Staff Code of Conduct

Approved by:	M W Clack, Principal	**Last reviewed on:**	September 2026
Date:	September 2026	**Next review due by:**	August 2027

1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow. By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect. Many of the principles in this code of conduct are based on the Teachers' Standards. School staff have an influential position in the school and will act as role models for students by consistently demonstrating high standards of behaviour. 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, Board members and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Britannica staff are expected to act with kindness, care, compassion, honesty and integrity. Britannica staff are bound to all staff policies and procedures. Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures. Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its students.

2. Legislation and guidance

In line with the statutory safeguarding guidance Keeping Children Safe in Education, we have a staff code of conduct, which covers low-level concerns, allegations against staff and whistleblowing, as well as acceptable use of technologies (including the use of mobile devices), staff/student relationships and communications, including the use of social media.

3. General obligations

Staff set an example to students. They will:

- Maintain high standards in their attendance and punctuality.
- Never use inappropriate or offensive language in school.
- Treat students and others with dignity and respect.
- Show tolerance and respect for the rights of others.
- Not undermine fundamental values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.
- Not express personal beliefs in a way that exploits students' vulnerability or might lead them to break the law.
- Understand the statutory frameworks and follow all legal mandates of Hungary.
- Adhere to the Teachers' Standards.
- Have proper and professional regard for the ethos, policies and practices of the school in which they teach.

4. Safeguarding

Staff have a duty to safeguard students from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect. Staff will familiarise themselves with our child protection and safeguarding policy and procedures and ensure they are aware of the processes to follow if they have concerns about a child. Our child protection and safeguarding policy and procedures are available in the policies section of our school website and on SharePoint.

4.1 Allegations that may meet the harm threshold

This section is based on 'Section 1: Allegations that may meet the harm threshold' in part 4 of Keeping Children Safe in Education. This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school.

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.
A 'case manager' will lead any investigation. This will be the Principal, or the CEO/ Director of Education where the Principal is the subject of the allegation.

4.2 Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating students

Low-level concerns can include inappropriate conduct inside and outside of work.
All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.
All reports will be handled in a responsive, sensitive and proportionate way.
Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.
This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.
Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy. Our procedures for dealing with allegations will be applied with common sense and judgement.

4.3 Whistleblowing

Whistleblowing reports wrongdoing that it is "in the public interest" to report. Examples linked to safeguarding include:

- Students' or staff members' health and safety being put in danger
- Failure to comply with a legal obligation or statutory requirement
- Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.
Staff should consider the examples above when deciding whether their concern is of a whistleblowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.
Staff should report their concern to the Principal. If the concern is about the Principal or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the Director of Education.
Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.
For our school's detailed whistle-blowing process, please refer to our whistle-blowing policy.

5. Staff-student relationships

Staff will observe proper boundaries with students 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 students 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 students outside of school hours if possible.
Personal contact details should not be exchanged between staff and students. This includes social media profiles. Gifts must comply with the Anti-Bribery and Corruption Policy. Staff must not give individual students gifts that could create favouritism, obligation or a safeguarding concern; modest, transparent and appropriately authorised class or recognition items may be permitted. If a staff member is concerned at any point that an interaction between themselves and a student may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a student, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

6. Communication and social media

Staff must maintain appropriate privacy settings and professional boundaries online. Staff must not use personal accounts to communicate privately with current students or invite students to access personal profiles. Staff are not required to conceal their identity, but must ensure that publicly available content is consistent with professional obligations. Staff should not attempt to contact students or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find students' or parents' social media profiles. Staff will ensure that they do not post any images online that identify children who are students at the school without their consent. Staff should be aware of the school's online safety policy.

7. Acceptable use of technology

Staff will not use technology in school or belonging to the school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content. We have the right to monitor emails and internet use on the school IT system.

8. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, students and their parents.
This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or intimidate others
- Used for a purpose other than what it was collected and intended for

This does not overrule the staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

9. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with students, handling money, claiming expenses and using school property and facilities.
Staff will not accept bribes. Gifts that are worth more than 35,000 HUF must be declared and recorded on the gifts and hospitality register. Please refer to the Anti-Bribery and Corruption Policy.
Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

10. Dress code

Staff will dress in a professional, appropriate manner. Clothing must be professional, safe and suitable for the role and school setting. Dress expectations will be applied consistently and without discrimination, in accordance with the Staff Dress Code Policy. Clothes will not display any offensive or political slogans.
See Staff Dress Code Policy for further details.

11. Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

12. Monitoring arrangements

This policy will be reviewed by the Principal annually but can be revised as needed. It will be approved by the School Board. The Principal will ensure this code of conduct is implemented effectively and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

13. Links with other policies

This policy links with our policies on:

- Child Protection and Safeguarding
- Anti-Bribery and Corruption Policy
- Online Safety
- Whistleblowing