



ST. BART'S
MULTI-ACADEMY TRUST

STAFF CODE OF CONDUCT

April 2026

Details

Title: Staff Code of Conduct

Issued: April 2026

Next Review: April 2027

Owner: Gini Cotton

Category: Operations

Date	Section Amended	Signature
April 2026	Annual review	GC

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Flourishing Together Releasing Potential Inspiring Futures

St. Bart's Mission

We ensure that every academy is a flourishing community, dedicated to releasing potential and inspiring ambitious futures through exceptional education.

St. Bart's Vision and Values

Releasing potential together through **PEACE**:



PASSION

We pursue excellence with energy and purpose, releasing the potential within every child and adult.



ENCOURAGEMENT

We nurture confidence and resilience, supporting each individual so that they can thrive.



AMBITION

We set high expectations, striving for fairness and opportunity so that potential is not limited by circumstance.



COLLABORATION

We work together in partnership, recognising that flourishing comes when we share strengths and support one another.



ENJOYMENT

We celebrate learning and community life, creating joy-filled environments where potential can flourish.



Our Trust Christian ethos is captured by the **PEACE** values and all schools work in close partnership (*whether C of E or community*) to ensure that all children, adults and the communities they serve flourish just as Jesus encouraged us to do in John 10:10 – ***“I have come that they may have life, and have it to the full.”***

St. Bart's vision includes a strong commitment to preparing our children for a world impacted by climate change, through learning and practical experience. We encourage pupils and staff to consider the impact of their actions locally and globally, while embedding climate change education across our curriculum, and sustainability into our ethos and Trust-wide practice.

Staff Code of Conduct

1. Aim of this code of conduct

The Code of Conduct sets out the expectations of behaviour and is a statutory element of a formal induction programme for all Trust staff.

All St Bart's Multi-Academy Trust staff (whether employed, working on a casual basis, agency staff or volunteering) have professional and legal responsibilities to ensure their conduct meets expected standards. These include, but are not limited to, treating others with dignity and respect, acting honestly, using public funds and Trust / Academy equipment appropriately, always adhering to health and safety guidelines and safeguarding pupils. The Code of Conduct applies to employees within the central team or one of its Academies, including the Principal, volunteers and agency staff.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, governors, trustees, members and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

The Code of Conduct sets out:

- the minimum required standards of behaviour that are expected of any individual working in any capacity in the Trust or one of its Academies.
- the principal areas and responsibilities that an individual working in any capacity in the Trust / Academy needs to be aware of and the framework for appropriate and safe behaviour.

The Code of Conduct forms part of a staff member's contract of employment and failure to comply with it, along with the associated Trust and Academy policies, may result in disciplinary action being taken, including legal action where this is warranted.

Our Staff Code of Conduct reflects our unwavering commitment to acting ethically and responsibly in all aspects of our operations, particularly in relation to modern slavery. All employees are expected to uphold the highest standards of integrity, ensuring their actions do not contribute to any form of exploitation, forced labour, or human trafficking. By fostering a culture of awareness and accountability, we empower staff to recognize and address any potential risks, thereby supporting our dedication to compliance with the Modern Slavery Act 2015 and the promotion of human rights.

2. Safeguarding pupils

Staff have a duty to safeguard pupils from harm, and to report any concerns they have at all. Concerns must be reported to the DSL and staff should not assume others will act.

Staff will familiarise themselves with our Safeguarding Policy, Keeping Children Safe in Education Part 1 and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child. The school will provide annual Safeguarding update training to all staff.



Our safeguarding policy and procedures are available in the staff room, from the school office, and on each school's website. New staff will also be given copies on arrival as part of their induction procedures. Staff will take part in ongoing safeguarding training and updates as part of safeguarding culture in the Trust.

3. Appearance and dress

The Trust expects that all staff members will:

- Ensure that their appearance is clean and neat when at work or representing the Trust or its Academies.
- Dress in a manner that is appropriate to their role – the Trust will make reasonable adjustments to uniform expectations to suit disabilities, medical conditions, and religious and cultural beliefs.
- Remember that they are role models for pupils, and their dress and appearance should reflect this.
- Not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders.

4. Professional behaviour and conduct

Staff must maintain high standards of conduct and act in a way that safeguards the welfare and best interests of children.

Staff conduct, both in and outside of work, must not undermine their role or bring the Trust or Academy into disrepute.

Failure to meet these standards may result in disciplinary action, including referral to relevant regulatory bodies.

5. Conduct outside of work

Staff may undertake work outside the Trust, either paid or voluntary, provided that it does not conflict with the interests of the Trust / Academy. The nature of the work cannot be seen to bring the Trust / Academy into disrepute, nor be at a level which may contravene the working time regulations or affect an individual's work performance.

Staff will not engage in outside work which could seriously damage the reputation and standing of the Trust / Academy, the employee's own reputation, or the reputation of other members of the Trust / Academy community. In particular, criminal offences that involve violence, possession or use of illegal drugs, or sexual misconduct are unacceptable.

Staff will not engage in inappropriate use of social network sites which may bring themselves, the Academy, Academy community or the Trust into disrepute. This is explored further in the [**Acceptable Use of Technology**](#) section of this policy.

6. Health and safety

Staff members will:

- Be familiar with, and adhere to, the Trust **Health and Safety Policy** and ensure that they take every action to keep themselves and everyone in the Academy environment safe and well.

6.1. Smoking, alcohol and other substances

The Trust operates a smoke-free environment. Smoking and the use of e-cigarettes (vaping) are not permitted anywhere within academy buildings or grounds.

Staff must not smoke or vape on site or in view of pupils/parents.

Staff members must never attend work under the influence of alcohol or any substance, including prescribed medicine, which may affect the ability to care for pupils or carry out duties.

This requirement also applies when supervising pupils on residential activities. Staff acting in any supervisory capacity should not drink alcohol, use drugs (other than standard medication) or smoke in the presence of pupils or when on duty.

7. Declaration of interests

Staff must declare any personal or financial interests that could conflict, or be perceived to conflict, with the Trust or Academy. Financial interests include any potential personal gain, or benefit to relatives or associates.

Non-financial interests must also be declared where relationships or personal interests could influence decision-making, including:

- Accepting gifts or hospitality
- Involvement in decisions affecting someone with a close personal relationship
- Close personal relationships with colleagues where a conflict may arise

Trade union or staff representative membership does not need to be declared.

8. Relationships with pupils (including Familial relationships)

Staff will 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.

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

- This takes place in a public place that others can access
- Others can see into the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible. Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

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 carefully monitored (such as gifts given at the end of a school year to a class) to ensure the giving of these gifts are not misinterpreted.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager.

9. Physical contact with pupils

The Trust understands that there are circumstances in which it is entirely necessary for staff to have physical contact with pupils, e.g. when applying first aid but staff will only do so in a professional and appropriate manner in line with relevant Trust policies. Physical contact must be appropriate, necessary and proportionate. Physical contact will never be secretive or inappropriate.

Staff may also use reasonable force as a means of physical contact with pupils for restraint purposes, such instances will always be in accordance with the Trust **Physical Intervention Policy**.

10. Showering, changing & intimate care

Pupils are entitled to privacy when changing. Appropriate supervision must be provided to ensure safety and prevent bullying, taking account of age and needs. Staff must not change or shower in the same area as pupils. Staff should act in accordance with the Trust **Intimate Care Policy**.

11. Behaviour management

Where pupils display difficult or challenging behaviour, adults should follow the Academy **Behaviour Policy**.

12. Gifts and hospitality

Staff must comply with the Trust's **Financial Regulations and Gifts and Hospitality Policy**.

13. Use of technology & social media

Staff must comply with the Trust's **Acceptable Use Policy** at all times.

Staff must not contact pupils or their family members via social media, or accept or send friend/follow requests, unless a pre-existing relationship exists outside the Trust or there is a familial connection.

Where staff have pre-existing relationships (e.g. as parents), professional judgement must be exercised, and contact must not create a conflict of interest.

Staff must ensure their online activity, including posts, images, and expressed views, does not bring themselves, the Trust, or the Academy into disrepute.

14. Photography and videos

Photographs and videos will only be taken using Trust / Academy equipment – using personal mobile phones or any personal equipment for this purpose is prohibited, in accordance with the Trust **Photography and Images Policy**.

15. Data protection and confidentiality

Staff members have the right to request access to data that is held about them. Such requests will be made to the Principal / Head of People in writing in accordance with the Trust **Data Protection Policy**.

16. Probity of records

Falsifying documents or records, including references, qualifications, or electronic records, is unacceptable. Such actions will be treated as a serious disciplinary offence and may constitute a criminal offence.

17. Contacts

Caution should be exercised, when for their personal use, staff buy goods or use the services of contractors/suppliers which they know have dealings with the Trust / Academy.

Staff members will not use Trust / Academy business contacts for acquiring materials or services at trade/discount prices for non-Trust / non-Academy activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

18. Monitoring and review

This document will be reviewed **annually** by the Trust and any changes made will be communicated to all members of staff.



ST. BART'S

MULTI-ACADEMY TRUST

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