

Candidate Code of Conduct

Professional and safer-working standards • Effective 1 September 2026

STATUS This Code contains mandatory standards for every candidate supplied by Starfyn. It applies on school premises, during remote work, trips, transport, clubs, residential activities and conduct outside work that may affect suitability or trust.

Document control	Detail
Version	1.0 • July 2026
Effective	1 September 2026
Replaces	Starfyn Education Code of Conduct, September 2024
Basis	KCSIE 2026, safer-working expectations, Teachers' Standards where applicable, DBS requirements and Starfyn/setting policies
Review	Before 1 September 2027 or earlier on change/incident

1. Core duties

- Put the welfare and best interests of children first.
- Maintain professional integrity, trust, boundaries and appropriate conduct at all times.
- Follow lawful and reasonable instructions, Starfyn requirements and the setting's policies.
- Work openly and transparently; report concerns, mistakes and incidents promptly.
- Treat every person with dignity and respect and never discriminate, harass, bully or victimise.
- Work only within your role, competence, training and authorisation.

2. Arrival, identity and local induction

- Report to reception, show Starfyn ID, complete sign-in, wear the required badge and sign out on departure.
- Identify the DSL/deputy, emergency/fire arrangements and reporting routes before working with pupils.
- Read and follow relevant safeguarding, behaviour, health and safety, mobile-device, data, intimate-care, medication and emergency requirements.

3. Safeguarding and reporting

REPORT—DO NOT INVESTIGATE A safeguarding concern must be reported immediately through the setting's procedure, normally to the DSL/deputy. Do not wait, promise confidentiality, ask leading questions, confront an alleged person or conduct your own investigation.

- Record facts promptly, including the child's own words, date/time, context and action taken. Sign/date the record and submit it through the setting's secure process.
- Concerns or allegations about an adult—including low-level concerns—must be reported under the setting's staff-concern procedure and to Starfyn immediately. Use the alternative route where the concern involves the normal recipient.
- If you are involved in an incident or believe conduct could be misinterpreted, report it promptly to the setting and Starfyn and provide a factual account.
- Where immediate danger exists, follow emergency arrangements and call 999 where necessary.

4. Relationships and professional boundaries

You must	You must not
Use professional, respectful and age-appropriate communication.	Develop a special, secret, romantic, sexual or otherwise inappropriate relationship with a pupil.
Keep interactions visible/audible where reasonably possible and follow one-to-one arrangements.	Exchange personal contact details, private-message, add/follow pupils or recent pupils, or use personal accounts to communicate.
Use approved school channels and involve colleagues/parents where policy requires.	Arrange private meetings, tutoring, transport, gifts or contact outside authorised arrangements.
Report any pupil attempt to establish inappropriate contact.	Encourage dependence, favouritism, secrecy, personal loyalty or emotional intimacy.

5. Behaviour, supervision and teaching practice

- Actively supervise pupils as directed and never leave them unattended. Obtain support using the setting's system.
- Use calm, proportionate behaviour strategies. Never shame, ridicule, threaten, intimidate, use discriminatory/sexualised language or impose corporal punishment.
- Follow set work and authorised curriculum content. Do not introduce inappropriate, partisan or unapproved content or use materials that expose pupils to harm.
- Teachers must also meet the personal and professional conduct elements of the Teachers' Standards.

6. Physical contact, intervention and personal care

- Physical contact must be necessary, proportionate, appropriate to the role and needs of the child, and consistent with setting policy.
- Use physical intervention only where lawful and necessary, following setting policy and training. Report and record every intervention as required.
- Provide intimate/personal care, medication or first aid only where expressly authorised, competent and supported under the child's plan and setting procedure.
- Never touch a child indecently, as punishment, for personal gratification or in a way that could reasonably be considered unnecessary or inappropriate.

7. Mobile devices, images, online conduct and AI

- Never use a personal device to photograph, film, record or store information about pupils. Use approved equipment only for an authorised purpose and in accordance with consent and setting policy.
- Keep personal phones/devices away during pupil contact except for expressly authorised work or emergency use.
- Never post confidential, derogatory or identifiable information about a school, pupil, family, colleague, incident or assignment.
- Do not input pupil, staff, safeguarding or confidential school information into public/personal AI tools, translation services, cloud drives or apps. Use only systems expressly approved by the setting.

8. Confidentiality and data protection

- Access and use information only where necessary for authorised duties. Keep records secure and follow UK GDPR, Data Protection Act 2018 and setting/Starfyn procedures.
- Do not send school information to personal email, retain copies, share passwords, disclose information to unauthorised people or discuss pupils in public places.



- Confidentiality does not prevent necessary safeguarding disclosure. Share concerns promptly with the DSL or other authorised recipient.

9. Attendance, fitness, substances and smoking

- Attend punctually and fit to work. Notify Starfyn immediately of sickness, lateness, emergency or inability to attend; follow the setting's process for long-term assignments.
- Do not work while impaired by alcohol, illegal drugs, misused medication, fatigue or another condition that makes work unsafe. Seek confidential advice where health or medication may require adjustment.
- Smoking and vaping are prohibited on setting premises, during work activities and in the presence of pupils, subject to the setting's rules.

10. Equality, appearance and language

- Treat people fairly regardless of protected characteristic or background and support reasonable adjustments and inclusive practice.
- Dress safely and professionally for the role and setting. Follow any PPE, jewellery, footwear, religious dress or activity-specific rules applied lawfully by the setting.
- Do not use racist, sexist, homophobic, transphobic, disablist or otherwise discriminatory language or tolerate it without appropriate challenge/reporting.

11. School systems, property and records

- Use premises, equipment, internet, email, logins, keys and resources only for authorised purposes. Do not share credentials or bypass security/filtering controls.
- Create accurate records. Falsification of timesheets, safeguarding notes, attendance, qualifications, expenses or any other record is prohibited and may constitute misconduct or a criminal matter.
- Return all property, documents, passes and information at the end of the assignment or when requested.

12. Trips, clubs, transport and higher-risk activities

- Participate only where the setting has authorised the arrangement, assessed risk, provided necessary information and confirmed your duties.
- Do not transport a pupil in a private vehicle unless formally authorised, appropriately insured and operated under the setting's safeguards. Avoid being alone with a pupil wherever practicable.
- For swimming, PE, residentials, after-school clubs and off-site activities, maintain the same boundaries and follow supervision, changing, photography, first-aid and emergency procedures.

13. Gifts, money, conflicts and probity

- Do not solicit or accept money, loans, significant gifts, hospitality, inducements or benefits that could influence—or appear to influence—your actions. Declare gifts in line with setting policy.
- Declare actual or potential conflicts of interest, including relevant close relationships or outside activities, to the setting and Starfyn.
- Do not misuse public/school funds, property, information or position for personal advantage.



14. Changes affecting suitability

TELL STARFYN IMMEDIATELY You must report any arrest, charge, caution, conviction, police investigation, safeguarding allegation, DBS/Update Service change, barring/prohibition/restriction, professional disciplinary matter, loss of right to work or other event that may affect suitability. Starfyn will handle information confidentially and assess it fairly.

- A person barred from regulated activity must not seek or undertake that activity. Starfyn will make DBS, police, LADO, TRA or other referrals where the legal criteria are met.

15. Breaches and cooperation

- A possible breach may lead to precautionary removal or pause from assignments while facts are established. This is not automatically a finding of wrongdoing.
- You must cooperate honestly with safeguarding, compliance, client, regulatory and lawful investigations, preserve relevant evidence and maintain confidentiality.
- Outcomes may include guidance, training, restriction, removal, termination, client notification and referral to the DBS, LADO, police, TRA or another body where appropriate.

Candidate declaration

Declaration	Completion
I confirm that I have read and understood this Code and the Candidate Handbook. I agree to follow Starfyn and setting requirements, maintain professional boundaries, report safeguarding concerns immediately and disclose changes affecting my suitability. I understand that the applicable setting policy may impose additional or stricter requirements.	Full name: _____ Signature: _____ Date: _____ Starfyn witness: _____

TRANSITION NOTE This version is designed for use from 1 September 2026, when KCSIE 2026 takes effect. Until 31 August 2026, KCSIE 2025 remains the statutory version and current placement procedures continue to apply.