



Caversham Preparatory School

Policies and Procedures

Staff Code of Conduct

Staff Code of Conduct

Introduction

Caversham Preparatory School prides itself in the high professional standards and conduct of its staff. This policy must be read and accepted along with the other Staff Policies and Procedures contained within the induction documents to ensure these high standards are upheld and are adhered to at all times. This policy aims to set and maintain standards of conduct that we expect all staff to follow.

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

Please also refer to the School's [Safeguarding Policy](#) and the [Staff Handbook](#) - which describes in detail staff members commitment to professional conduct.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the '[Teachers' Standards](#)' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Purpose, Scope and Principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all Caversham School Staff are expected to observe. The staff should be aware of this code and the expectations therein. School staff are role models and are in a unique position of influence and must adhere to a behaviour that sets a good example to all the pupils within the School. Each employee has an individual responsibility to maintain their reputation and the reputation of the School, whether inside or outside working hours. We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others. 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.

General obligations

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs



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- Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the [Teachers' Standards](#)
- All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

Safeguarding Pupils

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.

Staff will familiarise themselves with our child protection and safeguarding policy and procedures, and the Prevent duty, and ensure they are aware of the processes to follow if they have concerns about a child.

Our child protection and safeguarding policy and procedures are available. New staff will also be given copies on arrival.

Staff have a duty to safeguard pupils from:

- bullying
- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils includes the duty to report concerns about a pupil to the School's Designated Safeguarding Lead.

The School's expectation is that all pupils receive the highest possible quality of teaching and learning within a positive and respectful environment.

It is important, therefore, that staff understand that their own behaviour and the manner in which they conduct themselves with their colleagues, pupils, parents and other stakeholders sets an example and affects the School environment.

The School recognises that the majority of staff always act in an appropriate manner and treat others with dignity and respect. However, we consider it important to make clear the standards we expect from staff so that misunderstandings and/or misinterpretation of rules are kept to a minimum.

This Code is intended to set out our expected standards of conduct, our rules and values. It applies to all staff, regardless of status. It is not an exhaustive compilation of what staff can and cannot do but it is hoped that it will ensure everyone is clear about what is acceptable and what is not.

The Code is binding on all School staff. Breaches of the Code and the standards expressed in it could result in disciplinary action, including dismissal for serious offences. We hope, of course,



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that such action won't be necessary and that all staff will ensure they read the Code and act in accordance with it.

Low Level Concerns Against Staff

Please refer to the [Whistleblowing Policy](#)

Allegations Against Staff

Please refer to the [Whistleblowing Policy](#)

Whistleblowing

Please refer to the [Whistleblowing Policy](#)

General Standards and Expectations

As a member of the School's staff it is important that you:

- Provide a high standard of service in your dealings with colleagues, pupils, parents and other stakeholders whether in person, by telephone, letter, or e-mail. Be polite, responsive and treat people with respect. Be as clear as possible about any decisions and actions you take and the reasons for them
- Always use appropriate language and never demean, distress or offend the decency of others. This may happen, for example, by displaying material or pictures that could be seen as offensive, or by making degrading, suggestive or insensitive comments or remarks
- Respect the rights of others and treat them with dignity. Never threaten, bully, fight with, or assault anyone
- Never steal, damage or take items that belong to others (see 3(d) below in relation to confiscation of items from pupils). Hand lost property in to the office
- Do not discriminate against, harass or victimise anyone you meet in the course of your work, on any grounds, including the protected characteristics (Equality Act 2010):
 - Age
 - Race (which includes colour and ethnic / national origin)
 - Disability
 - Religion or belief
 - Gender
 - Gender reassignment
 - Pregnancy or maternity
 - Sexual orientation
 - Marital or civil partner status
 - Working on a temporary or part time basis
 - Trade Union involvement

(Note that discrimination, harassment and victimisation include the use of language, making remarks, telling jokes, displaying materials, or behaving in a way that may be interpreted as discriminatory, even if not directed at a particular individual[s])



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- Raise any concerns about inappropriate behaviour by pupils, parents or colleagues, or about the internal workings of the School by following the appropriate procedure
- Promote the School's vision, ethos and values
- Comply with School policies and any other rules, regulations or codes that apply to your work and the workplace
- Do not make public statements about the School without first obtaining authorisation from the Principal
- Avoid actions that may discredit the School or bring it into disrepute, this explicitly includes the expression or promotion of partisan views in personal conduct or delivery of the curriculum
- Do not drink alcohol during working hours. (The Principal will decide if it is appropriate for alcohol to be made available at staff parties/social events)
- Do not use recreational drugs
- Do not disclose or misuse confidential information
- Do not engage in, or encourage, gossip, rumour or innuendo

Sexual Harassment

Sexual harassment is any unwanted physical, verbal or non-verbal conduct of a sexual nature that has a purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It also includes treating someone less favourably because they've submitted or refused to submit to unwanted conduct of a sexual nature in the past, or harassment related to sex or gender reassignment. When this behaviour is unwanted, it includes (but isn't limited to):

- Unwanted physical conduct or 'horseplay' including touching, pinching, pushing and grabbing
- Continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome
- Sending or displaying material that is pornographic, or that some people might find offensive
- Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless)
- Offensive emails, text messages or social media content
- Comments and jokes of a sexual nature
- Sexually suggestive looks and staring
- Sexual propositions and advances
- Promising things in return for sexual favours
- Physical contact such as massaging, hugging or kissing
- Sexual contact on social media

Staff will help create a positive environment that works to prevent sexual harassment. This includes calling out sexual harassment that they witness. All witnesses will be provided with appropriate support and will be protected from victimisation.



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If a staff member is concerned at any point about incidents of sexual harassment (either directed at them or someone else), they should report their concern to the Head Teacher. If the concern is about the Head Teacher 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 Governors. The school will investigate any complaints in a timely, respectful and confidential manner.

All staff will receive training on recognising and responding to incidents of sexual harassment. The school will monitor the treatment and outcomes of any complaints of sexual harassment or victimisation received to make sure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved and workforce training is targeted where needed.

Working Practices

Management and Staff Relations

An atmosphere of mutual confidence, trust and respect between managers and staff is essential to achieving the School's aims and targets and providing a high quality of teaching and learning. As a member of staff you should:

- Promote the School in a positive manner
- Work reliably and in accordance with the School's policies and practices as well as any other rules and regulations that apply to your work and/or the workplace
- Carry out any reasonable instructions given to you by your manager and/or Principal
- Recognise that you are part of a team and that everyone should be working together to achieve similar aims for the benefit of pupils

As a manager you should, in addition:

- Support and assist staff to carry out their work properly, including the implementation of the School's Induction Process for all new staff
- In your dealings with your staff, act in accordance with the relevant local and national conditions of employment/service
- Give feedback and advice on areas for further development to assist staff in meeting objectives
- Aim to develop staff to meet current and future needs of the School
- Consider constructive suggestions for improvements to working practices and standards
- Treat all staff fairly, consistently and with dignity
- Provide a safe and healthy working environment free from discrimination and harassment

Reporting Malpractice and Improper Conduct

Please also read our *Whistleblowing Policy*

Most problems and concerns within the workplace can be fairly easily resolved, often informally. Sometimes it is necessary to use a more formal route, such as the School's Grievance Procedure. Very occasionally, however, more serious issues may arise involving, for example, unlawful



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conduct, financial malpractice, corruption, health and safety issues or other actions, which are not in the best interests of the pupils or the School.

You may be worried about raising serious issues, perhaps concerned that you may be mistaken, that you may lose your job or otherwise suffer some form of retribution as a result. However, the School actively encourages an atmosphere to enable you to raise concerns about malpractice at an early stage, in the right way. Provided that you are acting in good faith, the School will protect you from victimisation or other detriment, even if you are mistaken about the matter. However, you must never raise unfounded allegations maliciously. This would be viewed as a disciplinary matter.

Prior to raising a concern, please note:

- If you are a member of a Professional Association or Trade Union, it may have in place a Code, or rules, which set out how members should behave in relation to raising concerns involving colleagues and/or in relation to dealings with colleagues in general. You are advised, in these circumstances, to familiarise yourself with any such Code or rules or contact your Union for further advice.
- Where you have concerns relating to a child protection issue, you should take action in accordance with our [Child Protection Policy](#)

School Policies and Procedures

All members of staff must comply with the School's policies and procedures. Policies are available on request from the Principal.

Dealings with Pupils

As a member of staff you are expected to:

- Work towards and encourage the highest possible level of achievement for all pupils
- Value and respect all pupils equally, treating them in a polite, positive, responsive, and considerate manner
- Apply the School's Behaviour and Discipline Policy as situations demand in order to encourage and develop appropriate behaviours
- Ensure that items confiscated from pupils are left in a safe place, ideally labelled and locked away. Parents/guardians should be informed about when items will be returned
- Act in accordance with the School's Safeguarding Policy
- Ensure that you do not breach professional boundaries and do not act in a way that could be misinterpreted or otherwise leave you vulnerable to allegations of inappropriate behaviour

Health and Safety

The School aim is to promote good health and ensure safe working practices for staff, pupils, parents, other stakeholders, and visitors. Staff of the School also have a legal responsibility to



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contribute to a safe working environment. Failure to accept this responsibility may put yourself and/or others at risk.

You should ensure that you:

- Read and understand the School's [**Health and Safety Policy**](#)
- Comply with Health and Safety Regulations and use any safety equipment and protective clothing supplied to you by the School
- Comply with any hygiene requirements
- Comply with any accident reporting requirements
- Never act in a way which might cause risk or damage to any other members of the School community, or visitors

Appearance and Dress Please also refer to the [**Staff Dress Code Policy**](#)

It is expected that:

- When at work, or representing the School, you ensure that your appearance is neat and clean
- You always dress in a manner which is appropriate to your role and the circumstances or setting in which you work
- You remember that you are a role model for pupils and your appearance and dress should reflect this important and unique position
- You do not dress in a way that may cause embarrassment to pupils, parents, colleagues, other stakeholders or visitors. (for example: consider appropriateness of T-Shirts with slogans)

Ultimately, it will be for the Principal to decide whether a member of staff's appearance and/or dress is appropriate or not.

The Principal must ensure that the rights of employees to dress as they please, and in accordance with their principles and beliefs, is balanced with the need for the School to promote a suitable image to its stakeholders. At all times, care will be taken not to discriminate in relation to appearance and dress requirements.

Hours of Work and Attendance (see also the Staff Handbook and your Contract of Work)

It is important that all staff are in School at their agreed starting time and do not leave before their agreed finishing time. Bad timekeeping and poor attendance increases costs, causes disruption for others and has an adverse effect on pupils' education.

It is recognised that the majority of staff are punctual and do not take time off without good cause or obtaining prior permission.

Our expectations are that:



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- You attend work in accordance with your contract of employment and associated terms and conditions in relation to hours, days of work and holidays
- Wherever possible, you make routine medical and dental appointments outside of your working hours or during holidays. The only exceptions to this requirement will be in the event of an emergency or particular difficulty, in relation to hospital appointments (which are rarely negotiable) or to attend for ante-natal care if you are pregnant. Pregnant employees are entitled to paid time off for ante-natal appointments. In any circumstances, however, you should agree time off with the Principal at the earliest opportunity to ensure that adequate cover arrangements can be made
- Any member of staff taking leave without permission will be subject to disciplinary action

Sickness Absence (see also the Staff Handbook and your Contract of Work)

All staff are expected to follow the School's absence reporting procedure when they are absent from work due to illness or injury.

This procedure includes notification as early as possible on the first day of absence, keeping the School informed where absence continues, requirements for the provision of medical certificates and procedures on return to work.

Sensitive Information and Confidentiality (See also our Data Protection Policy)

It is expected that staff will use sensitive information properly and have due respect for confidentiality.

If you have access to such information, you should ensure that you:

- Know what information the School treats as confidential (check with the Principal if you are unsure)
- Know who is entitled to have access to what information (check with the Principal if you are unsure)
- Are responsible and professional in using and allowing access to personal information on pupils, parents, staff, governors and any others
- Use personal information in line with the principles of the Data Protection Acts and our Data Protection Policy.

Use of School Resources

School communications systems and equipment, including electronic mail and Internet systems, along with their associated hardware and software, are for official and authorised purposes only. The Principal may authorise personal use which:

- Does not interfere with the performance of professional duties
- Is of reasonable duration and frequency
- Serves a legitimate School interest, such as enhancing professional interests or education
- Does not overburden the system or create any additional expense to the School. The Principal should consider carefully discretionary use for any other purpose.



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- Staff are expected to conduct themselves honestly and appropriately on the Internet, and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others.

Acceptable use of technology

Staff will not use technology in school or belonging to the school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. Any personal use must be in the employee's own time (before or after working hours or during unpaid lunch breaks). All personal use must comply with the standards and restrictions set out in this Code. They will also not use personal mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the school IT system.

Internet users are prohibited from transmitting or downloading material that is obscene, pornographic, threatening, racially or sexually harassing, or in any way contravenes the Equal Opportunities or Safeguarding Policies. Chat rooms may not be visited, nor sites known to contain offensive material. Please refer to the [Acceptable Use of Technology Policy for Staff](#).

The keeping of a personal diary on the Internet (whether at School or at home) where reference is made to the School without authorisation is not acceptable as such usage could cause harm to the reputation of the School and may undermine the confidence of parents.

Staff should not post photos of staff events on Facebook without obtaining consent from those featured in pictures.

Communication and social media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.

Staff should not attempt to contact pupils or their parents/carers 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/carers' 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**](#) and [**Acceptable Use Policy**](#)

Keeping Within the Law

Staff are expected to operate within the law. Unlawful or criminal behaviour, at work, or outside work, may lead to disciplinary action, including dismissal, being taken against you.



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You must ensure that you:

- Uphold the law at work
- Never commit a crime away from work which could damage public confidence in you or the School, or which makes you unsuitable for the work you do. This includes, for example:
 - Submitting false or fraudulent claims to the Council or other public bodies (for example, income support, housing or other benefit claims)
 - Breaching copyright on computer software or published documents
 - Sexual offences which will render you unfit to work with children or vulnerable adults
 - Crimes of dishonesty which render you unfit to hold a position of trust
- Write and tell the Principal immediately if you are charged with, or convicted of, any crime whilst you are employed at the School. (This includes outside of your working hours). The

The Principal and/or governors would then need to consider whether this charge or conviction damages public confidence in the School or makes you unsuitable to carry out your duties.

Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media, any conduct of this nature could lead to disciplinary action.

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. Gifts that are worth more than £20 must be declared and recorded on the gifts and hospitality register.

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.

Further Advice

If there is anything in this Code that you do not understand, you should speak to the Principal.



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Linked Policies

This policy also needs to be in line with other school policies and therefore should be read in conjunction with the following school policies:

- Acceptable Use of Technology Policy
- Child Protection Policy
- Health and Safety Policy
- Safeguarding Policy
- Staff Dress Code Policy
- Staff Grievance Policy and Procedures
- Staff Handbook
- Whistleblowing Policy

Quoted Legislation and Guidance

- [Equality Act 2010](#)
- [Teachers Standards](#)
- [Keeping Children Safe in Education \(KCSIE\) 2025](#)

Review Schedule

This policy is subject to annual reviews by the Principal, and as required by changes in legislation.

Update and Review Log

Updated/ Reviewed By	Date	Notes
N Williams	Feb 2021	
J Lawson	Feb 2021	Governor Review
N Williams	Feb 2022	
L White	Feb 2022	Governor Review
J Lawson	May 2025	Reviewed to check alignment to our new contracts
A Lawson	August 2025	Updated References