



Bright Futures 4 All STAFF CODE OF CONDUCT

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Approved by: The board of trustees

Latest review: 1 July 2025

Next review: 1 July 2026

Written with due regards for:

- 'Teachers' Standards' DfE (2011)
- E-safety policy and Acceptable Use policy
- Data Protection and Confidentiality policy
- Whistleblowing policy and Complaints policy
- Alcohol, drugs and smoking policy
- Health, safety and well-being policy
- Keeping Children Safe in Education (2021)
- Concerns about Adults Policy
- Behaviour Policy
- Pay terms and conditions

Please note

This code of conduct is not intended to be exhaustive.

The school's primary duty is towards the welfare of pupils and its staff. Individuals are encouraged to take a common-sense approach towards their conduct. Any staff member who has a concern or is unsure about an event that has arisen should discuss the matter with a member of the Senior Leadership Team as soon as possible.

Scope and rationale

This code of conduct applies to all members of staff.

The school expects all its staff to demonstrate consistently high standards of personal and professional conduct both in terms of behaviour and attitude, holding proper and professional regard for the ethos, policies and practices of the school.

Members of staff are expected to understand and to act within the statutory frameworks which set out their duties and responsibilities and to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a member of staff's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- upholding fundamental British values, including democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

The school wants to:

- encourage an open and transparent culture
- enable the school to identify any problematic or inappropriate behaviour early

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- minimise the risk of abuse
- ensure that adults working in or on behalf of the school are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the school.

Standards of Personal Behaviour Equality of opportunity

The School seeks to promote inclusivity, to value diversity and to ensure that the work environment for every employee is supportive, with respect shown to all. All members of staff and pupils, regardless of their gender, race, ethnic background, culture, (dis)ability, sexual orientation, age, religion, socio-economic status or any other factor will be supported and encouraged to perform to their potential.

Harassment and bullying

To secure an environment in which pupils and members of staff are able to flourish and to achieve their full potential, the school is committed to ensuring that everyone is able to work and to participate in the life of the school without fear of harassment, bullying or intimidation. Everyone in the school has a part to play by ensuring that their own behaviour, whether intentional or unintentional, does not constitute harassment. The school will take action against inappropriate behaviour that shows lack of respect for others or which leads people to feel threatened.

Health, safety and wellbeing

The school takes seriously its responsibility to provide a safe working environment, to establish safe working practices and to provide support where needed. Our Health, Safety and Well-being policy sets out how we do this. Individuals have differing responsibilities depending on their role and these are given to each member of staff as appropriate.

Use of language

Staff are advised to exercise care in their choice of language, acting in a way consistent with the age of the pupils and the context. They should:

- avoid words or expressions that have any unnecessary sexual content or innuendo
- not use language that could be considered racist, sexist, transphobic or homophobic
- not use language that promotes extreme political ideas or that promotes any form of radicalisation
- not use language or behave in a way that humiliates or belittles others
- not use inappropriate or obscene gestures or language in any circumstances
- not swear, blaspheme or use any sort of offensive language in front of pupils
- understand that the use of sarcasm or derogatory words should be avoided when punishing or disciplining pupils
- avoid making unprofessional comments about any person
- not make personal derogatory comments about a child's appearance (for greater safety, avoid personal comments even when positive)
- avoid any words or actions that are over-familiar, including nicknames which might suggest particular favour for or friendship with an individual

The school has a zero-banter policy

Smoking, drugs and alcohol

Smoking and vaping are prohibited on school premises at all times, including outside working hours. This includes the school gardens. Smoking is not permitted by staff off-site at any school social event where pupils are present. Staff must not drink alcohol during the normal school working day nor at any school social event outside school hours.

It is a disciplinary offence to be on school premises and/or carrying out official duties when under the influence of non-medically prescribed drugs or alcohol.

Gambling

Gambling activities must not be conducted on School premises. Discretion may be used in relation to small raffles for charitable purposes. There is a formal proposal process for planning such activities.

Dress code

All staff should dress appropriately and safely for the situation in which they are working. Informal footwear and sleeveless tops are not good choices for presenting and modelling a professional image and should be avoided.

Punctuality and attendance

Staff are expected to set themselves a high expectation in terms of punctuality and attendance.

Confidentiality

Staff must not discuss with pupils, their personal circumstances, personal relationships or opinions about anyone else in the school, especially those in positions of authority in the school or in a child's life.

All staff should take particular care not to hold even valid conversations about any school issue with another member of staff within hearing of any child.

Staff will in the course of their roles have access to a variety of personal details for pupils and parents. By signing this code of conduct, staff show that they understand the need for and agree to keeping, confidential all such private information except where to share with other staff is necessary for their job or to allow them to provide the best possible care and education for the child.

Confidentiality can never be promised in a case where there is any concern for the well-being of any child or vulnerable adult. In all such cases staff must follow safeguarding procedures.

3. Professional Boundaries

In presenting professional boundaries, our primary concern is the safeguarding of pupils and protecting staff from the risk of allegations. How staff relate with pupils, other members of staff and adults should be kind but not put staff at risk of being misunderstood in their intention.

Staff remain staff of the school wherever they are, and this role is primary with respect to safeguarding. Staff must declare close relationships with pupils and pupils' families outside of school.

Teachers should recognise the imbalance of power in the pupil-teacher relations. Anyone under the age of 18 is considered a child with respect to safeguarding. This policy includes ex-pupils and siblings of pupils at the school who are children.

Staff should not accept gifts from pupils, except for small tokens of thanks.

Staff should be aware that pupils may develop an infatuation with or dependence on a member of staff. Should any member of staff suspect this may be the case, they should inform the SLT.

Physical contact

The staff guidance in the school 'Physical Intervention and Positive Touch' policy provides information on best practice and safe contact with pupils. All members of staff should ensure that they have read and understood the guidance this gives.

One-to-one situations

Where teaching takes place in a one-to-one setting, this should be in a public space or in a room with easy visibility into the room via windows or via an open door.

Pupil welfare

Unless they have the permission of senior staff or the headteacher, members of staff must not offer ongoing support or welfare role for any pupil beyond that of a class tutor or mentor.

Transporting pupils

Staff should not transport an unaccompanied pupil in their car without prior permission from a parent or carer. They should also use the 'Declaration of Relationships' form to record this.

One-to-one tutoring of a pupil out of school

The headteacher should be informed and the relationship declared on the 'Declaration of Relationships with Children outside School' form.

Use of IT equipment and the school internet system

Staff must use the school ICT systems in a responsible way, to ensure that there is no risk to their safety or to the safety and security of the ICT systems and other users. All staff sign the Acceptable Use Policy. All staff are expected educate pupils in the safe use of ICT where ICT is used as part of any subject, and to embed e-safety in their lessons accordingly, modelling safe and responsible behaviour.

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Staff undertake to use robust passwords or access codes to protect electronic devices or electronic files with personal data and not to divulge these to others.

The school monitors all use of the ICT systems, email and other digital communications both for the safety of the individual and for the safety of the school community.

Staff should exercise care not to open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.

Staff using the internet in their professional capacity or for school sanctioned personal use take responsibility for understanding and complying with current copyright legislation.

All e-safety guidance or school requirements apply not only to work and use of school ICT equipment in school, but also applies to use of school ICT systems and equipment outside of school or to any use made of personal IT devices in school.

Staff must ensure that any personal devices are protected by up-to-date anti-virus software and are free from viruses.

Use of mobile phones

The school sets guidance for the safe and professional use of mobile phones. Staff are:

- not to use a mobile phone for personal use during a lesson and otherwise only when away from any pupils
- not to use a mobile for personal use during school trips
- not to give a personal mobile number to a pupil, nor to communicate with a pupil via mobile phone without the permission of their parent or guardian, and to give this permission to the headteacher. Where this exchange of mobile numbers has been for the purposes of a school trip, staff must make sure that both parties delete the phone number at the end of the trip.
- not to use text or messaging to communication with families on school matters. If for any reason a member of staff has done so and the message could be sensitive, it should be saved and sent to the school email account to keep as a record of the communication.

Taking images of pupils

Photographs of pupils must only be published where permission has been given by parents on the 'Using Images of Children' form.

Photos of pupils: staff must not store photos of pupils on any personal device. Any images of pupils taken for school purposes are to be emailed to info@brightfutures4all.com or uploaded to Google Drive and that folder shared with info@brightfutures4all.com. All images must then be removed from the personal device or cloud sharing service once it has been downloaded.

Social Media

The school E-safety policy sets out guidance for good practice in the use of chat rooms and social media sites. In particular:

- to keep all personal use of such sites out of school working hours
- not to post images of pupils in school or taking part in school activities or trips on any personal social media platforms
- not to instigate personal contact with pupils, nor to follow them on social media
- to set stringent privacy settings on personal social media accounts.

Where a member of staff becomes aware that any child has joined a social media platform under the age set by the platform, this should be registered as a Child Protection issue on School Database or the DSL has to be informed.

Email and private messaging

All email communication with a pupil should be through the school email system. Where, for any reason, private email or messaging are used, this must only be done with prior written agreement from the parent or guardian and the permission shown to the DSL and kept on file.

If any pupil uses email to share personal or sensitive information, this should be forwarded to the DSL via the School Email System.

Data protection and confidentiality

Staff must only transport, hold, disclose and share personal information about themselves or others, as outlined in the Data Protection policy: where personal data is transferred outside the secure school network, it must be encrypted. Files which contain personal data must not be stored on personal devices.

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The data protection policy requires that all personal data to which any member of staff has access must be kept private and confidential, except when it is deemed necessary, by reason of the law or school policy, to disclose such information to an appropriate authority.

Only personal data which a member of staff has authorisation to view should be accessed and it must not be shared with others without the explicit authority to do so.

Personal data being accessed on any computer laptop screen must be protected from being visible to others and the machine locked or closed down any computer when left unattended. Similarly, personal data in paper files must not be left unattended at any time.

In the instance of any data breach this must be reported to the SLT immediately

Reporting and Managing e-safety concerns

Where any member of staff is concerned that there may be an e-safety incident such as cyber-bullying, sharing of nudes or semi-nudes (consensual or non-consensual) or posting of illegal or inappropriate material they must deal with these in line with the Child Protection Policy and E-Safety Policy.

4. Procedures Low level concerns about the behaviour of adults

If you believe another member of staff has breached this code of practice for example:

- being over friendly with children;
- having favourites;
- taking photographs of children on their mobile phone;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or, • using inappropriate sexualised, intimidating or offensive language.

You should report this to the headteacher.

You are encouraged and should feel confident to self-refer, where, for example, you have found yourself in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection you believe you have behaved in such a way that you consider falls below the expected professional standards.

Whistleblowing

Employees have a right and a duty to raise concerns that they may have about breaches of the law or propriety by the school. This should normally be submitted to the headteacher, or to a trustee, if the concern involves the headteacher. Full details can be found in the Whistleblowing Policy, which is available on the website or the Policy folder on the stage. No individual who expresses their views in good faith and in line with this guidance will be penalised for doing so.

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I have read and agree to abide by the guidance and instruction as set out in this code of conduct

Signed: _____

Date: _____

Staff name (please print): _____