



**Staff Code of Conduct Policy (Trust including EYFS)**

Author / Role	Chief People Officer
Date Published	February 2026
Approving Body	Executive and Board of Governors
Regulatory References	None
Date of Review	February 2027

Equity, Diversity, Inclusion and Belonging Check for new/updated Policy completed by (committee/date): Executive, February 2026

**Documentation Distribution**

*Please delete as applicable*

All staff / volunteers	Y
Governing Body	Y
Parents on request	N
Published on School website	N
ISI requirement to be available on request	Y
ISI requirement to be on School website	N
Parent Portal	N

Staff Hub	Y
ISI Portal	N
Limited Internal Use Only (state recipients)	

*This policy is considered a 'live' document and will be updated as statutory guidance is released*

**In policies St Bede's School Trust Sussex may be referred to as Bede's/the School/the Trust.**

**Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**

## Vision, Mission and Values

### Our Vision

Where every child finds joy in their pursuit of brilliance

### Our Mission

We continue to craft a more joyful education.

- Cultivating a vibrant learning experience, motivating us to pursue our individual best.
- Providing a festival of opportunity, enabling us to discover new passions and develop new talents.
- Building a kind-hearted community, inspiring us to enhance the lives of others.

### Our Values

#### Be Compassionate

Because a caring community fosters belonging.

We expect our community to show kindness to people of all ages, genders and ethnicities, maintaining campuses where every person feels joyful and energised.

#### Be Courageous

Because fortune favours the brave.

We challenge our community to stand up for what is right, providing them with a safe environment where they can take bold action in pursuit of brilliance.

#### Be Curious

Because wisdom can be found off the beaten track.

We encourage our community to discover unlikely passions and hidden niches, releasing them into a wealth of opportunities inside and outside the classroom.

#### Be Conscientious

Because dedication is a spearhead of success.

We ask our community to throw themselves wholeheartedly into every endeavour, taking responsibility for their journey and inspiring others to do the same.

**Policy Principles/Aims:**

This is a policy to illustrate how all Bede's Trust policies should be formatted to ensure that all policies are clear, uniform in structure and free from bias.

**Statutory Guidance:**

The Code of Conduct has been written with regard to KCSIE 2025 and the Teacher Standards.

**Associated Trust Policies:**

It is important that the Code of Conduct is read in conjunction with the Trust policies that have bearing on how staff members and volunteers relate to pupils.

These policies include, but are not necessarily exclusive to, the following:

- i. Child Protection and Safeguarding Policy (Trust including EYFS and Summer School)
- ii. Health and Safety Policy (Trust including EYFS)
- iii. Pupil Reasonable Force Policy (Trust including EYFS)
- iv. Vehicle and Driving Handbook and Policy (Trust including EYFS)
- v. First Aid Policy (Trust including EYFS)
- vi. Administration of Medicine Policy (Trust including EYFS)
- vii. Staff Acceptable Use Agreement and Guidelines (Trust including EYFS)
- viii. Anti-Corruption, Fraud and Bribery Policy (Trust including EYFS)
- ix. Disciplinary Policy and Procedure (Trust including EYFS)
- x. Educational Visits Policy (Trust including EYFS)
- xi. Equity, Diversity, Inclusivity and Belonging Policy (Trust including EYFS)
- xii. Control of Contractors Policy (Trust including EYFS)
- xiii. Whistleblowing Policy (Trust including EYFS)
- xiv. Smoking, Alcohol and Drugs Policy (Trust including EYFS)
- xv. Staff Social Media Policy (Trust including EYFS)

Employees should ensure they have read and are familiar with these policies and procedures.

Employees are also required to read and understand Part One of the current version of the Department for Education's statutory guidance of safeguarding children and safer recruitment in education, Keeping Children Safe in Education. All senior members of staff and those staff working directly with children will also be required to read Annex B of Keeping Children Safe in Education in addition to Part One.

## 1. Core Principles and Safeguarding Commitment

- I. **Paramount Concern:** The welfare of pupils is the Trust's paramount concern. Safeguarding is at the heart of all professional activity.
- II. **Accountability:** Employees are professionally accountable for the welfare of pupils and must avoid conduct that leads any reasonable person to question their motives.
- III. **"It Could Happen Here":** Staff must maintain a constant attitude of vigilance regarding child protection.

## 2. Professional Standards and Boundaries

- I. **Role Models:** Staff are in a unique position of trust and must set a high standard of personal conduct both inside and outside the workplace.
- II. **Dignity and Respect:** Pupils must be treated with respect. Sarcasm, demeaning comments, or degrading treatment are strictly prohibited.
- III. **One-to-One Situations:** Where possible, meetings with pupils should occur in visible or busy areas with doors open.
- IV. **Infatuations:** Staff must immediately report if they suspect a pupil has developed an infatuation with them to protect all parties from misinterpretation.
- V. **Physical Contact:** Contact must only occur when necessary for the pupil's safety or well-being and must always be public and non-sexual.
- VI. **Power Imbalance:** Staff must recognise their position of power and avoid any behavior that could be construed as "grooming" or establishing inappropriate intimacy.
- VII. **Low-Level Concerns:** All staff have a duty to report any behavior by colleagues that does not meet the "harm threshold" but is inconsistent with this Code.

## 3. Conduct Outside Work & Mandatory Disclosure

- I. **General Conduct:** Staff must not engage in conduct outside of work that could damage the reputation of the Trust or create doubt regarding their suitability to work with children.
- II. **Mandatory Notification (Legal/External):** Employees must notify the CEO and Chief People Officer immediately if they are arrested, charged, or convicted of any criminal offence.
- III. **Work-Related Incidents and Allegations:** Staff must inform the Trust immediately if they are involved in any police interaction or if an allegation is made against them while representing Bede's (e.g., during working hours, on an official work trip, or at a work event).
  - a. This disclosure is mandatory regardless of whether the interaction results in an arrest, charge, caution, or conviction.
  - b. Failure to disclose such involvement prevents the Trust from conducting mandatory risk assessments and fulfilling its safeguarding obligations.

- IV. **Professional Integrity:** Withholding information regarding police involvement or serious allegations—even if they occur in a personal capacity while on a work trip—represents a fundamental breach of trust and professional duty.
- V. **Associations:** Affiliation with individuals engaged in serious criminal activity (violence, drugs, or sexual misconduct) may be considered a breach of trust.
- VI. **Transferable Risk:** The Trust and LADO will assess whether conduct in a staff member's personal life poses a risk to pupils or the organisation's reputation.
- VII. **Reputational Damage:** Behaviour outside of work (including criminal offences involving violence, drugs, or sexual misconduct) that brings the Trust into disrepute may lead to dismissal.

#### 4. Digital Conduct and Social Media

- I. **Communication Protocols:** All digital communication with pupils and parents must use formal Trust channels. WhatsApp must not be used as a form of communication with pupils or parents.
- II. **Social Media:** Staff profiles must be set to "private". Staff must not "friend" or follow current pupils or former pupils under age 21.
- III. **Personal Devices:** Staff should not make personal calls or texts while pupils are present. Using personal devices to record pupils is prohibited unless for clear educational purposes with immediate transfer to the Trust network.
- IV. **Data Protection:** Staff must handle all pupil and Trust data in accordance with GDPR and Trust IT policies, ensuring information is only shared on a "need-to-know" basis.

#### 5. Low-Level Concerns and Whistleblowing

- I. **Open Culture:** The Trust promotes a culture where all concerns—no matter how small—are shared responsibly.
- II. **Definition of Allegation/Concern:** In the event of an allegation being made by any person, the relevant information must be immediately recorded and reported to the Head and Chief People Officer.
- III. **Transferable Risk:** Staff must recognise that conduct outside of work can constitute a "transferable risk" to the Trust, its staff, and its pupils.

#### 6. Relationships and Conflicts of Interest

- I. **Professional Distance:** Staff must not have "favourites" or communicate with pupils in overly affectionate terms.
- II. **Declaration of Relationships:** Personal or romantic relationships between colleagues must be disclosed to the CEO to ensure no conflict of interest in management or pay decisions.

- III. **Staff Children:** Staff whose children attend the Trust must follow formal channels for data and discipline, ensuring no abuse of their privileged access to information.

## 7. Exercise of Professional Judgement

- I. **No Exhaustive List:** This code cannot cover every scenario. Where no guidance exists, staff must discuss their proposed actions with a senior colleague to ensure the safest practice is employed.

## 8. Conduct at Work Events (Domestic)

- I. **Professional Standing:** When attending Trust-hosted events, such as open days, parent evenings, or socials, staff are representing the Trust and must maintain high standards of personal conduct.
- II. **Alcohol Consumption:** While alcohol may be served at certain events, it is not banned; however, consumption must be reasonable and must not impair an employee's judgement or ability to fulfil their duty of care.
- III. **Intoxication:** Staff must never be intoxicated at a work event. Any behaviour that brings the Trust into disrepute or compromises professional boundaries due to alcohol will be treated as a disciplinary matter.
- IV. **Reporting Incidents:** Any accidents or allegations occurring during a work event must be reported immediately to the Head.

## 9. Conduct on Work Trips (Overseas and Residential)

- I. **Continuous Representation:** Staff on work trips are considered to be representing the Trust for the entire duration of the trip, including travel time and evening periods.
- II. **Alcohol Limitation:** To ensure staff remain in a "fit-to-respond" state for any emergency or safeguarding need, alcohol consumption must be strictly limited. Staff must ensure that no more than **one alcoholic drink** is consumed during any single evening or event while representing the Trust.
- III. **Police and External Involvement:** Staff must inform the Trust immediately of any police interaction or allegation made against them during a work trip, regardless of whether it leads to an arrest.
- IV. **Shock and Disclosure:** While the Trust acknowledges that external allegations can be distressing, staff are expected to maintain professional integrity by disclosing such matters concurrently with any legal steps they may be taking.
- V. **Duty of Care:** Failure to disclose serious incidents while abroad prevents the Trust from implementing essential safety protocols and risk assessments for the staff member and their colleagues.

## 10. Professional Appearance and Persona

- I. **Professional Image:** Staff are expected to dress in a manner that is professional, appropriate for their specific role, and which maintains public confidence in the Trust.
- II. **Role-Specific Attire:** While formal business wear is the standard for most, staff in PE, EYFS, Medical or Art departments should wear practical clothing that remains neat, safe, and professional.
- III. **Identification:** Trust ID badges must be worn and visible at all times while on site or on official business to comply with safeguarding and security protocols.
- IV. **Tattoos and Piercings:** Visible tattoos or piercings should not be offensive or provocative; the Trust reserves the right to ask staff to cover specific items if they are deemed incompatible with a professional school environment.
- V. **Health and Safety:** Footwear and clothing must comply with Health and Safety requirements for the specific activity being undertaken.

## 11. Conflicts of Interest and Financial Probity

- I. **Gifts:** Small tokens of appreciation (under £25) are acceptable; however, substantial gifts (over £100 in value) or money must be declined and reported to avoid the appearance of bribery or favoritism.
- II. **External Employment:** Staff must disclose any external work that may conflict with their duties or bring the Trust into disrepute.

## 12. Mandatory Disclosure Summary

Trigger Event	Action Required	Timeframe
<b>Criminal Charge/Caution</b>	Notify CEO and Chief People Officer.	Immediately.
<b>Police Interaction (Work Trip)</b>	Notify Line Manager and HR, regardless of arrest status.	Immediately.
<b>Third-Party Allegation</b>	Record details and report to the Head.	Immediately.