

HURST GREEN PRIMARY SCHOOL



Staff Code of Conduct

(to supplement Dudley HR's Employee Behaviour and Conduct Policy)

September 2025

Policy for the attention of			
Audience	Key Audience	Optional Audience	Additional/Notes
Senior Leadership Team	√		
Teachers	√		
Teaching Assistants	√		
Administrative Staff	√		
Lunchtime Supervisors	√		
Site Manager	√		
Cleaners	√		
Governors	√		
Parents		√	
Website		√	
Local Authority		√	

Responsibility of	Pay and Performance Committee
Review frequency	Every 2 years
Previous version	New Policy
This version agreed	13 October 2025
Next review date	Autumn 2027

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1. Introduction

This Staff Code of Conduct sets out the standards of behaviour expected of all those working at Hurst Green Primary School.

It is designed to complement, not replace, the Dudley Council Employee Conduct & Behaviour Policy (April 2025). Dudley HR's policy provides the formal framework for grievance, disciplinary, capability, and performance management procedures.

- > This Code focuses on day-to-day conduct, safeguarding responsibilities and professional standards that apply to staff, volunteers, contractors and others working on behalf of the school.
- > All staff must read and comply with both documents. Breaches of this Code may result in action under the Dudley HR policy.

2. Scope

- > Applies to all employees, supply teachers, agency staff, contractors, volunteers, governors and students on placement.
- > Covers conduct on school premises, when representing the school, and outside working hours where actions may impact on pupils, safeguarding or the school's reputation.

3. Fulfilling Contractual Duties

- > You must carry out the duties in your contract of employment and role description fully and to the required standard.
- > You must comply with school policies, procedures and lawful management instructions.
- > Failure to meet contractual obligations may result in action under the Dudley HR policy.

4. Safeguarding and Safe Working Practice

The welfare of pupils is paramount. You must put the safety, wellbeing and development of children first.

- > Follow Keeping Children Safe in Education, the school's Safeguarding and Child Protection Policy, and the Whistleblowing Policy.
- > Report concerns immediately to the Designated Safeguarding Leads (DSLs) or deputies. If the concern is about the DSL(s), report to the Headteacher.
- > Report concerns about the Headteacher to the Chair of Governors.
- > You must report any concerns about a colleague's behaviour towards children.
- > Do not promise confidentiality to a pupil; explain that information may need to be shared to keep them safe.
- > Maintain professional boundaries. Do not:
 - Use personal mobile numbers, email or social media to contact pupils.
 - Meet pupils outside school without authorisation.
 - Accept pupils (including former pupils under 18) as "friends" on social networking sites.
- > Only use physical contact or intervention in line with the school's Positive Handling Policy and the law on reasonable force.
- > Do not use personal devices to take photographs or recordings of pupils.

5. Honesty and Integrity

- > You must act honestly at all times in your work and dealings with pupils, parents, colleagues and the community.
- > You must never falsify information, misrepresent facts or deliberately withhold information you are required to share.

- > Any form of fraud, dishonesty, deception or misuse of school resources will be treated as gross misconduct.

6. Professional Standards and Conduct

- > Treat pupils, colleagues, parents and visitors with courtesy and respect.
- > Demonstrate fairness, impartiality and integrity in all work.
- > Uphold the school's values of aspiration, compassion, equity, responsibility, respect and collaboration.
- > Challenge discrimination, harassment and bullying.
- > Ensure personal beliefs do not compromise professional judgement or the impartial service owed to pupils and families.
- > Do not use your position to promote personal political or religious views to pupils, parents or colleagues.
- > Do not engage in gossip, rumour-spreading or negative talk about pupils, colleagues, parents or the school. Concerns should be raised through proper channels.
- > Meet reasonable deadlines and responsibilities associated with your role, and seek support in good time if you are unable to do so.
- > Maintain good attendance and punctuality and inform the school promptly of any absence in line with policy.
- > Avoid behaviour outside work that would cause a reasonable adult to question your suitability to work with children.

7. Dress and Appearance

- > Present a professional image that maintains appropriate boundaries and promotes confidence in your role.
- > Clothing should be suitable for the role, smart, modest, safe and not likely to cause offence or distraction.
- > Jewellery and accessories should be discreet and safe for the working environment.

8. Use of IT, Social Media and Communication

- > Comply with the school's Acceptable Use Policy.
- > Only use school email and systems for professional communication, and not for personal reasons.
- > Personal use of school IT and telephones must be minimal and outside teaching time.
- > Personal mobile phones should not be used in lessons (except in emergencies or with prior arrangement with the Headteacher).
- > Do not post images of pupils or colleagues on personal accounts.
- > If you see or become aware of any online content, including in WhatsApp groups or other forums, that brings the school, its staff or its reputation into disrepute, you must report it to the Headteacher or Chair of Governors immediately.

9. Confidentiality and Data Protection

- > Handle information responsibly, in line with GDPR and the school's Data Protection Policy.
- > Access pupil or staff records only where you have a legitimate professional reason.
- > Store information securely. This includes not leaving rooms with computers logged in and leaving any data out on desks at the end of the day.
- > Do not share confidential information outside the school unless authorised or required for safeguarding.
- > Do not use information obtained at work for personal gain.

10. Relationships and Conflicts of Interest

- > Maintain professional relationships with pupils, parents, governors, contractors and colleagues.
- > Avoid favouritism or special treatment (including with pupils, parents or colleagues).
- > Declare in writing to the Headteacher any financial or non-financial interest that could conflict with your role. The headteacher must declare to the Chair of Governors.
- > Staff involved in recruitment must not take part where they are related to, or have a close personal relationship with, an applicant.

11. Contractors

- > Declare to the Headteacher/Chair of Governors any current or past personal/domestic relationship with contractors working at or for the school.
- > Orders and contracts must always be awarded on merit, with no unfair advantage to any business.

12. Equalities and Inclusion

- > Uphold the Equality Act 2010 and the school's Equality and Diversity Policy.
- > Treat all members of the school community with dignity and respect.
- > Challenge discriminatory language and behaviour.

13. Secondary Employment

- > Inform the Headteacher of any secondary employment that might:
 - Create a conflict of interest,
 - Overlap with school duties, or
 - Damage public confidence in the school.
- > Do not use school resources or time for outside work.
- > You must not earn money during your contracted school hours, for example by running private, paid-for clubs, tuition, or services for pupils or parents. Any extracurricular clubs or activities run on school premises during working hours must be part of your contracted duties or formally agreed with the Headteacher.

14. Hospitality, Gifts and Sponsorship

- > Do not accept gifts or hospitality that could compromise, or be seen to compromise, your professional judgement.
- > Small tokens from pupils or parents are acceptable but must be reasonable in value.
- > All offers of gifts or hospitality (accepted or declined) must be reported to the Headteacher and recorded in the hospitality register.
- > Decline preferential rates or discounts unless approved by the Headteacher/Chair of Governors.
- > Any sponsorship arrangements must be agreed by the Governing Body.

15. Corruption and Bribery

- > It is a criminal offence to corruptly receive or give any gift, loan, fee, reward or advantage in your official capacity.
- > Staff must not solicit or accept bribes, nor offer bribes, in connection with school business.

16. Contact with the Media

- > Refer all media enquiries to the Headteacher or Chair of Governors.

- > Do not speak, write or publish about the school without prior authorisation.

17. Conduct Outside Work

- > Avoid conduct outside school that damages the school's reputation or raises questions about your suitability to work with children.
- > Report any criminal investigation, charge or conviction to the Headteacher immediately.

18. Alcohol and Substance Use

- > Staff must not attend work under the influence of alcohol, illegal substances or misused medication.
- > Possession or use of illegal substances at work will be treated as gross misconduct.

19. Stewardship of Resources

- > Use school property, funds and equipment responsibly and only for authorised purposes.
- > Avoid waste and seek value for money.
- > Intellectual property developed in the course of your employment belongs to the school.

20. Compliance

- > All staff must read, understand and comply with this Code and the Dudley Council Employee Conduct & Behaviour Policy.
- > Failure to do so may result in disciplinary action.
- > All staff will be asked to sign to confirm they have read and understood both documents.

Appendix A: Related Policies

- > Dudley Council Employee Conduct & Behaviour Policy (April 2025)
- > Safeguarding and Child Protection Policy and KCSIE
- > Whistleblowing Policy
- > Acceptable Use of IT and Social Media Policy
- > Equality and Diversity Policy
- > Positive Handling Policy
- > Staff Disciplinary Policy
- > Staff Attendance Policy