



# **The Crossley Heath School**

Savile Park, Halifax, West Yorkshire HX3 0HG  
Tel: 01422 360272 • email [admin@crossleyheath.org.uk](mailto:admin@crossleyheath.org.uk)

## **CODE OF CONDUCT AND CONSISTENCY IN PROFESSIONAL STANDARDS**

**MAY 2025**

## Version Control

<b>Version no:</b>	<b>Purpose/Change</b>	<b>Author</b>	<b>Date</b>
1	Original	Unknown	Unknown
2	Review/Update	D Gallimore	May 2016
3	Review/update	L Cassidy/D Gallimore	March 2021
4	Ratified by B&R Committee		June 2021
5	Updated	D Jones/L Chesters/D Gallimore	May 2025

## Table of Contents

	Page No
Aims, Scope and Principle	3
Legislation and guidance	3
General obligations	3
Safeguarding	4
Sexual Harassment	5
Staff-student relationships	6
Communication and social media	6
Acceptable use of technology	7
Alcohol/Substance Misuse	7
Smoking/Vaping	8
Staff Responsibilities at Community Events	8
Confidentiality	8
Honesty and integrity	8
Dress code	9
Conduct within school	9
Conduct outside of work	10
Working from home	10
Links with other policies	10

### Summary of main changes:

4.1, 4.2, 4.3 are new sections added to the safeguarding section

5 new section - reference to sexual harassment

9 new section - reference to alcohol/substance misuse

10 new section - reference to smoking/vaping

11 new section - reference to staff responsibility at community events

13g updated guidance on tattoos

14 – removal of this section about conduct in school as it is included in the staff handbook.

**Review Date:** May 2029  
**Responsibility:** Chief Operating Officer  
**Status:** Statutory

## **1. Aims, Scope and Principle**

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

By adopting this policy we aim to ensure that The Crossley Heath School is an environment where everyone is safe, happy and treated with respect.

Staff have an influential position and will act as role models for students 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 document 2012.

We expect all support staff, trustees and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

We expect everyone to uphold the School's values of Kindness, Courage and Excellence.

Failure to follow this policy 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 students.

## **2. Legislation and Guidance**

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', all schools should have a staff code of conduct policy in place, which should cover acceptable use of technologies, staff/student relationships and communications, including the use of social media.

## **3. General Obligations**

All staff should set an example to students in line with the School's values, ethos and curriculum. All staff should:

- Maintain high standards in their attendance and punctuality.
- Excellent professional standards and uphold our vision as a leading school for educational excellence
- Never use inappropriate or offensive language in school.
- Treat students and others with dignity and respect.
- Show tolerance and understanding 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 will overly influence students, or exploit students' vulnerability or lead them to break the law.
- Understand the statutory frameworks they must act within.

## 4. Safeguarding

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

Staff will familiarise themselves with the School's 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 electronically on Staffpublic and confirmed as read by every staff member annually with professional development on any priority areas by the Designated Safeguarding Lead. New staff receive safeguarding training as part of their induction programme. All staff receive annual training on the Keeping Children Safe in Education Part 1 guidance.

### 4.1 Allegations that may meet the Hard Threshold

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 neglected 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 or inside or outside of school

We will deal with any such allegation quickly and in communication with the Local Authority Designated Officer (LADO) where a threshold may have been met. We will act in a fair and consistent way providing 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 Head Teacher (who may delegate to the Designated Safeguarding Lead), or the chair of Trustees where the Head Teacher is the subject of the allegation.

### 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 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 cannot easily be seen
- Humiliating students

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 responsible, 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 minimizing the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy.

#### 4.3 Whistleblowing

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

- Students' 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 are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated and their confidentiality respected. The Crossley Heath School aims to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

For the School's detailed whistle-blowing process, please refer to our Whistle-blowing 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 have 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 is not 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 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 will help create a positive environment that works to prevent sexual harassment. This includes reporting any sexual harassment that they witness. All witnesses will be provided with appropriate support and will be protected from victimization. Further details about the how to report sexual harassment and how the Academy will respond is contained in the school's Whistleblowing Policy/Dignity at Work Policy (as appropriate depending on the circumstances).

## **6. Staff-student Relationships**

Staff will observe proper boundaries with students 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 students must spend time on a one-to-one basis, staff will ensure that:

- a. This takes place in a public place that others can access
- b. Others can see in to the room

Staff should avoid contact with students outside of school hours if possible.

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

While we are aware many students and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to students are not acceptable.

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

Staff must report any concerns they have about the actions or behaviour of another member of staff to the Designated Safeguarding Lead or Head Teacher.

## **7. Communication and Social Media**

Staff's social media profiles must not be available to students. Staff should set public profiles to private.

Staff must not attempt to contact students 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 and utilize students' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are students at the School without their consent. Any images posted to celebrate school life will be done via the School's official social media channels.

Staff should be aware of the School's Acceptable Use policy.

Communication on staff social media groups which identify an association with The Crossley Heath School must be in line with the values and ethos of the School and the content or comments should not bring the School into disrepute.

## 8. Acceptable Use of Technology

Staff will not use technology in school, or School property, 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 work mobile phones and laptops, or School equipment for personal use. Any images taken on a personal device as part of a school trip or celebration of school life to be shared for school use only, should be deleted as soon as possible. Staff should refer to the full details contained in the ICT Acceptable Use policy.

The School reserves the right to monitor emails and internet use on its IT system.

## 9. Alcohol/Substance Misuse

The Crossley Heath School recognises that it has a responsibility to protect employees and students by ensuring that all employees attending work are not under the influence of drugs, alcohol or any other substance. The School is committed to ensuring the Health, Safety and Welfare of all employees and students and will take all reasonable steps to reduce the risk of injuries or incidents occurring due to employees experiencing the effects of alcohol or substance misuse. The School's Alcohol and Substance Misuse Policy gives full details of the roles of the employee and how the school will respond to any cases.

All employees must be made aware and comply with the requirement to ensure that their performance or ability to carry out their activities at work safely and competently is not impaired in any way. Specifically, this means:-

- Employees must not present themselves for work under the influence of alcohol or drugs so that their performance or ability to carry out their activities at work safely and competently is impaired in any way. Nor should employees attend for work smelling of alcohol or drugs.
- Employees must not consume alcohol during working hours (this would include breaks, lunchtime, and overtime); this list is not exhaustive.
- Employees should be mindful that any alcohol/drug consumption, which is excessive outside working hours, may impact on their ability to undertake their employment safely, and put them, their colleagues or students at risk.
- Consumption of alcohol or drugs during normal working hours or at any time on school premises or when representing the The Crossley Heath School is prohibited. For clarity, 'normal working hours' will cover all periods of work.
- Employees representing the School at conferences or organised social events during or outside normal working hours are expected to moderate their behaviour so as not to bring the School into disrepute. Employees must also remain aware of the law in relation to driving whilst under the influence of alcohol or drugs.
- Employees accompanying a school trip must adhere to the code of conduct for school trips:

[Staff Code of Conduct for Trips and Visits 2025.pdf](#)

- Incapacity and/or misconduct whilst under the influence of alcohol or drugs at work/on work business will be treated as a disciplinary offence.

- If whilst under the influence of alcohol, drugs or other substances at work, an employee behaves in a way which could be regarded as gross misconduct, for example – carries out an assault, behaves indecently, causes malicious damage to property or threatens in any way the health or safety of others etc then, irrespective of whether support may also be appropriate for an underlying problem, immediate disciplinary action should be considered.
- No alcohol or illegal drugs should be brought onto, bought, sold or consumed in or on school premises at any time. Employees found in possession of illegal drugs or selling, or attempting to sell illegal drugs will be reported to the police.
- If any employee is issued with a caution/warning/conviction for alcohol or drug related offences including driving offences, during their employment, it is their duty to inform their Chief Operating Officer and Head Teacher of the sanction.

Failure to comply with these requirements will be treated as a disciplinary offence, may constitute gross misconduct and will be dealt with under School's disciplinary or capability procedure and may result in dismissal.

#### **10. Smoking/Vaping**

Smoking/Vaping is not permitted anywhere on the premises of The Crossley Heath School or anywhere on the school grounds. This rule applies to everyone including staff, people collecting children or any other visitors.

#### **11. Staff Responsibilities at a Community Events**

Staff should uphold responsibility for safeguarding the wellbeing of students, even in the presence of parents, carers or supervising community members. Communicating any concerns for student wellbeing to parents, carers or supervising community members at the earliest possible opportunity.

Staff should not take and circulate photos on social media of participants at events without the permission of all of those in photos.

#### **12. Confidentiality**

In the course of their role, members of staff are often privy to sensitive and confidential information about the School, staff, students and their parents.

This information will never be:

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

This does not overrule the duty to report safeguarding and child protection concerns to the appropriate persons/agencies where staff believe a child is at risk of harm or a child's health or development may be affected or impaired.

#### **13. Honesty and Integrity**

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with students, handling money, claiming expenses and using School property and facilities. Staff will ensure that all information given to the School about their qualifications and professional experience is correct.

## 14. Dress Code

- a) Importance of a Dress Code: A school is a formal and professional workplace for both teaching and support staff. It is important that all staff project a professional image to students, parents and other stakeholders. This dress code reflects the high expectations of the School in terms of teaching and learning, behaviour and student uniform. This guidance sets out the expectations of the School in relation to dress code both when at school or when acting as a representative of the School at external venues. The dress code is necessary in order to:-

- Convey a professional image of both the School and the individual;
- Have due regard to health and safety considerations for staff.

This dress code is not exhaustive in defining standards of dress and appearance and staff must use common sense in adhering to the principles underpinning the dress code. This dress code applies to all adults including staff, supply agency staff, trustees, contractors and volunteers. The dress code also applies to staff when working remotely at home or other external venues. The Crossley Heath School recognises the diversity of cultures, religions and disabilities of its staff and will take a sensitive approach when this affects dress requirements. However, priority will be given to health and safety and security considerations.

- b) Staff Responsibility: Staff are individually responsible for their general presentation, appearance and personal hygiene and should consider how this may be perceived by others. This means that all staff should wear clothing which:

- Is smart and professional
- Is appropriate to their role;
- Is not likely to be viewed as offensive, revealing or sexually provocative;
- Is absent of any political or otherwise contentious slogans;
- Is culturally sensitive;
- Does not place themselves or others at risk and complies with any health and safety requirements.

- c) Unacceptable Clothing: Examples of unacceptable clothing include:

- Mini-skirts
- Lycra cycling shorts, leggings or footless tights
- Leisure shorts unless for PE or sports
- Tracksuits unless for PE or sports
- See-through clothing
- Clothing with tears, holes and rips
- Clothing that is not clean
- Low cut T-Shirts or blouses
- Jeans (with the exception of the cleaning team and maintenance)
- Vest tops
- Crop tops
- Offensive badges, emblems or logos on clothes
- Indoor wearing of hats or caps (unless it is part of the work uniform)
- Flip flops
- Underwear should not be visible

The dress code may be relaxed on training days and on themed/fundraising school days.

- d) Footwear: This must be safe, sensible, in good repair and be smart and clean. The School will accept no responsibility for injuries incurred as a result of staff wearing inappropriate footwear. Certain roles may require staff to wear protective footwear. These staff must wear the appropriate footwear and if they are uncertain they should seek guidance from their Line Manager.
- e) Tattoos and Piercings: Any visible tattoos considered to be inappropriate for a school setting should be covered. The Head Teacher will make the final decision on whether or not something is deemed appropriate.  
  
Jewellery must be discreet and appropriate and must not be a health and safety hazard. Jewellery/piercings must be removed where they are a risk to health and safety or where their appearance may be inappropriate in a school setting.
- f) Religious Dress: Religious dress is permitted subject to health and safety and communication considerations. The Hijaab, if worn, must allow the wearer's face to be visible in order to facilitate communication with the students and other staff and governors and to ensure that employees are identifiable.

## **15. Conduct outside of Work**

Staff will not act in a way that would bring the School, or the teaching profession into disrepute. This includes relevant criminal offences, such as violence or sexual misconduct. Extreme or anti-social views are incompatible with the Academy's values and ethos. Staff should not comment about the School or other staff or students on social media. Private media groups/'chat forums' may be possible but they should not be used to discuss members of staff who are not part of the group and students should never be discussed.

## **16. Working from Home/Remotely**

This policy extends to staff when they are working remotely and guidance is contained within the Remote and Blended Learning Strategy document.

## **17. Links with other Policies**

This policy should be read in conjunction with the following policies:

- a. Staff disciplinary procedures
- b. Staff grievance procedures
- c. Safeguarding Policy
- d. Acceptable Use Policy
- e. Dignity at Work Policy