Policy Name	Code of Professional Conduct				
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Author	Human Resources				

Version History				
Version	**Approved by**	**Revision Date**	**Details of Changes**	**Author**
	AB	**07.05.2025**	**Summary opening amended to be shorter and offer clarity**	**MT/KT**
		13.09.2025	**Changes to refer to KCSIE 2025**	**MT**
		13.09.2025	**Reference made to the Staff Handbook where further clarity is provided re gifts**	**MT**

Introduction

This Code of Conduct is designed to provide clear guidance on the standards of behaviour all staff are expected to follow. Our unique school community thrives on our staff's commitment to our school ethos and our students' needs and we want to ensure this continues. Our staff is integral to this as is your commitment to our school and its ethos, which can only enhance what we can offer our students and their parents/guardians.

As your employer, ICS values and supports staff and the management team encourages staff to speak to them about any issues that may be causing concern. This is so they can actively support staff in any way they can.

Scope

The following policies should be read in conjunction with this:

- Staff Handbook
- ICS Physical Contact and Restrictive Intervention policy
- Keeping Children Safe In Education (2025)
- LADO Guidance for Safer Working Practices for Adults Working with Children and Young People
- Whistleblowing Policy

For the purpose of this document staff is defined as:

- Teachers
- Support Staff
- Central Service
- Volunteers

All staff must confirm they have read, understood and agreed to comply with the code of conduct.

Conduct at work

- Valuing the school's mission, vision, and ethos through their daily practice in a multicultural environment which respects difference and diversity, and upholding the five British Values (The Rule of Law; Mutual respect; Democracy; Individual liberty; Tolerance for those with different faiths and beliefs)

- Having due regard for high standards, ethics, behaviour and public trust both within and outside the school, as a member of ICS and a member of the teaching profession

- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law

- Communicating with students and parents/guardians in a professional manner, at all times observing proper boundaries appropriate to a teacher's professional position

- Being prepared to listen to colleagues and sharing ideas. Good communication is the key to working together successfully and establishing positive relationships with colleagues.

- Ensuring you support colleagues by following procedures and practices consistent with school policy. The students need to see that staff are in agreement and enforcing school rules collectively.

- Abiding by the Copyright Licensing Agency Ltd (CLA) that, subject to terms and conditions, permits the copying and re-use of extracts of text and still images from printed books, journals and magazines, and from digital publications. Staff will abide by the terms of this licence including limits on photocopying allowed.

- Taking pride in the work you do and showing compassion where it is deserved.

- Refraining from criticising the school or members of staff in the company of students and/or parents.

- Being aware of where and when you discuss private or sensitive matters. Students should not overhear any member of staff discussing other students.

- Being respectful to colleagues whose views you do not share and taking the time to discuss the issue and resolve the problem in a professional and positive manner. Where no mutually agreed outcome is reached, the management will mediate.

- Being sensible about contacting colleagues outside school hours. If it is about a school matter which is not serious, wait to speak to them until the next school day.

- Vacating rooms on time and leaving them as you would wish to find them. If another class needs to use your room, be prepared to be flexible. As a small school community we can afford to help each other in this way.

- Respecting shared spaces where staff work and relax by helping to keep it clean and tidy.

- Challenging unacceptable student behaviour and reporting all concerns to the form tutor, Pastoral Coordinator/and or Principal who will then take appropriate

action.

- Being responsive in spirit and practice to school policy which underpins the wellbeing of both students and staff, in accordance with statutory provisions and have proper regard for school practices which outline attendance, punctuality and dress code.

- Recognising the power imbalances between students and staff and the levels of seniority ensuring that power and authority are never misused

- Being aware that behaviour in your personal lives may impact on your work in school. In particular, Disqualification under the Childcare Act 2006, requires all staff to inform the school if their circumstances and associations change in such a way that they may have implications for the safeguarding of children in the school.

Relationship with students

- Staff must declare any family/close connections that they may have with students outside the School.

- Relationships with students must be professional at all times. Physical relationships with students are not permitted and may lead to a criminal conviction.

- Treating students with dignity and building relationships which are rooted in mutual respect and maintaining boundaries appropriate to your professional role.

- Placing the safety and welfare of students above all other considerations.

- Adhering to the principles and procedures contained in the policies in our safeguarding portfolio including our teaching and learning policies.

- Planning and preparing lessons to the highest standards ensuring there is appropriate supervision at all times.

- Listening to and respecting children at all times, treating them fairly and without prejudice.

- Providing students with examples of good conduct from which they can learn.

- Being alert to and reporting appropriately, any behaviour that may indicate that a student is at risk of harm.

- Ensuring any contact with children and young people is appropriate and relevant to the work designated by the school.

- Always ensuring language is appropriate and not offensive or discriminatory.
- Reporting a serious personal problem a student has disclosed to you either to the Designated Safeguarding Lead and/or the Principal or Head of School immediately.

Staff Interaction with students

- Do not abuse your position of trust.
- Do not single out students for special attention.
- Report to a line manager any gift received that you believe to be inappropriate (please refer to the staff handbook for more information)
- Report to a line manager any indication that a student may have an infatuation with you.
- Do not have secret social contact with young people or their parents.
- Do not have sexual relations with, communicate in a sexually suggestive manner to, make sexual comments about, or discuss your own sexual relationships with students.
- As a general principle, do not make physical contact with students. Staff do however, have the right to use reasonable physical force to restrain students in certain circumstances and if there is need to protect them from danger. Please refer to the Physical Contact and Restrictive Intervention policy.
- Report to DSL any physical contact from either party that may be misconstrued.
- If a practical lesson requires physical contact with a student, explain the reason for the contact first and seek consent.
- In a one-on-one situation for all students, safe practice for teachers and therapists will require that the door has a window into the room where the student is always visible during their meeting. Students are informed of whom they can speak to if, at any point, they feel uncomfortable in a session - namely the DSL and DDSLs. Staff in any one-on-one situation must be aware of their own risks being alone with a child and can speak to the school Principal regarding additional control measures to safeguard themselves and their students.
- Private tutoring of students should only occur on site, after school. Under no circumstances, should tutoring take place at the student's home.

- Staff members will not have any current or former students on their personal social network accounts, in accordance with their position of trust at the school.

- Personal email addresses should not be given to students under any circumstances and communication with former students must not be reinforced by staff.

- Staff members will not have any ICS Ltd contractual obligation nor authorisation to communicate directly with a student, via any medium, once they have left school (or if the student has left the school).

- Any requirement to communicate with a former student (or the parents of a former student) should first be addressed to the Principal. This request will then be referred to the Head of School, whose decision shall be final.

Reporting concerns

- ICS requires disclosure by members of staff of any wrongdoing or alleged wrongdoing, including any incidents arising from alternative employment or incidents outside work which may have a bearing on the member of staff's employment with the school. Please report your concern to DSL.

- If you have concerns that an adult in school is behaving inappropriately towards a student, then these concerns should be passed on immediately to the Head of School. If the concerns are about the Head of School, Deputy Head of School, Primary Principal, DSL or Deputy DSL please pass them to the Director of Education, Daniel Jones or directly to the Local Area Designated Officer(LADO).

- Low Level concerns must also be reported to the Deputy Head of School, Primary Principal or Head of School.

  According to Keeping Children Safe in Education 2025 A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college 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 harm threshold or is otherwise not serious enough to consider a referral to the LADO.

  Examples of such behaviour could include, but are not limited to: being over friendly with children; having favourites; taking photographs of children on their mobile phone; engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or, using inappropriate sexualised, intimidating or offensive language."

The school will keep a securely stored written record of any 'low-level concerns', however they will not be referred to in references unless they have been formalised into more significant concerns resulting in disciplinary or misconduct procedures.

- The School will encourage a culture of openness and accountability, will support employees and students who report a concern and will protect them from reprisals or victimisation. Please refer to the Whistleblowing Policy if you become aware of a serious problem that you want to report.

Device, Cameras and CCTV

- Staff are not allowed to use personal devices. Staff must use equipment (e.g. desktop computer, laptop, ipad, mobile phone) provided by the school to communicate with children and only with parental written permission

- Only use cameras provided or authorised by the school to photograph/film students and only with parental written permission

- If taking film/photographs for school purposes, ensure beforehand that the students know why the images are being taken and for what purpose and only with parental written permission

- Please refer to the ICS Data Protection Policy, for more information about the school's compliance with the updated Code of Practice on CCTV, issued by the Information Commissioner's Office.

- Photographs/stills or video footage of students must be taken using the 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 procedures on the School equipment. Staff must not have images/videos of students on personal devices.

Online Safety and Internet use

- Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the ICS Online Safety Policy and Acceptable Use Agreement and Staff Handbook at all times both inside and outside of work.

- Staff must not engage in inappropriate use of social media sites which may bring themselves or the School 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 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 including the use of dating websites.

- Contact with students and/or parents must be only made via the use of ICS email accounts or telephone equipment when appropriate and strictly for educational reasons.

Personal Social Media sites

- Set your privacy setting at the strongest possible setting.

- Students should never be listed as approved contacts/friends and staff must not accept their friendship requests.

- Do not follow students or allow students to follow your personal Twitter or similar account.

- Do not access social networking sites of students – if you believe that there is bullying on a student's social networking site inform the student's Form Tutor and if you believe that there are safeguarding issues contact the DSL.

- Do not discuss students, their parents, other parents, friends, colleagues, subcontractors, suppliers, partners or ICS staff on your social media page.

Hot drinks

All hot drinks taken out of the staff room into school **must be in a sealed drinking cup**. If a student should inadvertently be brought into a room where hot drinks are being consumed, then every effort must be taken to minimise potential risk to the student.

Dress and Appearance

All staff must dress in a manner that is appropriate to their role and promote a professional image. Please refer to the Dress Code policy in the Staff Handbook.

Conduct outside work

Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school. In no case should outside activities bring the school into disrepute.

Where staff are in doubt as to whether there is a conflict of interest, advice must be sought from the Head of School.