



Glenmere Community Primary School — Staff Code of Conduct (public summary)

Purpose

This summary sets out the professional standards expected of all adults who work at Glenmere Community Primary School (teachers, support staff, supply staff, governors, volunteers and contractors). Its purpose is to safeguard pupils, protect staff and maintain public trust. The full Staff Code of Conduct and related procedures are contained in the staff handbook, which is issued to all staff annually; staff sign to confirm they have read, understood and will follow these documents and the national guidance: "Guidance for safer working practice for those working with children and young people in education settings."

Key expectations

- Professional behaviour: Staff must act with integrity, fairness and respect, model the school's values and maintain high standards of attendance, punctuality and appearance.
- Safeguarding: Staff have a duty to safeguard pupils from harm. All staff must follow the school's Safeguarding & Child Protection policy and report any concerns immediately to the Designated Safeguarding Lead (DSL) or a deputy.
- Reporting concerns: All concerns about a pupil's welfare, allegations or low-level concerns about staff conduct must be reported promptly and in line with school procedures. Allegations that meet the harm threshold must be reported to the headteacher or, where the allegation concerns the headteacher, to the Chair of Governors and, if required, the Local Authority Designated Officer (LADO).
- Professional boundaries: Staff must maintain appropriate professional relationships with pupils and avoid behaviour that could be misinterpreted. Physical contact, gifts, language and social contact with pupils must follow the guidance in the full Code.
- Use of technology and social media: Staff must keep professional and personal online accounts separate, must not contact pupils using personal social accounts, must follow the Acceptable Use and Online Safety policies, and must protect pupils' and staff privacy.
- Confidentiality & data protection: Personal and sensitive information must be handled in line with the school's data protection policies and not disclosed publicly.
- Equality and conduct: Staff must treat pupils and colleagues with dignity and respect, not discriminate against protected characteristics and support the school's commitment to inclusion and British values.
- Whistleblowing and support: Staff should raise concerns about unsafe practice or mistreatment without fear of reprisal. If staff feel unable to raise concerns internally, external routes such as the NSPCC Whistleblowing Advice Line are available. The school also provides staff wellbeing support and a designated mental health lead.

How to access the full policy and make a report

- Full policy: The complete Staff Code of Conduct and internal procedures (including the low-level concerns process) are held on the staff system; paper copies are available free of charge from the school office on request.
- Safeguarding contacts: Designated Safeguarding Lead (DSL) — Sam Conlon (via school office). Deputy DSLs — Tami Dorrington, Emma Carton, Rea Siddons.
- LADO: 0116 305 4141.
- If a concern involves the headteacher, contact the Chair of Governors via the school office.

