



Altrincham CE
Aided Primary School

Altrincham CE Primary School Primary School

Staff & Governor Code of Conduct 2025-26

Our Vision:

At Altrincham CE Primary, we are rooted in the love of Christ, nurturing each pupil's unique gifts and potential.

Together, we grow strong in faith and character, bearing fruit in our community as we learn, support one another, and blossom into the best version of ourselves.

Our Values:



Document information and Review

Named individuals with designated responsibility

Academic Year	Designated Lead Person(s)
2025-26	Sam Halliwell, Sam Thompson, Sue Watkins (DSLs)

Document creation date & duration

Creation date	Changes made to previous policy	By whom	Review date
January 2026	Policy based on model policy from The Key, including updates from KCSiE 2025	Sam Thompson	September 2027

Ratification by Governing Body

Academic year	Date of ratification	Chair of Governors
2025-26	18.3.26 - FGB	James Chillman

1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow at ACE.

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

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 support staff, governors and volunteers at ACE to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Our Christian values are core to the way we conduct ourselves and the way we treat others: we are courteous, respectful, kind and inclusive. We treat all others as we wish to be treated.

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.

2. Legislation and guidance

We are required to establish procedures for the regulation of staff 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 (among other things) cover low-level concerns, allegations against staff and whistleblowing, as well as acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

3. General obligations

Staff set an example to children. 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
- 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](#).

4. Safeguarding

ACE 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.

All staff receive training on our safeguarding policy and procedures, and the Prevent duty, and are aware of the processes to follow if they have concerns about a child.

Our safeguarding policy and procedures are available in [the policies section of our school website:](#)

[Altrincham C of E - Policies](#)

New staff will also be given copies on arrival and trained in our processes and procedures.

4.1 Allegations that may meet the harm threshold

This section applies to all cases in which it is alleged that anyone working at ACE, 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.

The Executive Headteacher will lead any investigation, unless they are the subject of the allegation, in which case the Chair of Governors will lead.

4.2 Low-level concerns about members of staff

A low-level concern is behaviour towards a child by a member of staff that does not meet the harm threshold, but is inconsistent with the ACE 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 safeguarding policy, which involves speaking to one of our DSLs or DDSLs.

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 school values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

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

4.3 Whistle-blowing

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

- Pupils’ or staff members’ 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 at ACE are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected. ACE aims to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

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 **Executive Headteacher**. If the concern is about the **Executive 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 Governors**.

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. The school will investigate any complaints in a timely, respectful and confidential manner.

For our school’s whistleblowing process, please refer to our whistleblowing policy.

5. 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 at ACE 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.

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 **Executive Headteacher**. If the concern is about the **Executive Headteacher**, or it is believed they may be involved in the wrongdoing in some way, the staff member

should report their concern to **Chair of Governors**. The school will investigate any complaints in a timely, respectful and confidential manner.

6. Staff-pupil relationships

Staff at ACE will observe proper boundaries with pupils. 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 1-to-1 basis, staff will make sure that:

- This takes place in a public place that others can access
- Others can see into the room
- Doors remain open
- A colleague knows this is taking place
- It is made clear to the child that the space is not private

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

While we are aware many children and their parents/carers may wish to give gifts to staff, e.g. 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, 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.

7. Communication and social media

ACE school staff's social media profiles should not be available to children and families. If staff 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 set public profiles to private. Please see our Staff AUP for further information regarding online propriety.

Staff should not attempt to contact children or families via social media, or any other means outside school, in order to develop any sort of relationship.

Staff will ensure that they do not post any images online that identify children who are pupils at ACE.

Staff should be aware of the school's online safety policy and AUP.

8. Acceptable use of technology

Staff at ACE 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 must not use personal mobile phones 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) and in a space where pupils do not have access. All personal use must comply with the standards and restrictions set out in this Code and in our ACE AUP.

Staff must not use school devices (laptops, ipads) for personal use.

Staff will not use personal mobile phones or cameras to take pictures of pupils.

Staff will not enter children's information into any AI model unless specific permission has been granted by the Executive Headteacher.

School has the right to monitor emails and internet use on the school IT system and we will do so.

All personal devices which use ACE wifi will be subject to filtering and monitoring.

9. Confidentiality

In the course of their role, members of staff at ACE are often privy to sensitive and confidential information about the school, staff, pupils and their families.

This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule a staff member's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

10. Honesty and integrity

ACE staff should maintain high standards of honesty and integrity in their role, in accordance with the Seven Principles of Public Life:

Selflessness

Staff should act solely in terms of the public interest.

Integrity

Staff must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Staff must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Staff are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Staff should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Staff should be truthful.

Leadership

Staff should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

These principles include when dealing with pupils, handling money, claiming expenses and using school property and facilities.

ACE staff will not accept bribes nor expensive gifts from families or associates.

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 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.

11. Dress code

ACE staff dress in a professional, appropriate manner.

Outfits and appearance should be mindful of health and safety considerations eg.. shoes with high heels; long hair tied up

Clothes should not display any offensive or political slogans.

More informal dress is appropriate for active lessons such as PE, Games & Forest School.

12. Conduct outside of work

ACE staff will not act in a way that would bring ACE, 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.

13. Monitoring arrangements

This policy will be reviewed **annually but** can be revised as needed. It will be approved by the Full Governing Body.

Our **FGB** will ensure this code of conduct is implemented effectively and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

14. Links with other policies

This policy links with our ACE policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff grievance procedures
- Child protection and safeguarding
- Behaviour & Relationships policy
- Staff AUP
- Online safety