



## **Desian Recruitment Ltd Code of Conduct – Education Staff** *(Supply Teachers, Teaching Assistants & School Support Staff)*

This Code of Conduct sets out the professional standards, behaviours, and responsibilities expected of all staff placed in education settings. It ensures safe and appropriate conduct with children, professional integrity and compliance with safeguarding and legal requirements.

### **Core Principles**

Always act in the best interests of children.  
Maintain professional boundaries.  
Demonstrate respect, integrity, and accountability.  
Follow school policies and procedures.

### **Safeguarding Responsibilities**

Understand and follow safeguarding procedures in line with KCSIE  
Report any concerns immediately to the Designated Safeguarding Lead (DSL), School leadership and/or agency.  
Do not ignore safeguarding concerns, promise confidentiality to a child or investigate concerns independently safeguarding is everyone's responsibility.

### **Professional Conduct**

Arrive on time and be prepared for duties.  
Follow instructions from school leadership.  
Maintain appropriate dress and presentation.  
Communicate professionally with staff, pupils, and parents.  
Always demonstrate reliability and professionalism.

### **Behaviour with Pupils**

Treat pupils with dignity, respect, and fairness.  
Use appropriate language and tone.  
Maintain clear professional boundaries.  
Do not engage in inappropriate relationships, use physical punishment, use offensive, discriminatory, or abusive language or show favouritism or bias to students.

### **Physical Contact**

Must be appropriate, necessary, and proportionate used only where it is required for safety or supporting learning needs.  
Any inappropriate or unnecessary contact may be treated as misconduct.

### **Communication & Social Media**

Do not exchange personal contact details with pupils, communicate with pupils via personal social media, only use approved school communication channels.  
Online conduct must reflect professional standards and not bring the school or agency into disrepute.

### **Confidentiality & Data Protection**

Handle personal data in line with UK GDPR, never remove or share sensitive data without permission, keep pupil and staff information confidential.  
Breaches of confidentiality may lead to disciplinary action.

### **Health & Safety**

Follow all school health & safety procedures.  
Report hazards, incidents, or accidents immediately.  
Take reasonable care for your own safety and that of others.

### **Equality, Diversity & Inclusion**

Promote equality and inclusion and treat all individuals fairly and without discrimination to comply with the Equality Act 2010.

### **Use of Technology & Equipment**

Use school IT systems responsibly, do not access inappropriate content and follow school policies on device use.

### **Attendance & Reliability**

Attend all scheduled assignments.  
Notify the school/agency as early as possible if unable to attend.  
Avoid repeated cancellations or lateness.

### **Gifts, Favouritism & Professional Boundaries**

Do not accept or give gifts that could be perceived as inappropriate, show favouritism toward pupils or form personal relationships with pupils or families.

### **Reporting Concerns**

#### **Staff must report:**

- Safeguarding concerns
- Misconduct by other staff
- Breaches of this Code
- Reports should be made to school leadership and / or the agency compliance team

Whistleblowing protections apply.

### **Breaches of the Code**

#### **Failure to comply may result in:**

- Removal from assignment
- Disciplinary action
- Termination of engagement
- Referral to relevant authorities (e.g. DBS, regulatory bodies)

Approved by: Andrew Wainwright  
Position: Operations Director  
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