

# Bushey St James Trust



## Staff Code of Conduct

<b>Last Reviewed:</b>	December 2025	<b>Next Review:</b>	December 2027
<b>Approved by:</b>	Trust Board	<b>Date:</b>	11.12.25

## Rationale

All staff within the Bushey St James Trust set examples of behaviour and conduct which can be copied by pupils/students. All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.

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

The BSJT Code of Conduct helps all staff to understand what is and what is not acceptable. In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

## Aims

The BSJT Staff Code of Conduct is designed to give clear guidance on the standards of behaviour all staff employed within the Trust are expected to observe. All staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the schools within the Trust. As a member of our school communities, each employee has an individual responsibility to maintain their reputation and the reputation of the Trust and school, whether inside or outside working hours.

This Code of Conduct applies to:

- all staff who are employed by the schools within the Trust, including the Executive Principal/Headteachers
- all staff in units or bases that are attached to the schools within the Trust

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the Local Authority
- school meals staff employed by an external contractor
- employees of external contractors and providers of services (e.g. contract cleaners).

(Such staff are covered by the relevant Code of Conduct of their employing body)

## Practice

### Safeguarding Students

All staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Person (DSP) for Child Protection (see BSJT Child Protection Policy.) Staff must read the BSJT Child Protection Policy and Whistleblowing Procedure.

Staff must not demean or undermine pupils/students, their parents or carers, or colleagues and staff must take all reasonable measures to care for pupils/students under their supervision with the aim of ensuring their safety and welfare.

### **Honesty and Integrity**

- Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities
- All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for the Trust
- Gifts from suppliers or associates of the school must be declared to the Executive Principal/Headteachers, with the exception of “one off” token gifts from pupils/students or parents
- Personal gifts from individual members of staff to pupils/students are inappropriate and could be misinterpreted

### **Setting an Example**

Standards of dress are to be professional – conservative, business-like and appropriate for a work place with young people. All staff must demonstrate high standards of conduct in order to encourage our pupils/students to do the same.

All staff set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times. All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

### **Pupil/Student Development**

Staff must comply with Trust and school policies and procedures that support the well-being and development of pupils/students. Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students. Staff must follow reasonable instructions that support the development of pupils/students.

### **Conduct Outside Work**

- Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the Trust, the school or the employee’s own reputation or the reputation of other members of the school community
- Staff must exercise caution when using information technology and be aware of the risks to themselves, their position within the Trust and their school and to others
- Staff should only contact pupils/students outside of school on school business. If it is necessary to telephone a pupil/student this will be done through the parent/carer contact number – not the pupil/student’s personal mobile number
- Staff must not engage in inappropriate use of social network sites which may bring themselves, the Trust, school and/or employer into disrepute
- Email contact with pupils/students should only be used for work and only the school email should be used to contact pupil/students, not personal email accounts
- It is appreciated that social networking sites are also becoming an increasing part of the working world, however these must be used with discretion by staff. No pupils/students are to be added as ‘friends’ and pupils/students and colleagues are not to be discussed on the sites
- Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school or Trust, nor be to a level which may contravene the working time regulations or affect an individual's work performance

## **Confidentiality**

- Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student
- All staff are likely at some point to witness actions which need to be kept confidential. When this situation occurs the details must not be discussed outside the school, including the pupil/student's parent or carer, or with colleagues in the school (except with a senior member of staff with the appropriate role and authority to deal with the matter)
- All staff have an obligation to share with their line manager or the Designated Senior Person as appropriate any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must never promise to a pupil/student that they will not act on information that they are told by the pupil/student

## **Disciplinary Action**

All staff must recognise that failure to meet appropriate standards of behaviour and conduct may result in disciplinary action, including dismissal.

## **Staff Induction**

All staff within the Trust will receive an induction programme. At the end of the Induction programme all staff are expected to print off and sign the form contained in Appendix A, indicating that they have received the induction training and read the following Trust/School Policies and Procedures:

- BSJT Code of Conduct for Employees
- BSJT Child Protection Policy
- BSJT e-Safety Policy
- Guidance on Safer Working Practice for Adults
- who Work with Children and Young People
- BSJT Health and Safety Policy
- BSJT Whistle blowing Policy
- School Emergency Procedures (including evacuation)
- Medical Conditions (for staff at Bushey Meads School)

## Appendix A

I confirm that I have attended the induction programme for new members of staff and have read the following policies/procedures.

Policy/Procedure	Tick you are aware of these policies/procedures
BSJT Code of Conduct for Employees	
BSJT Child Protection Policy	
BSJT e-Safety Policy	
Guidance on Safer Working Practice for Adults who Work with Children and Young People	
BSJT Health and Safety Policy	
BSJT Whistle blowing Policy	
School Emergency Procedures (including evacuation)	
Medical Conditions (for staff at Bushey Meads School)	

I confirm that I will also ensure I read any updates/revisions to existing policies and procedures as appropriate.

**Name:** ..... (please print)

**Position:** ..... (please print)

**Signed:** ..... **Date:** ...../...../.....