

## THE VINE INTER-CHURCH PRIMARY SCHOOL

The Vine Inter-Church Primary School is committed to safeguarding and promoting the welfare of children, the prevention of discrimination and the promotion of equality of opportunity for all and expects all staff and volunteers to share these commitments.

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# CODE OF CONDUCT

Policy Development: February 2025

Review: February 2026

[Link to The Vine Vision – Let love abide here](#)

This policy demonstrates our commitment to our pupils feeling loved and respected. Through the high professional standards of behaviour that all our staff display as part of our rigorous approach to safeguarding, we actively promote the welfare of our pupils and always consider what is in their best interest.

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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 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.

## 2. Legislation and guidance

We are required to set out a staff code of 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, staff/pupil relationships and communications, including the use of social media.

## 3. General obligations

All staff set an example to pupils. They:

- 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
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards

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### 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, or neglect.

All staff must 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. Our safeguarding policy and procedures are available to all staff through 'my concern' on the safeguarding board in the staffroom and on the school website. New staff are given safeguarding training on arrival as part of our induction process.

### 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. 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.

- Staff must treat others equally regardless of age, disability, ethnicity and race, gender, gender identity, marriage and civil partnership, pregnancy and maternity, religion, belief, sexual identity and orientation, ability of position in school.
- Staff must listen to what others say and value and respect the opinions of others.
- Staff must always engage in professional dialogue; this includes written communication. They must ask constructive questions and voice open and honest opinions. They must always be respectful.
- Staff must maintain and develop the ethos and reputation of the school.
- Staff must play an active role in the life of the school.
- Staff must respect confidentiality and never be covertly recorded.
- Staff must log all conversations with parents on the Scholar Pack Comms Log.
- Staff must use ICT sensibly and appropriately for work relating to their job. Addresses must only be used for school-related matters. Staff are strongly discouraged from using social media sites.
- School matters must never be discussed by an employed member of staff on social media sites or private messaging services. E.g. Whatsapp

### 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 attempt to contact pupils or their parents via social media, or any other means outside school, to develop any sort of relationship. They will not make any effort 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.

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Staff should be aware of the school's e-safety 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 and laptops, or school equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

The school maintains the right to monitor emails and internet use on the school IT system.

### 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
- 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 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. Gifts that are worth more than £25 must be declared and recorded by Sarah Singletery (HR)

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

### 10. Dress code

Staff will dress in a professional, appropriate manner.

Outfits will not be overly revealing and no strapless clothing is permitted.

Clothes will not display any offensive or political slogans.

Staff are asked to avoid wearing blue denim, and to only wear hoodies and joggers when teaching PE.

Hair must be kept neat and tidy and facial piercings and visible studs must be removed. Tattoos on the neck, face and hands are prohibited – other tattoos are at the discretion of the head teacher.

During warmer weather, smart knee length shorts can be worn with a collared shirt and if bare legged, skirts/dresses must be knee length or longer.

All footwear must be structured and have a back that affixes the shoe to the foot (no flip flops, sliders or cros).

### 11. Conduct outside of work

Staff will not act in a way that would bring the school or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

### 12. Monitoring arrangements

This policy will be reviewed every year.

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### 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
- E-safety