The Park Federation
ACADEMY TRUST

Code of Conduct

Approved by	Finance and Operations Committee (FOC)		
Date	1st November 2026	**Next review due**	October 2029

Summary of Changes

Version	Date	Summary of Changes	Approved By
1	01 November 2026	New TPFAT Policy	FOC

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1. INTRODUCTION

1.1. Purpose

This policy is designed to give clear guidance on the standards of behaviour all staff are expected to observe, and the school should notify staff of this code and the expectations therein. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

Staff must follow all policies and procedures adopted by the school. If a member of staff does not follow this code of conduct, the disciplinary policy may be invoked.

1.2. Scope

This procedure applies to all staff of The Park Federation Academy Trust ("the Trust").

The recognised trade unions have been consulted.

1.3. Definitions

"Staff" refers to employees, agency workers, volunteers, contractors, visitors and any other persons representing the Trust.

"Principal" within this document may denote a Principal at any of the Trust's academies, or someone of the same level or higher depending on the specific circumstances e.g. the Chief Operating Officer (COO), the Chief Education Officer (CEdO) or the Chief Executive Officer (CEO).

"Senior Leadership Team" (SLT) within this document may denote a senior leader at any of the Trust's academies or Central Trust, or someone of the same level or higher depending on the specific circumstances.

1.4. Linked policies

Documents linked to this policy include:

- Safeguarding Policy
- Child Protection Policy
- Allegations Against Staff Policy
- Whistleblowing Policy
- Grievance Policy
- Disciplinary Policy
- Sickness Absence Policy
- Special & Other Leave Policy
- Health and Safety Policy
- First Aid Policy
- Gifts and Hospitality Policy
- ICT Policy
- Positive Handling Policy
- Keeping Children Safe in Education (KCSIE)

2. ATTITUDE AND BEHAVIOUR

It is expected that all staff will have a positive attitude towards school life, which will be reflected in the way they talk to children, parents, colleagues and the wider school community, as well as in the way they conduct their professional duties and promote the vision and values of The Trust.

2.1. With pupils

The Trust aims to foster positive attitudes, self-discipline and good behaviour in our children and, being in a unique position of influence, it is essential that staff model the highest possible standards at all times.

All pupils have a right to be treated with respect and dignity. Staff must not:

- use any form of degrading treatment to punish or undermine pupils
- use sarcastic, demeaning or insensitive comments towards pupils
- shout or use any other approach that may intimidate pupils
- handle, strike, pull or push pupils, unless trained to do so in specific safety situations e.g. positive handling
- unlawfully discriminate against any pupils

Personal political and religious views and opinions should not be shared or promoted in the teaching of any subject. The principles of British democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs should be promoted whenever possible.

2.2. With other members of staff

Staff should act in a professional manner towards colleagues, irrespective of personal views, beliefs and relative position or status within the school/Trust hierarchy. Staff will:

- treat others professionally and with respect and dignity
- not unlawfully discriminate against any person
- not bully, harass, threaten, humiliate or patronise others
- be approachable, friendly and welcoming to others
- be flexible and understanding of unexpected changes within their working day
- communicate clearly and honestly
- communicate with other staff members in English when in the presence of others, so as not to ostracise other members of staff
- support the professional development of all colleagues
- avoid any conduct which would lead any reasonable person to question the motivation and intentions

2.3. With members of the general public

Staff will:

- be polite at all times
- when speaking or writing on behalf of the school or Trust, provide their name to parents/carers, other members of the public or school community
- ensure that any information provided in relation to the school or Trust is accurate
- ensure that any information provided to third parties is in line with the Data Protection Act (2018)
- respect confidential information provided to them in the course of their work
- avoid doing anything which could make the public doubt the motives or integrity of a member of staff of the school/Trust or bring the school/Trust into disrepute
- ensure that any significant concerns or complaints expressed to them by parents, carers or the general public are passed on to the senior management of the school/Trust

3. CONDUCT

3.1. Punctuality

All staff are expected to be punctual in line with their contracted working hours.

Pupil facing staff, for example class teachers and teaching assistants, should be ready to receive pupils at the appropriate times such as the beginning of the day and at the end of break and lunchtime.

Staff who are unable to meet this expectation must report their absence in line with the academy's reporting procedure.

3.2. Sickness absence

Staff who are unable to attend work due to sickness should follow the academy's reporting procedure. Staff must call and speak to the designated person.

If absence is to continue for longer than a day, staff must inform the academy by the locally agreed time so that cover can be arranged.

Absence for more than 7 calendar days requires a fit note to be provided to the academy.

When staff return to work, a self-certification form must be completed.

Please refer to the Sickness Absence Policy, available on the HRIS, for further guidance.

3.3. Leave of absence requests

Staff should familiarise themselves with the leave policies such as the Annual Leave Policy and the Special and Other Leave policy, available on the HRIS.

Requests for leave should be submitted to the designated person as detailed in the policy.

Requests for leave outside any leave policy will only be considered in exceptional circumstances by the Principal.

3.4. Dress Code

3.4.1. Lanyard and Staff ID

Employees must ensure they wear their lanyard and ID when on school premises and that it is visible at all times.

Lanyards should be removed when outside of school except for when staff are representing the academy/Trust off-site.

If an ID card is lost, this must be notified to the school office immediately so that the card can be deactivated, and a new ID card and lanyard issued.

3.4.2. Dress

Staff should be good role models for pupils and represent the profession by looking and dressing appropriately and smartly. As a representative of the academy and the Trust, it is considered that "smart casual" is appropriate work attire for staff. Examples of smart causal clothes include:

- collared shirt
- smart blouse
- smart jumper
- smart trousers
- full length chinos
- smart dress or skirt of an appropriate length
- footwear should be suitable for working with children of early years and primary school age
- tracksuits and trainers when worn for the teaching of PE

Examples of inappropriate clothing include:

- Short dress, skirt or shorts
- Low cut top or dress
- Strappy top or dress
- See through clothing
- Clothing with rips or holes
- Clothing with large branding or slogans
- Tracksuits, hoodies, joggers or trainers unless worn for the teaching of PE
- Backless footwear, including flip flops and mules

Premises/site staff must wear the clothing/uniform provided. Items of clothing not provided by the Trust are not permitted to be worn.

Clothing should be clean and tidy.

Academy/Trust branded clothing must not be worn outside of work e.g. it is not permitted to wear Trust branded sports attire when providing work for another company during school holidays.

3.4.3. Hair and Nails

Hair should be clean and tidy.

Nails should be clean and must be kept at an appropriate length and shape for work within the early years and primary school setting.

3.4.4. Tattoos and Piercings

Tattoos that may cause offense must be covered. All other tattoos should be covered where possible.

Piercings on show should be kept to a minimum, for example simple stud earrings and nose stud. Hoops and dangle earrings must not be worn. Other visible piercings, e.g. lip piercings, must be removed whilst at work.

3.5. Smoking and Vaping

It is unacceptable for staff to smoke or vape in any area of the academy or academy grounds.

Staff wishing to smoke or vape, should do so at least 30m away from any academy entrance and must not be in sight of any pupils.

3.6. Alcohol and Substance Misuse

Those bringing alcohol on to any Trust premises must ensure it is safely and securely stored.

The consumption of alcohol is not permitted on any Trust premises unless specifically approved by the Principal and CEO.

The Trust prohibits the use, possession, distribution or sale of drugs at any Trust premises or when conducting Trust business. Should this be breached, the police may be contacted.

3.7. Mobile Phone, Tablet, Smart Watch and Meta Glasses Use

Personal mobile phones, tablets and smart watches must not be used in front of pupils. This includes in the classroom, in the corridors, while teaching or on the playground when on duty. Meta glasses may be worn solely as glasses to aid vision.

If there is a need to make or receive a planned phone call during working time, authorisation from the Principal must be obtained prior to the call.

Authorised calls should be made in the staffroom, off site or in a private room away from pupils.

Staff must not use personal mobile phones, tablets, smart watches or Meta glasses as a camera/recording device within the academy. Any photographs or videos must be taken using academy equipment.

3.8. Conduct Outside Work

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the academy, the Trust or the employee's own reputation.

Staff must:

- exercise caution when using information technology, including artificial intelligence (AI), and be aware of the risks to themselves and others;
- not use social media e.g. Facebook, with pupils, former pupils or parents, and should exercise caution when using social media with friends who are also parents;
- not engage in inappropriate use of social network sites;
- only use their school email account when communicating electronically with pupils or parents;
- declare any business interests outside of school that may be connected either to the supply of goods/services to the school/Trust or be rewarded through association with the school/Trust;
- inform the Principal immediately if their own children are made subject to a child protection plan;
- inform the Principal immediately if they become subject to any criminal investigation or action.

4. SAFEGUARDING

4.1. Safeguarding Training

All staff must undergo annual safeguarding training, and be familiar with and follow academy and Trust policies and procedures for promoting and safeguarding the welfare of children.

4.2. The Designated Safeguarding Lead and Safeguarding Team

Staff should know who the Designated Safeguarding Lead (DSL) is, who the Deputy Designated Safeguarding Leads (DDSL) are and any other staff on the safeguarding team, and how to contact them to express concerns about a child's welfare.

4.3. Being in a notifiable profession

Staff must take the upmost care of pupils under their supervision with the aim of ensuring their safety and welfare.

Staff must familiarise themselves with the policy for dealing with allegations made against staff, and know their obligations if someone brings an allegation to them about a colleague or if they witness a colleague cause harm to a child.

Staff must inform the Principal immediately if their own child(ren) are made subject to a child protection plan.

Staff must inform the Principal immediately if they become subject to any criminal investigation or action.

4.4. Reporting Concerns

Any concerns staff have, no matter how small they may think they are, should be reported.

Staff should refer to the academy's safeguarding/child protection policy for further guidance on how to report a concern.

If staff believe a child is in imminent danger, they may contact the emergency services by calling 999.

4.5. One to One Situations

There will be times in school when staff may need to work 1:1 with a child or with a small group. To safeguard both staff from any allegations and the children, staff should refrain from working with children in a room with the door and/or blinds closed where practically possible. Staff should ensure that they never engage in work with children when visibility into the room is impaired.

Under no circumstances must staff lock themselves in a room with any children with the exception of an emergency lockdown situation. Children and adults should be able to move freely in and out of the room.

4.6. Lockdown Procedures

All staff will be trained on the lockdown procedures. Lockdown drills will take place throughout the year to reinforce training.
Staff must remain familiar with the lockdown procedures, and should approach the DSL or Principal should they have any questions.

5. HEALTH AND SAFETY

5.1. Lone Working

A lone worker will most probably fall within one of the following categories:

- Staff that are required to work alone for all or most of their working time, such as cleaning staff working in the evening or early mornings;
- Staff staying at school to finish work after others have left, or those who regularly work late or start early;
- Staff who are key-holders or who are responsible for turning out the lights, setting the alarm and locking up the premises after everyone has gone home.

The lone worker should notify someone of their intended time at work and their intended time of return.

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number to call if the lone worker fails to return home at the expected time.

5.2. Risk Assessments

Staff must familiarise themselves with the academy's whole school risk assessment, and any other risk assessment relevant to their role.

Staff must ensure they follow risk assessments at all times. Should a staff member feel a risk assessment requires review or updating, they should raise this with the Principal.

5.3. Personal Protective Equipment (PPE)

Any PPE provided by the Trust must be used and/or worn correctly and in its entirety during the tasks it is required.

Staff must notify their line manager if PPE becomes worn out, damaged or is lost.

Staff are not permitted to use/wear their own PPE without prior consent of the Principal.

5.4. Fire Evacuation Procedures

All staff will be trained on fire evacuation procedures. Fire drills will take place throughout the year to reinforce training.

Staff must remain familiar with the evacuation procedures, and should approach the Principal should they have any questions.

6. USE OF ICT AND ARTIFICAL INTELLIGANCE (AI)

Staff must be aware of the confidentiality of pupil, colleagues and business data when using ICT software, in particular AI.

Staff must ensure they are familiar with and follow the Trust's ICT policies and procedures when using software and AI.

7. WHISTLEBLOWING & GREIVANCES

7.1. Whistleblowing

Where a member of staff has good reason for concern regarding the conduct or competence of a colleague, they should follow the procedures in the Whistleblowing Policy. This is particularly important where the welfare of children may be at risk.

All staff have a duty to report themselves if there is any reason why they may not be able to carry out their duties effectively or if there is anything that may affect their ability to work safely with children.

7.2. Grievances

In the first instance, staff should seek to resolve any concerns they have directly with colleagues or their line manager.

Should matters remain unresolved, staff may wish to invoke the grievance procedure, which is available on the HRIS.

8. CONFIDENTIALITY, HONESTY AND INTEGRITY

8.1. Confidentiality

Staff must be aware of and have high regard for the confidential, sensitive and important nature of their role at all times including formal and informal discussions with parents, other members of staff, children and the wider school community. Particular attention should be paid in public areas of the school such as corridors, the playground and the staff room.

A “needs to know” approach should be adopted to safeguard this principle and to ensure no child or group of children is unfairly stereotyped or unnecessarily spotlighted. Where possible no names should be explicitly mentioned whether for positive, negative or information purposes in public areas, unless it is on a need to know basis for all present to hear.

Confidential information about pupils must be held securely. Confidential information about pupils must not be held off the school site other than on security encrypted school equipment.

8.2. Gifts and Hospitality

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person.

It is against the law for public servants to take bribes. Staff need to take care that they do not accept any gift that might be construed by others as a bribe, or lead the giver to expect preferential treatment.

Gifts from suppliers or associates of the school must be declared to the Principal or to the Chair of the Academy Council if the Principal is the recipient.

There are occasions when pupils or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any

significant value. Gifts of a value above £25 must be declared to the Principal or to the Chair of the Academy Council if the Principal is the recipient.

Personal gifts must not be given to pupils. This could be misinterpreted as a gesture to either bribe, or single out the young person. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a pupil should be consistent with school policy, recorded, and not based on favouritism.

8.3. Donations

All donations from parents, companies or outside agencies must be given directly to the Principal so that the correct financial reporting systems are adhered to.

8.4. Conflict of Interest

Staff are required to declare an interest if it comes to their attention that they have a connection or potential connection with any business or organisation (including voluntary bodies) which deals with the school and/or Trust.

8.5. Reference Requests

Staff are not authorised to provide a reference on behalf of the Trust. Should a colleague or ex-employee wish to obtain an employment reference, for any reason, the request must be sent to references@theparkfederation.org.

Should staff wish to provide a character reference they must not refer to the Trust in any capacity.