



Holmer Green Senior School

Code of Conduct for Staff

October 2025

CODE OF CONDUCT FOR SCHOOL STAFF

1 INTRODUCTION

The governing body is required to set out a Code of Conduct for all school employees. The following code has been negotiated with trade unions and is recommended for adoption by the governing body.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards' and in relation to this policy, 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.

2 PURPOSE, SCOPE AND PRINCIPLES

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 pupils/students 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, including the Headteacher;
- all staff in units or bases that are attached to the school.
- regular contractors and service providers working on site to include peripatetic staff, caterers and cleaners

The Code of Conduct does not apply to:

- employees of external contractors and providers of services working irregularly on site

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

3 SETTING AN EXAMPLE

- 3.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times.
- 3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- 3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 3.4 This Code helps all staff to understand what behaviour is and is not acceptable.

4 SAFEGUARDING PUPILS/STUDENTS/STAFF AND OTHER ADULTS ON SITE

- 4.1 Staff have a duty to safeguard pupils/students from:

- physical abuse and harassment
 - sexual abuse and harassment
 - emotional abuse and harassment
 - neglect
- 4.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Person (DSP) for Safeguarding.
 - 4.3 The school's DSL is Emily Reed (Deputy DSL is Laura Foster)
 - 4.4 Staff are provided with copies of the school's Safeguarding Policy and Whistleblowing Procedure and staff must be familiar with these documents.
 - 4.5 Staff must not seriously demean or undermine students, their parents or carers, or colleagues.
 - 4.6 Staff should report any concerns of sexual harassment towards other staff members/adults on site to the Headteacher and copying in the Director of HR
 - 4.7 Staff will receive training on complying with KCSIE (relating to safeguarding students) and Protecting Staff from Sexual Harassment as part of their induction process.
 - 4.8 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

5 PUPIL/STUDENT DEVELOPMENT

- 5.1 Staff must comply with school policies and procedures that support the well-being and development of pupils/students.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.
- 5.3 Staff must follow reasonable instructions that support the development of pupils/students.

6 HONESTY AND INTEGRITY

- 6.1 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 property and facilities.
- 6.2 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 Whistleblowing procedure for schools.
- 6.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

Staff should be aware of and understand what is expected of them. This means that staff should:

- be aware of and understand their organisation's relevant policies, e.g., rewarding positive behaviour
- ensure that gifts received or given in situations which may be misconstrued are declared and recorded

Staff need to take care that they do not accept any gift that might be construed as a bribe by others or lead the giver to expect preferential treatment.

There are occasions when pupils or parents wish to pass small tokens of appreciation to staff; e.g., at Christmas or as a thank-you and this is usually acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value above £25. Any gifts received to a value above £25 should be reported to the Headteacher.

Similarly, it is inadvisable to give such personal gifts to pupils or their families. This could be interpreted as a gesture either to bribe or groom. It might also be perceived that a 'favour' of some kind is expected in return. Any reward given to a pupil should be in accordance with agreed practice, consistent with the school or setting's behaviour policy, recorded and not based on favouritism. Adults should exercise care when selecting children for specific activities, jobs or privileges in order to avoid perceptions of favouritism or injustice. Similar care should be exercised when pupils are excluded from an activity. Methods of selection and exclusion should always be subject to clear, fair, agreed criteria.

- 6.4 The Senior Leadership Team promote a culture of openness where all staff must whistle blow on other colleagues where appropriate, to promote the safety and the integrity of the school community. This includes the reporting of concerns regarding sexual harassment towards other staff or adults on site to the Headteacher and the Director of HR and the reporting of concerns regarding sexual harassment towards students to the DSL.
- 6.5 Teaching staff should embody the Teaching Standards at all times and seek never to bring the profession into disrepute.
- 6.7 Staff must not have contact privately with either current or ex-students on any form of Social Media including Facebook, Instagram, X, LinkedIn etc. The exception to this is where the school's own accounts are used.
- 6.8 Staff should be encouraged to phone parents on school communication devices only. Where the use of a private phone is necessary staff should always block their phone number in the first instance.

7 CONDUCT OUTSIDE WORK

- 7.1 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.
- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- 7.4 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. Some staff employed on Bucks Pay and Conditions have contractual limitations on undertaking work outside of school. Staff are asked to disclose any work outside of school to the Headteacher.
- 7.5 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

8 CONFIDENTIALITY

- 8.1 Where staff have access to confidential information about pupils/students 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/student.
- 8.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's/student'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 with the matter.
- 8.3 However, staff have an obligation to share with their manager or the school's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.

9 DISCIPLINARY ACTION

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

Legislation:

Bribery Act 2010

Reviewed: October 2025

Next Review: October 2026