

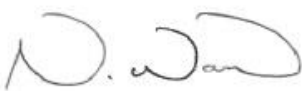


Staff Code of Conduct

This code of conduct has been adopted and adapted from the HR Fusion model policy dated April 2026.

The Professional Associations/Trade Unions have been consulted on this code of conduct and HfL recommends it for adoption.

Date:	25/03/2025	Reviewed:	06/05/2026
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School Business Manager:		Date:	06/05/2026
Headteacher:		Date:	08/05/2026

Date of Next Review:	September 2027
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1. Introduction

- 1.1 Amwell View School is required to set out a Code of Conduct for all employees.
- 1.2 The Code of Conduct outlines the expected conduct of staff at all times. All communication and interaction between members of staff, children, parents, carers, contractors, Governors and visitors must reflect our Code of Conduct.
- 1.3 Staff are expected to be conscientious and loyal to the aims and objectives of the school.
- 1.4 Staff are required to develop and maintain the professional character and reputation of the school.
- 1.5 All staff employed by Amwell View School are to follow the Code of Conduct.
- 1.6 Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.
- 1.7 Volunteers, visitors, contractors, parents and Governors are also expected to follow the Code of Conduct. Throughout this document the term staff should be taken to include all adults either employed or working within the school.
- 1.8 The school will take all reasonable steps to prevent misconduct by any third parties, including visitors and contractors.
- 1.9 Staff are expected to familiarise themselves with associated staff policies including (but not limited to) disciplinary, whistleblowing, bullying and harassment (including sexual harassment)

2. Principle

- 2.1 A Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe, and the school will notify staff of this code and the expectations therein. Staff may be in a unique position of influence and must adhere to behaviour that models the highest possible standards.
- 2.2 Each employee has an individual responsibility to maintain their reputation and the reputation of the school whether inside or outside working hours.
- 2.3 It is an expectation that all members of staff and visitors model courteous and respectful behaviour to the children through their appearance and all aspects of their conduct. This includes the way in which adults talk to the children as well as to each other. A number of other school policies make reference to expectations, and these include the school policies on; Equality Information and Objectives.

3. Employee Rights

- 3.1 Staff have a right to expect Amwell View School to provide:
 - An atmosphere of mutual respect.



- Fair treatment for all.
- Respect for their views and active listening.
- Recognition for their efforts and support for professional development.
- A clean, safe, secure, and stimulating workplace.
- Consistent information through open communication channels.
- A workload that supports a healthy work-life balance.

4. Management Responsibilities

4.1 Amwell View School will:

- Provide, to the best of its ability, a high-quality programme of Training and Continuous Professional Development (CPD) for all staff.
- Ensure that appropriate performance management procedures are in effect.
- Value staff achievements and support their further professional development.
- Treat all members of the workforce fairly and consistently.
- Maintain a clean environment with accessible, well-maintained resources.
- Listen to the ideas and concerns of staff.
- Address management concerns with staff in an appropriate and timely manner.
- Uphold requirements that ensure a healthy work-life balance for all staff.
- Endeavour to make the school an enjoyable place to work.
- Take all reasonable steps to prevent sexual harassment in the workplace, including harassment by third parties such as visitors or contractors.

5. Employee Responsibilities

5.1 Employees are required to;

- Put children at the centre of all that we do.
- Separate personal and professional lives by creating clearly defined boundaries.
- Challenge prejudice in the workplace and support colleagues of all social, cultural, and ethnic backgrounds.
- Listen to and respect the opinions of others.
- Support the development of others.
- Promote positive relationships with pupils and the local community.
- Safeguard the emotional and physical well-being of pupils.
- Arrive on time for events/activities appropriately dressed.
- Switch mobile phones off unless in special circumstances by prior arrangement with SLT.
- Raise concerns in a non-threatening manner before they become a more serious problem.
- Take responsibility for the working environment leaving it as others would wish to find it.
- Challenge unprofessional behaviour in an appropriate manner.



5.2 Working hours, days of work, holidays and absence requests

Employees must attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.

For all 'teaching staff' employees (i.e. Teachers, HLTA's, Teaching Assistants, Apprentices, Midday Supervisory Assistants) request for absence during term-time school hours must be made through the Absence Request procedure. Absence Request Forms are held in the Front Office. The employee must complete the form with as much detailed information as possible and pass the form to the Headteacher to decide whether to approve and if approved whether it is paid or unpaid. The slip is returned to the employee to state if approve/unapproved paid/unpaid or if there is more information required. The Absence Request form is completed on the staff portal. This will then be sent automatically to the HR Manager, the Office Manager to arrange cover and SLT for information.

Please note: If the employee has an appointment made for them (e.g. hospital) which cannot be moved to an out-of-school hours day/time, this request will be considered however, evidence of the appointment must be attached to the form. If the employee has to make an appointment (emergency or non-emergency) they should make every effort to book a time that is out-of-school hours and only when this is impossible they need to make the request, however, as much information as the employee can give helps the Headteacher to make a decision.

The pupils have to be the school's priority. The school will remain impartial and consistent at all times. Each request will be considered on an individual basis. Typical requests include medical appointments, childcare issues, compassionate leave, children's leaver's Event and University Graduations.

For any other Absence Requests outside of the above and that are during term-time school hours the Headteacher will ask the employee to write to the Governing Body who will consider the request and notify the employee in writing.

Monitoring and Tracking of Staff Absences at Amwell View School		
The Headteacher will be monitoring and tracking all Staff Absences. The Trigger Points are as follows:		
SITUATION	TRIGGER POINT	ACTION REQUIRED
	No of separate occasions	
New Staff member during their Probation Period (6 months)	2	Conversation with your Line Manager
	3	Meeting with the HR Manager Probation period will be extended
Employed Staff member	4	Conversation with your Line Manager
	5	Meeting with the HR Manager

Employees must comply with all policies and procedures that support the well-being and development of pupils.



Employees must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

Employees must follow reasonable instructions that support the development of pupils.

6. Setting an example

- 6.1 All staff who work at Amwell View School must set examples of behaviour and conduct which can be copied by pupils. Staff must therefore not use inappropriate or offensive language at any time.
- 6.2 All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils to do the same.
- 6.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 6.4 This Code helps all staff to understand what behaviour is and is not acceptable.

7. Safeguarding Pupils

- 7.1 Staff, Governors and Volunteers have a duty to safeguard pupils from;
 - Physical abuse — any forms of physical/verbal/threatening/aggressive behaviour or violence towards pupils and adults.
 - Sexual abuse — sexual offences sexual insults or sexual discrimination against pupils and adults.
 - Emotional abuse
 - Neglect
 - Radicalisation
 - Racial offences — racial insults or racial discrimination against pupils and adults.
- 7.2 The duty to safeguard pupils includes the duty to report concerns about a pupil to a school's designated Safeguarding Lead (DSL) for Child Protection.
- 7.3 Amwell View School's (DSL) will follow policy and procedures linked to safeguarding.
- 7.4 Copies of the school Child Protection and Safeguarding Policy and Whistleblowing Policy are available on the school website: <https://amwell.herts.sch.uk/statutory/safeguarding> and staff should be familiar with these policies as well as the statutory guidance of **Keeping Children Safe in Education**.
- 7.5 Staff must not demean or undermine pupils, their parents or carers, or colleagues.
- 7.6 Staff must take the utmost care of pupils under their supervision with the aim of ensuring their safety and welfare.



8. Pupil Development

- 8.1 Staff must comply with school policies and procedures that support the well-being and development of pupils.
- 8.2 Staff must co-operate and collaborate with colleagues, schools and with external agencies where necessary to support the development of pupils.
- 8.3 Staff must follow reasonable instructions that support the development of pupils.

9. Honesty and Integrity

- 9.1 Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money.
- 9.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under the act if they offer/promise or give financial advantage or other advantage to someone, or if they request, agree, accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act 2010, you should refer to the school's Whistleblowing Policy.
- 9.3 Staff have a duty to report any concerns they have about any adult in the school and the school has a duty to investigate and take appropriate action. However, Staff should be aware that making a false accusation could lead to disciplinary action. Clearly the, school and Governors would wish to differentiate between an honest mistake and wilful misconduct in this matter. Making an honest mistake will not lead to disciplinary action.
- 9.4 The following are examples of behaviour which the school finds unacceptable and could result in disciplinary action, up to and including dismissal from employment. The list is not exhaustive;
 - Wilful damage of school property or property belonging to other staff or visitors to the school.
 - Wilful disregard of safety rules or policies affecting the safety of pupils, other staff, or visitors to the school.
 - Any wilful act which could result in actionable negligence for compensation against the school.
 - Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
 - Gross neglect of duties and responsibilities.
 - Unauthorised absence from work.
 - Being untruthful and/or engaging in deception in matters of importance within the school community.
 - Failure to comply with reasonable work-related requirements or lack of care in fulfilling the duties of the post.
 - Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous, or lacking appropriate professional demeanour. In certain circumstances such behaviour may be regarded as gross misconduct.



- Conduct which is considered to be sexual harassment in the workplace or failure to prevent sexual harassment occurring when it is considered preventable. In certain circumstances such behaviour may be regarded as gross misconduct.
- Conduct which it is considered to adversely affect either the reputation of the school or affect confidence in the employee. Certain conduct may be regarded as gross misconduct.

Gifts, rewards, favouritism, and exclusion:

- 9.6 Staff need to take care that they do not accept any gift that might be construed as a bribe by others or lead the giver to expect preferential treatment.
- 9.7 There are occasions when pupils or parents wish to pass small tokens of appreciation to staff e.g., at Christmas or as a thank-you and this is usually acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

10. Conduct out of work and the use of social media

- 10.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of the members of the school. Any such conduct could lead to dismissal.
- 10.2 In particular, criminal offences that involve violence or possession, or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.
- 10.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- 10.4 Members of staff should exercise extreme caution when using all forms of social media. The school expects all members of staff to set high professional standards and act as role models for children. The posting of messages or pictures that undermines this expectation or may risk bringing the school into disrepute could lead to formal disciplinary measures. Staff are expected to take responsibility for activity on their own account(s).
- 10.5 Staff must only use their school email account for work purposes and should not use their personal account for work purposes.

Use of mobile phones:

- 10.6 The use of personal mobile phones by staff is only permitted at break times and in areas to which children do not normally have access i.e., staff room, etc., Mobile phones should never be used by staff while teaching or supervising children unless in special circumstances by prior arrangement with senior leaders. Never use your own mobile devices to take pictures of children.



11. Confidentiality

- 11.1 Where staff have access to confidential information about colleagues, pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the individual.
- 11.2 All staff are likely at some point to witness actions which need to be confidential. This needs to be reported and dealt with in accordance with the appropriate school's procedure. It must not be discussed outside of the school, nor with the pupil's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.
- 11.3 However, staff have an obligation to share with the Headteacher, the school's (DSL) any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must never promise a pupil/student that they will not act on information that they are told by the pupil.
- 11.4 The provisions of this clause do not prevent staff from making legally protected disclosures regarding harassment, discrimination, or whistleblowing.

12. Dress Code

Standard Dress Policy

- 12.1 The Governors take the view that all staff at Amwell View School should be dressed appropriately for their particular role. The Governors are also mindful of the need to avoid direct or indirect discrimination against any employee on the grounds of their sex, race, disability, sexual orientation, religion or belief, or age.
- 12.2 The Governors are aware of the responsibility to consider possible health and safety issues in determining an acceptable dress code.
- 12.3 Staff are requested to dress appropriately for their role and promote a professional image. This means that whilst working you will be able to move freely and safely. No blue denim / ripped jeans or revealing shorts or tight mini-skirts. No hats to be worn in doors.
- 12.4 Footwear should also be smart and safe. Trainers can be worn for classroom activities.
- 12.5 For safety reasons no flip flops, crocs, sling-backs or heels (all shoes must be securely attached to the soles of your feet (closed toes). No inappropriately casual clothing should be worn including any items deemed to be too revealing or carrying logos that could be offensive in any way.

Premises Maintenance

- 12.8 Staff working in these areas, where particular dress is necessary for health and safety reasons, must wear appropriate dress. Staff should note that it can be a criminal offence not to wear safety dress in certain situations. Failing to wear the correct safety dress can amount to gross misconduct which could lead to dismissal.



Religious Symbols, Ornaments and Dress

- 12.9 Staff are permitted to wear religious symbols and ornaments, but the Governors expect these to be discreet and worn in a safe manner. The Head Teacher in consultation with the Governors is empowered to determine whether a particular symbol or ornament is sufficiently discreet and commensurate with health and safety standards.
- 12.10 Garments which are generally considered as having an important religious (or cultural) significance (e.g., the Sikh turban, or headscarves worn by some religions) may be worn at all times. However please note the information below.

Face Coverings

- 12.11 The Governors take the view that in an institution where spoken communication and body language form an important and significant part of the work with children and young people, it is not appropriate for any member of staff who comes into contact with pupils in teaching and learning situations to have their face covered.

13. Complaints

- 13.1 Any complaints about the operation of this policy should be made at first to the Head Teacher. If not satisfied, the complainant may take his/her complaint to the Governors via the Clerk to the Governing Body. The Governors decision will be final.

14. Disciplinary Action

- 14.1 All staff should recognise failure to meet these standards of behaviour and conduct, may result in disciplinary action, including dismissal.