



Staff Code of Conduct

Approved by Governors	30/9/2025
Next review	30/9/2026

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info@angloportugueseschool.org

Part of Talent Education Trust. Registered office address:
25 Courthouse Way London SW18 4QG. Company number: 10036154.

Aims, scope and principles This code of conduct 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.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#).

School staff have an influential position in the school, and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all teachers, support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and well being of others. This is entirely in keeping with our foundation and values of our school.

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

We are required to set out a staff code of conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media. This aspect is covered in the staff handbook section on technology and social media, and is considered to be part of the staff code of conduct.

General obligations Staff members 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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- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards and Professional Standards for Support Staff

Safeguarding

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

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

Our safeguarding policy and procedures are available in this staff handbook (please use the menu above to go directly to those pages).

Staff / pupil relationships

Staff members 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, gifts from staff to pupils are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the headteacher.

Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as

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negative comments about the school on social media. Staff will follow the School's Acceptable Use agreement. Staff will not add school children to their social media platforms and keep their accounts privatised.

Personal Appearance

Staff appearance is also important. We recognise that there are many acceptable styles of dress, including clothes worn for cultural and religious reasons. However, it is important that all staff dress appropriately and give a positive image of the school. Many parents have expectations of school staff as professionals in charge of their children and their views should be respected. We would expect all staff to wear modest, smart, professional work wear and suitable footwear which sets a good example to the children and portrays a professional image. Please remember that extreme styles of dress or adornment may distract children from learning and should not be worn.

All clothing should represent a modest, smart, professional image. Although not exclusive, the following must be adhered to:

- Dark jeans can be worn. No rips or tares in the jeans allowed.
- Appropriate footwear should be worn (no flip-flops, for example). Footwear should be supportive and should enclose the heel.
- Clothes worn should cover the body appropriately considering we are working with children. (No crop tops allowed).
- No short skirts or dresses, and no 'strappy' or off-the-shoulder tops (for example, spaghetti straps). No clothing that will reveal underwear.
- Staff can only wear sports clothes or trainers when teaching PE (at APSOL, this is on a Friday or on Sports events/days). Reception staff can wear more comfortable footwear (plain trainers) due to longer periods of time outdoors.
- Staff attending forest school sessions, should have appropriate footwear and clothing to avoid any risks.
- All staff must wear a high visibility jacket/vest when participating in out of school activities with the children.

Staff lanyards/identification badges to be worn at all times (If you do not have your badge, please report to the school office for a temporary replacement badge).

For particular activities, such as teaching PE, it sets a good example to pupils if staff members also change into suitable clothing. For reasons of safety, staff should always change into suitable footwear for PE.

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Staff work in close proximity of each other and with children. It is therefore most important that a high standard of personal hygiene and grooming is maintained.

Safeguarding – site security; keeping others safe

All staff have a shared responsibility to maintain a safe and secure school environment. Staff must ensure that they wear their identification badges or lanyards at all times while on site and challenge any unknown or unauthorised individuals in accordance with the school's visitor procedures. If you do not have your badge, please report to the school office for a temporary replacement badge.

External doors, gates, and access points must be kept secure, and staff should never prop open doors or allow entry to anyone unless they are certain of the person's identity and purpose. Any concerns about site safety or suspicious behaviour must be reported immediately to a senior leader.

Staff should also remain vigilant at all times to potential safeguarding risks, ensuring their actions do not compromise the safety or welfare of pupils, colleagues, or visitors.

Procedures for staff entering and leaving premises during building works:

- All staff must enter the school via the school office door
- All staff must sign in on arrival and sign out at the end of the day
- Staff must not leave the school during the school day via any other door other than the school office
- At the end of the school day, all staff must sign out and leave via school office door. In the event that there isn't a member of staff in the school office, staff have to get a member of the after school club team to come and close the office door. Staff must not leave via any other doors as signing out is compulsory.

Working together

Effective schools are those where staff work co-operatively together. Discrimination by any member of staff will not be tolerated. Staff are expected to work together showing respect, courtesy and fairness whatever the staff member's position in the school.

The school will not accept any member of staff intimidating colleagues or using offensive, threatening or insulting words or behaviour. It is important, therefore, to remember the difference between laughing with someone and laughing at someone.

Working with Integrity

All staff are expected to work with integrity and honesty. Occasionally, school staff are put in a position where they feel they might be being compromised - if this occurs you should discuss the matter with the Headteacher or Chair of Governors.

If school staff are offered favours, substantial gifts (worth over £25) or gifts which could be compromising, you must inform the headteacher or Chair of Governors immediately, and before accepting the gift. (The exception is at Christmas or end-of-year if parents choose to give a

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whole-class thank you gift).

All school staff are expected to complete a Pecuniary Interest Form on which you should declare if you have a close friend, partner or relative who is providing goods or services to the school or who is applying for a job in the school or who is bidding for a contract in the school.

If staff have concerns about the integrity of other staff they must report their concerns to the headteacher or Chair of Governors. They may also seek advice from their trade union.

Confidentiality

We are committed to respecting the confidentiality of each member of our school community. We have a separate confidentiality policy which every staff member must read. In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

Whistleblowing

If you believe there has been any fraud, irregularity, corruption or the law has been broken, you should follow the procedure in the school's Whistleblowing Policy which every staff member should read.

Summary:

- 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
- Uphold fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs
- Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks within they must act
- Adhere to the Teachers' Standards or other professional standards

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- Use technology in an acceptable way
- Maintain confidentiality at all times unless required to disclose certain information
- Maintain high standards of honesty and integrity, especially when dealing with pupils, handling money, claiming expenses and using school property and facilities
- Not 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.

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