



‘With God, all things are possible.’ Matthew 19:26

Staff Code of Conduct

Reviewed and Updated: September 2025

Introduction

Learning Together Trust expects all children to receive high quality teaching and learning in a positive and respectful environment. Learning Together Trust and the Trust Board are committed to maintaining high standards of conduct enabling the Trust to carry out its work both within the academies and their communities.

1.1 Aim

The code of conduct policy aims to give clear guidance on the standards expected by staff. It provides an overview of the policies that apply but also sets out the way we work at Learning Together Trust. Academy staff are role models who are in a unique position of influence and must set a good example to each other as well as children. By demonstrating positive behaviours, together we can ensure we maintain the good reputation of our academies, and ourselves, whether inside or outside working hours.

1.2 Scope

The code of conduct applies to all staff and volunteers in our academies, regardless of their position, role, or responsibility. This includes all teaching and support staff, senior leaders, volunteers including directors and governors, temporary and supply staff, trainee teachers, students and apprentices.

1.3 Principles

The code of conduct is not exhaustive and cannot provide advice on all situations. Therefore, if staff are unsure of the right thing to do, they must ask the headteacher or a senior member of staff for advice. If this is not possible, staff are expected to exercise their professional judgement and act in the best interests of the children and the academies.

1.4 Legislation and guidance

The principles in this code of conduct are based on the [Teachers' Standards](#) and [Headteacher's Standards](#) which set the minimum requirements for practice and conduct. In addition, Academies will also need to refer to the Trust's adopted Articles of Association. The Local Governing Board should refer to the approved Governing Board Code of Conduct.

2. Our Trust Vision, Mission Statement, Aims and Values

2.1 Our Trust Vision

'With God, all things are possible.' Matthew 19:26

1. Our children will be Resilient, Respectful, Responsible, Reflective and Ready to thrive and succeed in life
2. Our schools will be Resourced with the 'best' staff
3. Our Trust will have a Reputation for Excellence:
 - School of choice
 - Employer of choice
 - Trust of choice

2.2 Our Trust Mission Statement:

'Learning Together...to achieve success for all God's children.'

With Christ at the centre of all that we do, we will create a culture of collaboration and excellence and take our Trust on a journey of growth and success.

2.3 Our Trust Aims:

'I can do things you cannot, You can do things I cannot, Together we can do great things.' Saint Teresa of Calcutta

1. To inspire children through the highest quality education, underpinned by Trust Values and Christian Distinctiveness.
2. To recruit excellence through reputation and collaboration.
3. To retain quality and 'Manage Talent' through enthusing, enabling and empowering.
4. To provide all academies with the pastoral care, support network, resources and developmental challenge to add value.

2.4 Our Trust Values:

Our Christian Values, which are rooted in scripture, are at the heart of our Schools and our Trust. They help us to live out the Church of England Christian Vision of 'Life in all its Fullness'.

Trust: *'The Lord is your strength and shield. Trust Him.'* Psalm 28:7

Love: *'Let all that you do be done in Love.'* 1 Corinthians 16:18

Hope: *'Always put your Hope in God.'* Psalm 42:5

3. Responsibilities

3.1 Safeguarding

In line with the [‘Keeping Children Safe in Education’ legislation](#) and each academy’s Safeguarding policy, we all have a responsibility to create a learning environment that is safe, secure, and respected. We have a duty to safeguard children from harm, protect their welfare and report any concerns relating to physical, emotional, and sexual abuse or neglect.

In our position of trust and influence, we must make sure we do not act in a way that may put children at risk of harm or lead others to question our actions. We must take reasonable care of children under our supervision with the aim of ensuring their safety and welfare.

If you have any concerns about a child, you must report it to the academy’s Designated Safeguarding Lead (DSL) for Child Protection. In the absence of the DSL, please report your concerns to a member of the Senior Leadership Team.

Whilst you must treat information in a discreet and confidential manner and seek advice if you are in doubt, you should never promise confidentiality to a child. You should be aware of the procedure if a child discloses a potential safeguarding issue with you, in accordance with the academy’s Safeguarding policy.

If you have concerns about a member of staff’s actions or intent that could lead to a child being put at risk of harm, you must report this in line with the Whistleblowing policy immediately. You can obtain copies of the Safeguarding and Whistleblowing policies from the school office.

3.2 ID Badges

If you receive an ID badge for official purposes, you must not allow anyone else to use it. Your ID badge should always be displayed if you are on the premises. You are also encouraged to be courageous and question anyone on the premises who isn’t displaying an ID or visitor’s badge. If you lose your ID, please report it to the Office as soon as possible. If you leave your employment with us, you are required to return your ID and any other security devices and school equipment you may have.

3.3 Relationships with children

One of the strongest factors in learning relates back to the relationship you have with your children. Establishing positive relationships is both important and valuable in the classroom. It is important that you always maintain professional boundaries and consider whether your actions are warranted, proportionate, safe, and necessary. You must ensure that you act in a fair and transparent way, treat all children as

individuals and not show favouritism to anyone. You must only contact children via the academy's established mechanisms.

In your position of trust, you must not develop personal or sexual relationships with children; this includes sexual remarks and discussing your own sexual relationships with, or in the presence of, children. Under the [Sexual Offences Act 2003](#), it is an offence for a person aged 18 or over to have a sexual relationship with a child under the age of 18 where that person is in a position of trust or respect to that child, even if the relationship is consensual.

3.4 Physical contact with children

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children. Staff must ensure that they only do so in ways that are appropriate to their professional role and in response to the children's needs at the time.

All staff may legally physically intervene with children to prevent them from injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Physical force should never be used as a form of punishment. Any physical intervention should always be reported to the Headteacher.

The Learning Together Trust's approach to positive handling supports the behaviour management of challenging children and should only be used by staff trained in Team Teach techniques. This should always be reported to the Headteacher, logged and shared with parents and carers.

3.5 Working one to one with children

There will be times where a member of staff is working one to one with a child and this is acceptable. Staff need to understand that this means that they may be more vulnerable to allegations being made against them. Therefore, it is important that staff:

- Avoid meeting on a one to one basis in secluded areas of the academy
- Ensure that the door to the room is open or that there is visual access into the room
- Reports to a Senior Leader if the child becomes distressed or angry.

3.6 Relationships with parents

You must inform a member of the Senior Leadership Team of any relationship with a parent or carer, where this extends beyond the usual parent professional relationship.

3.7 Relationships with colleagues

At Learning Together Trust, we strive to create and maintain a happy, healthy, and engaged workforce. We want you to work as a team, express your views courteously and respectfully and in an open way. We

encourage you to develop effective working relationships with each other displaying appropriate behaviour, whilst treating everyone with fairness, dignity, and respect. You must ensure that Dignity at Work procedures are followed to ensure all colleagues feel respected and valued.

You are responsible for reporting situations to the Senior Leadership Team regarding relationships with children, parents, colleagues, Local Governing Board members, Directors or anyone connected to the Trust which may give rise to concern.

3.8 Social media and online safety

We recognise the continuing popularity of social media and the participation in such sites in a personal capacity. There are many benefits of social media, but there are also potential risks that cannot be ignored, and the Acceptable Use Policy has been developed with the aim of protecting the Trust and staff.

Your social media should not be available to children. If you have a personal profile on social networking sites, it is advisable that you do not use your full name, as children may be able to find you. Try using a first and a middle name instead, set your profile to private and adopt the highest security settings on any personal profiles you have.

You must not share your own or request a child's personal contact details, including home address, mobile number, or email address, unless in exceptional circumstances agreed in advance with the headteacher. This also encompasses attempts to contact children or their parents on social networking sites, or any other means outside of the Trust including any effort to search for child's or parent's social media profiles. Any contact with children should take place within appropriate professional boundaries, be transparent and for professional reasons.

You must also ensure not to post any images of any children online without consent.

3.9 Acceptable Use of IT

The Trust encourages the use of their IT systems and services for communicating with children, parents, and the wider community for business related purposes. The Acceptable Use Policy outlines what the Local Governing Board and Trust Board find acceptable, unacceptable, and forbidden in the use of their IT.

3.10 Honesty and integrity

As an employee of Learning Together Trust, you play a key role in maintaining high standards of honesty and integrity and maintaining our reputation. This includes the handling and claiming of money and the use of school property and facilities.

We take a no tolerance approach to fraud, bribery, or corruption. You must comply with the Bribery Act 2010 which states a person may be guilty of an offence of bribery if they offer, promise, or give financial 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.

Disciplinary action may be taken if you are found to have committed fraud against the Trust, any local authority or national agency. Serious cases of fraud or corruption represent gross misconduct and could lead to dismissal.

You should familiarise yourself with the Trust's financial regulations and ensure that any significant gifts from children, parents, carers, suppliers, contractors or associates of the Trust are declared and recorded appropriately.

Staff must declare any gift with a value of over £20 to the Headteacher to be recorded on the register of gifts and hospitality, with the exception of joint gifts where it is unlikely any individual has contributed more than £20.

You must also ensure that all information given to the Trust in relation to your qualifications and professional experience is true and correct.

3.11 Declaration of interest

You are required to identify and disclose any actual or potential personal, financial, business interest or close personal relationship which might reasonably be perceived as a conflict with the ethos of the Trust. If you are unsure whether an interest or personal relationship should be declared, please consult with a member of the Senior Leadership Team. You can do this with the support of your [Trade Union Representative](#). Failure to disclose is a breach of trust and may result in disciplinary action being taken which could potentially lead to dismissal. All declarations should be submitted in writing to the headteacher for inclusion on the Trust Register of Business Interests.

3.12 Financial interests

For the purposes of this policy, a financial conflict is one where there is, or appears to be, opportunity for financial gain, financial gain for close relatives or friends, or where it may be reasonable for a third party to take the view that financial benefits may affect an individual's actions.

The term financial interest means anything of monetary value including, but not limited to, payments for services, equity interests, intellectual property rights or hospitality and gifts.

3.13 Non –financial interests

Non-financial interests can also come into conflict, or be perceived to come into conflict, with an individual's obligations or commitments to the Trust. These interests may include any benefit or advantage including, but not limited to, direct or indirect enhancement of an individual's career or gain for immediate family or someone with whom the individual has a close relationship.

Examples of situations that could give rise to non-financial conflicts of interests include:

- Pressure or temptation to accept gifts, inducements, or hospitality
- Participating in the appointment, hiring, promotion, supervision, or evaluation of a person with whom the individual has a close personal relationship
- Where a member of staff has or develops a close personal relationship with a colleague

Membership to a trade union or staff representative group does not need to be declared.

3.14 Being part of the team in work

By displaying the positive behaviours, we can create a Trust and workplace that we can all be proud of. As part of this, you are expected to behave appropriately, demonstrating the highest possible standards of personal and professional conduct and act with honesty and integrity. We should all treat each other, parents and children with dignity and respect.

We are an inclusive Trust that respects the protected characteristics in the [Equality Act 2010](#) for age, disability, gender reassignment, religion or belief, sex or sexual orientation and expect all of our staff to do the same.

Working in the Learning Together Trust, staff are role models to our children and how staff present themselves is important. Our expectation is that staff are decently, appropriately and professionally dressed (e.g. no denim) in work **at all times and in all lessons**.

For health and safety reasons, appropriate footwear must be worn at all times, for example, training shoes or pumps in physical activity sessions.

For safeguarding reasons, we do not permit the wearing of clothes that are;

- revealing, allowing underwear to be seen (vest tops may only be worn under an outer garment)
- tight fitting (leggings may only be worn with a longer, loose fitting top)
- have offensive logos or writing or overtly advertise/promote a brand

If a member of staff is unsure whether any item of clothing is inappropriate then they should not wear it to

work. Staff can always speak to their headteacher if they are unsure. Where we identify that a member of staff is wearing clothing that we do not find acceptable they will be advised.

When uniform is provided, as an integral part of their job role, it must be worn at all times.

3.15 Being part of the team outside of work

We understand that what you do outside of work is your own concern. However, you should avoid doing anything that damages your reputation, the reputation of the Trust or members of the school community. This includes posting negative comments or using inappropriate language on social media platforms.

In particular, criminal offences such as violence, sexual misconduct or the use of illegal drugs are likely to be regarded as unacceptable. Any charges you are facing must be disclosed as soon as possible to the headteacher whether you feel it is relevant to your employment or not.

You may undertake work outside the Trust, either paid or voluntary, provided that it does not conflict with the interests of the Trust, affect your performance, or breach the working time regulations. Staff wishing to take on additional employment should take advice about potential conflict of interest from the headteacher.

3.16 Attendance

Creating and maintaining a healthy and productive workforce is a key priority for our Trust. We are committed to supporting all staff through the sickness management process ensuring fairness and consistency alongside a range of health and wellbeing initiatives.

You are expected to attend work in line with your contract of employment and associated terms and conditions and follow the Trust absence reporting procedure in the Sickness Management policy when you are absent from work due to illness or injury. If you have a routine medical or dental appointment, we ask that you arrange this outside of your working hours or during holidays where possible. Please refer to the Trust's Leave of Absence policy if you need time off for any other reason than personal illness.

3.17 Alcohol and substance misuse

We all have a responsibility to keep children and each other safe in school. Alcohol and substance misuse occurs in all occupational sectors, including education, and raises welfare and health and safety issues. You are in a position of trust and are required to take reasonable care of children who are under your supervision and are expected to maintain appropriate standards of professional conduct ensuring you report fit for work and can perform your duties.

We encourage you to confide in a member of the Senior Leadership Team or someone you can trust if you have an alcohol or substance dependency. This will be treated sensitively and in confidence and will enable us to support you through Occupational Health or the Employee Assistance Programme.

3.18 Data protection and confidentiality

In accordance with the Data Protection Act 2018, keeping personal and sensitive data safe is a priority at Learning Together Trust. As a member of staff, you will have access to confidential information about the Trusts, academies, children, parents and carers. Any information you obtain at work must not be disclosed, except to those colleagues who have a professional role in relation to the children or if the information highlights concern about their safety or welfare. You can find more information in the Trust's Data Protection policy.

As a staff member, you have the right to request access to data that is held about you. Requests will need to be made to the headteacher in accordance with the Trust's Data Protection policy.

3.19 Equality and diversity

We are committed to celebrating diversity and promoting equality throughout our Trust. We want it to be a place where children are supported to live healthy, fulfilling lives in thriving communities. We believe in treating everyone who works at Learning Together Trust equally and fairly as individuals and expect the same in return from our staff.

4. Information and support

If you are concerned about anything you see in work that you believe conflicts with the code of conduct or any other policy, you must raise it with the headteacher or a member of the Senior Leadership Team. In addition, you can also contact your HR or [Trade Union representative](#) for further advice and guidance.

The Trust policies provide you with advice and guidance that you need to further support you in your role. It is important that you read and understand these policies. The code of conduct references some other policies. However, these are not exhaustive, and copies of all policies can be obtained from the school office via the [Employment Handbook](#) .

Review

This Code of Conduct is reviewed and amended every three years by the Trust Directors. We will monitor the application and outcomes of this code of conduct to ensure it is working effectively.