Cardiff Academy

POLICY /// STAFFING AND HR

Staff Code of Conduct

The professional standards expected of everyone who works at or for Cardiff Academy – conduct with students, safeguarding and professional boundaries, communication and social media, confidentiality, honesty, conflicts of interest, dress, alcohol and drugs, and reporting concerns.

REFERENCE	**CA-HR-02**	VERSION	**1.0 (Approved)**
POLICY OWNER	**Principal**	APPROVED BY	**Board of Governors**
ISSUE DATE	**October 2026**	APPROVAL DATE	**October 2026**
REVIEW CYCLE	**Annual**	NEXT REVIEW DUE	**October 2027**
APPLIES TO	**All staff, governors, volunteers, contractors and agency staff**	PUBLISHED	**Staff portal; signed at induction and annually**

RELATED POLICIES CA-WEL-01 Safeguarding and Child Protection; CA-HR-01 Safer Recruitment; CA-HR-03 Disciplinary, Capability and Grievance; CA-GOV-07 Conflict of Interest; CA-GOV-05 Anti-Bribery; CA-INF-03 Online Safety, Acceptable Use, Social Media and Images; CA-INF-01 Data Protection

LEGAL ENTITY Cardiff Education Group Ltd, trading as Cardiff Academy (Company No. 14569122). Registered office: 168 City Road, Cardiff CF24 3JE. Teaching premises: 8 Drake Walk, Cardiff CF10 4LG

1 Purpose

Students and their families trust us. This Code sets out the standards of behaviour that protect students, protect staff from misunderstanding or false allegations, and maintain the Academy's reputation with universities and regulators. It applies at work, on Academy activities, online, and outside work where conduct could affect the Academy or a person's suitability to work with students.

2 Professional standards

All staff will:

- act with **honesty, integrity, professionalism and duty of care** – the Academy's values
- treat students, colleagues, parents and visitors with courtesy and respect, without discrimination
- uphold fundamental British values and not express partisan political views to students

- be punctual, prepared and reliable
- follow the Academy's policies and lawful instructions
- dress in a professional manner appropriate to their role

3 Professional boundaries with students

Staff must:

- maintain a professional relationship with all students at all times, including adult students
- **never** have a romantic or sexual relationship with any student. For students under 18 this is a criminal offence (abuse of a position of trust); for adult students it is gross misconduct
- not show favouritism or give personal gifts to individual students
- not share personal contact details or social media accounts with students
- not meet students socially outside Academy activities, or invite them to their home, or visit students' accommodation without the DSL's prior approval
- not give students lifts in private vehicles except in an emergency or with prior approval and safeguards
- not be alone with a student in a closed room; use rooms with vision panels or keep doors open, and tell a colleague
- use physical contact only when necessary and appropriate (for example first aid), and never in a way that could be misinterpreted
- not consume alcohol with students under 18, and not drink alcohol to excess with any student at Academy events

4 Communication and online conduct

- Communicate with students only through Academy email, the student portal and approved platforms.
- Do not accept friend or follow requests from current students on personal social media.
- Do not post anything online that could bring the Academy into disrepute, breach confidentiality, or harass or discriminate against others.
- Do not photograph or record students on personal devices (CA-INF-03).

5 Safeguarding

All staff must report any concern about a student's welfare to the DSL immediately, report any concern about the conduct of a colleague to the Principal (CA-WEL-01, section 8), and never promise a student confidentiality where a safeguarding issue arises. Failure to report a safeguarding concern is a disciplinary matter.

6 Confidentiality and data protection

Staff must keep student and staff information confidential, access only the information they need for their role, and follow CA-INF-01. Personal data must not be entered into unapproved AI tools.

7 Honesty and integrity

Staff must:

- record attendance, marks and other information accurately and honestly
- never assist students to cheat or disclose assessment content (CA-ACA-05)
- declare conflicts of interest (CA-GOV-07)
- not accept gifts or hospitality except as allowed by CA-GOV-05
- not give immigration advice beyond what they are trained and permitted to give

8 Alcohol, drugs and smoking

Staff must not work under the influence of alcohol or drugs (other than prescribed medicine that does not affect their ability to work safely). Smoking and vaping are not permitted on the premises.

9 Outside interests and employment

Staff must tell the Principal about any outside work or interest that could conflict with their role, including private tuition of Academy students (CA-GOV-07), work for agents or competitors.

10 Reporting concerns and whistleblowing

Staff should raise concerns about wrongdoing through CA-GOV-10 Whistleblowing Policy, and will be protected when doing so in good faith.

11 Low-level concerns

Behaviour that falls short of this Code but does not meet the threshold for an allegation should be shared with the Principal so that it can be addressed early (CA-WEL-01).

12 Breaches

Breaches of this Code will be dealt with under CA-HR-03 and may lead to dismissal. Serious safeguarding breaches will be referred to the LADO, the police, the DBS and/or the Education Workforce Council as appropriate.

13 Acknowledgement

All staff sign to confirm they have read, understood and will follow this Code at induction and annually.

Name: _____ Signature: _____ Date: _____

Compliance mapping

This policy has been written to meet, and to evidence, the following external requirements. Inspectors and university partners can use this table to locate the relevant provisions.

ISI Educational Oversight (PFE) standards	Standard 40 (safeguarding); Standard 47 (high-quality staff); Standard 12–13 (British values and respect)
British Council Accreditation UK criteria	M8 (HR policies known to staff); M9 (duties of all staff specified); M14 (staff helpful and courteous); S2 (safeguarding policy known to all adults)
University partner due diligence	Partner due diligence – staff conduct and professional standards
Legislation and statutory guidance	Keeping Learners Safe (Wales, 2022) – safe working practice; Sexual Offences Act 2003 (abuse of position of trust); Equality Act 2010; UK GDPR; Bribery Act 2010

Document control

Version	Date	Author / reviewer	Summary of changes
0.9	Pre-2026	Various	Staff Code of Conduct Policy (2025); Staff Handbook (2019)
1.0	October 2026	Principal	New policy written for university partnerships, ISI Educational Oversight and British Council Accreditation UK. Supersedes all previous versions.

APPROVED ON BEHALF OF THE BOARD	SIGNATURE	DATE
Chair of the Board of Governors		