



Staff Code of Conduct

2026 – 2027

Date written:	September 2026
Date agreed by Governors:	September 2026
Date to review:	September 2027

'The Love of Christ Shines Here'

Our School is Christ-centred where Gospel values permeate our daily lives.

We extend our hand of friendship to the wider community in the spirit of love, peace and justice.

We create opportunities to celebrate the uniqueness of every child and nurture them through a stimulating and enriching curriculum.



Purpose & Scope

This policy outlines the professional, ethical, safeguarding, and wellbeing expectations for all staff - teaching and support - at Our Lady & St Philomena's Catholic Primary School.

It aligns with:

- Department for Education (DfE) statutory guidance: Keeping Children Safe in Education (2024) and Teachers' Standards
- Liverpool City Council health, safety, and welfare responsibilities
- DfE & Ofsted wellbeing commitments, including obligations under the Education Staff Wellbeing Charter

All staff are expected to preserve and develop the Catholic character of the school, actively supporting the values outlined in the Archdiocesan Protocols, including dignity, solidarity, the common good, care for creation, and the dignity of work.

Professional Standards & Ethics

Demonstrate the highest standards of personal and professional conduct, reflecting the values and ethos of our Catholic school.

Familiarise and comply with Part Two of the Teachers' Standards detailing expectations for personal and professional behaviour.

Exhibit integrity, fairness, respect, and accountability in all interactions with pupils, colleagues, parents, and the wider community.

This Code is informed by both the Nolan Principles and the Catholic Social Teaching values that underpin our faith-based mission.

Safeguarding & Child Protection

Adhere to DfE's Keeping Children Safe in Education 2025, ensuring you read Part One and act promptly on any safeguarding concerns.

Maintain vigilance for signs of harm, including peer-on-peer abuse, FGM, radicalisation, or neglect, and follow internal reporting protocol immediately.

Engage in all required safeguarding training and ensure familiarity with school procedures, including those specified by the Archdiocese.

Prior to commencing employment, all staff will undertake Safer Recruitment procedures, including enhanced DBS and relevant checks, and complete safer recruitment training as required by the Archdiocese.

Health, Safety & Wellbeing

Comply with Liverpool City Council's health, safety, and welfare expectations, particularly regarding staff and pupil safety on school premises and during off-site activities.

Uphold obligations under the Education Staff Wellbeing Charter—proactively supporting mental health, stress management, and safeguarding staff welfare.

Professional Boundaries & Use of Technology

Maintain exemplary behaviour online and offline; social media interactions with pupils are prohibited unless officially sanctioned through school platforms.

Follow Acceptable Use Policy.

Use school resources responsibly and only for legitimate, authorised purposes.



Inclusive Practice & Equality

Actively promote an inclusive environment; uphold equal opportunity and reject discrimination of any kind.

Respect and celebrate diversity in line with Catholic social teachings.

Conflict of Interest & Gifts

Disclose any personal interests or affiliations that may influence professional judgement.

Accept gifts only when appropriate; any significant gifts should be reported to the Headteacher.

Union Rights & Representation

Staff are entitled to union representation (e.g., NEU) in matters related to working conditions or disciplinary proceedings.

Disciplinary processes will be transparent, fair, and consistent with employment law and contractual obligations.

Allegations & Disciplinary Conduct

Behaviours undermining pupil welfare or violating safeguarding policies may result in formal disciplinary action.

Serious allegations will be managed in consultation with Liverpool City Council, the Archdiocese, and external agencies where necessary.

Staff will maintain effective and respectful communication with the Archdiocese, including responding promptly to any diocesan protocol or request, in line with their oversight responsibilities.

Low-Level Concerns & Whistleblowing

The school follows the DfE's guidance on managing allegations and the Liverpool City Council Whistleblowing Policy. Staff can raise serious concerns confidentially, including concerns about the Headteacher, with the Chair of Governors or via the Local Authority Designated Officer (LADO).

All concerns must be reported to the Headteacher, who will record and act on them according to the school's safeguarding procedures.

A 'low-level concern' is any behaviour that may be inconsistent with this Code, including inappropriate language, over-familiarity, or boundary-blurring, even if not clearly harmful. Staff are expected to report any low-level concern regarding the behaviour of a colleague, including those that do not meet the threshold for a formal allegation.

Appearance and dress

The school expects that staff members will:

- Ensure that their appearance is clean and neat when at work or representing the school.
- Dress in a manner that is appropriate to their role.
- Remember that they are role models for pupils, and that their dress and appearance should reflect this. Dress code is professional attire (jeans / denim is not acceptable).

The Head Teacher has the final say on whether clothing and appearance is appropriate.



All staff are models for the learners in the school, therefore they have a responsibility to model appropriate dress and appearance

The image that we project as professionals is associated with how we present ourselves; the image of the school in the community is related to how all adults in the school dress.

Attendance

The school expects that staff members will:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Make routine medical and dental appointments outside of their working hours or during holidays where possible.
- Refer to the school's Staff Leave of Absence Policy if they need time off for any reason other than personal illness.
- Follow the school's absence reporting procedure outlined below, when they are absent from work, for any reason.

When reporting ANY absence, the following expectation applies to every employee for the first 5 days. **You MUST call the Headteacher (Assistant Headteacher in their absence) before 7.30am on the first day of absence.**

Then call before 4pm on each subsequent day of absence unless signed off by a doctor's fit note, which would then contain a specified start and end date. That fit note MUST start on the 6th working day of absence (8th calendar day).

You cannot text, email or WhatsApp absence.

Professional behaviour and conduct

Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect.

The use of foul and abusive language will not be tolerated. Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.

Staff members will not misuse or misrepresent their position, qualifications or experience, or bring the school into disrepute.

Staff members will inform the headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

Staff will be aware that professional behaviour and conduct is expected to be extended to extra-curricular trips and visits. Staff attending a trip or visit will act in accordance with this Code of conduct.

Staff will act appropriately in terms of the views they express and will not use school resources for party political purposes.

Review and Monitoring

Staff will be consulted where appropriate, and any revisions will be clearly communicated.

All staff are expected to re-acknowledge the Code following significant updates.



It will also be reviewed following any safeguarding updates or changes to statutory expectations.

This Code of Conduct will be reviewed annually or as needed to reflect updates in DfE, Ofsted, Archdiocese of Liverpool, or Liverpool City Council policy.

Acknowledgement

All staff must sign to confirm they:

- Have read and understood this Code of Conduct.
- Agree to abide by its terms as a condition of employment.
- Will continue developing professional practice in line with this Code.

Appendices

Appendix A – Keeping Children Safe in Education (KCSIE) 2025

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Appendix B – Teachers' Standards (Part Two – Professional Conduct)

https://assets.publishing.service.gov.uk/media/61b73d6c8fa8f50384489c9a/Teachers_Standards_Dec_2021.pdf

Appendix C – Liverpool City Council Health & Safety and Welfare Policy

<https://cdn.schoolimprovementliverpool.co.uk/userfiles/files/Health%20%26%20Safety/Policies/LCC%20School%20Health%20Safety%20Welfare%20Policy%202024%20issue03.doc>

Appendix D – DfE Education Staff Wellbeing Charter

<https://www.gov.uk/guidance/education-staff-wellbeing-charter>