



## Code of Conduct

# Endeavour Multi Academy Trust

DOCUMENT CONTROL	
Approved for operation within	Endeavour Multi Academy Trust
Version number	V2.0
Consulted on with recognised trade unions	10/06/2025
Reviewed by	Policy Oversight Committee
Recommended to Full Trust Board by	Trust Policy Oversight Committee
Date approved by Trust Board	14/07/2025
Risk Register Number	N/A
Review Period	Annual
Next Review Date	Spring Term 2026
Policy status	Statutory
Location published	External
Owner	Executive Board

**DOCUMENT HISTORY**

DOCUMENT HISTORY DATE	DOCUMENT VERSION	DOCUMENT HISTORY
04/03/2024	V1.0	New Policy Drafting
17/06/2025	V2.0	Scheduled review

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## 1. Aims, Scope and Principles

This policy aims to set and maintain standards of conduct that Endeavour Trust expect all employees to follow.

Endeavour Multi Academy Trust is committed to operating with honesty and integrity and with strong ethical principles at its heart. We expect all colleagues to operate on this basis and to adhere to the academy's policies, procedures and Code of Conduct.

All employees have personal and legal responsibilities. These include, treating others with dignity and respect, acting honestly, using public funds and school equipment appropriately, adhering to health and safety guidelines and practicing equal opportunities at all times. These expectations are set out below and should be fully observed by all staff at all levels.

By creating this policy, we aim to ensure that the schools within our Trust are 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](#) and the Seven Principles of Public Life however they apply to all staff in the Trust.

The Seven Principles of Public Life, also known as the Nolan Principles, are:

Selflessness: Holders of public office should act solely in terms of the public interest.

Integrity: They must avoid placing themselves under obligations to people or organizations that could influence them.

Objectivity: Decisions should be made based on merit and without bias.

Accountability: Public office holders are accountable for their decisions and actions.

Openness: They should be open about their decisions and actions, providing reasons for them.

Honesty: Holders of public office should be truthful in their work.

Leadership: They should promote and support these principles by leadership and example.

Our 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.

All staff must behave as any reasonable parent would do in promoting the welfare and safety of children in their care (Loco Parentis).

We expect all support staff, non teaching staff 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 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.

## 3. General Obligations

Employees 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
- For teaching staff - 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 initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Staff are provided with personal copies of the school's **Safeguarding Policy and Whistleblowing Procedure**. Copies of these are also available on the school's website. Staff must have read and understood these policies and have a full awareness of the **DfE Keeping Children Safe in Education statutory guidance and Working Together to Safeguard Children statutory guidance**.

New staff will also be given copies on arrival.

### 4.1 Allegations that may meet the Harm Threshold

This section is based on 'Section 1: Allegations that may meet the harm threshold' in part 4 of Keeping Children Safe in Education. This section can be read in conjunction with the policy 'Managing Allegations of Abuse against staff'.

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.

#### **4.2 Low-level Concerns about Members of Staff**

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm 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 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 openness, trust and transparency in which our 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 our Child Protection and Safeguarding Policy.

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

#### **4.3 Whistleblowing**

Whistleblowing reports wrongdoing that it is "in the public interest" to report. 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.

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 Headteacher or most senior member of staff in the school. If the concern is about the Headteacher or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the Chair of the Governing Board/CEO or to the Board of Trustees.

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.

For our Trust's detailed whistle-blowing process, please refer to our Whistleblowing Policy.

## **5. 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 one-to-one basis, staff 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 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 may wish to give gifts to staff, for example, at the end of the school year, individual 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.

## **6. Communication and Social Media**

Any member of 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 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 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/Trust Online Safety Policy

## **7. 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 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.

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 are often privy to sensitive and confidential information about the school, staff, 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 staff'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.

## **9. Honesty and Integrity**

Staff 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 will not accept bribes. Gifts that are worth more than £50 must be declared and recorded on the gifts and hospitality register.

The deliberate falsification of documents is not acceptable. Where an employee falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

Staff will not use illegal drugs or alcohol during working hours, this is unacceptable and may lead to disciplinary action. All employees are expected to attend work without being under the influence of alcohol or illegal drugs and without their performance being adversely impacted by the consumption of alcohol or illegal drugs.

If alcohol or drug usage impacts on an employee's working life, the school has the right to discuss the matter with the employee and take appropriate action, having considered factors such as the school or local authority's reputation and public confidence. This may also lead to disciplinary action.

Staff will ensure that all personal 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.

## **10. Dress Code**

All employees will dress in a professional, appropriate manner.

Outfits will not be overly revealing.

Clothes will not display any offensive or political slogans.

Clothing and footwear will be appropriate to the individual and the work in which they are engaged.

## **11. 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.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance.

In school time staff must not work with pupils in their own home or living space.

All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school.

Members of staff may come into contact with pupils in social settings and it is important that staff recognise that their professional role does not just finish at the school gate. This is not to say that staff must ignore pupils in social settings but they should be mindful of how their behaviour towards pupils in such a setting may be interpreted.

School employees must inform the Headteacher (Local Governing Board if the employee is the Headteacher) immediately if they are subject to a criminal conviction, caution ban, police enquiry, investigation or pending prosecution. The Headteacher or Local Governing Board will discuss this with the employee in the context of their role and responsibilities in order to help safeguard children and other employees at the school.

Employees must inform the Headteacher immediately if they are involved with any child protection incidents or issues regarding their own children or those of others.

Failure to make a relevant declaration of interests is a very serious breach of trust and therefore if employees are in doubt about a declaration, they are advised to take advice from their school or union.

## **12. Showers and Changing**

Pupils are entitled to respect and privacy whilst they are changing or showering after PE/games or swimming. However, there needs to be an appropriate level of supervision in order to safeguard young people, meet health and safety requirements and to ensure that bullying does not take place. The supervision should be appropriate to the needs and age of the pupils and sensitive to the potential for embarrassment.

Staff should be vigilant about their own behaviour and announce their intention of entering a changing room. Staff must not change or shower in the same place as children.

Reference should also be made to the academy's **Intimate Care Policy** (where applicable) and individual pupils' risk assessments or care plans.

### **13. 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.
- Staff grievance procedures
- Child protection and safeguarding
- Gifts and hospitality