Alton Infant School
Sowing the seeds of learning



Staff Code of Conduct.

Date approved by the Full Governing Body: - September 2026

Date of review: - September 2027

Purpose

This Code of Conduct aims to establish a set of principles which underpin the expected conduct of staff at Alton Infant School with the intention of encouraging staff to achieve the highest standards of conduct at work and of minimising the risk of improper conduct occurring.

The Governing Body of Alton Infant School is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with pupils and parents of the school. It also recognises that all members of staff have the right to work in a safe, respectful and courteous professional environment without fear of discrimination, harassment or abuse. All pupils, staff, parents, members of the public and wider school community have the right to be treated with respect, courtesy, fairness and equality and must not be discriminated against. The school expects all staff to uphold these principles.

The school requires that all staff have read and comply with this Code of Conduct. Where clarification is needed on any aspect of this document, this should be sought from the Headteacher. Breach or failure to observe the provisions of this document may lead to action being taken under the school disciplinary procedures.

This document is given to all staff for signing and agreeing at the beginning of each academic year and is available in each year group's safeguarding folder. This document is also highlighted on induction and given to all new members of staff. New members of staff are required to read, sign and agree to the contents of this document within three weeks of starting their new post.

This Code of Conduct is not exhaustive in defining acceptable and unacceptable standards of conduct and behaviour and in circumstances where guidance does not exist individuals are expected to use their professional judgement and act in the best interests of the school and its pupils.

Scope

The Code of Conduct applies to:

- all members of staff, including the headteacher, teachers, teaching assistants, special needs assistants, administration staff, lunchtime and premises staff.
- governors;
- casual workers;
- temporary and supply staff, either from agencies or engaged directly;
- student placements, including those undertaking initial teacher training, and apprentices.

References to 'staff' throughout the Code of Conduct refer to all of the above groups.

Any links within this document to other documents are for ease of use and do not form part of this Code of Conduct.

This Code of Conduct exists in addition to Hampshire County Council's Local Government Code of Conduct.

Professional standards at work

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty, courtesy and integrity. The school expects staff to treat each other, pupils, parents and the wider school community with dignity, courtesy and respect at all times.

Staff are expected to deal with any disagreements, misunderstandings, differences of opinion or any other professional issue with another member of staff, with courtesy, respect and integrity.

However, staff must understand that if there is a workplace issue with a related grievance against themselves or another member of staff, the procedures in the Resolving Workplace Issues and Grievances Policy will be followed. These procedures follow a stepped-up process from resolving workplace issues informally through to a formal investigation which may involve an external investigating officer. The following polices may also be followed in conjunction with resolving workplace issues and grievances: -

- Low-level Concerns Policy.
- Whistleblowing Policy.
- Capability Policy.
- Complaints Policy.

- Acceptable Use of ICT Policy.
- Allegations Against Staff Policy.
- Disciplinary Policy.

The above policies can all be found in the year group and office safeguarding folders.

Staff must have regard for the above professional standards and the ethos and values of the school as well as its policies and procedures and act in accordance with these at all times, including in their dealings with those who come into contact with the school e.g., visitors. Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of the children and young people at the school are accorded the highest priority. In this and other ways staff should always maintain professional standards of conduct and behaviour which sustain their professional standing and that of the school.

Teachers are reminded of, and are expected to uphold, their wider responsibilities as set out in the Teachers' Standards, including an understanding of, and acting within, the statutory frameworks which set out their professional duties and responsibilities.

All staff are expected to understand that if the above professional standards at work are not demonstrated, then the procedures in the following relevant school policies will be followed: -

- Resolving Workplace Issues and Grievances Policy.
- Low-level Concerns Policy.
- Whistleblowing Policy.
- Capability Policy.
- Complaints Policy.
- Acceptable Use of ICT Policy.
- Allegations Against Staff Policy.
- Disciplinary Policy.

Dress and appearance for work

Although an individual's dress and appearance are matters of personal choice, staff are expected to dress appropriately, practically and professionally for working in an infant school. The school recognises the diversity of cultures and religions of its staff and will take a sensitive and non-discriminative approach when this affects the dress and appearance of individuals.

However, staff should dress appropriately, decently, practically and safely for an infant school environment and for the role they undertake, as well as setting a good example to other staff, governors, parents, pupils and visitors.

Within the expectations for the dress and appearance for work, priority is given to health and safety and the consideration of pupils, parents, other staff and governors. Staff should ensure that they therefore dress in a safe, considerate and inoffensive manner that includes, but is not limited to: -

- Practical and safe footwear.
  Unsafe footwear for working in an infant school, that should be avoided, includes, but is not limited to, high-heel shoes, flip-flop style sandals without a back, shoes that unsafely over-expose feet and toes or shoes that easily slip or could cause a slippage through a lack of grip. Trainers or plimsole-style shoes may be worn.

- Appropriate and safe clothing.
  Inappropriate clothing for working in an infant school, that should be avoided includes, but is not limited to, jeans and denim, over-revealing clothing, or clothing that includes offensive or distasteful slogans or imagery.

  Unsafe clothing that should be avoided includes, but it not limited to, loose clothing or items that could be a trip or strangulation hazard.

  For health, safety and professional reasons, it also expected that any staff taking part in physical activities (e.g., PE lessons) will wear trainers or plimsolls. If they wish, staff may also wear sports clothing when taking part in physical activities (e.g., PE lessons) and this clothing may be worn for the duration of the school day.

Please note that the school will not take responsibility for any personal accidents if this code of conduct with regard to clothing and appearance is not followed.

Drugs and Alcohol

Staff must not be in school or on the school grounds on any day during a calendar year (this includes weekends, school holidays and evenings), under the influence of drugs or alcohol. Staff must not bring any drugs, cigarettes/tobacco (including lighters and matches), vapes or alcohol into school or onto the school grounds on any day during a calendar year (this includes weekends, school holidays and evenings).

Alcohol may only be brought into school as a part of a specific special event and only after permission has been given by the Headteacher or Chair of Governors. Such events could include an HSA fayre or a staff or governor celebration. However, at such events and when drinking alcohol, staff are still expected to behave respectfully and appropriately. The smoking of cigarettes, tobacco or vapes or the taking of drugs is not allowed at any time or at any special event in the school building or on the school grounds.

Conduct outside of work

Care must be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school. In no case should actions or activities undertaken outside of work (including but not limited to relationships and social media use) bring the school or a member of staff's professional reputation into disrepute.

Staff must disclose any misconduct or alleged misconduct made against them, including any incidents arising from alternative or additional employment outside of this school. Disclosure must be made to the Headteacher without delay, after which consideration will be given to the relevance or otherwise of the misconduct to their role in the school.

Teachers are reminded that the Teachers' Standards, and specifically Part Two: Personal and Professional Conduct, set out their responsibilities in relation to upholding public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.

Whistleblowing

The Public Interest Disclosure Act 1998 (as amended) gives protection to people who disclose reasonable concerns about serious misconduct or malpractice at work. This is also known as Whistleblowing.

The Governing Body of the school will treat all matters of malpractice very seriously and allegations about such matters will be dealt with quickly and with appropriate confidentiality.

Staff should acknowledge their individual responsibilities in bringing matters of concern to the attention of senior leadership in the school. This is particularly important where the welfare of children may be at risk.

A clear procedure is provided for staff to raise issues with the purpose of assisting in reducing the risk of serious concerns being mishandled, whether by the individual or by the school. Please refer to the school's Procedure for Protected Disclosures (Whistleblowing) Policy. This policy is displayed on the school office noticeboard and is kept within year group and the office safeguarding folders. Details of whistleblowing procedures are also displayed around the school.

Safeguarding

Alton Infant School recognises its statutory and moral duty to safeguard and promote the welfare of pupils and understands that staff play a vital role in meeting these responsibilities. Staff must be aware of their individual

safeguarding responsibilities, including to provide a safe environment in which children can learn, to be aware of the signs of abuse and neglect, to identify children who are suffering, or are likely to suffer, significant harm and to take appropriate action in such cases to prevent concerns from escalating.

All members of staff must be aware of the school's systems for supporting child safeguarding, including the role of the school's Designated and Deputy Designated Safeguarding Leads (DSLs). In this school the DSL(s) and Deputy DSLs are the Headteacher (Stacey Serdet), the Early Years Leader (Karen Cooper) and the SENDCo (Lily Hill-Venning).

Staff have a professional duty to report concerns about the welfare of a child. Any such concerns must be raised without delay to the school's DSLs. In the event that none of the above are available contact Hampshire County Council's Safeguarding team on 01962 876364. There should be no delay in reporting a concern if there is risk of immediate serious harm to a child.

Staff are also reminded of their duty to report safeguarding concerns about staff and follow the procedures in the Whistleblowing and/or the Low-Level Concerns Policy.

Staff should be familiar with the school's Safeguarding and Child Protection Policies which are available to all staff in the year group safeguarding folders, on the school website and are displayed on the office noticeboard. All staff must sign to say that they have read and understood the Safeguarding and Child Protection Policies at the beginning of each Autumn Term.

All staff will receive appropriate safeguarding and child protection training and will be provided with guidance on child safeguarding as part of their induction to the school.

In accordance with the statutory guidance published by the Department for Education 'Keeping Children Safe in Education' all staff in Alton Infant School are required to read Part One and Annexe A and will be provided with a copy as part of their induction to the school. A copy is also kept in year group and the office safeguarding folders.

Pupils

Individuals who work or volunteer in a school environment are in a position of trust. Staff should be mindful of the need to maintain professional boundaries appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably. Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.

Appropriate Relationships

Staff must avoid unnecessary physical contact with children. Where physical contact is essential, e.g., for health and safety reasons, the pupil's permission must be gained for that contact wherever possible. If physical contact is made to remove a pupil from a dangerous situation or an object from a pupil to prevent either harm to themselves or others, then this should be recorded on CPOMs and reported to the Headteacher or a member of the Senior Leadership Team. In such cases, the pupil's permission regarding physical contact does not need to be gained. In cases where accidental physical contact was made, it should be reported to the Headteacher or a member of the Senior Leadership Team. In all cases staff should act in accordance with the school's Physical Restraint Policy.

Any sexual behaviour by a member of staff with or towards a pupil, child or young person whether inside or outside of work is unacceptable and will not be tolerated. Staff are reminded that under the Sexual Offences Act 2003, it is a criminal 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 of that child, even if the relationship is consensual. Keeping Children Safe in Education defines a child as everyone under the age of 18.

Parents

Staff are expected to interact with parents in a polite, courteous and respectful manner and recognise parents' entitlement to express any concerns they may have about their child's learning, safety or wellbeing. Staff should avoid discussing school matters with parents outside school if approached and should instead refer the parent to the normal school communication channels.

School E-mail, communication (e.g., Class DoJo) and internet systems must be used only in accordance with the school's Acceptable Use of ICT and E Safety Policies. Any electronic interaction with parents (e.g., via email or Class DoJo) must also be communicated in a polite, courteous and respectful manner.

Use of ICT including social media

Staff are expected to follow and agree to the school's Acceptable Use of ICT and E Safety policies. These policies set out expectations for the acceptable and unacceptable use of ICT, social media, school devices, personal devices and mobile phones. If staff do not follow the expectations of the Acceptable Use of ICT and E Safety Policies, then the procedures in the following relevant school policies will be followed: -

- Resolving Workplace Issues and Grievances Policy.
- Low-level Concerns Policy.

- Whistleblowing Policy.
- Capability Policy.
- Complaints Policy.
- Allegations Against Staff Policy.
- Disciplinary Policy.

Data Protection

Staff must ensure that they do not disclose confidential information to anyone who does not have the right to receive it. Where information is disclosed, this should be in line with the principles of the General Data Protection Regulations (GDPR) 2016 and the Data Protection Act 2018. Equally, staff should not prevent another person from gaining access to information to which that person is entitled by law. If there is doubt about whether or not to share information, advice must be sought from the Headteacher or the school's DPO (Data Protection Officer), Heather Eastman (heathereastman@aol.com).

Confidentiality and disclosure of information

Information obtained during the course of an individual's work should never be used for personal gain or benefit, nor should it be passed onto others who might use it in such a way.

Health and Safety

Staff must adhere to the school's Health and Safety policy and should ensure that they take every action to keep themselves and others in the school environment safe.

Gifts and hospitality

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

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

Use of school resources and funds

The use of school resources, property and equipment is for school related activities only, except where otherwise agreed with the Headteacher. All members of staff must use any public or school funds entrusted or handled by them in a responsible and lawful manner.

I have read, understood and agree to upholding the Alton Infant School Staff Code of Conduct and understand that not following this code of conduct could result in my misconduct or gross misconduct and may, after proper investigation, lead to a disciplinary sanction or dismissal.

SIGNED: ……

DATE: ……..

NAME (PRINT): ……