



Endeavour
Multi-Academy Trust



Code of Conduct

Endeavour Multi Academy Trust

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Contents

| Section | Topic | Page |
|----------------|---|-------------|
| 1 | Purpose and Scope | 4 |
| 2. | Principles | 4 |
| 3. | Legislation and Guidance | 5 |
| 4. | General Obligations | 5 |
| 5. | Safeguarding | 5-6 |
| 6. | Whistleblowing | 6-7 |
| 7. | Harassment and Bullying | 7 |
| 8. | Staff-Pupil relationships | 7-8 |
| 9. | Communication and social media | 8 |
| 10. | Acceptable use of technology | 8 |
| 11. | Confidentiality | 8 |
| 12. | Honesty and Integrity | 8-9 |
| 13. | Drugs and Alcohol | 9 |
| 14. | Dress code | 9 |
| 15. | Smoking and vaping | 9 |
| 16. | Conduct outside of work | 10 |
| 17. | Police enquiries and criminal proceedings | 10 |
| 18. | Showers and changing | 10 |
| 19. | Links with other policies | 10-11 |

1. Purpose and Scope

Endeavour Multi Academy Trust is committed to operating with honesty and integrity and with strong ethical principles at its heart. We expect all colleagues to operate on this basis and to adhere to the Trust's policies, procedures and Code of Conduct.

This policy aims to set out the standards of conduct that we expect all employees to follow.

All employees have personal and legal responsibilities. These include, treating others with dignity and respect, acting honestly, using public funds and school equipment appropriately, adhering to health and safety guidelines and always practicing equal opportunities. These expectations are set out below and should be fully observed by all staff at all levels.

By creating this policy, we aim to ensure that the schools within our Trust are an environment where everyone is safe, happy and treated with respect.

2. Principles

Many of the principles in this code of conduct are based on the [Teachers' Standards](#) and the Seven Principles of Public Life however they apply to all staff in the Trust.

The Seven Principles of Public Life, also known as the Nolan Principles, are:

- **Selflessness:** Holders of public office should act solely in terms of the public interest.
- **Integrity:** They must avoid placing themselves under obligations to people or organizations that could influence them.
- **Objectivity:** Decisions should be made based on merit and without bias.
- **Accountability:** Public office holders are accountable for their decisions and actions.
- **Openness:** They should be open about their decisions and actions, providing reasons for them.
- **Honesty:** Holders of public office should be truthful in their work.
- **Leadership:** They should promote and support these principles by leadership and example.

Employees have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, non-teaching staff and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

All employees must behave as any reasonable parent would do in promoting the welfare and safety of children in their care (Loco Parentis).

Failure to follow this code of conduct may result in disciplinary action being taken, as set out in our disciplinary policy.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use a common-sense approach and their professional judgement and act in the best interests of the school and its pupils.

3. Legislation and Guidance

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we should have a staff code of conduct, which should cover low-level concerns, allegations against staff and whistle-blowing, as well as acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

4. General Obligations

Employees set an example to pupils. You will:

- Maintain high standards in your attendance and punctuality
- Never use inappropriate or offensive language in school or whilst representing the school e.g. at external venues or activities
- 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 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 you must act within
- For teaching staff - Adhere to the Teachers' Standards

Our procedures for dealing with allegations will be applied with common sense and judgement.

5. Safeguarding

Employees have a duty to safeguard pupils from harm, and to report any concerns you have. This includes physical, emotional and sexual abuse, and neglect.

You should familiarise yourself with our Child Protection and Safeguarding Policy and procedures, and the Prevent initiative, and ensure you are aware of the processes to follow if you have concerns about a child.

Employees are provided with personal copies of the school's **Safeguarding Policy and Whistleblowing Policy**. Copies of these are also available on the school's website. You must have read and understood these policies and have a full awareness of the **DfE Keeping Children Safe in Education statutory guidance and Working Together to Safeguard Children statutory guidance**.

New colleagues will be given copies as part of their induction.

5.1 Allegations that may meet the Harm Threshold

This section is based on 'Section 1: Allegations that may meet the harm threshold' in part 4 of Keeping Children Safe in Education. This section can be read in conjunction with the policy 'Managing Allegations of Abuse against staff'.

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.

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’. 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.

All employees should share any low-level concerns they have using the reporting procedures set out in our Child Protection and Safeguarding Policy and/ the School’s Staff Handbook. We also encourage you to self-refer if you find yourself in a situation that could be misinterpreted. If you are not sure whether behaviour would be deemed a low-level concern, we encourage you to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the individual 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 behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns are covered in more detail in our Child Protection and Safeguarding Policy and/ the School’s Staff Handbook.

6. Whistleblowing

Whistleblowing reports wrongdoing that it is “in the public interest”. Examples linked to safeguarding include:

- Pupils’ or staff members’ 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

You are encouraged to report suspected wrongdoing as soon as possible. Your concerns will be taken seriously and investigated, and your confidentiality will be respected.

You should consider the examples above when deciding whether a concern is of a whistle-blowing 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.

You should report their concern to your line manager/ Headteacher in the first instance. If the concern is about the line manager/ Headteacher or it is believed they may be involved in the wrongdoing in some way, you should report your concern to the CEO.

Concerns can be raised by telephone or in writing however the Trust encourages initial contact to be made in person where possible and should include names of those committing wrongdoing, dates, places and as much

evidence and context as possible. Any employee raising a concern should also include details of any personal interest in the matter.

For our Trust's detailed whistle-blowing process, please refer to our Whistleblowing Policy.

7. Harassment and Bullying

The Trust will not tolerate harassment or bullying of any kind. All employees should be treated with dignity and respect, and it is everyone's responsibility to ensure that the working environment is free from bullying, harassment and sexual harassment.

Bullying or harassment is the unwanted treatment, behaviour or conduct of one person by another or others which has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person. It does not have to be a series of events; a single incident may amount to bullying or harassment.

Sexual harassment is any unwanted physical, verbal or non-verbal conduct of a sexual nature that has a purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It also includes treating someone less favorably because they've submitted or refused to submit to unwanted conduct of a sexual nature in the past, or harassment related to sex or gender reassignment.

You must help create a positive environment that works to prevent bullying and harassment. This includes calling out any relevant behaviour if you witness it. All witnesses will be provided with appropriate support and will be protected from victimisation.

If you are concerned at any point about incidents of bullying, harassment or sexual harassment (either directed at you or at someone else), you should report your concern to your line manager or other appropriate senior manager. We will investigate any complaints in a timely, respectful and confidential manner.

All employees will receive training on recognising and responding to incidents of bullying, harassment and sexual harassment.

8. Staff-Pupil Relationships

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 employees and pupils must spend time on a one-to-one basis, you 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

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

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, individual gifts from staff to pupils are not acceptable.

If you are concerned at any point that an interaction between yourself and a pupil may be misinterpreted, or if you are concerned at any point about a colleague and a pupil, this should be reported in line with the procedures set out in our Child Protection and Safeguarding Policy.

9. Communication and Social Media

Any member of staff's social media profiles should not be available to pupils. If you have a personal profile on social media sites, you should not use your full name, as pupils may be able to find your profile. You should consider using a first and middle name instead and set public profiles to private.

You 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. You will not make any efforts to find pupils' or parents' social media profiles.

You will ensure you do not post any images online that identify children who are pupils at the school without their consent.

All employees should be aware of the Trust Online Safety Policy

10. Acceptable Use of Technology

You will not use technology in school or belonging to the school 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.

You should not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. You will also not use personal mobile phones or cameras to take pictures of pupils.

The Trust reserves the right to monitor emails and internet use on the school IT system.

11. Confidentiality

In the course of your role, you are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

The exception to this is your duty to report child protection concerns to the appropriate channel where you believe a child has been harmed or is at risk of harm, as detailed further in our Child Protection and Safeguarding Policy.

12. Honesty and Integrity

You should maintain high standards of honesty and integrity. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

You will not accept bribes. Gifts that are worth more than £50 must be declared and recorded on the gifts and hospitality register.

The deliberate falsification of documents is not acceptable. Where an employee falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

You should ensure that all personal information given to the school is correct. This should include:

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

Where there are any updates to the information provided to the school, you will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on your employment.

13. Drugs and Alcohol

You will not use illegal drugs or alcohol during working hours, this is unacceptable and may lead to disciplinary action. All employees are expected to attend work without being under the influence of alcohol or illegal drugs and without their performance being adversely impacted by the consumption of alcohol, illegal drugs or medication.

If alcohol or drug usage impacts on an employee's working life, the school has the right to discuss the matter with the individual and take appropriate action, having considered factors such as the school or local authority's reputation and public confidence. This may also lead to disciplinary action.

14. Dress Code

You will dress in a professional, appropriate manner.

Outfits will not be overly revealing.

Clothes will not display any offensive or political slogans.

Clothing and footwear will be appropriate to the individual and the work in which they are engaged.

15. Smoking and Vaping

The Trust wishes to promote a healthy lifestyle and school environment, and for all employees to act a positive role model to our pupils. Smoking, e-cigarettes and vaping are therefore not permitted in any workplace premises, including outdoor areas.

This policy applies to all persons within Trust grounds, therefore all visitors i.e. anyone not an employee, on site should be made aware of this policy to ensure a safe and healthy environment for everyone.

If you have arranged or are responsible for a visitor to site, you should make every effort to ensure they adhere to this rule.

The Trust is committed to supporting employees who wish to give up smoking, including by providing access to resources, guidance, and wellbeing initiatives that promote a healthier lifestyle

16. Conduct Outside of Work

You should not act in a way that could bring the school/ Trust, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

You may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect your work performance.

In school time you must not work with pupils in their own home or living space without prior authorisation from either the Headteacher or another designated senior leader.

All employees must declare any business interests outside of the Trust/school that may be connected either to the supply of goods / services to the Trust/school or be rewarded through association with the Trust/school.

You may come into contact with pupils in social settings and it is important that you recognise that your professional role does not just finish at the school gate. This is not to say that you must ignore pupils in social settings but you should be mindful of how your behaviour towards pupils in such a setting may be interpreted.

17. Police Enquiries and Criminal Proceedings

School employees must inform the Headteacher, Headteachers and Trust Support staff must inform the CEO immediately if they are subject to a criminal conviction, caution ban, police enquiry, investigation or pending prosecution. The Headteacher or CEO will discuss this with the employee in the context of their role and responsibilities to help safeguard children and other employees.

You must inform the Headteacher/ CEO immediately if you are involved with any child protection incidents or issues regarding your own child/ren or those of others.

Failure to make a relevant declaration of interests is a very serious breach of trust and therefore if you are in doubt about a declaration, you are advised to take advice from your line manager or union.

18. Showers and Changing

Pupils are entitled to respect and privacy whilst they are changing or showering after PE/games or swimming. However, there needs to be an appropriate level of supervision in order to safeguard young people, meet health and safety requirements and to ensure that bullying does not take place. The supervision should be appropriate to the needs and age of the pupils and sensitive to the potential for embarrassment.

You should be vigilant about your own behaviour and announce your intention of entering a changing room. You must not change or shower in the same place as children.

Reference should also be made to the Intimate Care Policy (where applicable) and individual pupils' risk assessments or care plans.

19. Links with Other Policies

This policy links with the following policies:

- Disciplinary Policy which will be used if you breach this code of conduct.
- Grievance policy
- Harassment and Bullying policy
- Whistleblowing policy
- Child protection and safeguarding policy
- Managing Allegations of abuse against staff
- KCSIE and Working together to safeguard children statutory guidance documents
- Gifts and hospitality policy
- Online safety policy