WIMBLEDON CHASE PRIMARY SCHOOL

Empowering individuals to thrive and contribute positively in a diverse and ever-changing world

Staff Code of Conduct Policy

September 2026

At Wimbledon Chase Primary School, policies are designed to ensure that the child is at the centre of all our decision making. All staff are aware that whole school and class systems are established to ensure that every child is able to share and express their concerns in a safe and confidential manner. We constantly strive to ensure that all children know their worries and views will be taken seriously by all staff and that every child will be treated with respect.

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1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated equally 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 also expect all support staff, governors and volunteers to act with personal and professional integrity, respecting the rights, safety and wellbeing of others and in accordance with our Rights Respecting School ethos.

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 judgment and act in the best interests of the school and its pupils.

Staff should refer to the relevant policies and their Line Managers, in the first instance, if they have any concerns.

2. Legislation and guidance

At Wimbledon Chase Primary School, we are required to set out a staff code of conduct under regulation 7 of The School Staffing (England) Regulations 2009.

At Wimbledon Chase Primary School In line with the statutory safeguarding guidance 'Keeping Children Safe in Education', we should have a staff code of conduct, which should 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. This policy also complies with our funding agreement and articles of association.

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 equally 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
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards
- Follow the school's Allergy Safety Policy and procedures and take all reasonable steps to reduce the risk of allergic reactions and anaphylaxis.
- Complete required allergy awareness training and understand how to recognise and respond to an allergic reaction, including anaphylaxis and the emergency use of adrenaline auto-injectors (AAIs).
- Be aware of the individual arrangements in place for children with allergies where this is relevant to their role, including Individual Healthcare Plans (IHPs), and follow these arrangements consistently.
- Report allergy-related incidents, near misses or concerns promptly in accordance with the school's procedures.
- All staff have a responsibility to inform the school where their relationships and associations, both within and outside of the workplace (including online), may have implications for the safeguarding of children in the school**.** A DBS check is carried out for all new employees, staff have a responsibility to inform the Headteacher if their circumstances change whilst employed at the school.
- All staff, within 3 months of employment at WCPS and updated once a year thereafter, sign to say they have read, understood and agree to work within the school's Child Protection Policy, Staff Code of Conduct, School Behaviour Policy and Keeping Children Safe in Education Part 1 and Appendix B and ensure that the policies are used effectively.

4. Safeguarding

Wimbledon Chase Primary School ensures that children learn in a safe, caring and enriching environment. Children are taught how to keep themselves safe; to develop positive and healthy relationships and how to avoid situations where they might be at risk. We pay full regard to the Equality Act 2010 in relation to age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation and socio-economic

background. We are committed to keeping all children safe.

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

Staff will familiarise themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

All staff should read the Child Protection and Safeguarding policy and procedures. These are available in the staff room as well as on Staff Shared Resources and on the Staff page of the school website. Staff should also read Part One of Keeping Children Safe in Education and Appendix B. New staff will also be asked to read these on arrival.

As part of safeguarding all staff are required to use the Inventory to sign in and out and to wear the identity badges on site at all times.

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 in to 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.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the Headteacher straight away.

5.1 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.

5.2 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
- Humiliating pupils
- 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 Low Level Concerns 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.

5.3 Sexual Harassment

Sexual harassment is any unwanted physical, verbal or non-verbal conduct of a sexual nature that has the 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 have submitted or refused to submit to unwanted conduct of a sexual nature in the past, or harassment related to sex or gender reassignment.

Examples include, but are not limited to:

- Unwanted physical contact or 'horseplay', including touching, pinching, pushing or grabbing
- Continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome
- Sending or displaying pornographic or other offensive material
- Sexual jokes, comments or gestures
- Staring, suggestive looks, or sexual propositions
- Physical contact such as massaging, hugging or kissing
- Any sexual contact or proposition via social media or other electronic communication

Staff will help create a positive environment that works to prevent sexual harassment. This includes challenging and reporting incidents they witness. Anyone who raises concerns or acts as a witness will be supported and protected from victimisation.

If a staff member is concerned about incidents of sexual harassment (either directed at them or others), they should report this to the Headteacher. If the concern is about the Headteacher, it should be reported to the Chair of Governors.

The school will monitor the handling and outcomes of concerns and complaints to ensure that they are appropriately investigated and resolved, that those who raise concerns or act as witnesses are protected from victimisation and that any patterns of behaviour, repeat concerns or further training needs are identified and addressed.

5.4 Whistle-blowing

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

- Pupils' 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. Concerns will be taken seriously, investigated, and treated confidentially wherever possible.

Reports should normally be made to the Headteacher. If the concern is about the Headteacher, or it is believed they may be involved in the wrongdoing, the report should be made to the Chair of Governors.

Where possible, concerns should be put in writing with names, dates, places, evidence and any relevant context. Staff raising a concern should also mention if they have any personal interest in the matter.

6. Communication and social media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private. **Staff should not link the school to their social media platform.**

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff should be aware of the school's *Online Safety Policy or Social Media Policy*.

7. Acceptable use of technology

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones, cameras or other personal devices to photograph, video or make audio recordings of pupils. Images, videos or recordings of pupils must only be made using school-authorised devices and systems, in accordance with the school's Online Safety, Data Protection and Mobile Phone policies and where the appropriate consent is in place.

Personal mobile phones and other personal devices must not be used in the presence of children at any time. Such devices can be used by staff in designated safe areas and include the staffroom, an office or the designated room. Such devices should also not be used to check the time, as timers, play music etc.

If there are exceptional circumstances when a call may need to be taken, staff are to see a member of the SLT, to arrange cover. Staff are to provide the school office contact details, should contact need to be made with the member of staff. The office team, will then locate the member of staff and cover put in place. All mobile phones should be securely stored s to prohibit children's access.

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

All staff must understand that they have a professional responsibility to share information appropriately in order to safeguard children. UK data protection legislation, including the UK GDPR and Data Protection Act 2018, does not prevent the sharing of information for the purposes of keeping children safe where there is a lawful basis to do so. Staff must follow the school's current Data Protection and Subject Access Request Policy and safeguarding procedures.

8. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority or unless required by law
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

9. Honesty and integrity

Staff must maintain high standards of professionalism, honesty and integrity in their role. This includes when dealing with pupils, parents, colleagues and other professionals, handling money, claiming expenses and using school property and facilities.

Staff must ensure that information they provide to the school is accurate and complete, including information relating to their qualifications, professional experience and any relevant background information.

Staff have an ongoing responsibility to inform the Headteacher promptly of any relevant change in their circumstances, including any investigation, caution, charge, conviction, relationship, association or other matter that may have implications for their role or for the safeguarding of children. The school will consider such information fairly and in accordance with its safeguarding and employment procedures.

Staff must not accept bribes or inducements. Gifts and hospitality must be declared and recorded where required by the school's procedures.

10. Dress code

Staff will dress in a professional, smart, appropriate manner (no denim jeans).

Outfits will not be overly revealing, and we ask that tattoos are covered up as much as is practicable.

Clothes will not display any offensive or political or discriminatory slogans.

11. Conduct outside of work

Staff will not act in a way that would bring the school or the teaching profession into disrepute.

This includes, but is not limited to:

- Criminal offences, such as violence, fraud, or sexual misconduct
- Negative or defamatory comments about the school or individuals on social media
- Any conduct that undermines public confidence in the school's safeguarding or educational standards

Any such conduct could lead to disciplinary action, up to and including dismissal.

12. Monitoring arrangements

This policy will be reviewed every year but can be revised as needed. It will be ratified by the full Governing Body.

12.1 Acceptable Use of AI Tools

Where staff use artificial intelligence (AI) tools, including chatbots, language models or image generators, they must:

- only use AI tools approved or permitted by the school and in accordance with school policies, data protection requirements, copyright and safeguarding expectations
- never enter personal, special category or confidential information relating to pupils, parents or staff into an AI system unless its use has been specifically approved by the school and complies with the school's data protection procedures
- not upload photographs, recordings or other identifiable material relating to pupils to AI systems unless specifically authorised for an approved school purpose
- critically review and fact-check AI-generated content before using or sharing it and remain professionally responsible for the accuracy, suitability and quality of any resulting work
- ensure that the use of AI does not replace professional judgement, particularly in relation to safeguarding, assessment or decisions about individual children

13. 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
- Staff grievance procedures
- Safeguarding
- Low Level Concern
- Online safety/Social Media
- Staff handbook
- Social Media Policy/Use of Mobile Phone Policy

- Whistle Blowing Policy

School Development Area Leader: Caroline Gibbins

Linked Governor: Fiona Hunter

Signed: Caroline Gibbins **Signed: Fiona Hunter**

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