



The Gateway Primary Academy

Staff, Governor and Visitor Code of Conduct

September 2026

Written by: Mr Cassem

To be reviewed: September 2027

Please note this policy will be updated and reviewed as necessary in line with local and National guidance. When updated the updates will be shared with staff.

This policy forms a part of our key safeguarding policies and is shared at induction. It should be reading conjunction with our safeguarding policies including our acceptable user policies and child protection policies.

Staff are asked to sign to confirm they have read and understood this policy.

Introduction

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

The following Code of Conduct has been adopted by the Governing Body of The Gateway Primary Academy to enable it to discharge its functions under the School Staffing (England) Regulations 2009 (the "Regulations") in relation to its duty under Regulation 7 to establish procedures for the regulation of the conduct of the staff at the school. It forms part of the staff handbook and is shared with staff as part of Induction procedures. Its principles will reflect the academy's core values and sets down the way in which an employee of The Gateway Primary Academy is expected to conduct him/herself.

School staff have an influential position in school and are expected always act as role models for pupils by consistently demonstrating high standards of behaviour. All adults working with children and young people are in a position of trust in relation to the individuals in their care and therefore staff are expected to adopt high standards of personal integrity and conduct and behave in such a way that does not compromise their position both within and outside the academy.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures. Please note that this code of conduct is not exhaustive.

If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

Legislation and guidance

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we should have a staff code of conduct, which should cover low-level concerns, allegations against staff and whistle-blowing, as well as acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media. This policy also complies with our funding agreement and articles of association.

Application

This Code applies to all adults working in schools whatever their position, roles or responsibilities and aims to set out and maintain standards of conduct that we expect. The guidance also aims to ensure that our school is an environment where everyone is safe, happy and treated with respect. The Code includes safe working practices for the protection of children and in this connection should be read in conjunction with the Safeguarding and Child Protection Policy. However, the Code also encompasses other general aspects of conduct expected within the academy.

In the case of teachers, it applies in conjunction with Part B of the Teachers' Standards.

This Code consists of:

1. General Principles

2. Code of Conduct

• Safeguarding • Personal Interest • Gifts and Hospitality • Sponsorship • Confidentiality • Dealing with the Academy's Money • Criminal Charges and Convictions • Other Employment • Intellectual Property and Copyrights • Publications and Dealing with the Press	• Employment Matters • Discrimination/Harassment • Fitness for Work • Health and Safety • Attendance • Smoking • Mobile Phones • Dress Code • Disciplinary Rules • Following Instructions • Honesty and integrity
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• Equipment and Materials • Political Restrictions and Neutrality • Equal Opportunities	
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1. General Principles

As an employee of the Academy you are expected to carry out your duties in accordance with the Academy's policies and procedures.

You are expected to uphold the following principles:

- **High standards** - maintain high standards in attendance and punctuality
- **Tolerance** - show tolerance and respect for the rights of others
- **Selflessness**: - your decisions must be taken in terms of the values and aims of the Academy and not in order to gain financial or other material benefits.
- **Integrity**: - you must not place yourself in a situation where your position is compromised.
- **Objectivity**: - all decisions must be made on merit alone.
- **Accountability**: - you must accept accountability for your decisions and actions.
- **Openness**: - you should be as open as possible about all your decisions and actions.
- **Honesty**: - you should declare any private interests relating to your duties and take lawful steps to resolve any conflicts to ensure that public interest is protected.
- **Leadership**: - you must support and promote these principles by example.
- **Conduct**: - you must avoid bringing the Academy, into disrepute (e.g. by the use of social networks or the internet).
- **Respect**: - you must treat all others with dignity and respect
- **British Values** - not undermine the British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of others with different faiths and beliefs
- **Professional understanding** - understanding the statutory frameworks they must work within

2. General Code of Conduct

2.1 Safeguarding

All staff, including administrative, premises, catering, governance and support staff, have a duty to keep children and young people safe and protect them from harm. This includes abuse (sexual, physical and emotional), neglect and exploitation.

They must be familiar with:

- Keeping Children Safe in Education (2026)
- Our school safeguarding policy (September 2026)
- Our school acceptable user policies
- The PREVENT framework,
- Online safety requirements,
- FGM
- The EYFS Framework 2026 with a focus on the welfare requirements
- Guidance for safer working practice for adults who work with children and young people
- What to do if you are worried a child is being abused

New staff will be given access to these policies at induction through printed copies or access to our staff Sharepoint.

They must also follow the guidance given in 'Safer Working Practice for the Protection of Children and Staff in Education Settings'. They must ensure they report all safeguarding concerns immediately to the DSL (Mr Cassem) and record them using CPOMMs and 'alert' all DSLs to any concerns being recorded. They should also verbally inform Mr Cassem.

Staff should recognise that patterns of child absence may indicate safeguarding concerns including neglect, exploitation, abuse or mental health concerns and should report concerns promptly. Staff should also recognise that mental health concerns can in some cases be indicators that a child is suffering or at risk of suffering harm.

Staff must undertake safeguarding, child protection, online safety and Prevent training as required by the school and participate in regular safeguarding updates.

Physical contact with pupils

It is unrealistic to suggest that teachers should never touch pupils. There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, such as when a distressed pupil needs comfort and reassurance or as an integral part of some lessons such as PE.

However, innocent actions and appropriate physical contact can often be misconstrued and it is therefore it is crucial that staff only initiate physical contact for the minimum time necessary and in ways appropriate to their own role and the needs of the child. Staff should use their professional judgement at all times. Where feasible, staff should seek the child's permission before initiating contact.

Where a member of staff thinks that an incident could have been misinterpreted it must be reported to the Headteacher.

Any formally agreed plan for children with SEN or physical disabilities should be understood and agreed by all concerned and recorded on an Intimate Care Plan. Staff should be provided

with relevant information about vulnerable pupils in their care where it is relevant for this to be provided in order for staff to be able to undertake tasks appropriately.

Staff should adhere to the following policies

- Physical Intervention
- Supporting pupils with medical conditions
- Intimate Care

Allegations that may meet the harm threshold

This section is based on 'Section 1: Allegations that may meet the harm threshold' in part 4 of Keeping Children Safe in Education.

This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children - this includes behaviour taking place inside or outside of school

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A 'case manager' will lead any investigation. This will be the headteacher, or the chair of governors where the headteacher is the subject of the allegation.

Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating pupils

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy. This is available on our school website. Further information is available within our statement of dealing with allegations against staff policy.

Our procedures for dealing with allegations will be applied with common sense and judgement.

Whistle-blowing

Whistle-blowing reports wrongdoing that it is "in the public interest" to report. Examples linked to safeguarding include:

- Pupils' or staff's health and safety being put in danger
- Failure to comply with a legal obligation or statutory requirement
- Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report their concern to the headteacher. If the concern is about the headteacher, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the chair of the governing board.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

For our school's detailed whistle-blowing process, please refer to our whistle-blowing policy.

Staff-pupil relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

Staff - Parent relationships

Staff will observe proper boundaries with parents that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that SLT are informed.

Staff should avoid contact with parents outside of school hours if possible.

Personal contact details should not be exchanged between staff and parents. This includes the sharing of personal photos and social media profiles.

While we are aware many parents may wish to give gifts to staff, for example, at the end of the school year will be reported to SLT.

If a staff member is concerned at any point that an interaction between themselves and a parent may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a parent, this should be reported to the Headteacher.

2.2 Personal Interest

You must not in your official capacity:

- Allow your personal interests to conflict with the Academy's requirements.
- Use your position improperly to confer an advantage or disadvantage on any person.

You must:

- Not disclose information given to you in confidence, or information acquired which is of a confidential nature, without the consent of a person authorised to give it.
- Not prevent another person from gaining access to information to which that person is entitled by law.
- Ensure that your relationships with Pupils, Parents, Governors, Staff and any other people with whom you may come into contact with in the course of your duties are professional at all times.

2.3 Gifts and Hospitality (See Finance Policy for further information)

The Academy seeks to maintain the highest standards of conduct and probity in its business.

The acceptance of gifts and/or hospitality by employees must be treated with extreme caution. No offer of a gift or inducement, whether made at specific occasions (e.g. at Christmas) or casually, should be accepted when the gift is made by, or indirectly by, a person, firm or organisation which, to the knowledge of the employee, has or seeks to do business of any kind with the Academy which maintains the school or to have an interest in its decisions.

The receipt of minor articles, often by way of trade advertisements, which will be used on the Academy's business (e.g. diaries, calendars, office requisites, etc., which are customarily distributed at Christmas and, occasionally, at other times) is acceptable.

If you are in any doubt, you should seek guidance from the Head Teacher or Chair of Governors before accepting any gifts or hospitality offered.

Employees should also refrain from making any gifts to external organisations or to the employees of organisations which provide services to the Academy or which are potential providers of such services.

2.4 Sponsorship

Where the Academy, or parties to the Academy, sponsors an event or service, you, or any partner, spouse or relative must not benefit from the sponsorship.

You must seek guidance from the Chair of Governors if you are involved with any event or service that the Academy proposes to sponsor.

2.5 General Confidentiality

You may, in the course of your duties, obtain information which is confidential.

You must not:

- Pass on any information received or obtained through your employment to anyone who is not entitled to have that information.
- Use information for personal advantage.
- Misuse your position by seeking information which you do not need to know to carry out your duties.

You must:

- Work within the requirements of UK GDPR, Data Protection Act 2018 and relevant current data protection legislation and guidance and the Freedom of Information Act 2000.
- Observe the Academy's procedures for the release of personal information held about other employees or members of the public.

Examples of abuse of confidence would include:

- Ill-considered gossip whether with colleagues or outsiders which may be misconstrued and re-quoted.
- Exploitation of confidential information for personal gain.
- Premature and/or unauthorised disclosure to other parties of policy proposals, with the object of generating adverse publicity e.g. to the press, interest groups.

2.6 Dealing with the Academy's Money

You must:

- Ensure that public funds are used in a responsible and lawful manner.
- Strive to ensure value for money to the Academy and to avoid legal challenge to the Academy.
- Ensure compliance with the Academies Financial Handbook and Financial Regulations Manual.

2.7 Criminal Charges and Convictions

The Academy requires all applicants to disclose criminal convictions, whether committed in the UK or elsewhere.

You must:

- Notify the Academy in writing if charged with any criminal offence or if convicted of any criminal offence, this includes cautions.
- If charged with an offence, advise the Academy as your employer immediately after you are charged (i.e. next working day).

It should be noted that the term 'conviction' includes a finding of guilt, regardless of whether or not a conviction is recorded. Failure to notify the Academy in either case will constitute grounds for disciplinary action.

2.8 Other Employment

If you undertake any additional employment you must ensure that any additional employment does not conflict with the interests of the Academy or affect your ability and credibility to do your job.

Where you have more than one job, both the Academy and your other employer(s) are responsible for ensuring that the 48 hour week (Working Time Regulations) is complied with. You should therefore ensure that you inform your Head Teacher about any work you undertake for other employers. You may opt out of Working Time Regulations to work more than 48 hours per week and should you wish to do so, you will need to confirm this in writing.

You must ensure that Academy time and equipment are not utilised in connection with any other employment.

If in doubt, the best thing to do is to discuss the circumstances with the Headteacher.

2.9 Intellectual Property and Copyrights

All intellectual property rights, (that is copyright, design rights and the right to patent inventions) relating to anything created or invented by you in the course of your duties belongs automatically to the Academy. Unless otherwise agreed, you cannot exploit the rights to any such thing without written permission from the Academy.

2.10 Publications and Dealing with the Press

You must not:

- Publish any material which comments on the activities, policies etc. of the Academy without the consent of the Headteacher.
- Make comments to the press or media unless specifically authorised to do so.

Where requests for comments are received they should be immediately passed on to the Head Teacher.

Where you wish to publish an article unconnected with the Academy then the article must not link you to the Academy.

2.11 Equipment, resources and Materials

You must:

- Not use the equipment and premises of the Academy for unauthorised purposes.
- Only make personal telephone calls and emails when necessary and within reason in areas away from the children.
- Follow the Internet Acceptable User Agreement
- Avoid using more resources than necessary e.g taking additional whiteboard pens from the resource room before checking classroom cupboards and draws
- Assist the school in becoming more environmentally friendly by turning lights and interactive boards off when they are not in use.

2.12 Political Neutrality

The Academy will not concern itself with the political beliefs of individuals however you must not allow your own political beliefs to interfere with the work of the Academy or to influence pupils.

You may not display party political posters, including election material.

2.13 Equal Opportunities (See Equal Opportunity Policy)

The Academy is committed to the promotion and implementation of equal opportunities both internally and externally.

The Academy aims to ensure that everyone who comes into contact with it, is treated equally and not in any way disadvantaged by factors which could prevent the implementation of fair policies and procedures.

The Academy will recognise the differences which exist and will seek to understand the needs of people within the groups which are afforded protection or assistance through this policy.

The Academy expects all its employees to uphold its Equal Opportunity Policy and to accept the duty not to discriminate, either in employment practices or in the provision of facilities and services by reference to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

2.14 Employment Matters

If you are involved in recruitment you must:

- Follow the Academy Recruitment Policy and Procedure
- Ensure that appointments are made on the basis of the candidate's ability to do the job.
- Ensure that your personal preferences do not influence judgements made.
- Declare your interest where you are related to an applicant or have a close personal relationship outside work with him/her.

2.15 Discrimination, Harassment, and Victimisation

You must treat all other employees, pupils, parents, and people with whom you come into contact with courtesy and respect, and must not make any remarks or gestures relating to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation which may cause offence.

Any complaint of discrimination, harassment, or victimisation or complaints made on the grounds of any of the protected characteristics listed above, will be taken seriously and will be the subject of a thorough investigation.

2.16 Fitness for Work

The Academy accepts that.

You must:

- Ensure that the use of alcohol out of work does not adversely affect your work performance, the health, safety or welfare of yourself or others and does not damage the Academy image and reputation.
- Not consume or be under the influence of alcohol, use illicit drugs or other illegal substances while at work.
- Ensure that the use of any of them out of work does not adversely affect the work performance and safety of yourself or others, and does not bring the Academy into disrepute.
- If taking medication you must seek the advice of your doctor to ensure that such medication will not impede your ability to do the job.
- Inform your Head Teacher or Line Manager of any situations where a risk to yourself or others may arise because of this.

If you are a Head Teacher you must consider the options available for managing employees in the above situation and refer to Occupational Health Services. You must consider the options available for assisting employees who are required to take legally prescribed drugs and whose

levels of performance has been impaired. In these circumstances a risk assessment should be undertaken.

2.17 Health and Safety (See Health and Safety Policy)

You have a duty to take reasonable care of yourself and to cooperate with management under the Health and Safety at Work Act 1974. These responsibilities are detailed in the Academy's Health and Safety policy.

You are required to act at all times in accordance with this policy and generally to act in such a way to ensure your own safety and that of others.

Any action which potentially puts at risk the health and/or safety of yourself or others will be viewed seriously and may result in disciplinary action being taken.

2.18 Attendance

Your contract of employment contains the main terms and conditions of your employment with the Academy. It is expected that you are available for work during these specified hours and take an unpaid lunch break.

On arrival at work you must sign in using the electronic recording system to record your attendance and sign out when you leave.

If you leave the premises at lunchtime or at any other time then you are expected to sign out using the electronic register in the reception area.

Further information on absence and sickness can be found in the staff handbook and Absence and ill-health Policy.

2.19 Smoking

The Academy is a non-smoking organisation. You are not permitted to smoke in any of the Academy's offices, or any other building or grounds owned or occupied by the Academy, at any time.

2.20 Mobile Phones (Also see Acceptable User Policy and policy for use of mobile phone and smart technology use)

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment.

It is therefore ensured that all practitioners:

- Understand the need for professional boundaries and clear guidance regarding acceptable use of mobile technology
- Have a clear understanding of what constitutes misuse
- Know how to minimise risk
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations
- Are responsible for self-moderation of their own behaviours

Personal Mobiles

- Employees are not permitted to make/receive calls/texts during work time where children are present.
- Staff should ensure that mobile phones are on silent at all times and put in a draw / bag whilst in classrooms. They should not be left on display in classrooms.
- Staff are not permitted to use recording equipment on their mobile phones
- Employees are not permitted to charge their mobile phones unless they are using a charger supplied by the school. If required mobile phones can be charged in the school office or staffroom during the school day. This is done at the owners' risk and the Academy cannot be held responsible for the damage or loss of a personal device.

For further information on the use of personal phones please read out mobile phone use policy and social media use policy.

Work Mobiles

Not currently applicable

2.21 Internet Usage (See Acceptable User Policy)

Internet Users must not display, access, use, extract, store, distribute, print, reveal or otherwise process any kind of image, document or other material which is sexually explicit or offensive in any other way, on any school system. This activity would be a violation of the schools policies, particularly those relating to conduct and discrimination.

You must not post any comments, photographs, images or conversations on social networking websites which may bring you or the Academy into disrepute. Security settings should be maintained at the highest level in order to prevent members of the public and pupils seeing any of your personal information. You must follow the acceptable User Policy which provides guidance on the use of social networking websites.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff should be aware of the school's online safety policy which is available on our school website (contained within our child protection and safeguarding policy).

Staff must be aware of safeguarding risks associated with artificial intelligence (AI), including generative AI tools, deepfake images, manipulated audio/video content, AI-assisted bullying, harassment, exploitation and grooming. Any concerns regarding AI-generated content involving pupils or staff must be reported immediately in line with safeguarding procedures. Staff must not use AI applications to upload, process or analyse pupil information unless the platform has been approved by the school and complies with data protection requirements. (Co-Pilot)

Staff should also remain vigilant to the safeguarding risks associated with misinformation, disinformation and harmful online content which may negatively affect pupils' safety, wellbeing or vulnerability to exploitation.

Staff must comply with school filtering and monitoring procedures and report any concerns relating to weaknesses in online safety systems.

In line with our acceptable user and social media policies, staff must ensure they maintain a high level of professional behaviour when using:

- AI tools
- Personal social media
- Digital communication
- Whatsapp/Community groups
- Forums and messaging apps

Staff must ensure they only use school approved platforms to share pupil information securely. Any breaches in this or using other platforms could lead to disciplinary action.

2.22 Dress Code

There is a general expectation that dress will be appropriate to the nature of the duties and responsibilities of the job. This means a requirement for smart casual dress (avoiding large logos / branding) including suitable footwear (for example no flip flop style sandals, vest tops, beachwear or jeans)

Teachers are required to dress appropriately for teaching P.E. (including appropriate footwear).

The Academy values and welcomes the ethnic diversity of its workforce and therefore dress codes will take account of ethnic and religious dress requirements with sensitivity ensuring that employees are free to observe them.

2.23. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes.

Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

2.24 Disciplinary Rules

The Academy has a disciplinary procedure

The disciplinary procedure is concerned with instances of alleged misconduct, either ordinary or gross. It is anticipated that the vast majority of breaches will be of a minor nature and that they can be resolved without recourse to a formal procedure. Some breaches will be more serious or there may be circumstances where there is repetition of a minor breach. In such circumstances the matter will be formally investigated and progressed under the formal disciplinary procedure.

The Academy also has a separate capability procedure which provides a framework for managers and employees to cope with issues of poor performance. The underlying intention of the Capability Procedure is to give the employees who are falling below the established acceptable standards the opportunity to improve.

2.25 Following Instructions

You are expected to follow all reasonable and lawful instructions by a person with the authority to issue such instructions unless:

- There is a danger to a person's health and safety.
- A conflict of interest may exist.
- It does not comply with Academy policy and practice.

Head Teachers and Managers must be able to justify their instructions and decisions in line with their delegations, authority, and Academy policy and procedures, and be open and respond promptly to constructive questions.