



Code of Conduct Policy

Beam County Primary School

Approved by:

Date:

Last reviewed on: September 2025,

Next review due September 2026
by:

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1. Aims, Scope and Principles

This Policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this Policy, we aim to ensure our School is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the Teachers' Standards and Teachers are required to comply with them, in particular Part 2 Personal and Professional Standards.

All members of our staff team make a valuable contribution to the life of our School through their hard work, commitment and flexible approaches; they always put pupil's needs first.

We expect that all Teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all Support Staff, Governors and Volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

To reinforce the School's commitment to equality, diversity, and inclusion, and to ensure staff are proactive in maintaining a respectful environment. Staff should also promote inclusivity and actively challenge discriminatory behaviour or language in the school environment.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

2. Professional behaviour and conduct

Staff are expected to demonstrate consistently high standards of personal and professional conduct such that public confidence in their integrity is sustained.

Staff will:

- Have proper and professional regard for the ethos, policies and practices of the school.
- Maintain high standards in their attendance and punctuality.
- Take care of themselves and others affected by their activity at school.
- Cooperate with school leaders in meeting their duties under the relevant regulations.
- Treat pupils, parents, colleagues and external contacts with dignity and respect.
- Observe proper boundaries appropriate to their professional position, showing tolerance of and respect for the rights of others.
- Inform the headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.
- Be aware that professional behaviour and conduct is expected to be extended to extracurricular trips and visits.
- Act appropriately in terms of the views they express – in particular, political views – and the use of school resources at all times.
- Adhere to the Teachers' Standards
- Staff must complete annual safeguarding training and regularly refresh their knowledge to stay up-to-date with current procedures and legislation.

Staff will not:

- Use foul or abusive language.
- Perpetrate discrimination, bullying, harassment, or intimidation, including physical, sexual and verbal abuse.
- Misuse or misrepresent their position, qualifications, or experience.
- Seek to bring the school into disrepute.
- Undermine fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

3. Safeguarding

In accordance with 'Keeping children safe in education 2025' (KCSIE), staff have a responsibility to safeguard pupils by:

- Providing help and support to meet the needs of pupils as soon as problems emerge.
- Protecting pupils from maltreatment, whether that is within or outside the home, including online.
- Preventing the impairment of pupils' mental and physical health or development.
- Ensuring that pupils grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all pupils to have the best outcomes.

To effectively safeguard pupils, staff are required to follow the procedures outlined in this Staff Code of Conduct, the Behaviour Policy, the Child Protection and Safeguarding Policy, and the Children Missing from Education Policy.

All staff must ensure that they do not act in a way that may put pupils at risk of harm, or lead others to question their actions. Staff should also be aware of the role of the DSL and when to contact them. Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Staff will familiarise themselves with our Safeguarding Policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

In accordance with the school's Behaviour Policy and Child Protection and Safeguarding Policy, staff will be prepared to identify pupils who may be subject to, or at risk of, various types of abuse, neglect and exploitation including, but not limited to, the following:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child-on-child abuse
- Child criminal exploitation (CCE)
- Child sexual exploitation (CSE)
- Domestic abuse
- FGM
- Serious violence

Staff will also be expected to understand that mental health problems can, in some cases, be an indicator that a pupil has suffered or is at risk of suffering abuse, neglect or exploitation.

Copies of policies and a copy of Part one (or, where appropriate Annex A for staff not working directly with children) of KCSIE will be provided to staff at induction. Staff will have a clear understanding of the school's policies and procedures with regards to safeguarding issues, e.g. abuse, and the important role they play in preventing harm against pupils.

In accordance with the school's Child Protection and Safeguarding Policy, staff will also be aware of the factors that could increase a pupil's risk of being subject to safeguarding issues, including but not limited to:

- Pupils who need a social worker (Child in Need and Child Protection Plans).
- Children absent from education, particularly if on repeat occasions and/or long periods of time.
- Elective Home Education (EHE).
- Pupils requiring mental health support.
- LAC, PLAC and care leavers.
- Pupils with SEND or health issues.
- Pupils who identify as or are perceived to be LBGQTQ+.

If a member of staff has any concerns about a pupil's welfare, they will act on them immediately. They will follow the necessary reporting and referral procedures outlined in the Child Protection and Safeguarding Policy and speak to the DSLs for their phase group. Staff will be aware of the procedures to follow if a pupil tells them they are experiencing abuse, exploitation, or neglect.

In all cases, if a member of staff feels unsure as to whether an incident or pupil would be classed as a safeguarding concern, they will speak directly to their DSL. Staff will not assume a colleague will take action and share information that might be critical in keeping children safe.

Staff will recognise, acknowledge, and understand that even if there are no reports of child-on-child abuse in the school, this does not mean it is not happening. Staff will understand the scale of harassment and abuse and challenge inappropriate behaviours between peers that are abusive in nature and report any concerns regarding any form of abuse to the DSL without undue delay.

Any member of staff who has concerns about another staff member's actions or intent, or believes these actions may lead to a pupil being put at risk of harm, will report this in line with the Allegations of Abuse Against Staff Policy or Whistleblowing Policy immediately, so appropriate action can be taken. This includes whether the staff member in question is a volunteer, supply staff, or an individual using school premises to host extracurricular activities.

If the concern is regarding the headteacher, staff will report this to the chair of the governing board.

If a member of staff feels unable to raise an issue with the school, they will use other whistleblowing channels, including contacting the NSPCC's helpline on 0800 028 0285 (between the hours of 8:00am and 8:00pm Monday to Friday) or email address help@nspcc.org.uk. Staff can also access guidance at www.gov.uk/whistleblowing. Fear about sharing information must not prevent the need to safeguard and promote the welfare of pupils.

Staff will undergo safeguarding and child protection training at induction. This will include training on online safety, particularly regarding the understanding of roles and responsibilities related to filtering and monitoring, in line with the [relevant filtering and monitoring standards](#). This training will be updated at least annually to ensure that staff members continue to receive relevant skills and knowledge to safeguard children effectively and to ensure compliance with

Statutory Safeguarding responsibilities and promote Continuous Professional Development.

Staff will recognise that, when teaching pupils about safeguarding and online safety, a one-size-fits-all approach may not be appropriate for every pupil, and a more personalised or contextualised approach may be needed for pupils who are vulnerable, victims of abuse and/or have SEND.

Staff will be aware of their local early help process and understand their role in it.

Staff will reassure victims that they are being taken seriously and that they will be supported and kept safe by the school. They will never give the impression that pupils are creating a problem by reporting abuse, sexual violence or sexual harassment, nor should a pupil ever be made to feel ashamed for reporting an incident.

Staff will know how to manage the requirement to maintain an appropriate level of confidentiality, involving those who need to be involved, but will never promise a child that they will not tell anyone about a report of any form of abuse, as this may ultimately not be in the best interests of the child.

Staff should maintain professional boundaries at all times and avoid favoritism or any behavior that could be perceived as preferential treatment.

Our Safeguarding Policy and procedures are available in the Staff Room and from the School Office. New staff will also be given an induction and copies on arrival.

Staff/Pupil Relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If Staff Members and Pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A Colleague or Line Manager knows this is taking place

Staff should avoid contact with pupils outside of School Hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes Social Media Profiles.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their Line Manager or the Headteacher.

Staff Members are expected to treat other Colleagues, Pupils, Parents, and external contacts with dignity and respect.

Staff must refrain from posting any content that could be interpreted as discriminatory, offensive, or inappropriate, even on personal accounts.

Discrimination, Bullying, Harassment or Intimidation, including physical and verbal abuse, will not be tolerated at the School.

Staff members must not misuse or misrepresent their position, qualifications or experience or bring the School into disrepute.

4. Maintaining professional relationships with pupils

To protect both pupils and staff from perceptions of bias or impropriety, and to uphold fairness. Staff should maintain professional boundaries at all times and avoid favouritism or any behaviour that could be perceived as preferential treatment.

The school expects that staff will:

- Maintain professional boundaries and relationships with pupils at all times, and will consider whether their actions are warranted, proportionate, safe and necessary.
- Act in an open and transparent way that would not lead to others questioning their actions.
- Ensure that they do not establish social contact with pupils for the purpose of securing a friendship, or to pursue or strengthen a relationship.
- Ensure that they do not develop personal or sexual relationships with pupils: this includes sexual remarks and discussing their own sexual relationships with, or in the presence of, pupils.
- Only contact pupils via the school's established mechanisms: personal phone numbers, email addresses or social media platforms will not be used to contact pupils.

Staff are aware that they must not:

- Discuss personal information with pupils, such as concerning their lifestyle or marital status, unless it is directly relevant to the topic being taught.
- Correspond in a personal nature through any medium with pupils, e.g. phone calls or text messages, unless it is within the staff member's role and via an approved communication method, e.g. school emails.
- Adopt an ongoing support role beyond the scope of their position.
- Use personal equipment for approved activities, such as a personal camera, unless approved in writing by the SLT, and will not photograph, audio record or film pupils without authorisation from the SLT and consent from the pupil's parent.
- Save images, videos or audio recordings of pupils on personal devices, unless authorised by the SLT or parents.
- Upload images, videos or audio recordings of pupils to any location without consent from parents and the SLT.
- Discuss or share information regarding other pupils or members of staff; staff should be aware of their surroundings when speaking to others, as their conversations may be overheard.
- Ignore instances of sexual harassment and inappropriate behaviour amongst pupils.
- Invite or allow pupils to visit their home.
- Allow pupils to access staff members' personal devices.
- Attend pupils' homes or their social gatherings, unless approved by the SLT.
- Be alone with a pupil outside of teaching responsibilities, unless approved by the SLT.
- Enter changing rooms or toilets occupied by pupils, when supervision is not required or appropriate, use toilet facilities allocated to pupils, or undress in facilities intended for use by pupils.
- Not transport a pupil unless in line with the Driving at Work Policy.
- Carry out one-to-one tutoring, mentoring or coaching of pupils, unless approved by the headteacher or SLT.
- Give personal gifts or special favours, or disproportionately single specific pupils out for special duties or responsibilities.
- Offer overnight, weekend or holiday care as a respite to parents without the approval

of the headteacher.

Under the Sexual Offences Act 2003, it is an offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect to that child, even if the relationship is consensual.

Where inappropriate contact is made with pupils, this will be raised with the headteacher, and handled in line with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct.

If a pupil is consistently attempting to befriend or contact a member of staff on social media, the member of staff will inform the headteacher as soon as possible.

To safeguard the School's reputation and ensure staff uphold professional standards online. Staff must refrain from posting any content that could be interpreted as discriminatory, offensive, or inappropriate, even on personal accounts. Staff are strongly discouraged from forming personal relationships with former pupils, including on social media, as well as with the parents of any pupils on social media.

In the event of the school becoming aware of a close relationship between a member of staff and a former pupil which may raise concerns about their suitability to work with children, the headteacher will contact the LA designated officer (LADO) for advice and guidance.

Any inappropriate contact made with former pupils will be handled in line with the Child Protection and Safeguarding Policy and Staff Code of Conduct.

5. Transporting pupils

Staff are aware that the safety and welfare of pupils is the responsibility of the school until pupils are with their parents. The school is committed to taking all possible safety measures to ensure the safety of pupils.

When it is necessary to transport pupils off-site, staff will gain consent from parents before transporting pupils and adhere to the appropriate school policies and risk assessments, such as the Driving at Work Policy and the Safer Working Practices Policy.

Staff will ensure that they:

- Hold a full valid driving licence for the category of vehicle being driven and providing their licence details to the headteacher where required.
 - Drive in accordance with the laws of the road and Highway Code.
 - Check before each journey that the vehicle is roadworthy, e.g. tyres are properly inflated and meet legal requirements.
 - Ensure that they are fit to drive; where their fitness to drive may be impaired, e.g. due to a medical condition or taking medication, they inform their line manager as soon as possible and notify the DVLA where required.
 - Notify the headteacher where there is any change in their circumstance in relation to driving at work, e.g. if they acquire penalty points on their licence for motoring offences outside of work.
 - Staff will only use their own vehicle to transport pupils when there is no practical or reasonable alternative, and the headteacher and parents have agreed upon this in advance of the journey. Only staff members with the appropriate level of DBS check will be permitted to transport pupils.
- When using their own vehicle to transport pupils, staff will ensure that their driving insurance is valid for business purposes, including coverage for persons travelling as business passengers.

Two or more staff will be present in the vehicle to avoid any discrepancy regarding safeguarding concerns.

Staff will not offer pupils transport outside of their normal working duties, other than in an emergency or if a pupil is at risk. These circumstances will be recorded and reported to the headteacher and the pupil's parents.

6. Communication and Social Media

Staff will be aware that their conduct on social media can have an impact on their role and reputation within the school.

Staff will remain mindful of their use of social media and their web-based presence including written content, videos or photographs, and views expressed directly or indirectly which may bring themselves, the school, or the school community into disrepute.

Staff are required to employ the highest security settings on any personal profiles they may have.

Staff will not engage in inappropriate use of social networking sites including contacting current pupils or their family members, accepting or inviting friend requests from pupils or their family members, or following pupils or their family members on social media. The school understands that some staff are also parents of pupils at the school and, therefore, may wish to contact other parents. When doing so, staff will exercise their professional judgement and will not contact family members on social media if this would lead to a conflict of interest.

School Staff's Social Media Profiles should not be available to pupils. If they have a personal profile on Social Media Sites, they should avoid using their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.

Staff should not attempt to contact pupils or their Parents via Social Media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff should be aware of the School's E-Safety Policy and Social Media Policy.

7. Acceptable Use of Technology

Staff are aware of the benefits and challenges associated with using technology in school. When using technology staff will always adhere to the various procedures, freedoms and limitations outlined in the relevant school policies, which include but are not limited to:

- Online Safety Policy
- Staff ICT and Electronic Devices Policy
- Social Media Policy

All staff will maintain a professional level of conduct in their personal use of technology, and read, sign, and adhere to the school's Technology Acceptable Use Agreement.

Staff will be aware of how the use of technology can impact safeguarding and wellbeing issues, e.g. online abuse.

Staff will be vigilant to ensure their own behaviour is respectful and that pupils are using

technology appropriately while under their care.

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff are encouraged to uphold the School's values in their personal conduct and to be mindful of their public behaviour, especially in online spaces.

Staff will not use personal mobile phones, laptops, or School equipment for personal use during school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the School IT System. This Policy is to be read in conjunction with the Social Media Policy.

8. Sexual harassment

Sexual harassment is any unwanted physical, verbal or non-verbal conduct of a sexual nature that has a purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It also includes treating someone less favourably because they've submitted or refused to submit to unwanted conduct of a sexual nature in the past, or harassment related to sex or gender reassignment. When this behaviour is unwanted, it includes (but isn't limited to):

- Unwanted physical conduct or 'horseplay' including touching, pinching, pushing and grabbing
- Continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome
- Sending or displaying material that is pornographic, or that some people might find offensive
- Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless)
- Offensive emails, text messages or social media content
- Comments and jokes of a sexual nature
- Sexually suggestive looks and staring
- Sexual propositions and advances
- Promising things in return for sexual favours
- Physical contact such as massaging, hugging or kissing
- Sexual contact on social media

Staff will help create a positive environment that promotes the prevention of sexual harassment. This includes reporting any sexual harassment that they witness. All witnesses will be provided with appropriate support and will be protected from victimisation.

If a staff member is concerned at any point about incidents of sexual harassment (either directed at them or someone else), they should report their concern to the headteacher. If the concern is about the headteacher, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the Chair of Governors. The school will investigate any complaints in a timely, respectful and confidential manner.

All staff will receive training on recognising and responding to incidents of sexual harassment. The school will monitor the treatment and outcomes of any complaints of sexual harassment or victimisation received to make sure that they are appropriately investigated and resolved. The school will ensure that it takes reasonable steps to prevent sexual harassment in the school

environment, and undertake risk assessments and action plans to put preventative measures in place.

9. Confidentiality

In the course of their role, staff members are often privy to sensitive and confidential information about the school, its staff, pupils, and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority.
- Used to humiliate, embarrass or blackmail others.
- Used for a purpose other than what it was collected and intended for.

This does not overrule Staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

10. Honesty and Integrity

Staff should report any hazards or unsafe conditions immediately to the designated Health and Safety officer.

Staff should maintain an impeccable standard of honesty and integrity in all their professional relationships. This includes situations involving pupils, handling money, claiming expenses, and using school property and facilities.

Staff will not accept bribes.

Gifts that are worth more than £25.00 must be declared to the Headteacher.

Staff should ensure their attire is culturally sensitive and appropriate for a diverse School Community.

Staff will ensure that all information given to the School about their qualifications and professional experience is correct.

11. Health and Safety

To promote a proactive safety culture and ensure timely risk mitigation, staff should report any hazards or unsafe conditions immediately to the designated Health and Safety Officer via our online reporting system.

Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All staff must comply with the requirements of the School Health and Safety Policy and relevant legislation and regulations, and also ensure that pupils do likewise.

Staff will:

- Be familiar with, and adhere to, the school's Health and Safety Policy and ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- Comply with health and safety regulations, adhering to any rules, routines and procedures in place, and cooperate with school leaders and colleagues on matters relating to health and safety.

- Use the correct equipment and tools for the job and any protective clothing supplied.
- Inform the headteacher of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended).
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

12. Smoking, e-cigarettes, alcohol and other substances

Staff will not smoke or vape on, or within the vicinity of the school premises and nor in the sight of pupils, parents or visitors unless in a designated smoking area.

Staff will not smoke or vape whilst working with or supervising pupils off-site, such as when on educational visits and trips.

Staff will report for work and remain in a condition to perform their duties free from the effects of drugs, alcohol or any other substances that may hinder judgement and cause changes in behaviour; this does not include over-the-counter painkillers such as paracetamol.

Staff will adhere to the provisions outlined within the Staff Drug and Alcohol Policy.

13. Dress Code

The school expects that staff will:

- Ensure that their appearance is clean and neat when at work or representing the school.
- Dress in a manner that is appropriate to their role – the school will make reasonable adjustments to expectations to suit disabilities, medical conditions, and religious and cultural beliefs.
- Not wear clothing that could have implications for the health and safety of themselves, or others in their care.
- Remember that they are role models for pupils, and that their dress and appearance should reflect this.
- Not dress in a way that would cause embarrassment to pupils, parents, colleagues, or other stakeholders.

To reflect the School's inclusive values and respect for cultural diversity, staff should ensure their attire is culturally sensitive and appropriate for a diverse School Community. Staff should dress in a professional, appropriate manner. Outfits should not be overly revealing, or display any offensive or political slogans.

For the teaching of PE, staff will wear the Beam Polo Shirt (provided) and black or navy blue track suit bottoms or shorts. The expectation is that staff will model PE attire that our pupils are expected to wear.

14. Conduct Outside of Work

Staff will not act in a way that would bring the School or the Teaching Profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the School on social media.

Staff may undertake work outside of school, either paid or voluntary, provided that it does not conflict with the school's interests. This work must be outside their school working hours and must not negatively impact their work for the school.

Staff will not engage in outside work which could seriously damage the reputation and standing of the school, the employee's own reputation, or the reputation of other members of the school community. Staff will also not engage in outside work at a level which may contravene The Working Time Regulations 1998 or affect an individual's work performance. Staff committing offences that involve violence, possession or use of illegal drugs, or sexual misconduct is unacceptable, and will be dealt with in accordance with the school's Disciplinary Policy and Procedure.

Staff are encouraged to uphold the School's values in their personal conduct and to be mindful of their public behaviour, especially in online spaces.

Staff will not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. This is explored further in the Acceptable use of technology section of this policy.

15. Data protection and confidentiality

All staff will be aware of their responsibilities as laid out in the school's Data Protection Policy and in line with the core principles of the UK GDPR and the Data Protection Act 2018.

Staff members will not disclose sensitive information about the school, its employees, or the LA to other parties. The only exception to this is when the confidential information gives rise to concerns about the safety or welfare of a pupil.

Staff members have the right to request access to data that is held about them. Such requests will be made to the headteacher in writing in accordance with the school's Data Protection Policy and Records Management Policy.

Staff will ensure that:

- Confidential paper records are kept in a locked filing cabinet, drawer or safe, with restricted access, and will not be left unattended or in clear view anywhere with general access.
- Implement a 'clear desk policy' to avoid unauthorised access to physical records containing sensitive or personal information.
- Memory sticks are not used to hold personal information unless they are password-protected and fully encrypted.
- They will not use their personal laptops or computers for school purposes. All necessary members of staff are provided with their own secure login and password, and every computer regularly prompts users to change their password.
- When sending confidential information staff will always check that the recipient is correct before sending.
- They involve the DPO in all data protection matters closely and in a timely manner.

If staff and governors need to use their personal laptops for school purposes, particularly if they are working from home, they will ensure that confidentiality is maintained.

Before sharing data, all staff will ensure:

- They are allowed to share it.
- That adequate security is in place to protect it.
- Who will receive the data has been outlined in a privacy notice.

Where personal information that could be considered private or confidential is taken off the premises, either in electronic or paper format, staff will take extra care to follow the same procedures for security, e.g. keeping devices under lock and key. The person taking the information from the school premises accepts full responsibility for the security of the data.

When pupils and staff join the school, the staff member or pupil (or, where appropriate, pupil's parent) will be required to complete a consent form for personal data use. This consent form deals with the taking and use of photographs and videos, amongst other things. Where appropriate, third parties may also be required to complete a consent form.

The school holds the right to take the necessary disciplinary action against a staff member if they believe them to be in breach of the above security measures.

16. All Staff need to be aware of how to Record/Report Concerns (“whistleblowing”)

Where staff have any concerns about another member of staff, these should be reported immediately to the Headteacher. Where the concern is about the Headteacher, it should be reported directly to the Chair of Governors.

All concerns will be investigated thoroughly and confidentially, and appropriate action taken.

An employee who fails to bring a matter of concern to the attention of senior management and/or the relevant agencies is likely to be subject to disciplinary action.

17. All Staff should take care of their Physical and Mental Wellbeing

All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases.

18. Professional Conduct and Constructive Engagement with Leadership and Governance

Staff are expected to maintain professional standards when discussing or referring to the School's Leadership and Governance. Disparaging, divisive, or coercive comments aimed at the Headteacher, Senior Leadership Team, or Governors will be regarded as unprofessional and could harm the School Community.

19. Conclusion

Staff must complete annual safeguarding training and refresh their knowledge regularly to stay updated with current procedures and legislation.

All staff are expected to demonstrate consistently high standards of personal and professional conduct. By adhering to this code of conduct staff can be assured they are playing their part in safeguarding pupils and protecting themselves. We expect all staff to sign a copy of this code of conduct.

20. Monitoring Arrangements

This Policy will be reviewed annually, but may be revised as needed. The full Governing Board will ratify it.

21. Links with other Policies

This policy links with our policies on:

- Staff Disciplinary Policy, which will be used if staff breach this Code of Conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff Grievance Policy
- Safeguarding
- Online Safety
- Whistleblowing

22. User Signature

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the School's most recent Code of Conduct Policy (normally an annual revisit).

I agree to abide by the School's most recent Code of Conduct Policy.

Signature:		Date:	
Full Name(Print):			
Job title:			
School:	Beam County Primary School		