

Saint Robert Lawrence Catholic Academy Trust

Code of Conduct for Staff Employed at Academies within the Academy Trust

Date of Policy Statement: December 2014

Date for Review: December 2017

1 INTRODUCTION

The Academy Trust is required to set out a Code of Conduct for all employees. The following code is based on a Local Authority Model Policy and supplements the Academy Trust Disciplinary Policy.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the Teachers' Standards in force at the time and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

2 PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all employees are expected to observe, and each Academy should notify staff of this code and the expectations it sets. Academy staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all their pupils. As a member of the Saint Robert Lawrence Catholic Academy Trust community, each employee has an individual responsibility to maintain their reputation and the reputation of the Academy, whether inside or outside of working hours.

This Code of Conduct applies to:

- all staff who are employed by the Academy Trust, including the Headteachers;

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by any other organisation;
- staff employed by external contractors;
- staff working in the Academies on a consultancy or service level basis;
- 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)

3 SETTING AN EXAMPLE

- 3.1 All staff who work with young people set examples of behaviour and conduct which can be copied by pupils. Staff must therefore avoid using inappropriate or offensive language at all times.
- 3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our students to do the same.
- 3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 3.4 All staff must have regard to their own personal appearance and maintain a professional dress code at all times. Revealing clothing or attire which is unsuitable for safety or modesty reasons will be deemed unacceptable as will clothes with slogans or branding which may be incompatible with the Academy Trust ethos. The Headteacher at each Academy will advise on appropriateness of dress.
- 3.5 This Code helps all staff to understand what behaviour is and is not acceptable.

4 SAFEGUARDING PUPILS/STUDENTS

- 4.1 All staff have a duty to safeguard pupils from:
 - physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
- 4.2 The duty to safeguard pupils includes the duty to report concerns about a pupil to the appropriate Designated Senior Person (DSP) for Child Protection based in each Academy:
- 4.3 The Academy DSPs are:
Saint John Houghton Catholic Voluntary Academy:
The Priory Catholic Voluntary Academy:
English Martyrs Catholic Voluntary Academy:
- 4.4 Staff are provided with personal copies of their Academy's Child Protection Policy and must be familiar with these documents. If additional online training is provided then completion of these modules is compulsory.
- 4.5 Staff must not demean or undermine pupils, their parents or carers, or colleagues.
- 4.6 Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare. This is achieved through compliance with their Academy's risk assessment and Health and Safety policies.

5 PUPIL DEVELOPMENT

- 5.1 Staff must comply with Academy policies and procedures that support the well-being and development of pupils.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.
- 5.3 Staff must follow reasonable instructions that support the development of pupils.

6 HONESTY AND INTEGRITY

- 6.1 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.
- 6.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for the Academy.
- 6.3 Gifts from suppliers or associates of the Academy must be declared in line with Academy procedures, with the exception of "one off" low value token gifts from pupils or parents. Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted.

7 CONDUCT OUTSIDE WORK

- 7.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the Academy or Academy Trust or the employee's own reputation or the reputation of other members of the Academy Trust community.
- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 7.3 Staff must follow the Acceptable Use Policy when using information technology and be aware of the risks to themselves and others.
- 7.4 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.
- 7.5 Staff must not engage in inappropriate use of social network sites which may bring themselves, the Academy, or the Academy Trust community into disrepute.

8 CONFIDENTIALITY

- 8.1 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.
- 8.2 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 of the Academy, including with the pupil's parent or carer, nor with colleagues in the Academy except with authorisation from a senior member of staff with the appropriate role and authority to deal with the matter.
- 8.3 However, staff have an obligation to share with their manager or the Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.

9 DISCIPLINARY ACTION and INVESTIGATION

- 9.1 Where the Academy or Academy Trust has reason to suspect that staff may have breached this Code of Conduct or the Disciplinary Policy or the Teachers' Standards – Personal and Professional Conduct then a full investigation will be carried out which may include but is not limited to:
- referral to the Police;
 - breathalyser testing for alcohol;
 - searching of bags;
 - monitoring of email
- The action taken will depend on the seriousness and nature of the breach.
- 9.2 All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal. These standards are in addition to those set out in the Disciplinary Policy and the Teacher's Standards.