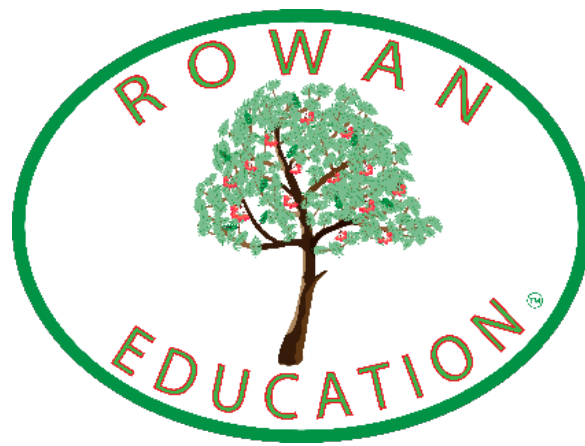




Staff Code of Conduct

Updated July 2026

Review July 2027

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1. Rationale

At Rowan Education ('the School'), we are committed to creating and maintaining a culture that puts the safeguarding of children and young people at the front and centre of our activities, and that ensures all staff are aware of this and both practice and promote it in all of their activities, attitudes and behaviour.

As we have a significant focus on student behaviour and addressing associated barriers to learning, we expect our staff to lead by example at all time. This Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe. It is not exhaustive in defining acceptable and unacceptable standards of conduct and in circumstances where guidance does not exist individuals are expected to use their professional judgement and act in the best interests of Rowan Education and its students.

Staff should be aware that a failure to comply with this Code of Conduct could result in disciplinary action including dismissal.

2. Scope

This Code applies to all those working in Rowan Education, whatever their position, roles or responsibilities and includes:

- All members of staff (Head, teaching and support staff).
- Governors.
- Volunteers.
- Temporary and supply staff, either from agencies or engaged directly by Rowan Education.
- Students on placement.
- Those undertaking work experience.

References to 'staff' throughout the Code of Conduct refers to all the above groups.

3. Expectations

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and each employee has an individual responsibility to maintain their reputation and the reputation of Rowan Education whether inside or outside working hours. Staff must have regard for the ethos and values of Rowan Education as well as its policies and procedures and act in accordance with these at all times.

Staff should have a positive attitude, manner and appearance and work both efficiently and safely within the requirements of their contract.

Staff are expected to treat each other, students, parents and the wider community with dignity and respect always.

Staff must act in accordance with their duty of care to students and ensure that the safety and welfare of the children and young people at Rowan Education are awarded the highest priority.

Staff are expected to uphold, their wider responsibilities as set out in the [Teachers' Standards 2012](#), including an understanding of, and acting within the statutory frameworks which set out their professional duties and responsibilities.

4. Confidentiality and Information Disclosure

Staff are expected to have an awareness and high regard for the confidential, sensitive, and important nature of their role and to be always mindful of this including during formal and informal discussions with parents, other members of staff, children, and the wider Rowan community. Particular attention should be paid in public areas such as corridors.

Confidential information about students, parents/carers and colleagues must not be disclosed to any person not authorised to receive it and should only be shared on a 'need to know' basis.

Confidential information must be stored securely and must not be held off the school site other than on security protected equipment.

5. Use of IT Including Social Media Disclosure

Staff must not use social networking sites to post material which may damage the reputation of Rowan Education, or which causes concern about their suitability to work with children and young people. Those who post material that could be considered as inappropriate may render themselves vulnerable to criticism or allegations of misconduct or disciplinary action.

When using social networking sites staff must take care to protect their privacy and protect themselves from risk of allegations in relation to inappropriate relationships.

Staff must not develop or maintain online relationships with parents/carers or students through social networking sites, instant messaging, or other media, whether this is through Rowan's or the staff-member's personal IT facilities.

Staff must only use their Rowan Education email account when communicating electronically for work purposes. Staff must not give their personal details such as home/mobile phone number, home e-mail address to parents/carers or students.

It is highly recommended that staff mobiles are switched off during work hours and are only accessed during breaks and lunchtime, but not in the presence of young people. Staff should not use personal phones and cameras to photograph students. Under no circumstances should staff at Rowan Education access inappropriate images. Deliberately accessing pornography on Rowan's equipment, or on the premises will be treated as gross misconduct and may be considered a criminal offence. Accessing indecent images of children on the internet, and making, storing, or disseminating such material, is illegal and is likely to lead to criminal prosecution and may result in barring from work with children and young people.

6. Professional relationships with students

All students have a right to be treated with respect and dignity. When speaking to students, we should always consider how we would expect to be spoken to ourselves. Staff must not use any form of degrading treatment to punish or undermine a student. The use of sarcasm, demeaning or insensitive comments or shouting aggressively is not acceptable in any situation.

7. Relationships with other members of Staff

Staff are expected to act in a professional manner towards colleagues, irrespective of their relative position or status within Rowan Education. This includes:

- Speaking politely to one another;
- Being approachable, friendly, and welcoming to other adults into the school – both staff members and visitors;
- Being flexible and understanding of unexpected changes within Rowan Education's day;
- Communicating clearly and honestly;
- Addressing concerns openly and honestly with the person to whom the concern is addressed, whenever possible, without publicly criticising anyone;
- Never publicly undermining a colleague;
- Taking responsibility for our actions and being prepared to

apologise when we have made mistakes;

- Not deliberately discriminating or ostracising staff;
- Avoiding the establishment of 'cliques' within the staff.

8.Reporting Concerns and Recording Incidents

All Adults must report concerns and incidents in accordance with the guidance set out in [Keeping Children Safe in Education \(KCSIE\) 2026](#). In the event of an allegation being made, or incident being witnessed, the relevant information should be immediately recorded and reported to the Head and DSL or the Deputy Designated Safeguarding Lead as appropriate. An employee who fails to bring a matter of concern to the attention of senior management and/or the relevant agencies will be subject to disciplinary action.

In addition to behaviours outlined elsewhere in this Code and, the types of abuse and neglect set out in KCSIE 2026, the following is a non-exhaustive list of some further behaviours which would be a cause for concern:

An Adult who:

- Allows a student/young person to be treated badly; pretends not to know it is happening.
- Gossips/shares information inappropriately.
- Demonstrates inappropriate discriminatory behaviour and/or uses inappropriate language.
- Dresses in a way which is inappropriate for the job role.
- Does not treat students fairly - demonstrates favouritism.
- Demonstrates a lack of understanding about personal and professional boundaries.
- Uses his/her position of trust to intimidate, threaten, coerce or undermine.
- Appears to have an inappropriate social relationship with a student or students.
- Appears to have special or different relationships with a student or students.
- Seems to seek out unnecessary opportunities to be alone with a student.

9.Dress and Appearance

An individual's dress and appearance is a matter of personal choice; however, staff should ensure that they dress appropriately for an

educational environment and for the role they undertake, as well as setting a good example to both students and visitors. Any outfit worn should be smart and one that is based on safety, comfort, and practicality.

Whilst it is not possible to list every possible clothing option here, it is expected that staff will dress in a way that reflects a professional demeanour. The wearing of items such as sports clothing, football team clothing or items that could be deemed by others as too revealing such as short skirts, low cut tops, shorts etc. should be avoided.

Staff should have particular regard to the health and safety risks involved with certain lessons i.e., P.E., cooking and the need to dress appropriately and safely when undertaking these activities, such as wearing appropriate footwear, removing jewellery etc. Rowan Education is committed to promoting diversity and will therefore respect individual preference in terms of customs, culture, religion, and tradition.

10. Gifts

Staff need to take care that they do not accept any gift that might be construed by others as a bribe or lead the giver to expect preferential treatment. There are occasions when students or parents wish to pass small tokens of appreciation to staff e.g., at Christmas or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. If in doubt about the appropriateness of any such offer, speak to the Head.

Personal gifts must not be given to students. This could be misinterpreted as a gesture either to bribe, or single out the young person. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a student should be consistent with Rowan Education's policy, recorded, and not based on favouritism.

11. Conduct Outside Work

As employees of Rowan Education, staff must not put themselves in a position where duty and private interests conflict. Staff must not make use of their employment to further private interests. Staff must not engage in conduct outside work which could seriously damage the reputation and standing of Rowan Education, the employee's own reputation or the reputation of other staff-members of Rowan Education. Any such conduct could lead to disciplinary action.

Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct will be regarded as unacceptable and could lead to dismissal.

12. Further Information

This Code of Conduct cannot cover every eventuality and is not intended to do so. Its purpose is to alert staff to some of the matters about which queries are received. It does not replace the general requirements of the law, common sense, and good conduct.

If staff are uncertain about what to do in a particular situation or require further information or guidance on the appropriate course of action to take in any situation, they must seek advice from the Head before taking any action.

13. Disciplinary Action

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

Declaration

I confirm that I have read and understood the Staff Code of Conduct for **Rowan Education** and agree to abide by its contents.

Name (print):	
Signed:	
Date:	
Role (or capacity in which involved with Rowan Education):	