



ENDEAVOUR
ACADEMY

Staff code of conduct 2025-2026

Approved by:	Carol Rhodes	Date: Autumn 2025
Last reviewed on:	Autumn 2025	
Next review due by:	Autumn 2026	

Contents

1. Aims, scope and principles
 2. Legislation and guidance
 3. General obligations
 4. Safeguarding
 5. Sexual harassment
 6. Staff-pupil relationships
 7. Communication and social media
 8. Acceptable use of technology
 9. Confidentiality
 10. Honesty and integrity
 11. Dress code
 12. Conduct outside of work
 13. Monitoring arrangements
 14. Links with other policies
-

1. Aims, scope 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 pupils 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, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

All staff at Endeavour Primary Academy are expected to uphold and embody our school CORE values of Commitment, Opportunity, Resilience and Excellence in their daily practice, acting within professional boundaries and in accordance with these values to create a safe, nurturing environment where every child can thrive.

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 pupils.

2. Legislation and guidance

We are required to establish procedures for the regulation of staff conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we should have a staff code of conduct, which should (among other things) cover low-level concerns, allegations against staff and whistle-blowing, as well as acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

This policy also complies with our funding agreement and articles of association.

3. General obligations

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils 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 pupils' 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 pupils 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 duty, 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 in the important information section of our school website under 'School policies' and in the policies folder on the staff shared drive. Safeguarding information and procedures will be shared with new staff and visitors on arrival.

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.

A 'case manager' will lead any investigation. This will be the principal (Carol Rhodes), or Trust Vulnerable Pupils' Lead (Rachel Cooper) where the principal is the subject of the allegation.

4.2 Low-level concerns about members of staff

A low-level concern is behaviour towards a child by a member of staff that does not meet the harm threshold, but 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 pupils

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 safety, openness, trust and transparency in which our school 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 appendix 3.1 of our child protection and safeguarding policy.

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

4.3 Whistle-blowing

Whistle-blowing reports wrongdoing that it is "in the public interest". Examples linked to safeguarding include:

- Pupils' or staff members' health and safety being put in danger.
- Failure to comply with a legal obligation or statutory requirement.
- Attempts to cover up the above, or any other wrongdoing in the public interest.

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected. The school aims to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report their concern to the principal (Carol Rhodes). If the concern is about the principal, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to one of the two Trust whistleblowing officers Darren Holmes (CEO) or Lauren Pilgrim (COO) via telephone: Tel: 01924 792960 or e-mail (Darren.holmes@enquirelearningtrust.org or lauren.pilgrim@enquirelearningtrust.org)

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. The school will investigate any complaints in a timely, respectful and confidential manner.

For our school's detailed whistle-blowing process, please refer to our whistle-blowing policy available in the important information section of our school website under 'Trust policies' and in the policies folder on the staff shared drive.

5. Sexual harassment

Sexual harassment is any unwanted physical, verbal or non-verbal conduct of a sexual nature that has a purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It also includes treating someone less favourably because they've submitted or refused to submit to unwanted conduct of a sexual nature in the past, or harassment related to sex or gender reassignment. When this behaviour is unwanted, it includes (but isn't limited to):

- Unwanted physical conduct or 'horseplay' including touching, pinching, pushing and grabbing

- Continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome
- Sending or displaying material that is pornographic, or that some people might find offensive
- Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless)
- Offensive emails, text messages or social media content
- Comments and jokes of a sexual nature
- Sexually suggestive looks and staring
- Sexual propositions and advances
- Promising things in return for sexual favours
- Physical contact such as massaging, hugging or kissing
- Sexual contact on social media

Staff will help create a positive environment that works to prevent sexual harassment. This includes calling out sexual harassment that they witness. All witnesses will be provided with appropriate support and will be protected from victimisation.

If a staff member is concerned at any point about incidents of sexual harassment (either directed at them or someone else), they should report their concern to the principal (Carol Rhodes). If the concern is about the principal, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the Trust academy development officer Jaimie Holbrook via telephone: Tel: 01924 792960 or e-mail Jaimie.holbrook@enquirelearningtrust.org The school will investigate any complaints in a timely, respectful and confidential manner.

All staff will receive annual training on recognising and responding to incidents of sexual harassment (Flick Learning – preventing bullying and harassment in the workplace). The school will monitor the treatment and outcomes of any complaints of sexual harassment or victimisation received to make sure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved, and workforce training is targeted where needed.

6. Staff-pupil relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a 1-to-1 basis, staff will make sure that:

- This takes place in a public place that others can access
- Others can see into the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents/carers may wish to give gifts to staff, e.g. at the end of the school year, gifts from staff to pupils are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy available in the important information section of our school website under 'School policies' and in the policies folder on the staff shared drive..

7. Communication and social media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.

Staff should not attempt to contact pupils or their parents/carers via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents/carers' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff should be aware of the school's online safety policy.

8. Acceptable use of technology

Staff will not use technology in school or belonging to the 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 are allowed to bring their personal phones to school for their own use but will limit such use to non-contact time when pupils are not present. Staff members' personal phones will remain in their bags or cupboards during contact time with pupils.

Smart watches have various apps and functions that may link to a mobile phone, this may include the ability to take and store photographs and/or make and receive telephone calls. Staff must not wear a smart watch with the function to take photographs for the protection of children and themselves. Staff must turn off phone notifications, including emails, calls, social media and any form of messaging service, during contact time with pupils.

Staff will not take pictures or recordings of pupils on their personal phones or cameras.

We will follow the General Data Protection Regulation and Data Protection Act 2018 when taking and storing photos and recordings for use in the school.

Staff must ensure they follow the Information Governance Policy and the Acceptable Use Policy.

We have the right to monitor emails and internet use on the school IT system.

9. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents/carers.

This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule a staff member's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

10. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, colleagues and other adults in the school community, handling money, claiming expenses, using school property and facilities, and reporting incidents, concerns or potential safeguarding issues promptly and appropriately.

Staff will not accept bribes. Gifts that are worth more than £75.00 must be declared and recorded on the gifts and hospitality register. For our school's detailed approach to gifts and hospitality, please refer to our gifts and hospitality policy available in the important information section of our school website under 'Trust policies' and in the policies folder on the staff shared drive.

Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

11. Dress code

Staff are expected to dress in a professional manner appropriate to their role and the school environment. Clothing should be in good repair and suitable for working with children. The principal will provide guidance on professional standards and address any concerns about dress on a case-by-case basis.

Clothing

- Clothing should not display offensive slogans or imagery.
- Staff should avoid wearing items that could reasonably be seen as promoting a particular political party or candidate.
- Jeans should not generally be worn by teaching and office staff. Smart jeans in good repair may be worn by premises and lunchtime supervising staff.

If you're unsure whether an item is appropriate, please check with the principal

Footwear

- Footwear should be smart, safe and appropriate for your role.
- Shoes rather than trainers should be worn by teaching and office staff, except when participating in PE or outdoor activities such as trips.
- For health and safety reasons, closed-toe footwear is required in areas where there are specific safety risks (e.g., kitchens) and when supervising certain activities.
- Premises staff and lunchtime supervisors may wear appropriate footwear for their role, including trainers where suitable.

Tattoos and Body Art

Staff should ensure that any visible tattoos are appropriate for a professional educational setting with young children. Visible tattoos should be covered if they contain offensive, discriminatory, violent or inappropriate imagery or language. Staff should discuss any visible tattoos with the principal to agree appropriate arrangements.

Religious and Cultural Dress

Where staff wear religious or cultural dress, including head coverings, the academy will work with individual members of staff to ensure that:

- Appropriate health and safety measures are in place for their specific role (for example, ensuring that loose clothing or coverings are secured when working in certain environments)

- Effective communication with pupils can be maintained, taking into account the needs of all pupils, particularly those with special educational needs and disabilities (SEND) who may rely on visual cues or have specific communication needs
- Any necessary reasonable adjustments are identified and implemented through individual discussion and risk assessment

The academy is committed to making reasonable adjustments to support staff in observing their religious beliefs whilst maintaining our safeguarding responsibilities and ensuring effective teaching and learning. Where there are specific concerns about how religious dress may impact on a particular role or the needs of specific pupils, we will discuss this with the member of staff concerned on an individual basis to find appropriate solutions.

Any concerns about professional dress should be raised sensitively with the principal and will be handled on a case-by-case basis, taking into account the Equality Act 2010 and the individual circumstances involved.

12. Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media, any conduct of this nature could lead to disciplinary action.

13. Monitoring arrangements

This policy will be reviewed annually but can be revised as needed. It will be approved by the principal.

14. 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
- Acceptable Use
- Gifts and hospitality
- Online safety
- Whistle-blowing