

Staff Code of Conduct 2026

Approved by:	Rosa María Tortosa	Last reviewed on:	June 2026
Date:	June 2026	Next review due by:	June 2027

Purpose and Scope

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 our school 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, Board members and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others and acting in accordance with all policies and procedures.

At Magno International School, we place great importance on academic excellence and on shaping valuable global citizens. To achieve this, we ensure that all students receive an exceptional and holistic education. Furthermore, we strive to build an educational community based on the values of excellence, respect, responsibility, integrity, and group awareness.

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 students.

We use the terms "must" and "should" throughout the guidance. We use the term "must" when the person in question is legally required to do something and "should" when the advice set out should be followed unless there is good reason not to.

Legislation and Guidance

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we should have a staff code of conduct, which should cover low-level concerns, allegations against staff and whistle-blowing, as well as acceptable use of technologies (including the use of mobile devices), staff/student relationships and communications, including the use of social media.

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 values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs

Not express personal beliefs in a way that exploits students' vulnerability or might lead them to break the law.

Understand the statutory frameworks and follow all legal mandates of the country they are working in.

Adhere to the Teachers' Standards

Have proper and professional regard for the ethos, policies and practices of the school in which they teach

Safeguarding

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

Staff will familiarise themselves with our child protection and safeguarding policy and procedures and ensure they are aware of the processes to follow if they have concerns about a child.

Our child protection and safeguarding policy and procedures are available in the following link: [CHILD PROTECTION AND SAFEGUARDING POLICY](#) Additionally, you can also find this policy in the policies section of our school website. New staff will also be given copies on arrival.

The Designated Safeguarding Lead is Darío Lucas (dario.lucas@magnoschool.es)

See Allegations Against Staff Policy for further detail regarding allegations that meet the harm threshold, low-level concerns.

See the Whistleblowing Policy for further advice.

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:

This takes place in a public place that others can access.

Others can see into the room.

A colleague or line manager knows this is taking place.

Staff should avoid contact with students outside of school hours if possible.

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, or if a staff member is concerned at any point about a fellow staff member and a student, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

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 and ICT Acceptable Use Policy.

For detailed guidance please refer to our Social Media Policy.

Acceptable use of technology

Staff will not use technology in school or belonging to the 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 should not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of students. They should not use personal mobile phones or cameras to take pictures of students.

Confidentiality

In the course of their role, members of staff will have access to sensitive and confidential information about the school, staff, students and their parents.

This information should never be:

Disclosed to anyone unless required by law or with consent from the relevant party or parties

Used to humiliate, embarrass or intimidate others

Used for a purpose other than what it was collected and intended for

This does not overrule the staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our Child Protection and Safeguarding Policy.

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. Gifts that are worth more than 150€ must be declared and recorded on the gifts and hospitality register. Please refer to the Anti-Bribery and Corruption Policy, which you can find in our policies section of our school website.

Staff will ensure that all information given to the school is correct. This should include:

Background information (including any past or current investigations/cautions related to conduct outside of school)

Qualifications

Professional experience

Current address and home address where this is in a different country

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

Dress Code

Staff will dress in a professional, appropriate manner.

Outfits will not be overly revealing, and we ask that tattoos are covered up.

Clothes will not display any offensive or political slogans.

Please see the section regarding the Dress Code in our Staff Handbook.

Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

Related Policies

This policy should be read in conjunction with the following documents:

This policy links with our policies on:

Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct.

Allegations Against Staff Policy

Staff Grievance Procedures

Child Protection and Safeguarding

Anti-Bribery and Corruption Policy

Online Safety

Whistleblowing

Social Media Policy

Teacher Standards