Cedar Park School

Code of CONDUCT POLICY

Date Approved by Governing: Autumn 2026
Date for review: Autumn 2027

1. Introduction

This Code of Conduct sets out the standards of behaviour expected of all staff working at Cedar Park School.
It should be read alongside Keeping Children Safe in Education (KCSIE), Working Together to Safeguard Children (2023), and Safer Working Practice guidance.
The policy reflects statutory requirements and professional expectations for staff working with children.

2. Scope

This policy applies to all employees, including temporary, casual and agency staff, as well as volunteers.
All staff must comply with this policy and any relevant professional standards.

3. Roles and Responsibilities

All staff must maintain high standards of personal and professional conduct at all times.
Leaders must ensure all staff understand and adhere to this policy.
Staff must report any concerns, including safeguarding concerns, promptly and appropriately.

4. Principles

-Staff must act with honesty, integrity and professionalism.
-Staff must treat all individuals with dignity and respect in line with the Equality Act 2010.
-Staff must not misuse their position for personal gain.

5. Safeguarding

-The school has a statutory duty to safeguard and promote the welfare of children in line with KCSIE.
-Staff must read and understand Part 1 of KCSIE.
-All safeguarding concerns must be reported immediately following school procedures.
-Staff must maintain appropriate professional boundaries at all times.
-Staff must fulfil duties under the Prevent Duty and report concerns of radicalisation.

6. Confidentiality and Data Protection

-All staff must comply with the Data Protection Act 2018 and UK GDPR.
-Personal data must only be used for lawful purposes and accessed where necessary for role.
-Unauthorised disclosure of information may result in disciplinary action.

7. Professional Conduct and Standards

-Staff must uphold the reputation of the school and profession.
-Staff must avoid conflicts of interest and declare any relevant relationships.
-Staff must follow all relevant school policies and procedures.

8. Whistleblowing

-Staff are expected to raise concerns about wrongdoing or unsafe practice.
-Protection is provided under the Public Interest Disclosure Act 1998.
-Concerns can be raised internally or externally where appropriate.

9. Equality and Dignity at Work

-The school is committed to eliminating discrimination and promoting equality.
-All staff must contribute to a respectful and inclusive working environment.

10. Relationships with Pupils

-Staff must maintain professional boundaries and avoid any form of inappropriate relationship.
-Communication with pupils must be appropriate, transparent and professional.

11. Recruitment and Selection

-All appointments must be made on merit.
-Staff must not be involved in recruitment where conflicts of interest exist.

12. Technology, Communication and Online Safety

-Staff must use school systems appropriately and safely.
-Personal devices must not be used to contact pupils unless authorised.
-Staff must follow online safety and acceptable use policies.

13. Social Media

-Staff must not use social media in a way that could bring the school into disrepute.
-Staff must not communicate with pupils via personal accounts.

14. Substance Misuse

-Staff must not misuse drugs or alcohol in a way that impacts their professional role.

15. Low-Level Concerns

-All concerns about adults must be reported to the Headteacher.
-Concerns will be recorded and managed in line with KCSIE.

16. Breaches of the Policy

Failure to comply with this policy may result in disciplinary action.

Key Legislation and Guidance

Keeping Children Safe in Education (KCSIE)
Working Together to Safeguard Children (2023)
Data Protection Act 2018 and UK GDPR
Equality Act 2010
Public Interest Disclosure Act 1998