Staff Code of Conduct 2026/27

Aims, Scope and Principles

This sets out the standards of conduct that we expect all staff to follow. By creating this document, 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' and Teaching Assistants' 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 staff will act in accordance with the personal and professional behaviours set out in the Teachers' and Teaching Assistants' Standards. We expect all staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Carlton Colville is shaped by its culture of inclusion and mutual respect, which encourages a close working relationship between students and staff. We are working hard to provide an inspirational and secure environment which recognises and celebrates success whilst challenging students sufficiently to realise their full potential.

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

2. Legislation and Guidance

In line with the statutory safeguarding guidance 'Keeping Children Safe in Education', schools 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

Staff should set an example to pupils. In order to do this, they will:

- Maintain high standards in their attendance and punctuality
- Actively support diversity and inclusion within the school community and the organisation
- 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
- Not 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 statutory frameworks they must act within
- Adhere to the relevant professional standards.

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 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. Our safeguarding policy and procedures are available on the school website or from the school office

New staff will also be given copies on arrival.

5. Staff/Pupil Relationships

Staff will observe boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that could not lead anyone to reasonably assume they are not doing so. If staff members must spend time on a one-to-one basis with pupils, 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, unless on a school sanctioned activity.

6. 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 accepted should not exceed what is considered a reasonable amount.

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 the DSL.

7. Communication and Social Media

Social media profiles belonging to staff should not be available to pupils. If staff have a personal profile on social media sites, they should be aware that using their full names may enable students 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, in order to develop any sort of relationship.

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 be aware of the school's online-safety policy, which can be found on the school website or school office.

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 should not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. If staff use personal devices at work, the same expectations of behaviour apply as if using school equipment.

Staff will not store images of pupils on any personal devices and any images taken on school devices will be downloaded to school systems as soon as reasonably possible.

As per the school's ICT Acceptable Use Policy, the employer retains 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. Staff must always collect, process and store personal and confidential information as outlined in the Schools Data Protection & Freedom of Information Policy. 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 for that which it was collected and intended.

This does not overrule the staff duty to report child protection concerns to the appropriate team 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.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct. Employment with the school may be terminated if it is found that the employee has been dishonest during the recruitment process.

10. Dress Code

The staff dress code has been designed to guide employees on the required standards of attire and appearance at work.

Staff should always be dressed professionally both within the school and when representing the organisation externally.

Students look to staff as role models and staff appearance should reflect this.

All employees must comply with the school's dress code during working hours, which includes staff taking students on off-site visits. This includes:

- Professional, supportive footwear.
- Jewellery should not be excessive.
- Where appropriate and practical, tattoos and piercings should remain covered.
- Visual body piercings should be discrete.
- No sweatshirts or t-shirts with slogans or symbols that could cause offence
- Clothing should not be revealing or excessively tight or short
- Blue denim jeans and fashion tracksuits are not permitted
- Staff who are provided with a departmental uniform, e.g. catering, premises, and other support staff, should always wear this during their working hours.
- Employees who meet with members of the public and external organisations must always present a professional image of the organisation.
- All staff are supplied with an ID badge which must always be worn and be visible when at work.
- Staff should always be dressed in a way that is suitable for the workplace, which may be different to how staff dress outside school.

During School Trips:

For school trips where students are required to wear uniform, staff must also wear professional dress that reflects the expected attire for work. In all other circumstances and depending on the activity undertaken, staff may receive advice on the dress code from their line manager. In some circumstances, particularly with medical issues, staff may discuss and seek consent for any reasonable adaptations to the dress code with their line manager.

The school recognises the diversity of cultures and religions of staff and will take a sensitive approach when this affects the dress code requirements.

All staff are required to comply with the dress code and failure to do so may result in formal action. The process for this is outlined in the published disciplinary and grievance procedures.

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 and its members on social media. As per the employment contract, staff must inform the Headteacher if criminal proceedings relating to them begin outside of the workplace.

12. Monitoring Arrangements

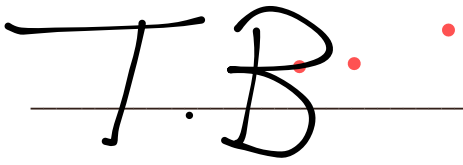
This document will be reviewed every two years but may be revised as needed and in line with changing legislation. Any amendments will be communicated to staff accordingly.

13. Links with other Policies

This policy links with the following school policies:

- 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
- Online-Safety
- ICT Acceptable Use policy
- Data Protection

I have read and understood the staff code of conduct and agree to abide by its principles. I understand that failure to do so may result in disciplinary action being taken.



_____ (name) _____ (date)

_____ (signature)