



Staff Code of Conduct

Approved by	Coral Snowden		
Date	September 2026	Next review due	September 2027

Summary of Changes

Version	Date	Summary of Changes	Approved By
1	June 2020	Reviewed - No updates	C Snowden - Principal
2	September 2021	Section 1.3 – low level concerns	C Snowden - Principal
3	September 2023	Section 1.2 – Beginning and End of the day Arrangement Policy Section 1.4 – Identification of pupils (need to know approach)	C Snowden - Principal
4	September 2024	Section 1.2 – Administering First Aid	C Snowden - Principal
5	September 2025	No Updates	C Snowden - Principal
6	September 2026	Section 2.3 – Dress Code	C Snowden - Principal

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Section 1: Our Core Principles

Western House Academy's (WHA) Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This policy should be read alongside the:

Child Protection Policy
Whistle Blowing Policy
Managing Allegations Against Staff Policy
Social Media Policy
GDPR and Data Protection Policies
Gifts and Hospitality Policy
Beginning and end of day Arrangement Policy
Behaviour Management and Regulation Policy
First Aid Policy

1.1 Attitude and behaviour

We aim to foster positive attitudes, self-discipline and good behaviour in our children and it is essential we provide them with excellent adult role models at all times. All members of our community should aim to uphold and promote the vision and values.

It is expected that all staff will have a positive attitude towards school life which will be reflected in the way they talk to children, parents and all staff members, as well as in the way they conduct their professional duties.

Partisan political views should not be promoted in the teaching of any subject. The principles of British democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs should be promoted whenever possible.

1.2 Safeguarding

Staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the designated Safeguarding Lead. WHA's Designated Safeguarding Lead is Jessica Costelloe (Vice Principal). She is supported in her duties by the Senior Safeguarding team. This consists of Coral Snowden (Principal), Heather Kearney (Deputy Principal), Kyla Parmley, (Vice Principal) Sophie Poynter (Vice Principal), William Overton (Director of Early Years) and Sarah Gregory (Child & Family Support Officer).

Staff should ensure they are familiar with the academy's Child Protection policy. Copies of these are available on the website and in the staffroom.

Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.

Staff must not demean or undermine pupils, their parents or carers, or colleagues. Staff must take the utmost care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

Staff must not use their personal mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers and networks. Personal mobile phones should only be used in areas of the school where pupils are not present. When personal mobile phones are not in use they should be stored away securely.

Should you need your personal mobile phone on your person whilst carrying out your duties you must gain prior consent from a member of the senior leadership team.

Only First Aid trained staff can administer first aid. A form must be completed by the parent/carer before any medication, vitamins or supplements can be administered. Only the Welfare Officer (in their absence a First Aid trained member of staff) can give medication/vitamins or supplements.

1.3 Allegations against staff

If any member of staff has any concerns, low or high level, regarding another member of staff they must report it immediately. (Please refer to the Managing Allegations and Whistleblowing Policies)

The term 'low level' concerns does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold for harm. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a nagging doubt – that an adult working in or on behalf of the school or college may have acted in a way that is inconsistent with the staff code of conduct. This may include:

- Being overfriendly with children
- Having favourites
- Taking photographs of children on their own mobile phone
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- Using inappropriate sexualised, intimidating or offensive language.

1.4 Honesty, Integrity and Confidentiality

Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person.

Gifts from suppliers or associates of the school must be declared to the Principal, or to the Chair of the Academy Council if the Principal is the recipient, with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted. For further information, the Anti-Bribery Policy and Gifts & Hospitality Policy can be viewed on the Trust's website.

We expect staff to have an awareness and high regard for the confidential, sensitive and important nature of their role and will be mindful of this at all times including formal and informal discussions with parents, other members of staff, children and the wider school community. Particular attention should be paid in public areas of the school such as corridors, the playground and the staff room.

Confidential information about pupils must be held securely. Confidential information about pupils must not be taken or held off the school site other than on security protected school equipment.

1.5 Conduct Outside Work

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the academy or the employee's own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media, e.g. Facebook, with pupils or former pupils. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

Staff must only use their school email account when communicating electronically with pupils or parents.

All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school.

Section 2: General Principles

2.1 Punctuality

All staff are expected to be punctual in line with their contracted working hours. In normal circumstances, we expect teachers to be available for half an hour at either end of the school day for preparation or meetings.

Class teachers should be ready to receive their class at the appropriate times such as the beginning of the day and at the end of break and lunchtime.

2.2 Absence

If you are unable to attend school as a result of illness or emergency, you should ensure you contact the relevant member of staff via telephone call so that absence can be covered and any other arrangements can be made. The call should come from the employee

unless they are incapacitated e.g. in hospital. If a third party calls on behalf of an employee, we will ask why they have not contacted the academy themselves and request that they call if able to do so. Text messages will not be accepted.

Senior Leaders - Principal

Teachers – Principal (In Principal's absence, Deputy Principal)

Key Workers – Vice Principals for their phase

Office Staff – Office Manager

Child & Family Support Officer – Deputy Principal

Cleaners – Premises Manager

Lunchtime controllers – Deputy Principal

Premises Team – Estates Manager & Principal

Calls can be made anytime between 6:30am and 7:00am. Cleaners are expected to call in to report absence by noon. Please ensure you also contact the appropriate line manager e.g. Year Team Leader.

If absence is to continue longer than a day, it is helpful if your line manager is given some indication of this so that cover can be arranged. If you do not have a medical certificate you are expected to call in everyday you are absent from work.

When you return to work, a return to work meeting will take place with your line manager. If subsequent absences then breach a trigger, further meetings will take place depending on the number of triggers breached. Refer to the Sickness policy for further details.

Absence for more than 7 days requires a medical certificate to be given in to the academy office.

Applications for Special Leave required for personal reasons, other than illness, should be made to the Deputy Principal prior to the absence or if in an emergency, as soon as you return to work. It is the responsibility of the employee, who is applying for the leave, to determine which area of special leave is being requested.

2.3 Dress

We should be good role models for the children and represent our profession by looking and dressing smartly. Children do notice what we wear. You are reminded that you are a representative of the academy and it is considered that 'business casual' is appropriate work attire for all staff except site staff whose job requires suitable protection.

Business Casual is considered:

Gentlemen - collared shirt, smart jumper and trousers. For certain important occasions/meetings 'Business Smart' i.e. a tie (with shirt collar buttoned up) and jacket (where appropriate) would be appreciated.

Ladies - smart dress/skirt/trousers and blouse/smart top or jumper. For certain important occasions/meetings 'Business Smart' would be appreciated.

Footwear must also be smart and no flip flops are to be worn.

The academy will NOT permit sports/logo t-shirts, (except sports staff) jeans/khakis, leggings (unless worn under a dress or skirt), strappy tops, trainers or other casual footwear, etc. (except for site/PE staff).

The dress code applies from Monday to Thursday. 'Dress down' days will be every Friday and on special events e.g. raising money for charity. On these days, staff are still expected to dress in accordance with teaching primary age children.

When teaching PE/games, staff are required to wear track suits, house colour t-shirts, shorts or any other appropriate clothing required to teach PE/games.

Lunchtime Supervisors and Key Workers must wear their yellow identity jackets at all times whilst on duty.

Site staff and janitors/cleaners must be aware of any safety requirements and wear protective clothing when necessary.

2.4 Smoking

It is not acceptable for staff to smoke in any area of the academy or academy grounds. If colleagues do wish to smoke, they should do so at least 30m away from any of the academy entrances and must not be in sight of any children.

2.5 Use of Mobile Phones and Smart Watches

No staff member is permitted to use a mobile phone or smart watch during teaching time, in the playground or at any time where children are present, except in an emergency or lockdown situation (for example if a member of the premises team needed to be alerted to something). Staff wishing to use their phone or check for messages should do so during a break period and take into consideration the location they are using the phone – for example, if a classroom is empty, this would be acceptable. In cases of emergency (for example if you are awaiting an important phone call), then please speak to a senior member of staff for permission.

This applies to all aspects of school, including in open office areas, extended school clubs etc.

2.6 Collection of Money

We encourage parents to use ParentPay. However there are limited times when money is collected for a variety of purposes. A note should be kept of who has made payment, and all money should be sent immediately to the front office.

No money should be kept in the classroom.

When activities such as trips and cooking are being planned, it is essential for parents to be given considerable warning of deadlines for money to be sent in. Many parents find it difficult to make even the smallest of contributions. Parents expressing very real concerns should be directed to the Principal.

2.7 Door Security

Please ensure that no external doors are left open at any time. Any doors that are accessed from the playground must be locked at 9:00am.

All visitors to the academy are expected to report to Reception where they will be signed in and given a visitor badge to wear. The following badges are issued:

- Black badge and lanyard – This visitor has the appropriate safeguarding checks in place and can move around the academy un-escorted.
- Red badge and lanyard – This visitor has not provided the appropriate safeguarding checks and must be escorted by a member of staff at all times.

If you see someone without a lanyard and badge of any colour walking around the academy it is your responsibility to politely enquire if you can help them and to direct them to Reception.

All staff are responsible for wearing their ID badge and lanyard at all times when on academy property. If you forget to bring your badge in, you must notify the office on arrival and sign in using a black visitor badge and lanyard. This must be signed out when you leave to go home and left with the office team.

No children should be given any ID badges and lanyards that allow them to open security doors.

All staff have a responsibility to inform a member of SLT immediately if they have lost their ID badge and lanyard.

2.8 Classroom Organisation

The following points are intended to draw attention to some of the most basic aspects essential to good organisation:

- the classroom should be organised and ready for activities before the children arrive
- all resources should be accessible to all thus encouraging in children autonomy, independence and ability to think for themselves
- book area, home/play areas and other resource areas in the room should be made attractive and kept tidy;
- high standards of presentation in exercise books, files etc. should be maintained and children encouraged to keep all their work in good condition
- children's work should be marked in line with the marking policy
- teachers should constantly set high standards/expectations of behaviour and movement in and around the academy. Interruptions to teaching time should be kept to a minimum.
- all teachers should follow the behaviour expectations as identified in the Positive Behaviour Policy and the WHA Values.
- teaching styles and methods should be appropriate to the different learning situations and a balance exists between individual, group and whole class teaching.

2.9 Social contact and Social networking

Social networking sites and blogging are extremely popular. Staff must not post material which damages the reputation of the school, trust or which causes concern about their suitability to work with children and young people. Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct or disciplinary action.

The school has a separate policy on internet use, electronic communication and security which forms part of this Code of Conduct.

Under no circumstances should adults in school access inappropriate images. Deliberately accessing pornography on school equipment will be treated as gross misconduct and may be considered a criminal offence. Accessing indecent images of children on the internet, and making, storing or disseminating such material, is illegal and is likely to lead to criminal prosecution and may result in barring from work with children and young people.

Personal property of a sexually explicit nature such as books, magazines, DVDs or such material on any electronic media must not be brought onto or stored on the school premises.

Appendix 1: Personal and Professional Conduct

(Teachers' Standards 2012)

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others;
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties.