



Full Governors
08.07.26

Signed T. B. A.

Code of Conduct - Staff

Introduction

The public is entitled to expect the highest standard of conduct from all employees who work for the school and from governors. The aim of this code is to set out minimum standards of conduct and protect you from any misunderstanding or criticism.

Whatever your job, you must always make sure you follow all the school rules, agreements, policies and codes of practice such as but is not limited to:

- a) all health and safety and emergency evacuation procedures
- b) equal opportunities
- c) complaints procedure
- d) disciplinary, capability and grievance procedures
- e) financial regulations
- f) child protection policy

If you are not sure what is expected of you, ask the headteacher.

Underlying principles

All school staff must act within the law whilst undertaking their official duties. Staff must not undermine fundamental values, including democracy, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Teachers must understand, and always act within, the statutory frameworks which set out their professional duties and responsibilities. (Appendix 1) Where staff are members of professional bodies, they must also comply with any standards of conduct which are set by that body. The conduct of all teachers must always be in line with the Teacher's Standards and where appropriate the Leadership Standards.

Staff must have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own conduct, performance, attendance and punctuality. Staff should ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law or the policies and procedures of the school. Staff should always show respect for the rights of others.

Staff are expected to provide the highest possible standard of service. Where staff are aware of any contraventions of this Code, illegality, misconduct or breach of procedure they should notify their Headteacher.

The Code does not seek to address every possible circumstance, and simply because a particular action may not be addressed within the Code, this does not condone that action by omission.

Relationships and contact between school staff - the public, parents and pupils

School staff should always act in a courteous, efficient and impartial manner towards all individual pupils, groups of pupils, staff and individuals. Staff must always treat children with dignity, building relationships rooted in mutual respect, observing proper boundaries appropriate to their position.

It is the policy of the school that there will be no personal contact other than in certain exempted circumstances between staff and current/former children of school age outside the normal school work environment. Any proposed work-related contact, outside of the normal working environment, must be agreed in advance by the headteacher, be recorded and monitored. Unexpected contact with children should be kept to a minimum e.g., brief greeting. Any transport of children must be agreed in line with the school policy and always agreed with the headteacher.

No member of staff should interact with any pupil or ex-pupil (under the age of 18) in the school on social networking sites. No member of staff should have parents of children at school as their 'Friends'. Where family and friends have children in school and there are legitimate links, please inform the headteacher.

Staff should be extremely cautious when using social networking sites outside of work and avoid publishing, or allowing to be published, any material, including comments or images, that could damage their professional reputation and/or bring the school into disrepute. Where staff do use social networking sites it is strongly advised that profiles should be set as 'private' and under no circumstances should staff allow access to pupils, their families and or carers.

When using Class Dojo, staff must also ensure they do not use any comments, images or symbols that may bring the school in to disrepute.

Correspondence received by a member of staff from former pupils, the public or parents should always be discussed with their line manager/headteacher and filed with any response in the appropriate school records system.

Staff should not give their personal details such as home/mobile phone number; home or email address to children unless the need to do so is agreed with their headteacher. Where this is the case, correspondence should be kept to a minimum and be professional at all times in accordance with the ethos of this code.

Where former pupils, who are under the age of 18 and still in receipt of education in whatever educational setting, contact a member of staff, staff must refer to the 'Contact between Staff and Children outside the work context' and discuss their response to any such significant contact with their current line manager/headteacher. (Appendix 2)

Confidentiality

Staff and governors should also be mindful that requirements in relation to maintaining the confidentiality of children, their families, colleagues and any matters relating to the school itself apply to all forms of communication, including social networking sites.

Use of personal mobile phones, laptops and tablets

Personal devices (including smart watches) may only be used in line with the Personal Devices agreement (Appendix 3). Personal devices (including smart watches) must not be used in any way that is distracting to either children or staff, and they must not disrupt learning. Staff members may not make or receive personal calls, texts or emails, be online for personal reasons or accessing social media outside of their lunch or break time.

Notifications on all devices must be turned off unless the staff member is out of the classroom and on a break. If it is not possible to turn notifications off, then the device must

be turned off. If they need to be contactable when in class, then the main school number should be shared accordingly. However, we do accept there may be a rare occasion where when staff may need to be directly contactable, for example, the return call from a doctor, in which case specific permission will need to be sought from the headteacher. This permission will only be granted if the safety of the children is not compromised.

If there is a requirement in the teacher's role to take photographs of children for school purposes this must be carried out using school equipment that will be provided and with the agreement of the Headteacher and in line with the agreed school procedures.

Use of school premises or facilities for work not connected with the school

School staff must not use the school's premises or facilities for activities which are not connected with their employment at the school, without agreement from the Headteacher or Governing body. This includes the personal use of the school email, telephones, computers, photocopiers, or other equipment.

Internal email systems and school computer equipment should always be used in accordance with the appropriate school policies.

Disclosure of information

Staff must not disclose information given to them in confidence without consent except for that relating to safeguarding of a child which must be passed on. Advice should always be sought from the Headteacher as appropriate on the appropriate use of school data and disclosure of school information.

Any actions taken by the school must always be in line with the school Data Protection and Freedom of Information policy.

Staff will always be aware of the principles of General Data Protection Regulations and follow the checklist provided.

School staff facing criminal charges

Any member of staff, volunteer or governor who during the course of their employment or duties with the school faces criminal charges or who receives a new caution or conviction must inform their line manager, or in the case of the headteacher, the chair of governors

Conflict of interest

Staff should declare any personal interest that could bring about conflict with the school's interests. School staff must declare to their headteacher or chair of governors any financial interests or non-financial interests which could or could be perceived to conflict with their role within the school.

Staff are required not to take outside employment which conflicts with the school's interests, any staff intending to work for outside organisations should seek permission from the headteacher or chair of governors, as appropriate.

Physical contact with children

The school understands that there are circumstances in which it is entirely necessary for staff to have physical contact with children, e.g., when applying first aid and assisting with intimate care, but staff will only do so in a professional and appropriate manner in line with relevant school policies.

When physical contact is made with pupils, it is imperative that it is conducted in a way which is responsive to the child's needs, is of limited duration and is appropriate to their age, stage of development, gender, ethnicity and background.

Staff will seek the child's permission, where possible, before initiating contact. Staff will always use their professional judgement when determining what physical contact is appropriate, as this may differ between children. As such, the child's feelings and wishes will always be taken into account.

Staff will never touch a child in a way which is indecent and will always be prepared to explain their actions. Staff will be aware that even well-intentioned physical contact may be misconstrued by a child, an observer or by anyone to whom this action is described and, therefore, will be prepared to justify their actions.

Staff will not engage in rough play, tickling or play fights with children. Extra caution will be taken where it is known that a child has previously suffered from abuse or neglect. Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be reported to the headteacher, or the chair of governors if the concern is about the headteacher, and appropriate procedures will be followed.

Where it is necessary in PE classes for teachers to demonstrate use of equipment, this will be conducted with another member of staff if possible. If a child is required to participate, their consent will be given before doing so.

If a child is in distress and in need of comfort as reassurance, staff may use age-appropriate physical contact. Staff will remain self-aware of their actions at all times and ensure that their contact is not threatening, intrusive or subject to misinterpretation.

Staff may also use reasonable force as a means of physical contact with children for restraint purposes, such instances will always be in accordance with the school's Physical Intervention Policy.

Low-Level Concerns

All concerns and/or allegations about adults working in or on behalf of the school (including supply teachers, contractors, and volunteers) will be reported, recorded and dealt with promptly and appropriately.

The school recognise there are two levels of allegation/concern.

- **Allegations that may meet the harms threshold** - these will be dealt with as described in the Allegations Policy.
- **Low-level concerns** – a low-level concern does not mean it is insignificant, rather that the behaviour towards the child does not meet the harms threshold. A low-level concern is any concern, no matter how small, that an adult working in or on behalf of the school may have acted in a way that is,
 - Inconsistent with the staff behaviour/code of conduct policy, including inappropriate conduct outside of work, or
 - Does not meet the harms threshold or is not serious enough to consider a referral to the Local Authority Designated Officer (LADO).

- Staff should share low level concerns in confidence with the headteacher, who is also the designated safeguarding lead (DSL) or, in the headteachers absence, a deputy designated safeguarding lead (DDSL).
- Low-level concerns about the headteacher should be reported to the chair of governors chair@portwayi.derby.sch.uk.
- As with concerns that meet the harms threshold, the member of staff should make a record which includes
 - time
 - date
 - place of incident
 - persons present
 - what was witnessed
 - what was said etc.

This can be recorded via the recording or reporting concerns form (available from the school office or website) and should be separate to CPOMS.

- Staff are also encouraged to self-refer where they have found themselves in a situation which could be misinterpreted, might appear compromising to others and/or on reflection they believe they have behaved in a way that they consider falls below the expected professional standards.
- The headteacher, who is also the DSL, will be the decision maker in respect of low-level concerns; however, this may be undertaken in collaboration with the chair of governors and/or the deputy DSL.
- Reports about supply staff or contractors will be shared with their employers.
- All low-level concerns will be recorded electronically to include details of the concern, the context and the action to be taken. These records will be stored securely separate to employee files and CPOMS.

Acceptance of gifts

It is reasonable for a member of staff to accept modest gifts from children, especially at the end of a school year or at Christmas. Staff position must not be compromised by appearing to accept gifts or hospitality which might be considered by others to have influence when making decisions.

Identity Badges

All members of staff, volunteers and visitors issued with identity badges should wear them at all times during school opening hours. This is particularly important if staff leave the school site to visit families in their homes or participate in an educational visit. If a member of staff has mistakenly left their badge at home, they must collect an alternative identity badge from the school office.

If an adult on the premises is noticed without an identity badge, a member of staff should be alerted and the adult challenged. Children should also be taught to identify when an adult does not have an identity badge on.

Dress

Staff must follow the schools dress code. (Appendix 4). Cultural dress is encouraged as long as it does not become a health and safety risk within the working environment.

Staff should be mindful that the way they represent themselves may reflect on the school's reputation. They must dress in a manner that is appropriate for the situation in which they are working and which does not offend colleagues or stakeholders.

Lisa McSherry

Reviewed summer 2026

To be reviewed summer 2027

Appendix 1 – Teachers Standards

Part 2: Personal and Professional Conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - treating children with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
 - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
 - showing tolerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Appendix 2 – Acceptable Use Policy

Using technology in school

- I will only use ICT systems which have been permitted for my use by the headteacher, such as:
 - Computers.
 - Laptops.
 - Tablets.
- I will only use the approved email accounts that have been provided to me.
- I will not use personal emails to send and receive personal data or information.
- I will not share sensitive personal data with any other staff, children or third parties unless explicit consent has been received from the headteacher.
- I will ensure that any personal data is stored in line with the UK GDPR.
- I will delete any chain letters, spam and other emails from unknown sources without opening them.
- I will ensure that I obtain permission prior to accessing teaching materials from unapproved sources.
- I will only use the internet for personal use during out-of-school hours, including break and lunch times.
- I will not search for, view, download, upload or transmit any explicit or inappropriate material when using the internet.
- I will not share school-related passwords with pupils, staff or third parties unless permission has been given for me to do so.
- I will not install any software onto school ICT systems unless instructed to do so by our IT Support or the headteacher.
- I will ensure any school-owned device is protected by anti-virus software and that I check this on a weekly basis.
- I will only store sensitive personal data where it is absolutely necessary and has been encrypted.

Mobile devices

- I will only use school-owned mobile devices for educational purposes.
- I will only use personal mobile devices (including smart watches) during out-of-school hours, including break and lunch times.
- I will ensure that personal mobile devices are either switched off or set to silent mode during school hours, and will only make or receive calls in specific areas, e.g., the staffroom.
- I will ensure personal mobile devices are stored in a lockable cupboard located in the classroom during lesson times.
- I will not use personal mobile devices to take photographs or videos of children or staff – I will check the children's permissions record before any school-owned mobile device is used to take images or recordings.
- I will not use mobile devices to send inappropriate messages, images or recordings.
- I will ensure that personal and school-owned mobile devices do not contain any inappropriate or illegal content.
- I will not access the WiFi system using personal mobile devices unless permission has been given by the headteacher or IT Support.
- I will not use personal mobile devices to communicate with children or parents.

- I will not store any images or videos of pupils, staff or parents on any mobile device unless consent has been sought from the individual(s) in the images or videos.
- In line with the above, I will only process images or videos of pupils, staff or parents for the activities for which consent has been sought.

Social media and online professionalism

- If I am representing the school online, e.g., through blogging or on a school social media account, I will express neutral opinions and will not disclose any confidential information regarding the school, or any information that may affect its reputability.
- I will not use any school-owned mobile devices to access personal social networking sites, unless it is beneficial to the material being taught; I will gain permission from the headteacher before accessing the site.
- I will not communicate with children or parents over personal social networking sites.
- I will not accept 'friend requests' or 'follow requests' from any children or parents over personal social networking sites.
- I will ensure that I apply the necessary privacy settings to any social networking sites.
- I will not publish any comments or posts about the school on any social networking sites which may affect the school's reputability.
- I will not post or upload any defamatory, objectionable, copyright-infringing or private material, including images and videos of pupils, staff or parents, on any online website.
- I will not post or upload any images and videos of pupils, staff or parents on any online website without consent from the individual(s) in the images or videos.
- In line with the above, I will only post images or videos of pupils, staff or parents for the activities for which consent has been sought.
- I will not give my home address, phone number, mobile number, social networking details or email addresses to children or parents – any contact with parents will be done through authorised school contact channels.

Working from home

- I will adhere to the principles of the UK GDPR when working from home.
- I will ensure I obtain permission from the headteacher before any personal data is transferred from a school-owned device to a personal device.
- I will ensure any data transferred from a school-owned device to a personal device is encrypted or pseudonymised.
- I will ensure any sensitive personal data is not transferred to a personal device unless completely necessary – and, when doing so, that it is encrypted.
- I will ensure my personal device has been assessed for security by IT Support before it is used for lone working.
- I will ensure no unauthorised persons, such as family members or friends, access any personal devices used for lone-working.
- I will act in accordance with the school's Online Safety Policy when transporting school equipment and data.

Training

- I will ensure I participate in any online safety training offered to me, and will remain up-to-date with current developments in social media and the internet as a whole.
- I will ensure that I allow IT Support to undertake regular audits to identify any areas of training I might need, details of which will be shared with the headteacher.

- I will ensure I employ methods of good practice and act as a role model for children when using the internet and other digital devices.
- I will ensure that I deliver any training to children as required.

Reporting misuse

- I will ensure that I adhere to any responsibility I have for monitoring, as outlined in the Online Safety Policy, e.g., to monitor pupils' internet usage.
- I will ensure that I report any misuse by children or staff members breaching the procedures outlined in this agreement to the headteacher.
- I understand that my use of the internet will be monitored by the IT Support and recognise the consequences if I breach the terms of this agreement.
- I understand that the headteacher may decide to take disciplinary action against me, in accordance with the Disciplinary Policy, if I breach this agreement.

Appendix 3

Personal Devices - User Agreement

We understand that the use of technological devices can enhance pupils' learning. As such, we permit the use of personal devices, such as mobile phones and tablets, and allow staff to connect to our Wi-Fi network. This is not compulsory, and the decision to bring a personal device to school lies with the staff member.

We have created this agreement to make sure you understand how your personal devices must be used. If you breach the terms of this agreement in any way, disciplinary measures may be taken.

General use principles

- Personal devices must be used to support learning only – any use of personal devices outside of this remit is strictly prohibited.
- You should never leave your device unattended. Unattended devices will be collected and stored in the school office.
- Personal devices (including smart watches) must not be used in any way that is distracting to either children or staff, and they must not disrupt learning. Staff members may not make or receive personal calls, texts or emails, be online for personal reasons or accessing social media outside of their lunch or break time.
- Notifications on all devices must be turned off unless the staff member is out of the classroom and on a break. If it is not possible to turn notifications off, then the device must be turned off. If they need to be contactable when in class, then the main school number should be shared accordingly.
- We do accept there may be a rare occasion when staff may need to be directly contactable, for example, the return call from a doctor, in which case specific permission will need to be sought from the headteacher. This permission will only be granted if the safety of the children is not compromised.
- The use of personal devices connected to the Wi-Fi is monitored at all times.
- The access provided is the same whether you use a school desktop or laptop.
- The use of personal devices is governed by the school's computing policy.
- The school is not liable for any loss, theft or damage to your personal device.

The school will:

- School will enable staff to confirm, via schools IT support, that their devices are compliant.
- Provide you with the Wi-Fi password.
- Make sure the network is secure for use.
- Implement internet settings and a filtering system for safe use of the network.
- Monitor your use of the network, including access to websites and other material, from your personal device.
- Implement disciplinary sanctions where you breach this agreement.

The school is not responsible for:

- The loss of, theft of, or damage to your personal device.
- Any data lost from your personal device.
- The maintenance and upkeep of your personal device, such as installing updates and ensuring it is fully-charged.
- The cost of data usage.

You will:

- Only use your personal device for educational purposes: **the use of personal social media with the children is strictly prohibited.**
- Ensure the use of your personal device is not disruptive to learning.
- Ensure your device is stored away whilst in class.

- Access the Wi-Fi securely.
- Be aware that breaching this agreement may result in disciplinary action.
- Be able to sync your device via Bluetooth to the school Bluetooth speakers.

You will not:

- Use the device for any purpose other than to support learning.
- Take photos or videos of any children on your personal device.
- Share any personal passwords with others.
- Share the Wi-Fi password.
- Open suspicious emails or attachments on your personal device.
- Attempt to bypass the internet settings and filtering system.
- Sync your personal device with any school-owned device such as laptops or computers apart from Bluetooth speakers as previously stated.
- Play any music or audio from your device which is not age appropriate for children aged 4 - 7.
- Send inappropriate messages.
- Send, access or share any inappropriate images and videos.
- Access any other child's account or files on your device.
- Give your device to the children
- Bring your device to school if it contains any unsuitable material or viruses.
- Bring your device to school if it contains any defects.
- Bring any personal charging equipment for your devices.
- Connect to any wireless or networking service (such as 5G), other than the school's Wi-Fi, whilst using your personal device in school unless previously agreed with the headteacher.

Personal Devices - User Agreement

Staff declaration form

I understand and accept that should I choose to access school data on any personal device that I use or own must have, and use, suitable encryption to secure the data. Any unlawful access of data on such a device will be my responsibility. I will report any theft or loss to the Headteacher as soon as is practicable.

When exchanging, gifting, upgrading or selling the device I shall ensure that access to any school data is removed and data that relates to school is securely deleted.

Please read each statement and provide a tick to show you agree to the terms, then provide your name below.

- ☐ I will use my device appropriately.
- ☐ I will follow this agreement at all times.
- ☐ I understand that if I do not follow this agreement there may be disciplinary actions.

Name.....

Signature

Position.....

Date:

Appendix 4

Staff Dress Code

Appropriate dress includes the following items/styles
• Trousers, skirts, dresses • Long tunic tops with leggings • Smart shirts or polo shirts • Tops that do not show midriff or cleavage • Jumpers, cardigans • Shoes and sandals (with a back) • Sunhats and sunglasses PE • Red school PE T shirt with Portway Logo or any red polo shirt • Black leggings/joggers/shorts and black hoodie
Examples of inappropriate dress
• Short skirts – no shorter than just above the knee • Tunics without leggings/tunics that do not cover underwear lines • T shirts with inappropriate sayings / images • Jeans or denim (unless leading Forest School, Educational Visits) • Football team shirts • Vest or strappy tops • Visible underwear (including bra straps) • Low cut fronts/back on tops • Trainers or pumps (when not part of PE kit) • Flip flops/ flip flop style sandals

Should there be other instances that occur in school life they should be referred to the Headteacher or the Governing Body.

Seek advice from the Headteacher if you have any doubts about this Code or your personal responsibilities.

Declaration

I have read, understood and accept this code of conduct.

Name: Signed:

Date: