Staff Code of Conduct

TRINITY CHURCH OF ENGLAND HIGH SCHOOL	**Reviewed by:**	Governors' Finance and Resources Committee
	Approved by:	Full Governing Body
	Date approved:	15th July 2025
	Date adopted:	1st September 2025
	Next review due by:	End of 2027/28 academic year

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1. INTRODUCTION

The Staff Code of Conduct has been drawn up in accordance with our School Trinity Together initiative as this summarises the way we want to behave as a School. Our school's Trinity Together initiative serves as an instrument through which our vision is realised. Trinity Together has five values: Living Hope; Being Inclusive and Accepting; Celebrating Diversity; Feeling Safe and Secure; Having Empathy and Compassion.

At School we seek to provide a safe and supportive environment which secures the wellbeing and very best outcomes for our staff and pupils. We recognise that our teaching and support staff are our most important assets and we wish to support everyone fully to thrive both personally and professionally. We recognise that there is a correlation between the wellbeing of staff and the wellbeing of pupils, and as such we wish to create a whole school approach for staff and pupils in respect of wellbeing.

This Policy applies to all employees at the school and should clarify what is expected in terms of professional behaviour and standards that we expect all employees to follow. It should be applied in a way that supports the whole school vision, as well as each individual in school.

Although the Staff Code of Conduct does not directly apply to contractors, consultants, agency staff or volunteers, the School's continued association with these individuals requires them to observe and comply with the Policy.

The Staff Code of Conduct is supported by a number of other individual policies which outline your obligations and provide guidance on standards of behaviour. These include, but are not limited to, the Disciplinary and Dismissal Policy, Safeguarding/Child Protection Policy and eSafety Policies, and the Whistleblowing Policy. These Policies can be found on the School website in the 'About Us' section.

Please note that this document is not exhaustive. The Policy does not attempt to provide an exhaustive list of what to do in every aspect of your work but represents a broad framework within which staff are expected to conduct themselves.

Breaches of the Staff Code of Conduct and standards set by school will ordinarily result in disciplinary action being taken. Please raise any queries about the content of the Policy with your line manager as soon as possible to avoid any doubt.

2. OBJECTIVE, SCOPE AND PURPOSE

The Staff Code of Conduct establishes clear standards of behaviour expected of all staff and is designed to enable staff to understand what is acceptable, and what isn't. The purpose of the Staff Code of Conduct is:

- To ensure staff act as role models within their professional capacity
- To ensure staff maintain their own professional reputation
- To ensure staff maintain the reputation of the school, and
- To ensure the conduct and behaviour of all staff both safeguards and sets the example for pupils.

Staff are expected to understand the responsibilities and behaviours that are fundamental to their roles in school. Staff should ensure continuous professional judgement is exercised at work, and in their personal lives where applicable, to avoid any conduct which may be in contravention of their professional role and responsibilities.

3. LEGISLATION AND GUIDANCE

In line with the statutory safeguarding guidance 'Keeping Children Safe in Education', we should have a Staff Code of Conduct/Behaviour Policy which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

4. GENERAL OBLIGATIONS

All staff are to set an example to pupils. They will:

- Demonstrate the highest standards of conduct in order to encourage our students to do the same.
- Attend work in a condition where they are able to carry out their duties safely and effectively.
- Act honestly and with dignity and always treat others with dignity and respect.
- Never use inappropriate or offensive language in school.
- 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.
- Work in accordance with the terms and conditions of their contract of employment.
- Ensure all policies and requirements in their role are followed, including the requirement for data protection and sensitivity around confidential information.
- Adhere to the Teachers' Standards, where appropriate.
- Ensure good levels of attendance and punctuality, being punctual for all timetabled activities including lessons, duties, meetings, assemblies and extra-curricular events.
- Avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

5. SAFEGUARDING

This Staff Code of Conduct must be viewed in conjunction with the School's Safeguarding/Child Protection Policy as well as Part One of Keeping Children Safe in Education. All employees have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional, and sexual abuse, or neglect.

The duty to safeguard students includes the duty to report concerns about a student's welfare as per the School's policy, and to report any concerns about other staff members' safeguarding practices.

All employees will familiarise themselves with our 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. New employees will be asked to read these Policies on arrival.

5.1 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.

The Head will choose an appropriate person as a 'case manager' to lead any investigation. The Chair of Governors will take this role if the Head is the subject of the allegation.

5.2 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'. The term 'low-level' concern does not mean that it is insignificant. 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.

*******Taking photos of students for school use, eg team photo at the end of a match, photos taken on educational visits, etc, can be taken but must be uploaded then deleted from devices.*

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 behaviours 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. This is available in the Policies section of our school website. Our procedures for dealing with allegations will be applied with common sense and judgement.

5.3 Whistle-blowing

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

- Pupils' or staff 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 whistleblowing 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 Head. If the concern is about the Head, 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 Governors.

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 detailed whistle-blowing process, please refer to our Whistle-Blowing Policy.

6. STAFF-PUPIL RELATIONSHIPS

All 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

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

Personal contact details including social media profiles should not be exchanged between staff and pupils, and pupils should only be contacted by staff via the school's approved mechanisms.

If staff are contacted by students/pupils via an inappropriate route, they must report this to their line manager or the Head immediately.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the Head.
All staff should treat children with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.

7. COMMUNICATION AND SOCIAL MEDIA & ACCEPTABLE USE OF TECHNOLOGY

Staff must be aware of and follow our Social Media and IT Acceptable Use Policies.

Staff social media profiles should not be available to pupils, and strict security settings must be in place on any social media profiles. 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 must act as responsible users of social media and be aware that they are accountable for any information or views expressed on social media or other internet sites. This includes views expressed directly and through affiliation, such as 'liking' a post or page. Staff must not engage in any internet or social media usage that may bring the school or any school stakeholder into disrepute, or that questions their professionalism or suitability to work with children. Staff must not make comments on social media about the work of the School.

If staff are approached by the media in relation to any school issues, this must be escalated to the Head immediately. Staff must not provide any statements or comments to the media without authorisation from the Head to do so.

Staff must use school IT equipment responsibly and for professional purposes only, this includes use of school email and mobile phone, if applicable. Staff will not use school technology 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 must follow all school procedures for appropriately accessing and using school IT equipment.

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.

Artificial intelligence (AI) tools can be a powerful support for planning, creativity and workload management. Staff are encouraged to make thoughtful use of these technologies in line with our developing AI Policy. This ensures that we maintain professional standards and protect data, safeguarding and trust. For guidance, please refer to the AI Policy or speak to Mick Johnson.

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 will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass, or blackmail others
- Used for a purpose other than what it was collected and intended for
- Removed from the school premises without the express consent of a member of the senior leadership team in writing

If you are authorised to take documentation or equipment off site, then you must ensure you keep such items secure at all times and follow the schools Data Protection policy.

All staff are likely at some point to witness actions which need to be confidential. These must not be discussed outside the school or with colleagues except with a senior member of staff with the appropriate authority to deal with the matter. This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm, as detailed further in our Child Protection and Safeguarding Policy.

9. SECURITY

This section should be read in conjunction with the school's Data Protection and Safeguarding/Child Protection Policy.

Staff must visibly display their identification badge at all times while on school site. All staff are required to challenge anyone on site without either a staff ID badge or a visitor's badge. You must not allow any individual not displaying an ID Badge to follow you or 'tailgate' you into any area of the school site. If you forget your ID Badge, you must report this to reception to use a temporary replacement. If you lose your ID Badge, you must report this to your line manager as soon as possible so a replacement can be sought. You may need to pay for a replacement. You must accompany at all times any visitors who have not been DBS checked.

10. 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, requesting leave of absence, and using school property and facilities.

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise, or give financial advantage or other advantage to someone; or if they request, agree, or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, this should be reported in accordance with our Whistleblowing procedure.

While we are aware many pupils and their parents may wish to give one-off token gifts to staff, for example, at the end of the school year, you must declare gifts that are worth more than £25 and record them on our Gifts and Hospitality Register, held by the Finance Team.

Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted and may lead to disciplinary action.

When staff take on additional paid duties in school, or when they take on clubs, trips or other commitments, we ask that they honour these as consistently as possible, informing the relevant colleagues as quickly as possible when there are absences, cancellations, etc, and discussing any concerns with their line manager.

If a conflict of interest occurs which may threaten the integrity of your employment relationship with school, you must resolve the conflict in favour of your duties at school. You must advise your manager in writing of any personal or immediate interests that may give rise to a conflict of interest within your official duties.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct. This should include:

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

In line with Keeping Children Safe in Education and in conjunction with the school's Safer Recruitment Policy, staff within school must notify the Head in writing of any changes to their DBS and must do so the next day following any arrest, caution, charge, or conviction of any offence. This includes being questioned under caution without charge. Consideration will then

be given to the nature and circumstances of the matter, whether the member of staff needs support and whether this may have an impact on the member of staff's employment.

11. **DRESS CODE**

This establishes the position of our School regarding standards of dress and appearance for all staff, including those with temporary contracts and agency workers. It is not meant to detail every eventuality and it is the responsibility of individuals to ensure that their appearance is appropriate, guided by the principles below.

The way staff dress and their appearance are of significant importance in portraying a professional image to all members of the school's community and in being a positive role model to students.

Staff should understand how the dress code relates to their working environment, health and safety, their specific role and duties and their contact with others during their employment.
Dress and appearance can affect the way that people perceive us. Whilst the School is tolerant of differences, consideration should always be given to the impact that our appearance may have on others, and in particular students/parents/carers. Our dress should reflect a neutrality and not invite any interest or discussion.

A person's dress and appearance are matters of personal choice and some individuals will wish to exercise their own cultural customs. However, staff should select a manner of dress and appearance appropriate to their professional role and which may be necessarily different to that adopted in their personal life. We expect staff to wear, for example – but not limited to – shirt, suit, tie, etc, but not including casual clothing such as t-shirts, jeans, sports shoes, jogging bottoms and similar casual clothing. Hats must not be worn indoors. Clothing that reveals underwear or that over-exposes parts of the body is not considered professionally appropriate. Staff are individually responsible for their personal hygiene. Adjustments to the dress code will be made where there's a medical reason to do so. Staff engaged in activities on the site which require 'hardwearing' clothing will be provided with suitable attire from specialist providers.

Facial piercings, and other visible piercings other than earlobes, are not encouraged. Where it's not possible to remove eg a nose-ring, then a very small/discreet earring would be acceptable. This supports the same standards that we expect of our students and helps the school to ensure that students follow the school rules. Employees are required to portray a professional image and where feasible, visible tattoos must be covered. Obscene, offensive or discriminatory tattoos should remain covered and invisible at all times.

Staff should ensure they are dressed professionally, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which would be viewed as offensive or inappropriate will render themselves vulnerable to criticism or allegation.

In summary, staff and other adults in our school are expected to ensure their appearance:

- promotes a positive and professional image;
- does not create a risk to either the wearer or others in the school and are appropriate to their role;
- is not likely to be viewed as offensive, revealing, or sexually provocative;
- does not distract, cause embarrassment or give rise to misunderstanding;
- is absent of any political or otherwise contentious slogans;
- is not considered to be discriminatory;
- is compliant with professional standards.

Staff should wear their identity cards at all times on their staff lanyards.

Staff who have concerns about any of this are encouraged to discuss their concerns with their line manager or member of the Leadership Team in the first instance.

12. **PERSONAL RELATIONSHIPS**

A personal relationship is defined here as a close personal friendship (going beyond that normally found between work colleagues), or a family relationship, or a romantic/sexual relationship.

It is acknowledged that a significant proportion of personal relationships are formed at work and in the majority of cases it is unlikely that these will cause any issues for the School. **However, in some cases there is potential for conflict of interest or a breach of trust or confidentiality to arise, or to be perceived by others as such.** These are the only circumstances in which staff would need to declare a **personal relationship**.

All staff must behave appropriately and professionally at work. Staff who are involved in a personal relationship at School must declare this to a suitable member of staff, for example HR Manager, Deputy Head, School Business Manager, or Head. This is because staff involved in a personal relationship must not work together in any circumstance where a conflict of interest, breach of confidentiality or unfair advantage may be perceived to be gained from the overlap of a personal and professional relationship, and a member of staff involved in a personal relationship must not line manage the other person in the relationship. It must also be declared on the Staff Register of Interests.
In a case where a personal relationship is not declared and it leads to an unfair advantage or disadvantage to either of the parties in the relationship, this will be considered to be a serious matter and may lead to disciplinary action.

Staff who are uncertain about whether they should declare a personal relationship are welcome to discuss this in confidence with the HR Manager, a Deputy Head, the School Business Manager or the Head.

13. **CONDUCT OUTSIDE OF WORK**

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the School, or the employee's own reputation, or the reputation of other members of the School community, or bring the teaching profession into disrepute. This covers relevant criminal offences that involve violence, or possession or use of illegal drugs, or sexual misconduct, or joining extremist groups, as well as negative comments about the school on social media. Involvement in these behaviours could lead to dismissal.

The way we present ourselves outside of School – whether travelling to or from work, on trips, or in the community – can reflect positively on the values we uphold within it. We trust all staff to model safe, respectful and professional behaviour beyond the School site.

Staff may undertake work outside school, either paid or voluntary, provided that it does not:

- conflict with the interests, ethos or reputation of the school
- take place during contracted working or school hours
- be to a level which may contravene the working time regulations or affect an individual's attendance or work performance in School
- use School resources.

Staff must notify their line manager or the Head prior to commencement of this work or declare the additional work at the time of appointment to their role at school.

14. **HARASSMENT AT WORK**

Everyone should work in an environment where we are all treated with dignity and respect. The School will not tolerate any member of staff being subjected to bullying or harassment and any complaints of perceived bullying and harassment will be considered seriously and investigated accordingly. Examples of actions that may constitute bullying or harassment include, but are not limited to:

- Exclusion or victimisation;
- Insulting/offensive comments or language;

- Inappropriate physical contact;
- Inappropriate sexual advances;
- Ridiculing or demeaning an individual;
- Abuse or misuse of power which undermines or humiliates an individual;
- Abuse of authority and use of threats to coerce others by fear;
- Withholding information, removing areas of responsibility without discussion or impeding work performance;
- Preventing progression by denying opportunities for promotion and training.

Sexual harassment is unwanted conduct of a sexual nature. It has the purpose or effect of violating the dignity of a person, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Something can still be considered sexual harassment even if the alleged harasser didn't mean for it to be. It also doesn't have to be intentionally directed at a specific person.

Sexual harassment can happen to anyone in any number of ways, including:

- written or verbal comments of a sexual nature, such as remarks about a colleague's appearance, questions about their sex life or offensive jokes;
- displaying pornographic or explicit images;
- emails with content of a sexual nature;
- unwanted physical contact and touching;
- sexual assault.

Sexual harassment is unacceptable regardless of a person's position or influence within the school. Any member of staff who feels they have been sexually harassed, or any member of staff who feels they have seen sexual harassment take place, can make a complaint of sexual harassment.

Anyone who feels that they are being bullied or harassed (including sexually harassed) is encouraged to make a complaint in line with the school's Grievance, Bullying and Harassment, or Whistleblowing procedures.

15. **HEALTH, SAFETY AND WELLBEING**

School recognises and accepts its responsibility for providing a safe and healthy environment for all staff, students, and visitors who attend our premises. You are responsible for ensuring the health and safety of yourself and others who may be affected by your actions or failings.

It is essential that all staff feel valued, have the opportunity to express their views, and are supported to manage their workload within a culture that supports a healthy work-life balance. All staff will:

- treat one another with empathy, respect, and kindness
- take care of their own health and safety and wellbeing at work, communicate with key staff where they need support
- commit to the ethos of staff wellbeing and keep in mind the workload and wellbeing of colleagues
- contribute to the ethos and social aspects of school life where possible to build morale
- develop and respect shared areas where possible so that there is space to relax, as well as appropriate work spaces, this includes respecting colleagues' time if they are on rest or lunch breaks.

Being under the influence of alcohol or illegal drugs at work is not permitted. Alcohol may not be consumed during working hours, including lunchtime and break time. Staff must also note that many prescribed medications and over the counter medicines can have an adverse effect on the ability to work. Staff must always check that they can still work safely before taking any drug.

Staff should not walk around school with hot drinks, as this is a potential health and safety hazard. Please refer to the School's Health & Safety Policy for more detailed information.

Staff are not permitted to smoke on the school premises or grounds. This includes all types of smoking devices and paraphernalia including cigarettes and electronic cigarettes, vaping, etc.

Domestic abuse is a crime. The School may consider a range of measures to support an employee who discloses living in or dealing with a violent relationship, eg counselling, flexibility around work load. Employees found to be a perpetrator of domestic abuse may be subject to disciplinary action, which may include dismissal.

16. **EQUALITY**

Our school holds its obligations in line with the Equality Act 2010 and the Public Sector Equality Duty with utmost importance. Our equality objectives can be found in our Equality Information and Objectives Policy on the school website.

We recognise that some colleagues may have additional needs related to disability or long-term conditions. In line with our commitment to inclusion, we encourage any staff member who would benefit from reasonable adjustments to speak to HR, so that appropriate support can be put in place through a Work Needs Assessment.

17. **HOURS OF WORK AND ATTENDANCE**

Staff are required to work the hours stated in their contract of employment, or as required in the School Teachers' Pay and Conditions Document in respect of directed time. Staff should be at work at the proper start time and should finish at their agreed finish time, unless there is prior agreement with their line manager or Deputy Head to arrive late or leave early. Where there are patterns of lateness, we will follow the same supportive approach as we do with attendance, recognising its impact on student routines, safeguarding and the smooth running of the School. However, failure to follow this or to improve, will result in measures being taken under the School's Disciplinary and Dismissal Policy.

Staff should speak to their line manager in advance of any planned absences, eg a hospital appointment, so they can obtain their line manager's agreement and cover can be arranged. Following this, they must request the absence formally on EveryHR. In this way the absence is recorded and feeds through to SIMS, which then informs the Cover Team.

All staff need to be aware that any holidays or days' absence they take must be during non term-time/school holidays only. Requests for leave during term-time will usually be denied. If a request is granted, the decision would be made by the Head on a case-by-case basis and in exceptional circumstances only. Evidence of the need to take the leave during term time must be providedto the Head at the time of the request. If the leave is granted, it would be unpaid leave. The exception to this is for All Year Round (AYR) staff who have an agreement whereby they may take up to five days' annual leave during term time, with the prior agreement of their line manager, and if their absence doesn't impact service provision.

All staff are required to the follow the school's absence reporting procedure if they are absent due to sickness. Please refer to the Staff Attendance Management Policy for further information. And to keep everyone safe, it's essential that all staff use the InVentry system to sign in and out of the School site every time they enter and exit school. This applies to staff taking students on trips and fixtures, or to leaving the site at lunch time, or for a medical appointment – we always need an up to date log of who is on and off site.

18. **MANAGERIAL ROLES AND RESPONSIBILITIES**

All staff in managerial or leadership roles are expected to set the very best example they can, and make sure that they are aligning their behaviour and approach fully to the school's ethos and values. As a manager, you have a responsibility to set a good example for staff through your own behaviour and attitudes, especially in relation to upholding the school's ethos and values, and as well as the obligations and standards as set out in this Staff Code of Conduct.

You should ensure that you understand your responsibilities under all relevant policies, including safeguarding, teaching and learning, and behaviour policies. You should ensure that your leadership style:

- is at all times in accordance with the school's ethos and values
- is based on open, honest, and thorough communication, always with a priority toward upholding equality and diversity expectations as set out in the Equality Act 2010, and within this code.
- supports positive performance management processes, as well as the right of employees to engage in open dialogue, and to pursue relevant conflict and grievance management options when issues arise.

19. **FOLLOWING REASONABLE MANAGEMENT REQUESTS**

Staff are obliged to follow all reasonable and lawful requests related to their work given by a person with the authority to issue such requests. Staff should accept that they may not personally agree with all decisions made by their manager or senior leader. Staff are expected to carry out instructions unless:

- They appear to be unlawful
- There is a danger to your health and safety, or the health and safety of others
- A conflict of interest may exist
- Or there is a likelihood that the instruction would constitute a criminal offence, or breach relevant policies such as the safeguarding policy.

Any instruction given that appears to fall into one of the above categories should be reported to a senior member of staff, and the individual giving the instruction should be informed of the decision not to carry it out and allow them the opportunity to respond.

20. **DISCIPLINARY ACTION**

Staff should be aware that failure to meet these standards of behaviour and conduct could result in disciplinary action including but not limited to dismissal.

Staff requiring more detailed exemplification in respect of a professional Staff Code of Conduct should read **Guidance for safer working practice for those working with children and young people in education settings (Feb 2022)**, published by the Safer Recruitment Consortium on behalf of the Department for Education.

21. **MONITORING ARRANGEMENTS**

This is undertaken by the relevant senior staff, particularly the Assistant Head with responsibility for Safeguarding and Child Protection, in liaison with the Deputy Head (Professional Standards and Teacher Development), HR Manager and the Head.

This Code will be reviewed annually but can be revised as needed. Changes to the Code will be approved by the Governors' Pastoral and Ethos Committee and ratified by the Full Governing Body.

Our Governing Body will ensure this Staff 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.