Future Education

Policies

Personnel Code of Conduct

Date	Review Date	Owner	Nominated Governor
October 2025	October 2026	Debbie Edwards	Daniel Childerhouse

This policy applies to all staff that are employed in the school and staff employed by Future Projects that may carry out functions within the school from time to time, and includes casual or temporary staff, volunteers, visitors and subcontractors (referred to in this document as 'school personnel'). Failure to adhere to this policy may result in disciplinary action in accordance with the school's relevant policies and procedures, including dismissal. For further information on what constitutes misconduct and gross misconduct, please see the school disciplinary procedure. Illegal activity will be reported to the relevant authorities accordingly.

We believe we have a duty to safeguard and to promote the welfare of students and to protect school personnel by creating a whole school culture that is safe and inclusive. We want to maintain a whole school culture by having in place the principles of respect, understanding rights and responsibilities, fairness, tolerance and understanding for all.

We value and respect all students and understand that we have a key role to play in identifying child protection concerns as the safeguarding of children and their welfare is paramount. Therefore, we must ensure all school personnel are appointed following the safer recruitment guidelines and procedures, Disclosure and Barring Service checked, trained in child protection procedures, understand their roles and comply with the code of conduct.

Aims

- To provide the whole school community with guidance on standards of behaviour and expectations.
- To ensure school personnel operate within the law and in accordance with the practices and policies adopted by the school.
- To enable personnel to act as role models for students and the wider community.
- To safeguard and to promote the welfare of students.
- To create and maintain an ethos of mutual respect, openness and fairness.

Core Principles

- Student safety and welfare is paramount
- School personnel are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- School personnel should conduct themselves in a positive way at all times, and act as role models for students and the wider community
- School personnel should work, and be seen to work in an open and transparent way
- School personnel should take advice promptly from their line manager or a member of the senior leadership team over any incident which may give rise to concern
- Adequate and clear records should be made of any such incident and of decisions/further actions agreed

- All school personnel should know the name of the Designated Safeguarding Lead (DSL) and deputies and should be familiar with child protection arrangements and understand their responsibilities to safeguard and protect students
- School personnel should be aware that breaches of the law and other professional standards and guidelines could result in criminal or disciplinary action being taken against them

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure that all school personnel are aware of the School Personnel Code of Conduct
- delegated powers and responsibilities to the Headteacher to ensure all visitors to the school are aware of and comply with this policy where relevant;
- delegated powers and responsibilities to the Headteacher to ensure:
    - compliance with procedures and practice of the Local Authority and the Local Safeguarding Children Board
    - procedures are in place to deal with allegations against school personnel allegations against school personnel or volunteer helpers are referred to the local authority designated officer (LADO)
    - compliance with their legal duty of referring to the Disclosure and Barring Service if a member of the school personnel or volunteer helper has been dismissed due to safeguarding concerns
    - disciplinary matters relating to this policy are dealt with according to the school disciplinary policy
- responsibility for ensuring this policy and all policies are maintained and updated regularly; nominated a link governor to:
    - visit the school regularly;
    - work closely with the Headteacher;
    - ensure this policy and other linked policies are up to date;
    - ensure with the Headteacher that everyone connected with the school is aware of this policy;
    - attend & promote training related to this policy;
    - report to the Governing Body regularly;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure that all school personnel are aware of their responsibilities that are outlined in this policy;
- ensure that staff are made aware of the standards and expectations placed upon them, including rules and requirements
- Take action to ensure that staff comply and are supported to comply with this policy
- ensure that all school personnel are aware of safeguarding arrangements and procedures in the school
- ensure that relevant measures relating to safeguarding are in place and effective
- ensure all school personnel are aware of who is the Designated Safeguarding Lead;

- work closely with the link governor to implement and review this policy;
- provide guidance, support and training to all new staff, new governors and new volunteers;
- liaise and seek advice from the Local Authority Designated Officer when the need arises;
- monitor the effectiveness of this policy
- report to the Governing Body on the success and development of this policy

Role of School Personnel and the Code of Conduct

School personnel must follow the guidance below and any other guidance or rules published or issued by the Head Teacher from time to time. Failure to behave in the manner expected may result in disciplinary action which may include dismissal.

This guidance is not a complete checklist of what is or is not appropriate behaviour for school personnel. There may be occasions and situations where staff must exercise their judgment and take decisions which contravene this guidance or where no guidance exists. In such situations school personnel are expected to make judgments about their behaviour in order to secure the best interests and welfare of students and in doing so will be seen to be acting reasonably.

School personnel must:

Dress

Exercise judgment to dress safely, decently, and appropriately, adhering to the dress code agreed by Governors and published by the Head Teacher, including but not limited to:

- Avoiding unsafe items such as hanging jewellery, neck ties or high-heeled shoes
- Avoiding revealing or sexualized clothing
- Ensuring hair is neat and secure so as not to present a safety risk
- Dressing in a manner appropriate to the type of work they are performing e.g. P.E., outdoor activities, art and design
- Avoiding clothes with inappropriate slogans or symbols – including political symbols, which may cause offence
- Ensuring that identification is clearly displayed at all times
- Wearing and using any form of protective equipment or clothing as required under risk assessment and safety management procedures

We believe that school personnel act as representatives of the school and should therefore be dressed accordingly. The way in which staff dress and present themselves plays an important part in the image we wish to give to parents, students and the general public. In addition, we recognize that the way school personnel dress affects the way that students engage in learning – particularly those that have been unsuccessful in mainstream education and may find more formal attire (such as suits and ties) intimidating. For this reason, we ask all staff to be aware of their presentation and to adhere to the dress code at all times when representing the school.

We respect the right of individuals who wish to wear specific clothing because of their faith as long as the clothing does not cause any health and safety issues to themselves or to others.

Behaviour & Conduct

- Maintain high standards of honesty and integrity at all times
- Be respectful to others at all times
- Act as a role model for students, ensuring that they feel valued, respected and listened to
- Not engage in conduct outside of work which could seriously damage the reputation and standing of the school, its personnel and the whole school community
- Not bring the school or the whole school community into disrepute
- Not engage in any form of horseplay or banter with students at any time
- Not engage in any activity which may be deemed as illegal. Criminal offences that either bring the whole school community into disrepute or that involve violence, possession or use of illegal drugs, or sexual misconduct are likely to be regarded as unacceptable.
- Disclose to the Head Teacher immediately if arrested or charged with any criminal offence.
- Seek authorization from the Head Teacher if they wish to engage in paid or unpaid work outside school. Consent will not be unreasonably withheld provided that the activity does not conflict with the interests and ethos of the school and does not affect the individual's work performance.
- Follow reasonable and legal instructions from senior members of staff relating to the individual's role, work tasks or general duties
- Co-operate and collaborate with colleagues and external agencies where necessary to support the development of students
- Be professional, supportive and co-operative with colleagues, and refrain from any actions that may undermine another staff member's confidence or professional abilities, including bullying one another
- Report any behaviour by colleagues that causes concern, taking account of grievance and whistleblowing policies where appropriate

Confidentiality

- Not reveal sensitive, confidential, business or personal information relating to students except to those colleagues who have a professional role in relation to the student and only then on a need to know basis.
- Follow the procedures outlined in data protection, safeguarding and child protection, and other relevant policies with regard to the retention and storage of information of a sensitive, confidential or personal nature.
- Maintain the security of personal information or data in the school and remain diligent to potential loss, mishandling or sharing of such information

Gifts

- Not offer personal gifts to students, parents, representatives of partner agencies or suppliers for the purposes of advancement or personal gain or which may be perceived as such
- Report any offer of gifts from students, parents, partner agencies or suppliers to the Head Teacher for further guidance

Future Education

Policies

Communications

- Never use foul, offensive, inappropriate or aggressive language in or around the school
- Never intentionally or knowingly attempt to make contact with students or parents/carers outside school hours via telephone, text message, email or on social networking sites unless in an emergency situation and only then in a professional and appropriate manner
- Ensure that any and all school related correspondence and contact with individuals outside the school, where appropriate, including via email, is in line with the ethos and reputation of the school and in accordance with the ICT Usage Agreement.
- Record contact with parents/students on the school's MIS system
- Not divulge personal information to students or parents such as home address or personal telephone numbers.
- Not use personal devices or online profile to contact or communicate with students or parents

Social Contact & Social Media

- Exercise caution when using social media sites and adhere to the Online Safety Policy and ICT Usage Agreement, specifically; being aware of the risks to themselves and others
- Never publish or refer to any confidential or sensitive information relating to students or the whole school community
- Avoid publishing, allowing to be published, sharing or promoting any material/comments/images that could damage their professional reputation or bring the school into disrepute – including via any social media profiles
- Exercise caution to ensure that professional standards are maintained in the event that social relationships already exist between school personnel and parents/carers or family of students. School personnel must ensure that neither themselves nor the school are compromised through these relationships and must report such relationships to the Head Teacher where a note will be kept, guidance offered and any additional safeguards agreed.

Photography & Media

- Only record images or media of students or the school where there is a justifiable need and appropriate permissions, and always notify the Head Teacher or a member of the senior leadership team in advance and in writing.
- Ensure that images or media are only used in accordance with the parent/carer consents provided for each student which are stored securely in individual student files. School Personnel are reminded to seek confirmation from the Head Teacher in advance.
- Ensure that images or media are stored in accordance with the data protection policy

School Policy and procedures

- Comply with all school policies, procedures, and school rules as published by the School/Head Teacher or senior management team.

Policies

- Follow all safety and safeguarding policies, procedures, rules and instructions
- Maintain an awareness of the school's policies and procedures.

Physical Contact

- Avoid any form of sexual or inappropriate contact with students
- Never use physical force as a means of punishment and only implement physical interventions as a last resort – having exhausted all other de-escalation options available
- Adhere to physical intervention procedures and utilize only permitted techniques as per the relevant training provided and ensure that the relevant reports and documentation are completed.
- Be aware that students may from time to time need comfort and reassurance if in distress but be certain to maintain professional boundaries and inform colleagues of any reassurance offered.
- Always be prepared to explain actions and accept that all physical contact be open to scrutiny
- Comply with recording procedures for any physical incident or contact with students

Role of Students

Students must be made aware of:

- What to expect from school personnel in terms of their behaviour and conduct
- basic safeguarding procedures in school
- how to assess risk to themselves and how to keep themselves safe

Raising Awareness of this Policy

We will raise awareness of this policy and other policies via:

- the school website
- Staff induction and regular refresher training
- meetings with school personnel
- communications such as emails, memos, meeting notes

Training

All school personnel will:

- receive relevant training on induction to school policies and procedures, including in relation to this policy
- receive periodic refresher training so that they are kept up to date with new information or adjustments to the school rules and code of conduct
- have equal opportunity for training, career development and promotion as appropriate for their role.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed regularly and at least bi-annually or when the need arises by the Headteacher and the nominated governor.

Linked Policies

- Anti-bullying
- Contract of Employment
- Disciplinary Procedure
- Grievance Procedure
- Induction of New Staff
- E-safety and Online Safety
- ICT Usage Agreement
- Safeguarding and Child Protection
- Safer Recruitment
- Whistleblowing

Headteacher:	D Edwards	**Date:**	October 2025
Chair of Governing Body:	Daniel Childerhouse	**Date:**	October 2025