

## Staff Code of Conduct

July 2019

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<b>Associated documents:</b>	
Teachers' Standards	
<b>Links to:</b>	
Disciplinary Procedure Safeguarding Policy e-Safety Policy Social Media Policy Whistleblowing Policy.	



## **Our Vision – Transforming education: Transforming performance: Transforming lives**

Putting children and young people at the heart of all that we do.

We will ensure that all our children and young people, regardless of their background, fulfil their educational potential. We will do this in safe, supportive and ambitious environments, ensuring we maximise life chances for them all.

### **Our values**

- We will work inclusively within our communities, embracing the varied localities we serve while sharing our common vision and values.
- We will develop the very best leaders of the future, working to improve education and transform lives.
- We will adhere unwaveringly to the 'Nolan Principles' of Public Service, which is made clear in our commitment to Ethical Leadership.



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## 1. Introduction

The following ATT code of conduct is written to assist staff and should be considered alongside all appropriate ATT Policies and Procedures, specifically the Disciplinary Procedure, Safeguarding Policy, e-Safety Policy, Social Media Policy and Whistleblowing Policy.

All our staff who are employed under the Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the Teachers' Standards:

<https://www.gov.uk/government/publications/teachers-standards>

## 2. Disciplinary Action

All staff need to recognise that failure to meet these standards of behaviour and conduct, including safeguarding children and young people, may result in disciplinary action, including dismissal. Staff should be aware of ATT Disciplinary Procedure.

## 3. Purpose, Scope and Principles

A Code of Conduct is designed to give clear guidance on the standards of behaviour all academy staff are expected to observe, and the academy should notify staff of this code and the expectations therein. Academy staff are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils within the academy.

This code helps all staff to understand what behaviour is and is not acceptable.

This Code of Conduct applies to:

- All staff who are employed by the academy, including the Principal
- All staff in units or bases that are attached to the academy.

This Code of Conduct does not apply to:

- Peripatetic staff who are centrally employed by the LA
- Academy catering staff employed by <<insert name of LA>> Local Authority or by an external contractor
- Employees of external contractors and providers of services (e.g. contract cleaners).

(Such staff are covered by the relevant Code of Conduct of their employing body). However, we do expect these people to have regard for our Code of Conduct when working on our premises.

## 4. Setting an Example and Promoting an Inclusive Work and Learning Environment

All staff who work in the academy set examples of behaviour and conduct which can be copied by pupils. Therefore, all staff need to demonstrate high standards of conduct in order to encourage our pupils to do the same.

All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.



All staff must embrace and promote an inclusive work and learning environment where our differences are valued and respected and we treat each other with mutual respect and dignity.

## 5. Dress and Personal Appearance

All staff act as ambassadors for the Trust and its academies, and are role models to pupils/students. They must therefore maintain a professional standard of dress and appearance that is appropriate or required for the workplace and to the work being undertaken. Staff must be clean and tidy and ensure good personal hygiene.

Where particular clothing is provided for health, safety and hygiene and/or uniform purposes it must be worn, this includes name badges.

## 6. Safeguarding Pupils

Staff have a duty to safeguard pupils from:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

It is important to note the offence under section 16 of The Sexual Offences Act 2003, which provides that it is an offence for a person aged 18 or over (e.g. teacher, youth worker) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. A situation where a person is in a position of trust could arise where the child is in full-time education and the person looks after children under 18 in the same establishment as the child, even if s/he does not teach the child.

The duty to safeguard pupils includes the duty to report concerns about a pupil to the academy's Designated Safeguarding Lead for Child Protection of Safeguarding (DSP).

The academy's Designated Safeguarding Lead/Deputy Designated Safeguarding Lead are <<Name and Job Title>>

Staff should be provided with copies of ATT's Safeguarding Policy, e-Safety Policy, the Academy's Child Protection Procedures and Whistleblowing Procedure. Staff must be familiar with these documents and be able to carry out the duty as outlined in the Keeping Children Safe in Education statutory guidance and Working Together to Safeguard Children document. All staff should be aware of ATT Health and Safety Policy.

Staff must not seriously demean or undermine pupils, their parents or carers or colleagues (this includes online) and must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

## 7. Pupil Development

Staff must comply with academy policies and procedures that support the well-being, safety and development of pupils and must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

Staff must follow reasonable instructions that support the development and safety of pupils.

## 8. Honesty and Integrity

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of academy property and facilities.

## 9. Conduct Outside Work

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the academy or the employee's own reputation or the reputation of other members of the academy community.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff should adhere to ATT e-Safety and Social Media Policies.

Staff may undertake work outside the academy, either paid or voluntary, provided that it does not conflict with the interests of the academy nor be to a level which may contravene the working time regulations or affect an individual's work performance.

## 10. Confidentiality

Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate academy procedure. It must not be discussed outside the academy, including with the pupil's parent or carer, nor with colleagues in the academy except with a senior member of staff with the appropriate role and authority to deal with the matter.

Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.