



Wallsend Jubilee Primary School

Code of Values and Behaviours

Governance	
Version	1
Policy Officer	School Business Manager
Adoptive Date	
Readopted Date	
Next Review date	
Statutory	

Version History Log

Version 1	Description of Change	Date/Author
1	Adopted	

Code of Values and Behaviours

1. Introduction

- The Governing Board of **Wallsend Jubilee Primary School** is committed to maintaining high standards of conduct among all employees to support a positive environment for students, staff, and the school community. This Code provides guidance on expected behaviours in professional and public settings, aiming to uphold the school's values and reputation.

2. Core Values

- As role models, employees are expected to set a positive example, uphold the school's values, and reflect our shared commitment to integrity, respect, and professionalism. This conduct applies both within and outside school hours.

3. Key Responsibilities and Behavioural Standards

- **Professional Conduct:** Staff must demonstrate honesty, integrity, and professionalism at all times, aligning with both statutory standards (for teachers) and school-specific expectations (for all staff).
- **Expected Behaviours:**
 - **Professionalism:** Uphold integrity, protect the school's reputation, and act in the best interests of students.
 - **Accountability:** Own actions, anticipate consequences, and proactively support a positive environment.
 - **Respect and Inclusion:** Treat all individuals with dignity, embrace diversity, and encourage inclusivity.
 - **Commitment to Excellence:** Strive to meet and exceed expectations, challenge inappropriate behaviours, and model positive engagement.

4. Special Conduct Standards

- **Bullying, Harassment, and Victimization:**
 - **Definition:** Any behavior that undermines or intimidates others, including offensive or discriminatory jokes, even if unintentional.
 - **Consequences:** Such conduct may lead to disciplinary action, including dismissal.
- **Sexual Harassment:**
 - **Definition:** Unwanted behavior of a sexual nature that degrades or humiliates.
 - **Handling Complaints:** Staff are encouraged to report incidents through the school's safeguarding channels.

5. Conduct Outside of Work

- **Impact of Personal Actions:** Employees must avoid behavior that could harm the school's reputation or their professional standing, even outside work. This includes appropriate use of social media and public forums.
- **Social Media Usage:** Employees should avoid posting any content that could breach confidentiality, undermine trust, or harm the school's reputation.

6. Dress Code

- Staff are expected to dress professionally, avoiding clothing that is revealing, inappropriate, or contains offensive language. Clothing should always reflect the professional environment of a school.

7. Behavior Management

- all staff have a responsibility to:
 - treat others with respect and incorporate the school's values into how we work with each other
 - conduct ourselves in a professional manner with the highest standards of honesty and integrity
 - protect the school's reputation in everything we say and do

8. Use of Images and Media

- Employees should only use school-approved equipment and ensure parental consent for any images of students. Images should be appropriate, securely stored, and accessible only for official use.

9. Conflicts of Interest

- Employees should avoid situations where personal interests conflict with professional responsibilities. All potential conflicts must be disclosed to the headteacher to ensure transparency.

10. Hospitality and Gifts

Employees are expected to avoid accepting gifts, hospitality, or any other forms of benefit from students, parents, or school affiliates that might influence—or appear to influence—professional judgment, create a sense of obligation, or affect the school’s reputation.

Small tokens of appreciation with minimal value (e.g., from students or parents) may be accepted if they do not risk compromising professional integrity. Employees should seek guidance from the headteacher if in doubt about the appropriateness of any gift or offer.

Any gifts or offers of hospitality received that may be of more than minimal value should be reported to the headteacher and recorded, in accordance with the school’s procedures.

11. Confidentiality and Information Security

- Staff are required to comply with data protection laws, treat school information as confidential, and seek guidance from the headteacher when unsure about disclosure.

12. Drugs and Alcohol Policy

- The use of alcohol or drugs during work hours or before work is strictly prohibited. Employees suspected of impairment are subject to disciplinary action, which could include dismissal.

13. Link to Other Policies

- This Code is linked with and supports other essential school policies, including:
 - Disciplinary Procedures
 - Grievance Policy
 - Whistleblowing Policy
 - Health and Safety Policy
 - GDPR Compliance
 - Social Networking Policy
 - Safeguarding and Safer Working Practices Policy
 - Alcohol, Drugs, Smoking, and Vaping Policy
-

Code of Values and Behaviours – Advice Note

Introduction to this document

Subject Area:	Code of Values and Behaviours
Overview:	As employers' schools need to be able to provide a framework explaining their values and expectations in relation to their internal staff procedures. This basic document provides a framework and an explanation for the reader/ user to understand more around the subject matter and to better expectations in school. The document will provide the minimum expectations required and will allow school to develop or adapt their own code of conduct/values and behaviours or school charter to meet their specific school expectations.
Issued to schools:	November 2024
Documents Classification:	The document provided is a Category C [GT(1)] (please see comments). This document is not intended to be the final document that a school would implement or adopt.
What schools need to do with this document:	Consider the document and compare it to what school has in place currently and whether school feel there is a need to review its existing policy and practice. Insert your own school information in the relevant places. Follow your school consultation and adoption process.
Next review date:	Autumn 2027