



**ALAMEEN**  
PRIMARY SCHOOL



# STAFF

## CODE OF CONDUCT

IN THE FOOTSTEPS OF

MUHAMMAD

## Contents

Introduction.....	1
1. Aims, scope and principles .....	2
2. Legislation and guidance .....	2
3. General obligations .....	2
4. Safeguarding.....	3
4.1 Allegations that may meet the harm threshold .....	3
4.2 Low-level concerns about members of staff.....	4
4.3 Whistle-blowing .....	4
5. Staff-pupil relationships.....	5
6. Communication and social media .....	5
7. Acceptable use of technology .....	5
8. Confidentiality .....	6
9. Honesty and integrity.....	6
10. Dress code.....	6
11. Facilities and publications .....	7
12. Resources .....	7
13. Working Hours .....	7
14. Media .....	8
15. Conduct outside of work.....	8
16. Monitoring arrangements.....	8
17. Links with other policies .....	8
Declaration .....	8

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## Introduction

Working in a school is a noble profession as we have the opportunity to make a difference to not just so many children, but so many families. Staff working in a school are automatically placed into a 'Position of Trust' and are subsequently expected to act as excellent role models at all times.

The Prophet Muhammad (peace be upon him) says in a hadeeth, 'I have been sent to complete good character'.

As a school with a religious character, we feel strongly about the need for staff to lead by displaying high standards of character at all times, in line with prophetic tradition and the life of the Prophet Muhammad (peace be upon him). This we believe, will have an immense effect on the character, confidence and personality of pupils who will subsequently grow up as law abiding citizens, proud of their faith.

## 1. Aims, scope and principles

This policy 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 kindness.

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

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

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we should have a staff code of conduct, which should cover low-level concerns, allegations against staff and whistle-blowing, 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 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
- 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
- work reliably and in accordance with the school's policies and practices as well as any other rules and regulations that apply to their work and/or the workplace
- carry out any reasonable instructions given to them by their manager and/or Headteacher
- recognise that they are part of a team and that everyone should be working together to achieve similar aims for the overall benefit of the pupils.
- Ensure that children in their responsibility are not left unsupervised unless in an emergency in which case appropriate procedures are adopted as set by the school.
- Not congregate with other staff in classrooms as this often leads to distraction from work, thus creating uneasy situations
- Ensure PPA time is used effectively

- Adhere to the Teachers' Standards

As a manager you should, in addition:

- support and assist staff to carry out their work properly
- in your dealings with your staff, act in accordance with their relevant local and national conditions of employment/service
- in consultation with staff, set standards of work and objectives, as appropriate to their role
- give feedback and advice on areas for further development to assist staff in meeting objectives
- aim to continually develop staff to meet current and future needs of the school
- treat all staff fairly and consistently
- provide a working environment free from discrimination and harassment
- provide a safe and healthy working environment.

The school is committed to providing a workplace free from discrimination and harassment. All staff must comply with the Equality Act 2010 by ensuring fairness, dignity, and equal treatment for all, irrespective of protected characteristics such as age, disability, gender, race, religion, or sexual orientation.

## 4. Safeguarding

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.

Staff will familiarise themselves with our child protection and 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 child protection and safeguarding policy and procedures are available on our website. New staff are sent a copy on joining.

All staff must report safeguarding concerns immediately to the Designated Safeguarding Lead (DSL) or, in their absence, a Deputy DSL.

If the concern involves the DSL, staff should contact the Headteacher or the Local Authority Designated Officer (LADO) directly.

Contact details for the DSL, Deputy DSLs and LADO are displayed in the staff room and in the staff handbook.

### 4.1 Allegations that may meet the harm threshold

This section is based on 'Section 1: Allegations that may meet the harm threshold' in part 4 of Keeping Children Safe in Education.

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

A 'case manager' will lead any investigation. This will be the headteacher, or the chair of governors where the headteacher is the subject of the allegation.

## **4.2 Low-level concerns about members of staff**

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the 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 child protection and safeguarding policy. 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 values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy, which is available on our website and the staff intranet.

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

## **4.3 Whistle-blowing**

Whistle-blowing reports wrongdoing that is "in the public interest" to report. Examples linked to safeguarding include:

- Pupils' or staff's 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 are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

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 headteacher. If the concern is about the 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 the governing board.

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.

For our school's detailed whistle-blowing process, please refer to our whistle-blowing policy.

## **5. Staff-pupil relationships**

Staff 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, 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.

## **6. Communication and social media**

School staff's social media profiles should not be available to pupils. If they 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 consider using a first and middle name instead, and set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

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

### **Remote and Digital Communication**

All digital or remote contact with pupils (e.g. via email, Teams, or online platforms) must occur through official school channels. Personal accounts or messaging apps (e.g. WhatsApp, Facebook Messenger) must never be used for pupil communication.

Staff should maintain professional tone and boundaries in all digital exchanges and record significant pupil interactions where appropriate.

## **7. Acceptable use of technology**

Staff will not use technology in 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 will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the school IT system.

## **8. Confidentiality**

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 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 staff'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.

## **9. Honesty and integrity**

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes. Gifts that are worth more than £30 must be declared and recorded on the gifts and hospitality register.

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 such 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.

## **10. Dress code**

Staff will dress in a professional, appropriate manner.

All employees are required to be neat and tidy in appearance.

### ***Male employees***

Plain loose fitted thoub (full length long Islamic dress)

### ***Female employees***

Plain loose fitted, dark coloured jilbab (full length Islamic female dress) with hijab (Islamic hair covering)

Clothing must be clean, in good repair and well-pressed. Shoes for both men and women must be smart and clean. Hair must be kept clean and tidy and must not be dyed an unconventional colour.

Jewellery must not be ostentatious. Piercings, other than small earrings, are not permitted. Jeans are not permitted.

All employees should wear ID badges.

## **11. Facilities and publications**

Employees must spend all of their contracted hours working for the school. Employees may not make personal use of the school's property or facilities (stationery, photocopiers, car parks etc.) unless authorised to do so by the head teacher. Computers and software may only be used in line with the school computer (IT) security policy and e-mail/internet use code of practice.

Employees may only use the school telephones to make or receive private calls in exceptional circumstances, and with the permission of the headteacher.

Any public funds entrusted to an employee must be used in a responsible and lawful manner.

Employees who want to publish any material which they have written in connection with their duties or in which they describe themselves as holding a position within the school must first gain the consent of the headteacher.

If, in the course of their work, an employee creates a copyright work (for example a procedures manual or a software programme); patentable invention; design capable of registration; this would become the property of the school and, if appropriate, they would be required to cooperate in the registration formalities.

Employees may retain fees for any lectures delivered with the agreement of the headteacher.

## **12. Resources**

All staff have a responsibility to look after the resources of the school. This includes:

- not wasting resources unnecessarily (including physical resources and those such as heat/electricity);
- following the principles of 'reduce, re-use, recycle' where appropriate;
- signing out for items taken from the school premises.

All money handled should be clearly labelled and sent as soon as practicable to the school office. Staff handling money frequently need to be aware of the school's guidelines for handling money, and are expected to follow these. VAT receipts should be provided for items bought for school use.

## **13. Working Hours**

Staff should work the number of hours set out in their contract of employment. All staff are expected to be punctual.

If staff are unable to work because of sickness they must inform the school in line with absence notification procedures detailed in the staff absence policy .

Holidays are to be taken out of term time. In exceptional circumstances, where a member of staff needs to take time off during term time, a formal request is to be made in writing addressed to the head teacher. Full details are provided in the staff absence policy.

## 14. Media

Other than on matters of publicity, only the Head Teacher is authorised to speak or send any communication on behalf of the School to members of the press or broadcast media. This decision is to avoid any embarrassment or unfair pressure on staff. This authorisation may be extended by the Head Teacher to other staff members.

## 15. Conduct outside of work

Staff will not act in a way that would 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 or any other platform.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.

Staff must not consume alcohol, illegal drugs, or misuse prescription medication during working hours or in any situation that could impair professional judgment or damage the school's reputation. This includes work-related social events and school trips.

## 16. Monitoring arrangements

This policy will be reviewed annually, but can be revised as needed. It will be approved by the headteacher.

Our governing board 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..

The DSL and Headteacher will review compliance with this Code annually, with oversight from the governing board's safeguarding governor. This review will evaluate adherence, identify patterns of low-level concerns, and ensure continuous improvement in professional conduct and safeguarding culture.

## 17. Links with other policies

This policy links with our 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
- Gifts and hospitality
- Online safety
- Whistle-blowing

## Declaration

I have read and understood Al Ameen Primary School's Code of Conduct and agree to abide by it

Signed .....

Name (please print) .....

Date .....

**Approved by:** Mohammed Rahman (Head Teacher)

**Date effective from:** October 2025

**Next review due by:** October 2026

**Signed:** M A Rahman