

Harold Wood Primary School



Code of Conduct and Acceptable Use Policy

Date Completed and by whom	Date Approved by Curriculum Working Party	Date to be reviewed in the future
September 2026 Mr Fryd		September 2027

Changes for this year highlighted in yellow:

Aims, scope and principles

This policy sets the standards of conduct that we expect all staff to follow.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#).

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, management of the school will use its professional judgement and act in the best interests of the school and its pupils.

General obligations

Staff to set a positive 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 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, or undermine tolerance of those with different faiths and beliefs
- Not express personal beliefs in a way that will overly influence pupils, and teachers should not exploit pupils' vulnerabilities or lead them to break the law or engage in inappropriate activities.
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards and Keeping Children Safe in Education
- To arrive at work in a fit and able manner to perform their duties professionally. This means being free from intoxication from alcohol or drugs etc.

Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have in line with KCSiE.

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. Any concerns please complete the online 'My Concern' form.

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. [Exceptions: reward given as part of a whole class/year group reward system; end of year gift as agreed by whole year group]

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 maintain professional boundaries with all pupils and should avoid unnecessary or unsolicited physical contact. Touching a child's hair, face, neck, arms, legs, shoulders, or other parts of the body should not occur unless there is a clear educational, welfare, health and safety, pastoral, or safeguarding reason for doing so. Staff should be mindful that even well-intentioned contact may be experienced differently by individual children and should always respect personal space, dignity, and autonomy.

Any physical contact with a pupil must be carefully considered, appropriate to the child's age, needs, and circumstances, and proportionate to the situation. Where possible, staff should seek the child's consent and be attentive to verbal and non-verbal signs of discomfort. Physical contact should never be initiated simply for personal affection, familiarity, or convenience.

The school recognises that there are occasions when physical contact may be appropriate and beneficial, including providing comfort to a distressed child, offering reassurance, assisting with care needs, preventing injury, supporting participation in activities, or fulfilling safeguarding responsibilities. Such contact should be responsive to the child's needs, limited to what is necessary, and conducted in a manner that is open, professional, and easily justifiable. Staff should always be able to explain why the contact was necessary and how it was in the best interests of the child.

Communication and social media

School staff's social media profiles should not be available publicly. Profiles, with all photos etc. should be set to private ensuring that only added friends (not friends of friends) can see them.

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 should not add parents or children as friends on social media.

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 not post anything on social media that could bring them or the school into disrepute or adversely affect theirs or the school's reputation.

Staff should be aware of the school's online safety policy

Each member of staff has been given their login details for their Staffmail Account. All staff are responsible for checking the weekly diary, Slack and their own emails at least daily to be aware of changes and important information.

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.

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

Each member of staff has signed the Acceptable User Agreement Form in school. Please ensure that you know the contents of this agreement.

It is important that you do not share your passwords with anyone.

Mobile Phones

All mobile phones should be switched off or away at all times when with children. The use of mobile phones is prohibited when teaching or near children. Mobile phones cannot be used when undertaking playground duty. The use of mobile phones when teaching children can lead to dismissal from employment.

If children in your class bring a mobile phone into school, it must be switched off & stored safely away.

Please ensure that staff take an iPad on school visits to take photographs. If an iPad is not available, members of staff may take photographs on their mobile phone but photographs must be downloaded as soon as possible after the visit. Photographs on mobile phones should be deleted immediately after downloading. Photographs taken by staff on their mobile phones should not be shared on any social media. Please refer to the Acceptable User Policy.

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.

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 £40 must be declared and recorded on the gifts register.

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

Confidentiality is of utmost importance within a school and everyone is accountable. It is imperative that nothing is repeated outside of school or to parents etc. No messages should be passed to a parent through a third party. If the parent is not available to speak to directly, then it will be necessary to telephone the parent. However, if you see or hear anything that is not right and it troubles you, then this should be reported to your Line Manager.

Complaints about colleagues, policies or incidents must be made in writing or electronically to the SLT and MUST NOT be made anonymously.

Dress code

Staff will dress in a professional, appropriate manner. No strappy, or revealing clothes etc.

Clothes will not display any offensive or political slogans.

No denim (unless as part of non-uniformed days).

No leggings should be worn (unless as part of non-uniformed days or for teaching of P.E.)

P.E. kit should only be worn for the teaching of P.E. (either just AM or PM) – Not the whole day

Smart clothes should still be worn for school trips where appropriate i.e. theatre trips, church trips etc.

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 making negative comments about the school to parents, members of the public or on social media.

Sickness and Absence

Staff have a duty to inform SLT of any sickness or absence as early as possible but before 7:30am of the day of absence at the latest. Failure to inform SLT of any absence could result in your absence being unpaid.

If off sick, staff have a duty to ensure they are not performing or carrying out any activity or pursuit that would jeopardise their recovery and return to work. Failure to avoid activities that might jeopardise your recovery could result in your absence being unpaid.

If off sick, staff have a duty not to undermine the reason and the seriousness of their absence e.g. going on holiday, being out socialising, working in another capacity, engaging in sporting activities etc.