XII Apostles RCPS

Staff Behaviour Code of Conduct

Mrs T Whitton Headteacher

September 2026

SCOPE This Code of Conduct applies to all adults working in or on behalf of XII Apostles Roman Catholic Primary School, including employees, supply staff, governors, volunteers, students, contractors and visitors. It should be read alongside the school's safeguarding, whistleblowing, acceptable use, social media, health and safety, behaviour and staff handbook policies.
REVIEW ARRANGEMENTS This policy will be reviewed annually, or sooner if statutory guidance, local authority guidance or school procedures change.

STAFF ACKNOWLEDGEMENT All staff must confirm that they have read, understood and agree to follow this Code of Conduct. This confirmation should be completed on induction and again following each annual review.

XII APOSTLES ROMAN CATHOLIC PRIMARY SCHOOL

Staff Behaviour and Code of Conduct

INTRODUCTION

As an employer, the Governing Body is required to set out a Behaviour Code of Conduct for all school employees in line with section 2.1.1 of the Safeguarding and Child Protection Policy. As a Catholic School, all adults in school are expected to actively follow and live out our mission statement: "Through Learning and Loving we will follow Jesus."
The mission statement reflects how the family of XII Apostles is to always conduct itself. All communication and interaction between members of the family of XII Apostles - staff, children, parents, carers and visitors must reflect our mission statement. Staff are to have regard to the Catholic character of the school and not do anything in any way detrimental or prejudicial to the interests of the school at any time, at work or at home.

All staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct. Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

This code of conduct applies to all adults in our school whatever their position, role or responsibility in either a paid or unpaid capacity.

At XII Apostles we believe in creating a whole school culture that is safe and inclusive. Our aims underpin the ethos and culture of the school.

The code of conduct sets out the key principles for the creation and maintenance of a safe school culture.

OBJECTIVES OF A SAFE SCHOOL CULTURE

- To safeguard pupils and protect staff.
- To make explicit expectations of performance and conduct
- To minimise opportunities for abuse
- For all staff to have confidence to report concerns with full confidentiality
- To respond promptly to concerns
- To exercise appropriate sanctions

- To create and maintain an ethos of mutual respect, openness and fairness

1. **School policies, including behaviour, anti-bullying, equality and racial equality, must be followed in all interactions in school.**
   - All staff are expected to work together to build a school whose relationships are characterised by mutual and appropriate respect. Praise and building on the positive should always come first.
   - Where a sanction is necessary it should always be exercised calmly.
   - Staff are expected to avoid shouting at pupils. A raised voice should only be used when necessary to prevent an immediate health and safety risk.
   - The school behaviour policy and associated documents establish expectations and approved sanctions.
   - All new staff should be issued with a copy of these policies, and any behaviour concerns should be dealt with in line with them.
   - Where a member of staff is having difficulties managing pupil behaviour, they should discuss this matter with a member of the SLT (this will always be dealt with in a non-judgemental manner) or the Headteacher at the earliest opportunity.
   - All children must be treated with dignity and respect and the school will take positive action to eliminate discrimination against any pupil or groups of pupils, including inappropriate comments, ridicule, racist remarks, sexual innuendo etc.

2. **Physical Contact with Pupils.**
   - Staff should only use physical intervention as a last resort to prevent injury and must use the strategies as taught through the Safe Teach training.
   - All physical intervention incidents should be recorded on CPOMs and a physical intervention form should be completed by all staff involved.
   - Staff can comfort a child who is hurt/distressed in a manner appropriate to the age of the child.
   - Holding children's hands is generally appropriate in KS 1
   - Adults should avoid being in a room alone with the child where the door is closed and there is no visual access.

3. **Staff Relationships.**
   - Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference and working together to build a climate of continuous improvement.
   - Staff must avoid using inappropriate or offensive language. Politeness and respect are essential ingredients: where differences occur, they should be dealt with calmly and fairly.

4. **Use of School Resources.**
   - All staff have a responsibility to look after the resources of the school. This includes avoiding wasting resources unnecessarily (including heating and electricity)
   - Staff are asked to follow the principle of 'reduce, re-use, recycle' where appropriate.
   - Monies brought into school should be clearly labelled and should be sent as soon as practicable to the school office.
   - Staff who are required to handle money frequently should be aware of the Wigan LA guidelines for handling money and follow them carefully.

5. **Professionalism and Confidentiality.**
   - All staff are expected to behave thoughtfully and responsibly.
   - Staff are expected to dress appropriately; all staff should set a good example in what they wear, avoiding clothing that is overly casual. Staff should exercise professional judgement,

thinking about the 'Professional Conduct' aspect of the Teachers Standards, when deciding what to wear during a normal school day. Appropriate clothing should be worn when teaching PE.

- All staff must avoid putting themselves at risk of allegations of abuse or unprofessional conduct.
- Staff must maintain high standards of honesty and integrity and must not accept any form of financial reward or gifts from associates of the school, except for token gifts from pupils or parents. Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted, except where rewards are given to children for carrying out specific duties in school.
- Staff should exercise due confidentiality towards matters that are either discussed or overheard.
- Staff have access to confidential information about the school, pupils, their parents/carers, or their siblings. Any information obtained at work must not be disclosed, except to those colleagues who have a professional role in relation to the pupil or if the information highlights concern about their safety or welfare.

6. Declaration of Interest.

- Staff are required to identify and disclose any actual or potential personal, financial or business interest, or any close personal relationship, which might reasonably be perceived as a conflict with the ethos or interests of the school.
- A financial conflict is one where there is, or appears to be, an opportunity for financial gain for the individual, close relatives or friends. This may include, but is not limited to, payments for services, equity interests, intellectual property rights, hospitality or gifts.
- Non-financial interests can also come into conflict with a member of staff's obligation and commitment to school. These interests may include any benefit or advantage including, but not limited to, direct or indirect enhancement of an individual's career or gain for immediate family or someone with whom the individual has a close relationship.

7. Attendance and Punctuality.

- Staff absence should be genuine, and staff must adhere to the school's sickness policy. Staff should telephone and speak to the Headteacher, Deputy Headteacher or Office Manager rather than reporting absence by text message.
- Staff should be punctual for work and well prepared and should carry out tasks to the best of their ability, taking pride in their work.

8. Administering First Aid.

- Any child in need of care / first aid should be given treatment and support as quickly as possible. All non-teaching staff, including lunchtime welfare staff are required to complete first aid training.
- At least one member of the EYFS staff should be paediatric first aid trained.
- Parents should be kept informed of all injuries via an incident note and if it is a head injury by a phone call.
- Serious injuries should be logged appropriately.

9. Staff's appropriate use of IT and Social Media.

- Staff should be aware of the need to adhere to the LA policy adopted by the Governors of this school which governs the use of the internet, gaming and chat sites.
- Staff must avoid interaction with school age pupils, past or present and understand the importance of maintaining professionalism on social networking sites, where all information is potentially in the public domain and pupils or parents may gain access to information and comments posted.
- Staff must not to post any images of any pupils online without consent.

- Staff's social media should not be accessible to pupils. If staff have a personal profile on social networking sites, it is advisable that they do not use their full name. Profiles should be set to private and the highest available security settings should be used.
- Staff must not share their own personal contact details with pupils or request a pupil's personal contact details, including home address or email address, unless in exceptional circumstances agreed in advance with the Headteacher. This also includes attempts to contact pupils or their parents on social media. Any contact with pupils should take place within appropriate professional boundaries, be transparent and be for professional reasons.
- Staff must not use mobile phones during directed hours. Outside these times mobile phones should only be used in areas of school where pupils are not present
- Staff must adhere to school's 'Acceptable Use of IT Policy' and use school's IT for professional purposes only.
- All IT equipment, including staff's equipment will be installed with appropriate filtering and monitoring software.
- Material accessed on school IT equipment will be monitored via the school's monitoring system.
- Any incidents of inappropriate material slipping through the filtering system should be reported to SLT immediately.

Artificial intelligence and digital tools: Staff must use any digital tools, including artificial intelligence tools, responsibly and in line with school policy. Confidential, personal or sensitive information about pupils, families or staff must not be entered into any system unless it has been approved by the school and complies with data protection requirements.

10. Staff should seek to establish a good and open relationship with pupils' parents and colleagues;

- Staff should aim to create a welcoming and open relationship with parents.
- All parental concerns should be treated seriously and dealt with promptly.
- Staff must not demean or undermine pupils, parents, carers or colleagues.
- Staff must take the utmost care of all individuals under their supervision to ensure their safety and welfare.

11. Safeguarding, Child Protection and Keeping Children safe in education (2026)

- All staff must have regular training in child protection issues and know the procedure for dealing with and reporting concerns.
- Staff have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse and neglect. Staff should report any safeguarding concerns to the DSL ; Mrs Whitton or Deputy DSLs Mrs Stones and Mrs Marsden
- Staff are aware of the school's Child Protection Policy, Keeping Children Safe in Education and Whistleblowing Policy. These are kept in the staffroom on the Child Protection Noticeboard.
- Staff should always wear their ID badge and question any unknown adult who enters the school premises and/or who attempts to engage with the children.
- Staff should never leave a class or group of pupils unsupervised.
- If staff need to transport pupils to an event in their own car, parental consent must be gained and pupils should not travel alone with a member of staff. It is important that staff ensure they are covered by their own car insurance policy for this purpose.
- Staff need to take a proactive approach towards both child protection and behaviour policies, through the creation of a positive classroom environment where all children are respected, and through PSHE and circle time in particular
- Any photographs or videos must only be taken for school use and only when permission has been granted by the child's parent or guardian (a letter is sent out bi annually to request permission)

Low-level concerns and allegations: All staff must report any concern, no matter how small, about the conduct of an adult working in or on behalf of the school. Concerns about another member of staff should be reported to the Headteacher. Concerns about the Headteacher should be reported to the Chair of Governors. Staff must not investigate concerns themselves or delay reporting because they are unsure whether the concern meets a threshold.

12. Reporting and recording concerns, including whistleblowing and GDPR

- Where staff have 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 to the Chair of Governors.
- All concerns will be investigated thoroughly and confidentially, and appropriate action taken.
- GDPR concerns: Staff must report any data breach to the Headteacher or Office Manager. The breach will then be recorded on the school's data breach log.

13. Staff Conduct Outside of Work

- We understand that what you do outside of work is your own concern, however, staff should avoid doing anything that damages your reputation, the reputation of the school or members of the school community. This includes posting negative comments or using inappropriate language on social media platforms.
- Criminal offences such as violence, sexual misconduct or the use of illegal drugs are likely to be regarded as unacceptable. Any charges you are facing must be disclosed as soon as possible to the Headteacher whether you feel it is relevant to your employment or not.
- Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school, affect your performance, or breach the working time regulations.
- Alcohol and substance misuse occurs in all occupational sectors, including education, and raises welfare and health and safety issues. Staff are encouraged to confide in a member of SLT or someone you can trust if they have an issue with alcohol or substance dependency. Incidents will be treated with sensitivity and support given through Occupational Health or Employee Assistance Programme.

14. Staff Support

- Staff should look after their physical and mental wellbeing, including maintaining a healthy work-life balance.
- Staff needing support are encouraged to discuss any issues or concerns with the Headteacher in confidence. Support can be provided internally, for example through the provision of a mentor, or externally through Able Futures, a free and confidential service accessed through Wigan LA to support employees with mental health, or through the Occupational Health Service.
  Able future 0800 521 3131
  www.able-future.co.uk
- Trade unions also provide support and advice to members. Membership of a trade union is strongly recommended

Conclusion;

All teachers must understand and always act within the statutory frameworks that set out their professional duties and responsibilities, including the Teachers' Standards. Other relevant documents can be found in the staffroom and Headteacher's office and include:

- Staff Handbook
- Safeguarding and Child Protection Policy
- Keeping Children Safe in Education DFE
- Working Together to Safeguard children DFE
- Behaviour and Discipline Policy
- Whistleblowing Policy
- E safety Policy
- Social Media Policy for Employees in School
- Health and Safety Policy
- Good Practice on Social Networking Sites
- Code of Conduct for Parents and Visitors

By adhering to this code of conduct staff can be assured they are playing their part in safeguarding pupils and protecting themselves.