



Code of Conduct

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1. Introduction and scope

Edison Pace School places the safety, welfare, dignity and wellbeing of the children and young people we educate and care for as its highest priority. We are committed to meeting individual needs and creating a safe, nurturing and inclusive community in which every pupil feels seen, valued and empowered to thrive.

This Code sets the standards of professional conduct expected of all employees, agency and supply staff, contractors, volunteers, governors and other adults working on behalf of the school. It applies on school premises, during off-site activities, when working remotely, when communicating electronically and, where relevant, to conduct outside work.

Staff occupy a position of trust and influence. They must maintain consistently high standards, model respectful and emotionally regulated behaviour, protect professional boundaries and act in the best interests of pupils.

Many principles within this Code reflect the Teachers' Standards, relevant professional expectations and statutory safeguarding guidance. Failure to comply may result in safeguarding, capability or disciplinary action as appropriate. This Code is not exhaustive; where a situation is not expressly covered, staff must exercise sound professional judgement, seek advice where needed and act in the best interests of children and the school.

Equality, dignity and inclusion

The school is committed to equality of opportunity and to an environment free from discrimination, harassment and victimisation. Staff must uphold the Equality Act 2010 and must not discriminate because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Staff must respect neurodiversity, communication differences, sensory needs and individual identity. Reasonable adjustments and personalised approaches must be used where required, without lowering ambition or expectations.

2. Legislation and guidance

This Code has regard to Keeping Children Safe in Education 2026 (KCSIE), the Education (Independent School Standards) Regulations 2014, the Equality Act 2010, the Data Protection Act 2018 and UK GDPR, the Human Rights Act 1998, the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and relevant employment and safeguarding law.

All staff must read and understand Part One of KCSIE 2026 and confirm that they have done so. Staff must complete safeguarding and child protection training at induction and receive regular updates in accordance with school arrangements.

3. General professional obligations

- Maintain high standards of conduct, punctuality, attendance, professional presentation and communication.
- Maintain ambitious expectations for every pupil and act as a positive role model.
- Take responsibility for actions, mistakes and professional development; engage constructively with supervision, feedback and reflective practice.
- Engage in appropriate continuing professional development, including SEND, trauma-informed practice, safeguarding and inclusive education.
- Model calm, respectful and emotionally regulated behaviour, including in high-stress situations.
- Use co-regulation, relational, restorative and proactive approaches; never shame, humiliate, ridicule or deliberately escalate a pupil.
- Recognise that behaviour may communicate unmet need, trauma, distress, sensory difference or neurological difference while maintaining safe and consistent boundaries.
- Respect pupils' sensory, emotional, communication and learning needs and provide reasonable, individualised support.
- Maintain appropriate professional boundaries with pupils and families at all times.
- Protect confidential information and share information only lawfully and on a need-to-know basis.
- Work collaboratively and respectfully with colleagues, families, professionals and other agencies.
- Follow safeguarding procedures immediately when a concern arises and maintain an 'it could happen here' mindset.
- Uphold fundamental British values and never express personal beliefs in a way that exploits pupils' vulnerability or encourages unlawful behaviour.
- Follow lawful and reasonable instructions, school policies, risk assessments, training and agreed procedures.

4. Safeguarding

Safeguarding is everyone's responsibility. Staff must be vigilant to indicators of abuse, neglect, exploitation, peer-on-peer abuse, online harm and other safeguarding concerns. Staff must maintain professional curiosity and respond to concerns without delay.

All safeguarding concerns must be reported through the school's Child Protection and Safeguarding procedures. Staff must never promise confidentiality to a pupil and must not investigate safeguarding concerns themselves. Where there is immediate danger, staff must take appropriate action to protect the child and alert a Designated Safeguarding Lead (DSL) without delay.

Staff must follow the current Child Protection and Safeguarding Policy, KCSIE 2026 and school reporting arrangements, including CPOMS where required.

5. Allegations and low-level concerns about adults

Any concern about the behaviour of an adult working with children must be reported, however small it may appear. Staff must understand the distinction between allegations that may meet the harm threshold and concerns that do not meet that threshold ('low-level concerns'). Both require appropriate reporting.

Low-level concerns may arise where behaviour is inconsistent with this Code, including conduct outside work, but does not meet the harm threshold. Staff are encouraged to self-refer where they have found themselves in a situation that could reasonably be misinterpreted.

Concerns about a member of staff, supply staff member, contractor or volunteer must be reported in accordance with the Child Protection and Safeguarding Policy.

Concerns or allegations about the Headteacher must be reported through the route specified in that policy to the appropriate senior/proprietary authority. Staff must not investigate concerns themselves or delay reporting while seeking proof.

Reports will be handled sensitively, proportionately and in accordance with safeguarding, employment and data-protection requirements. A culture of openness, trust and transparency is essential to safer working.

6. Whistleblowing

Staff should report suspected wrongdoing as soon as possible. Concerns raised in the public interest will be taken seriously and handled in accordance with the Whistleblowing Policy. This includes concerns about unlawful conduct, safeguarding failures, serious breaches of procedure, danger to individuals, concealment of wrongdoing or circumstances where normal reporting routes have not addressed a serious concern.

Staff should normally raise concerns with the Head of School or Headteacher. Where the concern involves those individuals, or the staff member reasonably believes that route is inappropriate, the concern should be escalated in accordance with the Whistleblowing Policy, including to the Director of Education or other identified authority.

7. Staff-student relationships and professional boundaries

Staff must maintain clear, appropriate and transparent professional boundaries. A pupil's vulnerability, attachment needs or wish for closeness must never be used to justify blurred boundaries.

- Do not develop sexual, romantic or otherwise inappropriate relationships with pupils; staff must understand their position of trust.
- Do not show favouritism or create secret, exclusive or dependent relationships with individual pupils.

- Do not use sexualised, discriminatory, humiliating, intimidating or inappropriate language, jokes or banter.
- One-to-one work should, wherever practicable, take place in an observable or interruptible environment and be known to colleagues. Where a pupil's needs require a different arrangement, this must be risk assessed and professionally justified.
- Physical contact must be appropriate to the pupil's needs and circumstances, proportionate, non-sexual and capable of professional justification. Staff should be sensitive to trauma, sensory needs and personal boundaries.
- Personal care or intimate care must only be undertaken in accordance with the pupil's plan, school procedures and relevant training.
- Do not exchange personal contact details with pupils or use personal accounts or devices to communicate with them.
- Do not arrange private meetings with pupils outside school or take a pupil to a private residence.
- Do not give pupils lifts in a personal vehicle unless specifically authorised and undertaken in accordance with school transport, safeguarding and risk-management procedures.
- Any gift to or from a pupil that falls outside ordinary school arrangements must be discussed with a line manager and, where required, declared.
- Report immediately any interaction or situation that could reasonably be misinterpreted, and any concern about another adult's boundaries.

8. Communication and social media

Communication with pupils and families must use approved school systems and remain professional, necessary and appropriate. Staff must not use personal social-media accounts or personal messaging accounts to communicate with current pupils.

Staff must maintain appropriate privacy and security settings on personal social-media accounts and must not accept, initiate or maintain social-media connections with current pupils. Staff must not seek out pupils' personal social-media profiles other than where expressly authorised for a safeguarding purpose.

Staff are responsible for ensuring that their online presence and activity, whether public or private, does not compromise safeguarding, professional boundaries, confidentiality, the reputation of the school or public confidence in their professional role.

Staff must not post, share or discuss confidential information about pupils, families, colleagues, safeguarding matters, incidents or internal school business on personal social media. Images or recordings of pupils may only be taken, stored or published through authorised school systems and in accordance with consent, safeguarding and data-protection requirements.

9. Acceptable use of technology, personal devices and artificial intelligence

School technology must be used responsibly, lawfully and in accordance with the Acceptable Use, Online Safety and Mobile and Smart Technology policies. Staff must not access, create, transmit or store illegal, abusive, discriminatory, pornographic or otherwise inappropriate material.

Personal phones, smartwatches, tablets, laptops, cameras or other personal smart devices must not be used to photograph, film or record pupils; store pupil information; make unauthorised recordings; or communicate directly with pupils. Personal devices must be used during working time only in accordance with school rules.

Generative artificial intelligence (AI) may only be used in accordance with school policy and authorised systems. Staff must not enter personally identifiable, confidential, safeguarding, SEND, EHCP, medical or other sensitive information about pupils, families or colleagues into unauthorised AI platforms. Staff remain professionally responsible for checking the accuracy, suitability, bias, copyright implications and safeguarding impact of AI-generated material before use.

The school may monitor use of its IT systems, networks and accounts where lawful and proportionate.

10. Confidentiality and information handling

Staff routinely have access to sensitive and confidential information. Such information must be accessed, used, stored, shared and disposed of only for legitimate school purposes and in accordance with data-protection law and school policy.

- Do not disclose confidential information unless authorised, legally required or necessary for safeguarding.
- Do not discuss pupils, families or colleagues where conversations may be overheard by people without a legitimate need to know.
- Do not use confidential information to humiliate, embarrass, intimidate, blackmail or disadvantage another person.
- Do not use information for a purpose unrelated to that for which it was obtained.
- Safeguarding duties take precedence where information must be shared to protect a child; staff must never allow a mistaken belief about confidentiality or data protection to prevent an appropriate safeguarding referral.

11. Honesty, integrity and declarations

Staff must act honestly and with integrity in all aspects of their role, including safeguarding records, pupil information, attendance records, assessment, handling money, expenses, procurement and use of school property.

Bribery, fraud, theft, falsification of records and deliberate misrepresentation are prohibited. Gifts or hospitality must be declared and recorded in accordance with school procedures.

Information provided to the school about qualifications, employment history, suitability, criminal or safeguarding matters and professional status must be accurate. Staff must promptly disclose relevant changes that may affect their suitability to work with children or their role, in accordance with school policy and lawful disclosure requirements.

12. Conduct towards colleagues

All staff have a responsibility to contribute to a safe, respectful and professional workplace. Bullying, harassment, sexual harassment, discrimination, victimisation, intimidation, threatening behaviour, malicious gossip and deliberately undermining colleagues are unacceptable.

Professional disagreement should be addressed respectfully and through appropriate channels. Staff must not use email, messaging platforms, social media or other communication in a way that is abusive, humiliating, discriminatory or likely to create an unsafe working environment.

13. Dress and professional presentation

Staff are expected to be professionally presented and to model the standards expected within the school. Edison Pace School uniform or role-specific clothing must be worn where required. Smart casual dress may be appropriate for INSET days unless otherwise directed.

Clothing, footwear, jewellery and appearance must be safe and suitable for the duties being undertaken, including physical activity, practical subjects, off-site work and physical intervention. Staff must follow the Dress Code and Appearance Agreement.

14. Alcohol, drugs, smoking, vaping and fitness for work

Staff must not attend work or undertake duties while impaired by alcohol, illegal drugs, misused medication or any substance that may compromise judgement, behaviour or the safe discharge of duties. Where prescribed medication may affect safe working, staff should seek appropriate advice and notify the school where necessary to enable safe arrangements.

Smoking and vaping are prohibited on school premises and when supervising pupils, except where a specific lawful school arrangement states otherwise. Staff must not purchase, supply or facilitate access to alcohol, nicotine products, illegal drugs or other age-restricted substances for pupils.

15. Conduct outside work

Staff must not behave outside work in a way that is incompatible with their role, compromises safeguarding or professional boundaries, seriously damages trust and confidence, or may bring the school or profession into disrepute.

Staff must promptly notify the school of relevant arrests, charges, cautions, convictions, police or safeguarding investigations, professional-regulatory investigations, disqualification or other circumstances that may affect their suitability to work with

children or ability to perform their role. Any response by the school will be proportionate and will take account of the nature, relevance and circumstances of the matter.

16. Physical intervention and reasonable force

Physical intervention or reasonable force must only be used where lawful, necessary and proportionate, in accordance with school policy, staff training and individual pupil plans. It must never be used as punishment, retaliation, humiliation or to secure compliance where safer alternatives are reasonably available.

Any physical intervention must be recorded, reported and reviewed in accordance with school procedures. Staff must consider the pupil's SEND, communication needs, trauma history, medical needs and known risk factors.

17. Off-site activities and educational visits

The same professional and safeguarding standards apply whenever pupils are off site. Staff must follow the Educational Visits Policy, Evolve procedures, approved risk assessments, transport arrangements and individual pupil risk-management plans.

Pupils must not be taken off site without appropriate authorisation, staffing, planning and proportionate risk management. Staff leading or accompanying visits must consider foreseeable hazards, pupil-specific needs, medical information, communication, absconding risk, behaviour, public interaction, transport and emergency arrangements. Dynamic risk assessment must be used where circumstances change, but it does not replace required advance planning or authorisation.

18. Recording and reporting

Records relating to safeguarding, behaviour, incidents, physical intervention, educational visits and other professional matters must be timely, factual, accurate, respectful and completed on the appropriate school system.

Safeguarding records should clearly capture the concern, action taken, decisions made, reasons for those decisions and relevant outcomes. Staff must not deliberately omit, falsify, destroy, retrospectively alter or misrepresent records. CPOMS and other authorised systems must be used in accordance with school procedures.

19. Monitoring and breaches

Senior leaders will monitor implementation of this Code and review it at least annually or sooner where legislation, statutory guidance or school arrangements change.

A breach of this Code may result in management action, safeguarding procedures, referral to external agencies, capability procedures or disciplinary action, depending on the nature and seriousness of the matter. Serious safeguarding concerns may require referral to the Local Authority Designated Officer (LADO), Disclosure and Barring Service (DBS), Teaching Regulation Agency or police where the relevant threshold is met.

20. Links with other policies

- Child Protection and Safeguarding Policy
- Disciplinary Policy
- Whistleblowing Policy
- Online Safety Policy
- Acceptable Use Policy
- Mobile and Smart Technology Policy
- Data Protection / Confidentiality arrangements
- Behaviour / Positive Behaviour Support and Physical Intervention procedures
- Educational Visits Policy and Evolve procedures
- Health and Safety Policy
- Dress Code and Appearance Agreement
- Equality / Equal Opportunities Policy

21. Staff declaration

I confirm that I have read and understood the Edison Pace School Code of Conduct and agree to comply with its requirements. I understand my responsibility to maintain appropriate professional standards and boundaries and that a breach may result in action under the school's safeguarding, capability and/or disciplinary procedures.

Name:

Role:

Signature:

Date:

Reviewed: October 2026

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