore aimed at all school-based support staff.

The Code is predominately geared towards safe working practices for the protection of children and in this connection should be read in conjunction with Our Lady of Lourdes Catholic Primary School Child Protection Policy, the Health & Safety Policy and the Staff Handbook. However, the Code also encompasses other general aspects of Conduct expected within Our Lady of Lourdes Catholic Primary School. The Code cannot cover every eventuality. Its purpose is to show the standard expected of employees, but it does not replace the general requirements of the law.

## **2. Legislation and guidance**

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 cover acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

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](#).

## **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 British values, 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 pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards

Staff should understand the responsibilities that are an intrinsic part of their employment or role. They should make a professional judgement about their actions and behaviour and seek to avoid conduct, which would lead to any reasonable person to question their motivation or intentions.

If there is an incident where staff feel there may be a concern, they should discuss the circumstances that informed their action, or their proposed action with a senior colleague, to help ensure that the safest practices are employed and the risk of actions being misinterpreted reduced.

Records should be made of any incidents and decisions made or further actions agreed, with their justifications, in accordance with school policy.

#### **4. Safeguarding**

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.

Staff will familiarise themselves with our child protection and 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.

Our child protection and safeguarding policy and procedures are available (leaflet visible to all visitors at the school office and information in the staff room, as well as in the policies section of our school website. New staff will also be given copies on arrival.

##### **4.1 Low-level concerns about members of staff**

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harms threshold, 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
- Engaging in one-to-one activities where they can't easily be seen
- Using inappropriate language

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 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 in the information leaflet visible to all visitors at the school office, information in the staff room, as well as in the policies section of our school website.

All staff should know the Designated Safeguarding Lead (DSL) for Child Protection, be familiar with local child protection arrangements and understand their responsibilities to safeguard and protect children and young people.

Staff should understand their responsibility to voice any general concerns that they might have about a practice within the school, in accordance with Our Lady of Lourdes Catholic Primary School's Whistleblowing Policy.

Unlawful, unsafe or inappropriate behaviour may result in disciplinary action being taken.

#### Whistleblowing

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. All staff should follow Our Lady of Lourdes Catholic Primary School's Whistleblowing Policy.

#### Identity Badges

Staff issued with identity badges should wear them at all times. Where it is not practical to wear your badge then you should have it available for inspection at all times.

If you notice a member of staff without a badge it is your responsibility to remind them to put a badge on. If you notice a visitor without a badge please ensure they are given one before they continue their visit.

### **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.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

### Social Contact

Staff should not establish or seek to establish social contact with pupils to secure or strengthen a friendship. This includes giving any personal details to a pupil such as home/ mobile number, home or email address. Only in exceptional circumstances can this be permitted and only then with the prior approval of the Head of school.

- Staff must not give out details such as home/ mobile numbers, home address or email address to pupils;
- Staff must advise senior management of any regular social contact they have with a pupil, where it is apparent that it may give rise to concern;
- Staff must not be 'friends' on Facebook with pupils or have pupils 'following' on X, Instagram and any other social media app;
- Staff must be careful what they post on social media. Staff must not post any comments, photograph, images or conversations on social networking sites which may bring you, colleagues or the school into disrepute. Security settings must be maintained at the highest level in order to prevent members of the public seeing any of your personal information.
- Staff must ensure that behaviour out of school does not affect the reputation of the school;
- Staff must maintain professional relationships at all times;

### Physical Contact

It is unrealistic to suggest that staff should never touch pupils. There are occasions when it is entirely appropriate and proper for staff to have physical contact with a pupil, such as when they are distressed, need reassurance or as an integral part of a PE lesson. However, innocent actions and appropriate physical contact can be misconstrued, and it is therefore crucial that staff only initiate physical contact for the minimum time necessary and in ways appropriate to their own role and the needs of the child.

- At any other time, staff must not initiate contact;
- Each situation must be judged individually; staff must be aware of their actions.

### Intimate Care

All children have a right to safety, privacy and dignity when contact of an intimate nature is required. A care plan is available for those pupils who require intimate care on a regular basis.

In this regard staff must:

- Adhere to the school's intimate care guidelines and procedures;
- No mobile phones are to be on your person whilst undertaking this task.

An Intimate Care and Toileting Policy has been produced for Our Lady of Lourdes Catholic Primary School which should be referred to for further detail.

### First Aid

In cases where first aid or medication needs to be administered, all staff should adhere to Our Lady of Lourdes Catholic Primary School's Health and Safety Policy. A health care plan will be available in circumstances where a child needs to take regular medicine and any such agreement between the child, parents/carers and the school must be negotiated, agreed and recorded.

All staff must remember:

- all staff are responsible for first aid;
- do not walk away if you see that a child is injured;
- follow the risk assessments for individual children.
- Staff who administer medication must complete the medication log kept in the school office medical cupboard

### Transporting Children

In such cases where children need to be transported between different locations, a designated member of staff should be appointed to plan and provide oversight of all arrangements. Wherever practicable, an adult additional to the driver should act as an escort and all arrangements agreed with the relevant parties in advance.

All staff must:

- ensure that they have the appropriate insurance where they must use their own private vehicle;
- take another adult with them unless it is an emergency;
- ensure that they are alone with a child for the minimum time possible;
- be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carers;
- report the nature of the journey, the route to be taken and expected time of arrival;
- ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety, considering any specific needs that the child may have;
- take additional advice from the Headteacher
- follow the risk assessment for driving pupils.

## **6. Communication and social media**

School staff's social media profiles should not be available to pupils. As pupils may be able to find them, if they have a personal profile on social media sites, staff should consider using a first and middle name instead of their full name and set public profiles to private.

Staff should not attempt to contact pupils 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 their guardian/parent's consent.

Staff should be aware of the school's online safety policy.

Where staff are friends or have a professional connection with a parent/family they must be aware that this has implications and will need to discuss elements of this policy with them to safeguard themselves.

## Photography

Many school activities involve recording images, but the use of these images needs careful consideration and handling. In particular, children who may have been abused in this way may feel threatened by the use of photography and filming. The use of any images of children for publicity purposes will also require the appropriate consent of the individual concerned and/or their legal guardians.

Staff should therefore:

be clear about the purpose of the activity and about what will happen to the photographs when the lesson or activity is concluded;

- ensure consent is gained from the pupil and/or their legal guardian where the picture is being used for publicity purposes;
- ensure that all images are available for scrutiny in order to screen for acceptability;
- be able to justify images of children in their possession;
- only use school equipment/cameras to take photographs/videos;
- never use a personal mobile phone to take images;
- avoid taking images in one to one situations;

If staff want to take pictures of displays or of a child's work on their own mobile device as part of their CPD or for newsletters, permission must be given by the Headteacher and no names or images of children are to be in the picture.

## **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, social media or other inappropriate content.

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

We have the right to monitor emails and internet use on the school IT system.

Please refer to the school's ICT and internet acceptable use policy.

Mobile phones can be used at relevant break times, when staff are in their classrooms with no pupil's present or once children have been dismissed. If staff are accessing their mobile phone, they must ensure that the room door is closed.

SLT will take mobile phones on to the gate when carrying out their duties.

Any exceptions to this must be agreed by the Headteacher.

## Internet use

Accessing child pornography or indecent images of children on the computer is illegal. Under no circumstances should adults in school access inappropriate images on the internet. The same rules apply to the use of the school's equipment by members of staff at home e.g. use of laptops.

Staff should follow the school policy on the use of IT equipment.

- During school working hours staff may use the school internet for school purposes only;

- Before or after school working hours, staff may use the internet for personal use.
- Staff must not post any comments, photographs, images or conversations on social networking sites which may bring yourself, colleagues or the school into disrepute. Security settings must be maintained at the highest level in order to prevent members of the public seeing any of your personal information.

#### Safe Use of Artificial Intelligence (AI)

- Staff must report any concerns about inappropriate or unsafe AI use to the Headteacher or DSL.
- AI must not be used to create images, videos or audio of pupils or staff.
- AI tools must only be used on school-approved platforms and devices.
- Staff must ensure that any AI-generated content used for teaching is fact-checked for accuracy and appropriateness.
- AI must not be used to make decisions about pupils or staff without human oversight.
- AI must never be used to process, store or input identifiable pupil data, staff data or sensitive safeguarding information.

### **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 for Schools 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 should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule the staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

Staff should not use any information obtained in the course of their duties to the detriment of Our Lady of Lourdes Catholic Primary School or for personal gain or benefit or pass this information on to others who might use it in such a way.

Staff must also take all reasonable steps to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur as a result of their actions, including information relating to school business and pupil data.

There are some circumstances in which staff may be expected to share information about a child, for example, when child protection issues arise. In such cases staff have a duty to pass information on without delay in line with school procedures. If staff are in any doubt about whether to share information or keep it confidential, they should seek guidance from a senior manager or person with designated child protection responsibilities.

- Staff must not use their own position to gain access to information for their own advantage or to intimidate, humiliate or embarrass a child;
- Staff are expected to treat any information they receive about children and young people in a discreet and confidential manner;
- Staff need to be cautious when passing on information to others about a child/ young person and if in any doubt about sharing information, seek the advice of a senior member of staff, or those with designated child protection responsibilities.
- Staff must never pass information onto a pupil's parent unless expressly instructed to do so.
- Staff must be aware of their surroundings when discussing a pupil as there may be parents, pupils or volunteers present.

## **10. Honesty and integrity**

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 not accept bribes. Individual gifts from a family that are worth more than £25 must be declared and recorded on the gifts and hospitality register.

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

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

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

### Gifts – giving and receiving

Although staff should not give or receive gifts on a regular basis from pupils or parents of any significant value, it is acceptable however for staff to receive small tokens of appreciation, such as at Christmas time, Easter and at the end of term (less than £5).

- Staff should not seek preferential rates for themselves by virtue of their dealings on behalf of the school;
- Staff should ensure that large gifts (more than £25 from a family and more than £150 from a collective group) are declared to the Headteacher if they are received; when the value of the gift is unknown, this must be declared to the Headteacher.
- Staff should generally only give gifts to an individual young person as part of an agreed reward scheme;
- Where staff do give gifts, they should ensure that they are of insignificant value (not more than £5) and given to all children equally;
- Where a staff member wishes to give a leavers gift to a pupil, they must first obtain permission from the Headteacher.

The receipt of minor items, often as trade advertisements, which will be used on the school's business (e.g., diaries, calendars, pens, etc., which are customarily distributed at Christmas and occasionally at other times) is acceptable.

### Behaviour

Staff must behave in a manner that demonstrates that they are good role models. They must also always behave respectfully towards colleagues and pupils using the correct use of language and lots of enthusiasm.

Staff must never intimidate, threaten, coerce or undermine pupils. Staff must also avoid making unprofessional comments which demean, humiliate or scapegoat other individuals.

### Equality and Equal Opportunities

All staff should adhere to the Our Lady of Lourdes Catholic Primary School's Equality Policy, in addition to the requirements of the law.

- Staff should not discriminate in recruitment and employment practices, nor in the delivery of services;
- Staff should also ensure that in their dealings with parents and other members of the public, they ensure the provision of an efficient and impartial delivery to all individuals;
- Staff must behave respectfully to each other, to pupils, parents and the wider community;
- Staff must demonstrate a commitment to anti-discrimination;
- Staff must be respectful of other faiths and cultures.

### Criminal Charges/ Convictions

Staff must notify the school in writing if they or anyone in their household is charged with any criminal offence or if convicted of any criminal offence, this includes cautions.

If you or anyone in your household is charged with an offence, advise the school immediately after you are charged (i.e. the next working day).

It should be noted that the term 'conviction' includes a finding of guilt, regardless of whether or not a conviction is recorded. Failure to notify the school in either case will constitute grounds for disciplinary action.

### Use of School time and facilities

The school's property and facilities (e.g. stationery, computers, and photocopiers) may only be used for school business unless permission for their private use has been granted in advance by the Headteacher,

- The photocopier/Scanner may be used for personal use once permission has been obtained and only for low level usage (2/3 copies) and only after staff working hours. If additional copies are required a small charge will be incurred.

### **11. Dress code**

Staff will dress in a professional, appropriate manner.

Outfits will not be overly revealing, and we ask that tattoos are covered up if they are offensive.

Clothes will not display any inappropriate, offensive or political slogans.

- Staff may not wear string /spaghetti vest tops;
- Staff must wear suitable clothing that is not low cut, too tight or reveals underwear
- Shorts may be worn, but only knee length and of the smart variety;
- Staff cannot wear casual denim jeans (including distressed or ripped jeans);
- Open toed sandals may be worn (not flip flops or beach shoes)

Staff may need to adapt their clothing and footwear due to medical reasons and this will be agreed on a case by case basis and discussed with the Headteacher.

Staff should ensure that they are dressed decently, safely and appropriately for the tasks that they undertake and that through appearance, they promote a positive and professional image.

If staff feel uncomfortable about the way a member of staff is dressed, then they should report this to the Headteacher and this should be dealt with sensitively.

### **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 conduct including but not limited to 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 for example, driving a School/Council vehicle or driving their own vehicle regularly on school 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.

#### Other Employment/ Private work

Any external work that staff undertake must not bring Our Lady of Lourdes Catholic Primary School into disrepute or conflict with the school's interest.

- Staff must not set up a business or accept employment with a business that is engaged in work, which is in direct competition with Our Lady of Lourdes Catholic Primary School.
- Private work must not be undertaken in the school's time, or using the school's premises or equipment.
- Staff must maintain the confidentiality of pupils.
- Staff must declare any private work or other employment to the Headteacher.

#### Publications and dealing with the press

Staff must not:

- Publish any material which comments on the activities, policies etc. of the school without the consent of the Headteacher;
- Make comments to the press or media unless specifically authorised to do so.

Where requests for comments are received, they should be passed on to the Headteacher. Never give your own personal view of a situation.

Where a staff member wishes to publish an article unconnected to Our Lady of Lourdes Catholic Primary School then the article must not link you to the school in any way.

Staff that wish to appear on TV shows must first request permission from the school governors in writing.

### **13. Monitoring arrangements**

This policy will be reviewed annually but can be revised as needed. It will be approved by the full governing board.

Our governing board will ensure this code of conduct is implemented effectively, and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

### **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. It also sets out examples of what we will deem as misconduct and gross misconduct
- Child protection and safeguarding

- Staff Handbook
- Whistleblowing policy
- E-safety policy
- Use of ICT policy
- Equality policy
- Declaration of Interests

### **Other Good Practice Guidelines:**

If staff are in any doubt about any aspect of this guidance or need to seek further clarification about a particular situation in the absence of specific guidance, they are advised to speak to a senior manager within Our Lady of Lourdes Catholic Primary School.

### **Smoking**

Our Lady of Lourdes Catholic Primary School is a non-smoking organisation.

No one is permitted to smoke in any of the school's offices, classrooms or any other building or grounds owned by the school at any time.

Smoking or preparing to smoke on Our Lady of Lourdes Catholic Primary School premises will be subject to disciplinary action.

- Smoking is permitted away from the line of site of pupils during allocated staff break times
- All smoking equipment must be stored safely away from pupils. It must not be kept in classrooms or pockets;
- Wash hands after smoking.

### **Fitness for Work**

Our lady of Lourdes Catholic Primary School accepts that alcohol is legally and freely available. Staff must:

- ensure that the use of alcohol out of work does not adversely affect your work performance, the health, safety and welfare of yourself or others and does not damage Our Lady of Lourdes Catholic Primary School image and reputation;
- not consume or be under the influence of alcohol, use illicit drugs or other illegal substances while at work;
- ensure that the use of any of them out of work does not adversely affect the work performance and safety of yourself and other, and does not bring the school into disrepute;
- if taking medicine, you must seek the advice of your doctor to ensure that such medication will not impede your ability to do your job;
- If you are on any medication these must be kept in the staffroom or in a locked cupboard or draw
- inform the Headteacher of any situations where a risk to yourself or others may arise because of this.

### **Punctuality / Attendance**

Lateness can result in Health and Safety risks. Staff must inform the Headteacher or your line manager in advance if they are going to be absent or late for a duty. Where possible staff should arrange a swap with a colleague.

- Staff must strive for 100% attendance and punctuality;

- Staff must follow the signing in and out procedures in person. It is important that you sign in as soon as you arrive at school;
- All staff must read and comply with the Special Leave of Absence Policy.

### **Eating and Drinking**

- Staff must not eat or drink in the corridors;
- Hot drinks and food are to be consumed in the staff room;
- Hot drinks may be taken out of the staffroom with a firmly fitted and closed lid on the mug and only when there are no pupils in the classroom/corridors;
- Staff that need to have food stored in the classroom for medical reasons must seek permission from the Headteacher first;
- Any mess made whilst eating or drinking must be cleaned immediately.
- Any food mess or slip hazards that you notice as you move around the school must also be cleared immediately.

### **Mobile Phones**

- Mobile phones are not to be kept about your person during working hours except for SLT who will take their phone with them during any gate duty as an additional security measure
- Mobiles must be stored away out of sight
- They must be either turned off or on silent during lessons
- Mobiles may be used in offices and in classrooms if there are no children present; however, the door must be closed prior to use
- Mobile phones must not be used for receiving or making calls in the staffroom, unless agreed with the Headteacher
- Staff are not permitted to use recording equipment on their mobiles; any time during school day
- If you are expecting an important call and need to keep your phone with you, request permission from the Headteacher or your Line Manager. The phone must be kept in your pocket and not on silent so that it can be heard if it was ringing.
- If a class teacher deems there to be an emergency in their classroom or on a school trip, then they are able to use their mobile phone in front of their class
- Staff are able to take their own phones on a school trip to be used in case of an emergency

### **Following Instructions**

All staff are expected to follow all reasonable and lawful instructions by a person with the authority to issue such instructions unless:

- There is a danger to a person's health and safety;
- A conflict of interest may exist;
- It does not comply with school policy and practice;
- You feel uncomfortable with the instruction.

If you have any of the above concerns, then refer to the Head of School

### **Miscellaneous**

Each day during term time, staff must check their school email account and the staff notice board in the staffroom.

## **Team Ethos**

To work at Our Lady of Lourdes Catholic Primary School, you must:

- ❖ be positive – ensuring that the school and staffroom remain a positive and supportive space for all
- ❖ have a great sense of humour
- ❖ value diversity
- ❖ be incredibly caring
- ❖ be inclusive
- ❖ be mutually supportive to all
- ❖ be respectful to children, colleagues and parents
- ❖ be able to multi-task
- ❖ be able to work as a team member
- ❖ be proud of the children’s learning
- ❖ be dedicated to supporting the children to their full potential
- ❖ be focused to make each day a happy, healthy safe and secure experience for all of the children and our colleagues.

We are proud that there is no staff divide at Our Lady of Lourdes Catholic Primary School - we are all equal. We value each other and our friendships that we have made here. We can turn to each other if we are having a bad day and we share and support one another. We all follow the Catholic Ethos and our school’s Mission Statement.

## **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 \(saferrecruitmentconsortium.org\)](http://saferrecruitmentconsortium.org)**

All staff will be asked to sign Appendix 1

Appendix 1

## **Declaration of Receipt – Staff Code of Conduct 2025-2026**

I confirm that I have read and agree to abide by the Our Lady of Lourdes Catholic Primary School Code of Conduct and understand that any unacceptable, unlawful or unsafe behaviour could lead to appropriate legal or disciplinary action being taken.

Name (*please print*): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**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) Wilful damage of Council property or of property belonging to other staff, pupils or visitors to the school.
- j) Wilful disregard of safety rules or policies affecting the safety of pupils, other staff or visitors to the school.
- k) Any wilful 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 wilful 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.