



Staff Code of Conduct

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1. Statement of intent

- 1.1 The Community Inclusive Trust expects all pupils to receive high-quality teaching and learning in a positive and respectful environment.
- 1.2 All Trust employees should understand that their own behaviour, and the manner in which they conduct themselves with their colleagues, pupils, parents and other stakeholders, sets an example.
- 1.3 We recognise that the majority of staff members act appropriately and treat each other with dignity and respect; however, we consider it important to clarify the expected standards.
- 1.4 This policy 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. Failure to comply with this policy, and with the associated Trust or school policies, may result in disciplinary action being taken, including legal action where this is warranted.
- 1.5 This document applies to all Trust employees and volunteers.
- 1.6 This document does not apply to employees of external contractors.
- 1.7 These employees are governed by their employment contracts and any relevant laws pertaining to their activities within the Trust, for example, the GDPR and the Data Protection Act 2018.

2. Legal framework

- 2.1 This policy has due regard to all legislation including, but not limited to, the following:
 - The General Data Protection Regulation (GDPR)
 - Data Protection Act 2018
 - Education Act 2002
 - The Children Act 1989
 - The Working Time Regulations 1998 (as amended)
 - Sexual Offences Act 2003
- 2.2 This policy also has due regard to statutory guidance including, but not limited to:
 - DfE 'Keeping children safe in education' (KCSIE)
 - DfE 'Working Together to Safeguard Children'
 - DfE 'Staffing and employment advice for schools'
- 2.3 This policy operates in conjunction with the following school policies and documents:
 - Safeguarding Statement – Trust-wide
 - School Child Protection and Safeguarding Policies
 - Health and Safety Policy Manual
 - Health & Safety Handbook
 - Data Protection Policy
 - Allegations of Abuse Against Staff Policy
 - Absence Management Policy

- Whistleblowing Policy
- Acceptable Use of the Internet and IT Systems Policy
- Disciplinary Policy
- Photography Social Media Policy
- Staff Handbook
- Additional Entitlement to Paid and Unpaid Leave

3. Safeguarding pupils

3.1 In accordance with KCSIE, all staff members have a responsibility to safeguard pupils and protect their welfare.

3.2 All staff members have a responsibility to ensure they provide a learning environment in which pupils feel safe, secure and respected.

3.3 To effectively safeguard pupils, staff members are required to follow the procedures outlined in this Staff Code of Conduct and the relevant school's Child Protection and Safeguarding Policy, ensuring they do not act in a way that may put pupils at risk of harm, or lead others to question their actions.

3.4 In accordance with the school's Child Protection and Safeguarding Policy, all staff members will be prepared to identify pupils who may be subject to, or at risk of, the following types of abuse and neglect:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Peer-on-peer abuse
- Serious violence
- Female genital mutilation (FGM)
- Child sexual exploitation (CSE)
- Child criminal exploitation
- Any other type of abuse

3.5 In accordance with the school's Child Protection and Safeguarding Policy, all staff will also be aware the following factors could increase a pupil's risk of being subject to safeguarding issues:

- Pupils who need a social worker (Child in Need and Child Protection Plans)
- Pupils requiring mental health support
- LAC and previously LAC
- Pupils with SEND
- Any other factor as identified by the Local Authority as part of their annual training

3.6 If a staff member identifies a pupil who is subject to, or at risk of, the abuse and neglect mentioned in 3.4, they will follow the necessary reporting and referral procedures outlined in the school's Child Protection and Safeguarding Policy.

3.7 Any staff member that has concerns about a staff member's (including volunteers and supply staff) actions or intent that may lead to a pupil being put at risk of harm will report this in line with the Allegations of Abuse Against Staff Policy or Whistleblowing Policy immediately so appropriate action can be taken.

- 3.8 Upskirting is not tolerated by the Trust and any incidents of upskirting must be reported to the relevant DSL who will decide on the next steps to take, which may include involving the police.
- 3.9 If a staff member feels unable to raise an issue with the school, they will use other whistleblowing channels, including contacting the NSPCC's helpline on 0800 028 0285 (between the hours of 8:00am and 8:00pm Monday to Friday) or email help@nspcc.org.uk. Staff members can also access guidance at www.gov.uk/whistleblowing.
- 3.10 If the concern is regarding a Headteacher or the CEO, staff will report this to the Director of HR.
- 3.11 If the concern is regarding the Director of HR, staff will report this to the CEO.
- 3.12 All staff will partake in the appropriate safeguarding and child protection training; additionally, all staff will receive regular safeguarding and child protection updates in line with the Trust's yearly schedule.
- 3.13 Staff will be aware that confidentiality will never be promised to a pupil – staff will understand the procedure for if a pupil discloses a potential safeguarding issue, in accordance with the school's Child Protection and Safeguarding Policy.
- 3.14 Staff will be aware of the Trust's legal duty to refer anyone who has harmed, or poses a risk of harm to, a child or vulnerable adult to the DBS – this includes where:
- The harm test is satisfied in respect of that individual.
 - The individual has received a caution or conviction for a relevant offence, or if there is reason to believe the individual has committed a listed relevant offence.
 - The individual has been removed from working in regulated activity or would have been removed if they had not left their post.

4. Appearance and dress

- 4.1 The Trust expects staff members will:
- Ensure their appearance is clean and neat when at work or representing the school.
 - Adopt a smart but casual dress code but always dress in a manner that is appropriate to their role.
 - Remember they are role models for pupils, and their dress and appearance should reflect this.
 - Not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders.
 - Cover any visibly inappropriate tattoos or body art whilst in school.
 - Not have any piercings that could present a health and safety concern to either the wearer or other staff/pupils.
- 4.2 Unacceptable articles of clothing for employees include, but are not limited to, any type of ripped clothing, low cut vests, shorts, leggings, jeans or open footwear (unless prior agreement has been obtained from your line manager e.g. dress down days, sports duties, etc).

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4.3 The requirements of particular faiths to wear specific types of clothing or to dress modestly will be respected so long as the item of clothing does not pose a hazard to the health and safety of employees, does not contravene any reasonable and legitimate requirements of the Trust, and does not have a negative impact on any other person.

4.4 If you have been issued with any Personal Protective Equipment (PPE) by the Trust this must be worn at all appropriate times.

5. Attendance

5.1 The Trust expects staff members will:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Make routine medical and dental appointments outside of their working hours or during holidays where possible.
- Refer to the Trust's Annual Leave and Leave of Absence Policy if they need time off for any reason other than personal illness.
- Follow the Trust's absence reporting procedure as set out in the Absence Management Policy when they are absent from work due to illness or injury.

6. Professional behaviour and conduct

6.1 Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect.

6.2 The use of foul and abusive language will not be tolerated.

6.3 Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.

6.4 Staff members will not misuse or misrepresent their position, qualifications or experience, or bring the Trust into disrepute.

6.5 School staff will inform their Headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

6.6 Central staff and Headteachers will inform the Director of HR if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

6.7 The Director of HR will inform the CEO if they are subject to a criminal conviction, caution, ban, Police enquiry, investigation or pending prosecution.

6.8 Staff will be aware that professional behaviour and conduct is expected to be extended to extra-curricular trips and visits too. All staff attending a trip or visits will act in accordance with this policy.

6.9 Staff will act appropriately in terms of the views they express (in particular political views) and the use of Trust resources at all times and will not use Trust resources for party political purposes.

7. Conduct outside of work

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- 7.1 Staff may undertake work outside of the Trust, either paid or voluntary, provided they have declared this to the Trust and it does not conflict with the interests of the Trust. The nature of the work cannot be seen to bring the Trust into disrepute, nor be at a level which may contravene the working time regulations or affect an individual's work performance.
- 7.2 Staff will not engage in outside work which could seriously damage the reputation and standing of the Trust or the employee's own reputation, or the reputation of other members of the Trust community. In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are unacceptable.
- 7.3 Staff will not engage in inappropriate use of social network sites which may bring themselves, the Trust or the Trust community into disrepute. This is explored further in section 14.

8. Smoking, alcohol and other substances

- 8.1 All Trust premises are non-smoking areas. Any reference to smoking also includes 'vaping'.
- 8.2 The CIT No Smoking Policy must be followed at all time.
- 8.3 Staff will not smoke whilst working with or supervising pupils off-site, such as when on educational visits and trips, including residential.
- 8.4 The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members must never attend work under the influence of alcohol or illegal drugs.
- 8.5 If alcohol or drug usage impacts on a staff member's performance, the Trust has the right to discuss the matter with the employee and take appropriate action in accordance with the Trust's disciplinary procedures, including referral to the police.

9. Health and Safety

- 9.1 Staff members will:
 - Be familiar with and adhere to the Trust's Health and Safety Handbook and Policy Manual and ensure they take every action to keep themselves and everyone in the Trust environment safe and well.
 - Comply with health and safety regulations and use any safety equipment and protective clothing supplied to them.
 - Comply with hygiene requirements.
 - Comply with accident reporting requirements.
 - Inform the Headteacher (schools) or Director of HR (Central staff) of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended).

10. Relationships with pupils

- 10.1 The Trust expects staff will:
 - Maintain professional boundaries and relationships with pupils at all times, and will consider whether their actions are warranted, proportionate, safe and necessary.

- Act in an open and transparent way that would not lead to others questioning their actions.
- Ensure they do not establish social contact with pupils for the purpose of securing a friendship, or to pursue or strengthen a relationship.
- Ensure they do not develop personal or sexual relationships with pupils: this includes sexual remarks and discussing their own sexual relationships with, or in the presence of, pupils.
- Only contact pupils via the Trust's established mechanisms: personal phone numbers, email addresses or social media platforms will not be used to contact pupils.

10.2 Under the Sexual Offences Act 2003, it is an offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect to that child, even if the relationship is consensual.

11. Physical contact with pupils

11.1 The Trust understands there are circumstances in which it is entirely necessary for staff to have physical contact with pupils, e.g. when applying first aid and assisting with intimate care, but staff will only do so in a professional and appropriate manner in line with relevant school policies.

11.2 When physical contact is made with pupils, it is imperative it is conducted in a way which is responsive to the pupil's needs, is of limited duration and is appropriate to their age, stage of development, gender, ethnicity and background.

11.3 Staff will seek the pupil's permission, where possible and appropriate, before initiating contact.

11.4 Staff will always use their professional judgement when determining what physical contact is appropriate, as this may differ between pupils. As such, the pupil's feelings and wishes will be taken into account where appropriate and possible.

11.5 Staff will never touch a pupil in a way which is indecent and will always be prepared to explain their actions.

11.6 Staff will be aware that even well-intentioned physical contact may be misconstrued by a pupil, an observer or by anyone to whom this action is described and, therefore, will be prepared to justify their actions.

11.7 Staff will not engage in rough play or play fights with pupils.

11.8 Extra caution will be taken where it is known a pupil has previously suffered from abuse or neglect.

11.9 Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be reported to the Headteacher or relevant DSL and appropriate procedures will be followed.

11.10 If a child is in distress and in need of comfort as reassurance, staff may use age-appropriate physical contact, such as placing their hand on the pupil's shoulder. Staff will remain self-aware of their actions at all times and ensure their contact is not threatening, intrusive or subject to misinterpretation.

11.11 Staff may also use reasonable force as a means of physical contact with pupils for physical management purposes, such instances will always be in accordance with the DfE's Use of Reasonable Force in Schools Policy.

12. Transporting pupils

12.1 When it is necessary to transport pupils off-site, staff will ensure the transport arrangements of the vehicle meet all legal requirements, they have an appropriate licence and the vehicle is roadworthy, has a valid MOT certificate and is insured.

12.2 Staff will gain consent from parents before transporting pupils and will be aware the welfare of all pupils in the vehicle is their responsibility.

12.3 Staff will ensure any school transport policy, i.e. lone transport, or risk assessment are followed at all times.

13. Financial inducements

13.1 Staff members will familiarise themselves and comply with the Trust's financial regulations.

14. Acceptable use of technology

14.1 Staff will adhere to the procedures outlined in the Trust's Acceptable Use of the Internet and IT Systems Policy at all times.

14.2 Staff will remain mindful of their use of social media and their web-based presence including written content, videos or photographs, and views expressed directly or indirectly which may bring themselves, the Trust or the Trust community into disrepute.

15. Premises, equipment and communication

15.1 Trust equipment and systems are available only for Trust-related activities and will not be used for the fulfilment of another job or for inappropriate personal use.

15.2 Illegal, inappropriate or unacceptable use of Trust equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.

15.3 Employees receiving inappropriate communication or material, or who are unsure about whether something they propose to do might breach this policy, should seek advice from their Headteacher or ELT.

15.4 The Trust reserves the right to monitor emails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

15.5 Communication systems may be accessed when the Trust suspects the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity. Access will be secured by the Strategic Lead of Technology, only with the permission of the ELT.

15.6 Passwords should not be shared and access to computer systems must be kept confidential except on the express request of a Headteacher, Strategic Lead of Technology or ELT. Breaches of this confidentiality may be subject to disciplinary action.

15.7 Trust equipment used outside the premises, e.g. laptops, will be returned to the Trust when the employee leaves employment or if requested to do so by their Headteacher or ELT.

16. Photography and videos

16.1 All staff must familiarise themselves and comply with all terms of the Trust's Photography Social Media policy.

17. Data protection and confidentiality

17.1 All staff must familiarise themselves and comply with all terms of the Trust's Data Protection Policy.

17.2 Staff members have the right to request access to data that is held about them. Such requests will be made to the Headteacher or ELT in writing in accordance with the Trust's Data Protection Policy.

18. Probity of records

18.1 The deliberate falsification of documents, such as references, academic qualifications or legal documents, is unacceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

19. Contacts

19.1 Staff members will not use Trust business contacts for acquiring materials or services at trade/discount prices for non-Trust activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

20. Monitoring and review

20.1 This document will be reviewed on an annual basis and any changes made will be communicated to all members of staff.

20.2 All members of staff are required to familiarise themselves with this document as part of their induction.