



Allen Edwards Staff Code of Conduct

PROFESSIONAL CONDUCT, SAFEGUARDING AND
STAFF STANDARDS

ALLEN EDWARDS PRIMARY SCHOOL

Contents

Purpose, Status and Scope	2
Professional Framework and Core Standards	2
Safeguarding and Child Protection	2
Professional Boundaries with Pupils.....	3
Communication and Relationships.....	3
One-to-One Work, Physical Contact and Intimate Care	3
Transport, Home Visits, Gifts and Favouritism	4
Photography, Video and Pupil Information	4
Equality, Dignity and Respect at Work	4
Conduct, Accountability and Management Responsibilities	5
Confidentiality, Records, Data Protection and Artificial Intelligence	5
Online Conduct, Social Media and Digital Communication	5
School Property, Finance, Procurement and Intellectual Property	6
Conflicts of Interest, Outside Work and Close Relationships	6
Gifts, Hospitality, Bribery and Sponsorship	6
Public Statements, References and Political Neutrality	7
Attendance, Dress, Health, Safety and Fitness for Work	7
Attendance and Timekeeping	7
Dress and Appearance	7
Health and Safety	7
Smoking, Vaping, Alcohol and Substance Misuse.....	7
Criminal Disclosures, DBS and Suitability	8
Reporting Concerns, Low-Level Concerns and Whistleblowing.....	8
Concerns About a Pupil	8
Concern or Allegation About an Adult.....	8
Low-Level Concern.....	8
Whistleblowing and Protection From Detriment	8
Review, Consultation and Variation	Error! Bookmark not defined.
Breaches of the Code	9
Related Policies	9
Appendix 1 - Reporting Routes	10
Appendix 2 - Staff Confirmation	11

Purpose, Status and Scope

This Code sets out the standards of professional conduct expected of everyone working for or on behalf of Allen Edwards Primary School. It supports a safe, respectful and accountable culture in which the welfare of pupils is paramount and public confidence in the school is maintained.

The Code applies to all employees, including permanent, temporary, fixed-term, seconded and agency staff, apprentices and trainee teachers. Relevant expectations also apply to volunteers, contractors, consultants and others working on the school site or with pupils. Governors follow the governing body's separate code of conduct.

The Code is not exhaustive. Staff must exercise sound professional judgement, follow lawful and reasonable management instructions, and seek advice from the headteacher, line manager or designated safeguarding lead (DSL) whenever they are unsure.

Failure to meet these standards may be managed under the appropriate school procedure and may result in disciplinary action, including dismissal in serious cases. Safeguarding concerns will always be considered under the Child Protection and Safeguarding Policy and current statutory guidance.

Professional Framework and Core Standards

This Code consolidates Allen Edwards' previous policy and Lambeth Schools Human Resources' Code of Conduct Policy (April 2026). It should be read with Keeping Children Safe in Education 2026, the Equality Act 2010, the Worker Protection (Amendment of Equality Act 2010) Act 2023, the Data Protection Act 2018, UK GDPR, the Bribery Act 2010, the Health and Safety at Work etc. Act 1974 and the school's related policies.

All staff must:

- place the best interests, safety and welfare of pupils at the centre of their work
- act with honesty, integrity, impartiality, objectivity and professional competence
- treat pupils, families, colleagues, governors and visitors with dignity and respect
- model the school's values and maintain high standards of language and behaviour
- work within their role, job description, competence and professional responsibilities
- follow school policies, safeguarding procedures and lawful management instructions
- declare conflicts, mistakes, concerns and relevant changes in personal circumstances promptly
- use school resources, information and public funds responsibly
- take responsibility for conduct inside and outside work where it may affect pupils, colleagues, the school or public confidence

Safeguarding and Child Protection

Safeguarding is everyone's responsibility. Staff must maintain an attitude of 'it could happen here', act in the best interests of the child and follow the Child Protection and Safeguarding Policy without delay.

Staff must:

- read and understand the required parts of Keeping Children Safe in Education and complete safeguarding induction, annual training and updates
- know the identity and availability of the DSL and deputy DSLs
- recognise and report concerns about abuse, neglect, exploitation, harmful sexual behaviour, online harm, mental health or a pupil's welfare

- record concerns factually and promptly on CPOMS, using the pupil's own words where relevant, and speak directly to the DSL where risk is immediate or significant
- make a direct referral to children's social care or the police where necessary and tell the DSL as soon as possible
- never promise confidentiality to a pupil or investigate a safeguarding disclosure themselves
- preserve evidence and follow DSL advice when an incident may involve a crime or online material
- report concerns about an adult, including low-level concerns, through the routes in this Code
- use whistleblowing procedures if they believe safeguarding practice is unsafe or concerns are not being addressed

Professional Boundaries with Pupils

Staff occupy a position of trust and authority. They must maintain clear, transparent and age-appropriate boundaries, avoid favouritism and never use their position to intimidate, humiliate, exploit or form an improper relationship with a pupil.

Communication and Relationships

- Use calm, respectful and professional language. Do not use sarcasm, degrading language, sexualised comments, discriminatory language, threats or personal insults.
- Do not share personal or intimate information with pupils or encourage emotional dependency.
- Do not establish or seek a sexual or romantic relationship with a pupil. This prohibition applies regardless of apparent consent and continues where the law or professional obligations protect a former pupil.
- Do not exchange personal contact details or communicate with pupils through personal email, personal telephone numbers, social media or unapproved messaging services.
- Use only school-approved systems and accounts for pupil and family communication, and retain an appropriate record.
- Report any pupil communication, behaviour or attachment that may place the pupil or member of staff at risk of misunderstanding or compromised boundaries.

One-to-One Work, Physical Contact and Intimate Care

- Plan one-to-one work so it is observable or interruptible wherever possible. Use designated spaces, maintain appropriate visibility and ensure another adult knows where the session is taking place.
- Physical contact must be necessary, proportionate, appropriate to the pupil's needs and never secretive, sexualised, punitive or for the adult's gratification.
- Use reasonable force only in accordance with law, training and the Positive Physical Handling Policy and record and report the incident promptly.
- Provide personal or intimate care only under an agreed plan, respecting privacy, dignity, communication needs and the pupil's wishes as far as possible.
- Report any accidental contact, misunderstanding or situation that could be misinterpreted to the headteacher or DSL promptly.

Transport, Home Visits, Gifts and Favouritism

- Do not transport a pupil in a personal vehicle unless this has been authorised and the school's risk-assessment, insurance and safeguarding arrangements are met, except in a genuine emergency.
- Undertake home visits only when authorised, risk assessed and recorded. Staff should not normally visit alone.
- Do not give or accept personal gifts that could create obligation, favouritism or secrecy. Any permitted gift must be modest, transparent and consistent with school arrangements.
- Do not single out a pupil for special attention, private meetings, rewards or sanctions in a way that could be perceived as favouritism or grooming.

Photography, Video and Pupil Information

- Use only school-authorised equipment and systems to capture, store or share images, video or audio of pupils.
- Never take pupil images on a personal device unless outlined in the school's Online Safety and Mobile Use Policy, deleted as soon as they have been used and never retain them in a personal account or cloud service.
- Follow consent, data-protection and safeguarding arrangements and do not identify pupils unnecessarily.
- Do not create, request, view, copy or share nude or semi-nude images of a child. Inform the DSL immediately and follow safeguarding procedures.

Equality, Dignity and Respect at Work

Allen Edwards is committed to an inclusive and anti-racist working environment that values diversity and is free from discrimination, bullying, harassment, victimisation, hate incidents and sexual harassment. Staff must comply with the Equality Act 2010 and the school's equality duties.

Protected characteristics under the Equality Act are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The school takes proactive and reasonable steps to prevent sexual harassment. All staff must complete required training, challenge inappropriate conduct, maintain professional boundaries and report concerns promptly. Retaliation or victimisation against a person who raises a concern in good faith is prohibited.

For this Code:

- harassment is unwanted conduct that has the purpose or effect of violating dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment
- bullying includes offensive, intimidating, malicious or insulting behaviour, or misuse of power that undermines, humiliates or injures another person
- victimisation is subjecting a person to a detriment because they have raised, supported or may raise an equality concern in good faith
- a hate incident or hate crime is conduct perceived by the victim or another person to be motivated by hostility or prejudice

Concerns may be raised with a line manager, the headteacher, the Chair of Governors, Human Resources, a trade union representative or through the grievance or whistleblowing procedure, as appropriate.

Conduct, Accountability and Management Responsibilities

Staff must undertake their duties diligently, comply with their contract and job description, maintain required professional knowledge, attend training and follow legitimate instructions, procedures and regulations.

Managers and leaders must model this Code, communicate expectations, apply procedures consistently and without discrimination, address concerns early, support staff appropriately and maintain accurate records. Decisions about recruitment, pay, promotion, capability, discipline or other employment matters must be fair, impartial and free from favouritism or undeclared interests.

Providing false information or documents, deliberately misleading the school, falsifying records or concealing material information may lead to disciplinary action.

Confidentiality, Records, Data Protection and Artificial Intelligence

Staff must protect confidential and personal information while sharing safeguarding information lawfully and promptly. Confidentiality must never be used to prevent a necessary safeguarding disclosure.

- Access, use and share information only for an authorised work purpose and with those who need to know.
- Keep paper and electronic records secure, accurate, factual and appropriately retained.
- Do not discuss pupils, families, colleagues or confidential school business in public places or with unauthorised people.
- Use secure school systems when working remotely and protect screens, passwords, devices and printed material.
- Report data loss, misdirected communication, unauthorised access or another suspected breach immediately.
- Do not make covert recordings. A request to record a meeting will be considered in advance, including as a possible reasonable adjustment.
- Use artificial-intelligence tools only where approved by the school. Do not enter pupil, staff, safeguarding, special-category or other confidential data into an unapproved AI service.
- Check AI-generated material for accuracy, bias, copyright, confidentiality and suitability. Professional decisions and statutory assessments must remain subject to accountable human judgement.

Online Conduct, Social Media and Digital Communication

The same professional standards apply online and outside working hours where staff can be identified with the school or their conduct may affect pupils, colleagues, safeguarding or public confidence.

- Do not accept or initiate social-media connections with current pupils or communicate through personal accounts.
- Do not publish confidential information or offensive, threatening, defamatory, discriminatory or sexually inappropriate content about pupils, families, colleagues, governors or the school.
- Do not post pupil images or information without school authority and the required consent or lawful basis.
- Maintain appropriate privacy settings, while recognising that online material may be copied, shared or become public.

- Do not access, create, store or distribute illegal, abusive, discriminatory or otherwise inappropriate material using school equipment or accounts.
- Use school email, devices, internet access and communication platforms in accordance with the Acceptable Use and Online Safety policies.
- Personal mobile phones and wearable devices must be stored and used only in accordance with school rules. They must not be used to communicate with pupils.

School Property, Finance, Procurement and Intellectual Property

Staff must use school property, facilities, equipment, information and public money responsibly, lawfully and only for authorised purposes. Limited personal use is permitted only where expressly authorised.

- Protect school property from loss, damage, theft and unauthorised use, and report concerns promptly.
- Follow financial regulations, the scheme of delegation, purchasing and procurement procedures and budget controls.
- Declare relationships or interests involving suppliers, contractors, recruitment candidates, tenders or transactions.
- Maintain confidentiality and fairness during procurement and do not seek or provide improper advantage.
- Report suspected fraud, theft, bribery, overpayment or financial irregularity immediately.
- Do not remove equipment, software, records or materials from school without authority.
- Intellectual property created in the course of employment normally belongs to the school, subject to law and contractual terms, and must not be reused commercially without permission.

Conflicts of Interest, Outside Work and Close Relationships

Staff must not allow personal, financial, political or outside interests to conflict or appear to conflict, with their school duties. Any actual, potential or perceived conflict must be declared promptly in writing to the headteacher; concerns involving the headteacher must be declared to the Chair of Governors.

- Obtain written approval before taking additional employment or running a business where required by contract or school procedure.
- Do not undertake private work during paid school time or use school information, property or opportunities for personal benefit unless this is agreed by the headteacher.
- Declare significant roles in outside organisations where they overlap with the school's interests.
- Declare a close personal or family relationship where one person manages, appoints, assesses or makes employment decisions affecting the other.
- Withdraw from decisions where impartiality could reasonably be questioned.
- Staff governors must declare interests and withdraw from relevant governing-body business.

Gifts, Hospitality, Bribery and Sponsorship

- Do not offer, request or accept a bribe, inducement, unauthorised payment or benefit.
- Declare and record gifts or hospitality in accordance with the school's rules. Gifts must never influence, or appear to influence, professional judgement.

- If you receive a gift over the value of £30, please inform the school business manager.
- Cash should not be accepted as a gift.
- Apply the same principles to sponsorship, donations and community support, ensuring that no employee, partner or relative receives an improper benefit.

Public Statements, References and Political Neutrality

- Refer media enquiries to the headteacher and do not speak on behalf of the school or Council without authority.
- Only the headteacher or deputy headteacher or the Chair of Governors in relation to the headteacher, may provide an employment reference on behalf of the school unless authorised and checked by the headteacher or deputy headteacher. A personal reference must be clearly identified as personal and must not use school headed paper, email or authority.
- Give professional advice impartially and do not allow personal or political opinions to interfere with duties or the education and welfare of pupils.
- Staff in politically restricted posts must comply with the restrictions notified to them. Teachers and headteachers are excluded from those restrictions under the relevant legislation, although all staff remain subject to duties of impartiality and professional conduct.
- Maintain professional working relationships with governors and use the correct employment, grievance and appeal procedures rather than seeking to involve individual governors informally.

Attendance, Dress, Health, Safety and Fitness for Work

Attendance and Timekeeping

Staff must attend work reliably, arrive punctually, follow absence-reporting procedures, remain available during contracted hours and obtain permission before leaving the site or changing agreed working arrangements. False absence information, unauthorised absence and punctuality issues may be treated as a disciplinary matter.

Dress and Appearance

Dress and appearance must be professional, practical, inclusive and appropriate to the role, activities, health and safety requirements and contact with pupils, families and external organisations. Clothing, footwear, jewellery and identification must not compromise safety, dignity or the effective performance of duties.

Health and Safety

- Take reasonable care of personal safety and the safety of pupils, colleagues and visitors.
- Follow risk assessments, safety procedures and training; use protective clothing and equipment where required.
- Report accidents, injuries, hazards, near misses and defective equipment promptly.
- Managers must take reasonable steps to plan, supervise and review work safely.

Smoking, Vaping, Alcohol and Substance Misuse

Smoking, vaping and the use of e-cigarettes are prohibited in school buildings, grounds, car parks, playgrounds and during off-site activities where staff supervise pupils. Staff must not smoke or vape in view of pupils. No school smoking area is provided.

Staff must not possess or use illegal drugs at work, consume alcohol during working time unless specifically authorised for an exceptional event, or attend work impaired by alcohol, drugs, medication or another substance. A staff member who may be unfit for work must tell the headteacher or line manager immediately. The school will consider welfare and occupational-health support as well as safety and conduct requirements.

Criminal Disclosures, DBS and Suitability

Staff must notify the headteacher promptly of any arrest, charge, caution, conviction, court order, police involvement, professional restriction or other circumstance that may affect their suitability, role, safeguarding responsibilities or the reputation of the school. Advice should be sought if there is doubt about whether disclosure is required.

Staff must cooperate with lawful DBS, barred-list, right-to-work, prohibition, childcare-disqualification, professional-registration and other suitability checks. They must maintain any licence, qualification or professional membership required for their role and report any change, investigation, restriction or lapse immediately.

Information will be considered fairly, confidentially and in accordance with safer-recruitment, safeguarding and employment procedures. Failure to disclose relevant information may itself be a disciplinary matter.

Reporting Concerns, Low-Level Concerns and Whistleblowing

Staff must report concerns promptly, even where the information is incomplete or the conduct appears minor. They must not investigate concerns themselves, confront the person concerned, agree secrecy or allow loyalty to a colleague to override safeguarding.

Concerns About a Pupil

Report immediately to the DSL or deputy DSL and record on CPOMS. If a child is in immediate danger, call 999. Any member of staff may refer directly to children's social care where necessary.

Concern or Allegation About an Adult

Report a concern or allegation that may meet the harm threshold to the headteacher immediately. A concern about the headteacher must be reported to the Chair of Governors. The school will contact the local authority designated officer (LADO) in accordance with the Child Protection and Safeguarding Policy.

Low-Level Concern

A low-level concern is any concern, however small, that an adult working in or on behalf of the school may have acted in a way that is inconsistent with this Code, including inappropriate conduct outside work, but which does not meet the harm threshold or is otherwise not serious enough for a referral to the LADO. Report low-level concerns to the headteacher promptly. Concerns about the headteacher must be reported to the Chair of Governors.

Self-referral is encouraged where a member of staff recognises that their conduct could be misinterpreted, fell below the expected standard or placed them in a situation that may have compromised professional boundaries.

Whistleblowing and Protection From Detriment

Use the Whistleblowing Policy where there is a public-interest concern about malpractice, unsafe practice, safeguarding failure, fraud or concealment and the ordinary reporting route is inappropriate or has not resolved the concern. No person will be treated less

favourably for raising or supporting a concern in good faith. Knowingly false or malicious information may be addressed under the appropriate procedure.

Breaches of the Code

A possible breach will be considered fairly under the relevant safeguarding, low-level concerns, disciplinary, capability, grievance, whistleblowing or other procedure. The school will assess the evidence, seriousness, impact, intent, professional role, safeguarding implications, previous advice or concerns and any relevant mitigation.

Depending on the circumstances, action may include advice, training, management guidance, risk management, referral to Human Resources, the LADO, police, Disclosure and Barring Service or a professional regulator, and disciplinary action up to and including dismissal.

Nothing in this Code prevents immediate protective action where a pupil, member of staff or other person may be at risk.

Related Policies

- Child Protection and Safeguarding Policy
- Low-Level Concerns Policy
- Whistleblowing Policy
- Disciplinary Policy and Procedure
- Grievance and Dignity at Work procedures
- Equality Information and Objectives / Equality Policy
- Online Safety and Acceptable Use Policies
- Data Protection and Records Management Policies
- Positive Physical Handling Policy
- Health and Safety Policy
- Finance Regulations, Scheme of Delegation and Procurement Procedures
- Gifts and Hospitality / Declaration of Interests arrangements
- Close Relationships at Work Policy
- Complaints Policy

Appendix 1 - Reporting Routes

Concern	Immediate route	Record / next step
Concern about a pupil	DSL or deputy DSL; 999 if immediate danger	Record promptly on CPOMS; follow DSL advice
Adult conduct that may meet the harm threshold	Headteacher	Do not investigate; headteacher considers LADO contact
Concern about the headteacher	Chair of Governors	Chair considers LADO contact
Low-level concern about an adult	Headteacher	Record using the school's low-level concerns process
Low-level concern about the headteacher	Chair of Governors	Record under the low-level concerns process
Unsafe practice, malpractice or concealment	Headteacher, Chair of Governors or Whistleblowing route	Follow the Whistleblowing Policy
Data breach or lost information	Headteacher / Data Protection Lead	Secure information and report immediately
Fraud, theft, bribery or financial irregularity	Headteacher; Chair of Governors if it concerns the headteacher	Preserve evidence; follow finance and whistleblowing procedures



Appendix 2 - Staff Confirmation

I confirm that I have received, read and understood the Allen Edwards Primary School Staff Code of Conduct. I understand my responsibility to follow the Code, seek advice where I am unsure and report safeguarding, professional-conduct and whistleblowing concerns promptly.

Name: _____

Role: _____

Signature: _____

Date: _____

The signed confirmation should be retained in accordance with the school's personnel-record arrangements. Staff will be reminded of this Code at induction and at least annually.