

Code of Conduct for Staff

June 2026

To be renewed June 2027

At Christ Church Cathedral School, we are committed to ensuring that our pupils are and feel safe. All our school's staff are valued members of their school community. Each one is expected to set and maintain the highest standards for their own performance, to work as part of a team and to be an excellent role model for our pupils. This code of conduct sets out the key principles for the creation and maintenance of a safe school culture.

All staff are expected to treat pupils, colleagues, parents and governors with respect and dignity, to be honest and to act professionally at all times.

Staff members should be aware that any breach of a school's Professional Code of Conduct could result in disciplinary action.

This Code of Conduct is an addition to our school's Safeguarding/Child Protection policies, Physical Handling of Pupils Policy, Internet Safety policy, Teaching Learning and Assessment policies, and other policies regarding the employment and management of the performance of our staff. It has been drawn up with regard to ["Guidance for Safer Working Practice for those working with children and young people in education settings"](#), *Oxfordshire County Council, February 2022*

Professional Behaviour and Conduct

All school staff should:

- place the safety and welfare of pupils above all other considerations;
- treat all members of the school community, including pupils, parents, colleagues, visitors and governors with consideration, respect and tolerance;
- respect the School's hierarchy, expressing concerns to senior leaders politely and privately, and respecting the decisions of subject heads, the SMT, the Headmaster and governors
- where firmness/admonition is called for this should be exercised calmly;
- adhere to the principles and procedures contained in the policies including our safeguarding policies, in teaching and learning policies and for teaching staff the DfE Teachers' Standards;
- exercise due confidentiality towards matters that are read, discussed or overheard;
- always be supportive of the school when speaking to parents or members of the public, or when they might be overheard in a public place or online;
- use judgement and tact when speaking to parents, including never speaking negatively to a parent about another parent's child or a colleague, in person or online;
- be punctual and well-prepared, including being ready to teach/ support promptly at the very beginning of every lesson;
- carry out all tasks to the best of their ability, taking pride in their work;
- ensure that all absence is genuine;
- demonstrate a clear understanding of and commitment to non-discriminatory practice;
- recognise the power imbalances between pupils and staff, and different levels of seniority of staff and ensure that power and authority are never misused;
- have a proactive approach to safeguarding (it is essential that all staff have regular safeguarding training and are alert to, and report appropriately, any behaviour that may indicate that a child is at risk of harm);
- know the procedures for dealing with and reporting safeguarding concerns (see Safeguarding Policy for detail);

- never condone inappropriate behaviour by pupils or staff;
- take responsibility for their own continuing professional development;
- refrain from any action that would bring the school into disrepute;
- take especial care of behaviour when representing the school, for example being at a school event or wearing the school logo;
- value themselves, taking care of physical and mental wellbeing, including maintaining a healthy work/life balance;
- seek appropriate support for any issue that may have an adverse effect on their professional practice;
- when necessary access counselling and support, which can be provided internally or externally.
- share a responsibility to look after the resources of the School and exercise due financial care; not wasting resources unnecessarily (including resources such as heat/light), following the principles of 'reduce, re-use, recycle' where appropriate;
- be aware of how to record/report concerns of 'whistleblowing' (see Whistleblowing Policy for further details).

Dress and Appearance

School staff should ensure that they are dressed and present in a manner that is suitable and professional, taking into account their position as role models for the pupils in the school. This includes suitable sports kit for PE sessions.

Relationships with Pupils

All school staff should:

- treat each child as an individual and make adjustments to meet individual needs;
- encourage all pupils to reach their full potential;
- understand that school staff are in a position of trust and power in their relationships with pupils, and that a sexual relationship with a child is an offence.

Relationships with Parents/Carers

Staff should aim to create a welcoming and open relationship with parents and carers. All parental concerns should be treated seriously and dealt with promptly.

Members of staff who are friends with parents of pupils, or who are the parents of pupils at the school themselves, will of course have contact with those pupils outside school and pupils may visit their homes. However, they should at all times remember their roles as school staff and behave remembering that they are representing the school. They should ensure that pupils and parents do not see anything in their home that may cause embarrassment or that might become the subject of inappropriate gossip or rumour.

The receiving of gifts and hospitality by members of staff is acceptable if there is no possibility that the gift might be misinterpreted or that it is being given or received with the intention of gaining advantage for the giver or the receiver. The gift should be of an appropriate value and type for the circumstances and so, as a guideline, a member of staff might be given a bottle of wine or chocolates by grateful parents, or be asked to attend a social event. If the gift is obviously worth in excess of £50 the member of staff should seek permission from the Headmaster to receive the gift. A note will be made of the decision.

Physical Contact with Pupils

All school staff should:

- avoid inappropriate physical contact with pupils;

- ensure that the safe handling practices of Team Teach or similar professional methods are put into practice if physical intervention/restraint is required.

There are times in a non-restraint context when physical contact between a pupil and a member of staff may be deemed appropriate. These situations will be in a caring context when pupils need reassurance or support. It is important that the member of staff assesses the 'reasonableness' of their actions taking the following in account:

- the age of the pupil;
- the severity of the distress of the pupil;
- the knowledge of the individual child;
- the relationship that exists between the member of staff and the pupil
- the situation for such contact including seeing pupils on your own, after school or in isolated situations

The level of contact used should be the minimum necessary to achieve the desired outcome.

Due care needs to be taken to ensure that this supportive contact is agreed and open, with the circumstances in which this takes place clear to all concerned.

Transporting Pupils

The transportation of pupils within teachers' cars for professional purposes is only to take place with permission from the parent/carer of the child. The teacher should transport more than one child rather than a pupil on their own.

Photography, Video and Images of Pupils

All school staff should:

- take images of pupils and/or staff only for professional purposes in accordance with the School's policy;
- ensure that photographs are stored only in the appropriate file on the school network;
- ensure that only pupils who have had consent given by their parents are included in photographs;
- ensure that only photographs containing pupils whose parents have given their consent are placed on the school website and given to third parties;
- in the EYFS, use only school tablets, cameras and other recording devices to record images or videos. In the rest of the school, where an alternative device is used to take a photograph, the pictures need to be transferred to the appropriate school file and deleted from the device before the device is taken off the school site.

E-Safety

All school staff should:

- ensure that all electronic communication with pupils, parents, carers, staff and others is compatible with their professional role and in line with school policies;
- use school IT systems and resources for school business only; this includes school email addresses;
- use only school IT systems for discussing pupils, rather than third-party providers such as WhatsApp;

- if talking about their professional life or the school on social media, always be positive and professional;
- not normally become 'friends' with parents of school pupils on social networking sites;
- not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with their professional role;
- not use social networking sites linked to the school to express political views
- not disclose any passwords and ensure that personal data is kept secure and used appropriately.

Conclusion

By adhering to this code of conduct, staff can be assured that they are playing their part in safeguarding pupils and protecting themselves.