



THE  
**CREATIVE  
LEARNING**  
PARTNERSHIP TRUST

# Staff Code of Conduct

**Approved by:** Chair of Trustees  
Chief Executive Officer

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## 1. Aims, Scope and Principles

This policy aims to set and maintain standards of conduct that we expect all staff including relief/supply staff and voluntary workers to follow.

By creating this policy, we aim to ensure our Trust is an environment where everyone is safe, happy and treated with respect.

Many of the principles included within this code of conduct are based on the [Teachers' Standards](#).

Trust staff have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, trustees, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others. The Trust promotes the highest standards for all.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

## 2. Legislation and Guidance

We are required to set out a staff code of conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', we are required to have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

This policy also complies with our funding agreement and articles of association.

## 3. General Obligations

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others 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
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards

## 4. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Staff will familiarise themselves with our safeguarding policy and procedures and the Prevent initiative and ensure that they are aware of the processes to follow if they have concerns about a child.

Our safeguarding policy and procedures are available in the staff room and from the school office. New staff will also be given copies on appointment and arrival.

## **5. Staff/Pupil 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 into the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible.

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

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, school/ staff should not give gifts on an individual basis e.g. some children in the class receive gifts and others do not. This does not apply to the agreed class reward systems currently in place in each school. The school/ staff may give a gift to each and every pupil in a class e.g. year 6 leaver gifts.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager the headteacher.

## **6. Personal Relationships**

The Trust recognises that employees who work together may form personal friendships and, in some cases, close personal relationships. Whilst it does not wish to interfere with these personal relationships, it is necessary to ensure that all staff behave in an appropriate and professional manner at work.

Any member of staff who is involved in a permanent personal relationship with a colleague, contractor or supplier must not allow that relationship to influence his/her conduct whilst at work. Furthermore, the member of staff(s) concerned will be required to complete the relevant declaration of interest in accordance with the Academies Financial Handbook.

## **7. Communication and Social media**

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, 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 public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles and not accept friendship requests from the above. Staff should notify the Headteacher if they have a social media relationship with parents who are relatives or close family friends.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without parental consent.

Staff should be aware of the school's e-safety policy

## **8. Communication with the Press**

If approached by a member of the press or other media which relates to school matters, then staff should relay any request immediately to the Trust/Headteacher.

## **9. Acceptable Use of Technology**

Staff will not use technology in school 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 use of personal mobile phones and laptops, or school equipment for personal use is only acceptable either in the staff room, or designated areas during school hours. Smart watches must also be disconnected

from mobile phones during the school day. Staff will also not use personal mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the school IT system.

## **10. Premises and Equipment**

Trust equipment and systems are available only for Trust/School related activities and must not be used outside of the workplace for the fulfillment of another job or for personal use, unless prior agreement has been obtained.

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

## **11. Use of Vehicles**

Two members of staff should accompany children in vehicles where possible, including when using staff cars.

Staff should never give lifts to pupils without the agreement from their respective headteacher together with parental consent.

Staff, if they are in agreement to use their vehicle for school purposes, must have a full driving licence and ensure that their vehicle is roadworthy and is appropriately insured for business use.

## **12. Confidentiality**

As Data Controllers, all schools are subject to the rules set out in the General Data Protection Regulations 2018.

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

Confidential information about pupils must be held securely. Confidential information about pupils must not be held off Trust sites other than on security protected equipment. Information must only be stored for the length of time necessary (in accordance with records management guidelines) to discharge the task for which it is required.

## **13. 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 school property and facilities.

Staff will not accept bribes. Gifts that are worth more than £50 must be declared and recorded on the gifts and hospitality register.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

Staff members are required to declare their interests, both personal and financial, where the group or organisation they are associated with could be considered to be in conflict with the workings of the Trust.

## 14. Criminal Charges and Conviction

All employees must notify their Headteacher if charged with, or convicted of any criminal offence, or in receipt of a formal police caution, and should do so as a matter of urgency following the charge, caution or conviction. If a Headteacher is the subject of the charge, he or she must inform the Trust's CEO. Failure to do so may result in disciplinary action being taken.

## 15. Other Employment

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance. Employees' / volunteers' working commitments to another employer must not interfere with their work for the School; they must be able to work for the School at the contracted/arranged times rested and refreshed. Staff are not allowed to set up a business or accept employment with a business engaged in work which is in direct competition with the School.

## 16. Dress code

Staff will dress in a smart, professional, appropriate manner. To dress professionally shows pride, effort, respect for oneself and one's profession. All staff/volunteers are role models for learners in the school and therefore have a responsibility to model appropriate dress and appearance.

Staff/volunteers should be neat, clean, smart and tidy, wearing clothes, including shoes, which are commensurate with their post in the school, and take into account health and safety - particularly pertinent to footwear. The staff dress code is smart rather than casual. This is not a policy meant to detail every eventuality, it is up to individual staff to decide whether their appearance is appropriate guided by the principles above. However, denim, leggings, flip flops, excessively high heels, strapless or revealing tops and revealing clothes, such as short skirts or low-cut tops, should be avoided. Facial piercings should be discrete or covered. Extreme haircuts, including unnatural colours, are not permitted.

Clothes will not display any offensive or political slogans.

## 17. Identity Badges

All staff are issued and are required to wear their identity badges whilst at work and when representing the Trust.

## 18. Wearing of Personal Protective Equipment

Staff must ensure that, where provided, Personal Protective Equipment is worn as required. Schools will provide the relevant training in respect of PPE in school.

## 19. Smoking, Alcohol and Other Substances

Staff and visitors are not permitted to smoke within any of the Trust's buildings or on Trust grounds. This includes the use of e-cigarettes. All Trust premises, including offices, conference rooms, all areas of the buildings and grounds are designated smoke free environments.

**Smoking, including the use of e-cigarettes, will not be allowed at entrances and exits to any of the Trust's buildings or grounds.**

Staff will not smoke whilst working with or supervising pupils off-site, such as when on educational visits or trips.

The taking of illegal drugs or alcohol during working hours will not be tolerated. Staff members must never attend work under the influence of alcohol or illegal drugs.

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 to take appropriate action in accordance with the Trust's disciplinary procedures, including referral to the police.

## 20. Conduct Outside of Work

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

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

## 21. Wellbeing

All staff are encouraged to look after their physical and mental wellbeing. The Trust takes reports of stress very seriously and will seek to provide appropriate support and help in these cases.

## 22. Recruitment and Selection of staff including the Disclosure of information relating to Employment References

When making appointments staff should follow safer recruitment practices at all times. This will ensure:

- appointments are made on the basis of a fair recruitment and selection procedure
- their personal preferences do not influence judgements made
- declare their interest where related to an applicant or having a close personal relationship outside with an applicant
- employment references provided on behalf of the Trust only be provided by the Trust's Chief Executive Officer and Academy Headteachers
- Adhere to the statutory guidance in **Keeping Children Safe in Education 2019**

## 23. Equal Opportunities

The Trust is committed to the promotion and implementation of equal opportunities. This is evident in the Trust Values.

The Trust aims to ensure that everyone who comes into contact with it is treated equally, with courtesy and respect and is not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations.

The Trust expects all staff to uphold its Equal Opportunity Policy, which is available on the Trust website and to accept the duty not to discriminate, either in employment practices or in the provision of facilities and services by reference to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

## 24. Monitoring Arrangements

This policy will be reviewed every year but can be revised as required. It will be ratified by the Trustees and cascaded to the Local Governing Bodies.

## 25. Links with other policies

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff grievance procedures
- Whistleblowing
- Safeguarding
- Gifts and hospitality

- E-safety
- Data Protection
- Equal Opportunities
- Fair Recruitment and Selection



**POLICY RECEIPT**

All members of staff are required to acknowledge receipt of this policy and familiarise themselves with it accordingly

Employee Signature .....

Print Name .....

Date .....