Sutton CE (VC) Primary

Staff Code Of Conduct

March 2026

Statement of Intent

Our core values at Sutton CEVC Primary School are **Safety, Togetherness, Respect, Integrity, Valued, and Excellence**. We expect all pupils to receive high-quality teaching and learning in a positive, respectful environment.

All staff must understand that their behaviour, communication, and conduct with pupils, colleagues, parents, and other stakeholders sets a professional example. While the majority of staff act appropriately, this policy clarifies the standards expected of everyone.

This policy forms part of a staff member's contract of employment. Failure to comply, or to comply with associated school policies, may result in disciplinary action, including legal action where warranted.

Applicability:

- Applies to all school, Paintbox and wrap around staff, including volunteers.
- Peripatetic staff, catering staff, and employees of external contractors are expected to uphold these standards while on school premises or undertaking school duties, even if governed by other employment arrangements.

Annual Circulation and Use:
This policy, together with the appendix **'Staff Positive Behaviours'**, is circulated at the start of each academic year, forms part of staff induction, is referenced in CPD and performance management, and may be used in capability procedures if needed.

Legal Framework

This policy has due regard to legislation including:

- GDPR & Data Protection Act 2018
- Education Act 2002
- Children Act 1989
- Working Time Regulations 1998 (as amended)
- Sexual Offences Act 2003

Statutory guidance referenced includes:

- DfE (2022) *Keeping Children Safe in Education*
- DfE (2018) *Working Together to Safeguard Children*

This policy operates alongside:
Child Protection and Safeguarding Policy, Health and Safety Policy, Data Protection Policy, Allegations of Abuse Against Staff Policy, Equal Opportunities Policy, Intimate Care Policy, Staff Leave of Absence Policy, Whistleblowing Policy, Online Safety Policy, Acceptable Use Policy, Photography Consent Form, and Internet, Social Networking, and Email Use Policy.

1. Safeguarding Pupils

- All staff must safeguard pupils and protect their welfare in line with the Safeguarding Policy and *Keeping Children Safe in Education*.
- Staff must provide a learning environment where pupils feel safe, secure, and respected.
- Concerns about pupils' safety must be reported immediately using appropriate reporting channels, including whistleblowing procedures if the concern involves another staff member.

- Staff will undertake regular safeguarding and child protection training and updates (at least annually).
- Confidentiality must never be promised to a pupil; disclosures must follow safeguarding procedures.

Cross-reference: This section aligns with **Professional Conduct**, **Community Code**, and **Teacher Standards (DfE, 2011)** regarding safeguarding and pupil welfare.

2. Safety

Staff must contribute to a culture of vigilance and safeguarding in which pupils feel safe, secure and supported. In accordance with the **Safeguarding Pupils** and **Health and Safety** sections of this policy, staff will:

- Maintain professional curiosity regarding pupils' wellbeing, recognising that behaviour may indicate unmet need, abuse or neglect.
- Establish an emotionally safe environment through calm, consistent and respectful communication, including appropriate use of tone, language and non-verbal behaviour.
- Actively challenge and report unsafe, unethical or inappropriate practice in line with the school's **Whistleblowing Policy**, ensuring concerns are raised promptly and through the appropriate reporting channels.
- For health and safety reasons, wear suitable footwear at work and **avoid backless shoes without a securing strap (e.g. flip-flops)**, particularly where this may present a risk to themselves or others.

For teachers, this aligns with Part Two of the Teachers' Standards: Personal and Professional Conduct.

3. Togetherness

- Staff will approach situations with empathy, actively listening to children, parents, and colleagues.
- Staff will support and encourage colleagues and pupils, recognising the impact of their own actions and attendance on the school community.

4. Respect

Staff must uphold high standards of professionalism and act as positive role models at all times. In accordance with the **Professional Behaviour and Conduct** and **Appearance and Dress** sections of this policy, staff will:

- Establish and maintain clear professional boundaries in all interactions with pupils and adults.
- Dress in a professional and appropriate manner that reflects their role and responsibilities within the school.
- Avoid clothing that is overly revealing or that displays political messages, slogans or imagery that may be considered inappropriate, offensive or divisive.

This reflects Teachers' Standards expectations regarding maintaining public trust and proper professional conduct.

5. Integrity

Staff are expected to act with honesty, accountability and professionalism at all times. Staff will:

- Maintain high professional standards and adopt a solution-focused approach to challenges.
- Engage constructively with professional development, feedback and reflection, demonstrating a commitment to continual improvement and understanding *The Sutton Way*.
- Communicate openly and professionally with colleagues and families, ensuring that relationships remain appropriate, transparent and respectful.

6. Valued

Staff will contribute to a culture in which all members of the school community feel respected and supported. Staff will:

- Build positive, trusting relationships while maintaining appropriate professional boundaries.
- Use encouragement and corrective feedback appropriately, ensuring that practices do not cause humiliation, shame or harm.
- Acknowledge and value the contributions, efforts and achievements of others through constructive and respectful communication.

7. Excellence

Staff are expected to pursue high standards in all aspects of their role. Staff will:

- Contribute to a secure, inclusive and nurturing environment that enables pupils to learn, thrive and flourish.
- Adapt their practice to meet the diverse needs of pupils and colleagues.
- Demonstrate professional resilience, self-awareness and reflective practice, recognising that challenge and change are integral to continuous improvement.

9. Attendance

- Staff will attend work in line with their contract and absence procedures.
- Routine appointments should occur outside work hours where possible.
- Staff Leave of Absence Policy must be followed for time off requests.
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11. Staff Conduct Outside of Work

- Staff must ensure that outside employment or voluntary activities do not conflict with school interests or professional standards.
- Staff must not engage in activities or social media use that could bring the school, staff, or pupils into disrepute.
- Criminal offences, illegal drugs, or sexual misconduct outside school are unacceptable.

12. Smoking, Alcohol, and Other Substances

- Smoking is prohibited on school premises and during off-site pupil supervision.
- Alcohol or illegal drugs must not be consumed during working hours.
- Staff must never attend work under the influence.

13. Staff Medication

- All medication (prescription or non-prescription) must be stored out of reach of children (e.g., locked cupboard).
- Medication must remain in original packaging with clear labelling (name, dose, etc.).
- Refrigerated medication must be kept in the school's secure medicines fridge; access is restricted to designated staff.
- Staff must not carry medication on their person while teaching or performing duties.

- Staff taking medication that could impact their ability to perform duties safely must inform their line manager. Relevant medical information for emergencies should also be shared confidentially.

14. Declaration of Interests

- Staff must declare personal and financial interests that may conflict with school activities.
- Non-financial conflicts (e.g., relationships with colleagues, pupils, or parents) must also be declared.
- Declarations, including nil returns, are submitted to the Headteacher for the Register of Business Interests.

Please see other policies linked:
Staff capability
Safeguarding
Online safety
Acceptable use
Whistle blowing
Sickness and Absence

Appendix A: Staff Positive Behaviours

- (Circulated annually alongside the Code of Conduct.)