



Brighter Futures
Educational Trust

CODE OF CONDUCT POLICY

Policy Number: 10c

Review Committee: Finance and Risk

Type of Policy: Statutory

Review Period: Annually

Approved: May 2026

Next Review: May 2027



VERSION CONTROL

V1.1	April 2024	Version Control added Staff expectations section added
V1.2	April 2025	<ul style="list-style-type: none">• Updated safeguarding information• Enhanced digital communication protocols• AI usage guidelines• staff wellbeing support mechanisms• inclusive practice guidance• Updated Dress Code
V2.1	April 2026	New Policy

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1. PURPOSE AND SCOPE

This Code of Conduct sets out the professional standards expected of all employees within the Trust. Staff are role models and must demonstrate behaviours that uphold the safety, wellbeing and dignity of all pupils and members of the school and Trust community.

This policy applies to all employees, agency staff, volunteers and contractors.

2. LEGISLATION AND GUIDANCE

This policy is underpinned by statutory guidance and legislation including Keeping Children Safe in Education (KCSIE), the Teachers' Standards (Part 2: Personal and Professional Conduct), The School Staffing (England) Regulations 2009 and the Equality Act 2010.

Staff are expected to understand and act within these frameworks.

3. PROFESSIONAL STANDARDS

Staff must act with honesty, integrity and professionalism at all times. They must maintain appropriate professional boundaries, demonstrate respect for all individuals and promote equality, diversity and inclusion.

Staff are always expected to model positive behaviour and language.

4. SAFEGUARDING AND CHILD PROTECTION

Safeguarding is the responsibility of all staff and is central to this policy.

Staff must act in accordance with KCSIE, report any safeguarding concern immediately, and report low-level concerns in line with Trust procedures.

Staff must never promise confidentiality where safeguarding concerns exist.

Failure to follow safeguarding procedures may result in disciplinary action.

5. PROFESSIONAL CONDUCT

Staff must contribute to a safe, respectful and professional working environment.

Any behaviour that undermines dignity, creates an unsafe environment or damages professional relationships is not acceptable.

6. PROFESSIONAL BOUNDARIES AND RELATIONSHIPS

Staff must always maintain appropriate professional relationships with pupils.

Staff must not share personal contact details with pupils or communicate with them through personal devices or social media.

All communication must take place through approved school and Trust systems.

7. CONDUCT AND BEHAVIOUR

Staff must follow all Trust policies and procedures and treat pupils, colleagues and families with respect.

Staff must not engage in behaviour that could be perceived as bullying, harassment or discrimination, or that could bring the Trust into disrepute.

8. USE OF TECHNOLOGY AND COMMUNICATION

Staff must use school systems for professional communication and follow Trust policies on online safety, data protection and acceptable use.

All digital communication must be professional and appropriate.

9. CONFIDENTIALITY

Staff must maintain confidentiality of sensitive information and only share information where it is appropriate or required.

This does not override safeguarding responsibilities.

10. HONESTY AND INTEGRITY

Staff must use school and Trust resources appropriately, comply with relevant legislation including the Bribery Act 2010, and declare any conflicts of interest or gifts in line with Trust policy.

11. MONITORING AND REVIEW

This policy will be reviewed annually by the Trust.

Trust leaders and governing bodies are responsible for ensuring that this policy is implemented effectively and that appropriate action is taken where concerns arise.

12. LINKS WITH OTHER POLICIES

This policy should be read alongside the:

- Child Protection Policy
- Disciplinary Policy
- Whistleblowing Policy
- Online Safety Policy
- Acceptable Use Policy.

13. COMPLIANCE

Failure to comply with this policy may result in disciplinary action, up to and including dismissal.

Staff must confirm that they have read and understood this policy.

Name	
Sign	
Date	