



All Staff Code of Conduct

Purpose and Scope

This Code of Conduct sets out clear expectations for all staff at Falconhurst School, whether working directly with pupils or supporting the school in other roles. It applies at all times when staff are on school premises, representing the school, or engaged in school-related activities.

All staff share the responsibility to uphold the school's vision and values — demonstrating courage, determination, ambition, and success in all they do — to create a safe, respectful, and inclusive environment for our diverse pupil community.

Core Values and Principles

All staff at Falconhurst School are expected to:

- Uphold **high standards of personal and professional conduct** that maintain public confidence in the school and safeguard pupil welfare.
 - Treat all pupils and colleagues with **dignity, respect, and fairness**, reflecting the school's inclusive ethos and respect for diversity.
 - Promote and model **fundamental British values**, including democracy, the rule of law, individual liberty, and mutual respect and tolerance for those with different faiths and beliefs.
 - Act with **integrity and professionalism**, ensuring personal beliefs do not exploit pupil vulnerability or encourage unlawful behaviour.
 - Commit to continuous professional development and contribute positively to the school community's success.
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Professional Conduct

- Maintain **regular and punctual attendance**, recording time accurately using the school's system.
 - Dress in a manner that reflects a **professional appearance** appropriate to the role and setting; staff are role models for pupils.
 - Adhere to all school policies, including safeguarding, health and safety, behaviour, and equality.
 - Avoid conduct inside or outside work that could **damage the reputation** of the school or undermine trust in the profession.
 - Declare any **criminal charges or convictions** promptly in writing to the Headteacher.
 - Disclose any **private interests** that could conflict with the school's interests.
 - Notify the Headteacher of any **private tuition** offered outside school hours and never tutor current pupils privately.
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Relationships with Pupils

- Treat all pupils with **respect, kindness, and fairness**, valuing each pupil's individuality and background.
 - Build relationships based on **mutual respect** and maintain appropriate professional boundaries at all times.
 - Support pupils' achievement and wellbeing in line with the school's vision of helping pupils be the best version of themselves.
 - Apply the school's **Behaviour Policy** consistently to encourage positive behaviour.
 - Act in accordance with the school's **Safeguarding and Child Protection Policy**, reporting any concerns or low-level issues immediately to the Designated Safeguarding Leads via CPOMs.
 - Use physical contact only when necessary, appropriate, and in response to pupil needs, never secretive, casual, or for personal gratification.
 - Never engage in any form of sexual behaviour or abuse of trust towards pupils.
 - Respect pupils' privacy and confidentiality, sharing information only on a **need-to-know basis**.
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Relationships with Colleagues

- Communicate with colleagues in a **polite, honest, and professional** manner.
 - Be approachable, supportive, and flexible, understanding the demands of the school day.
 - Address concerns directly and respectfully with the relevant individual, avoiding public criticism or undermining behaviour.
 - Foster a **collaborative and inclusive** work environment, avoiding cliques or discrimination.
 - Support colleagues' professional development and wellbeing.
 - Maintain confidentiality regarding colleagues' personal and professional information.
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Confidentiality and Data Protection

- Treat all information about pupils, staff, and the school as **confidential and sensitive**.
 - Adopt a "need-to-know" approach to sharing information, especially in public or communal areas.
 - Ensure pupil data and confidential records are stored securely and never removed from the school premises unless on encrypted, password-protected devices authorised by the school.
 - Comply with **GDPR** and school data protection policies at all times.
 - Avoid discussing confidential matters in public or with unauthorised individuals.
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Health and Safety

- Follow all health and safety policies and procedures to ensure a safe environment for pupils, staff, and visitors.
 - Report any hazards, incidents, or concerns promptly to the relevant school staff.
 - Refrain from bringing electric vehicles such as e-bikes or e-scooters onto the school site, in line with fire safety advice.
 - Model healthy lifestyle choices, including adhering to the school's **no smoking policy** on all school grounds and during school hours.
 - Notify the phase leader and line manager of any medical conditions or medication that may affect your work.
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Use of School Resources

- Use school resources, including IT equipment, responsibly and for school purposes only.
 - Keep passwords secure and log off devices when not in use.
 - Do not access, download, or transmit inappropriate, offensive, or illegal material.
 - Report any IT security concerns immediately.
 - Do not accept gifts from pupils or parents of significant value or on a regular basis. Small tokens of appreciation on appropriate occasions are acceptable but must not influence professional judgement.
 - Personal gifts to pupils are strictly prohibited.
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Communication and Social Media

- Communicate openly, respectfully, and professionally with pupils, parents, colleagues, and the wider community.
 - Do not share confidential or sensitive school information on social media or public platforms.
 - Avoid engaging with pupils on personal social media accounts and never accept friend requests from current pupils.
 - Exercise caution in online communications about colleagues, pupils, or the school to avoid defamation or bringing the school into disrepute.
 - Comply fully with the school's **Staff IT Code of Conduct** and online safety policies.
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Compliance with Policies and Procedures

- Familiarise yourself with and adhere to all school policies, including but not limited to:
 - Safeguarding and Child Protection
 - Behaviour Management
 - Health and Safety



- Data Protection and GDPR
 - Online Safety and IT Acceptable Use
 - Positive Handling
 - Leave of Absence
 - Cooperate fully with any investigations or procedures related to safeguarding, disciplinary matters, or performance management.
 - Ensure any press or media communications are authorised by the Headteacher and do not comment publicly on school matters without permission.
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Additional Expectations for Staff Who Are Parents of Pupils

- Recognise the dual role and maintain professional boundaries between staff and parent responsibilities.
 - Do not expect special access to pupil information or teaching staff during the school day.
 - Direct any parental concerns through normal school communication channels outside teaching hours.
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By signing below, I acknowledge that I have read, understood, and agree to abide by the Falconhurst School Staff Code of Conduct. I understand that failure to comply may lead to disciplinary action.

Name: Position:

Signature: Date: