



Hungerford Primary School

Staff Code of Conduct

January 2026

1. Aims, Scope and Principles

This Code of Conduct sets and maintains the standards of professional behaviour expected of all staff at Hungerford Primary School. Our aim is to ensure our school is a safe, happy and respectful environment where pupils can flourish and staff feel valued and supported. Staff act as role models by demonstrating high standards of behaviour and integrity. This Code is not exhaustive; staff are expected to exercise professional judgement in all situations, prioritising the best interests of pupils and the school community.

2. Legislation and Guidance

This Code complies with all relevant legislation including statutory safeguarding guidance such as Keeping Children Safe in Education. It covers conduct related to safeguarding, low-level concerns, allegations, whistleblowing, use of technology, staff-pupil relationships, and communication including social media use.

3. Professional Obligations

Staff will:

- Maintain excellent punctuality and attendance to provide pupils with consistent, reliable role models and a stable learning environment.
- Promote a warm, approachable, but professional manner that fosters trust and respect with pupils, colleagues, and parents/carers.
- Use language that is appropriate, respectful, and free from offence at all times within the school environment.
- Treat all pupils and colleagues with dignity, kindness, and respect, upholding tolerance and respect for diverse backgrounds and beliefs.
- Demonstrate respect and dignity towards both children and adults with SEND, ensuring their voices are heard and their needs as met without discrimination.
- Not undermine fundamental British values or express personal beliefs in a way that exploits pupils' vulnerability or encourages unlawful behaviour.
- Understand and act within statutory frameworks and school policies.
- Adhere to the following dress code:

All staff are expected to dress in a manner that is professional, practical, and appropriate for working with young children. Clothing should support a positive role-model image and ensure staff can move comfortably and safely throughout the school day.

General Expectations

- Clothing should be clean, neat, and in good repair.
- Outfits should be modest and suitable for a school environment.
- Staff should consider the active nature of primary school work when selecting clothing and footwear.

Clothing

- Clothes must provide appropriate coverage at all times, including when bending, reaching, or working at children's level.
- Sleeveless tops should have a reasonable shoulder width and maintain modest coverage.

- Skirts and dresses should be of an appropriate length for a primary school setting.
- Jeans may be worn only if they are black, plain in style, and free from rips, distressing, or embellishments.
- Leggings should only be worn if paired with a top or dress that provides adequate coverage.

Footwear

- Footwear should be safe, secure, and suitable for working with children.
- Closed-toe shoes are recommended for most roles.

Overall Presentation

- Clothing displaying offensive language, images, or slogans is not permitted.
- Staff are expected to maintain a professional appearance that reflects the school's values and supports a respectful learning environment.

4. Safeguarding and Vigilance

- Safeguarding pupils is paramount and is everyone's responsibility.
- Staff will familiarise themselves with the school's child protection and safeguarding policies, including the Prevent initiative, and follow all procedures diligently.
- All staff have a statutory duty to safeguard pupils from harm, including physical, emotional, sexual abuse and neglect.
- Staff must maintain clear professional boundaries with pupils at all times. One-to-one situations should be avoided where possible and, where unavoidable, conducted in a visible or open environment.
- Staff should avoid being alone with pupils unnecessarily and must follow school guidance on supervision and the information included in personal risk assessment and support plans.
- Staff must be vigilant and proactive in identifying and reporting any safeguarding concerns immediately, following the school's safeguarding policy and procedures.
- All safeguarding concerns must be reported and logged before staff leave the school premises to ensure timely actions and compliance with safeguarding procedures.
- If unsure about how to act in any safeguarding or conduct-related situation, staff must seek advice and support rather than delay action or attribute responsibility to others.
- Allegations that meet the harm threshold will be handled swiftly and fairly by the designated case manager (headteacher or chair of governors if the headteacher is involved).
- Staff will maintain professional boundaries and ensure that their conduct always prioritises pupil safety and wellbeing.
- Training on safeguarding, including Prevent and child protection procedures, will be regularly undertaken and applied in practice.

5. Managing Behaviour with a Relational Approach

- Staff will read and understand the Relational Behaviour Policy and de-escalation principles.
- Behaviour will be managed through positive relationships, empathy and understanding rather than punitive measures alone.
- Maintain professional presence through calm, consistent boundaries: Even when using a relational approach, staff should assert their role by setting clear expectations, following through on agreed consequences and modelling respectful behaviour—without resorting to intimidation or punitive measures.
- Staff should use calm, controlled voices at all times and avoid shouting, ensuring communication remains respectful and supportive even when managing challenging behaviour.
- Use restorative conversations to repair relationships while reinforcing boundaries: When addressing behaviour, engage in calm, solution-focused dialogue that helps the child reflect and understand the impact of their actions, while making it clear that the behaviour was unacceptable and outlining expectations moving forward.
- Staff will seek to understand the causes of behaviour and respond consistently with kindness, supporting pupils' emotional growth and resilience.
- Clear expectations, positive reinforcement, restorative approaches, and collaboration with families and colleagues will underpin behaviour management.

6. Communication and Professional Relationships

- Staff will engage in open, honest and respectful conversations aimed at achieving the best outcomes for pupils and the school community.
- Feedback will be constructive and focused on continuous improvement. Concerns or disagreements will be addressed promptly and through appropriate procedures.
- Staff will maintain professional boundaries in all interactions with pupils and colleagues, including digital communications.
- All communication with pupils and parents must be professional, transparent and appropriate.
- Staff must only use school-approved communication systems and must not use personal devices or personal social media accounts to communicate with pupils or families.

7. Use of Technology and Social Media

- Staff will use technology responsibly and in line with school policies, ensuring all communications are professional and transparent.
- Staff are responsible for ensuring they can access school communication systems, including CPOMS, Bromcom and where relevant, School Ping. If staff are unable to access any of these, they must inform their line manager as a matter of urgency and follow up if a solution is not found.
- Personal use of social media must not compromise pupil safety or the school's reputation.
- Staff must not post information or images about pupils or the school on social media without permission.

8. Confidentiality and Data Protection

- Staff must comply with the Data Protection Act 2018 and UK GDPR when handling personal data.
- Confidential information must only be shared on a need-to-know basis and stored securely.

9. Equality, Diversity and Inclusion

- The school is committed to equality of opportunity and inclusion in line with the Equality Act 2010.
- Staff must not discriminate, harass, or victimise pupils, parents, or colleagues on any protected characteristic.
- Staff must promote respect and inclusion and support pupils with SEND, in line with the SEND code of practice.

10. Health, Safety and Wellbeing

- Staff must take reasonable care of their own health and safety and that of others.
- Staff must read and understand the Health and Safety Policy and Lone Working procedures.
- All hazards, accidents and concerns must be reported in accordance with school procedures.
- Staff must be fit to work and not under the influence of alcohol or illegal substances.
- Staff must disclose any changes in health or medical needs that may impact their work. This should be reported to their line manager or a senior leader, depending on personal preference, so that appropriate support can be put in place.
- Staff must be aware of relevant risk assessments when taking part in school activities and trip.

11. Attendance, Conduct and Use of School Time

- Staff are expected to attend work regularly, be punctual, and carry out their duties effectively.
- School time and resources must be used appropriately.
- Staff should represent the school positively during school events, trips, and in the wider community.
- Staff are required to be in their designated classroom and actively engaged with children at the official start time of their shift. For example, if the scheduled start time is 8:30, staff must be ready and present in class at 8:30, not arriving or settling in after this time.
- If staff members are unwell, they must report this to Lucy or Lauren via a voicemail. Please do not send a message as these are not always picked up on time. The deadline for informing Lucy or Lauren of your absence is 7.00am.
- On return to work, staff must meet with their line manager to complete a Return to Work meeting before they start work.
- If you have booked a day off or time away from school, please ensure you remind your team of your absence and check that cover is in place.

12. Declaration

- All staff are required to read, understand, and adhere to this Code of Conduct.
- Staff will be asked to sign to confirm their agreement.
- This Code will be reviewed annually or in response to changes in legislation or guidance.
- If any element of this code is unclear, staff must seek clarification before signing it.

Staff Declaration

- I confirm that I have read and understood the Hungerford Primary School Code of Conduct.
- I agree to comply with the standards and expectations set out in this document and understand that failure to do so may result in disciplinary action in accordance with school procedures.
- I understand my responsibility to safeguard and promote the welfare of children and to act in accordance with statutory guidance, including Keeping Children Safe in Education.

Name (print):	
Role:	
Signature:	
Date:	