

Candidate Code of Conduct

Keystage Education LTD | Version 1.0 | Reviewed August 2026 | Next review August 2027

This Code sets the standards expected of every candidate supplied by Keystage Education LTD. It exists to protect children, to protect the settings we work with, and to protect you. Compliance is a condition of registration and a contractual obligation under your Terms of Engagement.

Where the setting's own code is stricter, follow the setting's.

Professional standards

- Behave professionally and treat pupils, colleagues, parents and visitors with respect.
- Arrive on time, prepared, and stay for the agreed hours.
- Dress appropriately for the setting.
- Follow reasonable instructions from the setting's staff.
- Do not attend under the influence of alcohol or drugs.
- Keep your personal mobile phone away during contact time unless the setting permits otherwise.

Professional boundaries

This is where well-meaning people most often get into difficulty. These rules are absolute. You must not:

- give a pupil your personal contact details, or accept theirs;
- contact a pupil, or accept contact from a pupil, through personal social media, messaging apps or gaming platforms;
- give a pupil a lift, meet them outside the setting, or visit their home;
- give gifts to a pupil, or accept anything beyond a token gift;
- photograph, film or record a pupil on a personal device in any circumstances;
- be alone with a pupil behind a closed door or in an unobserved space where it can be avoided;
- form or pursue a relationship of any kind with a pupil. It is a criminal offence for a person in a position of trust to engage in sexual activity with a person under 18, even where they are over the age of consent.

If something happens that could be misinterpreted — you were alone with a pupil, physical contact was unavoidable, or a pupil became distressed — report it to the setting and to us the same day. Self-reporting protects you.

Physical contact and restraint

Physical contact should be limited to what is necessary and appropriate. Do not use restraint unless you have been trained and authorised by the setting and it is necessary to prevent injury, significant damage or an offence. Report any physical intervention immediately.

Safeguarding

- Identify the setting's designated safeguarding lead on your first day.
- Report every concern immediately — to the setting's DSL and to ours.
- Never promise a child you will keep a disclosure secret, and do not investigate.
- Where a child is at immediate risk, call 999.

Confidentiality and social media

- Do not disclose information about pupils, families, staff or a setting's operations, during or after an assignment.
- Do not remove records, documents or data from a setting.
- Never post about a setting, a pupil or an incident on social media, even without names. Settings are identifiable from context, and this is the most common way candidates end their own placements.
- Do not accept friend or follow requests from pupils or their families.

Health, safety and allergies

- Follow the setting's health and safety, fire and first aid procedures, and report accidents and hazards.
- Ask at induction about pupils with allergies, where spare adrenaline auto-injectors are kept, and the emergency procedure.
- Never give a pupil food, drink or a food-based reward unless the setting confirms it is safe.
- Only administer medication where you are trained and authorised.
- Decline any task you are not trained for or believe to be unsafe, and tell us.

Honesty and compliance

- Give truthful and complete information at all times.



- Record only the hours you actually worked. Falsifying a timesheet is gross misconduct and may be a criminal offence.
- Keep your DBS, right to work, qualifications and professional registration current.
- Tell us immediately of any arrest, charge, caution or conviction, any safeguarding investigation, referral, barring or prohibition order, any change in your right to work, and any change of umbrella company.
- Do not accept payment or gifts directly from a setting or a parent in connection with your work.

Breach

Breach of this Code may result in removal from an assignment, removal from our register, referral to the Disclosure and Barring Service or a regulator, and in serious cases referral to the police. Where a concern is raised about you, our Allegations Policy applies — you will be told the concern, given the opportunity to respond, and treated fairly throughout.