



**LINKS**  
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MULTI ACADEMY TRUST

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# Staff Code of Conduct

## May 2025

LINKS MULTI ACADEMY TRUST

1 Hixberry Lane  
St Albans  
Hertfordshire  
AL4 0TZ

Tel: 01727 836150  
Email: [admin@linksacademy.herts.sch.uk](mailto:admin@linksacademy.herts.sch.uk)

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## 2. Objective, Scope and Principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school employees and those acting on behalf of us are expected to observe. All staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all students.

As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Staff Code of Conduct applies to all employees of the school. This Staff Code of Conduct does not form part of any employees' contract of employment, and it may be amended at any time.

In addition to this Code of Conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

This Code helps all staff to understand what behaviour is and is not acceptable, and regard should also be given to the disciplinary rules set out in the Disciplinary Policy .

Staff should be aware that a failure to comply with the Code of Conduct could result in disciplinary action including but not limited to dismissal.

Where this policy requires an employee to disclose matters from their personal life we will consider the circumstances and context of each matter before determining whether any further action is required.

## 3. Principles

You are expected to familiarise yourselves and comply with all of our policies and procedures.

You must not undermine fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

All of you must attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.

### a. Setting an Example

All staff who work in schools set examples of behaviour and conduct which can be copied by students. Therefore you must:

- avoid using inappropriate or offensive language at all times.

- demonstrate high standards of conduct in order to encourage our students to do the same.
- avoid putting yourselves at risk of allegations of abusive or unprofessional conduct.

#### 4. Safeguarding Students

You have a duty to have regard to Keeping Children Safe in Education throughout your employment and abide by the duties placed upon you within this.

You have a duty to safeguard students from physical abuse, sexual abuse, emotional abuse and neglect.

The duty to safeguard students includes the duty to report concerns about a student or colleague to the school's Designated Safeguarding Lead (DSL) for Child Protection.

The school's DSL.

Staff are provided with copies of the school's Child Protection & Safeguarding Policy and Whistleblowing Procedure via Parago and staff must be familiar with these documents.

Staff should treat children with respect and dignity and must not seriously demean or undermine students, 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.

Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.

You should be aware that the management of any safeguarding concerns is dealt in accordance with the latest statutory guidance as detailed in Keeping Children Safe in Education and includes any allegations that meet the harm test and/or allegations considered to be low level concerns. (i. e those which do not meet the harm test).

##### 4.1. Low Level Concerns

The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the harm test threshold.

A low-level concern is any concern that an adult working in or on behalf of us may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work.
- does not meet the allegations threshold or is otherwise not considered serious

enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children
- having favourites
- taking photographs of children on their mobile phone
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- using inappropriate sexualised, intimidating, or offensive language.

## 5. Relationships

Staff must declare any relationships that they may have with students, staff, clients, contractors supplies or parents outside of school; this may include mutual membership of social groups, tutoring, or family connections.

Existing or new personal relationships at work between colleagues should be declared to the line manager who must inform the Executive Headteacher; where there is a potential for this to impact upon the work of either (for example: a risk of allegations of bias or conflict of interest). The line manager and Executive Headteacher will treat declarations in confidence in accordance with the Relationships at Work Policy.

You should not assume that we are aware of any such connections and should use Appendix 2 and/or 3 to make a declaration.

### 5.1. Relationships with students

Relationships with students must be professional at all times, physical relationships with students are not permitted and may lead to a criminal conviction.

Encouraging a relationship to develop in a way which may lead to a sexual relationship, or any other inappropriate relationship will be viewed as a grave breach of trust.

Contact with students must be via school authorised mechanisms and solely for educational purposes. At no time should personal telephone numbers, text, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students.

If contacted by a student by an inappropriate route, staff should report the contact to the Headteacher immediately.

Behaviour giving rise to concern should also be reported which includes pupils seeking affection, being sexually provocative or exhibiting overly familiar behaviour.

If you are a parent of a child in school, it is understood that you will come into contact with students and parents outside of work, we would expect you to use your discretion and maintain appropriate relationships at all times.

## 6. Student Development

Staff must comply with school policies and procedures that support the well-being and development of students.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students.

Staff must follow reasonable instructions that support the development of students.

## 7. Honesty and Integrity

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of 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, you should refer to the Whistleblowing procedure for schools.

Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of “one off” token gifts from students or parents.

Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received.

You must not act on behalf of us unless you have the authority to do so.

Professional references from us will be provided by the relevant person with delegated authority. References or endorsements on social media given by other members of staff must be clear that they are provided in a personal capacity.

## 8. 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.

In accordance with Keeping Children Safe in Education, any conduct or behaviour that indicates you may not be suitable to work with children including such behaviour outside of the workplace which may or may not involve children is likely to be regarded as unacceptable.

For example, should a member of staff be involved in domestic violence at home and no children were involved, we will need to consider what triggered these actions and question whether a child could trigger the same reaction, and therefore be put at risk.

In addition, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable where it brings into question an employee's suitability or ability to do their role/work in an educational setting.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance in the school. It is recommended that permission is sought in advance.

- you must disclose any additional work or outside business interests where there is a potential conflict of interests with your employment with us.
- if any allegation of wrongdoing occurs in your additional place of work (whether or not you deny this) which may have a bearing on your employment, they must disclose this immediately to the Headteacher or their line manager.

Forming inappropriate relationships or friendships with children or young people who are pupils under the age of 18 at another school/college will be viewed as inappropriate and impact upon our ability to trust you to maintain professional boundaries with pupils.

Any work-related social event is considered to be an extension of the workplace and as such the standards of behaviour expected at these events is in line with this policy.

## **8. E-Safety and Internet Use**

Staff must exercise caution both inside and outside of work when using information technology and be aware of the risks to themselves and others.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.

Staff should exercise caution in their use of all social media use. This includes creating, endorsing, liking, posting, retweeting, sharing direct messaging or sending any statements, photo's, videos, audios, or messages. This also includes speaking and/or lip syncing to other creators' content and any music used.

This may also include the use of dating websites where staff could encounter students either with their own profile or acting covertly.

Contact with students should only be made via the use of school email accounts or telephone equipment when appropriate and strictly for educational reasons.

Photographs/stills or video footage of students should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the school's procedures on school equipment.

Further details on this can be found in the Online Safety Policy and Acceptable User Agreements, and Social Media Policy.

## 9. Confidentiality

Where staff have access to confidential information about students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student.

All staff are likely at some point to witness actions which need to be confidential.

For example, where a student is bullied by another student/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter.

However, staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a student. Staff must **never** promise a student that they will not act on information that they are told by the student.

You are not allowed to make any comment to the media about us, its performance, governance, pupils, or parents without written approval. Any media queries should be directed to the Executive Headteacher.

## 10. Dress and Appearance

All staff must dress in a manner that is appropriate to a professional role and promoting a professional image, not casual wear.

Staff should dress in a manner that is not offensive, revealing or sexually provocative

Staff should dress in a manner that is absent from political or other contentious slogans. If clothing has wording or pictures on it, this should not be offensive. Footwear should not pose a health and safety risk.

Where you are transitioning to live in the gender with which you identify, we will apply and adapt this code sensitively and flexibly.

We understand that there may be circumstances that make it difficult for some of you to

follow a code (for example, if you have a disability or are experiencing certain menopausal symptoms). If this is the case, we will discuss this with you on how we can support you and make reasonable adjustments where possible.

We have the final say on whether clothing and appearance is appropriate.

## **11. Compliance**

All staff must electronically sign the policy via Parago to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated on an annual basis and/or each time the code is amended.

You should be aware that a failure to comply with the Code of Conduct could result in disciplinary action including but not limited to dismissal. Please see our disciplinary policy for further information.

## Policy Review – Staff Code of Conduct

This policy will be reviewed in full by the Academy Resources and Audit Committee (ARAC) annually but may be reviewed and updated more frequently if necessary.

The policy was last reviewed and agreed by the Academy Resources and Audit Committee and the Trustees in May 2025.

It is due for review in May 2026 up to 12 months from the above date.

Signature

Executive Headteacher  
Date 16 May 2025

Signature

Chair of Trustees  
Date 16 May 2025