

Community Inclusive Trust **Code of Conduct**

Date Written: August 2019

Expiry Date: August 2020

Document Ref: COD-POL-002



This policy applies to all employees, but should also be considered by individuals who undertake work experience, volunteers and visitors. It does not form part of any employee's Statement of Main Terms of Employment and is not intended to have any contractual effect. The Trust reserves the right to amend this policy at any time.

The Code of Conduct should be read in conjunction with the Trust's other policies and Staff Handbook (applies to employees only).

1 Purpose

The Trust requires high standards of conduct from all employees. This Code of Conduct is designed to provide guidance about what is expected of employees in their daily work and in their dealings with colleagues, students, parents and the wider community. Employees are reminded that the Code of Conduct applies whether the employee is officially "on duty" or not.

The Code of Conduct aims to promote public confidence, to support good working relationships and to ensure that employees do not compromise their own integrity.

2 Scope

This policy details the expectations, professional standards and personal responsibilities of CIT personnel.

3 Responsibilities

All employees are required to ensure they understand these standards and they should discuss any uncertainties with their line manager. Employees are responsible for reflecting on their own conduct and practice to ensure they meet the standards required of them in order to encourage pupils to do the same.

All line managers are responsible for ensuring employees are aware of these standards of conduct and that they comply with them.

Failure to comply with the Code of Conduct may result in disciplinary action (applies to employees only).

4 Principles

All employees are required to comply with the following principles:

Demonstrate respect for diversity and promote equality

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- Employees are required to act appropriately towards all pupils, parents, carers, colleagues and visitors to the Trust.
- Employees are expected to understand and comply with the Trust's Equal Opportunities Policy.
- It is the responsibility of all employees to challenge discrimination, bullying and stereotyping.

Safeguarding Pupils

- The welfare of all pupils is paramount.
- It is the responsibility of all employees to safeguard and promote the welfare of all pupils.
- Employees should work, and be seen to work, in an open and transparent manner.

Demonstrate honesty and integrity and uphold public trust and confidence in the Trust

- Employees must maintain high standards of honesty, integrity and personal behaviour both in and outside of the Trust to uphold public trust within the local community and beyond.
- Employees must exercise caution both in and outside of the Trust when using information technology and be aware of the risks to themselves and others. Employees are expected to understand and comply with the Trust's Communications Policy.

Maintain professional standards

- Employees are expected to adhere to the Trust's dress code, detailed in the Staff Handbook.
- Punctuality is important to ensure that the Trust runs efficiently. All employees are expected to be ready to start work at the beginning of their working day.
- School employees are not permitted to have personal mobile telephones with them in the classroom.

Endeavour to develop productive and supportive relationships with all Trust colleagues

- Employees are also expected to communicate and establish productive working relationships with other professional colleagues.

Maintain Confidentiality

- Employees should not disclose information given to them in confidence by anyone, or information acquired which they believe is of a confidential nature, without the consent of a person authorised to give it, or unless they are required to do so by law.
- Employees should not prevent another person from gaining access to information to which that person is entitled by law.
- Employees should not, at any point discuss Trust issues within the wider media, including Facebook and Twitter.

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Staff must uphold the Trust's policies and procedures, and raise any concerns about the life or running of the Trust in a responsible and appropriate way. A copy of the policies can be found on CIT website.

5 Teaching Staff

In addition to the above principles, Teaching Staff are reminded that they are required to comply with the Teaching Standards (as amended from time to time).

Written By: Ann White		Reviewed By:
Signed:		Signed:
Date: August 2019		Date:

