



The Crypt School

Code of Conduct for Staff Policy 2026-27

1 Objective, Scope and Principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school employees are expected to observe. School employees are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the students within the school and which also upholds the School values. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours. This Code of Conduct applies to all employees of the School. In addition to this Code of Conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards' (updated December 2021) and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

1. Setting an Example

All staff who work in schools set examples of behaviour and conduct which can be copied by students.

- a. Staff must avoid using inappropriate or offensive language at all times.
- b. All staff must demonstrate high standards of conduct in order to encourage students to do the same.
- c. All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. This Code helps all staff to understand what behaviour is and is not acceptable. Regard should also be given to the disciplinary rules set out in the School's Disciplinary Procedure.
- d. All staff are expected to familiarise themselves and comply with all school policies and procedures (all policies can be found on the website under School Policies).
- e. Staff must be mindful of health and safety at all times and, for example, not carry a hot drink without a lid through school corridors, and sign in and out of school each day.

2. Safeguarding of Students

Safeguarding is an essential part of the school policies. All staff should read carefully the Safeguarding Policy. Staff should also read: KCSIE 2026 (Keeping Children Safe in Education) Part 1, Annex A and Part 5. Staff must never take photographs of students on their personal mobile phones.

3. Relationships with students

- a. Relationships with students must be professional and respectful at all times. Physical relationships with students are not permitted and would lead to immediate disciplinary action and may lead to a criminal

conviction.

b. Contact with students must be 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 students. Breach of this will always result in immediate disciplinary action.

c. If contacted by a student by an inappropriate route, staff should report the contact to the Deputy Head (Pastoral/ DSL) immediately. If the Deputy Head (Pastoral/ DSL) is not available another member of SLT should be informed immediately .

d. Staff should aim to support students with their learning and also support their pastoral needs, to enable them to maximise their potential. However, staff must maintain a professional distance from students and ensure that relationships remain always at a professional level.

Certain actions are clearly inappropriate and should not take place. These include, but are not limited to, the following:

- unwanted physical contact (e.g. hitting, slapping, kicking, pushing) or the threat of the same;
- sexual harassment (including romantic relationships between staff and any pupil of the school) or harassment based on age, sex, gender reassignment, race, ethnicity, national origin, religion, disability or sexual orientation;
- loss of personal civility including excessive shouting, personal attacks or insults, displays of temper (such as throwing objects);
- discrimination of any form including in teaching and assessment based upon age, sex, gender reassignment, race, ethnicity, national origin, religion, disability, or sexual orientation; requests for others to perform inappropriate personal errands unrelated to the didactic, investigational, or other situation at hand;
- grading/evaluation on factors unrelated to performance, effort, or level of achievement and/or publicly humiliate a student; for example, harshly criticise their efforts, ripping or binning work in front of a student or class, or reading marks aloud to the whole class.

e. Staff should maintain professional boundaries by referring to each other as Mr, Mrs, Miss, Dr etc when in the presence of students, and always referring to students by their first names, or full names. Nicknames must not be used.

4. Student Development

- a. Staff must comply with school policies and procedures that support the wellbeing and development of students.
- b. Staff must cooperate and collaborate with colleagues and with external agencies where necessary to support the development of students.
- c. Staff must follow reasonable instructions that support the development of students.
- d. Staff must report any concerns about a student's development via MyConcern (if related to wellbeing or issues at home) or an SEN referral.
- e. Teaching staff and Teaching Assistant will read and implement Student Support Plans, and review any updates during the year, to ensure SEN pupils can flourish alongside their peers.

5. Honesty and Integrity

- a. Staff 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.
- b. All staff 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 to the Whistleblowing procedure.

- c. Gifts from suppliers or associates of the school must be declared to the Headmaster. Where it is judged that a gift might possibly lead to bias or favour in procurement, that gift will be returned.
- d. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted and may lead to disciplinary action.
- e. If gifts are offered to individual staff members, or received from students or parents/carers, then staff must refer to the School's Hospitality Policy to see if they are suitable. Valuable gifts must always be declared to the Headmaster, who will make a judgement about suitability.

6. Conduct outside of Work

- a. Staff must not engage in conduct outside work which could bring the school into disrepute, or damage the employee's own reputation, or the reputation of other members of the school community.
- b. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- c. Staff 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.
- d. Any incidents of sexual harassment out of the workplace, such as work-related events, trips or social functions, should be reported.

7. E-Safety and Internet Use

All staff must read carefully the School's ICT Acceptable Use and Social Media Policies which can be found on the website. Staff must follow all the requirements set out in this policy fully.

8. Confidentiality

- a. Where staff have access to confidential information about students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.
- b. All staff 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 a member of staff); 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/student'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.
- c. However, staff have an obligation to share with the School's DSL, or any of the School's Deputy DSL's, any information which gives rise to concern about the safety or welfare of a student. Staff must never promise a student that they will not act on information that they are told by the pupil.

9. Dress and Appearance

- a. All staff must dress in a manner that is appropriate to a professional role and promote a professional image
- b. Crypt Staff are expected to be formal and conservative in their appearance
- c. Staff should dress in a manner that is not offensive, revealing or provocative
- d. Staff should dress in a manner that is absent from political or other contentious slogans
- e. Staff must not use their mobile phones when teaching (unless for teaching purposes only), on duty, or in the presence of students.

10. Low Level Concerns

A low level concern is any concern - no matter how small, and even if no more than causing a sense of unease

or a 'nagging doubt'- that an adult working in or on behalf of the school may have acted in a way that is inconsistent with this code of conduct (including inappropriate conduct outside of work). A Low Level Concern is one that does not meet the allegations threshold, or is otherwise not considered serious enough to consider a referral to the LADO. These concerns should be reported to the DSL or Headmaster. Staff should read the Safeguarding policy for more information.

11. Whistleblowing

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities as a school. This includes bribery, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment, bullying and sexual harassment and any breach of legal or professional obligations. Staff should read pages 1-3 of the Whistleblowing policy for more information and on how to report their concerns.

12. Disciplinary Action

Staff should be aware that a failure to comply with this Code of Conduct could result in disciplinary action under the Disciplinary and Appeals Policy, including but not limited to dismissal.

13. Links with other policies

Safeguarding policy
School's Hospitality Policy
Whistleblowing
Acceptable Use Policy
Social Media Policy

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Approved by Resources, Staff & Pay Committee: June 2026

Date of next review: September 2026