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| <b>Title</b>            | <b>Staff Code of Conduct</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Cross References</b> | <p>External:</p> <ul style="list-style-type: none"> <li> <a href="#">The School Staffing (England) Regulations 2009.</a> (Regulation 7)</li> <li> Keeping Children safe in Education 2026</li> </ul> <p>Internal:</p> <ul style="list-style-type: none"> <li> Data Protection Policy</li> <li> Safeguarding and Child Protection Policy</li> <li> Online Safety Policy</li> <li> AI Policy</li> <li> Staff Handbook</li> </ul> |
| <b>Date</b>             | <b>October 2026</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

### 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 Apricot Learning Online 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 to respect the safety and wellbeing of others.

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

### **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 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 students, and will not exploit students' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards
- Staff must model respectful, inclusive and professional behaviour in all face-to-face and online interactions.

### **Safeguarding**

Staff have a duty to safeguard students from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Staff will familiarise themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child. Our safeguarding policy and procedures are available on the website, New staff will receive access as part of their induction.

### **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:

- One-to-one sessions must take place using approved Apricot Learning Online platforms.
- Sessions must be recorded in line with company procedures.
- HQ and Head of Departments must be aware of any planned one-to-one sessions outside a student's normal timetable.
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Staff should avoid contact with students outside of school hours.

Personal contact details should not be exchanged between staff and students. This includes social media profiles.

While we are aware many students and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to students are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a student may be misinterpreted, this should be reported to their Head of Department or the Operations Director.

### **Communication and social media**

School staff's social media profiles should not be available to students. If they have a personal profile on social media sites, they should not use their full name, as students may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.

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

Staff must not use personal messaging applications, personal email accounts or unauthorised AI platforms to communicate with students or process student information.

### **Acceptable use of technology**

Staff will not use technology in 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.

Staff will not use personal mobile phones, AI Accounts, personal cloud storage, unauthorized devices and laptops, or school equipment for personal use, in school hours or in front of students. We have the right to monitor emails and internet use on the school IT system.

### **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 will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

### **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.
- Staff will ensure that all information given to the school about their qualifications and professional experience is correct.
- Staff must declare any conflicts of interest that may affect, or appear to affect, their professional judgement.

**Conduct outside of work**

Staff will not act in a way that would bring Apricot Learning Online, or the profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

**Professional Conduct in Online Learning.**

Staff are expected to maintain the same professional standards during virtual lessons as they would in a face-to-face environment. This includes using approved platforms, maintaining appropriate dress and language, ensuring backgrounds are suitable, and protecting the privacy and confidentiality of all participants.

**Monitoring arrangements**

This policy will be reviewed every year, but can be revised as needed. It will be ratified by the full SLT.

**Authorised by:** Jodie Phillips, Operations Director

**Date:** October 2026

**Review Date:** October 2027