



Trimley St Mary Primary School

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Date: September 2026

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Date: September 2026

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Model Code of Conduct Policy

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1. Purpose

The overriding expectation is that employees, volunteers, and those engaged to work in the school will adopt the highest standards of personal integrity and conduct both in and outside work. As role models they must behave, through their words and actions, at all times in a manner which demonstrates their suitability to work with children, and which upholds the standards and reputation of the school.

This code of conduct provides an overall framework of the behaviours expected of individuals who work in the school.

The code is not intended to be exhaustive, and individuals should use professional, ethical, and moral judgements to act in the best interests of the school, its pupils, and its community.

This code should be read in conjunction with:

- Other school policies and procedures
- The terms of any employment or service contracts and agreements
- Relevant professional standards

2. Aims, Scope and Principles

This policy applies to all individuals employed by a Suffolk County Council school or those engaged by the school including:

- Relief/casual staff
- Supply staff
- Third parties providing services to the school (including self-employed)
- Voluntary workers

The school aims to:

- Set and maintain standards of conduct that we expect all staff to follow.
- Ensure Trimley St Mary is an environment where everyone is safe, happy, and treated with respect.

The school principles are:

- The welfare of the child is paramount.
- Staff should understand their responsibilities to safeguard and promote the welfare of pupils.
- All teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.
- School staff have an influential position in the school and will act as role models for pupils by consistently demonstrating the highest standards of behaviour, ethics, and values.
- All support staff, governors, and volunteers to act with personal and professional integrity, respecting the safety and wellbeing of others.

- Employees have a responsibility to maintain good conduct and uphold the reputation of the school, inside and outside of working hours.
- Staff are responsible for their own actions and behaviours and should avoid any conduct which could lead to anyone questioning their motivation and intentions, including harassment and sexual harassment, in the workplace and by third parties.
- If an individual has acted in a way which could bring the school into disrepute they should inform their line manager promptly.

Failure to follow the Code of Conduct, could result in formal action being taken, as set out in the schools Disciplinary Policy.

Trimley St Mary Code of Conduct will be shared with all individuals as part of their induction programme. All individuals are expected to revisit the Code of Conduct annually including Child Protection, Safeguarding and Health & Safety Policies. Individuals are required to sign and confirm they have read and agreed to follow these policies, which supports safeguarding children and young people.

3. Legislation and Guidance

The school are required to set out a Staff Code of Conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#), and also in line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media and safeguarding practices.

Many of the principles in the Code of Conduct are based on the [Teachers' Standards](#). Part 2 of the Teachers' Standards can be found in Appendix 1.

We are required to take all reasonable steps to prevent harassment, including sexual harassment, in the workplace and by third parties, under the new duty of the [Equality Act 2010](#). Reports of sexual harassment will amount to protected acts, meaning employees will not be subjected to any form of victimisation as a result of making or supporting a complaint.

4. Roles and Responsibilities

Governing Body

It is the responsibility of the Governing Body to establish and monitor standards of conduct and behaviour within the school, including the establishment of relevant policies and procedures.

Governors should follow their own Code of Conduct.

Coheadteachers and Line Managers

It is the responsibility of the Coheadteachers and Line Manager to address any breaches of unacceptable conduct and behaviour promptly using informal procedures, but implementing formal procedures if necessary.

Employees

It is the responsibility of all employees to familiarise and comply with the Code of Conduct.

Casual Workers and Volunteers

Casual workers and volunteers are required to familiarise and comply, with the school's Code of Conduct. Any breaches could result in a contract being terminated, in accordance with any applicable terms of engagement.

5. Expected Standards of Behaviour

All staff including workers and volunteers who work within a school should demonstrate behaviour and conduct that pupils would want to follow. All staff including workers and volunteers should:

- Avoid using inappropriate or offensive language.
- Demonstrate the highest standards of conduct in order to encourage pupils to do the same.
- Show tolerance and respect for the rights of others.
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Follow Government, and Public Health guidance during periods of global/ national/ local health pandemics/epidemics, during working and non-working hours.
- Express personal beliefs in a way that will not overly influence pupils and will not exploit pupil's vulnerability or might lead them to break the law.
- Avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- Not consume or be under the influence of alcohol or any substance. An individual prescribed medication should seek advice from their medical practitioner for any side effects and whether this impacts the ability to care for pupils in school.
- Apply the same professional standards regardless of culture, disability, gender, gender identify, language, racial origin, religious belief, and sexual orientation.

- Disclose all relationships which may create an enhanced risk to pupils irrespective of whether they have received a Childcare Disqualification.
- Maintain high standards in their attendance and punctuality.
- Treat pupils and others with dignity and respect.
- Understand the statutory frameworks and all school policies.
- Adhere to the Teachers' Standards, or any other standards that apply to their role.
- Staff and managers should continually monitor and review practice to ensure this guidance is followed.

When we speak to others we should:

- Use a positive statement rather than a negative one, so that pupils can learn what we expect of them.
- Always use a calm tone of voice, to explain something to or instruct the pupil, so that they can follow our words without feeling threatened or uncomfortable.
- Never use demeaning words or phrases to pupils as these may prevent them from developing high self-esteem.
- Always communicate respectfully and professionally to other adults, even when we disagree.

As professionals we should:

- Avoid workplace gossip and negativity as it breeds a toxic work environment and becomes a barrier to effective communication and collaboration.
- Maintain confidentiality about anything that we see or hear in the school, reporting concerns as appropriate, through agreed school processes.
- Work as part of a team by contributing as well as learning from others. Help to work collaboratively to build a strong workforce so that we can provide the best possible learning opportunities for the pupils.
- Work within the schools' policies and procedures to ensure consistency in approach between all members of the staff and governors.
- Dress appropriately, so that we set a good example and role model for the pupils.
- Behave in a positive way at all times.

- Report any safeguarding concerns, regarding pupils to the designated safeguarding lead by using the school's internal procedures.
- Report any concerns regarding the behaviour of an adult to the Coheadteachers or if the concern is about the Coheadteachers, to the Chair of Governors.

6. Reporting breaches of the Code of Conduct

The school wishes to promote an open environment that enables all employees including casual workers and volunteers to raise concerns in a constructive way, and with confidence that they will be acted upon appropriately, without fear of recrimination or retaliation.

All employees, including casual workers and volunteers are expected to report any impropriety, deficiency in the provision of service, breach of any school policy or the code of conduct to the Coheadteachers or line manager. Where appropriate, refer to the school's Whistleblowing Policy.

7. Safeguarding

Full safeguarding guidance can be found in [Keeping Children Safe in Education](#). Part 4 of Keeping Children Safe in Education, establishes two levels of concern that should be reported:

- i. Concerns/Allegations that **may** meet the harm threshold
- ii. Concerns/Allegations that **do not** meet the harm threshold, for the purposes of this guidance is referred to as 'low level concerns'.

Further details of levels of concern can be found in Appendix 2.

All have a duty to safeguard pupils from harm. This includes, physical, emotional, sexual, online, peer on peer abuse, neglect, exploitation, extremism, and radicalisation.

Our safeguarding policies can be found as hard copies in the office and staff room and digitally on the School Information Updates SharePoint.

All employees including casual workers and volunteers should:

- Report all concerns about a pupil to the schools' Designated Safeguarding Lead Mel Dodwell and Coheadteachers.
- Familiarise themselves with the schools' policies and procedures, to ensure that they are aware of the processes to follow if they have concerns about a pupil.
- Not demean or undermine pupils, their parents, carers, or colleagues.
- Take the upmost care of pupils under their supervision with the aim of ensuring their safety and welfare.

- Self-refer if they find themselves in a situation that could be misinterpreted.
- Handle reports in a responsive, sensitive, and proportionate way.

“Guidance for Safer Working Practice for those working with Children and Young People in Education Settings” issued by the Safer Recruitment Consortium sets out key expectations for adult interactions with children and young people, the full guidance is available [here](#).

Employees including casual workers and volunteers should be aware that it is criminal offence (s 16. Sexual Offences Act 2003) 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 of that child, even if the relationship is consensual.

Inappropriate and unprofessional behaviour will be addressed in line with the school’s policies and procedures.

8. Pupil Relationships

Employees including casual workers and volunteers will observe appropriate boundaries with pupils.

They will act in a fair and transparent way, avoiding any situation that could lead to concern or misunderstanding

Employees including casual workers and volunteers should avoid contact with pupils outside of school hours wherever possible.

Personal contact details must never be exchanged between staff and pupils. This includes social media profiles.

If employees including casual workers, volunteers and pupils spend time on a one-to-one basis, they should ensure that:

- This takes place in a public place that others can access
- Others can see into the room
- A colleague or line manager knows this is taking place

They should declare any relationship they may have with a pupil outside of work. This includes, but not limited to:

- Pupil is a family member
- Pupil is a child of a friend
- Pupil attending clubs or activities outside of school, where the employee, casual worker or volunteer is also present.

If concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager and or Coheadteachers immediately.

9. Staff Personal relationships at work

Employees must not allow personal relationships with a colleague to influence their conduct at work. Employees are expected to declare any personal relationships at work to the Coheadteachers. The policy sets out Trimley St Mary Primary School's expectations concerning personal and professional boundaries at work and the management of personal relationships at work.

This policy seeks to ensure that personal relationships are declared are transparent and mitigate any potential concerns/perception of less favourable treatment. It allows those with personal relationships at work to protect themselves from potential criticism.

Any issues arising from or involving personal relationships at work should be dealt with promptly, sensitively, and effectively.

In any school, some employees will be related or develop a personal relationship which could cause conflict between personal and / or family loyalty and work responsibilities.

There are no specific laws governing personal relationships at work. However, legislation relevant to personal relationships in the workplace includes:

- The Equalities Act 2010;
- Protection of Harassment Act 1997
- The Human Rights Act 1998 (Article 8), which provides for the right to a private and family life.

Workplace relationships have the potential to be detrimental to the operation and reputation of the school. For example, it could cause issues relating to:

- A conflict of interest (i.e., when an individual might be seen to be influencing school matters for actual, potential, or perceived personal benefit);
- Subjective or unfair recruitment decisions;
- Preferential or inconsistent treatment of employees;
- Breaches of confidentiality between the employees in the relationship;
- The perceptions of colleagues, parents or other members of the school community being shared as 'gossip';
- Inappropriate or unprofessional behaviours (e.g., physical contact at work);
- Positional power based on one person's position in the school's staffing structure;
- Bullying and harassment (e.g., unwanted physical contact or making threatening or insulting comments);
- The risk of inappropriate behaviours or grievances being raised if a personal relationship breaks down.

It is recognised that relationships in the workplace will not always have an impact on the school's reputation. Also, employees have a right to a private life and this needs to be balanced against the impact of personal relationships at work.

However, it is recognised that there will be circumstances where the employees concerned will need to withdraw from certain decisions or from undertaking specific roles,

in order to protect the employee and the school from any possible complaint of unfair bias.

The school will not intentionally interfere with the private lives of employees, but does expect that employees (and others in scope of this policy) to conduct themselves appropriately, consistently and in line with the school's policies and procedures.

Where personal relationships occur between employees, it is the responsibility of both individuals to avoid any actual or potential conflicts of interest or favouritism.

10. Pupil Development

Employees should comply with school policies and procedures to support wellbeing and development of pupils. They should follow reasonable instructions that support the development of pupils.

Employee should cooperate and collaborate with colleagues and with external agencies, where necessary, to support the development of pupils.

If any employees have any concerns regarding a pupil's learning or wellbeing development, these should be report to their line manager in a timely way.

11. Communication and Social Media

For the purpose of this policy, 'Social Media' is defined as 'a form of electronic communication.' This includes, but is not limited to the following platforms:

- WhatsApp
- Instagram
- X (previously known as Twitter)
- Facebook
- LinkedIn
- TikTok
- YouTube
- Snapchat
- Email

Employees' social media profiles should not be available to pupils and ideally should be set to 'private'.

If a personal profile is present on social media sites, the school advises against full names being used. Considerations of using a first and middle name instead and set public profiles to private in accordance with the school's Social Media Policy.

Employees should not attempt to contact pupils or their parents via social media, or any other means outside school, for any reason.

There must not be any efforts to find pupils' or parents' social media profiles.

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

Employees should be aware of the school's online safety policy / social media policy.

Employees must not post, share, or comment in any way on social media which may bring the school or the employee's or any worker of the school's reputation into disrepute. This includes Governors, casual workers, volunteers etc.

Employees must not engage in inappropriate use of social network which may bring themselves or the school into disrepute.

Employees must not discuss pupils or relatives/guardians of pupils or colleagues on social media.

Employees must not share any confidential school information that may result in placing the school in disrepute or present a risk to the health and safety of pupils and employees.

Further information can be found within the school's Social Media policy.

12. Acceptable Use of Technology

Employees 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
- Viewing pornography or other inappropriate content.

Employees must not use their school email account for personal use at any time.

Employees must not use personal electronic communication devices and cameras such as, mobile phones or tablets, to take pictures or videos in the school grounds. Any photographs/video footage must be taken using school equipment and saved on the school's IT Equipment.

Personal devices should not be used during directed hours of employment, unless in exceptional circumstances, and the employee's line manager has been notified. Outside directed times, mobile phones should only be used where pupils are not present.

Any school equipment that is issued to employees, must be used for work purposes only. Personal accounts and details should not be present on the work device.

The school have the right to monitor emails and internet use on the school's IT system as per the Acceptable Use of ICT policy.

13. Confidentiality

Employees are often privy to sensitive and confidential information about the school, staff, pupils, and their parents.

This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties.
- Used to humiliate, embarrass, or blackmail others.
- Used for a purpose other than what it was collected and intended for.

This does not overrule employee's duty to report child protection concerns to the Designated Safeguarding Lead where employees believe a child has been harmed or is at risk of harm.

Employees have an obligation to share with the Designated Safeguarding Lead, any information which gives to concern about the safety or welfare of a pupil. Employees must not tell or promise a pupil that they will not act on the information that they have disclosed.

Employees should not discuss pupils, colleagues, or the school in public places in any manner. Confidential instances must not be discussed outside school grounds, nor should it be discussed with other employees except with senior members of staff who have authority to deal with the matter.

Media queries

Employees must not speak to the press or respond to media queries on any matter relating to the school. All media queries should be referred immediately to the Coheadteachers/Chair of Governors.

14. Honesty and Integrity

Employees must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

All employees must comply with the [Bribery Act 2010](#). A person may be guilty of an offence of bribery under this act if they offer, promise, or give financial advantage or other advantage to someone; or if the request, agree or accept, or receive a bribe from another person. All concerns should be reported via the whistleblowing procedure.

Gifts from suppliers, parents or pupils exceeding the approximate value of £50 must be declared to the Coheadteachers, or to the Chair of Governors, if the Coheadteacher is the recipient.

Employees should not give student's personal gifts as this action could be misinterpreted.

Employees will ensure that all information given to the school about their qualifications and professional experience is correct. Where there are any updates to the information provided to the school, the employee will advise the school as soon as reasonably practicable.

15. Property and possessions

Employees must ensure they always take care of school property, including proper and safe use, security, appropriate maintenance and reporting faults. If employees are found to have caused deliberate damage to school property, through misuse or carelessness this may result in disciplinary action.

Employees are responsible for the safety and security of their personal possessions, while on school premises. The school will not accept responsibility, for the loss or damage of personal possessions.

16. Dress Code

All employees, casual workers and volunteers are role models to students and should “demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils” ([Teachers’ Standards guidance](#))

All employees, casual workers, volunteers and school governors should dress for their role. This means it should

- not be viewed as offensive, revealing, or sexually provocative.
- not distract, cause embarrassment, or give rise to misunderstanding.
- be absent of any political or otherwise contentious slogans.
- not be considered to be discriminatory or culturally sensitive.

Dress and general appearance should not intimidate, breach Health and Safety regulations, or restrict the ability to carry out professional roles.

17. Conduct Outside of Work

Employees casual workers and volunteers will not act in a way that would bring the school into disrepute or calls into question their suitability to work with children. This could include relevant criminal offences, such as violence or sexual misconduct, inappropriate behaviour or negative comments about the school on social media (this list is not exhaustive).

Employees, casual workers and volunteers must disclose to the school (Coheadteachers and in the case of the Coheadteachers to the Chair of Governors) immediately, any wrongdoing or alleged wrongdoing by themselves (regardless of whether they deny the wrongdoing/alleged wrongdoing). This may include any incidents arising from additional

employment or outside of work which may have a bearing on their employment or engagement with the school.

Employees should declare to the Coheadteachers if they have a second job, to ensure there is not a conflict of interest, and the employee is following the [Working Time Regulations 1998](#). Any secondary employment must not interfere with the performance of the employee's duties with the school.

Employees should not engage in business or work which may cause a conflict of interest.

18. Disciplinary Action

A failure to meet these standards of behaviour and conduct could result in disciplinary action, including dismissal.

Appendix 1: Keeping Children Safe in Education- Levels of Concern

Section one: Allegations that may meet the harm threshold as identified in paragraphs

359. This part of the guidance is about managing cases of concerns/allegations that might indicate a person would pose a risk of harm if they continue to work in their present position, or in any capacity with children in a school or college. In this part (section one) of the guidance reference is made to 'allegation' for ease. This part of the guidance should be followed where it is alleged that anyone working in the school or a college that provides education for persons under 18 years of age, including supply teachers, volunteers and contractors has:

- Behaved in a way that has harmed a child, or may have harmed a child and/or;
- Possibly committed a criminal offence against or related to a child and/or;
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children; and/or;
- Behave or may have behaved in a way that indicates they may not be suitable to work with children.

Low level concerns

428. As part of their whole school approach to safeguarding, schools and colleges should ensure that they promote an open and transparent culture in which all concerns about all adults working in or on behalf of the school or college (including supply teachers, volunteers, and contractors) are dealt with promptly and appropriately.

429. Creating a culture in which all concerns about adults are shared responsibly and with the right person, recorded and dealt with appropriately, is critical. If implemented correctly, this should

- Enable schools and colleges to identify inappropriate, problematic, or concerning behaviour early.
- Minimise the risk of abuse
- Ensure that adults working in or on behalf of this school or college are clear about professional boundaries and act within these boundaries and in accordance with the ethos and values of the institution.

What is a low-level concern?

430. The term 'low-level' concern does not mean that it is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' – that an adult working in or on behalf of the school or college may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and
- does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children
- having favourites
- taking photographs of children on their mobile phone, contrary to school policy
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door, or
- humiliating children.

431. Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

432. Low-level concerns may arise in several ways and from a number of sources. For example: suspicion; complaint; or disclosure made by a child, parent, or other adult within or outside of the organisation; or as a result of vetting checks undertaken.

433. It is crucial that all low-level concerns are shared responsibly with the right person and recorded and dealt with appropriately. Ensuring they are dealt with effectively should 102 also protect those working in or on behalf of schools and colleges from becoming the subject of potential false low-level concerns or misunderstandings.

Appendix 2: Confirmation of compliance

I hereby confirm that I have read, understood, and agree to comply with the School's Code of Conduct.

Name.....

Position/ Post Held.....

Signed..... Date.....

Once completed, signed, and dated, please return this form to the CoHead Teacher.

Document Control

Issue No	Date	Amended By	Summary of Changes
1	May 2024	Julia Pearson	New policy
2	February 2026	Julia Pearson	Whole document reviewed & updated aligned with KSCIE 2025 / Teachers Standards
2	February 2026	Julia Pearson	Section 3 updated to include Harassment, including sexual harassment including third parties
3	July 2026	Julia Pearson	Section 19 removed linking other policies