



Broadway Academy Trust Policies

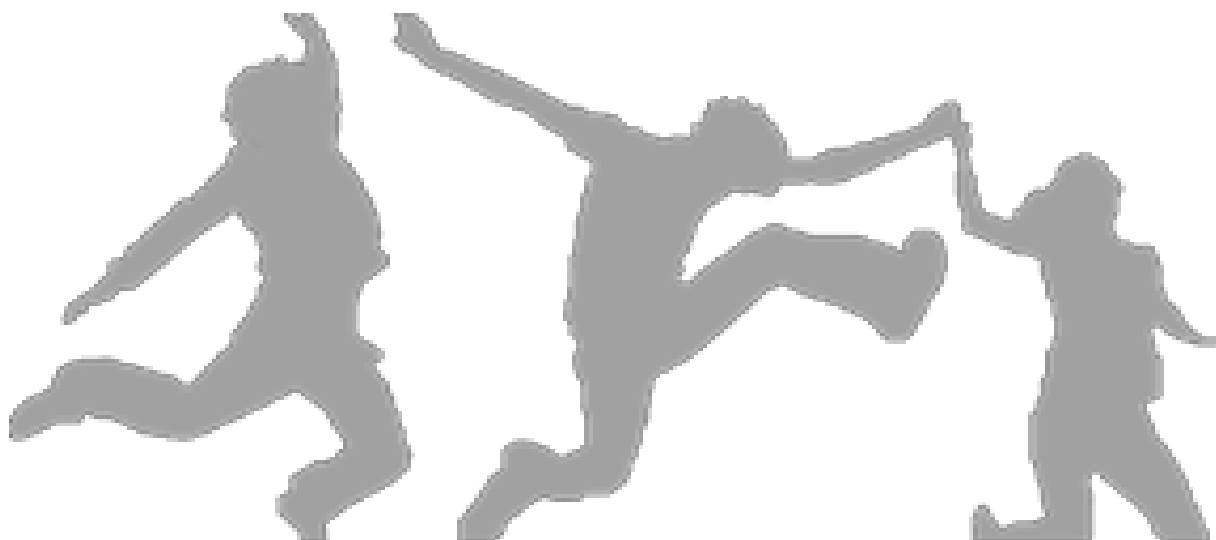
Our Children. Our Community. Believe it can be done!

Staff Code of Conduct

Approved by: Full Governing Board

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1. Aims, scope and principles

- 1.1 This policy aims to set and maintain standards of conduct that all Broadway staff are expected to follow. Through this policy, we aim to ensure Broadway Academy is an environment where everyone is safe, happy and treated with respect.
- 1.2 Many of the principles in this code of conduct are based on the Teachers' Standards. We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.
- 1.3 School staff have an influential position and will act as role models for students by consistently demonstrating high standards of behaviour. The Academy expects all support staff, governors and volunteers to act with personal and professional integrity, respecting the safety and wellbeing of others.
- 1.4 Broadway Academy's vision is captured in the motto: "Our Children, Our Community, Believe it can be done!" Whilst we want our students to succeed, we also want them to be happy, to thrive, to enjoy coming to school and to fully participate in all that the Academy offers, both in lessons and in the wider curriculum.
The Broadway values of: appreciation, aspiration, generosity, inclusivity, integrity, optimism, respect and responsibility underpin everything that we do. Staff should be excellent role models for students in their appearance, in what they say and how they live the Academy values.
- 1.5 The Academy expects all staff to observe and demonstrate the behaviours in the Broadway staff and leadership behaviours framework.
- 1.6 Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures. This code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its students.

2. Legislation and guidance

- 2.1 In line with the statutory safeguarding guidance 'Keeping Children Safe in Education', Broadway Academy has developed this staff code of conduct, which covers low level concerns, allegations against staff and whistleblowing as well as acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.
- 2.2 This policy also complies with our funding agreement and articles of association.

3. General obligations

- 3.1 Staff will set an example to students. They will:
 - Encourage all children to reach their full potential
 - Maintain high standards in their attendance and punctuality
 - Not use inappropriate or offensive language in school
 - Treat all members of the school community, including children, parents, colleagues and governors with dignity and respect
 - Show tolerance and respect for the rights of others
 - Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
 - Have an understanding of and commitment to non-discriminatory practice

- Express personal beliefs in a way that will not exploit students' vulnerability or might lead them to break the law
- Recognise power imbalances between children and staff and staff and different levels of seniority, and ensure power and authority are never misused
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards
- Adhere to the principles and procedures in all policies and especially safeguarding and child protection policies
- Take responsibility for their own continuing professional development including in the areas of safeguarding and professional conduct.
- Value themselves and seek appropriate support for any issue that may have an adverse effect on their professional practice
- Ensure their actions do not bring the academy into disrepute

4. Safeguarding

- 4.1 Staff should place the safety and welfare of children above all other considerations.
- 4.2 Staff have a duty to be alert to, and report appropriately, any concern or behaviour that may indicate that a child is at risk of harm. This includes physical, emotional and sexual abuse, and neglect.
- 4.3 Staff will familiarise themselves with the Academy's [safeguarding and child protection policy](#) and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.
- 4.4 The Academy safeguarding policy and procedures are available on [Virticad](#) for all staff; the admin office also has copies. New staff will be given copies when they start. All staff will complete safeguarding training at the beginning of and throughout each academic year.
- 4.5 Staff should understand that school staff are in a position of trust and that sexual relationships with a child, even over the age of 16, may be an offence
- 4.6 Staff should never condone inappropriate behaviour by children or staff

5. Allegations that may meet the harm threshold

- 5.1 This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:
 - Behaved in a way that has harmed, or may have harmed a child, and/or
 - Possibly committed a criminal offence against or related to a child, and /or
 - Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
 - Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place in or outside of school
- 5.2 We will deal with any allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation. Where an allegation is made against a member of staff that meets the harm threshold (see [Managing Allegations against staff policy](#)), the Headteacher and CEO will give initial consideration to the allegations and liaise with the LADO/commission investigation as needed.

6. Low level concerns

- 6.1 A low-level concern is a behaviour towards a child by a member of staff that does not meet the harms threshold but is inconsistent with the staff code of conduct. This may be as simple as something which causes a sense of unease or a 'nagging doubt' e.g.
- Being over-friendly with children
 - Having favourites
 - Taking photographs of children on a personal device
 - Engaging in 1-2-1- activities where they can't easily be seen
 - Humiliating students
- 6.2 Low-level concerns can include inappropriate conduct inside and outside of work.
- 6.3 All staff should share any low-level concerns they have using the reporting procedures set out in our [safeguarding and child protection policy](#). We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.
- 6.4 All reports will be handled in a responsive, sensitive and proportionate way. Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage. This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.
- 6.5 Reporting and responding to low-level concerns is covered in more detail in our [Managing Allegations against staff policy](#)), This is available on [Virticad](#) or on the [Academy website](#) and from the admin office on request.

7. Whistleblowing

- 7.1 Whistleblowing reports wrongdoing that it is "in the public interest" to report. Examples linked to safeguarding include:
- Pupils' or staff members' health and safety being put in danger
 - Failure to comply with a legal obligation or statutory requirement
 - Attempts to cover up the above, or any other wrongdoing in the public interest
- 7.2 Staff are encouraged to report suspected wrongdoing in line with the [Whistleblowing policy](#) . Their concerns will be taken seriously and investigated, and their confidentiality will be respected. The Academy aims to encourage openness and will support whistleblowers who raise genuine concerns under this policy.
- 7.3 Staff should report their concern(s) to the Headteacher and CEO. If the concern is about the Headteacher and CEO, this should be reported to the Chair of the Governing Board.
- 7.4 Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and evidence and context as necessary. Staff raising concerns should also include details of any personal interest in the matter. The academy will investigate any complaints in a timely, respectful and confidential manner. Further information is available in the [Whistleblowing policy](#) .

8. Sexual harassment

- 8.1 Sexual harassment is any unwanted physical, verbal or non-verbal conduct of a sexual nature that has a purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It also

includes treating someone less favourably because they've submitted or refused to submit to unwanted conduct of a sexual nature in the past, or harassment related to sex or gender reassignment. When this behaviour is unwanted, it includes (but isn't limited to):

- Unwanted physical conduct or 'horseplay' including touching, pinching, pushing and grabbing
- Continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome
- Sending or displaying material that is pornographic, or that some people might find offensive
- Unwelcome sexual advances or suggestive behaviour.
- Offensive emails, text messages or social media content
- Comments and jokes of a sexual nature
- Sexual propositions and advances
- Promising things in return for sexual favours
- Unwelcome touching,
- Sexual contact on social media

- 8.2 Staff will help create a positive environment that works to prevent sexual harassment. This includes calling out sexual harassment that they witness. All witnesses will be provided with appropriate support and will be protected from victimisation.
- 8.3 If a staff member is concerned at any point about incidents of sexual harassment (either directed at them or someone else), they should report their concern to the Headteacher and CEO in line with the [Dignity at Work policy](#). If informal resolution is not appropriate or has not provided a resolution. If the concern is about the Headteacher and CEO, the staff member should report their concern to the Chair of the Governing Board. The school will investigate any complaints in a timely, respectful and confidential manner.
- 8.4 All staff will receive training on recognising and responding to incidents of sexual harassment. The school will monitor the treatment and outcomes of any complaints of sexual harassment or victimisation received to make sure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved, and workforce training is targeted where needed.

9. Staff-student relationships

- 9.1 Staff will observe proper boundaries with students, appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.
- 9.2 Staff must ensure that their relationships with students do not give rise to misunderstandings. Ambiguous and ambivalent comment and conduct should be avoided.

One to one meetings

- 9.3 If staff members and students must spend time on a one-to-one basis, staff will ensure that:
- this takes place in a public place that others can access
 - in a room others can see into
 - a colleague or line manager knows this is taking place
- 9.4 Contact with students outside of school hours should be transparent and professional at all times. Transporting of individual students in private cars should only take place with appropriate SLT approval, except in an emergency.

- 9.5 Personal contact details should not be exchanged between staff and students including social media profiles.

Physical contact

- 9.6 Physical contact with students, however well-intentioned, may be misconstrued by students, parents or an observer. Staff should avoid making gratuitous physical contact with students. There will however be occasions when physical contact is necessary/unavoidable, generally falling into one of the following three categories:
- (a) Action to prevent harm or injury to the student or others – if it is necessary to prevent a student causing harm or injury to her/himself or others, the use of minimum force and contact is acceptable and defensible. Such incidents must **always** be reported (see section 16 below)
 - (b) Comforting a student in distress – staff will need to use their professional judgement and discretion in relation to the circumstances.
 - (c) Unavoidable contact – In some subjects (such as PE and Drama) and skills coaching. Demonstration of techniques by staff or a particularly competent student may be more appropriate. At all times, staff should maintain the highest standards of professional conduct.
- 9.7 Any form of physical punishment is prohibited. This also includes any form of physical response to misbehaviour with the exception noted in 9.6(a) above.

Students with special needs

- 9.8 If students require assistance with toileting, staff should consider whether it would be possible to arrange for the presence of another adult in the vicinity. Where this is not possible, employees should discuss what arrangements are reasonable in all the circumstances with the Headteacher.

First aid

- 9.9 The existence of any life-threatening or serious condition will determine the medical necessity for physical contact. Employees who administer first aid should ensure that where possible other students or adults are present.

Gifts

- 9.10 Many students and their parents may wish to give gifts to staff, for example, at the end of the school year, however gifts from staff to students are not acceptable.
- 9.11 If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our safeguarding and child protection policy.

10. Communication and social media

Social media

- 10.1 Staff should avoid making comments about students or other staff which could be construed as having sexual overtones. Staff should also avoid encouraging or facilitating debates or discussions between students which could be interpreted in this way, and which are not justified in the context of the teaching programme.
- 10.2 It is recognised that, to discharge pastoral responsibilities, there will times when staff need to engage in conversations with students which cover sensitive matters. Staff must use their professional judgement to ensure they are not drawn into areas inappropriate to their specific duties or relationship with the student concerned.

10.3 In responding to individual students in distress, staff should consider whether they should offer advice, sympathy, counselling if a discussion enters a sensitive area, or refer the student to a colleague or agency better placed to provide appropriate support.

10.4 Staff will ensure that they do not post any images online that identify children who are students at the school without their consent.

Communication

10.5 Personal contact details should not privately be exchanged between staff and students. This includes social media profiles. Staff social media profiles should not be set up in a way that makes them available to students. If they have a personal profile on social media sites, the use of their full name should be avoided, as students may be able to find them. Public profiles must be set to private.

10.6 Staff should not attempt to contact students or their parents via social media. They will not make any efforts to find student's or their parents' social media profiles.

10.7 It will rarely be appropriate for staff to write personal notes, letters or emails to individual students. If a member of staff believes it to be necessary to write personally, s/he should discuss the purpose and context with a senior colleague or the DSL. This advice is not meant to restrict the use of email for submission of work, advice over the curriculum or other professional matters.

10.8 Professional communications should be sent from the staff member's academy email address and should use students' academy email addresses.

10.9 All staff should be aware of the Academy's [Acceptable Use of ICT](#) and [Online Safety](#) policies.

11. Acceptable use of technology

11.1 Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

11.2 Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils. Any personal use must be in the employee's own time.

11.3 The Academy has the right to monitor emails and internet use on the school IT system.

11.4 All staff must adhere to the provisions of the policy on '[Acceptable Use of ICT](#)'

12. Confidentiality

12.1 In the course of their roles, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents. This information will never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

12.2 Staff must handle personal data in line with the [Academy's Data Protection policy](#)

- 12.3 This does not overrule the duty to report child protection and safeguarding concerns to the DSL or appropriate safeguarding lead and to record on MyConcern where staff believe a student has been harmed or is at risk of harm.

13. Honesty and integrity

- 13.1 Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with students, handling money, claiming expenses and using school property and facilities.
- 13.2 Staff will not accept bribes. Gifts that are worth more than £30.00 must be declared and recorded on the gifts and hospitality register.
- 13.3 Staff will ensure that all information given to the school is correct. This should include:
- Background information (including any past or current investigations/cautions related to conduct outside of school)
 - Qualifications
 - Professional experience
- Knowingly providing inaccurate information to secure a professional advantage will be treated as a disciplinary issue.
- 13.4 Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

14. Dress code

- 14.1 Dress should be professional and suitable for the role that staff carry out and, where applicable, staff should ensure corporate uniform is adhered to e.g. PE staff, facilities staff, technicians.
- 14.2 Dress should be sensitive to the cultural norms of the community served by the academy. The following standards will be adhered to by all staff:
- No revealing clothes
 - Clothes will not display any offensive or political slogans
 - Staff should wear a suit or smart shirt, jacket, tie, tailored trousers or skirt/dress and shoes
 - No jumpsuits or playsuits to be worn
 - Suitable formal footwear should be worn at all times for safety. In some areas of the academy open-toed shoes constitute a safety hazard. Flip flops are not to be worn for work
 - Hoodies and leather jackets should not be worn in the building. An appropriate business coat (depending on role) should be worn to work.
 - Tattoos or body piercings should be discreet; we will ask for offensive, political or inappropriate tattoos to be covered up
 - All staff should wear their name and ID badges.

15. Conduct outside of work

- 15.1 Staff will not act in a way that would bring the academy or the teaching profession into disrepute. This covers conduct including, but not limited to, relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the academy or its staff on social media. Conduct of this nature could lead to disciplinary action.

- 15.2 Staff should take particular care when supervising students in less formal settings such as residential or out-of-school activities. Standards of professional conduct and behaviour should be maintained just as in school.

16. Reporting

- 16.1 Staff should report any concerns they have following any incident where the staff code of conduct may have been breached, or conduct could have been misinterpreted. This report should be made to the Headteacher or DSL as appropriate as soon as possible after the incident and should include a written note of the incident.
- 16.2 it is particularly important to ensure that a contemporary written record is made of any form of restraint used on a student or whenever a student or parent/carer or third-party has complained about an action.

17. Monitoring arrangements

- 17.1 This policy will be reviewed every year but can be revised as needed. It will be approved by the full governing board or delegated committee.
- 17.2 The Governing Board will ensure this code of conduct is implemented effectively and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

18. Links with other policies

This policy links with Academy policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff grievance procedures
- Dignity at Work
- Safeguarding and child protection
- Data Protection
- Finance
- Acceptable use of ICT and social media
- Online safety