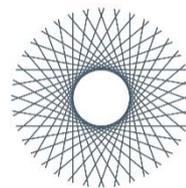


# Code of Conduct policy (employees)



HERTS FOR  
LEARNING  
**MULTI  
ACADEMY  
TRUST**

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**NAME OF POLICY:** Code of Conduct (employees)

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**STATUS:** Non statutory

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**DATE ISSUED:** September 2017

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**REVIEW DATE:** September 2020

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**APPROVED BY:** Board of Trustees

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**APPROVAL DATE:** pending

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## 1. INTRODUCTION

- 1.1 This Code of Conduct is designed to give clear guidance on the standards of behaviour all employees of the Herts for Learning Multi Academy Trust (HfL MAT) are expected to observe. Trust employees are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the Trust's academies. As a member of the Trust community, each employee has an individual responsibility to maintain their reputation and the reputation of the Trust and each of its academies, whether inside or outside working hours.
- 1.2 This Code of Conduct applies to all employees of the Trust. This Code of Conduct does not form part of any employee's contract of employment.
- 1.3 In addition to this Code of Conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

## 2 SETTING AN EXAMPLE

- 2.1 All staff who work in or are deployed to academies with the Trust set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore for example avoid using inappropriate or offensive language at all times

- 2.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- 2.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 2.4 This Code helps all staff to understand what behaviour is and is not acceptable, regard should also be given to the disciplinary rules set out in the Trust's Disciplinary Policy and Procedure.
- 2.5 All staff are expected to familiarise themselves and comply with all Trust policies and procedures.

### 3 SAFEGUARDING PUPILS / STUDENTS

- 3.1 Staff have a duty to safeguard pupils/students from physical abuse, sexual abuse, emotional abuse and neglect .
- 3.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student or colleague to the school's<sup>1</sup> Designated Senior Person (DSP) for Child Protection.

The school's DSP is (*Name*).....

The Trust's central team DSP is the Chief executive Officer.

- 3.3 Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.
- 3.4 Staff should treat children with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- 3.5 Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.
- 3.6 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

### 4 RELATIONSHIPS WITH STUDENTS

- 4.1 Staff must declare any relationships that they may have with students outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the school are aware of any such connections. A declaration form may be found in appendix 1 of this document.
- 4.2 Relationships with students must be professional at all times, physical relationships with students are not permitted and may lead to a criminal conviction.

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<sup>1</sup> For 'school' read 'academy' where appropriate

- 4.3 Contact with students and parents must be via academy-authorized mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students.
- 4.4 If contacted by a student by an inappropriate route, staff should report the contact to the headteacher immediately. In the case of a member of the Trust central team, staff should report the contact to the Chief Executive Officer (CEO) immediately.

## 5 PUPIL / STUDENT DEVELOPMENT

- 5.1 Staff must comply with academy policies and procedures that support the well-being and development of pupils/students.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.
- 5.3 Staff must follow reasonable instructions that support the development of pupils/students.

## 6 HONESTY AND INTEGRITY

- 6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 6.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Trust's Whistleblowing procedure. For further information see the Model Anti Bribery Policy for Schools available on the Grid [http://www.thegrid.org.uk/info/model\\_policies/](http://www.thegrid.org.uk/info/model_policies/).
- 6.3 All staff must comply with the Trust's Gifts and Hospitality policy. Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received, in line with the procedures stated in the Gifts and Hospitality policy.

## 7 CONDUCT OUTSIDE OF WORK

- 7.1 Staff must not engage in conduct outside work, which could seriously damage the reputation and standing of the Trust or any of its academies or the employee's own reputation or the reputation of other members of the school community.
- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

- 7.3 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 in the school. Any such work must be declared to the headteacher or in the case of a central team member, to the CEO.

## 8 E-SAFETY AND INTERNET USE

- 8.1 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the academy's eSafety and ICT Acceptable Use Policy at all times both inside and outside of work.
- 8.2 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.
- 8.3 Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter students either with their own profile or acting covertly.
- 8.4 Contact with students and parents should only made via the use of the Trust or academy email accounts or telephone equipment when appropriate.
- 8.5 Photographs/stills or video footage of pupils/students should only be taken using academy equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the academy's procedures on academy equipment.

## 9 CONFIDENTIALITY

- 9.1 Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.
- 9.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate academy procedure. It must not be discussed outside the academy, including with the pupil's/student's parent or carer, nor with colleagues in the academy except with a senior member of staff with the appropriate authority to deal with the matter.
- 9.3 However, staff have an obligation to share with their manager or the academy's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must never promise a pupil/student that they will not act on information that they are told by the pupil/student.

## 10 DRESS AND APPEARANCE

- 10.1 All staff must dress in a manner that is appropriate to a professional role and promoting a professional image.
- 10.2 Staff should dress in a manner that is not offensive, revealing or sexually provocative.
- 10.3 Staff should dress in a manner that is absent from political or other contentious slogans.

## 11 DISCIPLINARY ACTION

Staff should be aware that a failure to comply with the Code of Conduct could result in disciplinary action including but not limited to dismissal.

## 12 COMPLIANCE

- 12.1 All staff must complete the form in appendix 2 to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated.

## 13 PROFESSIONAL RESPONSIBILITIES

- 13.1 When using any form of ICT, including the internet, in school and outside school, for your own protection we advise that you:
  - ensure all electronic communication with students, parents, carers, staff and others is compatible with your professional role and in line with Trust policies
  - do not talk about your professional role in any capacity when using social media such as Facebook, Twitter and You Tube
  - do not put online any text, image, sound or video that could upset or offend any member of the whole Trust community or be incompatible with your professional role
  - use academy ICT systems and resources for all work related business. This includes your work email address, academy mobile phone and academy video camera
  - do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately
  - only take images of students and/or staff for professional purposes, in accordance with academy policy and with the knowledge of a senior leader within the academy or Trust
  - do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
  - ensure that your online activity, both in school and outside school, will not bring the school or professional role into disrepute
  - emails should be checked daily, as a minimum, on working days or every other day if one day is particularly busy
  - you have a duty to report any eSafety incident which may impact on you, your professionalism or the academy or the Trust

## APPENDIX 1

### Relationships with students outside of work declaration

It is recognised that there may be circumstances whereby employees of the Trust or an individual academy are known to students outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of school that they may have with students.

Employee name	Student/Pupil name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of my work with students in line with this policy.

If I am tutoring a student outside of school, I am aware that the following must be adhered to:

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the academy
- No monies come through the academy at any point, informally (e.g. via the child) or formally
- No private tutoring is to take place on academy or Trust premises

I confirm that if these circumstances change at any time I will complete a new form to ensure the school are aware of any relationships.

Signed .....

Date .....

Once completed, signed and dated, please return this form to the headteacher

## APPENDIX 2

### Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with the school's code of conduct.

Name .....

Position/Post Held.....

Signed .....

Date .....

Once completed, signed and dated, please return this form to the headteacher or in the case of central team members, the CEO.