



**UNITED SCHOOLS TRUST**  
**Kingsteignton School**

**Code of Conduct**  
**Staff, Trustees and Volunteers**

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## 1. Aims, scope and principles

Why we have a code of conduct

The United Schools Trustee Board has ultimate responsibility for all actions carried out by staff and volunteers throughout the school's activities. The board of trustees is therefore determined to ensure the school inspires confidence and trust among its pupils, parents, staff, members, partners, supporters, funders, sponsor(s), suppliers and the wider public by demonstrating integrity, and avoiding any potential or real situations of undue bias or influence in the decision making of the school and in dealings with staff, pupils, parents and volunteers.

This document aims to set and maintain standards of conduct that we expect all staff, trustees and volunteers to follow.

We aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

All School staff and volunteers have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour.

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

In addition, 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 pupils.

## 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 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. See link section 13 for links.

## 3. General obligations

Staff and trustees set an example to pupils. They will:

- › Maintain high standards in their attendance and punctuality
- › Never use inappropriate or offensive language in school
- › Treat 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
- › All teaching staff should adhere to the [Teachers' Standards](#).
- › Follow guidelines within the school's policies

- Annually read and sign certain policies and documents as directed by the school
- Fulfil their duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender, religion, and sexual identity.
- This code of conduct respects and endorses the seven principles of public life promulgated by the Nolan Committee and all trustees are expected to perform their duties in accordance with them. The seven principles are: • selflessness • integrity • objectivity • accountability • openness • honesty • leadership.

## 4. Safeguarding

Staff and trustees 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 and trustees 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 in the staff room and from the school office, as well as in the policies section of our school website. New staff will also be given copies on arrival. Staff will also be required to read and sign to confirm that they have read the latest safeguarding policies annually, as requested by the school.

### Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff or trustee that does not meet the harms 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 one-to-one activities where they can't easily be seen
- Using inappropriate language

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff and trustees 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 or trustees to self-refer if they find themselves in a situation that could be misinterpreted. If you are not sure whether behaviour would be deemed a low-level concern, we encourage you 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 and trustees, 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. This is available: in the staff room and from the school office, as well as in the policies section of our school website.

## 5. Staff-pupil relationships

Staff and trustees 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, or trustees, and pupils must spend time on a one-to-one basis, they will ensure 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 and trustees should avoid contact with pupils outside of school hours if possible.

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

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

If a staff member, or trustee, is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member or trustee is concerned at any point about a fellow staff member, or trustee, and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy. See link section 13 for links.

## 6. Communication and social media

Staff or trustees' social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should ensure they have appropriate security settings to limit access and set public profiles to private.

Staff and trustees should not attempt to contact pupils or their parents 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' social media profiles.

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

Staff and trustees should be aware of the school's online safety policy (See link section 13 for links).

## 7. Acceptable use of technology

Staff and trustees will not use technology to view material that is illegal 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 and trustees will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

Staff and trustees will not use their school email address for personal reasons and will always consider that their email addresses represent the school and should always reflect the ethos of the school and this code of conduct.

Staff and trustees should be aware of the school's acceptable use policy (See link section 13 for links).

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

## 8. Confidentiality

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

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 your duty to report child protection concerns to the appropriate channel where you believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

Any data breaches should be reported to the Business Manager, as per the data breach policy. All staff and trustees should be aware of the data protection policy.

## 9. Honesty and integrity

Staff and trustees should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses, and using school property and facilities.

Staff or trustees will not accept bribes. Gifts worth more than £20 must be reported to the Principal.

Staff and trustees 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 person 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 person's engagement.

This code of conduct respects and endorses [the Seven Principles of Public Life](#) promulgated by the Nolan Committee and all trustees are expected to perform their duties in accordance with them. The seven principles are: • selflessness • integrity • objectivity • accountability • openness • honesty • leadership.

## 10. Dress code

Staff and trustees will dress in a professional, appropriate manner.

Outfits will not be overly revealing, and we ask that tattoos are covered up.

Clothes will not display any offensive or political slogans.

See link section 13 for links.

## 11. Conduct outside of work

Staff and trustees will not act in a way that would bring the school 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.

## 12. Whistleblowing

Whistleblowing inside the workplace is the reporting by workers or ex-workers of wrongdoing, such as criminal activity, unauthorised use of public funds, fraud, malpractice, and mismanagement, breach of health and safety law, damage to the environment or any other illegal or unethical act either on the part of management, the United Schools Trust, or fellow employees. Workers may include volunteers, contractors and outside agencies or others.

If you have a concern about another member of staff you should report it to the Principal. Complaints about the Principal should be reported to the Chair of Trustees.

### 13. Monitoring arrangements

This policy will be reviewed every two years but can be revised as needed. It will be approved by the Board of Trustees.

Our Board of Trustees will ensure this code of conduct is implemented effectively and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

### 14. Links with other policies

This policy links with our policies on:

- > [Child Protection and Safeguarding Policy](#)
- > [Equality Policy](#)
- > [Data Protection Policy](#)
- > [E-Safety/Acceptable Use Policy](#)
- > [Anti-bullying Policy](#)
- > [Prevent Radicalisation Policy](#)
- > [Dress Code for Adults Working or Volunteering in School](#)
- > [Behaviour Policy](#)
- > [Whistleblowing Policy and Procedure](#)
- > [Mobile Phone Policy](#)

Signed: .....

Name: .....

Date: .....

Policy Approved:	July 2023
Next Review:	September 2024