



St Anne's RC Primary

'We Grow Together in God's Love'

Staff Code of Conduct 2025-2026

Approved Sept 2025

Mission Statement

We grow together as a Catholic Faith Community, as we follow and promote Gospel values in all we do. We grow together in wisdom, as we encourage each child to achieve their full potential, academically, spiritually and socially and in a spirit of confidence. We grow together in respect, friendship and responsibility, as we reach out to those in our wider community.

We Grow Together in God's Love.

Aims

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.

St Anne's RC Primary Mission Statement is to provide a contribution to the Roman Catholic faith by promoting Gospel values. Seeking to encourage each child to develop their individual abilities: spiritually, academic and social as fully as possible in spirit of confidence.

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.

Legislation and guidance

We are required to establish procedures for the regulation of staff 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 (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

3. General obligations

Staff set an 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 and tolerance of those with different faiths and beliefs

Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law

Understand the statutory frameworks they must act within

Adhere to the Teachers' Standards

Our Code of Conduct

1. All staff to be aware of Health and Safety policies and procedures including:
 - Using the signing in machine on arrival and departure of school- see contracted hours
 - Undertaking the online Fire Awareness training
 - Undertaking additional health and safety training
 - Knowledge of Fire Drills and lockdown procedures
 - Awareness of Working at Height and Lone Working Policies and practices
2. All staff are expected to follow the school's policies: including, but not exhaustive of, safeguarding; behaviour; anti bullying; SEND; online safety and acceptable use policies, mobile phone policy in all interactions in school.

Pupils and staff are expected to work together to build a school whose relationships are characterised by mutual and appropriate respect. Praise and building on the positive should always come first.

Where firmness is called for this should be exercised calmly, and staff should avoid shouting at pupils unless there is a Health and Safety risk. We must model positive language at all times of the day.

The school behaviour policy and associated documents establish expectations and approved sanctions. All new staff should be issued with a copy of these policies, and any behaviour concerns should be dealt with in line with them.

Where a member of staff is having difficulties managing pupil behaviour, they should discuss this matter with their phase leaders or Headteacher at the earliest opportunity.

ALL staff must sign to say they have read the key policies- located in the staff room by the 2nd week in September

2. All staff should be aware of what physical contact with pupils is appropriate

Staff should only exercise physical restraint as a last resort to prevent injury. If it is necessary staff should adhere to the Keeping Children Safe in Education 2025 and use of reasonable force guidance

Staff are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age of the child. Holding children's hands is generally appropriate in Key Stage One. However, adults should not initiate any physical contact unnecessarily, and there should be clear boundaries:

- Children should not be picked up. (unless medically necessary or being restrained)
- Children should be discouraged from sitting on an adult's lap
- Children should be discouraged from hugging adults
- Adults should avoid being in a room alone with a child where the door is closed. If you need to talk to a child, either leave a door open and position yourself within sight of the door, or ask another adult to be present.

3. All staff are expected to treat each other with respect

At St Anne's relationships between staff should be characterised by fairness, openness and respect in line with our culture statement of: Love, responsibility and respect. This means valuing all contributions, acknowledging difference, and working together to build a climate of continuous improvement. Politeness and respect are essential ingredients: where differences occur they should be dealt with calmly and fairly.

4. All staff should treat resources responsibly, and exercise due financial care

All staff have a responsibility to look after the resources of the school. This includes: not wasting resources unnecessarily (including physical resources and those such as heat/electricity); following the principles of 'reduce, re-use, recycle' where appropriate. Lap Tops and iPad's should be securely put away at the end of the school day in the ICT room and left on charge, by a member of staff and must not be left out on view.

All money handled should be clearly labelled and sent as soon as practicable to the school office. Staff handling money frequently need to be aware of the Council's guidelines for handling money, and are expected to follow these.

Prior to purchasing any items for school using your own money, staff should complete a Receipt expense form (held in the office), have it authorised and signed by SLT. In order to be reimbursed, VAT receipts should be attached and provided for all items bought for school use.

It is **all staff** responsibility to keep the school tidy and safe.

5. All staff are expected to behave professionally and exercise confidentiality

All staff are expected to behave thoughtfully and responsibly. Staff should be punctual and well-prepared, and should carry out tasks to the best of their ability, taking pride in their work.

Staff are expected to dress appropriately; all staff should set a good example in what they wear, avoiding clothing that is overly casual.

Staff should exercise due confidentiality towards matters that are either discussed or overheard. When conducting conversations of a personal nature, staff should be aware of their surroundings.

Staff should be aware of the need to adhere to National Guidelines governing the use of Internet Gaming and Chat sites, to avoid interaction with school age pupils, past or present, and understand the importance of maintaining professionalism on Social Networking sites, where all information is potentially in the public domain and pupils or parents may gain access to information and comments posted.

Mobile phones should be stored away during the school day and not on your possession unless cleared by the Headteacher- see mobile phone policy

6. Staff should seek to establish a good and open relationship with parents

Staff should aim to create a welcoming and open relationship with parents. All parental concerns should be treated seriously and dealt with promptly. Should the concern require further intervention this should be recorded on CPOMS and passed to relevant member of staff (Pastoral, Class teacher or Senior Leadership).

Collection passwords will be given to all teachers please ensure you request the passwords until you are comfortable with who is collecting. If in doubt always send child to the office it is parental responsibility to have the password and is their password to share. Parents will be reminded of this on the newsletter.

7. All staff need to be aware of the policy and procedures for Child Protection/ Safeguarding

It is essential that all staff have regular training in Child Protection issues, and know the procedures for dealing with and reporting concerns. All staff must read KCSIE part one and the child protection/safeguarding policy and sign by 2nd week in September

The Designated Safeguarding Leads (s):

- Headteacher- Amy Wainwright
- Deputy Headteacher – Bernie Jones
- Pastoral staff- Lisa Holt

- Safeguarding is EVERYONE'S responsibility. It could happen here. Be vigilant. Staff must ensure they are proactive at all times. Staff can report any safeguarding concerns to the duty and advice as part of the duty and advice team at ANY time: 0161 770 7777

8. All staff need to exploit the potential of the curriculum to develop a proactive approach to behaviour and child protection issues.

Staff need to take a proactive approach towards both child protection and behaviour policies, through the creation of a positive classroom environment where all children are respected, and through PSHE scheme, RSHE scheme and computing curriculum.

9. All staff need to be aware of how to record/report concerns

Class teachers are the first contact for issues that arise from playtime or dinner time. These should be recorded on CPOMS if necessary. Phase leaders are the next contact followed by DHT/HT. Any safeguarding concerns MUST be logged on CPOMS and DSLs informed- see child protection and safeguarding policy.

First Aid slips should be completed when any type of medical assistance has been given (ice-packs, cleaning wounds etc). These need to go home with the child on the day of the accident. Telephone calls must be made to the parent/carer of any child who has had a head injury, including bumps to the head. Office staff to phone parents and form completed

Where there are concerns that a child may require referrals to outside agencies to support any possible Special Educational Needs. Referral forms need to be completed and given to the

SENCO and recorded on CPOMS. See appendix 1 for more information regarding reporting on CPOMS.

10. All staff need to aware of how to report concerns (Whistleblowing)

Where staff have any concerns about another member of staff, these should be reported immediately to the Headteacher. Where the concern is about the Headteacher, it should be reported to the Chair of Governors or the LADO- See low level concern and child protection and safeguarding policy

All concerns will be investigated thoroughly and confidentially, and appropriate action taken.

11. Staff absences and their physical and mental wellbeing

If you are ill and need to be absent from work then please notify Phase Leaders and the headteacher giving the reason for absence, and as much as notice as possible, preferably the night before or before 7.30 am on the morning so that in fairness to other staff, school has time to arrange cover. Staff should also ring before 4 pm – if possible- to inform school if they will not be in the following day. If there is no reply, you must ring the office or the Headteacher. Messages should not be left on the answerphone. This should be done for the first 5 days of absence and then a sick note is to be given to office staff. It would be useful if you could realistically indicate your intended return to work date, to avoid disruption to normal school procedures.

Planning must be made available for supply staff to access unless there is an emergency. This is to ensure continuity of the children's learning.

All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases.

12. All staff should have access to counselling and support

School has an open door policy for all staff, and are encouraged to discuss issues and concerns with the Headteacher in confidence.

Support can be provided both internally (eg through the provision of a mentor), or externally through the Occupational Health Service.

St Anne's also use PAM assist which offers free support for those working in education- posters are found in staff toilets and the staff room.

Trade Unions also provide help, support and advice for their members, and membership of a trades union is strongly encouraged.

13. Dress Code

We expect all staff to reflect high standards by presenting a positive and professional image to pupils, parents and other stakeholders.

The Governing Body recognises that there may be a diversity of cultures and religions represented amongst the staff of the school and will take a sensitive and respectful approach when this affects dress requirements. Priority will, however, be given to health and safety, the education and wellbeing of pupils and other similar considerations.

- Men are expected to wear a shirt, dress trousers (not jeans or denim) and smart shoes (not 'casual' looking shoes, trainers or flip flops).
- Women are expected to wear shirts, smart tops or knitwear (not short, 'casual' or strappy tops) and skirts, trousers or a smart dress (not jeans or denim).
- As a guide, skirts or dresses should be no shorter than just above the knee.

- Shoes or boots should be smart and not excessively high-heeled. Open toe sandals that tie/fasten can be worn at own discretion and not inhibit daily tasks..
- Any jewellery worn should not present a risk to the wearer or to the children (e.g. drop earrings that may be grabbed or pulled, or rings/brooches that may present a risk to children).

Exceptions to dress code.

- Staff may change into old clothing or protective clothing when participating in active, messy or dirty tasks and PE where clothing may be damaged.
- The dress code for school trips, events and INSET days will normally be more relaxed, unless the nature of the event itself is formal.
- In extreme weather conditions, the headteacher may allow exceptions to the usual dress code, in which case staff will be notified accordingly

14. Conduct outside of work

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

Conclusion

By adhering to this code of conduct staff can be assured they are playing their part in safeguarding pupils and protecting themselves. It is our expectation that all staff should sign a copy of this code of conduct.

Review

Reviewed Sept 2025

Next review: Autumn 2026

Appendix A: CPOMS

Safeguarding is everyone's responsibility. All staff need to ensure that they use CPOMS to record any incident. Class teachers must ensure that they check CPOMS regularly and respond to any actions identified. Child protection is a process and therefore important to record all concerns to help build a picture.

Staff must recognise:

- It is important that all incidents are recorded on CPOMS at the earliest possible time and by the person who is reporting it.
- It is important to record any incidents factually and concisely using quotes from the child if necessary. Opinions should not be included.
- Ensure that staff names are referred to by their full title eg: Mrs Wainwright as these can be filtered if running a report
- Remember anything you report may be used in reporting/serious case review or as part of a SAR (Subject access request)
- If more information is required an action will be sent to you and it is staff responsibility to follow up these actions
- Any concerns can be made verbally to DSL and then followed up in writing onto CPOMS. Staff **must not** delay reporting possible harm.
- Be selective in choosing appropriate categories. If in doubt use safeguarding concern or category information.
- DSLs are able to edit mistakes on CPOMS, please inform DSL if changes need to be made