

## Code of conduct for Staff

### Purpose and application

- 9 **Purpose:** Relationships with fellow Staff, pupils and their parents, guardians or carers must be reasonable and mutually respectful at all times. The purpose of this Code is to:
- 1.1 place the welfare of children at the centre of the School and its culture;
  - 2.1 confirm and reinforce the professional responsibilities of all Staff;
  - 3.1 clarify the legal position in relation to sensitive aspects of Staff / pupil relationships and communication including the use of social media;
  - 4.1 set out the expectations of standards and behaviour to be maintained within the School; and
  - 5.1 help adults establish safe practices and reduce the risk of false accusations or improper conduct.
- 9 **Application:** This Code of Conduct (including its Appendices) (**Code**) applies to all Staff working at the School, whether paid or unpaid, whatever their position, role or responsibilities and Staff includes employees, governors, trustees, contractors, work experience / placement students and volunteers (**Staff**). All Staff will receive training in relation to this Code.
- 9 **Relationship with other policies and guidance:** This Code must be read in conjunction with the School's policies including the child protection and safeguarding policy and procedures, the whistleblowing policy, and the guidance set out at Appendix 1 (**Guidance**).

### Key duties

- 9 **General duty:** It is the contractual duty of every member of Staff to observe the rules and obligations in this Code. You must also follow the Guidance. The School also has a duty of care to its Staff, parents, guardians or carers and pupils and the implementation of the practices in this Code will help to discharge that duty.
- 9 **Duty to report wrongdoing:** All Staff are under a duty to report their own wrongdoing, or any wrongdoing or proposed wrongdoing of any other member of Staff or any conduct which they may suspect to be inappropriate. This duty applies even if the concern is no more than one which causes a sense of unease or a nagging doubt. Staff are under a duty to report suspected, known or proposed wrongdoing in conjunction with the School's policies including the raising allegations and concerns policy contained in the School's safeguarding and child protection policy, and the whistleblowing policy contained within this Employment Manual. This includes suspected, known or proposed wrongdoing brought to the attention of a member of Staff by a pupil, parent or other adult.
- 9 **Duty to report potential abuse:** Some of the behaviours contained in this Code (and in particular at Appendix 2) may indicate that a child has been, or is currently being, abused, exploited or neglected. Any incident involving children that could give cause for concern, must always be reported promptly in accordance with the School's child protection and safeguarding policy and procedures.
- 9 **Record keeping:** Comprehensive records are essential. All concerns, discussions and decisions made and the reasons for those decisions must be recorded in writing. Records must include a clear and comprehensive summary of the concern, details of how the concern was followed up and resolved, a note of any action taken, decisions reached and the outcome. Information must be kept confidential and stored securely. Any incident involving children that could give cause for concern, must always be reported promptly to the Designated Safeguarding Lead in accordance with the School's child protection and safeguarding policy and procedures. If there is any doubt about recording requirements this must be discussed with the Designated Safeguarding Lead.

## Guiding principles for Staff

- 9 **Principles:** The School prioritises the welfare of children, its diverse and inclusive culture, and the maintenance of positive and professional relationships between Staff and fellow Staff, pupils and their parents, guardians and / or carers. All Staff must follow the guiding principles set out in this paragraph (**Principles**) and refer to the Appendices for further detail of the application of the Principles.

9 **Public trust and confidence**

- 6.1 All Staff must maintain public trust and confidence in the School and in their profession by:
- 6.1.4 demonstrating honesty and integrity;
  - 6.2.4 understanding and upholding their duty to safeguard the welfare of children and young people;
  - 6.3.4 understanding and demonstrating fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs;
  - 6.4.4 maintaining reasonable standards of behaviour whether inside or outside of normal school hours and whether on or off the School's site; and
  - 6.5.4 maintaining an effective learning environment.

9 **Appropriate pupil relationships**

- 7.1 All Staff must put the wellbeing, development and progress of all pupils first by:
- 7.1.4 taking all reasonable steps to ensure the safety and wellbeing of pupils under their supervision, taking particular account of the detailed guidance at Appendix 2;
  - 7.2.4 using professional expertise and judgment to protect the best interests of pupils in their care;
  - 7.3.4 following the guidance at Appendix 3 to ensure they maintain appropriate, professional and effective pupil-staff relationships at all times;
  - 7.4.4 following the guidance at Appendix 4 to ensure all communication with pupils and former pupils (including where technology is used) remains appropriate and professional at all times;
  - 7.5.4 ensuring all interactions with pupils about political matters are conducted in a balanced and impartial way without promoting partisan political views, taking into account the guidance at Appendix 4;
  - 7.6.4 following the guidance at Appendix 5 in any situation where you are taking photo or video camera footage of a pupil or pupils;
  - 7.7.4 demonstrating self-awareness and taking responsibility for their own actions and for providing help and support to pupils;
  - 7.8.4 following the guidance at Appendix 6 in respect of the use of force or physical restraint on pupils, and Appendix 7 in respect of physical contact with pupils in other circumstances;
  - 7.9.4 raising concerns about the practices of teachers or other professionals where these may have a negative impact on pupils' learning or progress, or may put pupils at risk;
  - 7.10.4 being familiar with the School's child protection and safeguarding policy and procedures and the pupil behaviour and discipline policy;
  - 7.11.4 reading and understanding Part 1, and where appropriate Annex A, of KCSIE (September 2025);
  - 7.12.4 knowing the role, identity and contact details of the current Designated Safeguarding Lead and their Deputies;
  - 7.13.4 knowing the role, identity and contact details of the Jo Storey, Safeguarding Governor [js@forfaeducation.co.uk](mailto:js@forfaeducation.co.uk) / 07990 045810 and;

- 7.14.4 being aware that they are in a position of trust (i.e. the adult is in a position of power or influence over the pupil due to his or her work); that the relationship is not a relationship between equals and that this position must never be used to intimidate, bully, humiliate, coerce or threaten pupils.

## **19 Diversity, equality and inclusion**

- 1.1 All Staff must demonstrate respect for diversity and take steps to promote equality by:
  - 1.1.4 acting appropriately and in accordance with this Code and other relevant policies including the School's anti-bullying policy, equality, diversity and inclusion policy and harassment and bullying policy;
  - 1.2.4 addressing issues of discrimination and bullying whenever they arise; and
  - 1.3.4 helping to create a fair and inclusive school environment.

## **19 United Staff body**

- 1.1 All Staff must work as part of a united Staff body by:
  - 1.1.4 developing productive and supportive relationships with colleagues;
  - 1.2.4 exercising any management responsibilities in a respectful, inclusive and fair manner;
  - 1.3.4 complying with all School policies and procedures;
  - 1.4.4 participating in the School's development and improvement activities;
  - 1.5.4 recognising the role of the School in the life of the local community; and
  - 1.6.4 upholding the School's reputation and standing within the local community and building trust and confidence in it.

## **19 Language and appearance**

- 1.1 **Language:** You must use appropriate language at all times. You must:
  - 1.1.4 avoid words or expressions that have any unnecessary sexual content or innuendo; avoid displays of affection either personally or in writing (e.g. messages in birthday cards, text messages, emails etc);
  - 1.2.4 avoid any form of aggressive or threatening words;
  - 1.3.4 avoid any words or actions that are over-familiar;
  - 1.4.4 not swear, blaspheme or use any sort of offensive language in front of pupils;
  - 1.5.4 avoid the use of sarcasm, discriminatory or derogatory words when punishing or disciplining pupils and avoid making unprofessional personal comments about anyone. Any sanctions must be in accordance with the School's behaviour and discipline policies; and
  - 1.6.4 be aware that some parts of the curriculum may raise sexually explicit subject matters. Care must be taken in subjects where rules / boundaries are relaxed (e.g. drama or art). Staff must have clear lesson plans and must take care to avoid overstepping personal and professional boundaries.
- 2.1 **Dress:** It is important that you appear clean and smart at all times when at work. You should dress appropriately and in a professional manner. You should not wear leisure, gym or beach wear to work. This includes track suits, sweat-shirts, t-shirts or shorts, combat trousers, jogging bottoms, denim, or leggings. Clothing should not be dirty, frayed or torn. Tops should not carry wording or pictures that might be offensive or cause damage to our reputation. It is inappropriate to wear cut-off shorts, crop tops, see-through material or clothing that exposes areas of the body normally covered at work. Footwear must be safe and clean and take account of health and safety considerations. Visible tattoos should be covered up and visible body piercings should be removed or covered up. Ear piercings are acceptable. Dress must not be offensive, distracting, revealing, sexually provocative or discriminatory. Political or other contentious slogans or badges are not allowed.

You may wear appropriate religious and cultural dress (including clerical collars, head scarves, skullcaps and turbans) unless it creates a health and safety risk to you or any other person or otherwise breaches this Code.

**19 Gifts and rewards**

- 1.1 **Anti-bribery and corruption policy:** Before accepting or giving any gifts or rewards, Staff must familiarise themselves with and follow the anti-bribery and corruption policy contained in this Employment Manual.

**19 General conduct**

- 1.1 **School property:** You must take proper care when using School property and you must not use School property for any unauthorised use or for private gain.
- 2.1 **Use of premises:** You must not carry out any work or activity on School premises other than pursuant to your terms and conditions of employment without the prior permission of the Head.

- 19 **Behaviour of others:** You must be aware that the behaviour of your partner or other family members or any member of your household may raise concerns which could affect the welfare of a member of the School community, a member of the public, or bring the School into disrepute and you must bring any such behaviour to the immediate attention of the School. Such concerns will be given careful consideration as to whether they constitute a potential risk to children at the School or its reputation.

**19 Additional principles for teachers**

- 1.1 Teachers must take responsibility for maintaining the quality of their teaching practice by:
- 1.1.4 meeting the professional standards for teaching applicable to their role and position within the School;
  - 1.2.4 reflecting on their current practice and seeking out opportunities to develop knowledge, understanding and skills;
  - 1.3.4 helping pupils to become confident and successful learners; and
  - 1.4.4 establishing productive relationships with parents, guardians or carers by:
    - (c) providing accessible and accurate information about their child's progress;
    - (c) involving them in important decisions about their child's education; and
    - (c) complying with this Code.

**Breach of this Code**

- 19 **Consequences of breach:** The School will take appropriate action in accordance with its policies and procedures in the event of a breach of this Code.
- 19 **Reporting obligations:** In the event that a breach of this Code places the School under any reporting obligations, the guidance contained at Appendix 9 will apply.