



Staff Code of Conduct

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1. Introduction

At Active Futures Academy, we believe that movement is fundamental to learning, well-being and personal growth. Our mission is to re-engage young people through an innovative, trauma-informed curriculum that integrates physical activity, vocational learning and academic development.

We expect all staff to maintain the highest standards of professional behaviour and personal conduct to ensure that pupils feel safe, respected and supported to thrive both in education and in life. Staff are role models and ambassadors for our values of **Respect, Discipline, Resilience and Aspiration**.

1.1 Aim

This Code of Conduct provides clear guidance on the standards expected of staff in their professional practice, relationships and personal conduct. It ensures a safe, respectful and effective learning environment and protects the welfare of pupils, staff and the wider community.

1.2 Scope

This policy applies to all staff and volunteers, including:

- Teaching and support staff
- Senior leadership/Directors
- Contractors, supply staff, student teachers and apprentices

1.3 Principles

- Safeguarding and child welfare are paramount.
- Staff must act with integrity, honesty, professionalism and respect.
- All actions must uphold public trust in the profession and the reputation of the Academy.
- The Code complements statutory requirements such as Education (School Teachers' Appraisal) (England) Regulations 2012 and Equality Act 2010, and the expectations set out in Department for Education's Teachers' Standards.

2. Vision and Values

We aim to:

- **Re-engage** young people through active and vocational learning,
- **Heal** through movement,
- **Educate** through kinaesthetic learning methods,
- **Empower** with qualifications and future pathways.

Our values of **Respect, Discipline, Resilience and Aspiration** underpin everything we do. Staff are expected to model these values consistently.

3. Professional Responsibilities

3.1 Safeguarding

- All staff must comply with Keeping Children Safe in Education.
- Any concerns about pupil welfare must be reported immediately to the Designated Safeguarding Lead (DSL)
- Confidentiality must be respected but **never promised to a pupil** in a safeguarding disclosure.
- Concerns about staff conduct must be reported under the Whistleblowing Policy.

3.2 Identification and Security

- Staff must display ID badges at all times on site.
- Lost IDs must be reported immediately.
- Access credentials must never be shared.

3.3 Professional Relationships with Pupils

- Maintain professional boundaries at all times.
- Do not share personal contact details or engage with pupils on personal social media.
- Never develop personal, sexual or inappropriate relationships with pupils.
- Treat all pupils fairly, equitably and without discrimination.

3.4 Relationships with Parents and Carers

- Communicate professionally and respectfully.
- Declare any relationship with a parent that extends beyond the usual professional context.

3.5 Relationships with Colleagues

- Promote a culture of respect, dignity and collaboration.
- Follow Dignity at Work procedures.
- Report any conflicts or concerns promptly.

3.6 Social Media and Online Conduct

- Personal accounts should have the highest privacy settings.
- Do not accept pupils as contacts or engage in private messaging.
- Do not post content that brings the Academy or profession into disrepute.

3.7 Use of IT

- Follow the Acceptable Use Policy.
- Use Academy systems for professional purposes only.
- Protect passwords and sensitive data.

4. Personal Conduct and Integrity

4.1 Honesty and Integrity

- Act with honesty and uphold the reputation of the Academy.
- Declare any gifts, financial interests or potential conflicts.
- Fraud, bribery or corruption will result in disciplinary action.

4.2 Conflicts of Interest

- Declare any personal or financial interests that could affect professional judgement.
- Avoid situations that compromise objectivity.

4.3 Dress and Presentation

- Dress appropriately and professionally for the role, with due regard to health and safety.
- Reflect the inclusive ethos of the Academy.

4.4 Conduct Outside Work

- Conduct outside of work should not bring the Academy into disrepute.
- Criminal offences or conduct incompatible with the role must be declared.

4.5 Attendance and Wellbeing

- Attend work punctually and in line with contractual requirements.
- Follow absence reporting procedures.
- Engage with wellbeing and support services where appropriate.

4.6 Substance Misuse

- Staff must present fit for duty and free from the effects of alcohol or illegal substances.
- Support for dependency will be handled confidentially.

4.7 Data Protection and Confidentiality

- Comply with Data Protection Act 2018 and GDPR.
- Access pupil and staff data only when necessary for professional duties.
- Never share sensitive information without appropriate authority.

5. Equality, Diversity and Inclusion

- The Academy celebrates diversity and promotes equality of opportunity.
- Discrimination, harassment or victimisation will not be tolerated.
- Staff must actively contribute to an inclusive, respectful learning environment.

6. Professional Standards and Development

In line with Teachers' Standards, staff must:

- Uphold public trust in the profession.
- Treat pupils with dignity and respect.
- Safeguard pupil wellbeing.
- Demonstrate high standards of teaching, behaviour management and subject knowledge.
- Commit to ongoing professional development.

7. Breaches of the Code

Failure to follow this Code may result in disciplinary action in accordance with the Academy's disciplinary procedures.

Examples of serious breaches include:

- Safeguarding failures
- Inappropriate relationships or communications
- Fraud, dishonesty or criminal activity
- Serious breaches of confidentiality or professional standards.

8. Information and Support

If you are unsure about any aspect of this Code:

- Speak to your line manager, a senior leader or DSL.

- Access policies via the shared drive/staff room
- Seek advice from your professional association.

Declaration

All staff must sign to confirm that they have read, understood and agree to comply with this Code of Conduct on their induction. This information will be kept centrally and securely.