



# Staff code of conduct

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<b>Policy Category</b> (Please Indicate)	1	<b>Academy to implement without amendment</b>
	2	Academy specific appendices
	3	Academy personalisation required (in highlighted fields)



## Summary of Changes from Previous Version

Version	Date	Author	Summary of Updates
V9	November 2023	HR	<p>Policy now includes:</p> <ul style="list-style-type: none"><li>• Dignity at Work (replacing previous separate Dignity at Work Policy)</li><li>• Social Media and communication (replacing previous separate Social Media Policy)</li><li>• Mobile Phones is now captured within acceptable use of technology section and replaces the separate mobile phone policy</li><li>• Specific reference made to colleagues respecting and looking after the estate – linked to teaching standards within Use of Trust Premises and Equipment</li><li>• Dress Code has been updated to reflect professional standards expected</li></ul>



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## 1. Aims

This policy aims to set and maintain standards of conduct that we expect all employees to follow.

Exceed Learning Partnership aims to provide an environment where everyone is safe, happy and treated with respect.

Many of the principles in this Code of Conduct are based on the Professional Standards of the Education and Training Foundation. We expect that all employees will act in accordance with the personal and professional behaviours set out in these Standards.

All employees have an influential position, and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect all employees, governors, contractors, visitors and volunteers to act with personal and professional integrity, respecting the safety and wellbeing of others. Please note that this Code of Conduct is not exhaustive. If situations arise that are not covered by this code, leaders will use their professional judgement and act in the best interests of the Academy, its school and its students. This should be read in conjunction with the Disciplinary Policy, Professional Standards and the statutory guidance Keeping Children Safe in Education (KCSIE).

## 2. Legislation and guidance

Under regulation 7 of The School Staffing (England) Regulations 2009 we must also establish procedures for the regulation of the conduct and discipline of staff, which we have set out in part in this Code of Conduct, as well as other relevant policies which we refer to throughout this Code.

In line with the statutory safeguarding guidance, KCSIE, we should have a staff code of conduct, which should cover low-level concerns, allegations against staff and whistle-blowing, as well as acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

The Trust disciplinary policy aligns with this code of conduct. Failure to observe the standards in the code of conduct may lead to disciplinary action.

## 3. Staff code of conduct

Employees should set an example to students, they will:

- Always act, and be seen to act, in the students' best interest
- Maintain high levels of attendance and punctuality
- Treat students, staff and visitors 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
- Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- Never use inappropriate or offensive language in the Academy



- Take responsibility for their own actions and behaviour
- Avoid any conduct which would lead any reasonable person to question their motivation and/or intentions
- Understand the statutory frameworks they must act within
- Act only within their delegated authority as set out within the Trust Scheme of Delegation
- Adhere to the Professional Standards
- Not conduct themselves in any way which might create doubt about their suitability to work for the Trust, or which has the potential to bring the Trust into disrepute or damage its reputation
- Not, either in their professional or personal capacity, use their position improperly to gain an advantage or disadvantage any person or organisation.

## 4. Safeguarding

All employees are responsible for safeguarding students and promoting their welfare. This means that employees are required to take action to protect students from maltreatment, prevent impairment of students' health or development and ensure that students flourish in circumstances consistent with the provision of safe and effective care. This will enable all students to have the best outcomes.

All employees must be aware of the signs of abuse and neglect and know what action to take if these are identified. To do this, employees must complete the assigned annual safeguarding training, have fully read and understood our child protection & safeguarding policies, as well as KCSIE. Employees must also be aware of our systems for keeping students safe and follow the guidance in these policies at all times.

All employees must cooperate with other employees and with external agencies where necessary.

Exceed Learning Partnership's safeguarding policies and procedures are available on the National College Platform. New employees will also be directed to these in the induction Padlet.

A low-level concern is any concern, no matter how small, that an adult working for or on behalf of the Trust may have acted in a way that is inconsistent with our code of conduct; this could include inappropriate behaviour outside of work. Staff should recognise their individual responsibility to raise any concerns to the Principal/DSL/HR/or CEO as soon as is reasonably possible. Further details can be found in the Low Level Concern Policy.

## 5. Declaration of Interest

By declaring interests, employees help maintain public confidence, avoid suspicion of impropriety and protect themselves against allegations of wrongdoing. Declarations must be made no matter how remote the interest is or if it is considered by the employee to be insignificant. All employees will be requested to make an annual declaration of interest, and must advise the Principal / CEO if there are any changes to this declaration during the year.

Further details of required declarations can be located in the conflict of interest policy.



## 6. Pupil-Staff 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.

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 should avoid contact with pupils outside of Academy hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

Whilst we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the Academy year, gifts from staff to individual students are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

For staff who are in a relationship with a colleague, parent / carer, or any other person associated with their Academy, we expect that they identify this to the relevant Principal / HR.

For staff who have a family relationship with a pupil within the academy that they work we expect that they identify this to the relevant Principal/HR and retain a professional relationship at all times.

## 7. Communication and Social Media

The Trust uses a variety of methods to communicate with its employees, pupils, service users and the community and to deliver services, including external and internal post and telephones, photocopying and printing, email, internet, or social media. These facilities are provided for Exceed Learning Partnership business purposes only.

Employees must abide by Trust policies and procedures relating to the security of information, data protection and use of electronic media, including email and the internet.

Employees receiving inappropriate communications or material should seek advice from the Principal, HR or their line manager immediately. Employees who are unsure about whether something they propose to do might breach this policy should also seek advice.

Employees are not permitted to discuss issues with the press or public or disclose information or documents on Exceed Learning Partnership business unless expressly authorised to do so by the CEO or the Chair of Governors/Directors. Unless authorised to do so, employees must not speak, write or give interviews to the media. If approached by the media, employees should refer the enquiry to the Principal / Headteacher/CEO. The branch secretaries or corporate staff side leads of the recognised trade unions have specific permission to liaise with the media on behalf of their respective trade unions.



Staff's social media profiles should not be accessible to pupils and parents/ carers. If they have a personal profile on social media sites, it is recommended 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 profiles to private.

Whether at work or not, employees must not use social media to:

- Post information which is confidential or which constitutes intellectual property;
- Make negative comments about the Trust, its services, employees or anyone linked to the Trust;
- Harass or bully other employees (cyber bullying);
- Make discriminatory comments of any kind about anyone linked to the Trust;
- Post pictures or details of pupils or colleagues without express permission.
- Communicate with pupils or parents.
- Search up any pupil accounts

Staff should be aware of the Trust online safety policy.

## 8. Acceptable use of technology

Staff will not use technology in the Academy 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, or Academy equipment for personal use during contact hours or in front of pupils.

Emails may be added to personal devices, but must be accessed via the relevant email app e.g. outlook or Gmail. You must ensure that these are deleted when you leave the trust.

Staff should keep their passwords confidential and not allow unauthorised access to equipment.

The Trust has the right to monitor e-mails, phone-calls, internet activity or document production, principally, in order to avoid offensive or nuisance material and to protect systems from viruses, to ensure proper and effective use of systems. Communication systems may be accessed when the Trust suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity.

## 9. Dignity at work

Exceed Learning Partnership aims to provide an environment where all employees are treated with dignity and respect and are valued for their skills and abilities. We are firmly opposed to all forms of harassment and bullying at work. We will promote a positive working environment, dealing with any instances of bullying and harassment in line with the grievance and disciplinary policies as required in a fair and consistent way.

Unreasonable behaviour can take many forms and can range from physical attack to a subtle comment. It can also include actions, jokes or suggestions that might create a stressful working environment or the production, distribution, display of material that may give rise to offence. It can also include behaviour which deliberately or inadvertently excludes individuals from normal activities.

Employees should:

- Treat their colleagues with dignity and respect.



- Not harass or bully any other member of staff. Employees should discourage any such behaviours
- Support colleagues who are being bullied or harassed

## 10. Health and safety

Employees must adhere to the Trust Health and Safety Policy, procedure and guidance, and must ensure that they take every action to keep themselves and everyone in the Academy environment safe and well.

Risk assessments are in place for all activities, both on and off site, involving children and young people.

## 11. Use of Trust Premises and Equipment

Trust equipment and premises are available only for trust-related activities and should not be used in relation to another job or for excessive personal use, unless authorised in writing and in advance by the Principal/CEO.

Illegal, inappropriate (excessive or regular personal use) or unacceptable use of trust equipment/communication systems may result in disciplinary action and in serious cases could lead to an employee's dismissal.

At all times, colleagues must respect the estate and look after the environment that they are working/teaching within, in line with teaching standards and this code of conduct.

Any defects or damages must be reported by colleagues to the Site Manager and Business Manager where required.

## 12. Use of alcohol and Drugs

The taking or possession of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. All employees are expected to attend work without being under the influence of alcohol or illegal drugs.

Alcohol, drugs or substances consumed outside of or during working hours must not affect a worker's ability to do their job or have the potential to damage the Trust's reputation or the worker's own credibility. Presenting for work with clothing or breath smelling of alcohol or drugs is likely to raise reputational concerns that may lead to disciplinary action.

With the exception of work-related events, where provision of alcohol has been authorised, alcohol must not be consumed during working hours.

If alcohol or drug usage impacts on an employee's working life, the Academy has the right to discuss the matter with the employee and take appropriate action.

Employees who suspect a colleague of being under the influence of alcohol and/or drugs at work must report this to their line manager, or to a more senior manager, if it is their line manager under suspicion.

The Trust operates a no smoking policy within its premises and boundaries; this encompasses both conventional and electronic smoking.



## 13. Confidentiality

In the course of their role, all employees, Directors and the Governing bodies are exposed to a significant volume of data and information. Much of this information is deemed special category personal data and is subject to special conditions under the General Data Protection Regulations (GDPR) there is an obligation for staff to attend training and to observe the requirements of General Data Protection Requirement (GDPR) and the Data Protection Act 2018.

This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

Staff should follow the Confidentiality Policy when dealing with any personal data.

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

## 14. 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 Academy property and facilities.

Staff will not accept bribes. Gifts that are worth more than £15.00 must be declared. Staff are personally responsible for all decisions connected with the acceptance of any gift or hospitality. Further details can be found in the gifts and hospitality policy.

Staff will ensure that all information given to the Academy is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience

The deliberate falsification of documents is not acceptable. Where an employee falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

Staff should declare any financial or non-financial interests that may cause any conflict with the Trust's interests.

Where there are any updates to the information provided to the Academy, the member of staff will advise the Academy as soon as reasonably practicable. Staff must inform the Principal/CEO immediately if they are the subject of a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

Failure to make a relevant declaration is a very serious breach of trust and therefore, if staff are in doubt about a declaration, they are advised to take advice from HR or a Trade Union.



## 15. Additional work

Off duty hours are the personal concern of individual employees but they should not allow their private interests to take priority over their work interest. Employees should not put themselves in a position where their duty and private interests' conflict. Private interests in this regard include activities of a voluntary nature as well as business or recreational interests. This does not preclude tuition outside working hours.

It is not the intention of the Trust to prevent employees from undertaking additional employment unless that employment conflicts with or detrimentally affects the Trust's interests, weakens public confidence in the conduct of the Trust's business, or affects an employee's ability to undertake their work.

Employees should not undertake outside work related to any matter that is or could be undertaken by the Trust, without the permission from their Principal/Head Teacher.

An employee who wishes to take on any kind of additional paid or unpaid work, in any capacity, must ensure that:

- Where there is a potential conflict of interest of the Trust they inform their Principal/Head teacher/CEO in writing for assessment.
- The combined working arrangements do not exceed the provisions of the working time regulations for weekly working hours, allow for the daily and weekly rest required by working time regulations or cause other concern in terms of health and safety at work.
- The work does not place them in a position where their Trust duties and private interests' conflict.
- The work does not damage public confidence in the Trust's conduct or business.
- The work does not involve being in direct competition with the Trust for contracts/work.
- Any potential employer is made aware that they are already employed by the Trust.

## 16. Physical contact and intimate/personal care

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, however, it is crucial that they only do so in ways appropriate to their professional role and in relation to the pupil's individual needs and any agreed care plan.

Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e., one easily observed by others and last for the minimum time necessary. The extent of the contact should be made clear and undertaken with the permission of the pupil. Contact should be relevant to their age / understanding and staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil. Guidance and protocols around safe and appropriate physical contact may be provided, for example, by sports governing bodies and should be understood and applied consistently. Any incidents of physical contact that cause concern or fall outside of these protocols and guidance should be reported to the principal/head teacher.

Pupils should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. When assistance is required, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible. Intimate or personal care procedures should not involve more than one member of staff unless the pupil's intimate care plan specifies the reason for this.



A signed record should be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, should include times left and returned.

## 17. Dress Code

Staff will dress in a professional manner, appropriate to their role. Outfits will not be overly revealing, and we ask that tattoos are covered up.

Trousers	Tailored fit, no denim style trousers or leggings
Skirts	Tailored fit of an appropriate length
Shirts/tops	Not tight fitting or revealing, no vest style tops, ties where appropriate
Footwear	No open sandals or flip flops
Jewellery	Modest and appropriate in relation to daily tasks
Practical subjects	Branded/approved dress relevant to activity – no logo-based clothing

## 18. Conduct outside of work

Staff will not act in a way that would bring the Academy, or the teaching profession, into disrepute. This covers conduct including, but not limited to, relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the Academy on social media.

## 19. Links with other policies

This policy has links with our policies on:

- Staff Disciplinary
- Confidentiality
- Staff Grievance
- Equality and Diversity
- Child protection and safeguarding
- Gift and Hospitality
- Financial Management
- Health and Safety
- Online Safety
- Whistleblowing
- Data Protection
- Conflict of Interest
- Equality and Diversity
- Use of Emails



**Policy Agreed: November 2023**

**Signed Chief Executive:**

*B.A. Nixon*

**Signed: Chair of Directors:**

*J. B. Bloom*

**Policy to be reviewed in September 2025**