



# **DURANTS SCHOOL – POLICY DOCUMENT**

## **Staff Code of Conduct**

**January 2026**

*Reviewed & updated: January 2026 (Rachel Carli)*

*Next review date: January 2029*

## **DURANTS SCHOOL – Staff Code of Conduct**

### **Introduction**

All employees have personal and legal responsibilities, including; treating others with dignity and respect; acting honestly, using public funds and school equipment appropriately, adhering to health and safety guidelines and practising equal opportunities at all times. These expectations are set out below and should be fully observed.

This document is not a prescriptive guide to what staff should and should not do. It highlights the principal areas where staff need to be aware of their responsibilities when working in the school or other setting and is a framework for behaviour. Employees should ensure they are familiar with the specific policies that underpin these behaviours through reference to the documents highlighted in the “Required Reading” throughout the Code. If these documents are not supplied at induction, the candidate should ask for copies.

### **Professional behaviour and conduct**

#### **Treating other people with dignity and respect**

All staff are expected to treat other colleagues, pupils and external contacts, such as parents/carers with dignity and respect.

Staff are required to comply with the equality policies / single equality scheme in respect of colleagues, students and other contacts such as parents. Unacceptable behaviour such as discrimination, bullying, harassment or intimidation will not be tolerated. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, pupils and parents.

#### **Appropriate relationships with children**

You are expected to act in an open and transparent way that would not lead any reasonable person to suspect their actions or intent. Staff are in a position of trust and have a duty to protect young people from discrimination and harm and to maintain appropriate professional boundaries. It is equally important for staff to avoid behaviour that might be misinterpreted by others in order to protect both young people and themselves. You are required to read and understand policies on child protection and undertake training on offer.

You will be offered Approach Training as soon as possible after beginning your employment and until such time as this training is complete, you should not, under any circumstances take part in any physical interventions.

#### **Professional behaviour**

You must not misuse or misrepresent their position, qualifications or experience or bring the reputation of Durants School into disrepute. Such behaviour may lead to disciplinary action and where relevant, referral to the General Teaching Council.

#### **Criminal actions**

You must inform the headteacher immediately if you are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution. The head will discuss this with the employee in the context of their role and responsibilities in order to help safeguard children and other staff.

#### **Required Reading:**

- Durants School Safeguarding policy and procedure /Child Protection
- (teachers only) GTC Code of Conduct and Practice for Registered Teachers – available at [www.gtce.org.uk](http://www.gtce.org.uk)
- Guidance for Safe Working Practice for the People Working in Education Settings DCSF May 2009

## **DURANTS SCHOOL – Staff Code of Conduct**

- Additional guidance/policies provided by the school, in particular Behaviour Policy and positive handling.

### **Probity of records and other documents**

The deliberate falsification of documents is not acceptable. Where a candidate falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

Where a candidate who has claimed any benefit, including housing benefit, either directly or indirectly must disclose their full earnings

### **Health and Safety**

You must ensure that you take every action to keep yourself and everyone in the school environment safe and well.

This includes taking immediate safety action in a potentially harmful situation (either at school or off-site) by complying with statutory and school guidelines.

#### **Required reading:**

- Durants School health and safety Policy

### **Use of alcohol and illegal drugs**

The taking of illegal drugs during working hours is unacceptable and will not be tolerated. All employees are expected to attend work without being under the influence of alcohol or illegal drugs and without their performance being adversely impacted by the consumption of alcohol or illegal drugs.

If alcohol or drug usage impacts on an employee's working life, Durants School has the right to discuss the matter with you and take appropriate action, having considered factors such as reputation and public confidence.

### **Personal Mobile phones**

· Employees are not permitted to make/receive calls/texts during work time. (excluding break times/lunch times)

· Staff should ensure that mobile phones are turned off or on silent at all times while on school premises. They should be kept in secured place (e.g. cupboard, filing cabinet, locker) and not be left on display.

· In the event that an employee has a particular reason, for a specified period of time they may request via the Head Teacher that they leave their phone on during working hours.

· Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images.

· Mobile phones should not be used in a space where children are present (e.g. classroom, playground).

## **DURANTS SCHOOL – Staff Code of Conduct**

· Staff may take their mobile phones on out and about sessions as long as their number is correctly recorded on the class risk assessment. This is for emergency purposes only and are not permitted to use them for personal calls, take photographs or any recordings.

### **Use of communication systems whilst employed in a school setting**

The school has the right to monitor emails, phone-calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

You should be aware that the school has a right to access employees' personal email and computer files if required for investigation of misuse.

It is recommended that you do not use school systems (phone, email, and computers) for personal use. Inappropriate usage, which includes excessive or regular use may result in disciplinary action for the you and in serious cases could lead to an criminal proceedings.

Inappropriate use of email and internet systems also includes viewing, publication or circulation of illegal or offensive material, viewing, publication or circulation of junk mail, including chain letters, jokes or large attachments, gambling, gaming; these will be treated as disciplinary matter

### **Confidentiality**

All members of staff come into contact with a significant volume of data from time to time and information in relation to pupils, parents and other professionals. There is an obligation to read and observe the requirements of the Data Protection Act 1998.

### **Managing data**

Under the Data Protection Act, candidates are required to collect, maintain and dispose of sensitive or personal data in a responsible manner.

### **Disclosing data**

Staff should not disclose sensitive information about their students etc. authority to other parties, for example, parents, colleagues or internet bloggs.

There are circumstances in which staff are obliged to release pupil data, for example, parents seeking information about pupil progress or other staff.

### **.Access to data**

Everyone has the right to request access to data that is held about them and such requests should be made to the Headteacher who will address the request in conjunction with the Local Authority's Data Protection Officer.

#### **Required Reading:**

- Data Protection Guide [www.ico.gov.uk](http://www.ico.gov.uk)