



Inspired Learning Group
Staff Code of Conduct
Employment manual p13

STAFF CODE OF CONDUCT

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STAFF CODE OF CONDUCT

Section 1: Extract from ILG Employment Manual

See following pages in the in the updated ILG Employment Manual (September 2025)

- See pages 14 – 35 for updated Code of Conduct for Staff
- See pages 117 – 120 for IT Acceptable Use Policy
- See pages 121 – 122 for Social Media
- See pages 123 – 124 for Communications Policy
- See pages 126 - 127 for Smoking, Alcohol and Drugs Policy

Section 2: Other Professional Standards

- 1 Setting an example:** All staff should maintain high standards of behaviour and conduct and are expected to uphold the ethos of the school. Particular attention should be paid to punctuality at the start of the day and for lessons and meetings, smart professional appearance, the use of appropriate language and courteous professional behaviour towards pupils, parents and colleagues.
- 2 Confidentiality:** Staff are expected to treat information they receive about pupils, parents, staff and the school in a discreet and confidential manner. If in any doubt about the sharing of information they hold, or which has been requested of them, staff should seek advice from a Senior Member of staff.
- 3 Attendance and Timekeeping:** should a member of staff need to be absent or expect to be late for any reason, they should ask the SLT in advance where possible and complete a LOA request form. If this is not possible, staff should contact the School Secretary at 7.30am.
- 4 Smoking:** To promote a healthy and pleasant working environment, the legal requirement is to have a non-smoking site.
- 5 Food Consumption:** staff are asked to confine eating to the Hall or Staff Room. Staff are also requested to consider their environment and wash up cutlery etc after use.
- 6 Alcohol and Illegal Drugs:** Consumption of alcohol or illegal drugs is not permitted on site save where, in the case of alcohol, at a school function or otherwise agreed when modest amounts of alcohol may be consumed at the Head's discretion. Employee's conduct and performance must not be adversely impacted by the consumption of alcohol (or drugs) when they undertake their duties. The SLT reserve the right to send a member of staff home whom they consider unfit for work. Without exception, alcohol may not be consumed by staff who are supervising pupils on school trips.
- 7 Honesty and Integrity:** All staff must maintain a high degree of honesty and integrity in all aspects of their work. This includes the handling of money and the use of school property (such as an iPad) and facilities, as well as their dealings with pupils, parents and colleagues, which should be fair, equitable and free from discrimination.
- 8 IT Code of Conduct:** All staff must be aware of and comply with the school's policy on the acceptable use of Information Technology. Staff will be required to read, comply and adhere to an acceptable use policy, as will pupils.

Section 3: Low Level Concerns

Procedure for Reporting Low-Level Concerns

At our school, safeguarding children is everyone's responsibility. We expect all staff to maintain the highest standards of conduct. If you notice any behaviour by a colleague that may seem inconsistent with our safeguarding values, even if it appears minor, you should report it. This helps us build a culture of openness, transparency, and safety.

What is a Low-Level Concern?

A low-level concern is any behaviour by a staff member that does not meet the threshold for formal safeguarding procedures but may cause a "nagging doubt" about professional conduct. Examples might include:

- Making comments to pupils that could be misinterpreted.
- Being overly familiar with a child.
- Using personal communication channels with pupils.
- Breaching professional boundaries in a small but noticeable way.

Step-by-Step Procedure

1. **Recognise**
 - If you see or hear something that gives you a concern, however small, do not ignore it.
2. **Record**
 - As soon as possible, write down what you saw/heard.
 - Stick to facts: what happened, when, and who was involved. Avoid assumptions or opinions.
 - Log this on Confide
3. **Report**
 - Share your concern with the Head or, if they are unavailable, the DSL.
 - If your concern relates to the Headteacher, report to Carrie Askew.
4. **Reassure**
 - Remember: raising a concern is a positive action. You are helping to keep children safe and supporting colleagues to uphold professional standards.
5. **Review**
 - The Head/DSL will log the concern, decide if any action is needed, and record the outcome.

- You may be asked for further information, but you will not be expected to investigate yourself.

Important Points

- **Never promise confidentiality** to anyone—you must report safeguarding concerns, even low-level ones.
- **Do not discuss your concern with other colleagues** unless asked to do so by the Head/DSL.
- All concerns will be handled sensitively, fairly, and in line with safeguarding policies.

Version control

Date of adoption of this policy	May 2021
Date of last review of this policy	September 2025
Date for next review of this policy	Autumn 2026
Policy owner	Head Office

Appendix 1: Risk assessment for one-to-one teaching

(see also changing room procedure)

What is the issue?	Who might be harmed and how?	What control measures are already in place?	What further action is necessary?	Action by whom?	Action by when?	Action completed?	Review date
Allegation made by a child	Staff or child in danger, in particular peripatetic staff or sports staff, EYFS or staff where classrooms are in areas of the school where there is limited footfall	<p>Limit necessity for one to one teaching with reasonable exceptions such as peripatetic teachers where lessons</p> <p>privacy considered when allocating a workspace</p> <p>Classroom doors and Peri rooms have large glass windows for purposes of visibility</p> <p>Doors left open when teaching</p> <p>Changing room procedures are in place and adhered to</p> <p>For EYFS staff, intimate care policy</p>	<p>Where possible alert colleague of the necessity for one-to-one teaching</p> <p>When teaching music, alert Reading Coordinator, situated next door in library</p> <p>Where medical attention is needed, alert Nursery staff (located next to medical room)</p> <p>Where a safeguarding disclosure is made, ensure two DSLs are present if reasonably possible</p>	All staff	Ongoing		

		<p>in place and adhered to</p> <p>Changing area is open and surrounded by glass area for visibility</p>	<p>In exceptional circumstances, such as an injury that does not require an ambulance, where a member of staff may need to transport a child in their vehicle, adhere to school policy and contact parents for permission</p>				
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