



**SHIRELAND**  
COLLEGIATE ACADEMY TRUST

Shireland Collegiate Academy Trust Policy

# Code of Conduct Employees and Volunteers

## 2019

<b>Committee and Date Approved</b>	Board – December 2019
<b>Category</b>	Statutory - DfE
<b>Next Review Date</b>	Every two years unless change in legislation – <b>Autumn 2021</b>
<b>Policy Availability</b>	Trust Website
<b>Officer Responsible</b>	HR Director of the Trust

**The Trust, all Academies within the Trust and Shireland Learning Limited must comply with this policy.**

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## Rationale

All staff employed by Shireland Collegiate Academy Trust are essentially role models for our students. The aims of this Code are set out below:

It is expected that all staff and volunteers model the Trust policies whilst on site or with students.

## Aims

- To enable all staff to know and understand what is deemed acceptable.
- To help staff to work with students, families/carers and other staff to create an environment free from physical, verbal or non-verbal abuse.
- To ensure that all students and staff have the opportunity to achieve their potential.
- To ensure that every student and member of staff is helped to develop a sense of personal and cultural identity that is confident and open to change, and that is receptive and respectful towards other identities.

The Shireland Collegiate Academy Trust adheres to the following principles.

## All staff:

- a) Put the wellbeing, development and progress of students first.
- b) Take responsibility for maintaining the quality of their practice.
- c) Help all students to become confident and successful learners.
- d) Demonstrate respect for diversity and promote equality.
- e) Strive to establish productive partnerships with families/carers and the wider community
- f) Work as a whole Trust team
- g) Cooperate with other professional colleagues
- h) Demonstrate honesty, integrity and uphold public trust and confidence in the Trust.

## Relationships with Pupils and Students

Staff have a duty to safeguard students from:

- Anti-Extremism and Radicalisation in accordance with the Prevent Duty July 2015
- Child Sexual Exploitation (CSE)
- Domestic Abuse (DA)
- Forced Marriage and Honour Based Violence (FM and HBV)
- Female Genital Mutilation (FMG)

This duty to safeguard students includes the duty to report concerns about students to the designated child protection officer/Safeguarding Manager. All staff are to familiarise

themselves with the location of the Safeguarding Team and their duty to report concerns to this team immediately.

All staff are required to read Part 1 of Keeping Children Safe in Education 2019 and are required to sign to confirm this.

**All** staff have a responsibility to develop the emotional wellbeing of students as well as nurturing their academic potential – in particular this relates to:

- Treating all students with respect at all times. The use, by staff, of derogatory, demeaning or abusive statements or subjecting a student to ridicule or put downs is not acceptable within the Trust.
- Staff are expected to set an example to students and therefore the use of appropriate language is important at all times. This does not include swearing or the use of vulgarities at any time.
- Staff are expected to work with all students irrespective of their demeanour or ability. It is important that every opportunity is treated as a new beginning and staff should always try to emphasise the positive.
- Staff should be addressed by students by their surnames (Sir or Miss) throughout the Academy. This applies to all staff working at the Academy regardless of job role.

## Disqualification Under the Childcare Act

Schools are prohibited from employing a disqualified person in connection with relevant childcare provision. All staff providing early years care or later years child care or engaged in childcare in a primary or secondary setting are covered by the Act.

- inclusion on the Disclosure and Barring Service (DBS) Children's Barred List;
- being found to have committed certain violent and sexual criminal offences against children and adults.
- Certain orders made in relation to the care of children.
  - a. refusal or cancellation of registration relating to childcare,<sup>4</sup> or children's homes, or being prohibited from private fostering.
  - b. being found to have committed an offence overseas, which would constitute an offence regarding disqualification under the 2018 Regulations if it had been done in any part of the United Kingdom.

If your post includes working with /volunteering/having management responsibility for provision for children aged 8 years and under you have a duty to provide information to the Trust in compliance with the legislation.

## Dress

A professional, smart and non-extreme code of dress is expected from all staff. All students are expected to dress to a high standard at all times and the same is expected of staff. Work wear for staff should be that which would be acceptable within a professional office environment.

Jeans and t-shirts are not acceptable as work wear.

Footwear should be appropriate to a busy environment – trainers are not acceptable for every day wear apart from those delivering Physical Education or Dance.

Where uniform or protective clothing is provided this must be worn.

Body piercing is discouraged, apart from small earrings, and staff are expected to conform to this convention while at any premises belonging to the Trust or on Trust business. Visible tattoos are discouraged and should where ever possible be covered.

Chewing gum is not allowed within the Academy.

## Equipment

### IT Equipment

Staff are responsible for the use of Shireland Collegiate Academy Trust IT equipment while in their possession and should therefore be vigilant about who has access to their password and personal machine. Students are not allowed to use staff log on details or IT equipment if a member of staff is logged on. In the event that IT equipment (or any other equipment) is stolen, it must be reported immediately to the Principal.

### Mobile Phones

The use of mobile phones by staff is allowed only in the following designated staff areas: the staff room, staff workroom & offices. Staff should not use their mobile phones during lessons and should not make or receive calls at any time that they are supervising students, unless in an emergency situation as sanctioned by the Principal.

### Other Equipment

Any items belonging to the Trust must remain available to be used by staff and students as necessary. Staff will be responsible for the safe keeping of equipment loaned to them by the Trust.

Staff must not use Trust premises or facilities for activities not connected with their employment without the prior agreement of the CEO. This includes the personal use of email, telephones and IT equipment. Staff are discouraged from keeping personal data on work devices and should be aware that data held on work devices may be viewed by the Trust.

## Time Keeping and Attendance

With respect to attendance please see the Management of Sickness Absence Policy.

Punctuality is the key to running a successful educational establishment and students and staff are expected to attend all lessons, arrive for work on time. Staff should be ready to receive students at the scheduled start time for sessions as well as making sure students are not dismissed before the appropriate end of session time.

All duties must be attended on time.

## 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 Trust property and facilities.

## Conflict of Interest

Staff should declare any personal interest that could bring about conflict with the Trust or its academies interests. Staff must declare to the Finance Director any financial interests or non-financial interests which could or could be perceived to conflict with their role within the Trust.

Staff are required not to take outside employment which conflicts with Trust interests. Any staff intending to work for outside organisations should seek permission from the CEO. In the case of the CEO, permission should be sought from the Chair of the Trust.

## Conduct Outside Work

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

Staff should be careful to ensure that nothing they say or do brings Trusts name into disrepute. Gossip in our communities can damage a reputation that has taken a considerable amount of time to establish.

Criminal offences that involve violence, possession or misuse of drugs or sexual misconduct are likely to be regarded as unacceptable and constitute gross misconduct.

## Domestic Abuse

Staff who perpetrate domestic violence and abuse should be aware that such behaviour goes against this policy. Some forms of domestic violence and abuse are a crime.

Staff charged or convicted in court because of domestic violence and abuse should declare this formally to the HR Director, where the Trust believes the charges/ conviction to have implications in terms of the employee's work role.

## Confidentiality

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

All staff are likely at some point to witness actions which need to be confidential. For example, where a student is bullied by another student (or member of staff), this needs to be reported and dealt with in accordance with the appropriate procedures. Such matters must not be discussed outside the Academy, including with the student's family or carer, nor with colleagues from the Academy.

Staff have an obligation to share with the Shireland Collegiate Academy Trust's Safeguarding Manager/Child Protection Officer any information which gives rise to concern about the safety and welfare of a student (See safeguarding policy). Staff must be careful never to promise to a student that they will not act on information. All concerns must be recorded on the dedicated system and a written statement given to the Safeguarding Manager.

## Confidentiality and Disclosure of Information

Staff must ensure that any personal data they process is in line with the principles of the General Data Protection Regulations. They should not disclose confidential information to anyone who does not have the right to receive it and take every step to ensure data is kept safe and secure. Equally staff should not prevent another person from gaining access to information to which that person is entitled by law. Staff should be committed to data privacy and ensure they are fully up to date with the Trust Data Protection Policy and Privacy Notice which outlines what types of data is collected and how it is processed. If there is doubt about whether or not to share information, advice must be sought from an appropriate senior member of staff i.e. the HR Director, Safeguarding Manager, Principal or Data Protection Officer.

Information obtained during the course of an individual's work should never be used for personal gain or benefit, nor should it be passed onto others who might use it in such a way.

All press contact is to be undertaken Chief Executive or Principal only.

## Smoking/Alcohol /Drugs

Alcohol may not be consumed during the working hours.

No facilities will be provided for smokers either inside or outside the premises. Shireland Collegiate Academy Trust does not condone employees taking time off work to smoke.

Staff are not permitted to smoke on Shireland Collegiate Academy Trust premises or grounds or take drugs (or be in possession of illegal substances).

Staff must be conscious of the Shireland Collegiate Academy Trust's Safeguarding/SRE/drug policy when discussing such issues, particularly the use of illegal substances, with students.

It is expected that staff will attend for work in a fit state to carry out their duties – staff found under the influence of drugs or alcohol will be deemed to be unfit and disciplinary action may follow.

## Use of Cars

Staff registration numbers are held on a database and it is important that staff inform administration if their number changes. For their own protection, staff should **never** give lifts to students without clearing it with a member of the Executive Leadership Team.

All staff who are attending courses or meetings on behalf of The Academy Trust or as part of their professional development must ensure that they have the appropriate insurance in place.

## Relationships with Other Staff

All staff are entitled to feel safe and secure at work and be free from intimidation or bullying behaviour. Staff are therefore expected to show professional courtesy and respect at all times to others working within Shireland Collegiate Academy Trust.

Should a member of staff feel that the above guideline has not been followed they should raise the matter with their line manager or in the case where this involves the line manager, with the Human Resources Director.

## Family/Carer Contacts

The Shireland Collegiate Academy Trust has an expectation that staff will act swiftly and professionally at all times. This is particularly important where families/carers have contacted the Academy with a concern or complaint relating to the education of their child. The aim at the Academy Trust is to make a return call on the same day as the original contact was made, even if in the first instance this is just a holding call. At the very least, the call must be within 2 Academy days.

Where an error has been made we should look to apologise and correct the mistake as soon as possible. Investigations should be carried out promptly and effectively with families/carers informed of the outcome as soon as is practical. Where an ongoing



investigation may take some time, due to a student or member of staff being absent for example, families/carers should be informed and given a date by which the investigation will be completed.

## Phone Calls to Students Home

Staff must check the data base prior to contacting a student's home. If a 'concern' has been flagged up on the system, the Director of Student Services or Principal/ Senior Vice Principal must sanction the call.

## Social Networking and the Internet

Staff personal mobile numbers are not to be shared with students. If contact has to be made, it must be made using a Trust mobile. If on a trip or visit, the Trust mobile number may likewise be given, and a Trust phone will be issued for this purpose.

Social networking sites such as Facebook **are prohibited** on site (other than authorised Trust accounts). Staff must not add current pupils to their personal social networking sites and the Academy Trust strongly recommends that staff do not add former pupils. Social networking sites **must not** be used as a form of communication with families/carers regarding their child or any aspects of Shireland Collegiate Academy Trust work.

Staff are personally responsible for what they communicate on social media and must bear in mind that what is published might be read by the Academy Trust, students, the general public, future employers and friends and family for a long time. Staff must ensure that their on-line profiles are consistent with the professional image expected by the Trust and should not post material which damages the reputation of the Trust or which causes concern about their suitability to work with children and young people.

Those who post material which may be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct which may be dealt with under the Disciplinary Procedure. Even where it is made clear that the writer's views on such topics do not represent those of the Academy Trust, such comments are inappropriate.

Accessing inappropriate material is prohibited.

The internet should be used only for Shireland Collegiate Academy Trust and/or educational purposes and not for social gratification.

## Security

All staff must wear their Shireland Collegiate Academy Trust or Academy identification at all times. Any unidentified person should be asked for their identification and a member of the Senior Leadership Team alerted if none is given.

As much as we encourage staff to give all visitors a warm welcome staff should not admit visitors to the site other than through main reception where they will be logged and provided with a visitor badge.