



Coastal Learning  
PARTNERSHIP

## Code of Conduct for Staff Policy

This policy has undergone an Equalities Impact Assessment in line with the requirements of the Public Sector Equality Duty

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| Committee:       | Resources |
| Policy Ratified: | May 2025  |
| Review Date:     | May 2027  |

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| Additional School Procedure – N/A |  |
| Committee:                        |  |
| Procedure Adopted:                |  |
| Review Date:                      |  |

Broadening Horizons Together

## **1 Purpose, Scope and Principles**

- 1.1 This policy aims to set and maintain standards of conduct that we expect all staff to follow.
- 1.2 By creating this policy, we aim to ensure that Coastal Learning Partnership (CLP) provides environments in which everyone is safe, happy and treated with respect.
- 1.3 You have an influential position in our schools and must act as a role model for pupils by consistently demonstrating high standards of behaviour.
- 1.4 In addition to this code, you should be familiar with the latest DfE guidance related to safer working practices: 'Guidance for safer working practice for those working with children and young people in education settings' (October 2015) and Keeping Children Safe in Education (updated annually). All staff will be provided with a copy of these documents when they commence employment with CLP.
- 1.5 The work of all CLP staff is guided by the following core principles:
  - The children and their families remain central to all our decisions and actions
  - Our schools work with a spirit of openness, honesty, collaboration and sharing
  - We have an unwavering commitment to continuous improvement
  - We foster highly effective leadership at all levels as this is central to our children succeeding
  - We embrace a spirit of collective accountability where each school takes responsibility for the success of every child in every school
  - We strive for every classroom to offer innovative, engaging and creative teaching through which our children are inspired
  - We build a curriculum and culture which offers a broad range of enriching experiences to suit all learners
  - We maintain a nurturing culture with continuous attention to children's emotional development and wellbeing, which is crucial to every aspect of their lives
- 1.6 We expect you to give the highest possible standard of service and, where it is part of your duties, to provide appropriate advice to the Trust Board, Local Governing Body and fellow employees with impartiality. You must also seek to model good behaviour to all pupils within every school.
- 1.7 We expect you to also act with personal and professional integrity, respecting the safety and wellbeing of others.
- 1.8 Failure to follow this code of conduct may result in disciplinary action being taken, as set out in our disciplinary procedure.
- 1.9 Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, you must use your professional judgement and act in the best interests of CLP and its pupils.

## **2 General Obligations**

- 2.1 You set an example to pupils. You must:
  - Maintain high standards in your 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 show tolerance of those with different faiths and beliefs
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks you must act within

### **3 Safeguarding**

- 3.1 You have a duty to safeguard pupils from harm, and to report any concerns you may have. This includes physical, emotional and sexual abuse, or neglect.
- 3.2 You must familiarise yourself with our Safeguarding and Child Protection Policy and Procedures, which includes the Prevent initiative, and ensure you are aware of the processes to follow if you have concerns about a child or about the behaviour or conduct of another member of staff.
- 3.3 You must know who the Designated Safeguard Leads are for the school in which you are based.
- 3.4 The Safeguarding and Child Protection Policy and Procedures are available on the CLP Intranet and from the school office, along with other key policies including Whistleblowing. New staff will also be given copies on arrival and will be required to sign that this information has been read and understood.

### **4 Staff/Pupil Relationships**

- 4.1 This behaviour code outlines the conduct that CLP expects from all adults. This includes trustees, agency staff, interns, students on work placement and anyone who is undertaking duties for the Partnership, whether paid or unpaid.
- 4.2 CLP is responsible for making sure that everyone has seen, understood and agreed to follow the code of conduct, and that they understand the consequences of inappropriate behaviour.

#### **4.1.1 The Role of Staff**

- 4.1.2 In your role at CLP you are acting in a position of trust and authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model by young people and are expected to act appropriately.
- 4.1.3 We expect people in our Partnership to display appropriate behaviour at all times. This includes behaviour that takes place outside of our Partnership and behaviour that takes place online.

#### **4.2 Responsibility of Staff**

You are responsible for:

- 4.1.1 Prioritising the welfare of children and young people

#### 4.1.2 Providing a safe environment for children and young people

4.1.2.1 Ensuring equipment is used safely and for its intended purpose

4.1.2.2 Having good awareness of issues to do with safeguarding and child protection and taking action when appropriate

#### 4.1.3 Following our principles, policies and procedures

4.1.3.1 Including our policies and procedures for safeguarding and child protection, whistleblowing and online safety

#### 4.1.4 Staying within the law at all times

#### 4.1.5 Modelling good behaviour for children and young people to follow

#### 4.1.6 Challenging all inappropriate behaviour and reporting any breaches of the behaviour code to the Headteacher / CEO.

#### 4.1.7 Reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures

4.1.7.1 This includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.

### 4.2 Respecting children and young people

You must:

#### 4.2.1 Listen and respect children at all times

#### 4.2.2 Value and take children's contributions seriously, actively involving them in planning activities wherever possible

#### 4.2.3 Respect a young person's right to personal privacy as far as possible

4.2.3.1 If you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

### 4.3 Diversity and Inclusion

You must:

#### 4.3.1 Treat children and young people fairly and without prejudice or discrimination

#### 4.3.2 Understand that children and young people are individuals with individual needs

#### 4.3.3 Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all individuals bring something valuable and different to the Partnership

#### 4.3.4 Challenge discrimination and prejudice

- 4.3.5 Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable

#### **4.4 Appropriate relationships**

You must:

- 4.4.1 Promote relationships that are based on openness, honesty, trust and respect
- 4.4.2 Avoid showing favouritism
- 4.4.3 Be patient with others
- 4.4.4 Exercise caution when you are discussing sensitive issues with children or young people
- 4.4.5 Ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in
- 4.4.6 Ensure that whenever possible, there is more than one adult present during activities with children and young people:
  - 4.4.6.1 If a situation arises where you are alone with a child or young person, ensure that you are within sight or can be heard by other adults
  - 4.4.6.2 If a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are.
  - 4.4.6.3 Only provide personal care in an emergency and make sure there is more than one adult present wherever possible, unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

#### **4.5 Inappropriate Behaviour**

When working with children and young people, you must not:

- 4.5.1 Allow concerns or allegations to go unreported
- 4.5.2 Take unnecessary risks
- 4.5.3 Smoke, consume alcohol or use illegal substances, or be under the influence of such substances
- 4.5.4 Develop inappropriate relationships with children and young people
- 4.5.5 Make inappropriate promises to children and young people
- 4.5.6 Engage in behaviour that is in any way abusive or inappropriate including having any form of sexual contact with a child or young person or physically handling a child when this is not necessary
- 4.5.7 Let pupils or their families have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- 4.5.8 Act in a way that can be perceived as threatening or intrusive

4.5.9 Patronise or belittle children and young people

4.5.10 Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people

4.5.11 Act in any way that could risk bringing the reputation of the school and / or the Partnership into disrepute.

## **5 Upholding this code of conduct**

5.1 You should always follow this code of conduct.

5.2 If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you might be asked to leave CLP. We might also make a report to statutory agencies such as the police and/or the local authority child protection services.

5.3 If you become aware of any breaches of this code, you must report them to the Headteacher / CEO. If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.

## **6 Acceptable Use of Technology**

6.1 You must ensure that your use of technology, Partnership owned and personal devices, both in and out of school, adheres to the expectations set out in the CLP IT and Communications Systems Policy and the CLP Data Protection Policy, and linked policies.

6.2 You are required to sign an Acceptable Use Agreement.

6.3 If you use Partnership equipment away from Partnership premises you are required to sign a Loan of Equipment agreement.

6.4 You should make yourself aware of the extent of acceptable personal use of the Partnership ICT network, emails and equipment.

## **7 Confidentiality**

7.1 In the course of your role, you may be privy to sensitive and confidential information about CLP, the school, staff, pupils and their parents.

7.2 This information must never be:

7.2.1 Disclosed to anyone without the relevant authority

7.2.2 Used to humiliate, embarrass or blackmail others

7.2.3 Used for a purpose other than what it was collected for

7.3 This does not overrule your duty to report child protection concerns to the appropriate channel where you believe a child is or may be at risk of harm.

7.4 You should be familiar with CLP's Data Protection Policy and Privacy Notices.

- 7.5 Any required declarations must be signed for retention by the school and updated by you should any individual circumstances change.
- 7.6 Any requests for information must be handled in collaboration with the Data Protection Officer to ensure consistency and that responses are appropriate.

## **8 Honesty and Integrity**

- 8.1 You should maintain high standards of honesty and integrity in your role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.
- 8.2 You must ensure that all information given to CLP regarding your health, qualifications and professional experience is true and accurate.

## **9 Secondary Employment**

- 9.1 Before considering any paid employment outside of CLP, you must seek written consent from your manager (Headteacher or CEO for the central team). You should make your request in writing, clearly detailing the name of the other employer, title and nature of the role and number of hours you intend to work.

## **10 Gifts in the workplace**

- 10.1 You must not accept bribes, or gifts that might be thought of as bribes. Gifts that may be worth more than £25 must be declared and recorded on the gifts and hospitality register. In the event that you are given a combined gift (for example a teacher receiving a larger gift which is the result of all families in his/her class contributing a small sum of money which is then used by one parent to purchase a gift on behalf of everyone), the gifts and hospitality register should be signed if it appears that the value of the gift is greater than the equivalent of £25 per person giving the gift, or a total of £100 or more.
- 10.2 You may usually accept gifts if the following requirements are met. If the gift:
- 10.2.1 Does not appear to have been made with the intention of influencing you in any way (for example, to bring benefit or advantage to the children of the family giving the gift, or to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits);
  - 10.2.2 Does not include cash (gift certificates or vouchers are acceptable within the limits defined by the gifts and hospitality register);
  - 10.2.3 Is appropriate in the circumstances, taking account of the reason for the gift, its timing and value. For example, it is customary for small gifts to be given at Christmas and for families to choose to give their child's teacher a gift at the end of the school year;
  - 10.2.4 Is given openly, not secretly; and
  - 10.2.5 Complies with any applicable law

- 10.3 You should never offer gifts to pupils or their families, unless you have a personal relationship with the family which pre-dates your professional relationship. For example, a member of staff has lived next door to a family for several years; subsequently, the 'neighbours' child starts at the member of staff's place of work – it is acceptable that the previous personal relationship continues, although the staff member must ensure full professionalism within school and must not allow their personal relationship with the family to influence their professional judgement and actions.
- 10.4 Advice on the acceptance or rejection of gifts should be sought from the Headteacher or other member of the senior leadership team. Further guidance is also available in the Anti-Fraud and Corruption Policy.

## **11 Conduct Outside of Work**

- 11.1 You must not act in a way that would bring the reputation of CLP, the school, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about CLP and/or the school.

## **12 Monitoring Arrangements**

- 12.1 This policy will be reviewed every 2 years, but may be revised as required.

## **13 Links with Other Policies**

- 13.1 This policy links with our disciplinary policy, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem misconduct and gross misconduct. This policy should also be read in conjunction with the Anti-Fraud and Corruption Policy.