Richard Cloudesley School

Staff Code of Conduct

Reviewed: February 2026
Next Review: September 2026

The Department for Education (DfE) statutory safeguarding guidance states that schools must have a staff behaviour policy or code of conduct. This should be provided to all staff, together with the school's child protection policy.

It says:

'All staff members should be aware of systems within their school or college which support safeguarding and these should be explained to them as part of staff induction. This includes ... the school's behaviour policy (sometimes called a code of conduct) …'

Staff Low Level Concerns

What is a low-level concern?

This form is to share and help leaders take swift and decisive action in the event that a member of staff sees or hears something that another member of staff does that does not feel right.

You will be asked for more information as part of the investigation into your concern. The member of staff you have a concern about will also be spoken to.

This form goes immediately to the headteacher who will decide, along with the school DSL, on the next course of action.

https://tinyurl.com/CloudesleyConcerns

Staff Code of Conduct

At Richard Cloudesley School we believe in creating a whole school culture that is safe and inclusive. This code of conduct sets out the key principles for the creation and maintenance of a safe school culture. Termly, during department meetings, we have an honest and open conversation relating to how we are doing in relation to our twelve key principles. Actions from these meetings will be agreed with all staff.

Objectives for a safe school culture:

- To safeguard pupils and protect staff.
- To make explicit expectations of performance and conduct.
- For all staff to have confidence to report concerns with full confidentiality.
- To respond promptly to concerns: we always investigate and address issues.
- To exercise appropriate sanctions.
- To create and maintain an ethos of mutual respect, openness and fairness.

Our code of conduct

1. **All staff must have read the document "Keeping Children Safe in Education".**
2. **All staff must read follow the school's policies: Safeguarding, Behaviour, Wellbeing Charter, Online Safeguarding, Safe Touch, Intimate Care and Equalities.** Staff must also keep up to date with the staff handbook and any addendums to it.
3. All staff are required to keep up to date with the school's communication system, Microsoft Teams, including reading briefing notes.
4. All staff should **be aware of that physical contact with pupils is appropriate if in the best interests of the pupils.**
5. All staff are expected to **treat each other with respect,** assuming honourable intentions. Where differences occur staff should deal directly with the other person in a calm and fair manner.
6. All staff should **treat resources responsibly** and exercise due financial care.
7. All staff are expected to **behave professionally** and exercise confidentiality. All absence should be genuine. Staff should carry out tasks to the best of their ability and take pride in their work. Staff are expected to set a good example in what they wear, avoiding being overly casual.
8. **All content staff wish to publish on the web (including social media platforms) must be considered carefully.** As a rule of thumb imagine that the headteacher is looking over your shoulder! Everything on the web is deemed public and nothing can be deleted. This includes use of social networking sites - including personal use - that may bring the school or profession into disrepute. Staff should also be aware of the school's data protection policy.
9. Staff should seek to **establish good and open relationships with parents.** All parental concerns should be dealt with seriously and promptly. Parents are required to follow our Community Code of Conduct.
10. All staff must **promote learning, model good communication and have a proactive approach to behaviour and child protection issues**. Staff need to create a positive classroom environment where all children are respected and have opportunities to say what they want to say, when they want to say it.
11. All staff need to make sure they are **aware of how to record and report concerns,** including being familiar with our 'Whilstleblowing Policy' and **how to report a low-level concern.**
12. All staff should **take care of their physical and emotional wellbeing.**
13. In line with Islington Council's policy, **staff are not permitted to smoke within 50 metres of the school building**.
14. **Site Security**: when using entrances & exits which are not covered by a receptionist, staff must ensure that doors / gates are closed securely after entering or leaving the site or building and not allow tailgating.
15. **Staff ID should be worn** and visible at all times while on site (including in the premises of our co-located partners) and staff must be prepared to challenge those they do not recognise. A green lanyard means you have passed safeguarding checks and can move around the building unsupervised. A yellow lanyard means you should be supervised at all times.
16. **All staff must read and comply with our 'staff wellbeing charter' which is on display around the school.**

To confirm you have read and understood this form and the associated policies (Safeguarding, Behaviour, Online Safeguarding, Keeping Children Safe in Education, Intimate Care, Wellbeing Charter, and Equalities) please sign here:

https://forms.office.com/e/Pnan4dxCHX

Signed: _____. Name: _____. Date:_____