Woodford County High School for Girls	Effective Date: 10th November 2026	
	Last modified: 9th November 2026	
	Document no: SP 02.11.006	
	Replaces Version: 21st October 2024	
STAFF CODE OF CONDUCT	Approved: Curriculum and Personal Development Committee	Page **1** of **17**

CONTENTS

1.	Purpose, status and scope	Page 2
2.	Core standards and professional conduct	Page 3
3.	Safeguarding and child protection	Page 4
4.	Professional relationships and boundaries with pupils	Page 4
5.	Low-level concerns, allegations and whistleblowing	Page 6
6.	Equality, dignity and respectful workplace	Page 8
7.	Sexual harassment and sexual misconduct	Page 8
8.	Attendance, working time and wellbeing	Page 9
9.	Dress, appearance and religious / cultural needs	Page 9
10.	Confidentiality, data protection and records	Page 10
11.	Digital conduct, ICT, mobile phones and artificial intelligence	Page 11
12.	Outside interests, secondary employment and conflicts	Page 12
13.	Gifts, hospitality, bribery and financial integrity	Page 12
14.	Health, safety, first aid, physical intervention and searches	Page 13
15.	Educational visits, transport and home visits	Page 13
16.	Personal conduct outside work and criminal matters	Page 13
17.	Alcohol, drugs, smoking and fitness for work	Page 14
18.	School property, resources, media and public statements	Page 14
19.	Responsibilities, induction and acknowledgement	Page 15
	Appendix A: Sources and review notes	Page 15

This Code is a statement of expected standards. It is not intended to reproduce the procedures contained in other policies. Where a detailed procedure exists, staff must follow that procedure. If there is any inconsistency, staff should seek advice immediately; statutory requirements and contractual terms take precedence over this Code.

1. Purpose, status and scope

1.1 Purpose

The school is committed to safeguarding and promoting the welfare of every pupil, providing a safe and inclusive working and learning environment, and protecting the dignity and wellbeing of staff. Adults' conduct, including conduct outside the school day and online where relevant to their role, can affect pupils' safety, trust in the school and public confidence.

This Code sets out clear, practical expectations so that adults understand appropriate professional behaviour, can recognise and report concerns, and are protected from avoidable misunderstandings or allegations. It should be applied fairly, proportionately and consistently.

1.2 Who must follow this Code

The Code applies to all school employees, including teachers, support staff, leaders and the Headteacher. Its safeguarding and conduct expectations also apply, so far as relevant to their role and engagement, to governors when acting in their school capacity, agency and supply staff, contractors, consultants, trainees, student teachers, volunteers, peripatetic staff and other adults working on the school's behalf or having contact with pupils. The school will ensure that expectations are communicated to third-party employers and visitors as appropriate.

Where a person is employed by an agency, contractor or another organisation, the school may refer concerns to that person's employer as well as taking appropriate steps to safeguard pupils and the school community. The school's own disciplinary procedure applies only to those within its scope.

1.3 Relationship with other documents and terms

Read this Code alongside the current versions of the school's safeguarding and child protection policy, low-level concerns policy, procedure for allegations against staff, whistleblowing policy, staff disciplinary and grievance procedures, capability procedure, staff leave and absence policy, health and safety policy, educational visits policy, online safety and acceptable use policy, data protection and information security policies, gifts and hospitality policy, behaviour policy and any relevant staff handbook or local authority procedures.

Teachers must also comply with the Teachers' Standards, including Part Two: Personal and Professional Conduct. All staff must read Keeping Children Safe in Education (KCSIE) 2026 Part One in full and follow the school's safeguarding procedures.

Nothing in this Code changes an individual's contract, statutory rights or applicable national and local conditions of service. For teachers, the Burgundy Book and the School Teachers' Pay and Conditions Document (STPCD) apply where incorporated into the individual's contract or otherwise applicable. For support staff, the relevant contract and local conditions apply. If there is doubt about which terms apply, advice must be sought from HR.

1.4 Non-exhaustive and interpretation

No code can anticipate every situation. Staff are expected to use sound professional judgement, act transparently, consider how conduct may reasonably be perceived, and seek advice where uncertain. Examples in this Code are illustrative, not exhaustive. A breach may be addressed under the relevant procedure; the outcome will depend on the facts, seriousness, context, mitigation and applicable process.

2. Core standards and professional conduct

All staff are expected to:

- act honestly, with integrity, fairness, courtesy and respect in dealings with pupils, families, colleagues, governors, visitors and partners;
- put pupils' safety and welfare first, maintain professional boundaries and act in pupils' best interests;
- carry out the duties of their role competently and conscientiously, comply with their contract and reasonable management instructions, and seek clarification where an instruction is unclear or appears unsafe or unlawful;
- be reliable, punctual and fit to undertake their duties safely and effectively, following absence and reporting procedures;
- maintain appropriate professional standards in person, in writing, on digital platforms and when representing the school;
- protect confidential information, school property, public funds and the school's reputation, and report suspected wrongdoing or risks;
- work collaboratively, contribute to a respectful and inclusive culture, and raise concerns without delay.

Staff must not bully, intimidate, threaten, victimise, harass, exploit, abuse, assault, defraud, steal, falsify records, misuse their position or deliberately mislead the school. Staff must not retaliate against anyone who raises a concern in good faith or participates in an investigation.

2.1 Management responsibilities

Managers and leaders must model this Code; communicate expectations clearly; provide appropriate induction, training, supervision and support; act consistently and fairly; consider reasonable adjustments; respect contractual and statutory employment rights; and respond promptly and sensitively to concerns. Managers must not discourage reporting or promise a particular outcome before the facts have been considered.

3. Safeguarding and child protection

Safeguarding is everyone's responsibility. Staff must maintain a child-centered approach, remain alert to signs of abuse, neglect, exploitation, peer-on-peer abuse and online harm, and act immediately when a concern arises. Staff must:

- know the identity and role of the DSL and deputy DSLs, the school's reporting routes, emergency arrangements and relevant safeguarding systems;
- read KCSIE 2026 Part One in full, complete required safeguarding training and updates, and follow the safeguarding and child protection policy;
- report concerns about a pupil, including a disclosure, to the DSL or deputy without delay and record them promptly, factually and using the school's approved system;
- listen calmly, take the child seriously, avoid leading questions, never promise secrecy, and explain that information may need to be shared to keep them safe;
- share information lawfully and proportionately when necessary to safeguard a child; data protection is not a barrier to necessary safeguarding information-sharing;
- cooperate with safeguarding enquiries and referrals and preserve relevant records or evidence.

If a child is in immediate danger or a crime is in progress, staff must contact emergency services as appropriate and then inform the DSL / senior leader without delay. Staff must not investigate allegations themselves, confront an alleged perpetrator, or delay reporting while seeking proof.

Staff must follow the school's procedures for child-on-child abuse, sexual violence and harassment, online safety, Prevent-related concerns, attendance, health and safety, and supporting pupils with medical needs. This Code does not replace those procedures.

4. Professional relationships and boundaries with pupils

4.1 General boundaries

Staff hold positions of trust, responsibility and authority. Relationships with pupils must be warm, respectful, fair and supportive, but always professional. Staff must not use their position to pursue personal, emotional, financial, sexual or other improper relationships or to obtain personal benefit.

- Do not seek, encourage or maintain a personal, secret, exclusive or intimate relationship with a pupil.
- Do not communicate with pupils through personal phone numbers, personal email, private social-media accounts, personal messaging apps or other unapproved channels. Use school-approved accounts and platforms only, and retain appropriate professional records.
- Do not arrange to meet pupils privately outside authorised school activity, or invite a pupil to your home or other private accommodation.
- Do not share personal information, images, contact details or personal social-media content with pupils in a way that blurs professional boundaries.
- Do not use language, humour, gestures, comments or physical behaviour that is sexualised, humiliating, threatening, discriminatory or over-familiar.
- Do not show favouritism, give special treatment, create dependency or ask a pupil to keep secrets.

4.2 One-to-one work

One-to-one meetings should, wherever reasonably practicable, take place in rooms with appropriate visibility, such as a vision panel or open door, or in an area where others are nearby. Staff should follow school procedures for booking or recording meetings and ensure an appropriate colleague knows where they are and why. Where privacy is necessary for the pupil, staff should balance confidentiality with transparency and safeguarding, following the relevant protocol.

4.3 Physical contact, positive handling and first aid

Physical contact must be appropriate to the pupil's age, needs and circumstances, necessary for the professional purpose, proportionate, respectful and capable of clear explanation. Avoid unnecessary physical contact. Any use of reasonable force or restrictive physical intervention must comply with the school's behaviour, positive handling and safeguarding policies and the law; it must be necessary, proportionate and recorded/reported as required. Staff must not use force as punishment.

First aid or intimate/personal care must be provided only in accordance with the relevant policy, training, consent and safeguarding arrangements. Staff must respect privacy and dignity and report any incident, injury or concern.

4.4 Gifts, rewards and favouritism

Staff must follow the Gifts and Hospitality Policy. Personal gifts, loans, money or benefits must not be given to pupils or accepted from pupils where this could create obligation, favoritism or a boundary concern. Any permitted class or school reward must be transparent, modest, authorised and consistent with school systems. Repeated, unusually valuable or secret gifts, or any gift that causes discomfort, must be reported to the DSL / line manager and recorded as required.

4.5 Social contact, family connections and infatuations

Where a pre-existing family, community or social connection means contact with a pupil outside school is unavoidable, staff must inform the DSL or Headteacher promptly, preferably in advance, and agree safeguards. Accidental contact or a pupil's attempt to make personal contact must be handled professionally and reported where it could reasonably be misinterpreted or creates a boundary concern.

Any pupil behaviour suggesting an infatuation, fixation or inappropriate attachment to a member of staff must be reported promptly to the DSL or Headteacher and managed under safeguarding procedures. Staff must not respond by encouraging or reciprocating the attention.

4.6 Private tutoring and other work with pupils

Staff must not privately tutor or provide paid services to current pupils of the school unless a specific arrangement has been expressly authorised by the Headteacher and is managed transparently through the school's approved arrangements. Staff must not use their role, access to pupils or confidential information to solicit private work. Any proposed tutoring, coaching, paid activity or other contact involving a current pupil must be declared before it begins.

4.7 Home visits and transporting pupils

Home visits must be authorised in advance and carried out in accordance with the relevant school procedure, including risk assessment, recording, communication and lone-working safeguards. Staff must not make informal or unrecorded home visits.

Staff must not transport pupils in a private vehicle unless specifically authorised under the educational visits / transport procedure or in a genuine emergency. The procedure must address parental consent, vehicle roadworthiness, appropriate insurance including business use, driver suitability, journey records, supervision and whether another adult should accompany the driver. Staff must never arrange private lifts outside approved arrangements.

5. Low-level concerns, allegations and whistleblowing

5.1 Low-level concerns

A low-level concern is any concern, however small, or even if no more than a 'nagging doubt', that an adult working in or on behalf of the school may have acted inconsistently with this Code, including conduct that may not meet the harm threshold. Examples and reporting routes are set out in the school's Low-Level Concerns Policy.

Staff must share low-level concerns about themselves or another adult promptly with the Headteacher or the person identified in the Low-Level Concerns Policy. If the concern is about the Headteacher, it must be reported to the Chair of Governors or other designated alternative. Staff should not decide for themselves that a concern is too trivial to report. The school will handle concerns sensitively, proportionately, fairly and confidentially, record them securely and look for patterns or repeated concerns.

5.2 Allegations meeting the harm threshold

Where information suggests that an adult has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children,

the matter must be reported immediately to the Headteacher (or Chair of Governors if the allegation concerns the Headteacher). The school will follow KCSIE 2026 Part Four, local authority procedures and LADO advice, including referral within the required timescale. Staff must not investigate the matter themselves or discuss it more widely than necessary.

The school will consider the welfare and safety of children, the fairness and confidentiality of the process, and appropriate support for the person who is the subject of the allegation. Any decision about suspension or alternative duties will be risk-assessed and will not be automatic.

5.3 Self-reporting

Staff must promptly disclose to the Headteacher / DSL any incident, mistake, boundary issue or circumstance involving their own conduct that could reasonably be misinterpreted, give rise to a safeguarding concern or affect their suitability to work with children. Early, transparent reporting helps protect pupils and staff.

5.4 Whistleblowing

Staff who have concerns about wrongdoing, unsafe practice, abuse, cover-up, financial malpractice or failures in safeguarding must use the Whistleblowing Policy. Concerns may be raised with the Headteacher, Chair of

Governors or the alternative route specified in that policy. If a concern cannot safely be raised internally, staff may use an appropriate prescribed external body or advice route. No one will suffer detriment for making a protected disclosure in accordance with the law. Whistleblowing is distinct from a personal grievance, although a matter may engage more than one procedure.

5.5 Support and representation

Anyone who is the subject of an allegation or formal process should be treated fairly and may seek advice and support from their trade union or professional association. This does not replace the school's duty to safeguard pupils or cooperate with statutory processes.

6. Equality, dignity and respectful workplace

The school expects staff to treat pupils, colleagues, families, governors and visitors with dignity, fairness and respect. Discrimination, harassment, victimisation, bullying, intimidation, hate incidents, sexualised behaviour and retaliation are unacceptable.

Staff must comply with the Equality Act 2010 and other applicable equality law, including duties relating to protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Staff should challenge discriminatory behaviour safely and report concerns through the appropriate route.

The school will have due regard to its Public Sector Equality Duty where applicable. This Code must be applied in a way that respects lawful beliefs and expression, while ensuring that staff do not harass, discriminate against, demean or seek to impose beliefs on pupils or colleagues. Staff should teach and discuss sensitive matters in an age-appropriate, balanced and professionally appropriate way, in accordance with curriculum, safeguarding and school policies.

Managers must consider reasonable adjustments for disabled staff and other relevant individual circumstances. Dress, appearance, communication and working arrangements must not be applied in a way that unlawfully discriminates or fails to consider reasonable adjustments.

7. Sexual harassment and sexual misconduct

The school does not tolerate sexual harassment, sexual assault, sexual violence, sexualised bullying, unwanted sexual conduct or conduct that creates an intimidating, hostile, degrading, humiliating or offensive environment. This applies to conduct by staff towards pupils, colleagues, parents, visitors and third parties, including conduct at work-related events, on trips and online.

Staff must not make unwelcome sexual comments, jokes, gestures, propositions or messages; display or share sexual material; engage in unwanted touching; make comments about someone's body or sex life; or use authority, opportunity or workplace power to pressure another person. Staff must not victimise anyone who reports or participates in a process.

The school will take reasonable steps to prevent sexual harassment, including clear standards, training, risk assessment, accessible reporting routes and appropriate action when concerns arise. Staff must report concerns promptly to the Headteacher, DSL, line manager or alternative route in the relevant policy. Where a pupil is involved, safeguarding procedures take priority.

Sexual activity or an intimate relationship between a member of staff and a pupil is prohibited, irrespective of whether the pupil appears to consent. Depending on the circumstances and statutory criteria, sexual activity by a person in a position of trust with a 16- or 17-year-old may also be a criminal offence under the Sexual Offences Act 2003. Staff must not assume that a pupil's age, apparent consent or non-attendance at the school makes such conduct permissible. Any concern must be referred immediately through safeguarding procedures.

8. Attendance, working time and wellbeing

Staff must attend work in accordance with their contract, agreed working pattern and relevant policies; arrive punctually for duties, lessons, meetings and supervision; and follow sign-in / sign-out and site security arrangements. Staff must notify absence promptly using the school's current absence reporting procedure and keep in contact as that procedure requires. Planned leave must be requested and authorised in accordance with the Staff Leave Policy.

The school recognises that illness, disability, pregnancy, caring responsibilities and unforeseen circumstances may affect attendance. Attendance matters will be managed consistently, sensitively and in accordance with the relevant policy, contractual terms, statutory rights and reasonable adjustment duties. There is no expectation that every employee will achieve 100% attendance.

Staff must not leave the site during working time without following the applicable permission and sign-out arrangements. Specific start/finish times, directed time, working hours, cover arrangements and duties are governed by contracts, the STPCD / Burgundy Book where applicable, local agreements and relevant policies; this Code does not create new contractual hours or vary existing ones.

The school will comply with the Working Time Regulations 1998 as amended. Staff who undertake other work should disclose it where required by contract or policy, or where it may create a conflict, fatigue, health and safety risk or working-time issue. Working time across jobs may be relevant to the 48-hour average weekly limit. Any opt-out must be voluntary and handled in accordance with the law; staff must not be pressured to opt out.

The school recognises work-life balance. Staff are not expected to monitor or respond to routine work emails or messages outside their working hours, unless an agreed role-specific arrangement or genuine emergency applies. Staff should respect colleagues' working patterns and avoid creating an expectation of out-of-hours responses.

9. Dress, appearance and religious / cultural needs

Staff should maintain a clean, safe and professional appearance appropriate to their role, duties and working environment. Clothing and footwear must meet legitimate health, safety, safeguarding and operational requirements. Expectations should be reasonable, clearly communicated and applied consistently.

Any examples of acceptable or unacceptable clothing must be interpreted flexibly and in context, not as an inflexible gendered dress code. The school will consider religious or cultural dress, disability-related requirements, pregnancy, medical needs and reasonable adjustments, and will not impose a restriction without a legitimate and proportionate reason. Where a face-covering or item of clothing raises a genuine identification, communication or safety issue, managers should discuss an appropriate solution with the individual before taking action.

Concerns about dress should normally be raised privately and sensitively by the line manager, with an opportunity for the member of staff to explain relevant circumstances. Any formal action must follow the appropriate procedure.

10. Confidentiality, data protection and records

Staff must handle personal, confidential and sensitive information lawfully, fairly, securely and only for legitimate work purposes, in accordance with UK GDPR, the Data Protection Act 2018 (as amended), the school's data protection policy, retention schedule and information security procedures.

- Access only information needed for your role and never browse, disclose, copy, remove or use records out of curiosity or for personal purposes.
- Share information only with authorised people who have a legitimate need to know, using approved secure systems. Check recipients before sending messages or attachments.
- Keep paper records secure and lock screens/devices when unattended. Do not use personal email, cloud storage or messaging accounts to transfer school or pupil information.
- Do not discuss identifiable pupils, families or colleagues in public places or where others may overhear.

- Do not promise a pupil absolute confidentiality. Explain that information may need to be shared to keep them or someone else safe.
- Report any actual or suspected personal data breach, loss of device, misdirected email, phishing incident or unauthorised access immediately through the school's incident-reporting route; do not attempt to conceal or independently investigate it.
- Keep accurate, timely, factual records and do not alter, delete or backdate records improperly. Preserve records relevant to safeguarding, complaints, investigations or legal matters.

Confidentiality must never be used to prevent safeguarding referrals, lawful whistleblowing, protected disclosures or the sharing of information required by law. If uncertain, seek advice from the DSL, Data Protection Officer or line manager without delaying urgent safeguarding action.

11. Digital conduct, ICT, mobile phones and artificial intelligence

11.1 School systems and devices

Staff must comply with the Acceptable Use / ICT, Online Safety, Data Protection and Cyber Security policies. Use school accounts and approved devices and platforms for school business. Keep passwords and authentication credentials secure; never share accounts or use another person's credentials. Do not install software, connect unauthorised devices, bypass security controls or access, download, store or distribute unlawful or inappropriate material.

11.2 Personal devices and images

Photographs, video or audio recordings of pupils may be made only for an authorised school purpose, using school-approved equipment and systems, and in accordance with consent, safeguarding and retention requirements. Personal devices must not be used to photograph, film or record pupils unless an explicit, documented exception has been authorised under school procedure. Staff must not store pupil images or data on personal devices or accounts.

Personal mobile phones should be used during breaks or other permitted non-contact time, except where an authorised work purpose, accessibility need, medical need or emergency applies. Staff must not use a phone while supervising pupils in a way that compromises their safety or learning.

11.3 Online communication and social media

Staff must not connect with current pupils through personal social-media accounts or private messaging. Any approved online communication must be transparent, professional, auditable and conducted through authorised school channels. If a pupil contacts a member of staff through a personal account, the member of

staff should not engage in private conversation and should report the contact where required by safeguarding procedures.

Staff should consider privacy and professional boundaries when posting online. Do not disclose confidential information, publish pupil images without authority, impersonate the school, or post unlawful, discriminatory, harassing, threatening or abusive content. This Code does not prohibit lawful private expression, legitimate trade union activity, protected disclosures or raising concerns through proper channels. Any assessment of personal online conduct must be evidence-based and consider its genuine connection to the employee's role, safeguarding, contractual duties or the school.

11.4 Email, monitoring and cyber security

Use school email professionally and carefully. School systems may be monitored or accessed in accordance with the law, the school's policies and relevant privacy notices. Staff must not assume that work communications are private. Complete required cyber-security training, follow current password and multi-factor authentication requirements, report suspicious links or requests, and follow instructions from the school's IT / data protection leads.

11.5 Artificial intelligence and emerging technology

Staff must use generative AI, automated tools and other emerging technologies only in accordance with the school's approved AI, data protection, assessment and safeguarding arrangements. Do not enter personal data, special category data, confidential information, pupil work or identifiable safeguarding information into public or unapproved AI tools. Do not rely on AI output without checking accuracy, bias, appropriateness, copyright and safeguarding implications. Staff remain professionally accountable for decisions, communications, teaching resources and assessments produced with technological assistance. Do not use AI to create or manipulate images, audio or video of pupils or colleagues without explicit lawful authority and approval.

12. Outside interests, secondary employment and conflicts

Staff must act in the school's interests while fulfilling their contractual duties and must declare any actual, potential or perceived conflict of interest promptly. Examples include financial or personal interests in suppliers, private tutoring, business relationships with parents or pupils, examination work, recruitment decisions, procurement, gifts, or close personal relationships that may affect impartiality.

Secondary employment, self-employment, voluntary roles and private business interests must be disclosed where required by the employee's contract or school policy, or where they may affect performance, working time, health and safety, confidentiality, availability or impartiality. Staff must not use school time, facilities,

information, contacts or resources for unauthorised outside work. Any approval or declaration process must be applied consistently and in accordance with contractual terms and applicable law.

Staff must not undertake private tutoring or paid work for current pupils contrary to section 4.6. Examination board marking or other external professional work must not interfere with school duties and must comply with any declaration or approval requirements. Staff should seek advice from the Headteacher or SBM before accepting work or entering an arrangement that could create a conflict.

13. Gifts, hospitality, bribery and financial integrity

Staff must comply with the Gifts and Hospitality Policy, financial regulations, procurement rules and register-of-interests requirements. Never solicit or accept a gift, payment, hospitality, favour or other benefit that could influence, or reasonably appear to influence, a professional decision. Never offer a benefit to secure improper advantage. Declare offers and gifts in accordance with the policy, including where an offer is declined if required.

Staff must use school funds, purchasing cards, equipment, facilities and resources only for authorised purposes. Claims, expenses, timesheets, registers, invoices, procurement records and pupil records must be accurate and supported by appropriate evidence. Fraud, theft, bribery, falsification or deliberate misuse of public funds may be treated as serious misconduct and may be referred to the relevant authorities.

14. Health, safety, first aid, physical intervention and searches

Staff must take reasonable care for their own health and safety and that of pupils, colleagues and visitors; follow risk assessments, emergency procedures and instructions; report hazards, accidents, injuries, near misses and unsafe practice promptly; and undertake required training.

Only appropriately trained and authorised staff should administer first aid, medication or personal care, in accordance with school procedures. Staff must not undertake tasks beyond their competence or ignore a known risk.

Searching pupils, screening, confiscation and use of reasonable force are governed by the law and the school's Behaviour Policy and associated protocols. Staff must not conduct a search unless authorised and trained as required. Any search or physical intervention must be properly justified, proportionate, recorded and reported in accordance with the relevant policy.

15. Educational visits, transport and home visits

Staff remain subject to this Code during clubs, fixtures, trips, residential visits, work experience, online events and other school-related activities away from the site. Organisers must follow the Educational Visits Policy, complete required risk assessments, obtain approvals and consent, plan appropriate supervision and accommodation, and make clear arrangements for emergencies, communication, medication and safeguarding.

The less formal setting of a trip or residential visit does not reduce professional boundaries. Staff must not consume alcohol or use substances in a way that impairs supervision or judgement. Any permitted social or evening arrangements must be expressly covered by the visit plan and risk assessment.

Home visits and pupil transport must comply with sections 4.7 and the relevant local procedures.

16. Personal conduct outside work and criminal matters

Staff are entitled to a private life. Conduct outside work may be relevant where there is a genuine and demonstrable connection to the employee's role, safeguarding responsibilities, suitability to work with children, contractual duties or the school's legitimate interests. Any action will be evidence-based, proportionate and consistent with employment law and the employee's rights.

Staff must promptly inform the Headteacher (or Chair of Governors if the matter concerns the Headteacher) of a criminal charge, conviction, caution, relevant police investigation or other matter where disclosure is required by law, a safeguarding requirement or the employee's contract / vetting arrangements, or where it may affect suitability to work with children. The school should specify the exact disclosure requirements in its safer recruitment and vetting procedures. Staff are not required by this Code to report every minor matter unrelated to their role unless a lawful contractual or statutory requirement applies.

Staff must comply with any applicable DBS update, barred-list, disqualification and suitability requirements. Any childcare disqualification requirements must be applied only to roles and circumstances within the scope of the relevant legislation and current DfE guidance; staff should seek confidential HR advice if uncertain.

17. Alcohol, drugs, smoking and fitness for work

The school site is smoke-free, including vaping and e-cigarettes, subject to any lawful designated arrangements outside the site. Staff must not attend work, supervise pupils or undertake school duties while impaired by alcohol, illegal drugs, misused medication or any substance that makes them unsafe or unfit to perform their role.

Possession, supply or use of illegal drugs on school premises or during school activity is prohibited and may be referred to the police. Alcohol must not be consumed during the working day or while responsible for pupils. Any exceptional hospitality or event involving alcohol must be authorised in advance and must never compromise supervision, safeguarding, professional judgement or fitness for duty.

Staff who are concerned about medication, health or substance use affecting their ability to work safely should seek confidential advice from their manager or occupational health. The school will consider support and reasonable adjustments where appropriate, without compromising pupil safety.

18. School property, resources, media and public statements

School property, premises, equipment, networks, intellectual property and information must be used responsibly and for authorised purposes. Staff must not remove, lend, copy or dispose of property without permission. Report loss, damage or suspected theft promptly.

Only authorised representatives may speak on behalf of the school or provide an official response to the media. Staff approached by journalists about school matters should refer the enquiry to the Headteacher or designated communications lead. Staff may speak in a personal capacity, subject to confidentiality, safeguarding, data protection, lawful restrictions and the protections for whistleblowing and trade union activity.

Staff must not publish pupil-identifying information, confidential school information or images without proper authority. Staff should not imply that personal views represent the school's position.

19. Responsibilities, induction and acknowledgement

The Headteacher is responsible for ensuring that this Code is implemented, accessible and reviewed, with oversight from the Governing Board. The DSL leads on safeguarding arrangements and the relevant policies identify alternative reporting routes. Line managers are responsible for explaining role-specific expectations and addressing concerns promptly. All staff are responsible for reading, understanding and following the Code.

The Code must be provided as part of induction and made accessible to existing staff and relevant adults working on the school's behalf. Staff must confirm that they have read and understood it, know where to find related policies, and know how to report safeguarding and conduct concerns. The school should provide refresher communication and training when the Code or relevant guidance changes.

A breach may be addressed under the applicable disciplinary, capability, safeguarding, agency or other procedure. The school will consider the seriousness and context and follow a fair process. The Code does not predetermine that any particular breach is gross misconduct or that dismissal will automatically follow. Where

misconduct is alleged, the school's Disciplinary Procedure and the ACAS Code of Practice will be followed, as applicable. Safeguarding action and referral decisions may be necessary independently of employment processes.

Appendix A: Sources and review notes

The following public sources were checked November 2026.

- **DfE, KCSIE 2026 Part One – overview for all staff (updated 1 September 2026) —** https://www.gov.uk/government/publications/keeping-children-safe-in-education--2/part-one-overview-for-all-staff
- Department for Education, Keeping Children Safe in Education 2026 (in force 1 September 2026) — https://www.gov.uk/government/publications/keeping-children-safe-in-education--2
- **DfE, Working Together to Safeguard Children 2026 —** https://www.gov.uk/government/publications/working-together-to-safeguard-children--2
- **The Key, Staff code of conduct: model and examples (updated 28 August 2026; recommends consultation with unions) —** https://schoolleaders.thekeysupport.com/policy-expert/staff/staff-code-conduct-policy/
- **ACAS, Code of Practice on disciplinary and grievance procedures —** https://www.acas.org.uk/acas-code-of-practice-on-disciplinary-and-grievance-procedures/html
- **ACAS, 48-hour weekly maximum and workers with more than one job —** https://www.acas.org.uk/working-time-rules/the-48-hour-weekly-maximum
- **NEU, The Burgundy Book (2023) —** https://neu.org.uk/latest/library/burgundy-book
- **LGA, Conditions of service for school teachers in England and Wales (Burgundy Book) —** https://www.local.gov.uk/our-support/workforce-and-hr-support/education-and-young-people/school-teachers/conditions-service
- **ASCL, Teachers' Pay and Conditions of Service —** https://www.ascl.org.uk/Help-and-Advice/Leadership-and-governance/Recruitment-and-Retention/Teachers-Pay-and-Conditions-of-Service
- **NEU, Disciplinary procedures model policy (published August 2026; union consultation expectations) —** https://neu.org.uk/latest/library/disciplinary-procedures-model-policy
- **Equality Act 2010 guidance, including the Public Sector Equality Duty —** https://www.gov.uk/guidance/equality-act-2010-guidance
- **Employment Rights Act 2025 and commencement regulations (including provisions effective 30 October 2026) —** https://www.legislation.gov.uk/ukpga/2025/36/contents

STAFF ACKNOWLEDGEMENT

I confirm that I have received and read the Staff Code of Conduct and understand that I must follow it and the related school policies relevant to my role. I understand how to raise safeguarding concerns, low-level concerns and whistleblowing concerns, including the alternative reporting routes where a concern relates to the Headteacher.

I understand that this Code does not replace my contract of employment or applicable statutory and contractual terms and that any concern about its application can be raised with my line manager, HR or recognised trade union.

Name: _____

Role: _____

Signature: _____

Date: _____

Policy owner	Headteacher / Governing Board
Applies to	All employees and adults working for or on behalf of the school (see section 1.2)
Approval board	Governing Board
Approval date	10th November 2026
Effective date	10th November 2026
Review date	Autumn 2027, or earlier if legislation or statutory guidance changes
Related policies	Safeguarding and Child Protection; Low-Level Concerns; Allegations Against Staff; Whistleblowing; Staff Disciplinary; Grievance; Capability; Equality; Health and Safety; Educational Visits; Online Safety / Acceptable Use; Data Protection; Gifts and Hospitality; Staff Leave and Absence