Policy C3 Staff Code of Conduct

1. Statement of purpose

1.1 This policy aims to set and maintain standards of conduct that the Trust expects all staff to follow. By creating this policy, we aim to ensure that we work in an environment where everyone is safe, happy and treated with respect.

1.2 Many of the principles in this code of conduct are based on the Teachers' Standards. . We should all act as role models for pupils by consistently demonstrating high standards of behaviour.

1.3 We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

1.4 We expect all employees to act with personal and professional integrity, respecting the safety and wellbeing of others. This also applies to local board members, trustees and volunteers.

1.5 Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

1.6 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 academy, the Trust and its pupils[1].

2. Legislation and guidance

2.1 In line with the statutory safeguarding guidance 'Keeping Children Safe in Education', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

2.2 This policy also complies with our funding agreement and articles of association.

3. General obligations

3.1 Our Staff are expected to set an example. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in their place of work
- Treat everyone with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British 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 will overly influence pupils, exploit pupils' vulnerability or lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards as applicable

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[1] The Trust recognises that staff will have legitimate relationships with pupils who are family members or members of family of close friends which will fall outside of the restrictions of this Code and such issues can be raised with line managers.

4. Safeguarding

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

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

4.3 Our safeguarding policy and procedures will be shared with all staff on induction and are available on the website. Regular training updates will also be shared with staff.

5. Staff/pupil relationships

5.1 Staff will observe proper boundaries with pupils 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.

5.3 Any sexual behaviour by a member of staff with or towards a child is unacceptable. It is an offence for a member of staff in a position of trust to engage in sexual activity with a child under 18 years of age and sexual activity with a child could be a matter for criminal and/or disciplinary procedures.

5.4 Children are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions depending on their age and understanding. This includes the prohibition of sexual activity with children by adults in a position of trust even if that relationship is consensual.

5.5 If staff members and pupils 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 in to the room

- A colleague or line manager knows this is taking place

5.6 Staff should avoid one-to-one contact with pupils outside of school hours/academy activities.

5.7 Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

5.8 While the Trust is aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the academic year, gifts from individual staff to individual pupils are not acceptable.

5.9 If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported at the earliest opportunity to their line manager or the Principal.

6. Communication and social media

6.1 Academy staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should consider not using their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.

6.2 Staff should not willfully attempt to contact pupils or their parents via social media, or any other means outside school hours , in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

6.3   Staff will ensure that they do not post any images online that identify children who are pupils at the academy without their consent.

6.4   Staff should be aware of, and follow, the Trust Policies A3 E-safety, A2 Social media and A17 Photography and image sharing.

7.   Acceptable use of technology

7.1   Staff will not use technology in the academy 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.

7.2   Staff will not use personal mobile phones, smart watches and laptops, or academy equipment for personal use, during classroom / teaching contact time or in front of pupils. They will also not use personal mobile phones or   cameras to take pictures of pupils.

7.3   We have the right to monitor emails and internet use on the academy or trust IT system.

7.4   Staff should be aware of, and follow, the Trust policy A4 ICT acceptable use

8.   Confidentiality

8.1   In the course of their role, members of staff are often privy to sensitive and confidential information about the academy, staff, pupils and their parents which will be dealt with in accordance with the Policy A12 Data Protection policy.

8.2   This information will never be:

- Disclosed to anyone without the relevant authority

- Used to humiliate, embarrass or blackmail others

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

- Shared with anyone other than those explicitly required to process the information

8.3   This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

8.4   Staff are expected to refrain from placing confidential information in public view. Post-It notes with login details, or notes or documents containing any information on staff, students or third parties should only be kept in secure places.

9.   Honesty and integrity

9.1   Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using trust property and facilities.

9.2   Staff will not accept bribes. Gifts that are worth more than £25 must be declared and recorded on the gifts and hospitality register.

9.3   Staff will ensure that all information given to the academy about their qualifications and professional experience is correct.

10.   Dress code

10.1   Staff will dress in a professional, appropriate manner.

10.2   Outfits will not be overly revealing. Inappropriate or offensive tattoos of any sort must not be visible.

10.3   Clothes will not display any offensive or political slogans.

10.4   Piercings must be safe and appropriate for the working environment.

11.   Conduct outside of work

11.1   Staff will not act in a way that would bring the university, trust, academy, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the academy or Trust on social media.

12   Links with other policies

12.1   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

- Staff grievance procedures

- Safeguarding in Education & Child Protection

- Gifts and hospitality

- E-safety

- Social Media

- ICT Acceptable Use

- Whistleblowing

- Physical contact guidance

- Intimate Care

- Lone working

- Photography and image sharing

- Data Protection

12. Policy status and review

Written by:	Governance Manager
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