

SOUTH FARNBOROUGH INFANT SCHOOL

Code of Conduct



Headteacher: Danielle Duffy

Presented to governors: September 2025

Review Date: September 2026

Purpose and Principles

This Code of Conduct establishes a set of principles which underpin the standards of behaviour expected from all staff at South Farnborough Infant School. The principles aim to encourage staff to maintain the highest standards of conduct at work and to minimise the risk of improper/inappropriate conduct occurring.

Staff are in a unique position of trust and influence as role models for children and parents. Therefore, staff must adhere to behaviour that sets a good example to all children within the school. Staff also have an individual responsibility to maintain their reputation and the reputation of the school both inside and outside working hours and the work setting.

This code of conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist, staff are expected to exercise their professional judgement and act in the best interests of the school and its community.

The Code of Conduct applies to:

- all members of staff, both teaching and non-teaching
- all Governors
- student placements undertaking Initial Teacher Training

Any references throughout this document refer to all the above groups.

1. Dress and appearance

An individual's dress and appearance is a matter of personal choice; however, staff should ensure that they dress appropriately, decently and safely for a school environment and for the role they undertake, as well as setting a good example to both children and visitors. The school recognises the diversity of cultures and religions of its staff and will take a sensitive approach when this affects dress and uniform requirements. Jeans style trousers with patch pockets and studs, or 'revealing' clothing are not acceptable dress. Staff should also have regard to any Health and Safety risks involved with certain lessons, such as P.E. or cookery and dress accordingly.

2. Professional Standards at Work

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity.

The school expects staff to treat each other, the children, parents and wider community with dignity and respect at all times. Staff must also have regard for the ethos and values of the school as well as its policies and procedures and act in accordance with these at all times, including in their dealings with any visitors to the school.

Staff must act in accordance with their duty of care to children and ensure that the safety and welfare of the children at school are accorded the highest priority. Staff must have regard for the ethos and values of the school and must not do or say anything which may bring the school or governing body into disrepute. Care should be taken by staff to avoid any conflicts of interest between activities undertaken outside the workplace and responsibilities within school. Staff are reminded of their wider responsibilities as set out in the Teachers Standards, including the statutory frameworks which set out their professional duties and responsibilities.

3. Safeguarding

All staff are referred to the Statutory Guidance, "Keeping Children Safe in Education" and are required to read Part One as a minimum. (See the school policy.)

4. Appropriate relationships

Staff must maintain professional boundaries with children and parents, appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably. Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, but it is crucial that they only do so in ways appropriate to their professional role. A 'no touch' approach is impractical and, for our setting, inappropriate. When physical contact is made with children, it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. In cases where accidental physical contact is made, it should be reported to the Headteacher. In all cases, staff should act in accordance with the school's restraint guidance.

5. Use of I.T. including Social Media

Internal e-mail and internet systems must be used only in accordance with the school's Acceptable Use of ICT statement. Mobile phones should not be used in class and should be switched off during curriculum time.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school or the school community into disrepute. Staff should adopt the highest security settings on any personal profiles they have.

Staff should remain mindful of their digital footprint and exercise caution in all their use of social media or any other web based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups.

Staff should not develop or maintain online relationships with parents through social networking sites if that contact is likely to constitute a conflict of interest or call into question their objectivity. See school Social Media Policy; Cyberbullying: Practical Advice for School Staff

6. Confidentiality and disclosure of information

Staff must ensure that they do not disclose confidential information to anyone who does not have the right to receive it. Where information is disclosed this should be in line with the principles of GDPR. Equally, staff should not prevent another person from gaining access to information to which that person is entitled by law. In case of any doubt, staff should seek advice from the Headteacher.

Members of staff may have access to confidential information about children, their parents/carers or their siblings. Staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil on a need to know basis.

Staff should never use confidential or personal information about a child or family for their own, or others' advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the child or parent.

7. Equal Opportunities

The Governing body of the school is committed to equality for all in the appointment, development, training and promotion of staff; and in all dealings with children and parents of the school. It also recognised that all staff have the right to work in a safe environment without fear of discrimination, harassment or abuse.

All members of the wider school community have the right to be treated with fairness and equality and must not be discriminated against. The school expects staff to uphold these principles.

8. Conduct outside work

Care must be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school. In no case should outside activities bring the school into disrepute.

9. Whistleblowing

A clear procedure is provided for staff to raise issues with the purpose of assisting in reducing the risk of serious concerns being mishandled, whether by the individual or by the school. (See the school's policy and information notices.)

10. Health and safety

Staff must adhere to the school's Health and Safety policy and should ensure that they take every action to keep themselves and others in the school environment safe. (Please refer to the school's Health and Safety policy for further information.)

11. Gifts and hospitality

There may be occasions where children or parents wish to pass small tokens of appreciation to staff, for example as an end of year 'thank-you', and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value or to suggest to pupils that gifts would be appropriate or desired.

Staff should not solicit or accept any gift, hospitality or other reward from external parties which influences the way in which they carry out their duties or leads the giver to expect preferential treatment.