



**EVERYTHING
EDUCATION**

STAFF CODE OF CONDUCT

2026-2027

OWNERSHIP:	Everything Education School
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Everything Education School

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1.0 PURPOSE AND SCOPE

Everything Education School expects the highest standards of professional conduct from all adults who work with or on behalf of the school. This Code sets clear expectations for behaviour, professional boundaries, safeguarding practice and the responsible use of authority so that pupils are protected and staff are supported to work safely and confidently.

The Code applies to employees, agency staff, supply staff, volunteers, contractors, trainees, visiting professionals and anyone else working in a position of trust or responsibility with pupils. It applies on school premises, during off-site activities and educational visits, when communicating electronically, and to conduct outside work where this may affect safeguarding, professional suitability or confidence in the school.

2.0 LEGAL AND SAFEGUARDING FRAMEWORK

This Code should be read alongside current legislation, statutory guidance and school policies, including Keeping Children Safe in Education 2026 (KCSIE 2026), the Education (Independent School Standards) Regulations 2014, the Equality Act 2010, the Human Rights Act 1998, the Sexual Offences Act 2003, data-protection legislation, and Department for Education guidance on restrictive interventions and reasonable force.

All staff who work directly with children must read KCSIE 2026 Part One in full. Staff must also know the school safeguarding systems, the identity and role of the Designated Safeguarding Lead (DSL) and deputy DSL, and how to report concerns without delay.

3.0 CORE PROFESSIONAL EXPECTATIONS

Staff are expected to:

- act in the best interests of pupils and make safeguarding and welfare a priority;
- behave honestly, respectfully, fairly and professionally at all times;
- maintain appropriate boundaries and understand the power imbalance inherent in an adult/pupil relationship;
- model calm, inclusive and respectful behaviour and use language appropriate to pupils' age, development and needs;
- avoid conduct that could reasonably be interpreted as intimidating, humiliating, discriminatory, sexualised, coercive or exploitative;
- follow school policies, reasonable management instructions and professional standards;
- raise concerns, errors and unsafe practice promptly rather than ignoring or concealing them;
- use school resources, information and systems responsibly and only for legitimate purposes; and
- cooperate with safeguarding, disciplinary, complaints and regulatory processes when required.

4.0 SAFEGUARDING RESPONSIBILITIES

Safeguarding is everyone's responsibility. Staff must remain alert to signs of abuse, neglect, exploitation, peer-on-peer harm, online harm, attendance concerns and other indicators that a child may need help or protection. Concerns must be acted on immediately and reported to the DSL or deputy DSL in accordance with the Safeguarding and Child Protection Policy.

Staff must never promise a pupil absolute confidentiality. Where a pupil makes a disclosure, staff should listen carefully, avoid leading questions, reassure the pupil that they have done the right thing by speaking, explain that information may need to be shared to keep them safe, make an accurate record and report the concern promptly.

If a child is in immediate danger or at risk of significant harm, staff must take urgent action. Any staff member may make a referral to children's social care directly where necessary. If immediate emergency assistance is required, call 999.

5.0 PROFESSIONAL BOUNDARIES AND RELATIONSHIPS

Relationships with pupils must always be professional, appropriate, transparent and capable of justification. Staff must not seek to meet their own emotional, social, financial or physical needs through relationships with pupils.

Staff must not:

- engage in sexual, romantic or flirtatious behaviour with pupils or use sexualised language, jokes, innuendo or comments;
- show favouritism, create secret relationships or encourage a pupil to become dependent on an individual member of staff;
- meet pupils socially, invite them to a private home or arrange unapproved contact outside school;

- give personal contact details or use personal accounts to communicate with pupils;
- accept or encourage inappropriate physical closeness, horseplay or play-fighting;
- make disparaging, sarcastic or humiliating comments about a pupil's appearance, ability, background, disability, ethnicity, religion, sex or any other characteristic; or
- use their professional position to obtain a personal advantage or exploit a pupil or family.

Any pre-existing personal, family, social or professional relationship with a pupil or their family must be declared to the Headteacher or line manager so that appropriate safeguards can be agreed. Concerns about a pupil developing an infatuation or unusually dependent relationship with a member of staff must also be reported promptly.

A sexual relationship between a person aged 18 or over in a position of trust and a child under 18 is a criminal offence even where the child is over the age of consent. Staff must maintain professional boundaries with former pupils where there remains a risk of exploitation, grooming, dependency or misuse of information acquired through the professional relationship.

6.0 ONE-TO-ONE WORKING AND MEETINGS

One-to-one work may be necessary and can be beneficial, but it must be planned and managed to protect both pupils and staff. Where practicable, meetings should take place in rooms with visual access, an open door, nearby colleagues or other arrangements that make the contact observable and accountable.

Another appropriate adult should know when and where a one-to-one meeting is taking place if it cannot be readily observed. Staff must not arrange unapproved meetings away from school. Any off-site meeting with a pupil must be authorised by the Headteacher or delegated senior leader and follow the school's safeguarding and visits arrangements.

Staff should not routinely transport a pupil alone in a private vehicle. Where exceptional circumstances make this necessary, it must be authorised, risk assessed, appropriately insured and recorded, with parent/carers and school knowledge where practicable.

7.0 COMMUNICATION, MOBILE PHONES AND SOCIAL MEDIA

Communication with pupils must take place through approved school systems and for legitimate educational, pastoral or safeguarding purposes. Staff must not use personal mobile numbers, private messaging accounts or personal email addresses to contact pupils except in a genuine emergency where no safer alternative exists; any such exceptional contact must be reported and recorded promptly.

Staff must not accept pupils or current parents/carers as personal social-media contacts, follow them for non-professional reasons, or communicate through online gaming, direct messages, disappearing-message services or private social-media accounts. Privacy settings should be used appropriately, but staff must assume that anything posted online may become public.

Personal devices must not be used to photograph, film or record pupils unless expressly authorised by school procedures and there is no suitable school device. Images and recordings must only be stored, transferred and deleted through approved school systems.

Staff must not post confidential information, images of pupils, internal disputes or comments that could reasonably bring the school into disrepute or compromise safeguarding. Online conduct must remain consistent with the same professional standards expected offline.

8.0 PHYSICAL CONTACT AND RESTRICTIVE INTERVENTION

Physical contact with pupils must be appropriate, necessary, proportionate, sensitive to the pupil's wishes and needs, and capable of professional justification. Staff should consider the pupil's age, SEND, trauma history, cultural context and any agreed care or support plan.

Physical intervention or reasonable force must never be used as punishment. Restrictive intervention may only be used where lawful and necessary, using the minimum force for the shortest time needed to prevent harm or manage a serious risk. Staff should use prevention, de-escalation and non-physical strategies wherever possible and follow the school's Behaviour and Restrictive Intervention arrangements.

Any significant use of force or restrictive intervention must be reported and recorded in accordance with current school procedures and national guidance, and parents/carers must be informed where required. Staff must seek medical attention or safeguarding advice where an intervention results in injury or raises a welfare concern.

9.0 SEXUAL CONDUCT, FAVOURITISM AND GIFTS

There is no acceptable sexualised conduct between staff and pupils. Grooming, sexual communication, sexual touching, sharing sexual material, seeking sexual images or encouraging secrecy are prohibited and must be reported immediately.

Staff must avoid favouritism or behaviour that could reasonably be perceived as creating a special or exclusive relationship. Gifts from pupils or families should only be accepted where modest, appropriate and in accordance with school procedures. Staff must not give personal gifts to individual pupils except where authorised as part of an agreed school activity or reward system.

10.0 FIRST AID, PERSONAL CARE AND INTIMATE CARE

First aid should normally be provided by appropriately trained staff and recorded in accordance with the First Aid Policy. Necessary physical contact must be explained to the pupil where practicable and handled sensitively. Another adult should be present or nearby where this is appropriate and feasible.

Personal or intimate care must only be provided in accordance with an agreed care plan, safeguarding arrangements and the pupil's dignity, privacy and wishes. Staff should encourage independence wherever possible and must report any concern arising during care.

11.0 CONFIDENTIALITY, INFORMATION SHARING AND RECORD KEEPING

Staff must treat personal information about pupils, families and colleagues confidentially and only access or share information where there is a legitimate professional reason. Confidentiality must never prevent appropriate safeguarding information sharing. Data protection law is not a barrier to sharing necessary information to protect a child.

Safeguarding, behaviour, contact and incident records must be factual, timely and accurate. Staff must not alter, conceal or destroy records outside authorised retention arrangements. Personal data must only be stored on approved systems and handled in line with the school's Data Management Policy.

12.0 LOW-LEVEL CONCERNS AND ALLEGATIONS

Everything Education School promotes a culture of openness, trust and transparency. Staff must report 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, even where the behaviour does not meet the harm threshold for a formal allegation.

Low-level concerns should be reported in accordance with the Safeguarding and Child Protection Policy. Concerns about the Headteacher must be reported to the Chair/proprietor as set out in the safeguarding procedure. Staff should also self-refer where they believe their own conduct may have been misinterpreted or fallen below expected standards.

Where the harm threshold may be met, the school will follow KCSIE 2026 procedures for managing allegations against staff, including consultation with the Local Authority Designated Officer (LADO) where required. No member of staff should investigate a safeguarding allegation independently unless authorised to do so.

13.0 WHISTLEBLOWING

Staff must raise concerns about unsafe, illegal, unethical or improper practice without fear of retaliation. The school's Whistleblowing Policy explains internal and external routes for doing so. Where a staff member feels unable to raise a safeguarding concern internally, they may seek advice through the NSPCC Whistleblowing Advice Line or another appropriate prescribed body.

No employee will be subjected to detrimental treatment for raising a genuine concern in good faith or making a protected disclosure in accordance with the law. Deliberately false or malicious allegations may be addressed under disciplinary procedures, but an unsubstantiated concern raised honestly will not in itself result in disciplinary action.

14.0 POLITICAL IMPARTIALITY AND EQUALITY

Staff must not promote partisan political views to pupils. Where political or controversial issues arise, staff must ensure an appropriate and balanced presentation of opposing views, distinguish fact from opinion and support pupils to form their own views. Teaching materials, visitors, trips and activities must be considered in light of the school's duty of political impartiality.

Staff must uphold the Equality Act 2010, challenge discriminatory behaviour and ensure that their conduct does not discriminate unlawfully or undermine a pupil's dignity because of a protected characteristic or other aspect of identity or background.

15.0 CONDUCT OUTSIDE WORK AND CONFLICTS OF INTEREST

Staff must disclose any outside employment, personal relationship, financial interest, criminal matter or other circumstance that could create a safeguarding risk, conflict of interest or reasonable concern about professional suitability. The Headteacher may require proportionate safeguards where a conflict exists.

Staff must notify the school promptly of any arrest, charge, caution, conviction, barring information or other relevant matter that may affect their suitability to work with children, in accordance with contractual and safeguarding requirements. Staff must not use the school's name, logo or resources for unauthorised personal, commercial or political purposes.

16.0 BREACHES OF THE CODE

A breach of this Code may result in management action, safeguarding procedures, disciplinary action up to and including dismissal, referral to the LADO, Disclosure and Barring Service, Teaching Regulation Agency, police or other relevant authority where the circumstances require it.

The response will depend on the seriousness, context and evidence available. Safeguarding action will not be delayed by disciplinary or other internal processes. Staff are expected to cooperate with reasonable enquiries and maintain confidentiality while matters are investigated.

17.0 MONITORING AND REVIEW

The Headteacher and proprietor body will monitor implementation of this Code through safeguarding oversight, staff induction, training, supervision, low-level concern records and other appropriate quality-assurance processes. All staff must confirm that they have read, understood and will comply with the Code.

The Code will be reviewed at least annually and sooner where legislation, statutory guidance, school arrangements or safeguarding learning changes.

RELATED POLICIES

- Safeguarding and Child Protection Policy
- Whistleblowing Policy
- Behaviour Policy
- Restrictive Intervention / Reasonable Force arrangements
- Online Safety / Acceptable Use Policy
- Data Management Policy
- Complaints Procedure
- First Aid Policy
- Trips and Visits Policy
- Equality Policy
- Disciplinary Procedure
- Low-Level Concerns / Allegations procedures

APPENDIX 1 - STAFF CONDUCT QUICK CHECKLIST

Area	Expectation
Safeguarding	Act immediately on concerns; report to the DSL/deputy DSL and record accurately.
Boundaries	Keep all relationships professional, transparent and capable of justification.
Communication	Use approved school systems; do not use personal messaging or social-media accounts with pupils.
One-to-one work	Use observable, accountable arrangements and ensure another adult knows where appropriate.
Physical contact	Only when appropriate and necessary; never as punishment.
Restrictive intervention	Use only when lawful and necessary, with minimum force and proper reporting/recording.
Low-level concerns	Report conduct that causes concern or a sense of unease, including self-referral where appropriate.

Area	Expectation
Confidentiality	Share information on a need-to-know basis; safeguarding overrides inappropriate secrecy.
Online conduct	Maintain professional standards online and protect confidential information.
Whistleblowing	Raise unsafe or improper practice promptly using internal or external routes.
Outside work	Declare conflicts, relevant relationships and matters affecting suitability.
Questions	If unsure whether conduct is appropriate, seek advice from the Headteacher/DSL before acting where possible.

APPENDIX 2 - VERSION CONTROL

Version	Date	Change Summary	Author/Reviewer	Approved by
2.0	11/09/2026	Updated and aligned for 2026-2027; KCSIE 2026, low-level concerns, online conduct and restrictive intervention wording refreshed.	M Hussain	Headteacher / Proprietor