Hallcroft Infant & Nursery School

Nottinghamshire School Employee Code of Conduct November 2026

HR Advice, Support and Training Service

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Nottinghamshire School Employee Code of Conduct

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Locations this policy can be accessed:	School office and website

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School Employee Code of Conduct

This policy should be read in conjunction with the Nottinghamshire County Council Schools HR Universal Policy Statement, which sets out the overarching framework, governance arrangements, roles and responsibilities, and statutory context applicable to all HR policies, procedures and guidance. All provisions within this policy are underpinned by the principles of fairness, consistency and compliance with employment legislation as outlined in the Universal Policy Statement.

1. Introduction

1.1 Governing Bodies should have a policy and process to deal with concerns about staff conduct (including allegations) which do not meet the harm threshold. These are referred to as low-level concerns. The latest version of Keeping Children Safe in Education (KCSiE) states (paragraph 437) that governing bodies should set out their low-level concerns policy with their Code of Conduct." This is therefore included in Part 2 of the Disciplinary Procedure Part B.

1.2 The governing body has adopted the policy set out in this document to provide a clear framework for the exercise of its powers and discretions in relation to all staff employed in the school and other staff (including supply staff, other workers, volunteers and contractors) paid from within the school budget.

1.3 This code of conduct forms part of the employee's terms and conditions of employment and should be read in conjunction with:

- the latest version of KCSiE,
- the School Safeguarding policy and associated appendices,
- the School Staff Induction Policy,
- the Disciplinary Procedure for School staff Part 1 Managing Conduct of School staff,
- the Disciplinary Procedure Part 2 Managing allegations of school staff,
- the Whistleblowing and Confidential Reporting Policy,
- any other relevant school policies.

1.4 The governing body should ensure all staff are signposted and have access to all school policies.

1.5 The governing body recognise the need to balance its safeguarding obligations with its responsibilities and will ensure that this code of conduct is applied in a fair, reasonable, and proportionate manner, and any concerns are evidence-based and in line with current employment legislation, including the Employment Rights Act and associated reforms.

1.6 All actions taken under this code of conduct will follow a fair process, taking into account the circumstances of the case and the employee's individual situation.

1.7 Please note the word 'staff' apply to all staff including supply staff, volunteers and contractors throughout this document.

1.8 In line with the latest DfE KCSiE guidance effective from 1st September each year, this code of conduct has been adopted by this school to ensure that all

school staff understand the standards of personal and professional conduct required to safeguard children. This policy supports existing school systems to ensure that all children are safe and reinforces the responsibility of all staff to understand pupils' needs, provide a safe learning environment and manage behaviour effectively. It provides a clear framework to help staff to understand their responsibilities throughout including during at induction and team meetings. It is intended to be understood by all staff; applied appropriately and consistently; monitored and positively and actively promoted through regular discussion in school. Governing bodies must ensure that all staff in school understand their safeguarding responsibilities and how to report all concerns, including low level concerns. As part of this requirement, the governing body must ensure all staff, including those that do not directly work with children read and understand part one of the latest version of KCSIE statutory guidance.

1.9 All members of school staff are required to read this Code of Conduct and to sign and date to confirm that they have read and understood it's requirements. For new staff, this will form part of the induction process. If staff have any questions or concerns about the requirements they should seek advice from their line manager, or the Head teacher with reference made to this Code of Conduct.

1.10 All staff have a responsibility to be aware of the systems in place within their school to support safeguarding. Any temporary changes to these arrangements must be clearly explained to them by senior managers. This includes this policy, the school's child protection policy, and online safety / acceptable use policy.

1.11 There is an expectation that all employees in this school will conduct themselves to the highest professional standards of conduct to maintain public trust and confidence in both themselves and the school. These expectations will be applied reasonably and proportionately in accordance with employment law.

1.12 All members of school school staff have a duty to uphold appropriate standards of conduct in their own practice and to challenge and report any safeguarding concerns, allegations and "low level" concerns about colleagues.

1.13 Part of Ofsted's Inspection framework with a focus on ensuring safe and secure provision for children, young people and learners. All staff are expected to understand and fulfil their safeguarding responsibilities. This code of conduct supports this requirement by setting out clear expectations for staff behaviour and professional practice.

2. Aims of the policy

2.1 The aims of the governing body's Employee code of conduct are:

a) To clearly define the responsibilities and standards of conduct expected of all those who work for or on behalf of, the school.
b) Inform staff of potential consequences of failing to comply with the code of conduct or engage in other unacceptable behaviour.
c) Make staff aware that their behaviour and conduct outside of the school environment may impact on their suitability to work with

children, particularly where such behaviour may compromise safeguarding children, undermine trust and confidence, bring the employer into disrepute or result in regulatory action, including prohibition of teaching by the Teacher Regulation Agency, or another relevant regulatory body.

d) Promote an open and supportive culture in which all staff feel empowered to report any low-level concerns and to self-refer where their actions may have been misinterpreted, may appear compromising to others and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

3. Underlying principles

3.1 All school staff must act within the law whilst undertaking their official duties. Staff must not undermine fundamental values, including democracy, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

3.2 Teachers including supply staff and volunteers must understand and always act within, the statutory frameworks that define their professional duties and responsibilities, including, the latest version of KCSIE and Working Together to Safeguard Children. Where staff are members of professional bodies, they must also comply with any standards of conduct set by those bodies. All teachers are required to conduct themselves in line with Teacher's Standards and Headteachers Standards. The Teachers' Standards state that teachers (which includes Headteachers and Early Career Teachers (ECT's)), must safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties and responsibilities. In addition, all staff are expected to pro-actively identify their training needs and access appropriate professional development.

3.3 Staff must always show respect for the rights of others and always place the welfare and best interests of children first. Staff are expected to demonstrate full and professional regard for the school's ethos, policies and practices, and to maintain high standards of conduct, performance, attendance, and punctuality. Personal beliefs must not be expressed in ways that exploit pupils' vulnerability or encourage inappropriate behaviour, unlawful actions or breaches of school policies and procedures.

3.4 Staff are expected to uphold the highest possible standard of conduct and service. Any concerns regarding breaches of this code of conduct, illegal activity, misconduct or failures to follow procedures must be reported to the Headteacher.

3.5 Staff must apply these professional standards consistently and fairly, regardless of culture, disability, sex, language, racial origin, religious belief or sexual orientation.

3.6 All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. Staff should recognise that their behaviour, both inside and outside of work, may be relevant where it has a direct impact upon their role, safeguarding responsibilities or the reputation of the school.

3.7 Staff must understand that their conduct at all times can affect their suitability for employment. Inappropriate behaviour may compromise their position, may impact their suitability for employment and could result in a loss of trust and confidence, place children at risk, or bring the school into disrepute.

3.8 Staff are therefore expected to conduct themselves appropriately at all times both within and outside the workplace. This includes taking responsibility for their own safety and that of others, in line with relevant government guidance.

3.9 Failure to meet these expectations may result in action under the School Disciplinary Procedure/and could lead to prohibition from teaching by the Teaching Regulation Agency (TRA), or action by another relevant body.

3.10 Staff must not consume or be under the influence of alcohol or any other substance, including prescribed medication, that may impair their ability to care for children or effectively carry out their role in school. Any concerns should be reported immediately to the Headteacher, or in the case of the Headteacher, to the chair of governors.

3.11 Staff must recognise that, when working with children in a school, they are in a position of trust. This role carries an inherent level of power or influence. It is essential that staff fully understand this imbalance and accept that the relationship with a child is not one of equals. All staff should understand that in their position they have a clear responsibility to ensure that an unequal balance of power is not used for personal benefit or gratification.

3.12 The Headteacher/Governing body will ensure that robust processes are in place to ensure the ongoing safeguarding of children. Effective safeguarding requires all staff to understand and follow the school's safeguarding procedures, and to ensure the safety and welfare of all children is embedded in day-to-day practice. All staff are expected to remain vigilant and contribute to a culture that actively deters and prevents abuse, and where appropriate challenges inappropriate behaviour. The school will foster an open and supportive environment in which staff feel confident to raise concerns. This includes reporting any issues that may indicate an individual could pose a risk of harm to children if they continue to work in regular/close contact with children in their present position. These expectations apply to all staff, supply staff, volunteers, and contractors. Staff must also work with other relevant agencies to support investigations where an individual who works or has worked at the school has "behaved or may have behaved in a way that indicates they may not be suitable to work with children.''

3.13 All staff are expected to support the school to fully investigate any matters of concern, which includes working with the LADO, social workers, children's social care, the police and other external agencies following any issues of concern or a referral.

3.14 Staff should be aware that the school will be working closely with supply agencies and will keep them fully informed of its procedures for managing allegations. This ensures that agencies are fully involved and cooperate with any enquiries from the LADO, Police and/or other children's services. In cases regarding agency supply staff, the school will take the lead in investigating concerns or allegations as agencies do not have the direct access

to relevant information to carry out a thorough enquiry when an allegation is made.

3.15 This Code of conduct cannot cover every possible situation. The absence of a specific example does not mean that an action is acceptable. Staff are expected to always use their professional judgement and act reasonably. If a member of staff is unsure about how to respond to a particular situation, guidance and support should be sought from the Headteacher. If the concern relates to the Headteacher, guidance should be sought from the Chair of Governors or their employer. If an employee feels unable to raise a concern through these channels, they should refer to the Whistleblowing and Confidential Reporting Policy and /or contact an appropriate external agency, the Corporate Director for Children, Young People and Schools, Nottinghamshire County Council or their own professional body.

3.16 A failure to follow this code of conduct may result in disciplinary action. Any concerns arising under this code of conduct will be managed in accordance with the School Disciplinary Procedure, the ACAS code of practice, and statutory employment rights. Before any formal disciplinary action is taken, the school will undertake a reasonable investigation appropriate to the circumstances of the case and in accordance with the School Disciplinary Procedure and ACAS code of practice. No action will be taken automatically, and each case will be considered on its individual facts and circumstances.

3.17 Employees will have the right to:
- be informed of any allegations;
- respond to any concerns;
- be accompanied at formal meetings; and
- appeal any formal decision.

3.18 Depending on the seriousness of the breach, a failure to comply with this code of conduct may constitute misconduct or gross misconduct which could result in dismissal. Examples of gross misconduct are set out in the school's disciplinary procedure.

3.19 In applying this code of conduct, the school will ensure that any action taken is reasonable, fair and proportionate. Consideration will be given to the circumstances of each case, including the employee's role, responsibilities, length of service, previous conduct record, mitigation, relevant training, safeguarding responsibilities and any other relevant factors.

3.20 Expectations relating to conduct outside of work will only be applied where there is a clear and demonstrable impact on the employee's role, safeguarding responsibilities, or the reputation of the school.

4. Safeguarding

4.1 Staff must safeguard children's welfare and well-being, in accordance with statutory guidance and provisions, including the latest version of KCSiE, the local Safeguarding Children Partnership procedures and their school's child protection policy. Staff must report any safeguarding concerns immediately to the designated safeguarding lead (DSL) in school and ensure the Headteacher or chair of governors is informed. All staff are responsible for understanding

safeguarding procedures, taking appropriate action, and working professionally with other services accessed by the school as required.

4.2 Staff should be aware that children who are absent from education, persistently absent, or missing education may be at increased risk of harm. Any concerns should be reported in accordance with safeguarding procedures.

4.3 Section 5B of the Female Genital Mutilation Act 2003 places a statutory duty upon teachers, to report to the police any cases where they become aware that an act of FGM appears to have been carried out on a girl under the age of 18. The teacher should consider and discuss any such case with the school's designated safeguarding lead and involve children's social care as appropriate.

4.4 Radicalisation is the process by which a person comes to support terrorism and forms of extremism. All staff have a duty to protect children from the risk of radicalisation as part of the school's wider safeguarding responsibilities. Staff must be vigilant, take appropriate action to prevent vulnerable individuals from being drawn into extremism, and report any such instances or concerns promptly to the Headteacher.

4.5 All staff must understand and be aware of the risks that may indicate a child needs early help. This includes children experiencing mental health difficulties, young carers, children affected by family circumstances and those who may require Family Help or other early intervention services. They should be alert to issues, such as modern-day slavery, trafficking, sexual or criminal exploitation, and situations where a child is affected by parental offending or has a family member in prison. If staff are unsure, they must always seek guidance from the DSL, deputy DSL or the headteacher.

4.6 Staff should be aware that children who are questioning their gender may in some circumstances, require additional safeguarding support and assessment of their welfare needs. Where concerns arise, staff must follow the school's safeguarding procedures, seek advice from the Designated Safeguarding Lead (DSL), and ensure that decisions are made with the child's welfare as the paramount consideration. Staff should not make assumptions and should respond to each child on an individual basis, working in accordance with current statutory guidance and local safeguarding arrangements.

4.7 From induction onwards, all staff must be familiar with the school safeguarding policies and procedures and know how to access them as outlines in paragraph 11, Part One of KCSiE. In this school, the relevant documents are located or may be accessed in the school office. ***(School to state where if different).*** Given their position of trust, all staff must ensure their conduct and behaviour with pupils cannot misinterpreted. Any allegations of inappropriate contact with pupils will be managed in line with the school's child protection procedures, this code of conduct, and where appropriate, the Schools Disciplinary Procedure.

4.8 If a child discloses any safeguarding concerns to any member of staff, this must be reported immediately to the DSL, the deputy DSL or Headteacher. Staff must never promise confidentiality to a child and always ensure that any actions taken are always in the child's best interests.

4.9 All schools should promote a culture of openness, trust and transparency. All staff should feel able to raise concerns openly and without fear of detriment. Where a member of staff has any safeguarding or other concern about the conduct or behaviour of another member of staff, these must be reported immediately to the Headteacher and, where appropriate, to the DSL. Concerns about the Headteacher should be referred to the chair of governors or their employer. Recent serious case reviews published in the media have shown that opportunities to address concerns at an early stage can be missed when staff fail to share information with the leadership of the school. It is essential that all staff and volunteers should know how to raise concerns about poor or unsafe practices and potential failures in the school's safeguarding regime by following the Whistleblowing and Confidential Reporting Policy. Alternatively, concerns can be reported directly **to the Local Authority Designated Officer (LADO), by completing the online referral form. Further information regarding the form can be found here.**

4.10 All staff must be aware that it is a criminal offence under the Sexual Offences Act 2003 (as amended) for anyone to engage in a sexual relationship with, or or groom, a child under the age of 18 when they are in a position of trust. Staff must always maintain appropriate professional boundaries when working with children and young people. If a member of staff is unsure about what action to take or how they should respond to a particular situation they must seek immediate advice from the DSL or Headteacher. Any concerns about an inappropriate relationship between a member of staff and a student/pupil (irrespective of their age) will be fully investigated in line with Child protection procedures, and, where necessary, the school's Disciplinary Procedure as a potential case of gross misconduct. [1]

[1] In the Sexual Offences Act 2003 in terms of grooming the person committing the offence has to be over 18 and the victim under 16. The wording regarding grooming is:

(1) A person aged 18 or over (A) commits an offence if—

(a) having met or communicated with another person (B) on at least two earlier occasions, he—

(i) intentionally meets B, or

(ii) travels with the intention of meeting B in any part of the world,

(b) at the time, he intends to do anything to or in respect of B, during or after the meeting and in any part of the world, which if done will

involve the commission by A of a relevant offence,

(c) B is under 16, and

(d) A does not reasonably believe that B is 16 or over.

This is from Part 1 Section 15 Meeting a child following sexual grooming etc. of the Sexual Offences Act 2003 (page 7).

In terms of abuse of position of trust: sexual activity with a child then the person committing the offence has to be over 18 and the victim under 18, the wording regarding this is:

(1) A person aged 18 or over (A) commits an offence if—

(a) he intentionally touches another person (B),

(b) the touching is sexual,

(c) A is in a position of trust in relation to B,

(d) where subsection (2) applies, A knows or could reasonably be expected to know of the circumstances by virtue of which he is in a position of trust in relation to B, and

(e) either—

(i) B is under 18 and A does not reasonably believe that B is 18 or

over, or

(ii) B is under 13.

This is from Part 1 Section 16 abuse of position of trust: sexual activity with a child (page 7-8).

5. Equality issues

5.1 Staff must follow all equality policies in their employment and in carrying out their duties and responsibilities. This school is committed to equality of opportunity and will not tolerate any behaviour by staff that could be seen as harassment, intimidation, discrimination, or victimisation, by school staff towards pupils, colleagues, parents, governors, or visitors. Staff must ensure that their actions, behaviour and language are not discriminatory in relation to age, disability, sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or trade union membership. Governing bodies should ensure that Equality Impact Assessments are carried out on all policies and these are regularly reviewed to identify any unintended discriminatory outcomes.

6. Health and safety

6.1 All staff, governors, parents and visitors to the school share responsibility for taking reasonable care of their own health and safety as well as that of others, and for supporting the creation of a safe work environment.

6.2 All staff should take responsibility for their own mental health and wellbeing, as well as supporting colleagues and recognising when colleagues may need help and support. Staff should be aware of the support available to them, including through the headteacher or accessing further information which can be found on the school website and / or Schools Portal - Mental Health Wellbeing | NCC Schools Portal and Physical Wellbeing | NCC Schools Portal. ***(School to* add any additional sources of support).**

6.3 All employees must manage visitors to the school in accordance with the Guidance on Visitors including VIPs to schools.

6.4 Staff must inform the Headteacher of any medical condition or illness that arises during the course of their employment which may impact on their fitness to undertake their duties, or impact the health and safety of themselves, pupils, other staff, governors of the school or visitors.

7. Relationships and contact between school staff - the public, parents and pupils

7.1 All employees must consistently act with courtesy, efficiency and impartiality when interacting with pupils (individually or in groups), staff, parents, governors, colleagues and other individuals. Staff are required to always treat pupils with dignity, fostering relationships based on mutual respect, while maintaining clear and appropriate professional boundaries.

7.2 Guidance on Safer Working Practice makes clear that staff must not initiate or attempt to develop social contact with pupils in order to form friendships or strengthen a relationship. This is important because:

a. It can blur the professional boundaries between the staff member and pupil(s).
b. It may compromise confidentiality.
c. It can place both the pupil(s) and the staff member in a vulnerable position.
d. Pupils may find it difficult to distinguish between a staff member's professional role and a friendship, leading to expectations which the staff member cannot and should not fulfil.

7.3 The school's policy is that staff must not have personal contact with current or former pupils outside the school environment, except in certain specific, approved circumstances. This includes in-direct contact such as phone calls, text messages, emails or communication via social media. Any proposed work-related contact that needs to take place outside of the normal working environment, must be agreed in advance by the Headteacher, recorded and appropriately monitored. Unplanned or incidental contact with pupils should be limited to, appropriate interactions e.g. a brief greeting. Any arrangement to transport pupils must follow the school's policy and must always be agreed in advance with the Headteacher.

7.4 Staff should apply their professional judgement when receiving correspondence from former pupils, parents, members of the public or other significant contacts. Such communication should be shared and discussed with their line manager/Headteacher, as appropriate and a record kept of both the correspondence and any response should be securely stored within the appropriate school's record-keeping system.

7.5 Staff must exercise extreme caution when using blogs or social media outside of work. They should not post, share or allow others to publish content – including comments or images – that could harm their professional reputation, the reputation of the school, and/or bring the school into disrepute. If staff choose to use social networking platforms, it is strongly recommended that their profiles are set to 'private'. Under no circumstances should staff accept or allow access to pupils, their families and/or carers.

7.6 Staff must not share their personal contact details with pupils, including home or mobile phone numbers, personal email addresses, or social media accounts. They must always maintain professional standards in line with this code of conduct. If a pupil obtains a staff member's personal contact details by any means and attempts to make contact or correspond with a staff member, the staff member must not respond and must report the matter to the Headteacher immediately. All communication with pupils should be open, transparent and professional. Staff must avoid any form of communication that could be misinterpreted as inappropriate or as 'grooming' behaviour. In rare circumstances, contact outside of school may be appropriate, for example where there is an existing neighbourhood or family connection. In such cases, staff must immediately disclose this to the Headteacher and agree the appropriateness of such contact.

7.7 Where a former pupil, who is still in full-time education (in any setting) contacts a member of staff, staff must discuss their response to any such significant contact with their current line manager/head teacher.

7.8 If a former pupil needs support that falls outside the school's provision, they should be signposted to the appropriate external services. However, if the Headteacher agrees that continued contact with a staff member is relevant and appropriate, a formal plan must be created. This plan should clearly set out the purpose of the contact, expected outcomes and agreed timescales and must be approved by the Headteacher. The Headteacher is responsible for ensuring that the staff member receives appropriate and adequate support and supervision and, that all contact is properly recorded.

7.9 If a close relationship develops between a member of school staff and a former pupil and this raises concerns about the member of staff's suitability to work with children, the Headteacher must act immediately. The Headteacher should seek guidance from the Local Authority Designated Officer (LADO) by completing the online referral form.

7.10 All staff must be aware that their 'relationships and associations', including those online may have implications for the safeguarding of pupils. If any concerns arise, this could result in formal action being taken against the staff member.

8. Infatuations and 'crushes'

8.1 All staff should be aware that it is not uncommon for pupils to develop strong feelings, such as a 'crush' or infatuation towards a member of staff. Staff must act in a way that cannot be questioned, taking care not to encourage such feelings, either intentionally or unintentionally. They should remain mindful that words or actions can be misunderstood, and that these situations carry a risk of misinterpretation.

8.2 Any member of staff who receives a report, overhears something, or notices any indication - no matter how small that a young person may be developing an infatuation with either themselves or a colleague, must report this immediately to the Headteacher or where appropriate, the chair of governors. Prompt reporting allows for early intervention, helping to prevent the situation from escalating and reducing the risk of distress, embarrassment or harm to those involved.

8.3 The Headteacher (or senior manager) should carefully consider the circumstances and decide when it is appropriate to speak with the staff member, pupil and their parents/carers. They must ensure that a clear plan is put in place to manage the situation. This plan should respond sensitively to both the child and staff member, while maintaining the dignity of everyone involved. It should involve all relevant parties, be robust and be regularly monitored and reviewed.

9. Confidentiality/Disclosure of Information

9.1 The collection and use of personal data is governed by the General Data Protection Regulations (GDPR) and Data Protection Act 2018. Staff and governors may have access to personal data about pupils and their families; this information must be kept strictly confidential and only shared when it is lawful and in the best interests of the child, in line with these regulations. This responsibility also extends to all forms of communication. Matters relating to the school must be handled appropriately across all platforms, including social media, as well as school and personal email accounts.

9.2 Staff must not share or use confidential or personal information about a pupil or their family for personal gain, or for the benefit of others, including partners, friends, relatives or other organisations.

9.3 Confidential information must not be discussed casually or shared with anyone unless they have a legitimate need to know. Where it is not necessary to identify the pupil, the information should be anonymised.

9.4 There are certain circumstances where staff are required to share information about a pupil, for example when abuse is suspected or alleged. In these situations, all staff have a responsibility to pass on information without delay to those with designated safeguarding responsibilities or to relevant statutory services i.e. the Local Authority Designated Officer (LADO). Staff must not assume that a colleague or another professional will take action and/or share information. The Data Protection Act 2018 does not prevent the sharing of information where it is necessary to protect children.

9.5 It is essential that when any allegation is made whether by a child or a member of staff, the school and all individual parties involved take every possible step to maintain confidentiality and prevent any unnecessary publicity while the matter is being investigated or considered. Guidance on confidentiality and sharing information is referenced in KCSIE paragraphs 389 - 397.

9.6 Staff should always seek advice from their line manager or the headteacher if they are unsure or have any concerns regarding the appropriate use of school data or the disclosure of information.

10. Acceptable Use of Technologies

10.1 Personal equipment, such as mobile phones, or photographic devices must not be used during lessons or at any time when in contact with pupils. These items should be kept securely with other personal belongings.

10.2 Any device, such as a smart watch, health or fitness tracker, must have notifications turned off in lessons or while in contact with pupils. An exception applies to devices worn for medical reasons that provide alerts requiring immediate attention and remedy, such as changes in blood sugar levels. Staff who need to use such devices must notify their Headteacher and agree on appropriate usage. This agreement should be regularly reviewed and guided by medical advice.

10.3 This school will clearly set out, in writing the expectations and arrangements for the use of IT other mobile devices and technology. Filtering and monitoring arrangements will be reviewed at least annually, and governance and oversight of those arrangements will be maintained. This will include guidance on the appropriate use of personal mobile equipment where its use is required as part of the school's security systems. Staff must report any safeguarding concerns relating to technology, online activity, artificial intelligence (AI), manipulated images or other emerging technologies in accordance with safeguarding procedures.

10.4 Staff must understand risk associated with artificial intelligence (AI), including AI-generated content, deepfake images, manipulated media, nudification technology, online exploitation and other emerging technologies. Any safeguarding concerns arising from the use or misuse of such technologies must be reported immediately and in accordance with the school's safeguarding procedures.

10.5 If staff are required to take photographs of children for school purposes, this must be done using school-provided equipment and with the approval of the Headteacher, parents, and carers in line with the school's procedures. Images and information should only be stored for as long as necessary in accordance with data protection legislation.

10.6 Schools should provide staff with school-issued mobile phones for use during school trips.

10.7 Under no circumstances should staff be accessing websites, applications or online content that would be considered inappropriate for an educational setting, whether using personal school equipment. This includes content generated or manipulated through artificial intelligence, which is inappropriate, harmful or inconsistent with professional standards, including deepfake images, synthetic media, nudification technology and other AI-generated content that may place children at risk or undermine professional standards. All staff should be aware and understand that doing so may raise serious concerns about their suitability to continue working with children.

10.8 Staff must keep their passwords secure and confidential and manage them in line with the school's ICT policy and ensure that unauthorised individuals cannot access equipment.

10.9 Any concerns about the use or misuse of ICT equipment should be reported promptly to the Headteacher or the Chair of Governors.

11. Use of school premises or facilities for work not connected with the school

11.1 School staff must not use school premises or facilities for activities unrelated to their employment, without prior approval from the Headteacher or governing body. This includes personal use of the school building, facilities, email, telephones, computers, photocopiers, or other equipment.

11.2 Internal email systems and school computer equipment must always be used in accordance with the relevant school policies.

12. School staff facing criminal charges

12.1 All staff, volunteers and governors are required to immediately report to the Headteacher any arrest criminal charge or police caution or criminal conviction received during their time at the school. If the Headteacher is the person involved, they must notify the chair of governors. Failure to comply with this requirement may result in disciplinary action.

13. Childcare (Disqualification) Regulations 2009

13.1 In accordance with these Regulations, the school has a policy outlining its responsibility to ensure that it does not knowingly recruit or continue to employ, any individual in a relevant role who is disqualified under the Regulations as this would constitute a criminal offence. Appropriate safer recruitment checks will be carried out during hiring process, and employees have an ongoing duty to disclose any relevant information. If a member of staff or volunteer becomes aware of relevant information that may result in disqualification during their employment, they must report this immediately to the Headteacher or Chair of Governors.

14. Nepotism

14.1 Any employee who enters into a close personal relationship with a colleague working in the school must declare this relationship to the Headteacher, or in the case of the Headteacher, to the Chair of Governors. Employees must not take part in or influence any decision relating to the employment of a person with whom they have a personal relationship, where this could affect pay, terms and conditions of service, or disciplinary matters, without first consulting the appropriate governing body committee. All declared information will be recorded on both employees' personnel files and treated in strict confidence.

14.2 Paragraph 14.1 will inform the appointment of appraisers and implementation of the School Appraisal and Pay Policies. In the case of the Headteacher who is appraised by governors appointed by the governing body, those governors must be impartial. This means they must not be members of staff, relatives, or

anyone with a potential financial interest. They must also be supported by an independent, suitably qualified, knowledgeable, and experienced external adviser appointed by the governing body for this purpose.

15. Conflict of interest

15.1 Staff must promptly declare any personal interests that may give rise to a conflict or the perception of a conflict, with the school's interests. All financial and non-financial interests that could, or could be perceived to, conflict with their role within the school must be immediately reported to the Headteacher, or where appropriate, the Chair of Governors.

15.2 Staff must ensure that any secondary employment does not conflict with the interests of the school, negatively impact their performance or create a safeguarding risk. Staff must seek prior approval from the Headteacher or Chair of Governors, as appropriate before undertaking secondary employment where a potential conflict may arise.

16. Acceptance of gifts

16.1 It is reasonable for a member of staff to accept small, modest gifts from pupils, particularly at the end of a school year or at Christmas. However, staff should be aware that accepting a gift could be perceived as influencing or appearing to influence their professional judgment or decisions. If there is any doubt about the intention behind a gift, they should seek advice from the Headteacher (or in the case of the Headteacher, from the Chair of Governors), before accepting it. Gifts with a value exceeding *(see footnote) £50 must not be accepted under any circumstances. All gifts offered by pupils whether accepted or declined, must be properly recorded.

16.2 Similarly, staff should not give personal gifts to pupils or their families, as this could be interpreted as a bribe, favouritism, or an act of grooming. Any rewards given to pupils must follow established school procedures and be consistent with the school's behaviour policy.

* - The £50 limit aligns with Nottinghamshire County Councils Code of Conduct's for all officers of the County Council (in accordance with its constitution). It is recognised that in a school context, groups of parents may sometimes collectively contribute towards a gift for a staff member or class teachers. In such cases, while all gifts must still be recorded, the governing body may agree a reasonable limit that exceeds £50 for these specific circumstances.

17. Dress and appearance

17.1 A person's dress and appearance are matters of personal choice and self-expression, and individuals may wish to reflect their cultural customs through their appearance. However, staff are expected to dress in a way that is appropriate to their professional role (e.g. business casual attire), which may differ from how they dress in their personal life. Schools should consult with staff to define what is considered acceptable and unacceptable attire, (for example, restrictions on items such as jeans). Staff must also ensure their clothing is

suitable for the tasks they perform, such as activities in P.E. or technology lessons. The dress code should be applied consistently to all staff and remain sensitive to cultural, religious and racial considerations.

17.2 This code of conduct cannot cover every possible situation. Staff are expected to use their professional judgement, and where necessary, seek advice or refer matters to the Headteacher or governing body.

18. Low-level concerns

18.1 Refer to Part 2 – *Managing safeguarding risks and allegations/concerns of harm and abuse made against all school staff*: *Part B Allegations/concerns that do not meet the harms threshold – also referred to as 'low level' concerns* of the disciplinary procedure. This can be accessed here.

Appendix 1: Employee Code of Conduct - record of staff training

(Name of) School:

Academic Year 20 /20

This record of training is part of the Nottinghamshire School Employee Code of Conduct. Each year the school should ensure that all staff and other staff working at the school (including volunteers) are reminded of the Code along with any updates at an appropriate staff meeting. Staff should be asked to read/re-read and sign to confirm their understanding.

I have read, understood and agree to work within the requirements of the code of conduct adopted by the school.

Print name	Post title	Date	Signature

Documents end

Document History

Document produced by HR Service	**February 2016**
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Document updated by HR Service **Muhammad Saqib / Susan Harrison**	**September 2025**
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JCNP Staffing Regulations Working Party	**2 July 2020 – revised KCSIE 2022 comes into force 1.9.22.** **5 September 2022** **28 September 2023 For information only and revised KCSIE 2023 and comes into force 1.9.23** **27 August 2024 For information only and revised KCSIE 2024 and comes into force 1.9.24 (Date changes only)** **30 January 2025 for information only.** **4 October 2025 for information only.** **10 September 2026 for information only**

Lead HR Business Partner	**Jenny Hawkes**
Lead HR Senior Business Partner	**Andrew Griffiths**
Uploaded to School Portal	**September 2026**

Review date	**as per legislative changes**