



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

1. INTRODUCTION

As a Church of England school, staff are expected to model behaviours consistent with our Christian values of Gratitude, Resilience, Outreach, Wonder, Truth and Harmony. Staff must demonstrate the highest professional, ethical and personal conduct to ensure the safety, well-being and flourishing of all pupils and colleagues.

This code should be read alongside:

- Staff Safe Working Practice Guidance 2025
- Keeping Children Safe in Education (KCSIE) 2025
- Safeguarding & Child Protection Policy
- Whistleblowing Policy
- Data Protection & Information Security Policy
- Health & Safety Policy
- Lone Working Procedures

Staff have an obligation to conduct themselves in a manner that upholds the school's Christian ethos and maintains public trust in the profession.

2. PURPOSE, SCOPE & PRINCIPLES

This Code of Conduct applies to all adults working at Aston Rowant CofE Primary School including teachers, TAs, supply staff, contractors, peripatetic teachers, governors, volunteers and visitors.

Staff must:

- maintain the highest professional standards;
- uphold a strong safeguarding culture consistent with Ofsted 2025 expectations ;
- act within statutory frameworks;
- model integrity and Christian values;
- maintain respectful, safe and appropriate boundaries.

All staff must ensure their behaviour supports, rather than compromises, safeguarding.

3. STAFF RIGHTS

Staff have the right to:

- work in a respectful, inclusive and safe environment;
- be listened to and supported;
- be informed clearly about expectations;
- have a reasonable workload and professional support;
- feel safe in raising concerns without fear of detriment.

GRATITUDE

RESILIENCE

OUTREACH

WONDER

TRUTH

HARMONY

4. SETTING AN EXAMPLE

- Staff must maintain behaviour that reflects the school's Christian values in all interactions.
- Staff must avoid using inappropriate, offensive or unprofessional language.
- Staff must avoid circumstances where their conduct could be misinterpreted or lead to allegations.
- Staff must uphold public trust and act with honesty, integrity and fairness.

5. SAFEGUARDING PUPILS

Safeguarding is everyone's responsibility. Ofsted's 2025 framework places safeguarding as a standalone judgement and expects staff to understand their duties fully.

Staff must:

- protect pupils from physical, emotional, sexual abuse and neglect;
- report concerns *immediately* to the DSL (Helen France) or Deputy DSL (Alexi Olsen);
- never promise confidentiality to pupils;
- treat all disclosures seriously and record them accurately;
- follow safer working practice guidelines;
- maintain professional boundaries at all times.

Child-on-child abuse

Staff must recognise that child-on-child abuse is a safeguarding issue, not a behaviour issue. This includes:

- bullying;
- online abuse;
- harmful sexual behaviour;
- sexual harassment;
- physical aggression;
- coercive or controlling behaviour.

All such incidents must be treated as safeguarding and reported to the DSL immediately.

All safeguarding concerns, disclosures, allegations, and any behaviour that may signal harm must be logged on MyConcern.

6. PROFESSIONAL CONDUCT & RELATIONSHIPS

Staff must:

- treat all pupils with dignity and respect;
- maintain appropriate physical, emotional and professional boundaries;
- avoid favouritism;
- use only school devices to take photographs;
- use mobile phones only in non-pupil areas;
- model restorative, respectful communication.

7. NURTURING ACADEMIC, SPIRITUAL & PERSONAL DEVELOPMENT

Staff must:

- comply with all school policies supporting pupil development;
- collaborate effectively with colleagues and external professionals;
- support the holistic development of pupils spiritually, academically and emotionally.

8. HONESTY, INTEGRITY & FINANCIAL CONDUCT

- Staff must demonstrate honesty, particularly in financial matters.
- Compliance with the Bribery Act 2010 is required.
- Gifts must be declared where appropriate.
- Personal gifts to pupils are prohibited.

9. CONDUCT OUTSIDE SCHOOL

Staff must avoid conduct in or outside school that:

- damages the reputation of the school;
- undermines professional trust;
- compromises safeguarding.

Examples include:

- involvement in criminal behaviour;
- misuse of social media;
- inappropriate communications with pupils or former pupils;
- posting content that brings the school into disrepute.

Staff may not tutor or child-mind current pupils.

10. CONFIDENTIALITY & INFORMATION SECURITY

Staff must:

- maintain strict confidentiality about pupils and families;
- share information only with professionals who need it;
- follow GDPR and data security policies;
- report incidents of bullying, discrimination or risk through proper channels.

11. ATTENDANCE & HEALTH

Staff must:

- meet contractual attendance expectations;
- schedule personal appointments outside school hours where possible;
- follow absence reporting procedures.

12. ALCOHOL & DRUGS

Staff must not:

- attend work under the influence of alcohol or illegal drugs;
- consume alcohol or drugs on site.

13. MONITORING, ACCOUNTABILITY & LEADERSHIP OVERSIGHT

Leadership and governors will:

- monitor conduct concerns;
- ensure staff follow policies consistently;
- act on concerns appropriately;
- ensure safeguarding culture remains strong.

Safeguarding Leadership

The DSL will:

- ensure all staff receive annual safeguarding training;
- ensure concerns are recorded promptly;
- oversee patterns of behaviour;
- report concerns to governors.

Governors must:

- ensure staff behaviour aligns with statutory expectations;
- monitor safeguarding records and trends;
- hold leaders accountable for safe practice.

14. DISCIPLINARY ACTION

Staff who breach this Code of Conduct may face disciplinary action up to and including dismissal.

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.