



## Staff Behaviour Policy

| Status                                                                                                                                                                    | Date Established | Review Date    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------|
| Statutory                                                                                                                                                                 | September 2026   | September 2027 |
| Agreed with governors                                                                                                                                                     |                  |                |
| September 2026                                                                                                                                                            |                  |                |
| Consultation                                                                                                                                                              |                  |                |
| Wiltshire Council Human Resources, Equa Mead learning Trust and Five Lanes C Primary School Full Governing Body                                                           |                  |                |
| Reference                                                                                                                                                                 |                  |                |
| Based on the EQUA Mead Learning Trust Staff Behaviour Policy (2026), adapted to reflect the ethos, context and Christian distinctiveness of Five Lanes CE Primary School. |                  |                |

At Five Lanes CE Primary School, everything we do is rooted in our values of Trust, Respect and Compassion. These values shape our relationships, our decisions, and the culture we create for our children. As a Church of England school, we are committed to nurturing every child so they can build *firm foundations for learning and flourishing*.

Staff behaviour is central to this commitment. Every adult in our school community plays a vital role in modelling the kindness, integrity, professionalism and care that help our pupils feel safe, valued and inspired to succeed. Our children learn not only from what we teach, but from how we behave.

This policy sets out clear expectations for conduct, safeguarding, communication and professional boundaries. It supports staff to act with integrity, uphold our Christian ethos, and maintain the highest standards of behaviour at all times. It also reinforces our strong safeguarding culture, where concerns — including low-level concerns — are reported, recorded and addressed promptly and appropriately.

By living out our values and following this policy, we ensure that Five Lanes CE Primary School remains a place where every child is known, every adult is trusted, and our whole community flourishes.

## 1. Purpose of the Policy

This policy sets out the standards of behaviour expected of all adults working at Five Lanes CE Primary School. It ensures that staff conduct supports:

- the safety and wellbeing of pupils
- compliance with statutory safeguarding guidance
- the maintenance of professional boundaries
- the creation of a respectful, inclusive and values-led school culture
- alignment with EQUA Mead Learning Trust expectations

The policy applies to all adults working with or on behalf of the school, including employees, volunteers, governors, supply staff, contractors and visitors.

## 2. Definitions

For the purposes of this policy:

**Staff** Any adult working for or on behalf of the school, including employees, volunteers, governors, supply teachers, contractors and visitors engaged in regulated activity.

**Professional Conduct** Behaviour that reflects integrity, honesty, respect, compassion, and adherence to school and Trust policies, statutory guidance and safeguarding expectations.

**Safeguarding Concern** Any information or behaviour indicating that a child may be at risk of harm, abuse or neglect. Safeguarding concerns must be reported immediately to the Designated Safeguarding Lead (DSL).

**Low-Level Concern** Any behaviour by a member of staff that is inconsistent with the Staff Behaviour Policy but does not meet the threshold for harm. Low-level concerns may include boundary issues, over-familiarity, or conduct that could be misinterpreted.

**Inappropriate Behaviour** Behaviour that breaches professional boundaries, undermines trust, or is inconsistent with the expectations of the school or Trust.

### 3. Legal and Policy Framework

This policy is informed by the following statutory and Trust requirements:

- **Keeping Children Safe in Education (KCSIE), 2026**
- **Working Together to Safeguard Children, 2023**
- **Equality Act 2010**
- **Public Sector Equality Duty (2011)**
- **Teachers' Standards (2012, current)**
- **Data Protection Act 2018 and UK GDPR**
- **EQUA Mead Learning Trust policies**, including Safeguarding, Code of Conduct, Whistleblowing and Low-Level Concerns
- **Five Lanes CE Primary School Safeguarding and Child Protection Policy**

All staff must read and understand Part 1 of KCSIE 2026 and this policy.

### 4. Professional Conduct and Behaviour

Staff are expected to uphold the highest standards of professional conduct. Behaviour must reflect the school's values of **Trust, Respect and Compassion**, and support a safe, inclusive and positive learning environment.

Staff are expected to act with honesty, integrity and reliability, treating pupils, families, colleagues and visitors with dignity and respect. Professional boundaries must be maintained at all times, and communication should be courteous, measured and appropriate. Staff must uphold the school's Christian ethos and follow all school and Trust policies consistently.

Behaviour that is aggressive, disrespectful, discriminatory, sexualised or otherwise inappropriate is not acceptable. Staff must avoid conduct that undermines trust, compromises professional judgement, or brings the school or Trust into disrepute.

### 5. Safeguarding and Safe Working Practice

Safeguarding is everyone's responsibility. Staff must prioritise the welfare of pupils and follow the school's safeguarding procedures without delay. Concerns must be reported immediately to the DSL, and staff must ensure that their interactions with pupils are appropriate, respectful and safe. Physical contact should be limited, appropriate and in line with school guidance. Where one-to-one work is necessary, staff should ensure visibility, keep doors open where possible, and inform another adult. Staff must not transport pupils in their own vehicles unless authorised by the headteacher. Staff should avoid giving or receiving gifts that could be perceived as favouritism or create a sense of obligation.

### 6. Low-Level Concerns

Five Lanes CE Primary School maintains a strong safeguarding culture where staff feel confident to report concerns, no matter how small. A low-level concern may include over-familiar language, unnecessary physical contact, favouritism, inappropriate joking or blurred boundaries.

Staff must report low-level concerns to the headteacher or DSL immediately. Concerns will be recorded, reviewed and addressed in line with Trust procedures, ensuring transparency, proportionality and a focus on maintaining professional standards.

### 7. Relationships with Pupils

Professional relationships must be grounded in trust, respect and compassion. Staff must maintain clear and appropriate boundaries, treat pupils fairly and consistently, and model respectful behaviour at all times.

Staff must not share personal contact details with pupils, communicate with pupils via personal social media, or meet pupils outside school without permission. Relationships that could be

perceived as grooming, favouritism or otherwise inappropriate are strictly prohibited. Sexualised language or behaviour is never acceptable.

## **8. Communication and Social Media**

Staff must communicate professionally at all times. Communication should reflect the school's values and support positive relationships. Staff must use school systems for professional communication and maintain a professional tone and boundaries.

Staff must not communicate with pupils or families via personal accounts, post images of pupils without permission, or share confidential information online. Personal social media accounts should be managed carefully, with secure privacy settings and an awareness of professional reputation.

## **9. Confidentiality and Data Protection**

Staff must protect personal and sensitive information and follow GDPR and Trust data protection policies. Information must be stored securely and discussed only when appropriate and necessary. Confidential matters should not be discussed in public or informal settings.

## **10. Use of School Equipment and Premises**

Staff must use school equipment responsibly and follow ICT and acceptable use policies. Personal use must not interfere with professional duties. Staff must report damage or misuse promptly and must not use school equipment for inappropriate or illegal purposes.

## **11. Dress Code and Professional Appearance**

Staff must dress in a manner that reflects professionalism, is appropriate for working with children, supports a safe working environment, and aligns with the school's ethos and values.

## **12. Attendance, Punctuality and Reliability**

Staff must attend work punctually, follow absence reporting procedures, and maintain high standards of reliability. Duties must be fulfilled consistently and professionally.

## **13. Whistleblowing and Reporting Concerns**

Staff must report safeguarding concerns, low-level concerns, breaches of this policy, unsafe practice or misconduct. Reports may be made to the headteacher, the DSL, the chair of governors or the Trust (via whistleblowing procedures). Staff will be protected from detriment when reporting concerns in good faith.

## **14. Breaches of the Policy**

Breaches of this policy may result in informal management action, formal disciplinary procedures, referral to the Trust, or referral to external agencies such as the LADO, police or DBS.

## **15. Monitoring and Review**

This policy is reviewed annually by the headteacher and Local Governing Body and approved by the Trust.