



BFLPT

Brighter Futures Learning
Partnership Trust

Code Of Conduct, Professional Standards and Safer Working Practice

Version 8

Important: This document can only be considered valid when viewed on the Trust website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.

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Review Date	September 2027

B

Belonging

We build a culture where every child, colleague and community member feels safe, valued and included, creating a strong sense of family across our Trust.



F

Flourishing

We enable every child and adult to flourish through rich opportunities, high quality education and exceptional care, so that all can achieve their full potential.



L

Leadership

We lead with integrity, ambition and professionalism, empowering others through strong governance, expert practice and moral purpose.



P

Partnership

We work in partnership across our academies and communities, sharing expertise, building capacity and achieving more together than we could alone.



T

Transformation

We transform lives through education by raising aspirations, tackling disadvantage and creating brighter futures for every child and young person.



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1. Policy Statement

The Brighter Futures Learning Partnership Trust is committed to safeguarding and promoting the welfare of children and young people. The welfare of the child is paramount and all adults working within the Trust have a responsibility to maintain public confidence, protect pupils from harm and uphold the highest standards of professional conduct.

The Trust seeks to create and maintain a culture where safeguarding is proactive rather than reactive, where concerns are shared openly, where professional curiosity is encouraged and where all adults feel confident to speak up when something does not feel right

Adults working with children occupy positions of trust. The nature of these relationships means that staff must ensure their behaviour is professional, transparent and capable of withstanding scrutiny at all times, both within and outside the workplace.

This Code aims to:

- Safeguard children and young people.
- Protect staff from allegations or misunderstandings.
- Promote consistent professional standards.
- Reinforce the Trust's safeguarding culture.
- Maintain confidence in the Trust and wider education profession.

All adults are expected to read, understand and comply with this Code alongside:

- Keeping Children Safe in Education (KCSIE).
- The Trust Safeguarding and Child Protection Policy.
- Whistleblowing Policy.
- Online Safety Policy.
- Data Protection Policy.
- Behaviour and Staff Disciplinary Procedures

2. Scope

This Code applies to all adults working for or on behalf of the Trust, including:

- Employees.
- Agency workers.
- Supply staff.
- Volunteers.
- Trustees and Governors.
- Contractors.
- Visitors undertaking activities involving children.
- Students on placement.

Individuals are expected to comply with this Code whenever acting in a professional capacity, including educational visits, online activities, residential visits, off-site events and any work-related social events.



3. Legislative and Professional Framework

This Code of Conduct is informed by and should be read alongside the following legislation, statutory guidance and professional standards:

- Keeping Children Safe in Education (current edition).
- Working Together to Safeguard Children.
- Children Act 1989 and Children Act 2004.
- Education Act 2002.
- Equality Act 2010.
- Human Rights Act 1998.
- Data Protection Act 2018 and UK GDPR.
- The Prevent Duty Guidance.
- DfE Meeting Digital and Technology Standards in Schools and Colleges (filtering and monitoring).
- Online Safety Act 2023.
- Teachers' Standards (where applicable).
- Trust safeguarding, behaviour, whistleblowing, online safety and staff disciplinary procedures.

Where there is any conflict between this Code and statutory guidance, statutory guidance will take precedence. All staff are expected to remain familiar with relevant updates and to participate in safeguarding training as required.

4. Definitions

For the purposes of this Code:

Child / Young Person

Any person under the age of 18 years.

Safeguarding

The action taken to promote the welfare of children and protect them from harm, abuse, neglect, exploitation and impairment of health or development.

Position of Trust

Adults working with children are in a position of trust because they have authority, influence and access to children and young people. This position must never be used for personal, emotional, financial or other gain. Staff are expected to maintain clear professional boundaries at all times.

Professional Boundaries

The limits that define safe, appropriate and professional relationships between adults and pupils.

Low-Level Concern

Any concern, no matter how small, regarding behaviour that is inconsistent with this Code of Conduct or may create a sense of unease, concern or uncertainty.

Allegation

A concern that an adult may have harmed a child, committed a criminal offence against a child, behaved in a way that indicates they may pose a risk to children, or behaved in a manner that may make them unsuitable to work with children.



Online Abuse

Abuse that takes place wholly or partly online, including cyberbullying, grooming, sexual exploitation and coercion, and the making, possessing or sharing of indecent or abusive images of children, including those created or altered using artificial intelligence (deepfakes).

Cyberbullying

The repeated use of digital technology, including social media, messaging apps, gaming platforms or email, to threaten, harass, humiliate, exclude or intimidate another person.

Indecent Images and AI-Generated Abuse (including Deepfakes)

Any image, video or other material, including content generated or altered using artificial intelligence (a "deepfake"), that depicts a child in an indecent or sexualised way. This is child sexual abuse material and it is a criminal offence to create, possess, view, share or request such material, regardless of whether the child depicted is real or the image is wholly or partly computer-generated.

5. Core Principles

Staff will put the safety and wellbeing of children first

The Trust expects all adults to place the welfare of children at the centre of every decision they make. Staff must be vigilant to potential safeguarding concerns, respond promptly to worries about a child's wellbeing and take action whenever a child may be at risk of harm. Decisions should always be made in the best interests of the child, even where this may be difficult or unpopular.

Staff will act with honesty, integrity and professionalism

Staff are expected to demonstrate the highest standards of ethical behaviour in all aspects of their work. This includes being truthful, reliable and accountable for their actions, maintaining confidentiality appropriately and avoiding conduct that could damage trust in the profession or the Trust. Staff must be prepared to explain and justify their decisions and should seek advice when uncertain.

Staff will treat everyone with dignity and respect

Every member of the Trust community has the right to be treated fairly and respectfully. Staff must model positive relationships and communicate with pupils, parents, colleagues and visitors in a professional, courteous and inclusive manner. Behaviour that undermines, humiliates, intimidates, excludes or discriminates against others will not be tolerated.

Staff will promote equality, diversity and inclusion

Staff must foster an environment where diversity is recognised, valued and respected. They should actively challenge discriminatory language, attitudes and behaviour, promote equality of opportunity and support all pupils to achieve their potential regardless of background, identity, characteristic or circumstance.



Staff will maintain appropriate professional boundaries

Adults working with children are in positions of trust and authority. Staff must ensure that all interactions with pupils remain professional, transparent and appropriate to their role. Relationships should never become overly personal, dependent, secretive or capable of being misinterpreted.

Staff will protect the reputation of the Trust

Staff should recognise that their actions both inside and outside work may affect public confidence in the Trust. Behaviour, including online activity, should reflect the high standards expected of those working with children and young people.

Staff are expected to uphold the Nolan Principles of Public Life:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

Staff Will Challenge Unsafe Practice

Staff have a responsibility to professionally challenge decisions, behaviours or practices where they believe a child may be placed at risk. Constructive professional challenge supports a strong safeguarding culture and contributes to continuous improvement.

6. Professional Behaviour

Adults working with children must:

Act as positive role models

Children and young people learn through observing the behaviour of adults around them. Staff should demonstrate honesty, kindness, patience, resilience and respect in their day-to-day conduct. They should promote positive values and act in a manner that reflects the standards expected within the Trust.

Demonstrate high standards of attendance, punctuality and reliability

Staff are expected to attend work regularly and punctually, fulfil their contractual obligations and contribute positively to the efficient operation of the Trust. Persistent lateness, poor attendance or failure to meet professional responsibilities may impact pupils and colleagues and therefore may be addressed through management procedures.

Use appropriate language and behaviour

Language should always be professional, respectful and suitable for the age and understanding of pupils. Staff must avoid swearing, offensive language, inappropriate



humour, sarcasm, derogatory comments or remarks which may cause embarrassment, distress or confusion.

Treat pupils, families and colleagues with respect

Differences of opinion should be managed professionally and respectfully. Staff should actively listen to others, value differing perspectives and avoid behaviour that may be perceived as confrontational, dismissive or intimidating.

Staff must not:

- Use abusive, humiliating or degrading language.
- Bully, intimidate or harass others.
- Use sarcasm or ridicule which may undermine a child.
- Engage in inappropriate banter.
- Abuse their position of trust.
- Behave in a manner likely to bring the Trust into disrepute.

Staff should raise concerns through appropriate management processes and should avoid behaviour that publicly undermines colleagues, leaders, governors or Trust decisions.

7. Safeguarding Responsibilities

Every member of staff has a responsibility to safeguard and promote the welfare of children.

Staff must:

Read and follow statutory safeguarding guidance

All staff must familiarise themselves with relevant safeguarding legislation, statutory guidance and Trust procedures. This includes completing required training and keeping knowledge up to date through regular safeguarding updates.

Recognise signs of abuse and neglect

Staff should be alert to indicators that a child may be experiencing physical abuse, emotional abuse, sexual abuse or neglect. They should also understand emerging safeguarding risks, including online abuse, child exploitation, domestic abuse, radicalisation and child-on-child abuse.

Report concerns immediately

Where a concern arises, staff must act without delay. Concerns should be reported using established Trust procedures and should never be ignored, dismissed or left for another person to deal with. Staff should not investigate concerns themselves unless directed to do so. Failure to report safeguarding concerns may result in disciplinary action.



Promote a culture of vigilance

Safeguarding is everybody's responsibility. Staff should maintain professional curiosity, remain alert to changes in children's behaviour and contribute to an open culture in which concerns can be raised and discussed appropriately.

Maintain Accurate Records

Staff must ensure that safeguarding information is recorded promptly, factually and in accordance with Trust procedures. Records should distinguish between fact, observation and opinion and should be shared with safeguarding leads without delay.

Staff should understand that safeguarding concerns may include abuse, neglect, child-on-child abuse, exploitation, serious violence, online abuse, mental health concerns, radicalisation and children who are missing or at risk of missing education.

8. Safeguarding Culture

Safeguarding is more than compliance with procedures. It requires vigilance, openness, accountability and a willingness to act when concerns arise.

Every adult working within the Trust contributes to safeguarding culture through their daily actions, professional conduct, challenge, curiosity and commitment to protecting children.

The Trust expects all adults to take ownership of safeguarding and to act whenever they believe a child may be at risk of harm.

9. Professional Curiosity

Professional curiosity is a key component of effective safeguarding practice.

Staff should maintain a respectful and enquiring approach when concerns arise and should avoid making assumptions about a child's welfare, experiences or circumstances.

This may include:

- Seeking clarification where information is unclear.
- Recognising patterns, inconsistencies or changes in behaviour.
- Following up concerns appropriately.
- Sharing relevant information with safeguarding leads.

Professional curiosity should always be exercised respectfully, proportionately and in the best interests of the child.

10. Professional Challenge

Staff have a responsibility to respectfully challenge decisions, actions or behaviours where they believe a child may be at risk of harm or where safeguarding procedures are not being followed.



Professional challenge should be constructive, evidence-informed and focused on achieving the best outcomes for children.

Staff should feel confident that concerns raised in good faith will be heard and considered appropriately.

11. Personal Conduct Outside Work

The Trust recognises that staff have private lives and are entitled to a personal life outside work. However, individuals who work with children occupy positions of trust and must ensure that their conduct does not undermine confidence in their professional role or their suitability to work with children.

Staff must ensure that behaviour outside work does not:

- Bring the Trust or profession into disrepute.
- Undermine public confidence in their professional judgement.
- Create safeguarding concerns.
- Call into question their suitability to work with children.

Staff must notify the Headteacher, Principal or CEO without delay of any matter that may affect their suitability to work with children, including:

- Arrests, cautions or criminal investigations.
- Bail conditions.
- Court proceedings.
- Restraining or protection orders.
- Safeguarding investigations.
- Conduct that may result in adverse media attention.

Staff should also consider whether associations, activities or online behaviours could create a conflict with their professional responsibilities or compromise safeguarding standards.

Failure to disclose relevant information may be considered a disciplinary matter.

12. Low-Level Concerns

The Trust promotes a culture of openness, transparency and accountability.

Low-level concerns may include, but are not limited to:

- Being overly familiar with pupils.
- Showing favouritism.
- Inappropriate language or humour.
- Excessive one-to-one contact.
- Failure to maintain professional boundaries.
- Inappropriate use of technology.



- Unprofessional conduct outside of work that may impact suitability to work with children.

Staff should report concerns as soon as possible and no later than the end of the working day on which the concern arises, except where exceptional circumstances prevent this.

All low-level concerns will:

1. Be recorded appropriately.
2. Be reviewed by the Headteacher, Principal or designated senior leader.
3. Be considered alongside other information.
4. Be retained in accordance with Trust procedures.

Repeated concerns, patterns of behaviour or escalating concerns may require formal investigation.

Staff who genuinely report concerns in good faith will be supported

Self-Reporting

Staff are expected to report concerns regarding their own conduct where they believe their actions may have fallen below expected professional standards, even where no harm was intended.

Self-reporting demonstrates honesty, professionalism and a commitment to safeguarding. Individuals who report concerns about themselves in good faith will be treated fairly and supported through the process.

Concerns relating to the Headteacher should be reported to the Chair of Governors or Trust CEO. Concerns relating to the CEO should be reported to the Chair of Trustees.

13. Professional Boundaries With Pupils

Relationships between staff and pupils can never be relationships of equals.

Do not develop personal relationships with pupils

Relationships between pupils and staff must remain professional at all times. Staff should avoid becoming emotionally dependent on pupils or allowing pupils to become dependent upon them. Personal friendships are incompatible with a professional position of trust.

Do not engage in secretive communication

Transparency is fundamental to safeguarding. Staff must not communicate with pupils in ways which are hidden from colleagues, parents or the Trust. Any communication should occur through authorised channels and be capable of scrutiny if required.



Avoid favouritism

Staff should treat pupils fairly and consistently. Whilst positive relationships are encouraged, staff must avoid conduct that may create perceptions of favouritism or unequal treatment. Decisions regarding support, rewards and opportunities should be transparent and objective.

Staff should always maintain clear, visible and professional boundaries.

Staff must remain mindful that professional responsibilities may continue after a pupil has left the Trust. Relationships with former pupils must not exploit a previous position of trust or create reputational or safeguarding concerns.

14. Working with Parents and Carers

Positive relationships with parents and carers are essential to supporting children's education and wellbeing. Staff should maintain relationships that are professional, respectful and transparent.

Staff must:

- Communicate through approved channels wherever possible.
- Maintain appropriate professional boundaries.
- Treat parents and carers with courtesy and respect.
- Record concerns where communication becomes inappropriate or safeguarding concerns arise.

Staff must not:

- Develop relationships that may compromise professional judgement.
- Engage in private or secretive communication.
- Conduct Trust business through personal social media accounts.
- Share personal information unnecessarily.

Where meetings occur away from Trust premises, appropriate professional boundaries and safeguarding measures must be maintained.

15. Infatuations

Occasionally pupils may develop emotional attachments or infatuations towards staff.

Where this occurs, staff must:

- Maintain clear professional boundaries.
- Avoid any conduct that may encourage dependency or attachment.
- Report the concern promptly to the DSL.
- Record relevant information in line with safeguarding procedures.
- Seek management support if required.

Under no circumstances should a member of staff attempt to manage such situations alone.

16. One-to-One Working

One-to-one working is often necessary and beneficial for pupils. However, such situations carry additional safeguarding responsibilities.



Ensure one-to-one work is transparent and accountable

One-to-one work can be beneficial but may increase risks to both children and staff. Wherever practical, staff should work in locations with visibility panels, open doors or nearby colleagues. Others should be aware of the session and its purpose.

Keep accurate records

Where one-to-one sessions form part of planned pastoral, educational or safeguarding support, appropriate records should be maintained in accordance with Trust procedures. This helps protect both pupils and staff and promotes accountability.

Staff should avoid:

- Meeting pupils in isolated areas.
- Conducting unnecessary one-to-one sessions.
- Situations where their actions cannot be observed or accounted for.

Remote one-to-one sessions must only take place through approved Trust systems and in accordance with Trust policies.

Risk Assessment and Visibility

Where one-to-one working involves particularly sensitive discussions, emotional wellbeing support, counselling, behaviour intervention or other vulnerable circumstances, appropriate oversight arrangements should be established.

Any exception to normal visibility arrangements should be justified, risk assessed and recorded in accordance with Trust procedures.

Staff should ensure:

- The purpose of the session is clear.
- Another appropriate adult is aware that the session is taking place.
- The location is suitable and promotes safeguarding.
- Records are maintained where required.
-

Home Visits

Home visits should only occur where authorised and in accordance with risk assessments and Trust procedures. Staff should ensure appropriate records are maintained and leaders are aware of planned visits

17. Physical Contact and Use of Reasonable Force

Ensure physical contact is appropriate

Physical contact should only occur where necessary, proportionate and in the child's best interests. Staff should consider the child's age, understanding, individual needs and the circumstances before initiating contact. Staff should have read the Trust **Positive Handling Policy** and ensure they are also compliant with this and have completed any relevant training.

Use reasonable force only when lawful

Reasonable force may only be used where necessary to prevent injury, damage to property or serious disruption. Any intervention must be proportionate, recorded where



required and consistent with Trust policies. Any significant physical intervention should be recorded and reported in accordance with Trust procedures and statutory guidance.

Never use physical contact as punishment

Physical contact must never be used to intimidate, humiliate, threaten or punish a child. Any action that could be perceived as aggressive, excessive or degrading is unacceptable.

Physical intervention should only be used:

- As a last resort.
- To prevent harm.
- In accordance with Trust policies.

18. Personal and Intimate Care

Staff must:

- Respect children's dignity and privacy.
- Encourage independence wherever possible.
- Only provide personal care in line with agreed care plans.
- Avoid unnecessary physical contact.
- Follow Trust intimate care procedures at all times.

19. First Aid and Administration of Medicines

Only appropriately trained staff should administer first aid or medicines.

Whenever possible:

- Another adult should be present or aware.
- Children should be informed about what is happening.
- Records should be maintained.
- Parents should be informed where appropriate.

20. Communication, Technology and Social Media

Technology is an essential part of education and communication. Staff must use technology safely and professionally in line with the **Trust Social Media Policy**.

Use approved communication systems only

All communication with pupils should take place through Trust-approved email systems, learning platforms or communication tools. This ensures transparency, security and appropriate professional oversight.

Maintain professional boundaries online

Staff should ensure that their online activity does not blur professional boundaries. They should not share personal information with pupils, accept personal social networking requests or engage in private digital communication outside authorised platforms



Use Social Media Responsibly

Staff must exercise professional judgement when using social media and should assume that content may become publicly accessible, regardless of privacy settings.

Staff must not:

- Accept or initiate personal social media connections with current pupils.
- Use personal messaging applications to communicate with pupils.
- Post comments that may undermine public confidence in the Trust or profession.
- Share confidential information relating to pupils, families, colleagues or Trust business.
- Publish photographs or information that may identify pupils without appropriate authority.
- Discuss confidential Trust matters in closed Facebook groups, WhatsApp groups or similar forums.

Staff should:

- Regularly review privacy settings.
- Consider how online activity could be viewed by pupils, families and colleagues.
- Maintain clear separation between professional and personal online identities.
- Report any inappropriate online contact from pupils to their line manager and DSL.

Consider professional reputation

Content shared online may be viewed by pupils, parents and the wider community. Staff should consider whether their online activity reflects the standards expected of a professional working with children before posting content publicly

Online conduct is subject to the same professional standards expected in face-to-face interactions.

Filtering and Monitoring

The Trust maintains appropriate filtering and monitoring systems across all school devices and networks, in line with the Department for Education's filtering and monitoring standards and KCSIE. The Designated Safeguarding Lead (DSL), working with IT staff, has strategic responsibility for ensuring these systems remain effective and are reviewed regularly.

Staff must:

- Never attempt to disable, bypass or circumvent filtering or monitoring systems.
- Report immediately to IT and the DSL any failure of filtering or monitoring systems, or any inappropriate content that has bypassed the filters.
- Report any attempt by a pupil to bypass filtering systems.
- Understand that all use of Trust IT systems and networks may be logged and monitored.



Recognising and Responding to Online Abuse and Cyberbullying

Staff must be alert to signs that a pupil may be experiencing online abuse, including cyberbullying, grooming, sexual exploitation or coercion through digital platforms, as well as signs that a pupil may be involved in perpetrating such behaviour towards others.

Staff must not engage in any form of cyberbullying, online harassment or intimidation of pupils, colleagues or members of the public, whether in a professional or personal capacity.

Any concern about online abuse or cyberbullying, whether involving pupils, staff or third parties, must be reported to the DSL immediately using established safeguarding procedures.

21. Artificial Intelligence and Digital Technology

Artificial Intelligence and Digital Technology

The Trust recognises that artificial intelligence (AI) technologies may support educational planning, administration, communication and learning.

Use AI Responsibly

AI should be used to support professional practice and must never replace professional judgement, safeguarding responsibilities or decision-making.

Protect Personal and Confidential Information

Staff must not:

- Upload safeguarding records into public AI systems.
- Upload identifiable pupil data unless the system has been formally approved by the Trust.
- Input confidential personnel, disciplinary or child protection information into unauthorised platforms.
- Use AI systems that do not meet Trust security requirements.

Verify AI Output

Staff remain fully accountable for all work produced using AI.

All AI-generated content must be:

- Checked for factual accuracy.
- Reviewed for age appropriateness.
- Assessed for bias, stereotyping or discrimination.
- Edited where necessary to meet professional standards.

Transparency and Accountability

AI must never be used to:

- Create fictitious safeguarding records.
- Generate misleading reports.
- Falsify evidence or assessments.
- Produce content intended to misrepresent professional judgement.

Where AI has materially assisted in producing documents or communications, staff should be transparent about its use where appropriate.



AI-Generated Abuse and Misuse

Staff must never use AI tools to create, generate, alter or distribute sexualised, indecent or abusive images or content of children, including "deepfake" images or videos, whether or not the child depicted is a real, identifiable person. Any such material constitutes child sexual abuse material and is a criminal offence.

AI must never be used to create content that bullies, harasses, humiliates or misrepresents a child or member of staff, including fake images, altered photographs or synthetic voice or video content.

Staff who become aware of AI-generated abusive content, including images of pupils or staff, must report this immediately to the DSL and must not attempt to investigate, view, forward, download or share the material themselves.

Intellectual Property and Copyright

Staff must ensure that content generated using AI does not breach copyright, licensing requirements or intellectual property rights. Staff remain responsible for ensuring that resources used within the Trust are lawful, accurate and appropriate.

Decision Making

AI must not be used as the sole basis for safeguarding decisions, disciplinary decisions, referrals, assessments or professional judgements relating to pupils or staff.

22. Photography, Video and Online Content

Photographs and videos can play an important role in celebrating achievement and supporting learning.

Staff must:

- Use only approved Trust devices.
- Follow parental consent arrangements.
- Store images securely.
- Delete images when no longer required.
- Report concerns about inappropriate images immediately.

Staff must never:

- Use personal devices to photograph pupils unless specifically authorised in exceptional circumstances.
- Store pupil images on personal equipment.
- Share pupil images on personal social media accounts.
- Record pupils covertly.

Indecent Images and Deepfakes

Staff must never create, request, possess, view, share or forward indecent, sexualised or abusive images of children, including images that have been digitally altered or generated using AI ("deepfakes"), regardless of whether the child depicted is real. This applies equally to images shared via social media, messaging apps, AI image generators or "nudification" apps.



If a member of staff becomes aware that a pupil or member of staff may have created, shared, or been targeted by such images, they must not view, copy, forward, print or store the material. This must be reported immediately to the DSL, who will follow statutory guidance (KCSIE) and, where necessary, involve the police and other agencies.

Particular care must be exercised when photographing pupils who may be vulnerable or subject to safeguarding restrictions.

Staff must not use personal mobile devices, smart watches, body cameras or other wearable technology to record pupils unless specifically authorised by the Trust.

The Trust operates mobile phone-free school environments in line with Department for Education guidance. Staff must not use personal mobile phones where they are visible to, or may be observed by, pupils, unless expressly authorised by a senior leader in exceptional circumstances. Staff are expected to model appropriate behaviours at all times. Failure to comply with this requirement may be considered a breach of this Code of Conduct and may result in disciplinary action.

23. Educational Visits, Residentials and Transport

Staff involved in visits or transport arrangements must:

- Complete risk assessments.
- Follow visits policies.
- Ensure appropriate supervision ratios.
- Maintain professional boundaries.
- Avoid situations where they are alone with pupils unnecessarily.
- Never consume alcohol while supervising pupils.

24. Confidentiality and Data Protection

The Trust respects the privacy of pupils, families and staff.

However, confidentiality cannot be guaranteed where safeguarding concerns exist.

Staff must:

- Share information on a need-to-know basis.
- Follow safeguarding recording procedures.
- Protect personal information.
- Comply with GDPR and Data Protection legislation.
- Understand that safeguarding concerns override normal expectations of confidentiality.

Where a child is at risk of harm, information must be shared with appropriate professionals in accordance with safeguarding procedures.

25. Equality, Diversity and Inclusion

Staff must actively promote equality, dignity and inclusion and should challenge discriminatory language, prejudice, stereotyping and harassment. All pupils, families,



colleagues and visitors should be treated fairly and with respect regardless of age, disability, sex, race, religion or belief, sexual orientation, gender reassignment, marriage and civil partnership status, pregnancy or maternity status.

26. Extremism, Radicalisation and Political Neutrality

Staff must:

- Comply with the Prevent Duty.
- Challenge extremist views appropriately.
- Promote fundamental British values.
- Maintain political impartiality.
- Avoid promoting partisan political views to pupils.

27. Gifts, Hospitality and Conflicts of Interest

Staff must ensure that gifts, hospitality and personal interests do not influence, or appear to influence, professional judgement.

Staff must:

- Declare any actual or potential conflicts of interest.
- Record gifts or hospitality in accordance with Trust procedures.
- Seek advice where there is uncertainty.
- Ensure any rewards involving pupils are fair, transparent and educationally appropriate.

Staff must not:

- Accept gifts that could reasonably be perceived as influencing decision-making.
- Accept significant personal gifts from pupils or families.
- Offer expensive personal gifts to pupils.
- Enter into financial arrangements with pupils or their families.
- Use their position for personal gain.

Any concerns regarding gifts, hospitality or conflicts of interest should be discussed with a senior leader.

As per the **Gifts and Hospitality Policy** staff must consult with the CEO/CFO before accepting or offering any gifts or hospitality with a value greater than £50.

Staff should seek guidance from the Headteacher, Principal or Trust leadership where they are uncertain whether a gift or offer of hospitality is appropriate to accept.

28. Dress and Appearance

Staff are expected to present a professional image.

- Dress and appearance should:
- Be appropriate to the role.
- Promote confidence and professionalism.
- Be safe and suitable.
- Respect cultural and religious requirements.



29. Alcohol, Drugs and Fitness for Work

Staff must report for work fit to undertake their duties safely and effectively.

Attendance at work under the influence of alcohol or illegal drugs will be treated as a serious disciplinary matter.

30. Staff Wellbeing

The Trust recognises that safeguarding children and working in education can be demanding. Staff are encouraged to seek support where personal circumstances, health concerns or workplace pressures may affect their wellbeing or professional performance.

Staff should:

- Seek support when required.
- Raise concerns regarding workload or wellbeing appropriately.
- Access available support services.
- Inform leaders where health concerns may affect their ability to undertake duties safely.

The Trust is committed to promoting a healthy, supportive and respectful working environment.

31. Whistleblowing and Speaking Up

Report concerns appropriately

The Trust encourages all staff to raise concerns where they believe that misconduct, malpractice, safeguarding risks or unlawful activity may be occurring. Concerns should be raised promptly through established reporting channels.

Support a culture of openness

Creating a safe culture requires staff to speak up when something is not right. The Trust is committed to ensuring that individuals who raise concerns in good faith are treated fairly and supported throughout the process.

Understand your responsibility

Failing to report concerns can place children, staff and the organisation at risk. Every member of staff has a professional responsibility to raise concerns where appropriate.

The Trust may involve:

- The Local Authority Designated Officer (LADO).
- Children's Social Care.
- The Police.
- The Disclosure and Barring Service (DBS).
- The Teaching Regulation Agency (TRA).

The welfare of children will remain the paramount consideration throughout any investigation.



32. Breaches of the Code

Breaches of this Code may result in:

- Management action.
- Low-level concern procedures.
- Disciplinary action.
- Referral to external agencies.

This may include referral to:

- LADO
- DBS
- TRA

where appropriate.

33. Monitoring, Compliance and Review

The Trust will monitor compliance with this Code through:

- Safeguarding audits.
- Training records.
- Supervision and line management processes.
- Low-level concern reviews.
- Investigation outcomes.
- Policy compliance monitoring.
-

The Trust Board will review this Code annually or sooner where legislation, guidance or operational requirements necessitate.

All staff will be required to confirm annually that they have read, understood and agree to comply with this Code of Conduct. The Trust may require additional confirmation following significant policy revisions, safeguarding updates or changes in legislation.

Staff Declaration

I confirm that I have read, understood and agree to comply with the Trust Code of Conduct for Working with Children.

I understand my safeguarding responsibilities and acknowledge that failure to comply with this Code may result in management action, disciplinary proceedings, referral to external agencies or dismissal.

Name: _____ Signature: _____



Appendix A

Acceptable Usage agreement

Partnership Trust – Staff

This agreement is for Staff, support staff, governors, visitors, wider stakeholders with access and external contractors.

When using the Trust ICT systems and accessing the internet, or offsite on a work device:

- I will not access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature.
- I will not use them in any way which could harm the school's reputation.
- I will not access social networking sites or chat rooms unless for educational purposes.
- I will not attempt to bypass the internet filtering or Trust/School IT security.
- I will not use any improper language when communicating online, including in emails or other communication systems.
- I will only use Trust IT systems, external logins, and email for school related purposes. Other use will be with the permission of Trust ICT Department.
- I will not divulge any Trust or School related passwords, and I will comply with IT security procedures.
- I will make sure email and social media interactions with staff, parents, students, and members of the public are responsible and in line with the Social Media, Safeguarding and Internet Safety policies.
- I will not give my home address, phone number, mobile number, personal social networking details or email address to students or parents.
- I accept that students and parents may find these details out, and that any contact should be logged and either not reciprocated or replied to in line with Trust policies.
- I will use Trust/School email systems for school and Trust related communications.
- I will not use personal accounts for Trust or school business.
- I will ensure that personal data is stored securely and in line with the Data Protection Policy.
- I will follow Trust/school policy regarding external logins, encrypted data and not storing school material on personal IT equipment.
- I will not install software onto workstations. Any software requests will be made to the Trust IT Department.
- I will not search for, view, download, upload or transmit any material which could be considered illegal, offensive, defamatory, or copyright infringing.
- Photographs of staff, students and any other members of the school and Trust community will not be used outside of Trust/School systems unless written permission has been granted by the subject of the photograph or their parent/guardian (where the subject is below the age of 18).



- I will ask the permission of the Head Teacher/Principal (on site) or the proprietor of the building (off site) prior to taking any photographs.
- I am aware that all network and internet activity is logged and monitored and that the logs will be made available to Trust Leaders or School Senior Leaders in the event of allegations of misconduct.
- I will comply with the social media policy.
- I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the Data Protection Policy.
- I will inform the designated safeguarding lead (DSL) and Trust ICT manager if a student informs me, they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.
- I will champion the Internet Safety Policy and be a role model for positive and responsible behaviour on the school network and the Internet.

Data Protection and GDPR

The Data Protection Act 2018 and the GDPR legislation effective from 25th May 2018 states that personal data must be:

- processed lawfully, fairly and in a transparent manner in relation to individuals ('lawfulness, fairness and transparency').
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be incompatible with the initial purposes ('purpose limitation').
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation').
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy').
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals ('storage limitation');
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality').



Staff must ensure that they:

- Take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.
- Use personal data only on secure password protected computers and other devices that are owned by the school or Trust, ensuring that they are properly 'logged-off' at the end of any session in which they are using personal data.
- Transfer data using appropriately encrypted and secure means.

When personal data is stored on any portable computer system, USB stick or any other removable media:

- This is only done for specific purposes with regards to providing these to a 3rd party where we have performed a Data Protection Impact Assessment (DPIA) and a formal agreement in place (for instance examination boards).
- You should never physically transport personal data for other purposes where you can digitally share the data within our pre-existing systems (for example OneDrive or SharePoint).
- the data must be encrypted, and password protected.
- When storing on a portable device the device must be owned by The Trust or School and must be secured by the ICT Department including a password and encryption.
- Data on removable media must be password protected (many memory sticks / cards and other mobile devices cannot be password protected, if this is the case then each individual file will need to be password protected).
- the data must be securely deleted from the device once it is no longer required.

Signed	Date
Employed at school	