



Staff Code of Conduct

Name of Policy	Staff Code of Conduct
Reviewed by	Head of HR Operations, Director of People, SEG, SLT
Author/SMT	Sam Madden, Senior Deputy Head
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Contents

Staff Code of Conduct	1
1. Policy Overview	2
2. General Conduct and Obligations.....	2
3. Key Personnel and Contact Details	3
4. Safeguarding.....	3
5. Smoking, Alcohol and other Harmful Substances	4
6. Whistleblowing.....	4
7. Interactions with Pupils	5
8. Gifts and Conflicts.....	6
9. Dress Code	6
10. Acceptable Use of Technology.....	6
11. Communication and social media	7
12. Sexual Harassment.....	7
13. Confidentiality and Information Sharing	7
14. Use of Physical Force	8
15. Tutoring and Secondary Employment	8
16. Policy Review	8

1. Policy Overview

This policy aims to set and maintain the standards of conduct expected of all Alleyn's employees, including teaching and operational staff. It is informed by the school's ROCCK values and relevant external guidance.

Many of the principles in this code of conduct are informed by the Teachers' Standards¹ but the policy is applicable to all staff unless otherwise stated.

The Code of Conduct is not exhaustive. Staff are expected to always use their professional and sensible judgement to ensure they are acting in the best interests of the School and its pupils.

Volunteers and Governors are expected to abide by the spirit of this policy, acting with professional integrity and concern for the wellbeing and safety of others, in their interactions with the school.

Failure to follow the Code of Conduct may result in disciplinary action being taken, as set out in the school's staff disciplinary procedures and policies.

Keeping Children Safe in Education² requires all schools to have a Staff Behaviour Policy or 'Code of Conduct' which must cover (amongst other things) low-level concerns, the management of allegations against staff and whistleblowing. Schools should also have clear expectations around the acceptable use of technology, and staff/pupil relationships and communications, including the use of social media.

In addition to this Code of Conduct, the relevant colleagues in both the junior and senior schools are required to be familiar with their own staff handbooks. The Senior School Handbook includes the Teaching Staff Code of Practice which explicitly sets out the school's expectations of teachers. All teachers should be familiar with and adhere to the Department for Education's 'Teacher Standards'.

2. General Conduct and Obligations

All staff should act in a way that respects the wellbeing and safety of the other members of the School community. They must:

- Maintain high standards in their attendance and punctuality
- Have proper regard for the ethos, policies, practices and values of the School
- Never use inappropriate or offensive language or behaviour in school
- Treat pupils and others with dignity and respect, observing appropriate professional boundaries
- 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
- Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within, including a recognition of all staff's safeguarding responsibilities
- Teaching staff must have awareness of and act with due respect for the [Teachers' Standards](#)

¹ Teachers' Standards - <https://www.gov.uk/government/publications/teachers-standards>

² <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Colleagues must inform the Head immediately if they believe they may have acted contrary to the Code of Conduct, including if they are arrested or subject to a criminal conviction. Colleagues in the Junior School may alternatively contact the Head of the Junior School.

Staff should be aware that their conduct out of work should not undermine their professional standing or the reputation of the School.

3. Key Personnel and Contact Details

The following personnel are mentioned in and/or can be consulted about this policy. Their contact details are provided for clarity and convenience.

Jane Lunnion	Head	head@alleyns.org.uk
Simon Severino	Junior School Head	severinos@alleyns.org.uk
Sam Madden	Senior Deputy Head	maddens@alleyns.org.uk
Fiona Costley	Director of People	costleyf@alleyns.org.uk
Ruth Arden	Head of HR Operations	ardenr@alleyns.org.uk
Claire Morgan	CFO	CFO@alleyns.org.uk
Guy Collins-Down	COO	COO@alleyns.org.uk
Tom Durno	Deputy Head Academic	durnot@alleyns.org.uk
Gavin English	Deputy Head Pastoral	englishg@alleyns.org.uk
Mel Joel	Designated Safeguarding Lead	joelma@alleyns.org.uk
Isabella Sharp	Director of External Relations	sharp@alleyns.org.uk

4. Safeguarding

All staff are required to read the School's Safeguarding Policy which is provided to all new staff at induction and reissued to all staff during annual training. Further information about staff's safeguarding obligations can be found in that policy.

Low Level Concerns

A low-level concern is behaviour towards a child by a member of staff that does not meet the harm threshold but is inconsistent with the staff Code of Conduct. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can't easily be seen

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff must share any low-level concerns they have using the reporting procedures set out the School's Safeguarding Policy.

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. That a concern is considered 'low-level' from a safeguarding perspective, does not mean that it will not be formally followed up by the school as a potential conduct issue in line with the relevant policies.

Appropriate reporting and management of low-level concerns creates and embeds a culture of openness, trust and transparency in which our school values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Allegations that May Meet the Harm Threshold

Any allegation of colleague conduct that may meet the 'harm threshold' should be reported to the Head immediately, in line with the school's Safeguarding Policy. Allegations about the Head should be directed to the Chair of Governors. Examples of such conduct would include:

- Behaving in a way that has harmed a child, or may have harmed a child, and/or
- Committing a criminal offence against or related to a child, and/or
- Behaving towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaving in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school

Such allegations will be dealt with in a fair and consistent manner, in line with the school's policies for investigating colleague misconduct. Relevant external agencies may be consulted. Appropriate support will be provided to the colleague who is the subject of the allegation.

5 Smoking, Alcohol and other Harmful Substances

All colleagues are required to be familiar with and adhere to the school's Staff Drugs, Alcohol and Other Harmful Substances Policy.

The use of illegal drugs and/or the inappropriate consumption of alcohol can create an unacceptable risk to health and safety; is counter to the school's safeguarding responsibilities and, in some circumstances, may be considered gross misconduct.

6 Whistleblowing

All colleagues are required to be familiar with and adhere to the school's Whistleblowing Policy.

Whistle-blowing reports wrongdoing that 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

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.

7 Interactions with Pupils

Staff should avoid social contact with pupils at all times. If a pupil seeks to establish social contact, either online or offline, this should be reported to the DSL immediately who may suggest that a low-level concern is logged.

Staff must not share their personal contact details, including phone numbers, personal email addresses or social media account handles with pupils. Staff must not store pupils' personal details on their own personal devices.

Ordinarily, staff should decline any invitation to socialise with the family of a pupil at the school at any event which is not coordinated by or in support of the school, especially if the pupil would be present. Specific circumstances can be discussed with the school's DSL and may be accommodated with an appropriate risk assessment and/or a written submission explaining the circumstances to the DSL. Staff should not ordinarily visit a pupil's house, even at the invitation of the parents, without having first discussed the situation with the DSL or having previously made a written submission covering such an interest.

The school recognises that colleagues who are also parents of pupils may find it more difficult to maintain the same professional boundaries expected of other colleagues. The school believes that such colleagues must be allowed to act as a parent in such a way that any non-colleague parent would; for example, by hosting their children's friends at their house or socialising with the parents of their children's friends. At the same time, the school must ensure that such colleagues understand and can meet their professional obligations. Therefore, parents of pupils are encouraged to make a submission school's DSL at the start of each academic year stating their likely social interaction with other families with children at the school. Parent colleagues should seek additional advice from the DSL about any non-routine social contact with pupils, for example, a shared holiday. The school will always seek to facilitate such scenarios.

A pupil is considered an 'ex-pupil' on the first day of the Advent Term following a pupil's departure from the School at the end of Year 13 (or when they would have left at the end of Year 13 should they have left at a non-standard departure time). Staff should not ordinarily have social contact, whether it be online or face to face, with ex-pupils for 24 months from this point. Social contact would not ordinarily include contact that staff may have with ex-pupils while carrying out their work responsibilities (for example, supporting a university application during a gap year, attending an alumni event or working with ex-pupils on a school event or activity, etc.). That being said, such contact should be via official school communication channels. The Development and Alumni office play an important role in facilitating appropriate contact with recent leavers.

Should a romantic or sexual relationship develop between a member of staff or an ex-pupil, or if there were any other concerns that an ex-pupil had been groomed in some way while still a pupil, the School would refer such concerns to the LADO (Local Authority Designated Officer) and the colleague involved may be found in breach of the Code of Conduct.

8 Gifts and Conflicts

All staff should be aware of and adhere to the school's Anti-Corruption and Bribery Policy.

The school understands that pupils and/or their families may wish to offer staff gifts in recognition of their hard work or at times like Christmas when giving gifts is common practice. In most cases, staff can accept such gifts.

Any gifts with an estimated total value of more than £200 from a single individual or family should be recorded in writing and submitted to the CFO for review.

Staff should never provide gifts to individual pupils or put themselves in a position where it might appear that they are showing favouritism to an individual pupil.

Staff may retain gifts from suppliers in line with the requirements set up in the School's Anti-Corruption and Bribery Policy. For any offer of hospitality worth more than £200, approval must be sought from the CFO who keeps a written register of such requests.

9 Dress Code

Staff dress should meet expectations of professionalism, reflect the school values and enable staff to act as role models to our pupils. It should be appropriate to the role carried out, i.e. classroom dress will be different from sports dress or trip dress, and it should reflect the formality of occasions as well as the weather, without ever compromising professional standards.

All staff must wear an appropriate lanyard at all times while on the school premises.

10 Acceptable Use of Technology

All staff are required to read, understand and adhere to the School's IT Acceptable Use Agreement.

Staff will not use technology in school or belonging to the 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.

Staff should avoid the use of personal mobile phones and laptops, or school equipment for personal use, while directly responsible for pupils.

Staff must not use personal devices to store information about pupils, including taking photographs of pupils.

The school has the right to and does monitor emails and internet use on the school IT system; this may include any personal devices connected to the school's network.

A School email address should never be used for any personal use including signing up for social media accounts.

11 Communication and social media

Staff social media profiles should not be available to pupils. Staff should take appropriate steps to make sure profiles are as difficult as possible for pupils to find (i.e. not using their full name, ensuring the privacy settings are appropriate, etc.)

Staff should not attempt to contact pupils or their parents/carers via social media, or any other means outside school, in order to develop any sort of relationship. Staff should not make any efforts to find pupils' or parents/carers' social media profiles.

Staff may choose to identify themselves as employees of the school on social media (for example, on a platform like LinkedIn) but they should not seek to present themselves as speaking for the school.

Staff should be aware that any posts to social media can be considered by the school in relation to this Code of Conduct regardless of whether the staff member involved believed their account to be 'private'.

12 Sexual Harassment

Alleyn's is committed to creating a workplace where all colleagues are treated with dignity and respect. Sexual harassment of any kind will not be tolerated.

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 have submitted or refused to submit to unwanted conduct of a sexual nature in the past, or harassment related to sex or gender reassignment.

Full details of the School's position with regards to Sexual Harassment can be found in the Staff Prevention of Sexual Harassment Policy.

13 Confidentiality and Information Sharing

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

This information should 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

This does not overrule a staff member's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our Safeguarding and Child Protection Policy.

Any contact with journalists and/or the media regarding issues concerning the school must first be agreed with the Director of External Relations. School news, including publications, emails, etc. must never be shared with the media without prior consent.

14 Use of Physical Force

Physical force should only be used as a last resort when other de-escalation techniques have failed. Any use of force must be reasonable, proportionate and necessary. The welfare and safety of pupils must be the primary consideration in any situation involving physical force. Ordinarily, this means physical force could only ever be used to prevent pupils hurting themselves or others; causing significant damage to property; or very severe disorder.

Any use of physical force must be documented and reported to the DSL or DDSL immediately. Parents will always be informed of any incidents involving the use of physical force.

15 Tutoring and Secondary Employment

External private tutoring and/or secondary employment is not encouraged and should never interfere with a colleague's routine school commitments. Staff must obtain the prior permission of the Head before engaging in any activity – whether paid or unpaid, which might interfere with the efficient discharge of a teachers' duties or that may conflict with the interests of the school.

Colleagues must not tutor their own pupils, i.e. those pupils that they are teaching, in the subject they are teaching them.

Colleagues may tutor, whether paid or unpaid, other Alleyn's pupils, with prior permission from the Senior Deputy Head in the Senior School or Head in the Junior School, in consultation with the appropriate HoD and the pupil's current subject teacher. Such tutoring would ordinarily be on-site.

Teachers wishing to undertake private tuition of pupils from other schools should seek the guidance of the Senior Deputy Head in the Senior School and the Head in the Junior School. Such tuition should not be undertaken on the School site, but teachers should be mindful of the issue of child protection; the school's advice would be to undertake that tuition in the student's own home, with a parent/guardian present. Tutoring should never take place in the teacher's home.

Colleagues may not tutor anyone for Alleyn's entrance exams under any circumstances.

16 Policy Review

This policy is reviewed annually by the Senior Deputy Head. It is approved by the school's Senior Leadership Team. The Governing Body has ultimate responsibility for ensuring the Code of Conduct is appropriate and implemented effectively.