

Candidate Code of Conduct

Standards expected of educators and support staff working through Certus Education

Policy owner	Eleanor McInerney, Compliance and Candidate Lead
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1. Purpose and safeguarding commitment

Anyone supplied by Certus Education to work in an education setting occupies a position of trust. The overriding purpose of this Code is to protect children and young people, support positive learning environments and ensure that educators behave professionally, safely and respectfully.

Candidates must follow the host school's rules and procedures and, where applicable, the personal and professional conduct expectations within the Teachers' Standards. Serious or repeated breaches may result in removal from an assignment, disciplinary action or removal from the Certus Education register.

2. On arrival at school

1. Report to reception or the designated arrival point and identify the school contact named in your booking information.
2. Sign in using the school's required visitor or staff process.
3. Familiarise yourself with key procedures, including behaviour management, health and safety, safeguarding and fire/emergency arrangements.
4. Use the work and lesson plans provided by the school unless the school specifically asks you to plan or adapt work.
5. Where appropriate, keep suitable generic teaching resources available in case planned work is unavailable.

3. Classroom and teaching expectations

- Maintain appropriate professional interaction with pupils and support learning throughout the assignment.
- Remain responsible for pupils in your care and follow the school's supervision arrangements. Do not leave pupils unsupervised.
- Use calm, proportionate and positive behaviour-management strategies. Avoid shouting or humiliating pupils.
- Only remove pupils from the classroom where permitted by school policy and where necessary.
- Communicate clearly, engage pupils constructively and seek assistance from school staff where behaviour or safeguarding concerns arise.

4. End-of-day responsibilities

- Remain with pupils until the school's release arrangements have been completed.
- Leave the classroom and resources in an orderly condition.
- Mark or record work in accordance with the school's expectations.
- Provide useful handover notes covering work completed, outstanding work, pupil engagement, behaviour and significant incidents.
- Return visitor badges, materials or equipment and sign out in accordance with school procedures.
- Report any relevant issue to the school and Certus Education before leaving where appropriate.

5. Professional standards and position of trust

Your conduct can affect pupils, colleagues, parents, the school and Certus Education. You must use sound professional judgement and avoid behaviour that could reasonably call your integrity, motivation or suitability into question.

- Treat pupils, colleagues, parents and other stakeholders with dignity and respect.
- Maintain appropriate professional boundaries at all times.
- Do not misuse a position of trust or engage in behaviour that could place a child or another person at risk.
- Follow safeguarding, confidentiality, data protection and school-specific requirements.
- Raise concerns promptly through the correct safeguarding or management route.

6. Availability and communication

Keep Certus Education informed about your availability and any change that may affect a confirmed assignment. If an assignment is confirmed, keep your phone accessible in line with the agreed arrangements and respond promptly to booking or operational communications.

7. Punctuality and attendance

Arrive with enough time to be ready for the start of the school day. If circumstances mean you may be late or unable to attend, contact Certus Education and the school as soon as possible so that appropriate arrangements can be made.

8. Health, safety and emergency procedures

6. Follow the school's health and safety policy and site procedures.
7. Take reasonable care of your own safety and that of pupils, colleagues and visitors.
8. Use equipment correctly and only for its intended purpose.
9. Use safety equipment or protective clothing where provided and required.
10. Report accidents, injuries, illness, dangerous occurrences and near misses promptly.
11. Do not interfere with safety equipment, plant or systems.
12. Know what to do in the event of fire or another emergency and follow the school's instructions.
13. Seek appropriate health and safety advice when unsure.

9. Safeguarding, confidentiality and data protection

Do not disclose confidential pupil, family, staff or school information except where authorised or required for safeguarding, legal or professional reasons. Personal data must be handled securely and only for legitimate purposes. Any safeguarding concern must be reported immediately through the school's safeguarding process and, where appropriate, to Certus Education.

10. Feedback and concerns

Certus Education welcomes constructive feedback about assignments, schools and working arrangements. Urgent concerns should be raised at the earliest safe opportunity and should not be left until the end of the day where delay could place anyone at risk.

11. Related policies

- Safer Recruitment and Vetting arrangements
- Safeguarding and Allegations procedures
- Complaints Policy
- Data Protection and Privacy arrangements
- Unsuitable Workers Policy

- Any relevant school policies and procedures

12. Breaches of the Code

Failure to comply with this Code may lead to action proportionate to the circumstances, including removal from an assignment, suspension from future work, disciplinary action where applicable, referral to safeguarding bodies or other authorities, or removal from the Certus Education register.

Document control

Item	Detail
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