

# Staff and persons in a position of trust code of conduct



**Approved by:** The Chief Executive Officer **Date:** May 2018

**Last reviewed on:** April 2018

**Next review due by:** July 2019

## Contents

|   |   |
|---|---|
| 1. Aims, scope and principles .....     | 2 |
| 2. Legislation and guidance .....       | 3 |
| 3. Equality and diversity .....         | 3 |
| 4. General obligations .....            | 3 |
| 5. Safeguarding .....                   | 3 |
| 6. Staff/pupil relationships .....      | 4 |
| 7. Communication and social media ..... | 4 |
| 8. Acceptable use of technology .....   | 4 |
| 9. Confidentiality .....                | 5 |
| 10. Honesty and integrity .....         | 5 |
| 11. Dress code.....                     | 5 |
| 12. Conduct outside of work.....        | 5 |
| 13. Monitoring arrangements .....       | 5 |
| 14. Links with other policies .....     | 5 |

---

## 1. Aims, scope and principles

Our vision: All pupils in all schools in the trust make outstanding progress educationally and are prepared, ready and ambitious for the next stage in their lives

Our mission: To enable pupils to achieve to their potential through efficient and sustainable schools that facilitate teachers to inspire and educate

This code of conduct is designed to give clear guidance on the standards of behaviour all trust staff are expected to observe, and each school should notify staff of this code and the expectations upon them. School staff are in a unique position of influence and must adhere to behaviour that sets a good example, acting as role models to all pupils within the trust. [Guidance for safer working practice for those working with children and young people in education settings \(October 2015\)](#) must be read in conjunction with this code of conduct.

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high standards of personal conduct to maintain the confidence and respect of their peers, pupils and the public in general. An individual's behaviour, either in or out of the workplace, should not compromise their position within the work setting or bring the school or trust into disrepute. All staff who work in schools provide a role model for behaviour and conduct which can be copied by pupils. All staff must, therefore, demonstrate high standards of conduct to encourage pupils to do the same.

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 trust 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](#).

Trust staff have an influential position and will act as role models for pupils 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, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

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 trust's pupils.

## 2. 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 acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

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

## 3. Equality and diversity

The trust promotes inclusivity and values diversity. We seek to ensure that the work environment for our staff is supportive and one where individual respect is shown to all. All members of staff and pupils, regardless of their age, (dis)ability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnic background, culture, sexual orientation, religion or belief, sex, socio-economic status or any other factor will be treated equally, supported and encouraged to perform to their potential.

## 4. General obligations

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others 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
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards (if applicable)

Any allegation of inappropriate behaviour made against a member of staff by a pupil, parent or other professional, unless manifestly malicious or vexatious, will be investigated and a record kept of it. Where the allegation is of a safeguarding nature it will be referred to the local authority designated officer in all cases in which it is alleged that a current member of staff or volunteer has:

- Behaved in a way that has harmed a child, or may have harmed a child, or
- Possibly committed a criminal offence against or related to a child, or
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children

The trust lead on safeguarding ([swatts@unitysp.co.uk](mailto:swatts@unitysp.co.uk)) must be informed of any referrals to the local authority designated officer. Please refer to the trust's safeguarding policy for more details on handling allegations of abuse made against staff. Please also refer to the trust's whistleblowing policy.

## 5. Safeguarding

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.

Staff will familiarise themselves with the trust's safeguarding policy, their school's child protection procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

The trust's safeguarding policy and your school's child protection procedures are available in the staff room, from the school office and on the school's website. New staff will also be given copies on arrival.

## 6. Staff/pupil relationships

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.

Any sexual behaviour, whether homosexual or heterosexual, by a member of staff, volunteer or governor with or towards a child or young person is illegal. Children and young people are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether there is consent or not.

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

Staff must never groom pupils in preparation for abuse. The responsibility not to groom continues once pupils leave the school and until they reach the age of 18. Staff must avoid contact with pupils and their parents outside of school hours if possible. Any personal relationships between staff and pupils or their parents must be declared to the DSL (Designated Safeguarding Lead) at the school, who will keep a register. Staff not attached to schools must inform the trust lead on safeguarding ([swatts@unitysp.co.uk](mailto:swatts@unitysp.co.uk)) of any personal relationships they have with pupils or their parents, who will maintain a register of these declarations.

Personal contact details must not be exchanged between staff and pupils or their parents. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable, unless sanctioned by the headteacher.

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

## 7. Communication and social media

Trust staff's social media profiles must not be available to pupils. If they have a personal profile on social media sites, they should not use 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.

Staff must not use private social media or any other means to attempt to contact pupils or their parents outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

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

Staff should be aware of their school's online safety policy.

## 8. Acceptable use of technology

Staff will not use technology in 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 will not use personal mobile phones and laptops/tablets, or school equipment for personal use, in front of pupils, except in case of emergency.

Whenever possible, images of pupils will be recorded on equipment provided by the trust (e.g. a school camera or iPad). However, if, in exceptional circumstances, personal equipment is used to record these

images, staff will be mindful that they must be able to justify images of pupils in their possession. Staff will take care when recording images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the trust into disrepute. Staff will delete such images, from both the device and any cloud storage, as soon as they have been downloaded to the school's network. Any personal devices used must not be set to automatically upload images to any shared platforms, e.g. Family Sharing. Images of pupils must be downloaded from designated school devices as soon as possible and the images deleted from the device.

We have the right to monitor emails and internet use on IT systems used by the trust.

Staff should be aware of the trust's ICT acceptable use and photography policies

## **9. Confidentiality**

In the course of their role, members of staff are often privy to sensitive and confidential information about the trust, trust schools, staff, pupils and their parents. 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 that which it was collected and intended for

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.

## **10. Honesty and integrity**

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.

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

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

## **11. Dress code**

Please refer to the trust's staff dress guidance.

## **12. Conduct outside of work**

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

## **13. Monitoring arrangements**

This policy will be reviewed at least every three years, but can be revised as needed. It will be ratified by the board of trustees.

## **14. Links with other policies**

This policy links with the following policies and procedures:

- 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 policy

- Child protection procedures
- ICT acceptable use policy
- Online safety policy
- Whistleblowing
- Combined data protection and freedom of information policy