

# NAS School Staff Code of Conduct

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## Purpose

This Code of Conduct sets out the standards of behaviour expected of all employees working at the school. All staff are role models who occupy a position of trust and influence and must conduct themselves in a manner that positively reflects the school's values and promotes the wellbeing of pupils.

Each member of staff has a personal and professional responsibility to uphold their own reputation and that of the school, both during and outside working hours. This Code applies to **all school employees**, regardless of role or contract type.

## Scope

This Code of Conduct does not form part of an employee's contract of employment. However, staff employed under Teachers' Terms and Conditions are also required to comply with the **Teachers' Standards (2012)**, notably **Part Two: Personal and Professional Conduct**.

The school places children and young people at the centre of everything it does. Safeguarding, wellbeing, and protection are paramount. All staff and volunteers are expected to actively support and contribute to a safe, caring and respectful school environment and to act at all times with personal and professional integrity.

Failure to comply with this Code may lead to disciplinary action in accordance with the school's Disciplinary Policy.

This document cannot address every situation that may arise. Where circumstances fall outside this Code, staff are expected to exercise sound professional judgement and act in the best interests of pupils and the school.

## 1. Legal framework

This Code is established in accordance with **Regulation 7 of the School Staffing (England) Regulations 2009**, which requires schools to have procedures for regulating staff conduct.

In line with **Keeping Children Safe in Education (KCSIE) 2026**, the Code covers expectations relating to:

- Staff–pupil relationships
- Use of technology and mobile devices
- Online communication and social media

## 2. Related documents

This Code should be read alongside:

- Safeguarding and Child Protection Policy
- ICT Acceptable Use Policy
- Whistleblowing Policy
- Staff Disciplinary and Grievance Policies
- Staff Absence Policy
- Staff Capability Policy
- Keeping Children Safe in Education (September 2026)

## 3. General Expectations and Professional Conduct

### Setting an Example

All staff must:

- Act as positive role models and demonstrate high standards of conduct at all times
- Avoid inappropriate, discriminatory or offensive language or behaviour
- Respect and promote fundamental British values, including democracy, rule of law, individual liberty, and mutual respect and tolerance of different beliefs
- Avoid behaviour that could place themselves or others at risk of allegations of misconduct
- Refrain from expressing personal beliefs in a way that exploits pupils' vulnerability or encourages unlawful behaviour
- Be aware of, and act within, relevant statutory and professional frameworks

Staff are expected to:

- Familiarise themselves with, and comply with, all school policies and procedures
- Observe professional boundaries at all times
- Conduct themselves in a manner that maintains public confidence in the school

## 4. Safeguarding Responsibilities

All staff have a duty to safeguard pupils and to protect them from harm, including physical, emotional abuse and sexual abuse, and neglect. Any concerns regarding a pupil or staff member must be reported promptly to the **Designated Safeguarding Lead (DSL)**.

Staff must:

- Familiarise themselves with the school's **Safeguarding Children and Young People (Child Protection) Policy**, including whistleblowing procedures
- Read and understand the latest version of Keeping Children Safe in Education.
- Sign annually to confirm that they have read and understood safeguarding policies and the latest version of Keeping Children Safe in Education.
- Treat pupils, parents, carers and colleagues with respect, dignity and fairness

- Take reasonable steps to ensure the safety and welfare of pupils under their supervision

Safeguarding policies are available on the school website.

The school's Safeguarding Lead is Luke Stone, supported by Deputy Safeguarding Leads Adam Wadey, Lisa Waters, Natasha Baecke, Ashleigh Henry, Francesca Shaxted. All new staff receive safeguarding training as part of their induction, regardless of their start date.

## 5. Low-Level Concerns About Staff Conduct

A low-level concern refers to behaviour that does not meet the threshold of harm but is inconsistent with this Code and may cause a sense of unease or concern. Examples include:

- Being overly familiar with pupils
- Having favourites
- Taking photographs on personal devices
- Conducting one-to-one activities out of sight
- Using inappropriate language

Concerns may arise inside or outside of work.

### Reporting Low-Level Concerns

- All staff must report low-level concerns to the principal in line with safeguarding procedures
- Staff are encouraged to self-report situations that could be misinterpreted
- If unsure whether a concern should be reported, staff are encouraged to seek advice

Reports will be handled sensitively, proportionately, and promptly. Early identification enables support to be provided and unprofessional conduct to be addressed constructively. This contributes to a culture of transparency, trust and safeguarding vigilance.

Further guidance is available in the school's safeguarding policy.

## 6. Staff–Pupil Relationships

Staff must maintain appropriate professional boundaries with pupils at all times.

Staff must:

- Act fairly and transparently and avoid behaviour that could be misinterpreted
- Ensure one-to-one interactions take place in visible, accessible settings and are known to a colleague or manager
- Avoid unnecessary contact with pupils outside school hours
- Not exchange personal contact details or connecting with pupils on social media
- Use only school-approved communication channels for educational purposes

If contacted via inappropriate means, staff must inform the Principal immediately.

Staff must declare any personal relationship or connection with a pupil outside school, including tutoring, family connections or shared activities to the Principal.

Any concerns relating to staff–pupil interactions must be reported in line with safeguarding procedures.

## 7. Pupil Wellbeing and Development

Staff must:

- Comply with all policies that support pupil wellbeing and development
- Work collaboratively with colleagues and external agencies as required
- Follow reasonable instructions that promote pupils' educational, emotional and physical development

## 8. Communication, Social Media and Online Conduct

Staff must ensure their social media presence does not compromise professional boundaries.

Staff should:

- Ensure personal profiles are private and not identifiable to pupils
- Avoid using full names on personal accounts
- Never attempt to contact pupils or parents or carers via social media or on personal devices and do not accept or initiate social media connections or requests from pupils or their family members
- Not seek out pupils' or parents' online profiles

- Never post identifying images of pupils
- Staff must not post images of pupils on social media accounts under any circumstances.

Staff must comply with the school's Online Safety Policy at all times.

## 9. E-Safety and Acceptable Use of Technology

Staff must:

- Use ICT responsibly and in line with the school's E-Safety and Acceptable Use Policy
- Only communicate with pupils via school-approved systems
- Use school equipment only for authorised purposes
- Never use personal devices to photograph pupils
- Avoid accessing illegal, inappropriate or offensive material

All pupil images must be taken on school equipment, with consent, and stored securely in accordance with school procedures.

The school uses filtering and monitoring systems to protect users from harmful content.

## 10. Confidentiality

Staff may have access to sensitive information and must:

- Treat all information with care and discretion
- Avoid discussing confidential matters in public spaces
- Only share information where legally required or authorised
- Never misuse information to humiliate, intimidate or harm others

Confidentiality does not override the duty to report safeguarding concerns.

## 11. Honesty and Integrity

Staff must:

- Act honestly and with integrity in all professional dealings
- Use school resources appropriately

- Declare gifts over £15 in line with the Gifts and Hospitality Policy (SO-0064)
- Comply with the Bribery Act 2010

Personal gifts to pupils are inappropriate and may lead to disciplinary action.

## **12. Attendance, Absence and Punctuality**

Staff are expected to:

- Adhere to contractual working hours and directed time
- Be punctual for work and meetings
- Follow attendance and absence procedures

Any deviations must be approved by a line manager. Advice on attendance matters is available from

## **13. Dress Code**

Staff must dress in a professional, appropriate manner suitable for working with children.

Clothing must not display offensive or political material and footwear should be safe and practical. Jewellery must be appropriate to the role. The Principal may determine specific dress requirements depending on role and context.

## **14. Conduct Outside of Work**

Staff must not behave in a manner that could bring the school or profession into disrepute. This includes criminal conduct and inappropriate online activity, including negative public commentary about the school.

## **15. Monitoring and Review**

This Code will be reviewed annually by the School Governance Group. Monitoring and quality assurance activities will ensure compliance and prompt action where concerns arise.