

Staff Code of Conduct

1. Background and principles

- 1.1. The purpose of this policy is to provide a Code of Conduct framework for safe professional practice and effective partnerships between staff, leaders and parents/carers.
- 1.2. It is the responsibility of all those working within the Multi Academy Trust, in any form, to familiarise themselves with this Code of Conduct. Failure to observe any of the Standards in Code of Conduct may lead to disciplinary action in line with the MAT's Disciplinary Policy, which could in the most extreme circumstances lead to dismissal.
- 1.2. The Code of Conduct applies to all its employees and those carrying out work on behalf of the Trust, including, but not limited to Members, Trustees, Governors, teachers, support staff, volunteers, temporary or interim staff and visiting staff (including consultants, business partners and contractors) working with pupils on and off-site and requires that these adults will always:
 - place the welfare of pupils as their first and foremost;
 - accept responsibility for their own actions and behaviour and avoid any conduct that might lead any reasonable person to question their motivation and intentions;
 - at all times behave in manner which does not bring the Multi Academy Trust into disrepute;
 - work in an open and transparent way;
 - make a record of any incident and promptly consult their line manager;
 - apply the same professional standards, regardless of age, religion, gender assignment, nationality;
 - be aware of the name of the designated person with responsibility for safeguarding pupils and understand their responsibilities under the safeguarding / child protection policy;
 - understand that any breaches in the law or professional expectations might lead to criminal or disciplinary action and barring; and
 - understand their responsibilities to report the unprofessional conduct of other adults working in or on behalf of the Multi Academy Trust focusing at all times on the welfare of pupils.
- 1.3 It is imperative that all teachers, support staff, volunteers and visiting staff act in accordance with the Trust's and local schools' Safeguarding, Behaviour and Child Protection Policies. If staff have any concerns they should immediately contact the relevant Safeguarding Lead and provide details.

2. Confidentiality

- 2.1. Staff must not use confidential or sensitive information about a child or their family for their own benefit or to humiliate or embarrass a child
- 2.2. Confidential information about pupils or the School should not be shared casually and must be kept confidential at all time. Please refer to the Multi Academy Trust's and schools' Data Protection policy for further information.
- 2.3. Information that might suggest that a child is in need or at risk of significant harm must be shared with the Designated Person immediately, in accordance with the safeguarding / child protection procedures

3. Behaviour

- 3.1. Staff have a responsibility to maintain public confidence and must uphold high standards of personal conduct to do so; both within and outside of their work setting.
- 3.2 Staff are expected to behave in a professional and polite manner.
- 3.2. Staff must not do or say anything that might bring the Multi Academy Trust or Local Schools into disrepute

4. Dress and appearance

- 4.1. Staff must be smart in their appearance and portray the appropriate image at all times. If you require guidance of what is appropriate please contact the relevant Headteacher / Principal.

5. Gifts

- 5.1. Whilst there may be occasions when parents or pupils may wish to give a small token of appreciation to staff, for example, at Christmas or the end of a school term / year, it is unacceptable to receive gifts on a regular basis.
- 5.2. Personal gifts should not be given by staff to pupils and any reward to a child should be consistent with the school's behaviour policy, recorded and not based upon favouritism
- 5.3. If unsure of whether to accept a gift please refer to the relevant Headteacher / Principal.

6. Infatuations

- 6.1. It is not unusual for pupils or, sometimes, their parents to develop infatuations or "crushes" towards trusted staff. All such situations must be responded to sensitively to maintain the dignity of those concerned and any indications that this might be happening should be immediately reported to your line manager.

7. Social contact

- 7.1. Staff should not establish or seek to establish any non-professional social contact with a pupil or their parents/carers.
- 7.2. All unplanned or other social contact that happens outside of the school setting should be reported to the Headteacher / Principal.

- 7.3. Staff should not give their personal telephone numbers, email addresses or any contact details through social media to pupils or their parents, unless agreed in advance with the headteacher / Principal and required within the role.
- 7.4. No member of staff will enter into extra or private tuition or childcare arrangements with parents without the permission of the relevant Headteacher / Principal.
- 7.5. Staff should notify their line manager immediately of any existing or previous family or social relationship with a pupil or their parents/carers.

8. Physical contact

- 8.1. When physical contact is made with pupils, it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. If you require guidance on this please contact the Safeguarding Lead.
- 8.2. Physical contact should never be secretive, for the gratification of the adult or represent a misuse of authority. It should be in accordance with the principle of 'limited touch'.
- 8.3. Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. Such experiences may sometimes make a child exceptionally needy and demanding of physical contact and staff should respond sensitively by deterring the child through helping them to understand the importance of personal boundaries. Staff should notify their line manager or the relevant Safeguarding Lead immediately when such signs or behaviour is apparent.
- 8.4. Any extreme attention-seeking or behaviour by pupils that makes staff feel uncomfortable should be reported to a line manager
- 8.5. Staff supervising PE and games or providing music tuition may be required to initiate physical contact with pupils, the principle of "limited touch" should be applied, with understanding of pupils' sensitivities and with the pupil's agreement.
- 8.6. Children are entitled to respect and privacy whilst they are changing or showering. For example, after games or swimming.

9. Pupils in distress

- 9.1. On those occasions when a pupil may be in distress and in need of comfort and re-assurance, staff should ensure that they remain self-aware at all times and that their contact with the pupil is not open to misunderstanding.
- 9.2. Such incidents must always be immediately recorded and shared with a line manager.

10. Care, control and physical intervention

- 10.1. The Multi Academy Trust is committed to the use of positive behaviour management and staff will not use any form of physical punishment, threats, sarcasm or demeaning comments to deal with unacceptable behaviour.
- 10.2. When children need to be restrained for their own protection or the protection of others, this must only be undertaken in accordance with the training and policy sanctioned by the Leadership Team and the Local Governing Body.
- 10.3. Any such incidents and physical interventions will be recorded and reported to parents / carers

11. One to one situations

- 11.1. Staff working individually with children should recognise the potential vulnerability of pupils and adults in such situations and ensure that they manage these situations with regard for the safety of both the child and themselves.
- 11.2. Individual work with pupils should not be undertaken in isolated areas or rooms where there is no external visual access. Where it is necessary to close doors for reasons of confidentiality, a colleague should be made aware of this and asked to remain vigilant.
- 11.3. In general, staff will not be expected to transport or accompany pupils off-site on their own. If staff use their own cars for transporting pupils, they will ensure appropriate escort arrangements and that they have in place motor insurance that covers business use. Staff will also require prior consent from the relevant Headteacher / Principal.
- 11.4. All first aid will be administered only by suitably trained and accredited staff except in an emergency where the illness or injury is such that to delay assistance might cause harm to the child.
- 11.5. Children who require any form of intimate care are entitled to privacy, dignity and safety. Pupils with on-going health problems will be treated in accordance with any Medical Plan that has been agreed with the parent and the Health Authority and only by those who have been authorised to do so by the Principal.
- 11.6. Lone male members of staff will not be placed in a position where they are expected to provide any form of intimate care without the safeguard of having a female colleague in the same room or area.
- 11.7. Lone female members of staff will not be placed in a position where they are expected to provide any form of intimate care without the safeguard of having a male colleague in the same room or area.

12. Curriculum

- 12.1. Care should be taken to abide by the School's policy on Sex and Relationships Education and the wishes of parents.
- 12.2. The curriculum can include or raise subject matter which is sexually explicit or otherwise of a sensitive nature. Care should be exercised to ensure that resource materials cannot be misinterpreted and clearly relate to the lesson plan.
- 12.3. The curriculum can sometimes lead to unplanned discussion of sensitive subject matters. Responding to pupils' questions requires careful judgments and guidance should be sought from members of the Senior Leadership Team, as appropriate.

13. Photography, videos and other creative arts

- 13.1. Whilst photographic and video images of pupils can play a valuable role within the curriculum, after-school activities and to celebrate achievement, there is potential for such images and opportunities to be misused by adults with ulterior motives.

- 13.2. Staff should be sensitive to the needs of pupils who may have been abused in this way or who appear uncomfortable when asked to participate in photography or filming. If staff become aware of such sensitivity it should be reported to your line manager.
- 13.3. Staff should ensure that a member of the Senior Leadership Team is aware of the proposed use of photographic/video equipment and that this is recorded in lesson plans.
- 13.4. Staff should be able to give account of the rationale behind any images of pupils that are in their possession. They should be stored securely and only used by those authorised to do so.
- 13.5. No images or video should be stored upon a staff member's personal device unless approved in advance by the relevant Headteacher / Principal.
- 13.6. Permission from pupils and their parents/carers for the use of images of pupils for publicity purposes is usually given through the admissions process. Staff must however ensure that each parent agrees to photographic images being taken. For most uses names of pupils must not be published.

14. Internet Use

- 14.1. Staff should follow the School policy on the use of computer equipment and should under no circumstances, access, or allow pupils to access, inappropriate material or images.
- 14.2. If pupils are found to have accessed such images, this should be reported to the Principal.
- 14.3. See E-safety policy for full roles and responsibilities

15. Whistle-blowing

- 15.1. See separate policy.

Approved by the Trust Board on 26 June 2018