Staff Code of Conduct

Approved by: Raúl Fernández Pascual, Principal, Colegio CEDES	**Last reviewed on:** September 2026
Next review due by: June 2027	

1. Purpose and Scope

This policy aims to establish and maintain the standards of conduct expected of all staff at Colegio CEDES.

Through this policy, Colegio CEDES, as a member of Ariston Education, seeks to ensure a safe, respectful and inclusive environment, where everyone is treated with respect and where the safety, wellbeing and best interests of the child are paramount.

Colegio CEDES applies Ariston Education's safeguarding and child protection standards and principles, alongside applicable Spanish national and regional legislation and the school's own policies and procedures. Where different standards apply, the relevant legislation must always be complied with and, where legally compatible, the standard that provides the highest level of protection for the child (Highest Standard Applies) will be followed.

Many of the principles set out in this Code of Conduct are based on the Teachers' Standards, together with the standards and principles established by Ariston Education.

Staff at Colegio CEDES are in a position of trust, influence and responsibility and are expected to act as positive role models for students, consistently demonstrating high standards of conduct and maintaining clear and appropriate professional boundaries in their relationships with students.

All teaching staff are expected to act in accordance with the personal and professional conduct set out in the Teachers' Standards, as well as with the policies and procedures of Colegio CEDES and Ariston Education.

All support staff, members of governing bodies and volunteers are likewise expected to act with personal and professional integrity, to respect the safety and wellbeing of others, and to comply with all relevant policies and procedures.

Breaches of this Code of Conduct may result in disciplinary action, in accordance with the applicable staff disciplinary procedures.

This Code of Conduct is not exhaustive. Where situations arise that are not expressly covered by this Code, staff should exercise professional judgement and act in the best interests of Colegio CEDES and its students, with the safety and wellbeing of children remaining paramount.

Throughout this Code, the terms "must" and "should" are used. "Must" indicates a requirement that staff are expected to comply with, whereas "should" indicates an expected course of action unless there is a justified reason for acting otherwise.

2. Legislation and Reference Framework

In accordance with current legislation on child protection and safeguarding, Colegio CEDES has a Staff Code of Conduct which sets out the standards of professional behaviour and responsibilities expected of all individuals who work or carry out activities at the school.

This Code is based on applicable Spanish national and regional legislation, the policies and procedures of Ariston Education and, as an international framework of good practice in safeguarding and child protection, Keeping Children Safe in Education (KCSIE).

In particular, this Code addresses matters relating to:

- Low-Level Concerns.
- Allegations Against Staff.
- Whistleblowing.
- The appropriate and safe use of technology, including mobile devices.
- Professional relationships and boundaries between staff and students.
- Communications with students, including the use of social media.

In the context of Colegio CEDES, the following legislation and reference frameworks apply, among others:

- Organic Law 8/2021, of 4 June, on the Comprehensive Protection of Children and Adolescents against Violence (LOPIVI).
- Organic Law 2/2006, of 3 May, on Education (LOE), as amended by Organic Law 3/2020 (LOMLOE).
- Organic Law 1/1996, of 15 January, on the Legal Protection of Minors.
- General Data Protection Regulation (GDPR) and Organic Law 3/2018 on the Protection of Personal Data and Guarantee of Digital Rights (LOPDGDD).
- Applicable Castilla-La Mancha legislation and safeguarding procedures relating to child protection, school coexistence and situations of violence affecting students.
- Ariston Education safeguarding and child protection policies and procedures.
- Keeping Children Safe in Education (KCSIE), used by Ariston Education and Colegio CEDES as an international framework of safeguarding good practice, adapted to the Spanish legal and educational context.

3. General Obligations

Staff at Colegio CEDES are role models for students and must maintain high standards of personal and professional conduct at all times.

All staff must:

- Maintain high standards of attendance and punctuality, fulfilling their working hours, duties and professional responsibilities appropriately.
- Not use inappropriate, offensive, humiliating, intimidating or discriminatory language within the school.
- Treat students and all other members of the school community with dignity and respect.
- Show respect and tolerance for the rights of others, promoting a safe, positive and inclusive environment.
- Respect the democratic principles of coexistence and fundamental rights and freedoms, promoting respect, equality, freedom, tolerance and non-discrimination.
- Not use their position of authority or influence to impose their personal beliefs, convictions or opinions on students, nor take advantage of a student's age, vulnerability or position of dependency.
- Be familiar with and comply with the Spanish legal and regulatory framework, as well as the regional legislation applicable to Colegio CEDES.
- Act in accordance with the ethical and professional principles of the teaching profession and the professional standards established by Colegio CEDES and Ariston Education.
- Be familiar with, respect and act in accordance with the values, principles, policies, protocols and procedures of Colegio CEDES and Ariston Education.
- Conduct themselves with integrity, responsibility and professionalism, safeguarding the safety, dignity, wellbeing and rights of students at all times.

The Teachers' Standards may be used as an Ariston Education professional good practice framework, without prejudice to the primary application of Spanish legislation and regulations.

4. Safeguarding and Child Protection

The safeguarding and wellbeing of students is the responsibility of all staff at Colegio CEDES. Staff have a duty to protect students from all forms of harm and to report any concerns regarding their safety or wellbeing, even where the

concern may appear minor, there is uncertainty, or not all the information is available. This includes, but is not limited to, physical, emotional and sexual abuse, as well as neglect.

All staff must familiarise themselves with the school's Child Protection and Safeguarding Policy and associated procedures and ensure that they understand the steps to follow if they have any concerns about a child.

The Child Protection and Safeguarding Policy and its associated procedures are available to all staff in the school office, the staff room and on the Colegio CEDES website. New members of staff will also receive a copy when they join the school.

The Designated Safeguarding Lead (DSL) at Colegio CEDES is Verónica Carrión López. All staff must know who the DSL is and how to report any concern relating to the safeguarding or wellbeing of a child.

4.1. Recording and Reporting Concerns

Where there is any concern, indication or disclosure relating to the safety or wellbeing of a student, staff must follow the principle:

RECOGNISE → LISTEN → RECORD → REPORT

Concerns must be recorded on CPOMS as soon as possible, in accordance with the procedures established by Colegio CEDES.

Records must be clear, objective, accurate and factual, avoiding interpretations, assumptions or personal opinions. Where a student makes a disclosure, their exact words should be recorded wherever possible.

Recording a concern on CPOMS does not replace the need to report it immediately to the DSL where the nature or urgency of the situation requires immediate action.

Staff must not investigate, interrogate or determine the seriousness or classification of the concern themselves. Their responsibility is to recognise, listen, record and report. The DSL will coordinate the initial assessment of the concern and any subsequent action required, in accordance with the procedures of Colegio CEDES, Ariston Education and applicable legislation, without prejudice to the responsibilities of School Leadership and any action that may be required by the relevant public authorities.

4.2. Concerns About the Conduct of Adults

Any concern regarding the conduct of an adult towards a student must be reported, even where it appears minor or there is no certainty that harm has occurred.

A Low-Level Concern is behaviour that does not meet the harm threshold, but which may be inconsistent with this Code of Conduct, expected professional boundaries or the standards of behaviour established by the school.

Such concerns must also be reported, as their recording and assessment may help to identify patterns of behaviour or situations requiring further action.

For further information regarding allegations that meet the harm threshold and Low-Level Concerns, staff should refer to the Allegations Against Staff Policy.

4.3. Escalation and Whistleblowing

Where a member of staff believes that a safeguarding concern is not being addressed appropriately, becomes aware of unsafe practice, or is unable to use the usual reporting channels, they must use the escalation procedures established by Colegio CEDES and Ariston Education.

For further information and guidance, staff should refer to the Whistleblowing Policy.

Where there is an immediate risk to the safety or welfare of a child, the priority must be to safeguard the child and seek the necessary assistance. No internal consultation, recording, reporting or escalation procedure of Colegio CEDES or Ariston Education may delay any report or action required by Spanish law or necessary to protect a child immediately.

5. Staff–Student Relationships

Relationships between staff and students must always be professional, educational, respectful and appropriate to the age and needs of the child.

All members of staff are in a position of trust and responsibility and must maintain clear professional boundaries at all times, acting openly and transparently and avoiding any behaviour that could compromise the safety or wellbeing of students or could reasonably be perceived as inappropriate.

Staff must:

- Avoid favouritism, special treatment, excessive attention or unjustified preferential treatment towards individual students.
- Avoid relationships that are overly familiar, exclusive or which may create emotional dependency.
- Not share intimate or excessively personal information about their private lives with students.
- Not use their professional position to seek affection, attention, favours or personal benefit.
- Maintain the same professional boundaries in face-to-face and digital interactions, both within and outside the school.
- Seek guidance if they are unsure whether a particular action is consistent with the professional boundaries established by Colegio CEDES and Ariston Education.

5.1. One-To-One Situations with Students

Where it is necessary for a member of staff to be alone with a student for educational, tutorial, pastoral, guidance or safeguarding and child protection purposes, they must ensure that there is a clear professional purpose and that the situation is managed appropriately and transparently.

Wherever possible:

- Appropriate spaces with sufficient visibility should be used.
- Staff should avoid being alone with a student behind a closed door where there is no visibility, or in unnecessarily isolated circumstances.
- A colleague or line manager should be aware that the meeting is taking place where the circumstances make this appropriate.
- Situations that may be difficult to justify professionally or could reasonably be perceived as inappropriate should be avoided.

Being alone with a student does not, in itself, constitute inappropriate conduct where there is a legitimate professional purpose. However, it is always the responsibility of the adult to ensure that the context and circumstances are appropriate, transparent and professionally justifiable.

5.2. Contact and Communication with Students

Communications with students must take place through official channels authorised by Colegio CEDES.

Staff must not:

- Communicate with students using personal mobile phones, WhatsApp, social media, personal email accounts or other unauthorised channels.
- Provide students with their personal contact details, or request a student's personal contact details for purposes unrelated to activities authorised by the school.
- Accept or send friend, follow or contact requests to students through personal social media accounts.
- Engage in private or personal communications with students outside the scope of their professional role.

5.3. Meetings Outside School and Transport

Staff must not arrange or hold individual meetings with students outside Colegio CEDES, except as part of activities expressly authorised by the school.

In addition, in accordance with the safeguarding standards established by Ariston Education, staff must not transport students from Colegio CEDES in their private vehicles.

Any student transport connected with school activities must be carried out in accordance with the procedures and means of transport authorised by the school.

5.4. Physical Contact

Any physical contact with a student must be appropriate, proportionate and have a clear professional purpose, taking into account the child's age and needs, the context and the child's response.

Physical contact must never be sexual, intimate, punitive or unnecessary in nature.

Staff must exercise particular caution in circumstances where physical contact may be unnecessary or could reasonably be perceived as inappropriate.

5.5. Gifts and Preferential Treatment

Staff must not give students significant or individualised personal gifts where this could create favouritism, preferential treatment, a relationship of particular dependency or compromise professional boundaries.

Recognition, awards or small gifts given transparently as part of educational or institutional activities authorised by the school are not included within this restriction.

Under no circumstances should a gift, privilege or special attention be used to establish or reinforce a personal or exclusive relationship with a student.

5.6. Disclosures and Confidentiality

Where a student makes a disclosure relating to their safety or wellbeing, staff must listen and act in accordance with the school's safeguarding and child protection procedures.

Staff must not promise secrecy or absolute confidentiality to a student. They should explain, in a manner appropriate to the student's age and understanding, that certain information may need to be shared with those responsible for keeping them safe.

The concern must be recorded on CPOMS and reported in accordance with established procedures, without investigating or interrogating the student.

5.7. Transparency, Reporting of Incidents and Self-Reporting

All members of staff must act in an open and transparent manner in their relationships with students.

Staff must proactively report any situation where:

- They believe they may have crossed a professional boundary.
- An unusual incident involving a student has occurred.
- Their actions could reasonably be perceived or interpreted as inappropriate.
- They have had to act exceptionally outside the school's usual practices or procedures.
- They observe behaviour by another member of staff that may constitute a Low-Level Concern or raise any other concern regarding professional boundaries.

Such situations must be reported in accordance with the procedures established by Colegio CEDES and Ariston Education, even where the member of staff believes that there was no inappropriate intent and no harm has occurred.

Proactively reporting a situation does not, in itself, mean that inappropriate conduct has occurred, nor does it automatically constitute a Low-Level Concern. Self-reporting forms part of an open and transparent safeguarding culture and helps to protect both students and staff.

Where staff are unsure whether an action is appropriate or consistent with expected professional boundaries, they must seek guidance before acting, wherever possible

6. Communication and Social Media

Staff must maintain a clear separation between their personal and professional lives when using social media and other forms of digital communication, maintaining appropriate professional boundaries with students at all times.

Personal social media accounts must have appropriate privacy and security settings in place to prevent students from accessing personal content. Staff should review these settings regularly and exercise caution regarding the information they post or share.

Staff must:

- Not accept or send friend, follow or contact requests to students from personal accounts.
- Not use social media, personal email accounts, WhatsApp or other unauthorised channels to engage in private communications with students.
- Not provide students with their personal contact details, nor request students' personal contact details for purposes unrelated to activities authorised by the school.
- Not attempt to establish personal relationships with students through social media or other means outside the official communication channels of Colegio CEDES.
- Not deliberately search for students' personal social media profiles unless there is a properly justified professional or safeguarding purpose and this is carried out in accordance with the school's procedures.
- Not post, share or distribute photographs, videos, information or any other content that could identify students through their personal accounts.
- Only take, use or share images of students for an authorised educational or institutional purpose, in accordance with the relevant permissions and applicable privacy and data protection requirements.

Professional relationships with families must be maintained through the official channels authorised by Colegio CEDES. Where a personal, family or social relationship exists, whether pre-existing or arising subsequently, between a member of staff and a family of the school, appropriate professional boundaries must be maintained, avoiding situations that could compromise confidentiality, impartiality, the proper performance of professional duties, or the safeguarding and protection of students.

The existence of a personal, family or social relationship between adults does not, in itself, constitute a breach of this Code. However, where such a relationship could create a conflict of interest, affect the performance of professional duties or raise a relevant safeguarding concern, the member of staff must inform School Leadership or seek guidance.

All professional communications with students and families must take place through the official channels authorised by Colegio CEDES, and must always maintain a professional content, tone and purpose.

Having a private personal account does not remove the responsibility to maintain appropriate professional boundaries or the obligations relating to confidentiality and the safeguarding and protection of students.

All staff must be familiar with and comply with the Online Safety Policy and Social Media Policy of Colegio CEDES and Ariston Education, as well as any other procedures relating to the safe and professional use of technology and digital communications.

For further guidance, staff should refer to the Social Media Policy.

7. Acceptable Use of Technology

Staff must use the devices, systems, platforms and technological resources of Colegio CEDES in a professional, safe and responsible manner, in accordance with the policies and procedures of the school and Ariston Education.

School devices, systems or technological resources must not be used to access, store, create, send or share content that is illegal, inappropriate, offensive or incompatible with an educational environment. This includes, but is not limited to, pornographic content, obscene or offensive messages or communications, gambling, and any other content that could compromise the safety or wellbeing of students.

During school hours and, particularly, in the presence of students, staff should avoid using personal mobile phones, laptops or other personal devices for private purposes, unless there is a justified need to do so.

Personal mobile phones, cameras or other personal devices must not be used to take photographs, videos or recordings of students. Images or recordings required for educational or institutional activities must only be taken using devices and systems authorised by Colegio CEDES, in accordance with the relevant permissions and applicable data protection requirements.

Staff must protect their passwords and access credentials and report any loss of devices, unauthorised access, security incident or inappropriate use of technology in accordance with the procedures established by the school. Personal, academic, confidential or student-related information must only be processed using systems, platforms and applications authorised by Colegio CEDES.

Personal data, confidential information or information that could identify a student must not be entered into artificial intelligence tools, applications or digital services that have not been authorised by Colegio CEDES. The professional use of artificial intelligence tools must comply with data protection requirements, confidentiality obligations and the policies and procedures established by Colegio CEDES and Ariston Education.

The use of technology must at all times respect professional boundaries, confidentiality, privacy and the safeguarding and protection of students, in accordance with the Online Safety Policy, the Acceptable Use Policy, and any other applicable procedures of Colegio CEDES and Ariston Education.

8. Confidentiality

In the course of their duties, staff at Colegio CEDES may have access to personal, sensitive and confidential information relating to the school, staff, students and their families.

This information must be treated as confidential and used only for the professional purposes for which it was obtained.

In particular, such information must not:

- Be communicated or disclosed to individuals who are not authorised to receive it, unless there is a legal obligation to do so, disclosure is necessary for the performance of professional duties, or the appropriate authorisation has been obtained.
- Be used to humiliate, embarrass, intimidate, harm or discredit others.
- Be used for any purpose other than that for which it was obtained.
- Be shared through personal accounts, applications, platforms or unauthorised communication channels, or stored on personal devices in a manner that is inconsistent with the school’s information security and data protection policies.
- Be left accessible to individuals who are not authorised to access it.

Staff must comply with applicable data protection legislation, as well as the policies and procedures of Colegio CEDES and Ariston Education relating to confidentiality, privacy and information security.

The duty of confidentiality does not limit or override the duty to safeguard a child. Where a member of staff knows or suspects that a student has suffered harm or may be at risk of harm, they must report the concern through the channels established in the Child Protection and Safeguarding Policy, recording it on CPOMS where appropriate and reporting it to the DSL.

Safeguarding and child protection information must only be shared with those who need to know in order to safeguard the child (need-to-know basis). Staff must not promise a student secrecy or absolute confidentiality when the student discloses information that may affect their safety or wellbeing.

9. Honesty and Integrity

All staff at Colegio CEDES must maintain high standards of honesty, integrity, responsibility and transparency in the performance of their duties.

These principles apply, among other areas, to relationships with students and families, the handling of money, claiming expenses, and the use of school property, facilities and resources.

Staff must not accept bribes or any benefit that could improperly influence, or appear to influence, the performance of their duties.

Any gifts, hospitality or other benefits received must be managed in accordance with the procedures established by Colegio CEDES and Ariston Education and, where applicable, must be declared and recorded. For further information, staff should refer to the Anti-Bribery and Corruption Policy.

Staff must ensure that all information provided to the school is accurate, complete and up to date. This includes, where applicable:

- Information regarding any relevant background or circumstances that must legally be disclosed and which may affect their suitability to perform their role or to work with children.
- Qualifications and professional credentials.
- Professional experience.
- Personal and contact details required for the management of the employment relationship.

Where there are relevant changes to the information provided to the school, staff must notify the school as soon as reasonably practicable, where there is a legal, contractual or professional obligation to do so.

Colegio CEDES will consider, in accordance with applicable Spanish legislation and Ariston Education procedures, the nature and circumstances of any relevant information and, where appropriate, whether it may affect the member of staff's professional duties or their suitability to work with children.

10. Dress Code

Staff at Colegio CEDES must dress in a professional and appropriate manner, consistent with their role and the educational environment.

Clothing must be appropriate for the performance of professional duties and enable staff to carry out their responsibilities safely, comfortably and respectfully.

Clothing, accessories, tattoos or other visible items must not display offensive, discriminatory, violent, sexually explicit or otherwise inappropriate messages, images or symbols within an educational environment.

Where a visible tattoo contains any such content, it must be covered during working hours and during school-related activities.

At all times, staff appearance and presentation are expected to be consistent with their professional responsibilities and their role as positive role models for students.

11. Conduct Outside School

Staff conduct outside Colegio CEDES must be consistent with their professional responsibilities, their position of trust, and their responsibility for the safeguarding and wellbeing of students.

Staff members' private lives will be respected. However, conduct outside the workplace may be relevant where, by its nature or circumstances, it could:

- Affect an individual's suitability to work with children.
- Give rise to a safeguarding or student safety concern.

- Objectively compromise the professional boundaries that must be maintained with students.
- Constitute criminal conduct relevant to the performance of their role, particularly conduct involving violence, abuse, exploitation or sexual misconduct.
- Constitute a breach of the confidentiality, privacy or rights of students, families or members of the school community.

Staff must maintain the professional boundaries set out in this Code outside the school environment, avoiding personal relationships, meetings or communications with students outside activities and channels authorised by Colegio CEDES.

When using social media in a personal capacity, staff must respect confidentiality, privacy and professional boundaries, and must not post information or content relating to students, families or confidential internal matters concerning Colegio CEDES.

Any circumstances arising outside school that may affect the safeguarding of a child or an individual's suitability to work with children must be reported in accordance with the procedures established by Colegio CEDES and Ariston Education.

12. Related Policies and Documents

This Code of Conduct should be read and applied in conjunction with the relevant policies, procedures and documents of Colegio CEDES and Ariston Education.

In particular, this Code should be read alongside:

- Staff Disciplinary Procedures, which will apply where there is a breach of this Code of Conduct and which set out the procedures to be followed in cases of potential misconduct.
- Allegations Against Staff Policy, including procedures relating to Low-Level Concerns and conduct that may meet the harm threshold.
- Staff Grievance Procedures.
- Child Protection and Safeguarding Policy.
- Anti-Bribery and Corruption Policy.
- Online Safety Policy.
- Whistleblowing Policy.
- Social Media Policy.
- The professional standards and principles applicable to teaching staff, together with the professional frameworks adopted by Ariston Education.