



Priory School

Staff Code of Conduct

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Signed: _____

Date: 13th July 2026

Caroline Masih - Chair of Governors

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Statement of Intent

Priory School is committed to providing a safe, inclusive and respectful environment where every child can thrive and achieve their full potential.

At Priory School, professionalism is rooted in our values of **Curiosity, Opportunity, Trust and Hope**. We expect every member of staff to demonstrate kindness, integrity, honesty, respect and teamwork in every interaction with pupils, families, colleagues and the wider community. Through their words, actions and relationships, staff contribute to a culture where everyone feels safe, valued, supported and able to thrive.

This Code of Conduct sets out the standards of behaviour and professional practice expected of all adults working for or on behalf of the school at Priory School. It is designed to:

- safeguard children and promote their welfare;
- protect staff from situations that could place them at risk of allegation or misunderstanding;
- promote professionalism, integrity and accountability;
- ensure consistent expectations across the school; and
- maintain public confidence in both the profession and Priory School.

Our professional conduct is underpinned by the following principles:

Respect and Dignity

We treat every individual with courtesy, professionalism and respect. We value the experiences, perspectives and contributions of others and are committed to creating an environment where everyone feels welcomed and valued.

Equity, Diversity and Inclusion

We are committed to providing a workplace and learning environment free from discrimination, harassment, victimisation and bullying. Staff are expected to promote equality, challenge discrimination and prejudice wherever it occurs, and foster an inclusive culture for all.

Cultural Awareness and Belonging

We recognise and celebrate the diversity of our school community. Staff are expected to develop their cultural awareness, respect different backgrounds, beliefs and experiences, and contribute to an environment where every member of our community feels a genuine sense of belonging.

Every member of staff shares responsibility for maintaining the positive culture of the school and is expected to uphold these values and principles consistently, even when under pressure or facing challenge.

This Code of Conduct forms part of a staff member's contract of employment and should be read alongside the school's other policies, including those relating to safeguarding, behaviour, health and safety, data protection, online safety, acceptable use of technology and whistleblowing. Failure to comply with this Code may result in disciplinary action and, where appropriate, referral to external agencies.

This Code applies to all employees, agency staff, volunteers, governors and anyone working on behalf of Priory School. All adults working within the school share a collective responsibility for safeguarding children, promoting their wellbeing and maintaining the highest standards of professional conduct.

1. Professional behaviour and conduct

Staff are expected to demonstrate consistently high standards of personal and professional conduct such that public confidence in their integrity is sustained.

Staff are ambassadors for Priory School and are expected to maintain the highest standards of professionalism at all times. Their behaviour, both within and outside the workplace where it may impact the reputation of the school, should reflect the trust placed in them by pupils, families, colleagues and the wider community.

Staff will:

- Have proper and professional regard for the ethos, vision, values, policies and practices of the school.
- Demonstrate honesty, integrity and professionalism in all aspects of their work.
- Maintain high standards of attendance, punctuality and reliability.
- Take responsibility for their own conduct and recognise the impact their behaviour has on others.
- Treat all pupils, parents, colleagues, governors, volunteers, visitors and external professionals with courtesy, dignity and respect.
- Foster positive working relationships based on trust, collaboration and mutual respect.
- Model the behaviours and values we seek to develop in our pupils.
- Demonstrate calm, respectful and emotionally regulated behaviour, recognising that staff are role models for pupils at all times.
- Maintain appropriate professional boundaries at all times.
- Maintain appropriate standards of confidentiality and professionalism when using staff WhatsApp groups or other informal messaging platforms.
- Cooperate with school leaders and colleagues to fulfil their professional responsibilities.
- Challenge discrimination, bullying, harassment or unsafe practice where it is witnessed.
- Raise concerns promptly through the appropriate management channels.
- Support agreed school decisions and policies once they have been made, even where professional views have differed during discussion.
- Respect the confidentiality of information obtained through their work and only share information where it is appropriate and lawful to do so.
- Inform the Headteacher if they become subject to a criminal investigation, police caution, conviction, prohibition, investigation or any circumstance that may affect their suitability to work with children.
- Inform the Headteacher immediately if they become aware of any conduct by another adult that may place pupils, staff or the school at risk.
- Understand that professional standards apply equally during educational visits, residentials, school events, training, online meetings and any activity undertaken on behalf of the school.
- Use school technology and school-approved artificial intelligence (AI) systems responsibly. Confidential, personal or identifiable information must not be entered into AI systems unless expressly authorised by the school and appropriate safeguards are in place.

Staff will not:

- Use foul, abusive or discriminatory language.
- Behave in any manner that could reasonably undermine public confidence in the profession.
- Misuse or misrepresent their position, qualifications or experience.

- Behave dishonestly or deliberately provide false or misleading information.
- Alter, destroy or conceal school records without proper authorisation.
- Engage in bullying, harassment, victimisation or intimidation.
- Retaliate against anyone who raises a genuine concern or participates in an investigation.
- Allow personal political opinions, campaigns, beliefs or affiliations to influence their professional duties or relationships with pupils, families or colleagues.
- Use school resources, communication systems or premises to promote personal political campaigns or causes.
- Use personal devices in a manner that distracts from supervising or teaching pupils.
- Bring the school into disrepute through their behaviour, either in person or online.

Professional Communication

Staff are expected to communicate professionally at all times.

This includes:

- speaking respectfully to colleagues, parents and pupils;
- listening to differing viewpoints professionally;
- avoiding confrontational, sarcastic or inflammatory language;
- ensuring written communication is factual, courteous and appropriate;
- recognising that emails, messages and other written communications may be disclosed as part of complaints, subject access requests, disciplinary investigations or legal proceedings.

Professional Accountability

Staff are expected to:

- accept responsibility for their actions;
- respond professionally to feedback;
- engage positively with professional challenge;
- seek support where required;
- contribute positively to the continuous improvement of the school.

Professional Recording

Staff are expected to maintain accurate, objective and timely records where required. Records relating to safeguarding, behaviour, welfare, attendance, accidents, complaints or other significant incidents should be factual, professional and completed using the school's agreed systems. Personal opinion should be avoided unless clearly identified as professional judgement.

Professional Judgement

Staff are expected to exercise sound professional judgement in all aspects of their role. Where staff are uncertain about an appropriate course of action, they should seek advice from their line manager or a member of the Senior Leadership Team before proceeding.

Professional conduct is judged not only by individual actions, but also by the judgement staff exercise, the example they set for pupils and the positive contribution they make to the culture and reputation of Priory School.

Political Neutrality and Professional Expression

Priory School recognises that staff are entitled to hold and express personal, political, religious and philosophical beliefs in their private lives. The school respects the diversity of views held within its community.

However, when acting in a professional capacity, or where there is a connection to the school, staff are expected to ensure that their conduct, communications and use of school resources remain professionally appropriate, politically impartial and consistent with the school's inclusive ethos.

Staff must not use school resources, communication systems, email accounts, school premises or school events to promote personal political campaigns, causes or opinions. This does not prevent staff from expressing personal views in their private lives, provided these do not conflict with their professional responsibilities or the school's duty to maintain an inclusive and politically impartial environment.

Staff should exercise professional judgement when choosing clothing, accessories, badges or symbols worn at work. Items that are likely to be perceived as promoting a political campaign, partisan cause, extremist ideology, or that could reasonably undermine the school's duty to remain politically impartial or create division within the school community, should not be worn whilst representing the school.

The school values respectful discussion and recognises that staff may hold differing views on national and international events. Staff are expected to ensure that these views do not adversely affect professional relationships, create division within the workplace or compromise the school's duty to provide an inclusive environment for all members of its community.

Where staff are unsure whether clothing, symbols, campaign materials or other expressions may be inappropriate in the workplace, they should seek advice from a member of the Senior Leadership Team before wearing or displaying them.

2. Safeguarding Pupils

In accordance with 'Keeping children safe in education 2025' (KCSIE), staff members have a responsibility to safeguard pupils, and protect and promote their welfare.

Staff members have a responsibility to ensure that they provide a learning environment in which pupils feel safe, secure and respected.

To effectively safeguard pupils, staff members are required to follow the procedures outlined in this Staff Code of Conduct, the Behaviour Policy and the Child Protection and Safeguarding Policy, ensuring that they do not act in a way that may put pupils at risk of harm, or lead others to question their actions.

Safeguarding is everyone's responsibility. Every member of staff has a duty to act in the best interests of children, remain professionally curious, and report any concern, however small, without delay. Staff must never assume that somebody else has acted and should always follow the school's safeguarding procedures and recording processes.

Professional Curiosity

Staff are expected to maintain professional curiosity when working with children and families. This means remaining observant, asking appropriate questions where something does not feel right, respectfully challenging where necessary, and seeking advice from the Designated Safeguarding Lead if they are unsure. Staff should not accept situations at face value where there are indicators that a child may be at risk of harm.

In accordance with the school's Behaviour Policy and Child Protection and Safeguarding Policy, staff members will be prepared to identify pupils who may be subject to, or at risk of, various types of abuse and neglect, including, but not limited to, the following:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child-on-child abuse
- Serious violence
- FGM
- Child sexual exploitation (CSE)
- Child criminal exploitation (CCE)
- Domestic abuse

Copies of policies and a copy of Part one (or, where appropriate Annex A for staff members not working directly with children) of KCSIE will be provided to staff at induction and are available to all staff on the Every system. Staff will have a clear understanding of the school's policies and procedures with regards to safeguarding issues, e.g. abuse, and the important role they play in preventing harm against pupils.

In accordance with the school's Child Protection and Safeguarding Policy, staff will also be aware of the factors that could increase a pupil's risk of being subject to safeguarding issues, including but not limited to:

- Pupils who need a social worker (Child in Need and Child Protection Plans).
- Children absent from education, particularly if on repeat occasions and/or long periods of time.
- Children missing from education
- Elective Home Education (EHE)
- Pupils requiring mental health support
- LAC, previously LAC and care leavers
- Pupils with SEND or health issues
- Pupils who identify as, or are perceived to be, LGBTQ+.

If a member of staff has any concerns about a pupil's welfare, they will act on them immediately. They will follow the necessary reporting and referral procedures outlined in the Child Protection and Safeguarding Policy and speak to the DSL. Staff will be aware of the procedures to follow if a pupil tells them they are experiencing abuse, exploitation or neglect.

Recording Concerns

Staff must ensure that safeguarding concerns are recorded promptly, accurately and objectively using the school's agreed recording systems. Records should be factual, include the child's own words wherever possible and distinguish clearly between fact, observation and professional opinion.

In all cases, if a staff member feels unsure as to whether an incident or pupil would be classed as a safeguarding concern, they will speak directly to the DSL. Staff will not assume a colleague will take action and share information that might be critical in keeping children safe.

Staff will recognise, acknowledge, and understand that even if there are no reports of peer-on-peer abuse in the school, this does not mean it is not happening. Staff will understand the scale of harassment and abuse and challenge inappropriate behaviours between peers that are abusive in nature and report any concerns regarding any form of abuse to the DSL without undue delay.

Concerns About Adults

Any staff member that has concerns about another staff member's (including volunteers and supply staff) actions or intent, or believes these actions may lead to a pupil being put at risk of harm, will report this in line with the Allegations of Abuse Against Staff Policy or Whistleblowing Policy immediately so appropriate action can be taken.

If the concern is regarding the headteacher, staff will report this to the chair of the governing body.

If a staff member feels unable to raise an issue with the school, they will use other whistleblowing channels, including contacting the NSPCC's helpline on 0800 028 0285 (between the hours of 8:00am and 8:00pm Monday to Friday) or email address help@nspcc.org.uk. Staff members can also access guidance at www.gov.uk/whistleblowing. Fear about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare of pupils.

Staff will undergo safeguarding and child protection training at induction. This will include training around online safety, particularly concerning the understanding of roles and responsibilities in relation to filtering and monitoring, in line with the [filtering and monitoring standards](#). This training will be updated at least annually to continue to provide staff members with relevant skills and knowledge to safeguard children effectively.

Staff will recognise that, when teaching pupils about safeguarding and online safety, a one-size-fits-all approach may not be appropriate for every pupil, and a more personalised or contextualised approach may be needed for pupils who are vulnerable, victims of abuse and/or have SEND.

Staff will be aware of their local early help process and understand their role in it. Staff will also be aware of the process for making referrals to children's social care service (CSCS) and for statutory assessments under the Children Act 1989, along with the role they may be expected to play in such assessments.

Staff will reassure victims that they are being taken seriously and that they will be supported and kept safe by the school. Staff will never give the impression that pupils are creating a

problem by reporting abuse, sexual violence or sexual harassment, nor should a pupil ever be made to feel ashamed for reporting an incident.

Staff will know how to manage the requirement to maintain an appropriate level of confidentiality, involving those who need to be involved. Staff must never promise confidentiality to a child. They should explain, in an age-appropriate way, that information will only be shared with those who need to know in order to help keep them safe.

Staff will be aware of the school's legal duty to make a referral to the DBS where they consider an individual has been engaged in contact that has harmed, or is likely to harm, a child.

Professional Boundaries in Safeguarding

Staff should recognise that maintaining professional boundaries is an important aspect of safeguarding. Decisions should always be made in the best interests of the child, be capable of withstanding professional scrutiny and be consistent with the school's safeguarding culture.

Where staff are unsure whether a course of action is appropriate, they should seek advice from the Designated Safeguarding Lead or a member of the Senior Leadership Team before proceeding.

Creating a strong culture of safeguarding relies on every adult remaining vigilant, acting professionally, exercising sound judgement and recognising that safeguarding is not a single action but a responsibility that underpins every aspect of school life.

3. Appearance and Dress

Staff members are expected to present themselves in a professional manner that reflects the values and standards of Priory School. As role models for pupils, staff should ensure that their appearance promotes confidence, professionalism and respect.

The school expects that staff members will:

- Ensure that their appearance is clean, neat and appropriate when at work or representing the school.
- Dress in a manner that is appropriate to their role and the activities they are undertaking. The school will make reasonable adjustments to dress expectations to accommodate disabilities, medical conditions, pregnancy, religious observance and cultural beliefs.
- Remember that they are role models for pupils and that their dress and appearance should reflect the professional standards expected within an educational setting.
- Wear clothing and footwear that are appropriate for maintaining a safe working environment and enable them to carry out their duties effectively.
- Ensure that clothing is suitable for the age of the pupils they work with and does not compromise professional boundaries.
- Not wear clothing or accessories that display offensive, discriminatory, extremist or inappropriate language, images or slogans.
- Exercise professional judgement when choosing clothing, accessories, badges or symbols worn at work. Items that are likely to be perceived as promoting a political campaign, partisan cause, extremist ideology, or that could reasonably undermine the school's duty to

remain politically impartial or create division within the school community, should not be worn whilst representing the school.

- Cover any tattoos or body art that could reasonably be considered offensive, intimidating or inappropriate within a school environment.
- Ensure that jewellery, lanyards and piercings do not present a health and safety risk to themselves or others and are appropriate to their role.
- Maintain fingernails at a suitable length for working safely with children. Artificial nails or nail embellishments should not compromise hygiene or present a health and safety risk.
- Adapt their clothing and footwear where necessary to safely participate in activities such as PE lessons, educational visits, outdoor learning and practical activities.

Where staff are unsure whether clothing or accessories are appropriate for work, they should seek advice from their line manager or a member of the Senior Leadership Team before wearing them.

The Headteacher or delegated member of the Senior Leadership Team reserves the right to determine whether an item of clothing or appearance is appropriate for the school environment and to ask a member of staff to make reasonable adjustments where necessary.

4. Attendance

Regular attendance and punctuality are essential to ensuring the effective running of the school and maintaining consistency for pupils. Staff are expected to recognise the impact that absence and lateness can have on children's learning, colleagues' workloads and the wider operation of the school. Persistent lateness or poor attendance may be managed through the school's capability or disciplinary procedures where appropriate.

The school expects that staff members will:

- Attend work in accordance with their contract of employment and associated terms and conditions relating to hours of work, working days and school holidays.
- Arrive punctually and be ready to fulfil their professional responsibilities at the start of the working day.
- Maintain high standards of attendance and reliability.
- Follow the school's absence reporting procedures when absent due to illness or injury and keep the school appropriately informed of any ongoing absence.
- Comply with the school's notification procedures for sickness absence and provide certification where required.
- Make routine medical, dental and other appointments outside working hours or during school holidays wherever reasonably possible.
- Refer to the school's Staff Leave of Absence Policy when requesting leave for reasons other than personal illness.
- Attend meetings, training, INSET days, parents' evenings and other events that form part of their contractual duties unless otherwise agreed.
- Make every reasonable effort to minimise disruption to pupils and colleagues when unavoidable absence occurs.

Working from Home

Working from home is **not an entitlement** and may only be authorised by the Headteacher or a member of the Senior Leadership Team.

Requests to work from home will be considered on a case-by-case basis, taking into account operational requirements, safeguarding, staffing levels, the needs of pupils and the effective running of the school.

Working from home will normally only be approved where it can be demonstrated that duties can be carried out effectively away from the school site and where there is no detrimental impact on pupils, colleagues or the operation of the school.

Requests to work from home during particularly busy periods of the school year, including the end of term, will not normally be approved.

5. Conduct outside of work

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school.

Staff will not engage in outside work which could seriously damage the reputation and standing of the school, the employee's own reputation, or the reputation of other members of the school community. Staff will also not engage in outside work at a level which may contravene The Working Time Regulations 1998 or affect an individual's performance.

Staff committing offences that involve violence, possession or use of illegal drugs, or sexual misconduct is unacceptable, and will result in disciplinary procedures in line with the school's Disciplinary Policy and Procedure.

Staff will not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. This is explored further in the Digital Technology and Professional Communication section of this policy

6. Smoking, e-cigarettes, alcohol and other substances

Staff must not smoke or vape on school premises or in any location where they are visible to pupils, parents or whilst representing the school.

Staff will not smoke whilst working with or supervising pupils off-site, such as when on educational visits and trips.

Staff will report for work and remain in a condition to perform their duties free from the effects of drugs, alcohol or any other substances that may hinder judgement and cause changes in behaviour, this does not include over-the-counter painkillers such as paracetamol.

7. Health and Safety

Staff will:

- Be familiar with, and adhere to, the school's Health and Safety Policy and ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- Comply with health and safety regulations, adhering to any rules, routines and procedures in place, and cooperate with school leaders and colleagues on matters relating to health and safety.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Inform the headteacher of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended).
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.
- Report hazards, accidents, near misses and defective equipment promptly using the school's reporting procedures.

8. Conflicts of Interest

The school is aware that situations may arise where family interests or loyalties conflict with those of the school; however, staff have an obligation to act in the best interests of the school community to avoid situations where there may be a potential conflict of interest.

staff will be able to demonstrate that they do not have a vested interest in any decision-making or budget spending. All declarations will be submitted in writing to the headteacher for inclusion on the school's Declared Conflicts of Interest Register.

Failure to make a relevant declaration of interests is a serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the school or trade union.

Any member of staff found to be withholding information about a conflict of interest will be subject to disciplinary action in line with the Disciplinary Policy and Procedure.

Staff and volunteers will be responsible for:

- Declaring any conflicts of interest.
- Acting in accordance with this policy at all times.
- Identifying any conflicts of interest that have not been previously declared.
- Following the school's Whistleblowing Policy where there are concerns that a conflict of interest has not been declared, and an individual might have subsequently benefitted.
- Ensuring that all individuals in a discussion do not have a vested interest in the subject.
- Informing the headteacher of any relatives who may have a declarable interest.
- Consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities.
- Staff should declare any close personal relationships where these may reasonably be perceived as influencing professional decision making.

Membership to a trade union or staff representative group does not need to be declared.

Financial inducements

Staff will:

- Familiarise themselves and comply with the school's financial regulations.
- Declare to the Headteacher any gifts received, with the exception of:

- Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo – these items may be accepted.
 - Non-excessive gifts offered by parents or pupils to school staff to express their gratitude, but staff members should always refuse monetary gifts.
 - Hospitality in the form of meals and drinks where it is part of a normal business meeting.
 - Authorised visits to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business, which shall be at the school's expense.
- Not accept a personal gift, payment, or other incentive from a business contact – any such gifts should be returned.
 - Declare any gift that cannot be returned to the governing board, who will decide how it will be used.
 - Only accept offers to specific events after authorisation from the Headteacher.

Contacts

Staff members will not use school business contacts for acquiring materials or services at trade/discount prices for non-school activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

9. Maintaining Professional relationships with pupils

The school expects that staff will:

- Maintain professional boundaries and relationships with pupils at all times, and will consider whether their actions are warranted, proportionate, safe and necessary.
- Act in an open and transparent way that would not lead to others questioning their actions.
- Ensure that they do not establish social contact with pupils for the purpose of securing a friendship, or to pursue or strengthen a relationship.
- Ensure that they do not develop personal or sexual relationships with pupils: this includes sexual remarks and discussing their own sexual relationships with, or in the presence of, pupils.
- Only contact pupils via the school's established mechanisms: personal phone numbers, email addresses or social media platforms will not be used to contact pupils.

Staff are aware that they must not:

- Discuss personal information with pupils, such as concerning their lifestyle or marital status, unless it is directly relevant to the topic being taught.
- Correspond in a personal nature through any medium with pupils, e.g. phone calls or text messages, unless it is within the staff member's role and via an approved communication method, e.g. school emails.
- Adopt an ongoing support role beyond the scope of their position.

- Use personal equipment for approved activities, such as a personal camera, unless approved in writing by the SLT, and will not photograph, audio record or film pupils without authorisation from the SLT and consent from the pupil's parent.
- Save images, videos or audio recordings of pupils on personal devices, unless authorised by the SLT or parents.
- Upload images, videos or audio recordings of pupils to any location without consent from parents and the SLT.
- Discuss or share information regarding other pupils or members of staff; staff should be aware of their surroundings when speaking to others, as their conversations may be overheard.
- Ignore instances of sexual harassment and inappropriate behaviour amongst pupils.
- Invite or allow pupils to visit their home.
- Allow pupils to access staff members' personal devices.
- Attend pupils' homes or their social gatherings, unless approved by the SLT.
- Be alone with a pupil outside of teaching responsibilities, unless approved by the SLT.
- Enter changing rooms or toilets occupied by pupils, when supervision is not required or appropriate, use toilet facilities allocated to pupils, or undress in facilities intended for use by pupils.
- Not transport a pupil unless in a school vehicle and accompanied by another member of staff.
- Carry out one-to-one tutoring, mentoring or coaching of pupils, unless approved by the headteacher or SLT.
- Give personal gifts or special favours, or disproportionately single specific pupils out for special duties or responsibilities.
- Offer overnight, weekend or holiday care as a respite to parents without the approval of the headteacher.
- Exchange personal gifts with pupils or communicate using disappearing message platforms or applications.

Under the Sexual Offences Act 2003, it is an offence 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 to that child, even if the relationship is consensual.

Where inappropriate contact is made with pupils, this will be raised with the headteacher, and handled in line with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct.

If a pupil is consistently attempting to befriend or contact a member of staff on social media, the member of staff will inform the DSL or DDSL as soon as possible.

Staff are strongly discouraged from forming personal relationships with former pupils, including on social media, as well as with the parents of any pupils on social media.

In the event of the school becoming aware of a close relationship between a member of staff and a former pupil which may raise concerns about their suitability to work with children, the headteacher will contact the LA designated officer (LADO) for advice and guidance.

Any inappropriate contact made with former pupils will be handled in line with the Child Protection and Safeguarding Policy and Staff Code of Conduct.

Appropriate language

Staff will be informed that pupils should not be treated as friends. Staff will not:

- Use inappropriate names or terms of endearment.
- Allow inappropriate conversations or enquiries of a sexual nature to occur.
- Comment on a pupil's appearance, including personal flattery or criticism.
- Treat pupils disrespectfully or discriminatorily, based upon their perceived or actual protected characteristics.
- Subject pupils to humiliation, profanity, or vilification.
- Allow or partake in suggestive humour, banter, jokes or innuendos of a sexual nature.
- Use obscene or inappropriate gestures and language.
- Partake in personal conversations, including on the phone, where this may be overheard by pupils.

10. Physical contact with pupils

All staff members will respect the personal space and privacy of all pupils and will avoid situations which unnecessarily result in close physical contact.

The school understands that there are circumstances in which it is entirely necessary for staff to have physical contact with pupils, e.g. when applying first aid and assisting with intimate care, but staff will only do so in a professional and appropriate manner in line with relevant school policies.

When physical contact is made with pupils, it is imperative that it is conducted in a way which is responsive to the pupil's needs, is of limited duration and is appropriate to their age, stage of development, gender, ethnicity and background.

Staff will seek the pupil's permission, where possible, before initiating contact.

Staff will always use their professional judgement when determining what physical contact is appropriate, as this may differ between pupils. As such, the pupil's feelings and wishes will always be taken into account.

Staff will never touch a pupil in a way that is indecent and will always be prepared to explain and justify their actions. Staff recognise that even well-intentioned physical contact may be misconstrued by a pupil, an observer or anyone to whom the action is described..

Staff will not engage in rough play, tickling or play fights with pupils.

Extra caution will be taken where it is known that a pupil has previously suffered from abuse or neglect.

Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be reported to the Headteacher and appropriate procedures will be followed.

Where it is necessary in PE classes for teachers to demonstrate use of equipment, this will be conducted with another member of staff if possible. If a pupil is required to participate, their consent will be given before doing so.

If a child is in distress and in need of comfort as reassurance, staff may use age-appropriate physical contact, such as placing their hand on the pupil's shoulder. Staff will remain self-aware of their actions at all times and ensure that their contact is not threatening, intrusive or subject to misinterpretation.

The school acknowledges that situations may arise in which staff members will be required to use physical intervention, and in some cases reasonable force, in order to manage conflict, disruption and distressed behaviour when other measures have failed to do so. In these cases, staff will ensure that actions such as safe touch and reasonable force are used in a correct and safe manner, in accordance with the relevant legislation and national guidance and in line with the schools Physical Intervention Policy.

In all interactions with pupils staff will always behave and act in a respectful and professional manner and staff will be aware that extra caution and consideration may be needed where it is known that a pupil has previously suffered from abuse or neglect.

11. Showering and changing

Staff will ensure that pupils are afforded respect and privacy whilst they are changing, e.g. before and after PE; however, a level of supervision is required to ensure that pupils are safe, and that they are not subjected to bullying.

The supervision will be appropriate to the needs and ages of the pupils, and sensitive to the potential for embarrassment.

Staff will adhere to the appropriate policies and risk assessments, eg. PE risk assessment and ensure that appropriate supervision and support is given to all pupils, including those who may need assistance with showering and changing.

Where possible, female staff will supervise girls and male staff will supervise boys.

Staff will announce their intention of entering the changing room to allow pupils to maintain their privacy and will only remain in the changing room for as long as is necessary.

Staff will never change or shower in the same area as pupils.

12. Transporting Pupils

Staff are aware that the safety and welfare of pupils is the responsibility of the school until pupils are with their parents. The school is committed to taking all possible safety measures to ensure the safety of pupils.

When it is necessary to transport pupils off-site, staff will gain consent from parents before transporting pupils and adhere to the appropriate school policies and risk assessments.

Staff will ensure that they:

- Hold a full valid driving licence for the category of vehicle being driven and providing their licence details to the headteacher where required.
- Drive in accordance with the laws of the road and Highway Code.
- Check before each journey that the vehicle is roadworthy, e.g. tyres are properly inflated and meet legal requirements.
- Ensure that they are fit to drive; where their fitness to drive may be impaired, e.g. due to a medical condition or taking medication, they inform their line manager as soon as possible and notify the DVLA where required.
- Notify the headteacher where there is any change in their circumstance in relation to driving at work, e.g. if they acquire penalty points on their licence for motoring offences outside of work.

Staff will only use their own vehicle to transport pupils where there is no practical or reasonable alternative, and where agreed upon by the headteacher and parents in advance of the journey. Only members of staff with the appropriate level of DBS check and safeguarding and behaviour management training will be permitted to transport pupils.

When using their own vehicle to transport pupils, staff will ensure that their driving insurance is valid for the purposes of business use, including cover for persons travelling as business passengers.

Two or more staff will be present in the vehicle to avoid any discrepancy regarding safeguarding concerns. Staff should wherever possible avoid transporting a pupil alone unless there is an emergency and the Headteacher has authorised it.

Staff will not offer pupils transport outside of their normal working duties, other than in an emergency or if a pupil is at risk. These circumstances will be recorded and reported to the headteacher and the pupil's parents.

13. Digital Technology and Professional Communication

The school recognises that technology plays an important role in teaching, learning, communication and the efficient running of the school. Staff are expected to use all digital technology responsibly, professionally and in accordance with the school's values, safeguarding responsibilities and data protection obligations.

When using technology, staff must always comply with the:

- Online Safety Policy
- Staff ICT and Electronic Devices Policy
- Safe Use of Artificial Intelligence (AI) Policy
- Data Protection Policy
- Acceptable Use Agreement

Professional Use of Technology

Staff will:

- use school technology, communication systems and digital platforms safely, responsibly and only for legitimate school purposes;
- maintain professional standards when using email, Microsoft Teams, online learning platforms and other digital communication tools;
- protect school equipment from loss, theft, damage or unauthorised access;
- keep passwords secure and never share login credentials unless authorised to do so;
- lock devices when left unattended;
- report any suspected cyber security incidents, phishing attempts or data breaches immediately.

Staff will not:

- use school technology for illegal, offensive or inappropriate purposes;
- attempt to bypass security settings or monitoring systems;
- install unauthorised software or applications onto school devices;
- access or store inappropriate material using school equipment.

Artificial Intelligence (AI)

The school recognises the potential benefits of approved Artificial Intelligence (AI) technologies in supporting teaching, learning and administrative tasks.

Staff may only use AI systems that have been approved by the school and in accordance with the Safe Use of AI Policy.

Staff must not:

- upload confidential, personal or identifiable information into AI systems unless expressly authorised by the school;
- rely solely on AI-generated content without checking its accuracy and suitability;
- use AI to generate content that could compromise safeguarding, confidentiality, assessment integrity or professional judgement.

Staff remain professionally responsible for all work produced using AI.

School Communication Systems

School communication systems, including email, Microsoft Teams and other approved communication platforms, must be used professionally at all times.

Written communication should be:

- respectful;
- factual;
- courteous;
- appropriate for a professional audience.

Staff should recognise that emails, instant messages and other electronic communications may be disclosed during complaints, disciplinary investigations, Subject Access Requests or legal proceedings.

Email Profiles and Professional Identity

School email accounts represent Priory School and form part of the school's professional communication with parents, pupils and external agencies.

Email profile images must be limited to one of the following:

- the default system image;
- staff initials;
- a professional photograph of the staff member; or
- the school's official logo.

Images, graphics or profile photographs that promote political campaigns, personal causes, slogans, memes or content that could reasonably undermine the school's professional neutrality must not be used.

Staff should also ensure that email signatures, profile names and online meeting backgrounds are professional and appropriate for an educational setting.

Working Remotely

Where staff are authorised to work remotely, they remain responsible for maintaining the same standards of professionalism, confidentiality, safeguarding and data security expected when working on the school site.

Confidential information should only be accessed where appropriate security measures are in place and staff should ensure that family members or others cannot access school information.

Monitoring

School-owned equipment, communication systems and networks remain the property of the school.

The school reserves the right, where lawful and proportionate, to monitor the use of school systems in order to:

- protect pupils;
- safeguard staff;
- maintain cyber security;
- investigate suspected misconduct;
- ensure compliance with school policies and legal obligations.

Monitoring will always be undertaken in accordance with relevant legislation.

Seeking Advice

Where staff are unsure whether the use of technology, AI or any digital communication is appropriate, they should seek advice from their line manager, the Headteacher or the school's IT support before proceeding.

Staff should remember that technology is an extension of their professional practice and the standards expected of them when communicating digitally are no different from those expected in face-to-face interactions.

14. Personal Devices and Mobile Technology

The school recognises that staff may need to bring personal electronic devices into school; however, their use must not interfere with professional responsibilities, safeguarding or the effective supervision of pupils.

Personal devices include, but are not limited to, mobile phones, smart watches, tablets, laptops, headphones and any wearable technology capable of communication, photography, recording or internet access.

Staff will:

- Keep personal devices secure and out of sight during the working day unless their use has been authorised.
- Ensure that personal devices do not distract them from supervising, teaching or caring for pupils.
- Switch personal mobile phones to silent or vibrate whilst on duty.
- Use personal devices only during designated break or lunchtime periods and in staff-only areas, unless there is an emergency or prior authorisation has been given.
- Ensure notifications displayed on smart watches or other wearable devices are not visible to pupils.
- Use school-issued devices wherever these are available for school business.

Staff will not:

- Use personal mobile phones whilst teaching, supervising pupils or undertaking duties, except in an emergency.
- Carry personal mobile phones in a manner that makes them readily accessible during teaching or supervision, including in PE clothing or sportswear pockets.
- Use smart watches or wearable technology to read or send messages, emails or notifications whilst supervising pupils or during lessons.
- Wear headphones, earbuds or similar devices whilst supervising pupils unless required as a reasonable adjustment.
- Allow personal devices to distract them from their professional responsibilities.
- Allow pupils access to their personal devices.

CPOMS Authentication

Where staff need to use a personal mobile phone solely to complete multi-factor authentication for CPOMS or another approved school system, this should only take place during breaktimes or lunchtime, or when pupils are not present. Devices should be put away immediately after authentication has been completed.

Exceptional Circumstances

The school recognises that there may occasionally be exceptional circumstances where staff need to keep a personal mobile phone readily available, for example due to an urgent family situation or medical need. In these circumstances, staff should inform their line manager or a member of the Senior Leadership Team so that appropriate arrangements can be agreed.

Staff should be fully present and engaged with pupils throughout the school day. The use of personal devices must never compromise safeguarding, supervision, teaching or the quality of interactions with pupils.

15. Social Media and School Promotion

The school recognises that social media is an important tool for celebrating achievements, communicating with families and promoting the work of Priory School. Staff are expected to use social media responsibly and professionally, recognising that their online conduct may affect the reputation of both themselves and the school.

Personal Social Media

Staff remain responsible for their online conduct at all times.

Staff will:

- ensure that privacy settings on personal social media accounts are appropriately secured;
- consider whether content posted on personal accounts could reasonably be associated with their professional role;
- behave respectfully when engaging in online discussions;
- report any online content relating to the school which may present a safeguarding, reputational or welfare concern.

Staff will not:

- post, share or endorse content that could reasonably bring themselves, the school or the wider school community into disrepute;
- publish confidential or sensitive information relating to pupils, families, colleagues or the school;
- identify themselves online in a manner that implies they are speaking on behalf of the school unless authorised to do so;
- engage in online behaviour that could damage professional relationships within the school community.

Contact with Pupils and Families

Staff must maintain professional boundaries online at all times.

Staff will not:

- accept or send friend requests to current pupils;
- communicate with pupils using personal social media accounts or messaging applications;
- initiate or maintain inappropriate online relationships with parents or carers where this could create a conflict of interest or compromise professional boundaries;
- create or participate in unofficial messaging groups with parents or pupils on behalf of the school.

Where staff are also parents of children attending the school, they should exercise professional judgement when interacting with other parents through social media and ensure that these relationships do not compromise their professional responsibilities.

Political Expression and Professional Reputation

Staff are entitled to hold and express personal political, religious and philosophical beliefs in their private lives.

However, staff should recognise that content published on personal social media may become associated with the school where they are identifiable as employees of Priory School.

Staff should therefore avoid publishing content that is discriminatory, inflammatory, extremist or otherwise likely to undermine confidence in the school or adversely affect professional relationships within the school community.

School Social Media and Marketing

The school operates official social media accounts to celebrate pupils' achievements, share information with families and promote the work of Priory School.

Only authorised members of the Social Media Team or staff acting with the approval of the Headteacher or Senior Leadership Team may publish content directly to the school's social media platforms.

From time to time, staff may be asked to support the Social Media Team by capturing photographs or short video clips during school activities.

Where this is necessary:

- photographs and videos must only be taken for the purpose of promoting Priory School;
- only pupils with the appropriate parental consent may be photographed or filmed;
- wherever possible, school-owned devices should be used;
- where a school device is not available, the use of a personal device must be authorised by a member of the Senior Leadership Team;
- all images and videos must be transferred securely to the school or the Social Media Team as soon as reasonably practicable;

- all images and videos must be permanently deleted from the personal device immediately after transfer;
- images or videos must never be retained for personal use, uploaded to personal cloud storage, edited using personal social media applications or shared via personal messaging services.

Authorisation to capture images on behalf of the school does not permit staff to routinely use personal devices to photograph or film pupils.

Professional Responsibility

Staff should remember that information shared online can be permanent, copied and redistributed beyond their control.

The standards of professionalism expected of staff apply equally to online activity as they do to face-to-face interactions, and staff should ensure that their online conduct reflects the values, reputation and professional standards of Priory School.

16. Photography, Images and Videos

Photographs and videos are an important part of celebrating pupils' achievements, supporting learning and promoting the work of Priory School. Staff must ensure that all images and recordings are taken, stored and used in a manner that safeguards pupils, respects their privacy and complies with data protection legislation.

Staff will:

- Ensure that photographs and videos are only taken for legitimate educational or school purposes.
- Use school-owned equipment wherever possible.
- Follow the school's procedures where the authorised use of a personal device has been approved in accordance with the **Social Media and School Promotion** section of this policy.
- Ensure that parental consent has been obtained before photographing or filming pupils, in accordance with the school's consent procedures.
- Respect the wishes of pupils and families who have not given consent for photography or filming.
- Store photographs and videos securely using approved school systems.
- Ensure that all images are available for scrutiny and be prepared to explain and justify why they were taken.
- Consider carefully the dignity, privacy and welfare of pupils before taking or using any image or video.

Staff will not:

- Photograph or film pupils for personal use.
- Store photographs or videos of pupils on personal devices unless this has been expressly authorised in accordance with the **Social Media and School Promotion** section of this policy.
- Upload photographs or videos of pupils to personal cloud storage, personal messaging services or personal social media accounts.
- Take photographs of pupils in states of undress, whilst changing or in any situation that could reasonably be considered intrusive, indecent or inappropriate.

- Take photographs of injuries, bruising or marks following a disclosure of abuse or make audio recordings of safeguarding disclosures. Such concerns should be reported immediately to the Designated Safeguarding Lead, who will determine the appropriate course of action.
- Use photographs, videos or recordings of pupils, staff or visitors to create manipulated, synthetic or AI-generated images or media without the explicit authorisation of the Headteacher and compliance with the school's Safe Use of AI Policy.

Educational Visits and Events

When photographs or videos are taken during educational visits, performances or school events, staff must continue to follow the same safeguarding, consent and data protection requirements that apply on the school site.

Particular care should be taken to ensure that images are appropriate, respectful and reflect the school's values.

Storage and Retention

All photographs and videos should be transferred to approved school systems as soon as reasonably practicable and retained only for as long as they are required for their intended purpose, in accordance with the school's Data Protection Policy and Records Management procedures.

17. Probity of records

Staff are responsible for ensuring that all records, documents and information created, maintained or submitted as part of their employment are accurate, truthful and completed with integrity.

The deliberate falsification, alteration, destruction or concealment of records or documents, including electronic records, is unacceptable and may constitute gross misconduct and, in some circumstances, a criminal offence.

This includes, but is not limited to:

- references;
- qualifications and professional registrations;
- attendance or absence records;
- safeguarding records;
- assessment or pupil records;
- financial records;
- medical documentation;
- legal documents; and
- any information submitted to the school or external agencies.

Where errors are identified, they should be corrected promptly and transparently in accordance with the school's procedures. Staff must never knowingly provide false or misleading information.

18. Monitoring and Review

This Code of Conduct will be reviewed annually by the Headteacher to ensure that it remains compliant with current legislation, statutory guidance and best practice.

The Governing Board will approve any substantive changes to this policy.

All staff are required to familiarise themselves with this Code of Conduct as part of their induction and whenever updates are made. Refresher training or guidance will be provided where appropriate.

Failure to comply with this Code may result in disciplinary action in accordance with the school's Disciplinary Policy and Procedure.

Review Date: July 2027

Staff Declaration

I confirm that I have read and understood the Priory School Staff Code of Conduct and agree to conduct myself in accordance with the standards and expectations set out within it.

I understand that this Code forms part of my terms and conditions of employment and that I am responsible for maintaining the highest standards of professionalism, safeguarding, integrity and conduct at all times.

I understand that any breach of this Code may be managed in accordance with the school's disciplinary procedures.

Name:

Signature:

Date: