CODE OF CONDUCT POLICY

Statutory

Policy Approved by the Trust Board	
Signed:  Name: Adele Haysom Chair of Board of Trustees	Date: 16 July 2026
Authorised for Issue	
Signed:  Name: Gary Lewis Chief Executive Officer (CEO)	Date: 16 July 2026

This Policy applies to all schools and employees within Lighthouse Schools Partnership.

This policy remains valid, and in operation, until a new or updated policy is published.

Document History

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5.0	Gary Lewis & Janine Ashman	19 June 2025	Policy updated in regards to sexual harassment, whistleblowing and dress code. Section B moved into Section A
6.0	Gary Lewis & Tania Newman	1 July 2026	Policy updated to include information on preventing harassment, including sexual harassment.

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1. Aims, Scope and Principles

1.1. This policy aims to set and maintain standards of conduct that the Trust expects all staff to follow.

1.2. By creating this policy we aim to ensure an environment where everyone is safe and treated with respect throughout our Trust.

1.3. School staff have an influential position in the school and must act as role models for pupils by consistently demonstrating high standards of behaviour.

1.4. The Trust expects that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

1.5. The Trust expects all support staff, governors, volunteers and external contractors to act with personal and professional integrity, respecting the safety and wellbeing of others.

1.6. The Trust expects all teachers and support staff to work and act in accordance with their terms and conditions of employment.

1.7. Failure to follow the code of conduct is likely to result in disciplinary action being taken, as set out in the Trust's disciplinary policy.

1.8. Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff must use their professional judgement and act in the best interests of the Trust and its pupils.

2. Legislation and Guidance

2.1. In line with the statutory safeguarding guidance 'Keeping Children Safe in Education', the Trust must have a staff code of conduct, which must cover acceptable behaviours, use of technologies, 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

All staff must set an example by:

- Maintaining a professional demeanour, treating colleagues, pupils, parents and others with courtesy, respect, and consideration;
- Maintaining high standards in their attendance and punctuality;
- Never using inappropriate or offensive language in school;
- Showing tolerance and respect for the rights of others;

- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
- Expressing personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law;
- Understanding the statutory frameworks they must act within.
- Adhering to General Data Protection Regulation (GDPR) rules on privacy and confidentiality.
- Teachers must adhere to the Teachers' Standards.

4. Safeguarding

4.1. Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

4.2. Staff must familiarise themselves with the Trust's safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

4.3. The safeguarding policy and procedures are available online, and from the school office. New staff will directed to the locations of this policy on arrival.

4.4. For safeguarding purposes, ID badges must be worn and visible at all times whilst on Trust sites. This protects staff and pupils, and ensures safety around Trust sites. Care and safe keeping of staff ID badge is of critical importance for security and safeguarding reasons. Lost badges may incur a charge.

4.5. Staff must be alert to behaviours that may not meet the threshold for a safeguarding allegation but are inconsistent with this Code of Conduct. Such concerns are referred to as "low-level concerns".

A low-level concern may include behaviour which causes a sense of unease, concern or doubt about an adult's conduct towards a pupil. Examples include, but are not limited to:

- being over-familiar with pupils;
- showing favouritism;
- taking photographs of pupils on a personal device;
- engaging with pupils in isolated locations without appropriate transparency;
- using inappropriate language or humour; or
- behaviour which does not meet the standards expected of Trust staff.

Staff must report low-level concerns in accordance with the Trust's Safeguarding and Child Protection Policy. Staff should never assume that a concern is too minor to report.

5. Inappropriate Images or Content

5.1. Staff must take extreme care to ensure that pupils and young people are not exposed, through any medium, to inappropriate or indecent images or text.

5.2. Under no circumstances should any adult or employee use Trust or School equipment to access such material, including pornography, at any time. Personal equipment containing these images, or links to them must never be brought into or used in the workplace. Accessing such content will raise serious concerns about the suitability of the employee to continue working with children and young people.

5.3. Accessing indecent images of children on the internet, whether using Trust or personal equipment, on or off Trust premises, and making, storing or disseminating such material is illegal. If proven this will lead to summary dismissal, disbarment from working with children and young people and probable criminal proceedings.

5.4. Employees must keep their passwords confidential and not allow unauthorised access to Trust equipment. In the event of any indecent images of children or unsuitable material being discovered on a Trust computer, the equipment should not be tampered with in any way but secured and isolated from the network, and the designated Local Authority officer contacted without delay. Employees should not attempt to investigate the matter or evaluate the material themselves as this may lead to a contamination of evidence and a possibility they will be at risk of prosecution themselves.

5.5. Staff must follow the Trust or school policy on the use of IT equipment (Acceptable Use Agreement) and ensure that young people are not, through the use of any medium, exposed to indecent or inappropriate images.

5.6. Staff must not:

- take, display or distribute images of children unless they have consent to do so (schools have processes for formally obtaining and recording photographic permissions).
- Retain on any personal device an image taken of a child., for example if a picture of a pupils on a school trip is taken on a camera/smart phone it should be deleted from the device once it has been saved to school systems. This should happen as soon as possible, and no later than two school working days following the return of a external trip.

5.7. This means that staff must:

- be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded;
- ensure that all images are available for scrutiny in order to screen for acceptability;
- be able to justify images of pupils in their possession;
- avoid making images in one-to-one situations.

6. Prevention of Extremism and Radicalisation

6.1. Any prejudice, discrimination or extremist views, including derogatory language, displayed by staff must always be challenged. It is the responsibility of all staff to follow the guidance of the Trust's Model Safeguarding and Child Protection Policy and provide a secure environment to pupils.

7. Staff/Pupil Relationships

7.1. Staff must observe proper boundaries with pupils that are 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.

7.2. If staff members and pupils must spend time on a one-to-one basis, staff must ensure that:

- This takes place in a room on the school site that others can access
- Others can see into the room

7.3. Where possible a colleague or line manager should be informed in advance on any one-to-one meetings taking place.

7.4. Staff must be mindful of their professional relationship and boundaries with pupils, and pupils' family and friends outside of school hours.

7.5. Personal contact details must not be exchanged between staff and pupils. This includes social media profiles.

7.6. While we are aware many pupils and their parents may wish to give gifts to staff, for example at the end of the school year, gifts from staff to pupils are not acceptable.

7.7. If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, they must reported this to their line manager or the Headteacher.

8. Care, Control and Physical Intervention

8.1. The circumstances in which staff can intervene with a pupil are covered by the 1996 Education Act (section 550A added in 1997 Education Act). Staff may legitimately intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others and staff must have regard to DfE guidance (Behaviour and Discipline Guidance February 2014).

8.2. Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence. In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported to the Headteacher and the pupil's parents.

8.3. This means that staff should:

- adhere to the policies within the school relating to physical restraint or intervention;
- always seek to defuse situations;
- always use minimum force for the shortest period necessary.

9. Communication and Social Media

9.1. School staff's social media profiles should not be available to pupils or parents. Staff are strongly advised to set social media profiles to private.

9.2. Staff must not attempt to contact pupils or their parents via social media, or any other means outside school. In particular they must not make any efforts to find pupils' social media profiles.

9.3. Staff must ensure that they do not post any images online that identify children who are pupils at the school without the consent of their parent/carer.

9.4. Staff must adhere to of the Trust's or School's Acceptable Use Agreement policy.

9.5. Staff must not use personal mobiles to contact pupils or parents unless given the express permission to do so by their line manager, e.g. when working from home. If doing this staff should withhold their personal phone number.

10. Acceptable Use of Technology

10.1. Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, or use their mobile phones while children are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (the staff room).

10.2. There may be circumstances when agreed in advance with the Headteacher it is appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

10.3. Employees should read and understand the Acceptable Use of Technology Policy.

10.4. The Trust has the right to monitor emails and internet use on the school IT system where we have legitimate cause.

10.5. The Trust's ICT facilities should only be used for school/Trust business and must not be used for any activity that is illegal, unacceptable or inappropriate to good conduct such as online gambling. Cases of 'misuse' will result in disciplinary action being taken.

11. Confidentiality

11.1. In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

11.2. This information must never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

11.3. This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

12. Honesty and Integrity

12.1. Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

12.2. Gifts from suppliers or associates of the Trust must be declared to the Headteacher/CEO with the exception of one-off token gifts from parents or pupils, in line with the Trust's Business Ethics Policy.

12.3. Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

13. Whistle Blowing

13.1. Whistle-blowing reports wrongdoing that it is "in the public interest". 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
- Sexual harassment, sexual misconduct or a failure by the Trust to take reasonable steps to prevent sexual harassment.

13.2. Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected. The school aims to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

13.3. Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.

13.4. Guidance on whistleblowing can be found in the LSP Child Protection and Safeguarding Policy and LSP Business Ethics Policy.

14. Dress Code

14.1. There is an expectation for staff to act as professionals and as role models for children and young people on our school sites. The Trust expects all staff to dress appropriately at all times in relation to their role. When working with pupils and their parents, dress should be a style broadly sympathetic to the aims of the student dress code and our 'ready for work' philosophy. For senior staff the expectation for smart professional appearance is greater.

14.2. The School expects that staff attire and personal appearance:

- promotes a positive and professional image;
- is appropriate to their role;
- is not likely to be viewed as offensive, revealing, or sexually provocative;
- avoids any political or otherwise contentious slogans (this includes lanyards, badges etc);
- is culturally sensitive.

14.3. During practical subjects there may be an exception for the purposes of Health and Safety.

14.4. For some members of staff, you will be supplied with personal protective equipment and/or a uniform, kit or other apparel - it is expected you will wear this at all times when required to do so; it is your responsibility to ensure that this is clean and presentable.

15. Alcohol, Illegal substances and medication

15.1. Illegal substances must not be brought onto the premises of the School/Trust. The Trust will not permit staff members to be under the influence, or perceived to be under the influence, of alcohol or illicit drugs during the working day whilst on duty. Staff members must ensure that the use of alcohol outside of working hours does not adversely affect their performance in the workplace.

15.2. The Trust recognises that alcoholism and other addictions are illnesses and that employees should be offered appropriate support through managing attendance procedures. The Trust will also consider the effects of legally prescribed drugs or certain types of medication on the performance of staff and deal with these under the managing attendance policy. This may involve undertaking a risk assessment where necessary and taking occupational health advice as appropriate.

15.3. Staff who are prescribed medication, should make themselves aware of possible side-effects. In accordance with their duty to take reasonable care of themselves and their colleagues' health and safety they should advise the Headteacher/line manager if the medication could affect their ability to do their job or travel safely to work. In these circumstances the Headteacher/line manager will carry out a Risk Assessment.

15.4. Smoking is not allowed anywhere on Lighthouse Schools Partnership premises.

16. Sexual Harassment

16.1. 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 (which the harasser may perceive as harmless)
- Offensive emails, text messages or social media content
- Comments and jokes of a sexual nature
- Sexually suggestive looks and staring
- Sexual propositions and advances
- Promising things in return for sexual favours
- Physical contact such as massaging, hugging or kissing
- Sexual contact on social media

16.2. 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.

16.3. 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 concerns as outlined in the Staff Anti-Bullying and Anti-Harassment policy or Grievance Policy.

16.4. 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.

17. Conduct Outside of Work

17.1. Staff must not act in a way that would bring the Trust or School into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school or Trust on any social media platform.

17.2. For teaching staff this is also specified in Section Two of the Teachers' Standards.

18. Links with Other Policies

This policy links with a number of Trust-wide and school based policies including:

- LSP Disciplinary Policy 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
- LSP Grievance Policy
- LSP Safeguarding and Child Protection Policy
- LSP Business Ethics Policy
- LSP Staff Anti-Bullying and Anti-Harassment Policy
- IT acceptable use policy