Code of Conduct Summary

This Code of Conduct sets out the professional standards expected of all staff at Mellers Primary School and Nottingham Nursery School. It applies to all employees, including leaders, support staff, and supply staff. Failure to follow the code may result in disciplinary action, including dismissal. [Code of Conduct | PDF]

Key Expectations

1. Professional Behaviour

- Act as a positive role model for pupils at all times, both in and outside work.
- Demonstrate honesty, integrity, professionalism, and respect.
- Promote equality, diversity, inclusion, and anti-discriminatory practice.
- Avoid behaviour that could damage the reputation of the school. [Code of Conduct | PDF]

2. Safeguarding

- The welfare and safety of children is everyone's responsibility.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL).
- Follow safeguarding, whistleblowing, IT, and social media policies.
- Do not use personal devices to photograph or record pupils.
- Raise concerns about unsafe conduct by colleagues or visitors. [Code of Conduct | PDF]

3. Honesty and Integrity

- Follow the Nolan Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.
- Declare gifts, hospitality, conflicts of interest, and relevant memberships.
- Comply with the Bribery Act 2010 and financial procedures. [Code of Conduct | PDF]

4. Criminal Charges and Suitability

- Inform the headteachers immediately of any criminal investigations, cautions, convictions, allegations, or changes to professional status.
- Complete required suitability declarations and keep information up to date.
- Failure to disclose relevant information may result in dismissal. [Code of Conduct | PDF]

5. Relationships and Conduct at Work

- Treat colleagues, parents, visitors, and pupils with courtesy and respect.
- Communicate professionally and meet agreed deadlines.
- Maintain appropriate professional boundaries.
- Physical contact with pupils must be necessary, appropriate, and never open to misinterpretation. [Code of Conduct | PDF]

6. Attendance and Punctuality

- Follow absence reporting procedures.
- Notify leaders between 7:00 – 7:15 a.m. via text message on the first day of absence if unable to attend work. Communicate the return to work by 4:00 p.m. the day before returning to work.
- Staff should be ready to begin work by 8:00 a.m. unless contracted otherwise. [Code of Conduct | PDF]

7. Professional Dress

- Dress professionally, appropriately, and safely.
- Clothing should be practical while maintaining professional standards.
- Blue denim, flip-flops, sliders, and inappropriate or revealing clothing are not permitted. [Code of Conduct | PDF]

8. Conduct Outside Work

- Avoid activities, including on social media, that could bring the school into disrepute.
- Inform headteachers about additional employment.
- Do not undertake personal business during working hours or use school resources for personal gain. [Code of Conduct | PDF]

9. Confidentiality

- Treat school, pupil, family, and staff information as confidential.
- Share information only where professionally necessary or where safeguarding concerns require it.
- Never promise a child that information related to their safety will be kept secret. [Code of Conduct | PDF]

In Summary

Staff are expected to maintain the highest standards of professionalism, safeguard children, act with honesty and integrity, respect confidentiality, maintain appropriate boundaries, communicate respectfully, and ensure their behaviour both inside and outside work reflects positively on the school and nursery. Failure to meet these expectations may lead to disciplinary action.