



Registered Charity 1171812

# Staff Code of Conduct Policy

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## 1. Scope, Aims and Principles

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

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#).

School staff have an influential position in the school 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.

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

Failure to follow the code of conduct 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](#), we should have a staff code of conduct, which should cover low-level concerns, allegations against staff and whistleblowing, as well as acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

## 3. General Obligations

Staff set an example to students. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat students and others with dignity and respect
- Show tolerance 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 exploits students' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards

## 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 our child protection and 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 child protection and safeguarding policy and procedures are available on the school website and the staff teams site. New staff will be given instructions of how to locate all policies during their induction period.

#### 4.1 Allegations that may meet the harm 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 related 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 inside or outside of school

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

The Senior Leadership Team will lead any investigations. The Chief Executive will lead any investigation if any other members of the leadership team are involved in the allegations. The Chair of Trustees will lead if the Chief Executive is involved in the allegations.

#### 4.2 Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, 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 can't 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 responsive, 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 values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

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

Our procedures for dealing with allegations will be applied with common sense and judgement.

### 4.3 Whistle-blowing

Whistle-blowing is reporting wrongdoing that is “in the public interest.” Examples include:

- Students’ or staff’s health and safety being put in danger
- Failure to comply with a legal obligation
- Attempts to cover up wrongdoing

Staff are encouraged to report concerns as soon as possible. These will be taken seriously and handled confidentially.

Staff should report their concern to the Senior Leadership Team. If the concern is about the Senior Leadership Team or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the Chief Executive or Chair of Trustees as appropriate.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

## 5. Staff-Student Relationships

Staff will observe proper professional boundaries with students and act in a fair and transparent way.

If staff members and students must spend time on a one-to-one basis, staff will ensure that:

- It must take place in a public or visible setting
- Others can see into the room
- A colleague or line manager is aware

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

Personal contact details, including social media, must not be exchanged between staff and students.

## 6. Communication and Social Media

Staff’s social media profiles should not be accessible to students.

Staff must not communicate with students or parents via social media or other non-school channels to form relationships.

Staff should not link work email accounts to social media or identify students online and should be aware of the school's online safety policy.

## 7. Acceptable use of Technology

Staff will not use technology in school 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 personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of students. They will also not use personal mobile phones or cameras to take pictures of students.

The Trust reserves the right to monitor IT usage.

## 8. Confidentiality

Confidential information must not be:

- Shared without lawful reason
- Used to harm others
- Used for unintended purposes

This does not override safeguarding duties.

## 9. 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 must provide accurate personal and professional information and updating the school where necessary.

## 10. Dress Code

Staff should dress professionally. Clothing must not be overly revealing or display offensive or political slogans.

## 11. Conduct Outside of Work

Staff must not behave in a way that brings the school or profession into disrepute.

## 12. Monitoring Arrangements

This policy will be reviewed every two years and approved by the Board of Trustees.

## 13. Links with other policies

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff grievance procedures
- Child protection and safeguarding
- Online safety
- Whistle-blowing