



Education Trust

Inspiring the individuals of today, for a better society tomorrow

“Aspire, Belong, Collaborate”

CODE OF CONDUCT

Review Frequency	Annual
Reviewed	July 2025
Next Review	July 2026
Agreed by Trustees	July 2025



The Trust is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers, and visitors to share this commitment. The schools within Riviera Education Trust provide a safe, happy, and stimulating environment where pupils can develop as successful learners, confident individuals, and responsible citizens. We are dedicated to creating a whole-school, whole-Trust culture that is both safe and inclusive.

Introduction

This document provides a guide for adults working in schools (including staff, governors, trainee teachers, volunteers, and visitors) about acceptable and desirable conduct to protect both adults and children and is underpinned by the advice in the Safer Working Practices for Adults Working with Young People in Education. It refers to and complements other policies and guidance, including:

- Safeguarding Policy
- Child Protection Policy
- Equalities Statement
- Positive Behaviour Management Policy
- Online Safety Policy (Acceptable Use Policy in Appendix 1 – 6)
- Health and Safety Policy
- Intimate Care Policy
- Keeping Children Safe in Education (2025)
- Working Together to Safeguard Children 2023
- Whistleblowing Policy
- SEND Policy
- Data Protection Policy
- Safer Working Practice for Adults Working with Young People in Education
- Low Levels Concerns Policy & Guidance

These policies are based on the DfE document 'Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings', which provides useful examples of acceptable and unacceptable conduct, together with 'Keeping Children Safe in Education'. All adults working in school must have read all of these documents and know the name and how to contact the Designated Safeguarding Leads in the school. They should also be familiar with local child protection arrangements and understand their responsibilities to safeguard and protect children and young people.



Basic Principles

- The child's welfare is paramount (Children Act 1989)
- Adults working in school are responsible for their actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions.
- Adults working in school must work and be seen to work openly and transparently.
- Adults should discuss and/or take advice promptly from a senior member of staff about any incident which could give rise to concern.
- A record should be kept of any such incident and of decisions made/further actions agreed, in accordance with school record-keeping policy.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

LEADERSHIP AND MANAGEMENT WITHIN THE TRUST

CEO: Mr Stewart Biddles

	Oldway	Roselands	Shiphay
Head of School:	Mrs Emma Bamber	Mrs Pippa Bastock	Mrs Kate Lee
Chair of Governors:	Mrs Becky Ross	Mr Ian Weller	Mrs Elizabeth Guppy
Designated Safeguarding Lead:	Miss Eva Rowe	Mrs Pippa Bastock	Mrs Teresa Porter
Deputy Safeguarding Lead:	Mrs Emma Bamber	Mrs Helen Braund	Mrs Karen Duke
SENCO:	Mrs Laura Bateman	Miss Hannah Dillon	Mrs Kathryn Waterson
Designated Teacher for Children Looked After:	Mrs Charlotte Claridge	Miss Hannah Dillon	Mrs Karen Duke
Safeguarding Governor:	Mr Addison Tailford	Mr Ian Weller	Mrs Gill Wheeler

See Staff Handbook for full staffing list



SETTING AN EXAMPLE

This policy helps all employees to understand what behaviour is and is not acceptable. Regard should be given to the disciplinary rules set out in the Trust's Disciplinary Policy and Procedures.

Employees must not discriminate, harass or victimise someone because they have or are perceived to have a protected characteristic as defined by the Equality Act 2010 or are associated with someone who has a protected characteristic.

Protected characteristics are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and Maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore, for example, avoid using inappropriate or offensive language at all times when on the school site or when representing the school.

All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

SAFEGUARDING

Staff have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse, and neglect and should be familiar with the child protection procedures within the school.

The duty to safeguard pupils includes the duty to report concerns about a child to the school's Designated Safeguarding Lead (DSL) or concerns about a colleague to the Head of School.

All staff will be familiar with the school's safeguarding, child protection policies, low-level concerns policy and Part One of the latest version of Keeping Children Safe in Education.



Staff should treat children with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Staff should not demonstrate behaviours that may be perceived as making jokes at the expense of pupils, embarrassing or humiliating pupils, or discriminating against or favouring pupils.

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

LOW LEVEL CONCERNS

The term 'low-level' concern is any concern – no matter how small – that an adult working in or on behalf of the school may have acted in a way that:

- Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and
- Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the designated officer at the local authority.

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

- Being overly friendly with children
- Having favourites
- Taking photographs of children on their mobile phones
- 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

Sharing low-level concerns

This Code of Conduct sets out professional boundaries and how staff are expected to act within these boundaries. It should help staff to distinguish expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others.

If you have a safeguarding concern about another member of staff (including supply staff, volunteers and contractors), this should be referred to the headteacher or principal. Where the concerns are about the headteacher or principal, they should be referred to the chair of governors (or equivalent).



Staff are encouraged and should feel confident to self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or, on reflection, they believe they have behaved in such a way that they consider falls below the expected professional standards.

Leaders are responsible for ensuring a culture of openness, trust and transparency, where staff feel confident to report concerns without fear. The low-level concerns process supports early identification of inappropriate behaviour and promotes a safer environment for children.

RELATIONSHIPS and CONTACT BETWEEN SCHOOL STAFF - the public, parents and pupils

School staff should always act in a courteous, efficient and impartial manner towards all individual pupils, groups of pupils, staff and individuals. Staff must always observe proper, professional boundaries appropriate to their position.

Employees must help create a positive working environment and behave in a manner which ensures and promotes acceptable behaviour.

Staff must declare any relationships that they may have with pupils outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the school are aware of any such connections. Staff must not show favouritism.

Staff must not share personal social media accounts or accept friend/follow requests from current or former pupils under the age of 18.

Relationships with pupils must be professional at all times. Physical relationships with pupils are not permitted and may lead to a criminal conviction. Staff should only exercise physical restraint as a last resort to prevent injury and must be trained appropriately to do so.

Contact with pupils must be via school-authorized mechanisms (school emails are monitored and are considered to be an acceptable means of communication if there is a learning focus). At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils.



If contacted by a pupil by an inappropriate route, staff should report it as an e-safety concern to the Designated Safeguarding Lead.

INTERNET, SOCIAL MEDIA, MOBILE and GAMING TECHNOLOGY

Staff must not engage in inappropriate use of social networks or gaming 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/ gaming or any other web-based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites: it is unlikely that staff will encounter pupils in this way, but could encounter ex-pupils, parents, trainee teachers, or volunteers.

Staff must raise concerns about online risks, including misinformation, disinformation, and conspiracy theories promptly via the Designated Safeguarding Lead (DSL).

In line with the Trust's statutory duty, appropriate filtering and monitoring systems are in place to safeguard pupils online whilst in school. Staff should familiarise themselves with the Trust's procedures and report any concerns immediately.

Any use of artificial intelligence (AI) tools for teaching and learning must comply with the Department for Education's Generative AI product safety expectations and the Trust's filtering and monitoring standards

Contact with pupils should only be made via the use of school email accounts or telephone equipment when appropriate.

Photographs/stills or video footage of pupils should 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.

Personal Mobile phones may be used in exceptional circumstances only. This must only be in connection with making an official record of a recognised school activity, and with



prior instruction from a member of SLT. Any resulting images must be erased from the device, and any personal cloud storage (such as iCloud) at the earliest opportunity.

The personal use of mobile phones during working hours should be undertaken with discretion and be primarily restricted to dealing with emergencies. Employees should not make or receive calls or texts during work time where pupils are present. Mobile phones should be on silent at all times whilst in school and should not be left on display, with the exception of places determined by the school. For full details, please refer to the 'Acceptable Use' section of the Online Safety Policy.

CONFIDENTIALITY

Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role about the pupil. Staff and governors should be mindful that data protection requirements in relation to maintaining the confidentiality of pupils, their families, colleagues and any matters relating to the school itself apply to all forms of communication, including emails and social networking sites.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (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 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 the school's Designated Safeguarding Lead any information which gives rise to concern about the safeguarding, safety or welfare of a pupil immediately. Staff must never promise a pupil that they will not act on information that they are told by the pupil.

Staff must ensure that confidential information is only shared through secure and approved school systems. Confidential or sensitive information must not be shared via unsecured platforms (e.g., WhatsApp, personal email, or other messaging apps), as this may breach GDPR and the Trust's Data Protection Policy.

DRESS AND APPEARANCE

As a Trust, we expect all staff to dress in a manner that is appropriate to a professional role and promote a professional image. As such, we do not feel it is necessary to advise on what constitutes a professional image. We would ask all staff to consider health and



safety implications when selecting appropriate footwear to attend school. If a staff member would like additional guidance on what constitutes a professional image, they are encouraged to speak to their line manager or to the HR team for further advice.

It is reasonable for a member of staff to accept modest gifts from pupils, especially at the end of a school year or at Christmas. The giving of gifts to pupils should be a small token and equitable to all pupils. The Trust has a separate policy on gifts/hospitality for gifts not of this nature.

PROTOCOL FOR REPORTING INCIDENTS

All staff must:

- Report to the Head of School or line manager any inappropriate behaviour that they witness from members of staff or members of the public on school grounds
- Report any member of staff not behaving professionally
- Report any situations in which they are made to feel uncomfortable
- Preserve any evidence from such situations as may add to an investigation of inappropriate conduct

COMPLIANCE AND DISCIPLINARY ACTION

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.

Compliance - All staff are required to complete the designated Google Form to confirm that they have read, understood, and agree to comply with the Code of Conduct. Completion of the form will serve as a formal record of acknowledgement.

Key policies which should be read in conjunction with the code of conduct include:

- School Aims and Values
- Staff Handbook
- Safeguarding
- Child Protection
- Keeping Children Safe in Education, Part One
- Health and Safety
- Online Safety (Acceptable Use Policies in appendix 1 – 6)
- SEND
- Positive Behaviour Management
- Appraisal
- Whistleblowing



- Attendance
- Pay and Conditions
- Acceptable Use Policy
- Safer Working Practice for Adults who Work with Children in Education
- Low Level Concerns Policy & Guidance

All policies can be found on each school's website or the shared drive.



DETAILS OF AMENDMENTS

September 2018

- Updated to include Shiphay Learning Academy

July 2019

- Updated to make reference to Keeping Children Safe in Education (2019)
- Key personnel updated
- Summary page added

January 2020

- Reference to Chris O'Connor removed. Claire Hepher replaced as Head of School, Vicky McCaig Designated Safeguarding Lead and Rebecca Goddard Deputy Designated Safeguarding Lead.

February 2020

- Update to Leadership and Management within the Trust.

September 2020

- Update to Leadership and Management within the Trust.
- Addition to allow use of personal devices in line with trust acceptable use policy and with prior permission of Head of School

October 2020

- Update Link Governor roles

January 2021

- Updated SENDCOs

July 2021

- Update of policies to include Safer Working Practice for Adults who Work with Children in Education
- Amended the advised dress code
- Addition of the word 'gaming' in the social media paragraph

October 2021

- Adding reference to Low Level Concerns policy.

April 2022

- Updating Head of School and governance changes.



May 2022

- Annual review without change.

September 2022

- Updated staff changes.

September 2023

- Added low-level concerns detail
- Updated staff changes
- Signature acknowledgement sheet removed, as this has been replaced by completion of Google form.
- Policies amended to reflect Trust policy titles

November 2023

- Updated Chair of Governors and Safeguarding Governor for Shiphay Learning Academy.

January 2024

- Update Working Together to Safeguard Children 2023

July 2024

- Update to Leadership and Management
- Update around mobile usage

July 2025

- Strengthened the opening statement to better reflect the Trust's commitment to safeguarding and our whole-Trust approach to creating a safe, inclusive culture.
- Included greater clarity around leadership responsibility in promoting a transparent, open culture in relation to low-level concerns.
- Added information about the Trust's approach to online filtering and monitoring, in line with statutory guidance.
- Clarified expectations around staff use of social media, including the prohibition of sharing personal accounts or accepting friend/follow requests from current or former pupils under the age of 18.
- Introduced staff responsibilities relating to the identification and reporting of online risks, including misinformation, disinformation, and conspiracy theories.
- Any use of AI tools must comply with the DfE's Generative AI product safety expectations and Trust's filtering/monitoring standards.



- Confidentiality section updated to reflect that confidential data must only be shared via approved school systems.

