

Greenford School



STAFF CODE OF CONDUCT POLICY

Reviewed and Agreed: October 2026

Next Review Date: October 2027

Rationale

At Greenford School, our Christian vision, “Growing together, preparing for life,” shapes the way we learn, work and live together. We believe that every member of our school community is valued and that adults have a particular responsibility to model the values, attitudes and behaviours we seek to develop in our children.

“Whatever you do, work at it with all your heart.” (Colossians 3:23)

For us, this means approaching our work with care, integrity and commitment. Working with children is both a privilege and a position of trust. The way we speak, behave, present ourselves and carry out our responsibilities matters. Through our example, children learn what it means to show respect, take responsibility, build positive relationships and take pride in doing things well.

This Code of Conduct sets out the professional standards expected of all adults working at Greenford School. It is intended to be clear, practical and rooted in our shared values, helping us to create a safe, respectful and positive community in which children and adults can flourish.

Our professional expectations

Adults at Greenford are expected to:

- treat pupils, families, colleagues, visitors and members of the community with respect, courtesy and fairness;
- model the behaviour, language, manners and standards we expect from children;
- act professionally and maintain appropriate boundaries with pupils at all times;
- follow reasonable instructions and agreed school policies, procedures and routines;
- be punctual, reliable and ready to carry out their duties;
- work cooperatively with colleagues and contribute positively to the life of the school;
- raise concerns through the appropriate channels and communicate professionally when opinions differ;
- maintain confidentiality and share information only where there is a legitimate professional reason to do so;
- use school time, resources, information and property responsibly;
- act with honesty and integrity and declare any conflict of interest;
- avoid conduct, including outside work, which could seriously undermine their professional position, the safety of pupils or the reputation of the school;
- seek advice from the Headteacher or another appropriate senior leader when unsure about the appropriate course of action.

Professional relationships and boundaries

Adults working with children hold a position of trust. Relationships with pupils must remain professional, appropriate and centred on the child's education, welfare and safety.

- Staff must not develop relationships with pupils which could be interpreted as favouritism, inappropriate familiarity or a blurring of professional boundaries.
- Language, humour and interactions must be appropriate to the child's age, needs and circumstances.
- Staff should not share unnecessary personal information with pupils or encourage pupils to share secrets with them.
- Personal contact details and personal social-media accounts must not be used to communicate with pupils.
- Staff must use approved school systems when communicating with pupils or families for school purposes.
- Where a staff member has a personal, family, social or business relationship with a pupil's family which could affect, or appear to affect, their professional role, this should be declared to the Headteacher.

Professional appearance and dress

Staff are role models for pupils and represent Greenford School to families, visitors and the wider community. Staff are therefore expected to maintain a smart, professional and practical standard of dress appropriate to working in a primary school.

Clothing and footwear must allow staff to carry out their duties safely and comfortably, including working with children at floor level and supervising activities indoors and outdoors. During the normal school day:

- Denim clothing, including jeans, should not normally be worn.
- Shorts, skirts and dresses should be approximately knee length or longer.
- Clothing should provide appropriate coverage and should not be excessively tight, revealing or transparent.
- Open-toed footwear, including open-toed sandals, should not be worn. Footwear should be secure and appropriate for the duties being undertaken.
- Clothing must not display offensive, discriminatory, political or otherwise inappropriate slogans, images or wording.
- Sportswear, tracksuits and leggings should not normally be worn as everyday professional clothing. Appropriate sportswear may be worn when teaching PE or undertaking sporting activities.
- Hats and caps should not normally be worn indoors unless required for religious, cultural, medical or practical reasons.
- Staff are expected to maintain an appropriate standard of personal hygiene and presentation.

Different roles and activities will reasonably require different clothing. The Headteacher may agree reasonable variations where appropriate to a member of staff's role, a particular school activity, weather conditions, pregnancy, disability, religion or another individual need. Where a member of staff is unsure whether clothing is suitable for work, they should speak to the Headteacher.

Communication, confidentiality and relationships with families

Professional communication is an important part of maintaining trust. Staff should be courteous, factual and respectful in spoken, written and electronic communication, including when conversations are difficult.

- Information about pupils, families and colleagues must be treated confidentially and only shared with people who have a legitimate professional need to know.
- Staff should be mindful of where conversations take place and must not discuss confidential matters where they may be overheard.
- Concerns or disagreements about colleagues should be raised through appropriate professional channels rather than discussed with pupils, parents or people who do not need to know.
- School-approved communication systems should be used for school business. Staff should maintain professional boundaries when communicating with parents and carers.
- Staff must not post confidential information, photographs or comments about pupils, families, colleagues or school matters on personal social-media accounts.
- Staff should not make comments online which could reasonably undermine their professional position or bring the school into serious disrepute.
- Media enquiries or requests for an official school response should be referred to the Headteacher.

Personal conduct, interests and school resources

- Staff must not attend work under the influence of alcohol, illegal drugs or any substance which makes them unable to carry out their duties safely. Where prescribed medication may affect safe working, appropriate advice should be sought.
- Staff must not use information gained through their employment for personal gain or improperly pass such information to others.
- Any personal, financial or business interest which could conflict with school responsibilities must be declared to the Headteacher. A conflict involving the Headteacher should be declared to the Chair of Governors.
- Outside employment or private work must not interfere with a member of staff's duties or create an inappropriate conflict with their role at Greenford.
- School equipment, facilities, accounts and resources should be used responsibly and primarily for school business. Any significant personal use requires permission.

Key policies and guidance for day-to-day practice

This Code should be read alongside the school's other policies and procedures. It does not reproduce their detailed requirements. All staff are responsible for knowing and following the documents relevant to their role. In particular, the following have a direct bearing on everyday professional practice:

- Child Protection and Safeguarding Policy and the school's procedures for allegations and low-level concerns;

- Keeping Children Safe in Education, including the sections staff are required to read;
- Guidance for Safer Working Practice for those working with children and young people in education settings;
- Relationship and Well-Being / Behaviour Policy and arrangements for the use of reasonable force;
- Online Safety / Acceptable Use arrangements, including expectations for personal mobile phones, smart devices, photography and recording;
- Staff Attendance and Absence Policy and Staff Attendance Management Procedure;
- Health and Safety Policy;
- Data Protection and confidentiality arrangements; and
- Whistleblowing Policy.

Staff must also follow any additional policy, risk assessment, procedure or reasonable instruction which applies to their particular role or activity.

If something goes wrong or you are unsure

No Code can cover every situation. Staff will sometimes encounter circumstances which require professional judgement.

- If you are unsure whether an action is appropriate, seek advice from the Headteacher or another appropriate senior leader before acting wherever possible.
- If something happens which could be misunderstood, places you in an unusual situation with a pupil, or may have fallen outside normal professional expectations, report it promptly rather than attempting to manage the situation yourself.
- Safeguarding concerns about a child must be reported immediately in accordance with the Child Protection and Safeguarding Policy.
- Concerns about the conduct of another adult, including low-level concerns, must be reported through the school's safeguarding procedures. Concerns about the Headteacher must be reported to the Chair of Governors.
- Staff who believe there is poor or unsafe practice and do not feel able to raise it through normal routes should use the school's Whistleblowing Policy.

Breaches of this Code

A failure to meet the standards set out in this Code may be addressed through appropriate management action and, where warranted, the school's disciplinary procedures. Serious concerns may also need to be referred to external agencies or professional bodies in accordance with statutory requirements.

The school will consider the circumstances of each situation fairly and proportionately. Nothing in this Code removes an employee's statutory rights or replaces the procedures contained within relevant employment and safeguarding policies.

Staff declaration

Staff will be asked annually to confirm that they have read, understood and will follow this Code of Conduct and the key policies and guidance relevant to their role.

Name: *(please print)*:

Signature: Date:

Please return this slip to your Headteacher as soon as possible

Signed.....

Signed.....

Date.....

Date.....

Chair of Governors

Headteacher