

**Braunton School and Community College Academy Trust**  
*Aspire & Achieve*



**BRAUNTON ACADEMY**  
ASPIRE & ACHIEVE

## **Code of Conduct**

**Policy Date**  
**September 2025**

**This policy was adopted by Braunton School  
Board of Trustees on**

**2<sup>nd</sup> October 2025**

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## **Objective, Scope and Principles**

This Code of Conduct is designed to give clear guidance on the standards of behaviour all employees are expected to observe. Employees working in schools are role models, are in a position of influence and must demonstrate behaviour that sets a good example to all the pupils within the school. As a member of a school community, every employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

In adopting this policy, the school is committed to working towards creating a working environment in which all employees are treated fairly, with dignity and respect and where unacceptable behaviour will not be tolerated.

This Code of Conduct applies to all employees. This Code of Conduct does not form part of the contract of employment.

Casual and self-employed workers, agency staff and volunteers working in the school would also be expected to observe the standards of behaviour set out in this document.

In addition to this Code of Conduct, all employees engaged to work under Conditions of Service for Schools Teachers have a statutory obligation to adhere to the most recent 'Teachers' Standards' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

### **1. Compliance**

Employees must familiarise themselves and comply with all school policies and procedures.

Employees must complete the form in Appendix 3 to confirm they have read, understood and agreed to comply with the Code of Conduct. This form should then be signed and dated.

### **2. Disciplinary Action**

Employees should be aware that a failure to comply with this Code of Conduct could result in disciplinary action including but not limited to dismissal.

### **3. Setting an Example**

3.1 This Code helps all employees to understand what behaviour is and is not acceptable. Regard should be given to the disciplinary rules set out in the Schools' Disciplinary Policy and Procedure.

- 3.2 Employees must not discriminate, harass or victimise someone because they have or are perceived to have a protected characteristic as defined by the Page 4 Equality Act 2010 or are associated with someone who has a protected characteristic. Protected characteristics are:-
- age
  - disability
  - gender reassignment
  - marriage and civil partnership
  - pregnancy and maternity
  - race
  - religion of belief
  - sex
  - sexual orientation
- 3.3 Employees must set good examples of behaviour and demonstrate high standards of conduct in order to encourage our pupils to do the same. Standards expected of employees can be found in Appendix 1.
- 3.4 Employees must avoid using inappropriate or offensive language at all times.
- 3.5 Employees must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

If a complaint is made that cannot be resolved informally, an employee's conduct will be reviewed following the disciplinary procedure. In these circumstances, the employee will be assigned a member of the SLT to support them while the process is carried out.

If a complaint is viewed as vexatious, oppressive or an abuse of the complaints procedure (complaints which are substantially the same as a previous concern or complaint, or contains no new information which significantly affects the matter, or contains no new evidence to support the concern or complaint) as a consequence, these complaints will not be progressed.

#### **4. Safeguarding Pupils**

- 4.1 Employees have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse, verbal abuse and neglect.
- 4.2 The duty to safeguard pupils includes the duty to report concerns about a pupil or colleague to the school's Designated Safeguarding Officer (DSO) for Child Protection.
- 4.3 Employees must make themselves aware of the name of the school's current DSO. This information is available on notice boards in the staffroom and around the school.
- 4.4 Employees must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.
- 4.5 Employees must never promise a pupil that they will not act on information that they are told by the pupil.

- 4.6 Employees are provided with access to/a personal copy of the school's Child Protection Policy and Whistleblowing Procedure and must become familiar with these documents.
- 4.7 Employees are provided with access to/a personal copy of the DfE Statutory Guidance Document 'Keeping children safe in education' and must read the document.

## **5. Relationships with Pupils**

- 5.1 Employees must declare any relationships that they may have with pupils outside of school; this may include mutual membership of social groups, tutoring, or family connections. Employees should not assume that the school are aware of any such connections. A declaration form is available at Appendix 2 of this document for declaration of such relationships.
- 5.2 Physical relationships with pupils, regardless of their age, are strictly forbidden and may lead to a criminal conviction. This may also apply to former pupils and advice must be sought before commencing any such relationship.
- 5.3 Employees must treat pupils with respect and dignity and must not demean or undermine them, their parents or carers, or work colleagues.
- 5.4 Employees must not behave in a way that may be perceived as sarcastic, nor should they make jokes at the expense of pupils, embarrass or humiliate pupils, discriminate against or favour pupils.
- 5.5 Staff employed at Braunton Academy with children who attend the school must uphold the highest standards of professionalism, confidentiality, and impartiality. They are expected to maintain clear boundaries between their roles as staff members and as parents, ensuring that their employment does not result in preferential treatment or conflicts of interest. All interactions with students, including their own children, should reflect fairness and consistency with school policies. Parents must respect the privacy of all students and staff and avoid discussing school matters outside of appropriate channels. Their conduct should contribute positively to the school environment, fostering trust, integrity, and a culture of mutual respect.

## **6. Professional Relationships with Colleagues**

- 6.1 Employees must help create a positive working environment and behave in a manner which ensures and promotes acceptable behaviour. Examples of acceptable behaviour and unacceptable behaviour can be found in Appendix 1.
- 6.2 Employees must strive toward and promote harmonious and professional relationships with all colleagues. It is understood that, at times, differences of opinions can occur and at such times it is expected that employees will attempt to resolve matters informally in the first instance unless they feel unable to do so in which case, they should refer the matter to their line manager.
- 6.3 Staff members are expected to maintain professional boundaries and uphold the integrity of the school environment when close personal relationships exist within the workplace. Whether familial, romantic, or longstanding friendships, such

relationships must not interfere with professional responsibilities, decision-making, or the equitable treatment of others. Employees must disclose any close relationships that could present a conflict of interest or affect workplace dynamics and may be subject to reassignment or other measures to preserve fairness and transparency. All staff are required to act with discretion, respect, and impartiality to ensure a safe, inclusive, and respectful school culture for students and colleagues alike.

## **7. Honesty and Integrity**

- 7.1 Employees must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 7.2 Employees 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. If you believe that a person has failed to comply with the Bribery Act, you should refer your concerns to the attention of your Headteacher / Chair of Governors.
- 7.3 Employees must not accept gifts or hospitality from suppliers or associates of the school, with the exception of 'one off' token gifts from parents. Personal gifts from employees to pupils are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received.
- 7.4 Employees must make known to the Headteacher / Governing Body all financial and non-financial interests that could bring them into conflict with the school's interests.
- 7.5 All personal relationships with contractors, or potential contractors should be made known by the employee to the Headteacher / Governing Body with responsibility for the contract.
- 7.6 Employees must not be involved in any recruitment process if they have a personal relationship with the applicant inside or outside of work.
- 7.7 Without fear of recrimination, employees can report any impropriety or breach of procedures using the process laid out within the School's Whistleblowing Policy.

## **Conduct Outside of Work**

- 8.1 Employees must not engage in conduct outside work which could damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.
- 8.2 Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct will be regarded as unacceptable and dealt with under the School's Disciplinary Policy.
- 8.3 Behaviour or activities that have the potential to make employees unsuitable for the role they are employed to perform will be dealt with under the Disciplinary Policy.

## **9. Employment outside of School**

- 9.1 Employees may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school, nor be to a level which may contravene the working time regulations or affect an individual's work performance in the school. In line with the Statement of Particulars, support employees who are employed on or above Grade E must seek the consent of the Headteacher should they wish to take up employment outside the school.

## **10. Online Safety and Internet Use**

- 10.1 Employees must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools' E-Safety and ICT Acceptable Use Policy at all times both inside and outside of work.
- 10.2 Employees must not use equipment belonging to the school to access pornography; neither should personal equipment containing pornographic images or links to them be brought into the workplace. Doing so will raise serious concerns about the suitability of the employee to continue to work in schools.
- 10.3 Employees must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Employees should ensure that they adopt suitably high security settings on any personal profiles they may have.
- 10.4 Employees must exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where employees could encounter pupils either with their own profile or acting covertly.
- 10.5 Employees must not link themselves with the school on any social network site they use unless with prior consent of the Head teacher.
- 10.6 Employees must not respond to negative comments posted online but bring this to the attention of the Headteacher.
- 10.7 Employees must only contact pupils via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils.
- 10.8 Employees must report to the Headteacher any contact by a pupil by an inappropriate route.

10.9 Photographs/still images or video footage of pupils should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the schools' procedures on school equipment.

## **11. Confidentiality**

11.1 Employees must not reveal confidential information about pupils or their parents or carers except to those colleagues who have a professional role in relation to the pupil.

11.2 Employees are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (or by another employee), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter.

## **12. Dress and Appearance**

12.1 Employees must dress in a manner that is appropriate to a professional role and promotes a professional image.

12.2 Employees must not dress in a manner that could be regarded by others as offensive, revealing or sexually provocative.

12.3 Employees must not wear clothes with political or other contentious slogans.

## **Appendix 1**

### **Examples of Acceptable Behaviour**

People behave acceptably when they:

- Afford dignity, trust and respect for everyone and themselves; Have awareness of the effects of their behaviour on others and only make reasonable and manageable demands;
- Communicate honestly and openly, clearly stating what they need and expect of others;
- Provide and are receptive to honest feedback based on evidence; and Challenge discriminatory language and behaviour in an appropriate way.

### **Examples of Unacceptable Behaviour:**

- Using aggressive language, threatening, ridiculing, ignoring people or repeatedly shouting;
- Telephoning people at home unnecessarily (for example, demanding work when the person is absent due to sickness or ill health);
- Focusing only on weaknesses;
- Bringing up details of someone's private life inappropriately; · Leaving impossibly long lists of tasks and making unreasonable demands; · Criticising people or maliciously gossiping about them in their absence; Ridiculing or demeaning someone – picking on them or setting them up to fail; Comments or jokes, about distinctive peoples and nationalities; Frequent comments about aspects of physical appearance or using forms of address that are demeaning;
- Threatening or implying, without reason, that, as a colleague, you will cause the person to lose his/her job or fail to get a promotion or suffer some other form of career difficulty or financial disadvantage;
- Coercing someone to join the harassment/bullying of another person;
- Excluding or marginalising someone or refusing to engage with them appropriately.
- This list is not exhaustive. It is simply a guide to help individuals consider their own and others behaviour and gain understanding of what behaviours are unacceptable in the workplace.

### **Standards Expected of Employees**

The standards expected of all employees include but are not limited to:

- Maintaining standards of behaviour in keeping with the interests and standing of the school/DCC. This includes behaviour outside of working hours and in any form that is visible to the public, including social networking or any other electronic medium
- Devoting full attention while at work to the duties of their position and in doing so acting with responsibility, good judgement and in good faith
- Carrying out any reasonable instructions given by those with authority to do so · not divulging to any unauthorised person or making personal use of confidential information connected with the school/DCC, either intentionally or through negligent behaviour

- Observing the rules, regulations and instructions adopted by the school/DCC  
· following appropriate safeguarding procedures
- Participating fully in any investigation into alleged incidents and/or allegations including attending meetings as directed
- Using electronic communications appropriately
- Ensuring that information brought to light as a result of any investigation is treated with discretion
- Carrying out their role consistently with any standards set by their appropriate professional body
- Taking steps to address any unacceptable behaviour
- Treating colleagues and third parties with dignity and respect.

In addition to the above, the expectations of those employed in management roles are to:

- Ensure the standards expected from all employees are role-modelled, monitored and managed effectively
- Effectively manage all applicable statutory and non-statutory obligations
- Appropriately manage all alleged incidents and/or allegations.

This list is not exhaustive.

## Appendix 2

### **Braunton Academy's Response to Peer on Peer Sexual Harassment and Sexual Violence**

1) For the purpose of this Policy, when referring to **sexual violence** we are referring to sexual offences under the Sexual Offences Act 2003 as described below:

**Rape:** A person (A) commits an offence of rape if: he intentionally penetrates the vagina, anus or mouth of another person (B) with his penis, B does not consent to the penetration and A does not reasonably believe that B consents.

**Assault by Penetration:** A person (A) commits an offence if: s/he intentionally penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration and A does not reasonably believe that B consents.

**Sexual Assault:** A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents. (Schools should be aware that sexual assault covers a very wide range of behaviour so a single act of kissing someone without consent or touching someone's bottom/breasts/genitalia without consent, can still constitute sexual assault.)

**Causing someone to engage in sexual activity without consent:** A person (A) commits an offence if: s/he intentionally causes another person (B) to engage in an activity, the activity is sexual, B does not consent to engaging in the activity, and A does not reasonably believe that B consents. (This could include forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.)

2) For the purpose of this Policy, when referring to **sexual harassment** we mean 'unwanted conduct of a sexual nature' that can occur online and offline and both inside and outside of the Academy. Sexual harassment is likely to: violate a staff member or child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.

Whilst not intended to be an exhaustive list, sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- sexual "jokes" or taunting;
- physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes and displaying pictures, photos or drawings of a sexual nature;
- online sexual harassment.

Braunton Academy recognise that it is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim will never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor will a victim ever be made to feel ashamed for making a report.

Along with providing support to staff members or children who are victims of sexual violence or sexual harassment, Braunton Academy will provide the alleged perpetrator(s) with education, safeguarding support as appropriate and implement any disciplinary sanctions.

Taking disciplinary action and providing appropriate support, will occur at the same time if necessary.

Any reports of abuse involving children with SEND will require close liaison with the DSL and the SENCO.

Braunton Academy will liaise with the police where a crime might have been committed. Where a report of rape, assault by penetration or sexual assault is made, the starting principle is that this should be referred on to the police.

Options available to Braunton Academy when deciding how best to manage a report of sexual harassment.

- Manage internally
- Early Help Assessment
- Referral to Children's Social Care/MASH
- The Police

Braunton Academy will always endeavour to manage reports of this nature in liaison with staff members or parents/carers and with the student(s) involved in order that all feel supported and listened to throughout the process.

### Appendix 3

#### **Relationships with students outside of work declaration**

It is recognised that our staff will be known to students outside of work because of reasons such as sports clubs, children's friendship groups, family connections, or private tutoring.

We request all employees declare any links or social connections outside of school that they may have with students at the Academy in the box below. If you only have links with a few students then we request that you list the student names and what avenue the connection is through. If you have multiple connections because of clubs or family connections, instead please summarise in the connection box below.

Employee's Name	How I am connected to students at Braunton Academy

I can confirm that I am fully aware of the code of conduct relating to contact out of school with pupils in line with this policy.

If I am tutoring a pupil outside of school I am aware that the following must be adhered to:-

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the school · No monies come through the school at any point, informally (e.g. via the child) or formally
- No private tutoring is to take place on the school premises

I confirm that if these circumstances change at any time I will complete a new form to ensure the school are aware of any relationships.

Signed ..... Date .....

**Once completed, signed and dated, please return this form to Charlotte Reed.**

## Appendix 4

### Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with the school's code of conduct.

Name .....

Position/Post Held.....

Signed .....

Date .....

**Once completed, signed and dated, please return this form to Charlotte Reed.**