



Compass Eko Trust

Code of Conduct
for Staff and Volunteers



Contents

1. Introduction	3
2. Aims, scope and principles	3
3. Legislation and guidance	3
4. Expectations and obligations	3
5. Safeguarding	4
Low-Level Concerns	4
6. Staff/pupil relationships	4
Mandatory Reporting of Infatuations and Crushes	5
7. Transporting Pupils	5
8. Communication and social media	5
9. Acceptable use of technology	6
10. Confidentiality and data protection	6
11. Honesty and integrity	6
12. Bullying & Harassment	6
13. Dress code	7
14. Conduct outside of work	7
Staff Duty to Self-Report	7
15. Alcohol & Drugs	7
16. Other standards of behaviour	7
17. Monitoring arrangements	7
18. Links with other policies	7
19. Monitoring, evaluation and review	8

1. Introduction

- 1.1. The aim of the Probation Procedure is to ensure all employees of the Trust are fully supported in achieving an appropriate level of work performance, attendance and behaviour during their probation period, to assist them in demonstrating their suitability to undertake the full duties of their new post.
- 1.2. The Probation Procedure provides a process to decide whether an employee is suitable for the job to which they have been appointed

2. Aims, scope and principles

- 2.1. The Compass Partnership of Schools (The Trust) has set standards of conduct, in line with its vision, which we expect all staff and volunteers within The Trust to follow. The Code of Conduct sits alongside any school-specific guidance on standards of conduct.
- 2.2. By creating this policy, we aim to ensure our schools are environments in which everyone is safe, happy and treated with respect. School staff and volunteers have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour.
- 2.3. We expect all staff and volunteers to act with personal and professional integrity, respecting the safety and wellbeing of others and ensuring that the children in our schools are at the centre of our decision-making.
- 2.4. Teachers should note that this code of practice links to Part B of the Teacher Standards: Personal and Professional Conduct.
- 2.5. This Code of Conduct is not exhaustive; if situations arise that are not covered by this code, staff and volunteers are expected to use their professional judgement and act in the best interests of the school and its pupils.
- 2.6. Failure to follow the Code of Conduct may result in disciplinary action being taken, as set out in our Disciplinary Procedure.

3. Legislation and guidance

- 3.1. Our Code of Conduct is in line with the statutory safeguarding guidance 'Keeping Children Safe in Education' (KCSiE) (for the relevant year). This policy also complies with our schools' funding agreements with the Secretary of State, and the Articles of Association.
- 3.2. The Trust is committed to acting ethically and with integrity in all its relationships and expects staff and volunteers to be alert to and report any concerns relating to modern slavery or human trafficking, in line with the Trust's Modern Slavery Statement.

4. Expectations and obligations

- 4.1. All staff and volunteers are expected to set an example to pupils and to act as role models in all interactions at work. They will:
 - Maintain high standards in their attendance and punctuality and ensure that they follow the related policies on these matters, including school procedures for reporting absence (see Attendance Management Policy, available on the Compass Portal)
 - Always use positive language in the earshot of pupils
 - Never use offensive language in the workplace
 - Treat all pupils, staff, volunteers and others with whom they work with dignity and respect
 - Show tolerance and respect for the rights of others, ensuring equality of opportunity for all, in line with our Equality of Opportunity Policy and the Compass Ethical Leadership Statement.
 - Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs

- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Staff must act professionally and avoid actual or perceived conflicts of interest arising from close personal, intimate or family relationships. Any such relationship, whether pre-existing or developing, involving another member of staff and volunteers, a parent/carer, contractor or supplier connected to the Trust must be declared to the Head Teacher or appropriate senior manager so that it can be appropriately managed. Failure to declare a relationship that could reasonably give rise to a conflict of interest or perceived favouritism may be treated as a breach of this Code.
- Treat Trust property and the property of staff and volunteers and pupils with respect.
- Abide by all Trust and school policies and procedures.

5. Safeguarding

- 5.1. All staff and volunteers have a duty to safeguard pupils from harm.
- 5.2. Staff will familiarise themselves with all Trust and school safeguarding policies and procedures in addition to part 1 of KCSiE (for the relevant year), and will undertake required training, as stipulated by the Trust/school.
- 5.3. Staff will challenge colleagues (if safe to do so) if practice appears to be unsafe or compromises agreed standards, and will report any safeguarding concerns (physical, emotional and sexual abuse, or neglect) they have, in line with procedure.
- 5.4. Our safeguarding policy and procedures are available from the school office and on the school and Compass websites. New staff and volunteers will also be given copies of the safeguarding policy on arrival as part of their induction.

Low-Level Concerns

- 5.5. The Trust requires adults to be alert to and report low-level concerns (LLCs). 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 or Trust may have acted in a way that is inconsistent with this Code of Conduct.
- 5.6. Examples of low-level behaviour include but are not limited to: being over friendly with children; having favourites; taking photographs of children on their mobile phone; engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or humiliating children.
- 5.7. All LLCs must be shared responsibly and recorded, following the Trust's Allegations of Abuse Procedure.

6. Staff/pupil relationships

- 6.1. Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way to protect against claims from others that boundaries are not appropriate.
- 6.2. There will be times when staff and pupils must unavoidably spend time on a one-to-one basis. Where this is the case, staff and volunteers will, where possible, ensure that:
 - This takes place in a place that others can access
 - Others can see into the room, unless involving intimate care, in which case the Intimate Care Policy should be followed
 - A colleague or line manager knows this is taking place
- 6.3. There must be in place a School risk assessment relation to the specific nature and implications of one-to-one work between for adults and pupils, which should be reviewed regularly.
- 6.4. Where possible, staff and volunteers should avoid contact with pupils outside of school hours unless taking part in events or activities directly related to school (unless they are family members).

- 6.5. Personal contact details should not be exchanged between staff and volunteers and pupils. This includes social media profiles.
- 6.6. Staff members must be fully aware of their position of trust and not use this to share political or religious values or opinions.
- 6.7. We work closely with families to ensure that they understand how we will be looking after their children and why, in order to minimise misinterpretation. If a staff member or volunteer is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the head teacher.

Mandatory Reporting of Infatuations and Crushes

- 6.8. An adult who becomes aware (through a report, overheard comment, or observation, no matter how small or seemingly insignificant) that a pupil has become or may be becoming infatuated with them or a colleague, or has a crush on them, must report this without delay to the Head Teacher or the most senior manager so that appropriate action can be taken. Staff must maintain clear professional boundaries and avoid any behaviour that could reasonably be interpreted as encouraging an inappropriate relationship

7. Transporting Pupils

- 7.1. In situations where adults agree to transport pupils, the following protocols must be followed:
 - Transport arrangements should be made in advance by a designated employee who will be responsible for planning and overseeing all transport arrangements and responding to any concerns.
 - Wherever possible and practicable, transport should be provided other than in private vehicles, with at least one adult additional to the driver acting as an escort.
 - Adults must ensure that their vehicle is roadworthy, appropriately insured, and that the maximum capacity is not exceeded, has appropriate insurance and that all passengers wear seatbelts.
 - It is inappropriate for adults to offer lifts to a pupil, unless the need has been agreed with a manager and, if this falls outside their normal working duties, has been agreed with parents/carers.
 - Any lift given in an emergency situation or where not to give a lift may place a pupil at risk must always be recorded and reported immediately to a senior manager and parents/carers.

8. Communication and social media

- 8.1. Staff should not speak, write or give interviews, which include phone calls, to the media, about school or Trust business, without prior agreement of the CEO, Head Teacher or Chair of Governors.
- 8.2. Trust staff and volunteers' social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should set any public profiles to private. Staff should not add pupils or parents as friends/contacts (unless they are family members or had previously been friends). Staff should not mention the Trust or schools, events, colleagues, children and families on social media unless they are acting officially on behalf of the Trust or school and it has been agreed that this is appropriate.
- 8.3. Staff should not attempt to contact pupils 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 pupils' or parents' social media profiles, unless where authorised for legitimate school purposes such as safeguarding or investigation
- 8.4. Staff will ensure that they do not post any images online that identify children who are pupils at the school, unless this is part of showcasing the activities of the school and the school has obtained the permission of the child's parents to share their image for this purpose. Only first names should be provided alongside images, provided that the appropriate parental consent has been granted.
- 8.5. Staff must ensure that any content they post online, whether in a professional or personal capacity, does not undermine the Trust's values or bring the Trust, its schools, pupils, families or colleagues into disrepute. This includes content that could reasonably be regarded as derogatory, defamatory, discriminatory, harassing, or that promotes hatred or intolerance.

- 8.6. Staff should also be mindful that public associations, endorsements or interactions on social media may reasonably be perceived as reflecting their professional role.
- 8.7. Staff should observe the school and Trust's Online Safety and Data Protection policies (available on the Compass Portal).

9. Acceptable use of technology

- 9.1. Staff will not use Trust-owned devices, systems, accounts or platforms, wherever they are accessed 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. This applies whether Trust systems are accessed on Trust premises or remotely. Trust staff will not use personal devices at work or on Trust property to view material that is illegal, inappropriate or likely to be deemed offensive.
- 9.2. Staff will not use personal mobile phones in the presence of pupils, unless authorised to do so on a residential visit. Staff will not use personal devices or cameras to take pictures of pupils or to store information about pupils, unless this has been specifically agreed with the Head as part of school business. Please refer to the Compass Data Protection and Online Safety policies.
- 9.3. We reserve the right to monitor emails and internet use on all Trust IT systems.
- 9.4. All staff and volunteers are required to sign and comply with the Trust's Acceptable Use Agreement(s), which form part of the expectations for use of Trust technology and systems.

10. Confidentiality and data protection

- 10.1. In the course of their role, members of staff and volunteers are often privy to sensitive and confidential information about the Trust, school, staff, pupils and their parents. Staff will comply with the Trust's Data Protection Policy in dealing with all information. Confidential information will never be:
 - Disclosed to anyone without the relevant authority or legal right¹
 - Used to humiliate, embarrass or blackmail others
 - Used for a purpose other than that for which it was intended.

11. Honesty and integrity

- 11.1. Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.
- 11.2. While we are aware many pupils and their parents may wish to give gifts to staff and volunteers, for example, at the end of the school year, gifts from staff and volunteers to pupils are not acceptable. Staff should observe the Compass Gifts and Hospitality policy when accepting gifts worth more than £100, whether they are accepted or declined.
- 11.3. Staff will not accept bribes or commit bribery offences under the Bribery Act 2010.
- 11.4. Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

12. Bullying & Harassment

- 12.1. Bullying and harassment include exclusionary or intimidating behaviours that create or reinforce an imbalance of power, undermine dignity at work, or negatively affect others. This may include situations where a group of colleagues use their collective influence to exclude, marginalise, or disadvantage others in the workplace.
- 12.2. Staff should treat others with dignity and respect at all times and create an environment free from harassment and bullying. All staff and volunteers should familiarise themselves with and follow our Anti-Bullying and Harassment Policy at all times: Anti Bullying and Harassment Procedure 2025.pdf

13. Dress code

- 13.1. Staff will dress in a professional, appropriate manner and will follow the relevant school dress code, where this exists including where working virtually.
- 13.2. Outfits will not be overly revealing, and any tattoos which could be considered offensive will be covered up.
- 13.3. Clothes and personal vehicles parked on site will not display any offensive or political slogans.

14. Conduct outside of work

- 14.1. Staff must be aware that they are in a position of trust and must not act in a way that would bring the school, Trust or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school(s) and Trust on social media.

Staff Duty to Self-Report

- 14.2. Adults are required to notify the Trust immediately of any allegation(s) of misconduct that are of a safeguarding nature made against them (in or out of work) and of any arrest or criminal charge, whether child related or not. Where employees fail to do so, this will be treated as a serious breach of this Code and dealt with under the Trust's disciplinary policy.

15. Alcohol & Drugs

- 15.1. All staff and volunteers are expected to read and abide by the Trust's Alcohol and Drugs Policy

16. Other standards of behaviour

- 16.1. Other standards of behaviour expected of all staff and volunteers are:
 - To comply with Trust and school policies and procedures and follow reasonable instructions, consistent with the employee's contract and role, issued by a manager or supervisor.
 - To observe the Trust's Health & Safety Policy and not act in any way which is detrimental to the health and safety of themselves, or others.
 - Not to lend and borrow money from pupils or other people with whom they have come into contact through their role, during the course of their duties.
 - Not to undertake private trading on Trust premises. Canvassing for trade (including the display of mail order catalogues) on official premises is not allowed in any form. In certain circumstances, some limited trading may be allowed, but specific approval from the CEO/Head Teacher is required in each case.
 - Not to bring any person onto Trust premises without the prior permission of the Headteacher or relevant senior manager.

17. Monitoring arrangements

- 17.1. This policy will be reviewed every 3 years but can be revised as needed. It will be ratified by the Board of Trustees and reviewed at a Trust level by monitoring cases of breach of the code of conduct and at a school level by individual local governing bodies.

18. Links with other policies

- 18.1. This policy links with the following policies (which are available on the Compass Portal):
 - Disciplinary procedure, which will be used if staff and volunteers breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
 - Grievance Procedure

- Safeguarding
- Gifts and Hospitality
- Online Safety
- Data Protection
- Intimate Care Procedure
- Allegations of Abuse Policy and Procedures

19. Monitoring, evaluation and review

19.1. The Board of Trustees will assess the implementation and effectiveness of this policy.

19.2. The policy will be promoted and implemented throughout the Trust.

19.3. This Policy will be reviewed by the Board of Trustees on a 3-yearly cycle and must be signed by the Chair of the Board of Trustees.

19.4. Adherence to the policy will be monitored by the school's local governing body.

Policy adopted:	Spring 2026
Other related Policies:	Disciplinary procedure Grievance Procedure Safeguarding Gifts and Hospitality Online Safety Data Protection Anti-Bullying & Harassment Policy Alcohol & Drugs Policy Intimate Care Procedure Allegations of Abuse Policy and Procedures
Next Review:	Spring 2029