



**MULTI  
ACADEMY  
TRUST**

## **The Queen Katherine School Multi Academy Trust**

### **CODE OF CONDUCT**

*This policy does not form part of any employee's contract of employment and we may amend it from time to time.*

<b>Committee</b>	MAT Board
<b>Date of adoption:</b>	July 2016
<b>Date of next review:</b>	October 2024

**Document Control Sheet**

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any)

<b>Version</b>	<b>Amended by</b>	<b>Purpose</b>	<b>Approved by Trustees (date)</b>
1	Tracy Houlden	Policy introduced after TU consultation	2 July 2016
2	Tracy Houlden	Reviewed – no amendments	4 July 2018
3	Tracy Houlden	Addition of social media clause	October 2021

# Code of Conduct for all Trust Employees

## 1. RATIONALE

The Board of the Trust is required to set out a Code of Conduct for all Trust employees.

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

All staff must adhere to all sections of this policy.

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

## 2. PURPOSE

A Code of Conduct is designed to give clear guidance on the standards of behaviour that all Trust staff are expected to observe, and the Trust should notify staff of the Code and the expectations therein. Staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the students within the academies in the Trust. Each employee has an individual responsibility to maintain their reputation and the reputation of the academies in the Trust and the Trust, whether inside or outside working hours.

## 3. PROCEDURE

- 3.1 All staff who work in the academies set examples of behaviour, appearance and conduct which can be copied by students. Staff must therefore avoid using inappropriate or offensive language at all times.
- 3.2 All staff must demonstrate high standards of behaviour, appearance and conduct, in order to encourage the students to do the same.
- 3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional behaviour or conduct.
- 3.4 This Code helps all staff to understand what behaviour is and is not acceptable.

## 4. SAFEGUARDING STUDENTS

- 4.1 Staff have a duty to safeguard students from:
  - physical abuse
  - sexual abuse
  - emotional abuse
  - neglect
  - child sexual exploitation
  - radicalisation
  - female genital mutilation

The above list is not exhaustive – abuse can take many forms.

- 4.2 The duty to safeguard students includes the duty to report concerns about a student to the academy's Trust's Designated Child Protection staff.

- 4.3 The Trust's Child Protection Policy and Whistleblowing Policy can be found on the school intranet/shared drive. Staff must be familiar with these documents.
- 4.4 Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.

## **5. STUDENT DEVELOPMENT**

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

## **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 Trust property and facilities.
- 6.2 All staff must comply with the Bribery Act 2010 and the Trust's Gifts and Hospitality policy. A person may be guilty of an offence of bribery under the 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 Policy.
- 6.3 Gifts from suppliers or associates of the Trust must be declared to the Headteacher, with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

## **7. CONDUCT OUTSIDE WORK**

- 7.1 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the Trust. It should not be to a level which may contravene the working time regulations or affect an individual's work performance. Permission from the Headteacher must be sought before commencement.

## **8. STANDARD OF DRESS**

- 8.1 It is expected that staff will dress in a way that clearly reflects and is reciprocal of the standards of the Trust within its community. All staff must have regard for health, safety and welfare and need to convey a sense of formality, authority and purpose. Staff are required to maintain a high standard of cleanliness and personal hygiene.
- 8.2 All students are expected to dress to a high standard at all times and the same is therefore expected of staff. The Trust requires its employees to dress in a manner that creates a positive and professional image. Clothes should provide sufficient cover, not be offensive and contain no provocative logos or inappropriate remarks.
- 8.3 Work wear for staff should be that which would be acceptable within a professional office environment and have due regard to a standard of dress appropriate to deliver learning and teaching to young impressionable individuals. Jeans 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 in a work area where the role is physical.

Flip flops are not deemed suitable on health and safety grounds. It is expected that cleaning staff, whether contracted or out sourced wear uniforms provided.

- 8.4 If provided, personal protection equipment must be worn.
- 8.5 Visible body piercing is not acceptable, apart from earrings in each ear and staff are expected to conform to this convention while at the school or on school business. Any tattoos should be hidden from view while staff are working at the school, staff should avoid extreme hairstyles.
- 8.6 Staff must wear their ID badges at all times.

## 9. **TIME KEEPING AND ATTENDANCE**

- 9.1 Punctuality is the key to running a successful educational establishment and students and staff are expected to attend all lessons on time and to remain on-site throughout a normal working day. 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.

## 10. **SMOKING, ALCOHOL AND SUBSTANCE USE (see also Attendance and Wellbeing Policy)**

- 10.1 The Trust operates a no smoking policy. Staff are not permitted to smoke on the academy premises or grounds, to include the use of e-cigarettes. This applies to all academy buildings and those where services are provided.
- 10.2 Staff must be conscious of the school's 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.

## 11. **USE OF INFORMATION TECHNOLOGY, MOBILE PHONES AND SOCIAL MEDIA (see also Online Safety Policy and Procedure)**

- 11.1 The school provides internet and email facilities for work-related activities only, and any misuse may lead to disciplinary action. Staff members are permitted reasonable personal use of the internet during lunch breaks. The school may monitor email traffic and time spent on the internet as part of any investigations into suspected misuse of the system.
- 11.2 Staff mobile phones are permitted in school, however, excessive use of mobile phones for personal calls should be avoided.
- 11.3 Staff should not engage in inappropriate use of social media sites, either inside or outside of working hours, which may bring themselves, the school or employer into disrepute. Staff should not have contact with any pupil through social media (unless the pupils are family members) and should exercise caution when posting photographs and/or comments so that professional standards are maintained and staff do not compromise themselves or the school.

## 12. **CONFIDENTIALITY**

- 12.1 Where staff have access to confidential information about students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student.
- 12.2 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 by a member of staff), this needs to be

reported and dealt with in accordance with the appropriate Trust procedure. It must not be discussed outside the school/Trust, including with the student's parent or carer, nor with colleagues in the Trust except with a senior member of staff with the appropriate role and authority to deal with the matter.

- 12.3 However, staff have an obligation to share with their manager or the Trust's Designated Child Protection staff any information, which gives rise to concern about the safety or welfare of a student. Staff must **never** promise a student that they will not act on information that they are told by the student.