



Aston Rowant C+E Primary School

Staff Code of Conduct

Vision: To be a community of courageous life-long learners, who are rooted in God, live out our Christian values and enjoy life in all its fullness. (Col 2:1-7)

Mission: Growing together, rooted in God and inspiring one another through our values and our broad enriched curriculum.

Strapline: Growing together, rooted in God, having fullness of life (Col 2:1-7)

Date of Policy: October 2025

Date of Policy review: September 2026

Head Teacher: Mrs H France

Date: 6th October 2025

Chair of Governors: Mr T Sowerby

Date: 6th October 2025

INTRODUCTION

As a C of E School, all adults in school are expected to actively follow our vision statement 'To be a community of courageous life-long learners, who are rooted in God, live out our Christian values and enjoy life in all its fullness' and to live out our mission statement: *Growing together, rooted in God and inspiring one another through our values and our broad enriched curriculum.* Our core Christian values of Gratitude, Resilience, Outreach, Wonder, Trust and Harmony form the basis of our code of conduct at all times. All communication and interaction between members of the family of Aston Rowant - staff, children, parents, carers and visitors must reflect this.

School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards and achievements for all the pupils within our school. We want our school to be a place where Christian values underpin, and are reflected in, the teaching, learning, behaviour and attitudes of all, in fact every aspect of school life. Our Christian ethos also encompasses understanding and sensitivity towards those of other faiths or none.

As a Christian school we promote the well-being of all children and staff, both academic and spiritual. As people created in the image of God we believe that all have received gifts and abilities in mind, body and spirit and it is our responsibility to help each other, whatever they have been given, to the fullest.

PURPOSE, SCOPE AND PRINCIPLE

A Code of Conduct is designed to give clear guidance on the standards of behaviour for all.

As a member of our 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 document should be read alongside staff safe working practise guidelines 2025 in conjunction with the most recent version of Keeping Children Safe in Education 2025. Staff must also to adhere to Lone Working Procedures, Child Protection and Safeguarding Policy, Health and Safety Policy, Data Protection Policy and Equal Opportunities Policy which are available on Smartlog or via the school office.

I STAFF RIGHTS TO:

- 1.1 Work in an atmosphere of mutual respect
- 1.2 Be treated fairly
- 1.3 Be listened to and for views to be respected
- 1.4 Be valued for the efforts and strengths of the work undertaken and to receive support for those areas that need developing
- 1.5 Work in a clean, safe, secure, unthreatening, stimulating and well organised work place
- 1.6 Be kept appropriately informed through open channels of communication
- 1.7 Have a workload that is conducive to work-life balance

GRATITUDE

RESILIENCE

OUTREACH

WONDER

TRUTH

HARMONY

2 SETTING AN EXAMPLE

- 2.1 All staff who work in our school set examples of behaviour and conduct which can be copied by pupils. Staff must therefore avoid using inappropriate or offensive language at all times.
- 2.2 All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils to do the same. Our core Christian vision *'To be a community of courageous life-long learners, who are rooted in God, live out our Christian values and enjoy life in all its fullness'* underpin the behaviour we model to our children.
- 2.3 All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 2.4 This Code helps all staff to understand what behaviour is and is not acceptable.

3 SAFEGUARDING PUPILS

- 3.1 Staff have a duty to safeguard pupils from:
 - physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
- 3.2 The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Safeguarding Lead (DSL) Helen France, Headteacher or Assistant Designated Safeguarding Lead (ADSL) Alexi Olsen for Child Protection.
- 3.3 Staff are provided with personal copies of the school's Safeguarding Policy and Whistleblowing Procedure and staff must be familiar with these documents. Copies of these are available in your staff hand pack.
- 3.4 Staff must not demean or undermine pupils, their parents or carers, or colleagues.
- 3.5 Staff must take the upmost care of pupils under their supervision with the aim of ensuring their safety and welfare.
- 3.6 Staff must not use their mobile phone as a camera or to record audio in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers.
- 3.7 Staff who are in contact with pupils should not use their mobile phones in school during their contact time with pupils. Mobile phones should only be used in areas of the school where pupils are not present.

4 NURTURING PUPIL'S ACADEMIC AND SPIRITUAL DEVELOPMENT

- 4.1 Staff must comply with school policies and procedures that support the academic and spiritual development of pupils and also their well-being.
- 4.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of all pupils.
- 4.3 Staff must follow reasonable instructions that support the development of pupils.

5 HONESTY AND INTEGRITY

- 5.1 Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 5.2 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 a child; 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.
- 5.3 Gifts from suppliers or associates of the school must be declared to the Head Teacher, or to the Chair of Governors if the Head Teacher is the recipient, 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.

6 CONDUCT OUTSIDE SCHOOL

- 6.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of our school or the employee's own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal.
- 6.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.
- 6.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media e.g. Facebook with pupils or former pupils.
- 6.4 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.
- 6.5 Staff must only use their school email account or school learning platform account when communicating electronically with pupils, parents and colleagues.
- 6.6 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance.
- 6.7 Tutoring or child minding children who are pupils at our school is not permitted.
- 6.8 All members of staff must declare any business interests outside of school that may be connected either to the supply of goods/services to the school or be rewarded through association with the school.

7 CONFIDENTIALITY

- 7.1 Where staff have access to confidential information about pupils 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.
- 7.2 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) or as a result of a behaviour incident, 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 parent or carer. Any concerns will be directed to the Head Teacher or senior member of staff who will talk to the parents directly.
- 7.3 Staff have an obligation to share with the Head Teacher 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.

8 DISCIPLINARY ACTION

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

9 APPEARANCE AND DRESS

- 9.1 The expectations of the Head Teacher and governing body are that staff members:
- 9.2 Ensure that their appearance is clean and neat when at work or representing the school.
- 9.3 Dress in a manner that is appropriate to their role.
- 9.4 Remember that they are role models for pupils and that their dress and appearance should reflect this.
- 9.5 Do not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders.

10. ATTENDANCE

Our expectations are that staff members:

- 10.1 Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- 10.2 Make routine medical and dental appointments outside of their working hours or during holidays, where possible.
- 10.3 Refer to our school policy on special leave if they need time off for any reason other than personal illness.
- 10.4 Follow the school's absence reporting procedure when they are absent from work due to illness or injury. This would be to contact the Headteacher by telephone in the first instance before 7:30am and thereafter every day (unless agreed otherwise) until returning to school.

ALCOHOL AND DRUGS

- 11.1 The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members are expected to attend work without being under the influence of alcohol or illegal drugs.
- 11.2 If alcohol or drug usage impacts on a staff member's performance, the school has the right to discuss the matter with the employee and take appropriate action, including dismissal and referral to the police.

APPENDIX I

When we speak to others we will:

- * use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- * use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- * avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.
- * use a form of restorative justice when dealing with behaviour incidents.
- * speak respectfully to other adults at all times, even if we disagree with them.

As professionals we will:

- * avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration.
- * We all have a duty to take active steps to divert conversations away from this if we come across it both inside and outside of school.
- * maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.
- * work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- * work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors and is sensitive to our Christian ethos, treating everyone with respect.
- * behave in a positive way despite any personal problems that we may have, especially in front of the children.
- * manage our work-life balance so that it doesn't impact on others' well-being and to speak to the Head Teacher if this is difficult for you.

APPENDIX 2- FROM TEACHERS' STANDARDS (DfE)

PERSONAL AND PROFESSIONAL CONDUCT

All adults are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher and teaching assistant's career.

- * Teachers and teaching assistants uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by: treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position.
- * having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- * showing tolerance of and respect for the rights of others.
- * not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- * ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- * Teachers and teaching assistants must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- * Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities

All staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards written 1 July 2011 and last updated 13 Dec 2021 and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct. [Teachers' standards - GOV.UK](https://www.gov.uk/teaching-standards-for-qualified-teacher-education)

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal. This document relates to all staff working in our school.