



## Staff and Governor Code of Conduct

### Magdalen Gates Primary School

Formally adopted by the Governing Board of:-	Magdalen Gates Primary School
Co-Chairs of Governors:-	Paul Guille and Orla Kennely
Approved by:-	Paul Guille, Jane Merrett and Jessica Bannister
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## 1. Purpose, Scope and Principles

This Code of Conduct sets and maintains the standards of behaviour and professionalism expected of all staff at Magdalen Gates Primary School. It ensures our school remains a safe, positive and respectful environment where every child and member of staff can thrive.

Our work is guided by the shared vision:

**“Working together to give every child the best.”**

All staff are role models for pupils and one another. We are expected to demonstrate integrity, respect and high professional standards that reflect our values of inclusion, kindness, collaboration and ambition.

Staff act in accordance with the Teachers’ Standards (Part 2: Personal and Professional Conduct) where applicable, and all staff, governors and volunteers are expected to uphold equivalent standards of professionalism, integrity and behaviour. They also adhere to the *Seven Principles of Public Life* – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

We are a caring and inclusive school with children who have a wide range of needs. Staff are expected to be adaptable, calm and solution-focused, working collaboratively to ensure every child feels safe, valued and supported.

This Code applies to all employees, governors, volunteers and contractors working with or on behalf of the school. Failure to adhere to this Code may result in disciplinary action in line with the school’s Staff Disciplinary Procedures.

## 2. Legislation and Guidance

This policy is based on:

- *School Staffing (England) Regulations 2009*
- *Keeping Children Safe in Education (KCSIE 2024)*
- *Teachers’ Standards (2021)*
- *Bribery Act 2010*
- *Data Protection Act 2018 and UK GDPR*

It should be read alongside the school’s *Safeguarding and Child Protection Policy*, *Whistle-blowing Policy* and *Acceptable Use Policy (AUP)*.

## 3. General Obligations

All staff at Magdalen Gates Primary School are expected to:

- Maintain high standards of attendance, punctuality and conduct
- Treat pupils, families and colleagues with dignity, respect and fairness
- Demonstrate tolerance and respect for the rights and beliefs of others
- Uphold fundamental British values
- Avoid using inappropriate or offensive language or gestures
- Maintain appropriate professional boundaries
- Follow all statutory frameworks and school policies relevant to their role
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All staff are expected to uphold the *Teachers' Standards (Part 2)* and the *Seven Principles of Public Life* listed above.

Staff are expected to contribute to a professional, respectful and positive working atmosphere. Conversations about pupils, families or colleagues should remain constructive and solution focused. Repeated negative or unconstructive discussion that affects morale, trust or professional relationships between colleagues will be addressed, as it is not in line with the professional conduct expected at Magdalen Gates.

### 3.1 Deployment and Flexibility

Staff deployment is based on the needs of the school and the children at a given time. The Senior Leadership Team (SLT) may redeploy staff within their role and contract to meet these needs. Staff are expected to approach deployment positively and professionally, demonstrating flexibility and teamwork in the best interests of pupils.

All roles in the school are equally valued, and working with all pupils across the school is part of our shared commitment.

## 4. Safeguarding

Staff have a duty to safeguard all children from harm, including physical, emotional and sexual abuse, neglect and exposure to extremist views.

All staff must:

- Familiarise themselves with the school's *Safeguarding and Child Protection Policy* and *Whistle-blowing Procedure*
- Report any safeguarding concern immediately to the DSL or Deputy DSL
- Record concerns accurately and promptly on CPOMS
- Understand that they may also make a direct referral to CADS if necessary

### 4.1 Allegations Meeting the Harm Threshold

Any allegation that a member of staff may have harmed a child, committed an offence or behaved in a way that indicates risk will be handled in line with *KCSIE Part 4*.

The Headteacher acts as case manager; if the allegation concerns the Headteacher, the Co-Chairs of Governors will do so. The LADO will be informed without delay.

### 4.2 Low-Level Concerns

All staff must report low-level concerns (behaviours inconsistent with this Code but below the harm threshold). Self-referral is encouraged. Reports will be handled proportionately, recorded securely and used to strengthen our open, transparent safeguarding culture.

### 4.3 Whistle-Blowing

Staff should report any wrongdoing that may put pupils or colleagues at risk, breach legal obligations or cover up unsafe practice. Concerns should be raised with the Headteacher, or with the appropriate co-Chair of Governors if they relate to the Headteacher. Whistle-blowers will be supported and protected when raising genuine concerns.

## 5. Sexual Harassment

Magdalen Gates Primary School does not tolerate sexual harassment in any form. Sexual harassment includes unwanted conduct of a sexual nature that creates an intimidating, hostile or offensive environment. This may involve verbal comments, gestures or online communication.

Staff must challenge or report sexual harassment they witness or experience. Reports will be handled sensitively, confidentially and in line with school procedures.

## 6. Staff–Pupil Relationships

Staff must maintain clear professional boundaries with pupils at all times.

One-to-one work must take place in an area where others can see or access the interaction. If this is not possible for specific reasons (for example, the needs of the child or the activity), staff must ensure a colleague is aware of the location and purpose, and that visibility and accountability are maintained at all times.

Staff should avoid contact with pupils outside school hours unless it is authorised and work-related. Personal contact details, including social-media connections, must not be exchanged with pupils. Staff must not give personal gifts to individual pupils. Whole-class or end-of-term tokens may be agreed in advance with SLT and recorded.

If a staff member is concerned that a relationship or situation could be misinterpreted, they must report this immediately to the Headteacher or DSL.

## 7. Communication and Social Media

Staff must exercise professionalism and caution in all forms of communication, including social media, email and messaging.

- Ensure online profiles are appropriate and privacy settings are secure.
- Do not accept or seek online contact with pupils.
- Do not use social media or private messaging to communicate with parents or carers about school matters.
- We recognise that some staff and governors are also parents or have friendships within the school community. In these cases, professional boundaries must be maintained at all times.
- Staff and governors must not discuss or comment on school matters, staff, pupils or decisions in community or social-media groups (including WhatsApp, Facebook or similar). Doing so may compromise confidentiality or the reputation of the school.
- Any concerns about the school or individuals should always be raised through the appropriate school channels, not via informal or online groups.
- Personal relationships must never influence professional judgement, confidentiality or conduct within school.
- No images of pupils may be posted online without consent and adherence to school policy.
- Staff must not speak to the media about school or Local Authority business without prior approval from the Headteacher or Co-Chairs; media enquiries must be referred to the LA Press Office.

## 8. Acceptable Use of Technology

- Staff must not use school or personal technology to access illegal, inappropriate or offensive material.
- Personal mobile phones must not be used or kept on your person during lessons or in any area where children are present.
- Smartwatches may be worn for timekeeping or fitness only, with all notifications, calls and messaging functions switched off during the school day.
- In exceptional circumstances (e.g. a personal emergency, medical need or safeguarding duty), the Headteacher may authorise a staff member to keep a phone accessible. This must be agreed in advance.
- Phones or personal devices may only be used during designated breaks when children are not present. They must not be used during staff meetings, training or other professional sessions, unless authorised by the meeting lead.
- Staff must never take photographs, videos or recordings of pupils on personal devices.
- All staff must read, sign and comply with the school's ICT Acceptable Use Policy.

## 9. Confidentiality

Staff may access confidential information about pupils, families or colleagues. This must only be shared when required by law, professional duty or to protect a child's safety. Such information must never be used to embarrass or disadvantage others.

### 9A. Working Safely

All staff must:

- Follow school and LA Health and Safety policies
- Wear appropriate clothing and footwear that supports safe movement and manual handling
- Report accidents or near misses promptly
- Disclose any medication that may impact ability to work safely
- Maintain high hygiene standards
- Co-operate fully with safety training and procedures

## 10. Honesty and Integrity

Staff must maintain high standards of honesty and integrity in all aspects of their work.

- Staff will not accept bribes.
- Gifts or hospitality over £50 must be declared on the register.
- Token gifts from pupils or parents are acceptable.
- The Headteacher's declarations will be reported to the Co-Chairs of Governors.  
All information provided to the school must be accurate and kept up to date.

## 11. Dress Code

Staff are expected to maintain a professional appearance appropriate for working closely with young children. Clothing should be smart, comfortable and suitable for classroom and playground environments, as well as for physical activities.

Clothing should allow staff to move freely and safely while maintaining professionalism and dignity. Outfits that expose excessive skin (for example, very short skirts or shorts, low-cut or sheer tops or cropped items) are not appropriate in a primary-school environment.

As a general principle, jeans, denim and casual sportswear are not part of the usual dress code. However, staff may wear appropriate sportswear on PE days or when leading outdoor or physical activities. The Headteacher may also agree reasonable adjustments for staff working closely with pupils who have sensory or physical needs, where comfort and practicality are essential.

Footwear should be practical and secure. Trainers are acceptable and encouraged, given the active nature of the school day. Open-toe, backless or high-heeled shoes are not advised for health and safety reasons; staff choosing to wear them do so at their own risk, and the Headteacher may ask for a change if footwear is considered unsafe.

Jewellery, piercings and nails should be safe for working with children. Items that could cause injury or be caught during play or physical support should be removed or covered. The school cannot accept responsibility for injury or damage to personal items that occurs during school activities or approved behaviour-support interventions.

Staff are expected to exercise professional judgement to ensure their clothing, footwear and presentation are suitable for their role and duties.

## 12. Conduct Outside of Work

Staff must maintain the same high professional standards in their personal conduct as are expected within school. They must not engage in behaviour outside work that could bring the school or the profession into disrepute. This includes criminal offences, inappropriate social-media activity or any behaviour that undermines public trust and confidence.

Staff must inform the Headteacher or Co-Chairs of Governors if they are charged with, cautioned for or convicted of an offence that may affect their suitability to work with children.

## 13. Monitoring Arrangements

This policy will be reviewed annually by the Governing Body and updated if required by legislation or guidance. The Headteacher and Co-Chairs will ensure it is implemented consistently and effectively.

## 14. Links with Other Policies

This Code links with the following policies and procedures:

- Safeguarding and Child Protection
- Low-Level Concerns
- Whistle-blowing
- Staff Disciplinary and Grievance Procedures
- ICT and Acceptable Use Policy
- Online Safety
- Behaviour Policy
- Data Protection and Privacy
- Health and Safety