

# Reading Early Years Schools Federation



## Staff Code of Conduct Policy

**Chair of Governors: Julia Cottee**

**Executive Head teacher: Joanne Budge**

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**Date to be reviewed: January 2028**

# Staff Code of Conduct

## 1. Purpose

This Staff Code of Conduct sets out the standards of behaviour expected of all staff working at the REYS Federation. It aims to:

- Promote a safe, positive and inclusive environment for children
- Safeguard and promote the welfare of all pupils
- Support staff to understand their professional responsibilities
- Maintain public trust and confidence in the school

This Code should be read alongside the federation's Safeguarding and Child Protection Policy, Staff Behaviour Policy, Disciplinary Policy, Whistleblowing Policy, and the Teachers' /Reading Borough Council Code of Conduct.

## 2. Scope

This Code applies to all staff, including:

- Teachers and early years practitioners
- Support staff
- Supply, agency, and peripatetic staff
- Volunteers, students, and contractors (as appropriate)

All staff are expected to familiarise themselves with and adhere to this Code.

## 3. Professional Responsibilities

All staff at the REYS Federation are required to uphold the **Seven Principles of Public Life (the Nolan Principles)**. These principles apply to everyone working in education and underpin high standards of professional conduct, integrity, and accountability. They inform all aspects of staff behaviour, decision-making, and relationships with children, families, colleagues, and external agencies.

### **Selflessness**

Staff must act at all times in the best interests of children and young people. Professional decisions must not be influenced by personal gain, convenience, or relationships and must prioritise pupils' safety, welfare, and educational outcomes.

### **Integrity**

Staff must not place themselves under any financial or other obligation to individuals or organisations that could compromise, or be perceived to compromise, their professional judgement. Any potential conflicts of interest must be declared in line with school procedures.

### **Objectivity**

Staff must make decisions fairly, consistently, and on the basis of evidence and professional judgement. This includes decisions relating to safeguarding, assessment, behaviour management, recruitment, and the use of resources.

### **Accountability**

Staff are accountable for their actions and decisions and must be prepared to explain and justify them to senior leaders, governors, inspectors, parents, or external agencies as appropriate. Staff must cooperate fully with monitoring, scrutiny, and inspection processes.

### **Openness**

Staff should act in a transparent manner and share information appropriately with colleagues, parents, and external professionals, while recognising the need to maintain confidentiality, particularly in relation to safeguarding and data protection requirements.

### **Honesty**

Staff must be truthful and accurate in all professional records, reports, and communications. Any mistakes or concerns must be reported promptly and addressed in line with school policies and procedures.

### **Leadership**

All staff are expected to demonstrate high standards of behaviour and conduct, recognising their role as role models for children and young people. Staff must promote these principles through their own actions and challenge conduct that falls below expected standards.

Staff must:

- Act in the best interests of all children at all times
- Uphold the values, ethos, and policies of the federation
- Maintain high standards of honesty, integrity, and professionalism
- Comply with statutory requirements, including the Early Years Foundation Stage (EYFS)
- Follow reasonable instructions from the Headteacher and senior leaders
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## **4. Safeguarding and Child Protection**

Safeguarding is everyone's responsibility. Staff must:

- Understand and follow the school's Safeguarding and Child Protection Policy
- Be familiar with the role of the Designated Safeguarding Lead (DSL)
- Act immediately on any concerns about a child's welfare
- Report concerns or disclosures in line with school procedures
- Maintain appropriate professional boundaries with children at all times

Staff must never:

- Put themselves in a position where their actions could be misinterpreted
- Ignore or dismiss safeguarding concerns

## **5. Relationships with Children**

Staff must:

- Treat all children with dignity, respect, and fairness
- Provide a positive role model for behaviour, language, and attitudes
- Use positive behaviour management strategies
- Be attentive to children's individual needs, backgrounds, and abilities

Staff must not:

- Use physical punishment or humiliating, intimidating, or threatening behaviour
- Engage in rough play or inappropriate physical contact
- Show favouritism or form inappropriate relationships with individual children

Physical contact must always be appropriate, necessary, and in line with safeguarding guidance and the child's needs.

## **6. Professional Boundaries and Conduct**

Staff are expected to:

- Maintain appropriate professional boundaries at all times
- Avoid behaviour that could bring the school or profession into disrepute
- Ensure their conduct, both in and out of school, does not undermine their suitability to work with children

Personal relationships with parents/carers or colleagues must not compromise professional judgement or confidentiality.

## **7. Communication and Confidentiality**

Staff must:

- Respect confidentiality at all times
- Only share information on a need-to-know basis and in line with data protection legislation
- Handle records and personal data securely
- Use professional and appropriate language in all forms of communication

Confidential information must not be discussed in public places or on social media.

## **8. Use of Social Media and Technology**

Staff must:

- Use social media responsibly and in a way that maintains professional boundaries
- Not accept children as friends or contacts on personal social media accounts, any social media contact with parents must be managed professionally.
- Ensure privacy settings are appropriately set on personal devices.
- Use school equipment and systems in line with the Acceptable Use Policy

Staff must not:

- Post or share images or information about children without appropriate consent
- Make comments that could damage the reputation of the school or colleagues

## **9. Equality, Diversity, and Inclusion**

Staff must:

- Treat all children, families, and colleagues with respect and fairness
- Promote equality of opportunity and inclusion
- Challenge discrimination, harassment, or bullying
- Act in accordance with the Equality Act 2010

## **10. Health, Safety, and Wellbeing**

Staff must:

- Take reasonable care of their own health and safety and that of others
- Follow health and safety policies and procedures
- Report accidents, hazards, or concerns promptly
- Support children's emotional wellbeing and mental health

## **11. Gifts, Hospitality, and Conflicts of Interest**

Staff must:

- Not accept gifts or hospitality that could be perceived as influencing professional judgement
- Declare any gifts, hospitality, or conflicts of interest in line with school procedures

## **12. Whistleblowing**

Staff are encouraged and expected to:

- Raise concerns about unsafe, unethical, or inappropriate practice
- Use the school's Whistleblowing Policy
- Act in good faith, knowing they will be supported and protected

## **13. Breaches of the Code**

Failure to comply with this Code of Conduct may result in:

- Disciplinary action
- Referral to external agencies, including the Local Authority or Disclosure and Barring Service (DBS), where appropriate

## **14. Review and Monitoring**

This Code of Conduct will be reviewed regularly by the governing body to ensure it remains up to date with legislation and guidance.