



Staff Code of Conduct

2024-2025

Purpose and Scope

This Staff Code of Conduct outlines the expected standards of professional behaviour and conduct for all staff at Heage Primary School. It aims to promote a positive, safe, and inclusive working environment where everyone is treated with dignity, respect, and compassion.

The code applies to all employees, including teachers, support staff, and any other individuals working on behalf of the school. It is designed to complement the school's policies and procedures, as well as the Teachers' Standards, and should be read in conjunction with these documents.

Failure to adhere to this code of conduct may result in disciplinary action, in line with the school's disciplinary procedures.

Core Values and Principles

At Heage Primary School, we are committed to upholding the following core values and principles:

- Kindness: We treat everyone with empathy, care, and understanding.
- Honesty: We are truthful, transparent, and accountable in our actions.
- Respect: We value diversity, appreciate individual differences, and promote inclusion.
- Resilience: We embrace challenges, learn from mistakes, and persevere in the face of adversity.
- Compassion: We support and uplift one another, fostering a nurturing and supportive environment.
- Teamwork: We collaborate effectively, share knowledge, and work together to achieve our shared goals.

These values and principles should guide our professional conduct and decision-making at all times.

Professional Conduct

As members of the Heage Primary School community, we are expected to:

- Maintain high standards of attendance and punctuality.
- Use appropriate and professional language, avoiding offensive or inappropriate comments.
- Dress in a manner that is appropriate for our role and setting.
- Conduct ourselves in a manner that upholds the reputation and values of the school.
- Avoid any actions or behaviours that may bring the school into disrepute.



Staff Code of Conduct

2024-2025

- Demonstrate a commitment to continuous professional development and improvement.
- Adhere to all school policies, procedures, and relevant legislation.

Relationships with Students

In our interactions with students, we will:

- Treat all pupils with dignity, respect, and fairness, regardless of their individual circumstances.
- Establish and maintain appropriate professional boundaries, avoiding any form of favouritism or exploitation.
- Refrain from engaging in inappropriate or unethical relationships with students.
- Promote the well-being, safety, and safeguarding of all pupils in our care.
- Encourage and support students to reach their full potential, celebrating their achievements.
- Respond promptly and effectively to any concerns or issues raised by students or their families.

Relationships with Colleagues

In our interactions with colleagues, we will:

- Foster a positive, collaborative, and supportive working environment.
- Communicate openly, honestly, and respectfully, avoiding any form of bullying or harassment.
- Offer constructive feedback and support to colleagues, while respecting their professional autonomy.
- Resolve any conflicts or disagreements in a professional and diplomatic manner.
- Celebrate the successes and achievements of our colleagues.
- Maintain confidentiality and discretion when discussing sensitive matters.

Confidentiality and Data Protection

We recognise the importance of protecting sensitive information and upholding the principles of data protection. As such, we will:

- Ensure that all confidential information is handled, stored, and shared in accordance with the school's data protection policies and procedures.
- Respect the privacy of students, families, and colleagues, and only access or disclose information on a need-to-know basis.



Staff Code of Conduct

2024-2025

- Refrain from discussing or sharing any confidential information outside of the school context.
- Report any suspected breaches of data protection or confidentiality to the appropriate authorities.

Health and Safety

Heage Primary School is committed to providing a safe and healthy working environment for all staff. As such, we expect all employees to:

- Adhere to the school's health and safety policies and procedures.
- Take reasonable care of their own health and safety, as well as that of others who may be affected by their actions.
- Report any health and safety concerns or incidents to the appropriate personnel.
- Participate in any relevant health and safety training or activities.
- Maintain a clean and organised work environment, free from any potential hazards.

Use of School Resources

School resources, including equipment, materials, and facilities, are provided to support our professional duties. We will:

- Use school resources responsibly, efficiently, and for their intended purpose.
- Protect school property from damage, loss, or misuse.
- Avoid any personal use of school resources that may be deemed inappropriate or excessive.
- Report any issues or concerns regarding the use of school resources to the appropriate authorities.

Communication and Social Media

In our communication, both within the school and with external stakeholders, we will:

- Use appropriate and professional language, avoiding any offensive or inappropriate content.
- Maintain appropriate boundaries and avoid any inappropriate or unethical interactions, particularly with students.
- Refrain from making any public statements or comments that may bring the school into disrepute.



Staff Code of Conduct

2024-2025

- Ensure that any online or social media activity aligns with the school's policies and procedures.

Compliance with Policies and Procedures

As members of the Heage Primary School community, we are expected to:

- Familiarise ourselves with and adhere to all school policies and procedures.
- Participate in any relevant training or professional development activities.
- Cooperate fully with any investigations or inquiries conducted by the school.
- Raise any concerns or issues through the appropriate channels, in line with the school's whistleblowing policy.

By upholding this Staff Code of Conduct, we can create a positive, inclusive, and supportive working environment that enables us to fulfil our responsibilities and contribute to the success of Heage Primary School.

Name of staff member:

Signed by staff member:

A copy (with signatures) is to be kept on staff file)