

Carrington Infant School (Carrington Schools Federation)

Code of Conduct

Appendix

September 2025

MISSION STATEMENT:

**The Carrington Schools Federation: an ambitious, caring,
and inclusive community.**

VISION:

**To be a nurturing community that develops respectful,
resilient, and happy children with the self-belief,
knowledge, and skills to thrive in the future.**



Date Policy last reviewed: September 2025

Signed by:

Head Teacher: Kate Cliffe

Chair of Governors: Nadia Zachary

Date:

Date:

This appendix to the County Code of Conduct Policy is designed to give clear guidance on the standards of behaviour all school staff are expected to observe.

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.

SAFEGUARDING PUPILS

Staff have a duty to share information with other professionals.

The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Safeguarding Lead (DSL) for Child Protection or where no DSL is available a referral must be made to social care by any member of staff in an emergency informing the DSL as soon as possible.

The Chair of Governors:
Nadia Zachary








The school's DSL:
Kate Cliffe (Head Teacher)

The Deputy DSLs are:
Sue Henderson (School Business Manager)
Anna Barron (Assistant Head Curriculum and Assessment)
Katie Buckley (Assistant Head Inclusion)

Staff must take the upmost care of children under their supervision with the aim of ensuring their well-being safety and welfare. This includes following school procedures in relation to intimate care and any health concerns.

General Expectation

For staff to set an example for children we will:

-  Maintain high standards of attendance and punctuality, ensuring they arrive on site
-  Use appropriate and inoffensive language in school
-  Treat children and others with dignity and respect
-  Maintain fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
-  Express personal beliefs only where professionally appropriate that will not influence children, and will not exploit a child's' vulnerability
-  Understand the statutory frameworks they must act within including linked policies
-  Adhere to the Teachers' Standards, and other reasonable professional expectations.

Linked Policies

- Intimate Care Policy 2025
- Child Protection and Safeguarding 2025
- Behaviour Regulation and Relationships 2025
- GDPR 2025
- Filtering and Monitoring Policy 2025

Communication Principles

When we speak to other staff, professionals and volunteers, we will:

- speak respectfully at all times, even if we disagree with them.
- use a calm tone of voice so that no-one feels threatened or uncomfortable.
- avoid using sarcastic words or phrases as these are demeaning and can hurt self-esteem.

As professionals we will:

- Recognise that the needs of the children are the priority and therefore always come first during lessons and other scheduled support times. Admin tasks must be managed around learning time.
- Work in such a way as to avoid any allegations
- Avoid open workplace gossip and negativity as it breeds resentment.
- Keep good relationships with staff working in other settings on the school site and across the Carrington Schools Federation
- Maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals (in line with the GDPR policy)
- Work as part of a team
- Behave in a positive way despite any personal problems and avoid any discussion of these person problems in front of children and families
- Be punctual, being in the classroom before a lesson/session begins is important for the children to feel secure
- Be professionally reflective and open to advice
- Staff need to voice if they have concerns using the school's whistle blowing policy if needed.

- Staff need to self-report should they have a concern about an incident they have been involved in.
- Any concerns about staff conduct must be reported by staff to the Head Teacher and not discussed between staff. This will be recorded on Staff Safe and will be monitored.

Dress Code

- Dress appropriately (e.g. the right level of formality)

Acceptable Use of Technology (e-safety and internet use)

- Staff must not use social media e.g. Facebook with pupils or former pupils. Staff must not discuss pupils, colleagues or other matters to do with school on social networking sites
- Staff will not use personal mobile phones or laptops or school equipment for personal use in school hours or in front of children. Personal mobile phones or cameras may only be used with permission from a member of the SLT or for trips / visits away from the school site. Photos must be downloaded onto the school network on return to school and deleted from the personal device.
- Phone calls to or from a doctor or other medical professional may be taken in school hours following permission from the Head Teacher
- The Head Teacher reserves the right to monitor staff use of computers and laptops under the Filtering and Monitoring policy and this may include checking emails.
- Emails should be checked daily on working days during term time or every other day if one day is particularly busy as an exception.
- Do not talk about your professional role at this school in any capacity when using social media platforms.
- Staff should voice political opinions respectfully and mindfully.
- Comments on general education channels (e.g. White Rose or Little Wandle Facebook groups) should be 'general' and not specifically linked to this school.
- Classroom based staff must not access information on smart watches during their directed hours / paid hours of employment. Smart watches should be muted when in meetings to avoid distraction.
- Staff must not engage in the inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high-security settings on any personal profiles they may have.
- Staff should exercise caution in their use of all social media or any other web-based presence that they may have, including written content, videos or photographs, and

views expressed either directly or by 'liking' certain pages or posts established by others.

- Contact with children and families should only be made via the school office email. Staff school emails addresses should not be used for parent communication. Staff can use Class Dojo and/or Tapestry in EYFS.
- Photos must only be taken and used where parents are carers have given permission for this.
- Staff are provided with lockers to allow them to keep mobile phones and other personal items safe during the school day where ever possible or they can be kept in a drawer or bag as long as they are always away from sight.

Requests to attend events during working hours (distinct from compassionate leave) e.g. a nativity, sports day, first of school etc

The Head Teacher aims to ensure that requests for leave of absence to attend child-related events are managed fairly and consistently to maintain the operational capacity of the school.

Where the request negatively impacts on the day to day running of the core purpose of the school it may not be possible to grant leave.

The school recognises the importance of family events and will consider leave requests for such occasions. However, to ensure the school's operational needs are met, the following guidelines will apply:

- Staff member may request leave to attend part-day child-related (e.g. Christmas nativity, sports day) events up to a maximum of two part-days per academic year.
- Requests must be submitted at least two weeks in advance where the staff member has prior notice of the event themselves. Where the notice period is shorter the leave may not be granted
- All approval will be subject to the discretion of the Head Teacher, considering the staff member's role, the timing of the request, and the impact on the school's operations
- Staff must understand that not all leave will be granted (even if someone else's request was granted) because the needs of the children and school must be considered first



Excessive Leave

- Requests exceeding two events, will generally not be approved unless exceptional circumstances are demonstrated. This is at the Head Teachers discretion and is not reflective or linked to staff contribution to the school.



Staff Participation in extra-curricular and PTA events

- All staff participation at extra-curricular events is highly appreciated but not mandated and supports the community ethos of the school

Communicating unexpected absence

-  All staff must call (it is not acceptable to leave WhatsApp messages or a voice notes) the Head Teacher between 6.30am – 7.00am on the morning of sickness or any other unexpected absence.
-  It is reasonably expected that for staff with dependent children, where there is another adult with parental responsibility, or caring responsibilities, these adults share supporting their children's sickness absences over time, such that it does not unduly impact upon an individual staff member's compassionate allowance and the day to day running of the school.

Documentation

-  All planned leave requests must be submitted using the school's leave request form
-  The Head Teacher reserves the right to refuse leave on grounds of a staff members individual attendance record.

Appendix 1 - Relationships with children outside of work declaration

It is recognised that there may be circumstances whereby employees of the school are known to children outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of school that they may have with children.

Employee Name	Student Name	Relationship

Name

Signed Date