



Nicol Mere Primary School

Staff Code of Conduct 2026-2027

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1. Introduction

Nicol Mere expects all pupils to receive high quality teaching and learning in a positive and respectful environment. Nicol Mere and the Governing Body are committed to maintaining high standards of conduct enabling the school to carry out its work both within the school and its community.

By displaying the positive behaviours, we can create a school and workplace that we can all be proud of. As part of this, you are expected to behave appropriately, demonstrating the highest possible standards of personal and professional conduct and act with honesty and integrity. We should all treat each other, parents and pupils with dignity and respect.

1.1) Aim

The code of conduct policy aims to give clear guidance on the standards expected by staff. It provides an overview of the policies that apply but also sets out the way we work at Nicol Mere. School staff are role models who are in a unique position of influence and must set a good example to each other as well as pupils and students. By demonstrating positive behaviours, together we can ensure we maintain the good reputation of the school, and ourselves, whether inside or outside working hours. Staff have an individual responsibility to maintain their reputation and the reputation of the school, both inside and outside working hours and work setting.

Nicol Mere school requires that all staff agree and comply with this policy. Breach or failure to observe this policy will result in action being taken under the school disciplinary procedures including, but not limited to, dismissal.

1.2) Scope

The code of conduct applies to all staff and volunteers in the school, regardless of their position, role, or responsibility. This includes all teaching and support staff, Head teacher, volunteers including governors, casual workers, temporary and supply staff and student placements and apprentices.

1.3) Principles

This code of conduct is not all encompassing and there may be variations to a few, very limited non-safeguarding incidents with permission from the SLT. It cannot provide advice on all situations. Therefore, if staff are unsure of the right thing to do, they must ask the Head teacher or a senior member of school staff for advice. If this is not possible, staff are expected to exercise their professional judgement and act in the best interests of the pupils/students and the school.

1.4) Legislation and guidance

The principles in this code of conduct are based on the [Teachers' Standards](#) and [Headteacher's Standards](#) which set the minimum requirements for practice and conduct.

2. Vision

At Nicol Mere, we aim to provide a safe and happy learning environment with a welcoming atmosphere that creates a sense of belonging for our Nicol Mere family.

We believe that education should take place in a fully inclusive environment with equal opportunities where all children will learn tolerance and respect. Our school strives to be at the centre of the local community. We

want to open doors for all our children whether they be academic, music, art or sport: there are many pathways we want to encourage our children to walk down. Every child will be taught to the highest levels of academic standards, to enable them to reach and expand their potential, and to prepare them in every way for their own learning journey.

3. Responsibilities

3.1) Professional behaviour and conduct

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Nicol Mere School expects staff and parents to treat each other, pupils and students with dignity and respect.

Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are accorded the highest priority.

Staff should show fairness in their treatment of children and avoid behaviours such as embarrassing or humiliating pupils/students, making jokes at the expense of pupils/students, discriminating against or favouring pupils/students and sarcasm.

Staff must show tolerance of and respect the rights of others and should uphold the fundamental British values including democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs.

Staff must have regard for the ethos and values of the school and must not do or say anything which may bring the school or governing body into disrepute. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school. Staff should act in accordance with the school's policies and procedures at all times.

3.2) Safeguarding

In line with the ['Keeping Children Safe in Education' legislation](#) and the school's Safeguarding policy, we all have a responsibility to create a learning environment that is safe, secure, and respected. We have a duty to safeguard pupils from harm, protect their welfare and report any concerns relating to physical, emotional, and sexual abuse or neglect.

In our position of trust and influence, we must make sure we do not act in a way that may put pupils at risk of harm or lead others to question our actions. We must take reasonable care of pupils under our supervision with the aim of ensuring their safety and welfare.

If you have any concerns about a pupil, you must report it to the school's Designated Safeguarding Lead (DSL) for Child Protection, Mrs Rebecca Parkinson. In the absence of the DSL, please report your concerns to a member of the Designated Safeguarding Team.

Whilst you must treat information in a discreet and confidential manner and seek advice if you are in doubt, you should never promise confidentiality to a pupil. You should be aware of the procedure if a pupil discloses a potential safeguarding issue with you, in accordance with the school's Safeguarding policy.

If you have concerns about a member of staff's actions or intent that could lead to a pupil being put at risk of harm, you must report this in line with the Whistleblowing policy immediately. You can obtain copies of the Safeguarding and Whistleblowing policies from the school office.

3.3) ID Badges

If you receive an ID badge for official purposes, you must not allow anyone else to use it. Your ID badge should always be displayed if you are on school premises and when in other schools or external premises. You are also encouraged to be courageous and question anyone on school premises who isn't displaying an ID or visitor's badge. Visitors should display a red or green visitor badge in line with safeguarding policies and procedures. If you lose your ID, please report it to the Office as soon as possible. If you leave your employment with us, you are required to return your ID and any other security devices and school equipment you may have.

3.4) Relationships with pupils

One of the strongest factors in learning relates back to the relationship you have with your pupils. Establishing positive relationships is both important and valuable in the classroom.

However, it is important that you always maintain professional boundaries and consider whether your actions are warranted, proportionate, safe, and necessary. You must ensure that you act in a fair and transparent way, treat all pupils as individuals and not show favouritism to anyone.

You must only contact pupils through Nicol Mere school's authorised mechanisms; personal phone numbers, email addresses or communication routes via all social media platforms should not be used and staff should not share their home address with pupils/students. If contacted via an inappropriate route, the member of staff must inform the Headteacher immediately.

Staff must not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a friendship. If a young person seeks to establish social contact, you should exercise your professional judgement in making a response and be aware that such social contact could be misconstrued. Nicol Mere school staff must not accept friend invitations or become friends with any pupil/student of Nicol Mere School on any social media platform. Staff should also refrain from following children on any social media accounts. Staff must read the school's e-safety policy carefully and follow all advice and guidance contained within it.

In your position of trust, you must not develop personal or sexual relationships with pupils; this includes sexual remarks and discussing your own sexual relationships with, or in the presence of, pupils. Under the [Sexual Offences Act 2003](#), it is an offence for a person aged 18 or over to have a sexual relationship with a child under the age of 18 where that person is in a position of trust or respect to that child, even if the relationship is consensual. Sexual activity does not just involve physical contact, including penetrative and non-penetrative acts.

Working Together to Safeguard Children defines sexual abuse as ... 'forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)'.

Staff should be mindful of section 16 of The Sexual Offences Act 2003 provides that it is an offence for a person aged 18 or over (e.g. teacher, youth worker) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. A situation where a person is in a position of trust could arise where the child is in full-time education and the person looks after children under 18 in the same establishment as the child, even if s/he does not teach the child.

Staff must not make sexual remarks to a pupil/student, discuss their own sexual relationships with, or in the presence of, pupils/students or discuss a pupil's sexual relationships in an inappropriate setting or context.

3.5) Physical contact with pupils

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with pupils it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.

Where feasible, staff should seek the child's permission before initiating contact. Staff should listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact which is acceptable to the child for the minimum time necessary.

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Staff should therefore use their professional judgement at all times.

Staff should be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described. Staff should never touch a child in a way which may be considered indecent. Always be prepared to explain actions and accept that all physical contact be open to scrutiny. Staff must not engage in rough play, tickling or fun fights with pupils/students.

Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. Such experiences may sometimes make a child exceptionally needy and demanding of physical contact and staff should respond sensitively by deterring the child through helping them to understand the importance of personal boundaries.

Staff supervising PE and games or providing musical tuition should demonstrate the use of a particular piece of equipment/instrument on another member of staff if possible. However, they may be required to initiate physical contact with pupils/students to support a child to perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or to assist them with an exercise. Contact under these circumstances should be done with the pupil/student's agreement, for the minimum time necessary and in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil/student.

Physical contact must never be secretive, for the gratification of the adult or represent a misuse of authority.

If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be reported to your line manager, recorded and, if appropriate, a copy placed on the child's file.

3.6) Child in distress

There may be occasions when a pupil/student is in distress and in need of comfort as a reassurance. This may include age appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

Such incidents should always be recorded and shared with your line manager. If you have a particular concern about the need to provide this type of care and reassurance you should seek further advice from your line manager.

3.7) Showers and changing

Pupils/students are entitled to respect and privacy whilst they are changing or showering after PE/games or swimming. However, there needs to be an appropriate level of supervision in order to safeguard young people, meet health and safety requirements and to ensure that bullying does not take place. The supervision should be appropriate to the needs and age of the pupils/students and sensitive to the potential for embarrassment.

Staff should be vigilant about their own behaviour and announce their intention of entering a changing room. Staff must not change or shower in the same place as children.

3.8) One-to-one situations

Staff working individually with pupils/students should be aware of the potential vulnerability of pupils/students and staff in such situations. Staff should manage these situations with regard to the safety of the pupil/student and to themselves.

Individual work with pupils should not be undertaken in isolated areas or rooms where there is no external viewing panel. Where it is necessary to close doors for reasons of confidentiality, a colleague should be made aware of this and asked to remain vigilant.

3.9) Transporting pupils

In certain circumstances it may be appropriate for staff to transport pupils/students offsite, for example sports fixtures, swimming lessons or other out of school activities. A designated member of staff should be appointed to plan and provide oversight of all transport arrangements and to respond to any difficulties that may arise (see EVC).

Staff should ensure that the transport arrangements and the vehicle meet all legal requirements. Staff should ensure that the driver has the appropriate license for the vehicle, that the vehicle is roadworthy, has a valid MOT certificate and is appropriately insured and that the maximum capacity is not exceeded. Staff should use legal age appropriate booster seats for pupils.

Staff should ensure that the driver is not distracted while the vehicle is in motion for any reason other than an emergency and should also ensure all passengers are wearing correctly fastened seatbelts. Staff should never transport pupils/students while under the influence of alcohol or drugs.

Prior to transporting pupils offsite consent must be obtained from pupil/students' parent/guardian and staff should be aware that the safety and welfare of the pupils/students is their responsibility until this is safely passed back to their parent/carer.

3.10a) Relationships with parents

Where a relationship with a parent extends beyond the usual parent professional relationship, this relationship must remain professional and the integrity of the school and professional position must be upheld at all times.

3.10b) Infatuations

It is not unusual for pupils or, sometimes, their parents to develop infatuations towards members of staff. All such situations must be responded to sensitively to maintain the dignity of those concerned.

Staff should also be aware that such circumstances carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. Any indications of an infatuation towards yourself or another member of staff must be reported to your line manager.

3.11) Relationships with colleagues

At Nicol Mere, we strive to create and maintain a happy, healthy, and engaged workforce. We want you to work as a team, express your views courteously and respectfully and in an open way. We encourage you to develop effective working relationships with each other displaying appropriate behaviour, whilst treating everyone with fairness, dignity, and respect. You must ensure that Dignity at Work procedures are followed to ensure all colleagues feel respected and valued.

You are responsible for reporting situations to the Senior Leadership Team regarding relationships with pupils, parents, colleagues, governing boards, or anyone connected to the school community which may give rise to concern.

3.12) Social media and online safety

We recognise the continuing popularity of social media and the participation in such sites in a personal capacity. There are many benefits of social media, but there are also potential risks that cannot be ignored. Staff should follow Nicol Mere School's Online Safety policy for staff and the Acceptable Use Policy at all times and have regard for Nicol Mere School's Online Safety policy for pupils.

Staff must not engage in **inappropriate** use of social network sites which may bring themselves, the school or the school community into disrepute. Staff should adopt the highest security settings on any personal profiles they have. Your social media should not be available to pupils. If you have a personal profile on social networking sites, it is advisable that you do not use your full name, as pupils may be able to find you. Try using a first and a middle name instead, set your profile to private and adopt the highest security settings on any personal profiles you have.

Staff should remain mindful of their digital footprint and exercise caution in all their use of social media or any other web based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups. Staff should exercise care when using dating websites where staff could encounter students.

Staff must not make contact with pupils, must not accept or initiate friend requests nor follow pupils/students accounts on any social media platform. Staff must not communicate with pupils/students via social media, websites, instant messenger accounts or text message. The only acceptable method of contact is via the use of school email accounts, telephone equipment, Google classroom or the school Dojo system.

Staff should not make contact with pupils' family members, accept or initiate friend requests or follow pupils' family member's account on any social media platform. However, Nicol Mere School acknowledges that staff who are also parents may wish to make contact with other parents, who are friends, over social media. Staff must exercise caution and professional judgement in these circumstances and should not have any contact with pupils' family members via social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.

Staff/trainees' mobile phones are allowed in school but must not be used in sensitive areas (EYFS, cloakrooms, toilets, when children are changing, swimming). Mobile phones should not be visible to pupils unless their use is linked to learning, for instance, as a stopwatch or to play music. Mobile phones should only be used for communication when not working with children during lesson time. This includes Dojo communication with parents and School WhatsApp communication.

Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. Nicol Mere School accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

Staff must not use the 'incognito' setting on any school devices.

All staff must set a password that is different to their personal devices. All passwords must be changed from the initial setting 'teacher' and must be changed yearly.

3.13) Photography, video and images of children

Many school activities involve recording images as part of the curriculum, extra school activities, publicity or to celebrate an achievement. In accordance with The Data Protection Act 2018, the image of a pupil/student is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/guardian of a pupil/student for any images made. It is also important to take into account the wishes of the pupil/student, remembering that some pupils/students do not wish to have their photograph taken or be filmed. Classroom staff must ensure that all planners are signed and any images of pupils must not be shared online without consent.

Using images for publicity purposes will require the age-appropriate consent of the individual concerned and their parent/guardian. Images should not be displayed on websites, in publications or in a public place without their consent. Staff should also be clear about the purpose of the activity and what will happen to the photographs/images/video footage when the lesson or activity is concluded.

Photos of children may be taken for the purpose of displaying work, showing activities on the school Facebook page, evidence of curriculum coverage or printing photos for books. Any photos taken must be permanently deleted from the personal device, including the 'Deleted'/Recycle Bin folder, before the end of the day that they were taken. Under no circumstances must photographs of children be shared via WhatsApp including the school WhatsApp communication group.

All photographs/stills and video footage should be available for scrutiny and staff should be able to justify all images/video footage made.

Staff should remain aware of the potential for images of pupils/students to be misused to create indecent images of children and/or for grooming purposes. Therefore, careful consideration should be given to how activities which are being filmed or photographed are organised and undertaken. Particular care should be given when filming or photographing young or vulnerable pupils/students who may be unable to question how or why the activities are taking place. Staff should also be mindful that pupils/students who have been abused through the use of video or photography may feel threatened by its use in a teaching environment.

All staff members will be asked to appropriately communicate through Teams. This must be professional in content at all times.

3.14) Acceptable use of IT

The school encourages the use of their IT systems and services for communicating with pupils, parents, and the wider community for business related purposes. The Acceptable Use of IT policy outlines what the school and governing body find acceptable, unacceptable, and forbidden in the use of their IT.

3.15) Honesty and integrity

As an employee of Nicol Mere, you play a key role in maintaining high standards of honesty and integrity and maintaining our reputation. This includes the handling and claiming of money and the use of school property and facilities.

We take a no tolerance approach to fraud, bribery, or corruption. You must comply with the Bribery Act 2010 which states a person may be guilty of an offence of bribery if they offer, promise, or give financial or

other advantage to someone; or if they request, agree, or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure.

Disciplinary action may be taken if you are found to have committed fraud against the school, any local authority or national agency. Serious cases of fraud or corruption represent gross misconduct and could lead to dismissal.

3.16) Gifts and hospitality

You should familiarise yourself with the school's financial regulations and ensure that any significant gifts from pupils, parents, carers, suppliers, contractors or associates of the school are declared and recorded appropriately. This is with the exception of 'one off' token gifts from pupils or parents.

It is unacceptable to receive gifts on a regular basis or to suggest to pupils/students that gifts are appropriate or desired. Money must not be accepted as a gift. If you are unsure whether to accept a gift you should consult your line manager.

Staff must not accept significant gifts or hospitality from pupils, parents, carers, actual or potential contractors or outside suppliers. All such gifts/offers of hospitality should be reported to your line manager and recorded.

Personal gifts must not be given by staff to pupils/students and any reward to pupils/students should be in accordance with Nicol Mere School's behaviour policy, recorded and not based on favouritism.

3.17a) Declaration of interest

You are required to identify and disclose any actual or potential personal, financial, business interest or close personal relationship which might reasonably be perceived as a conflict with the ethos of the school. If you are unsure whether an interest or personal relationship should be declared, please consult with a member of the Senior Leadership Team. You can do this with the support of your [Trade Union Representative](#). Failure to disclose is a breach of trust and may result in disciplinary action being taken which could potentially lead to dismissal. All declarations should be submitted in writing to the Head Teacher for inclusion on the school's Register of Business Interests.

3.17b) Financial interests

For the purposes of this policy, a financial conflict is one where there is, or appears to be, opportunity for financial gain, financial gain for close relatives or friends, or where it may be reasonable for a third party to take the view that financial benefits may affect an individual's actions.

The term financial interest means anything of monetary value including, but not limited to, payments for services, equity interests, intellectual property rights or hospitality and gifts.

3.17c) Non –financial interests

Non-financial interests can also come into conflict, or be perceived to come into conflict, with an individual's obligations or commitments to the school. These interests may include any benefit or advantage including, but not limited to, direct or indirect enhancement of an individual's career or gain for immediate family or someone with whom the individual has a close relationship.

Examples of situations that could give rise to non-financial conflicts of interests include:

- Pressure or temptation to accept gifts, inducements, or hospitality
- Participating in the appointment, hiring, promotion, supervision, or evaluation of a person with whom the individual has a close personal relationship
- Where a member of staff has or develops a close personal relationship with a colleague

Membership to a trade union or staff representative group does not need to be declared.

3.18) Dress and appearance

Nicol Mere School recognises that dress and appearance are matters of personal choice and self-expression. We are an inclusive school that respects the protected characteristics in the [Equality Act 2010](#) for age, disability, gender reassignment, religion or belief, sex or sexual orientation and expect all of our staff to do the same.

All staff must dress in a manner that is appropriate to a professional role and that promotes a professional image. Staff should dress in a manner that is not offensive, revealing or sexually provocative and in a manner that is absent from political or contentious slogans. Staff should dress safely and appropriately for the tasks they undertake.

3.19) Being part of the team outside of work

We understand that what you do outside of work is your own concern, however, you should avoid doing anything that damages your reputation, the reputation of the school or members of the school community. This includes posting negative comments or using inappropriate language on social media platforms.

In particular, criminal offences such as violence, sexual misconduct or the use of illegal drugs are likely to be regarded as unacceptable. Any charges you are facing must be disclosed as soon as possible to the Head Teacher whether you feel it is relevant to your employment or not.

You may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school, affect your performance, or breach the working time regulations.

3.20) Attendance

Creating and maintaining a healthy and productive workforce is a key priority for our school. We are committed to supporting all staff through the sickness management process ensuring fairness and consistency alongside a range of health and wellbeing initiatives.

You are expected to attend work in line with your contract of employment and associated terms and conditions and follow the school's absence reporting procedure in the Sickness Management policy when you are absent from work due to illness or injury. If you have a routine medical or dental appointment, we ask that you arrange this outside of your working hours or during holidays where possible. Please refer to the school's Leave of Absence policy if you need time off for any other reason than personal illness.

3.21) Alcohol, smoking, e-cigarettes and other substances

We all have a responsibility to keep pupils and each other safe in school.

Nicol Mere is a non-smoking site. Staff must not smoke or use e-cigarettes on school premises or **outside school gates and perimeters**. Any member of staff wishing to smoke or use an e-cigarette must leave the school grounds. Staff must not smoke or use an e-cigarette whilst working with or supervising pupils offsite.

Staff must not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near school premises. Staff must refrain from the consumption of alcohol and other substances within the school premises or outside school setting unless arranged by HT/SLT eg very short staff leaving party.

We encourage you to confide in a member of the leadership team or someone you can trust if you have an alcohol or substance dependency. This will be treated sensitively and in confidence and will enable us to support you through Occupational Health or the Employee Assistance Programme.

3.22) Data protection and confidentiality

In accordance with the Data Protection Act 2018, keeping personal and sensitive data safe is a priority at Nicol Mere. As a member of staff, you will have access to confidential information about the school, pupils, their parents/carers, or their siblings. Any information you obtain at work must not be disclosed, except to those colleagues who have a professional role in relation to the pupil or if the information highlights concern about their safety or welfare. You can find more information in the school's Data Protection policy.

As a staff member, you have the right to request access to data that is held about you. Requests will need to be made to the Head Teacher in accordance with the school's Data Protection policy.

Members of staff may have access to confidential information about pupils/students, their parents/carers or their siblings. Staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student on a need to know basis.

Staff should never use confidential or personal information about a pupil/student or her/his family for their own, or others' advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the pupil/student.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student, this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil/student's parent or carer, nor with colleagues in the school except by a senior member of staff with the appropriate authority to deal with the matter.

Staff have a statutory obligation to share with Nicol Mere School's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare or safety of a pupil/student or that might suggest a pupil/student is in need or at risk of significant harm. Staff should pass on information without delay in accordance with Nicol Mere School's safeguarding policy and procedures and this should be recorded. Staff must never promise a pupil/student that they will not act on or pass on any information that they are told by the pupil/student.

Any media or legal enquiries should be passed to the senior leadership team and only approved staff and Governors should communicate to the media about the school.

3.23) Equality and diversity

We are committed to celebrating diversity and promoting equality throughout our school. We want it to be a place where pupils are supported to live healthy, fulfilling lives in thriving communities. We believe in treating everyone who works at Nicol Mere equally and fairly as individuals and expect the same in return from our staff.

3.24) Whistleblowing

Whistle blowing is the mechanism by which staff can voice their concerns, without fear of repercussion – see school/LA procedures.

All school staff have a duty to report any behaviour by a colleague which raises concern where the welfare of pupils/students may be at risk.

4. Information and support

If you are concerned about anything you see in school that you believe conflicts with the code of conduct or any other school policy, you must raise it with the Head Teacher or a member of the Senior Leadership Team. In addition, you can also contact your HR or [Trade Union representative](#) for further advice and guidance.

The school's policies provide you with advice and guidance that you need to further support you in your role. It's important that you read and understand these policies. The code of conduct references some school policies; however, these are not exhaustive, and copies of all policies can be obtained from the school office via the [Employment Handbook](#) on the Hub.

All staff must read and sign the register to confirm they have read, understood and agree to comply with this policy. A copy of the signed register will be kept.