



# Code of Conduct

Review Date: Spring 2017

## **1 INTRODUCTION**

The governing body is required to set out a Code of Conduct for all academy employees. The following code has been negotiated with trade unions and is recommended for adoption by the governing body.

In addition to this policy, all staff employed 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.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

## **2 PURPOSE, SCOPE AND PRINCIPLES**

A Code of Conduct is designed to give clear guidance on the standards of behaviour all academy staff are expected to observe, and the academy should notify staff of this code and the expectations therein. Academy staff 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 academy. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the academy, whether inside or outside working hours.

This Code of Conduct applies to:

- all staff who are employed by the academy, including the Principal;
- all staff in units or bases that are attached to the academy.

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- catering staff employed by Luton Borough Council or by an external contractor;
- employees of external contractors and providers of services (e.g. contract cleaners). (Such staff are covered by the relevant Code of Conduct of their employing body).

## **3 SETTING AN EXAMPLE**

- 3.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times.
- 3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- 3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

3.4 This Code helps all staff to understand what behaviour is and is not acceptable.

## **4 SAFEGUARDING PUPILS/STUDENTS**

4.1 Staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

4.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the academy's Designated Safeguarding Officer (DSO) for Child Protection.

4.3 The academy's DSO is *the Principal, Ms Leigh Oliver*,

4.4 Staff are provided with personal copies of the academy's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.

4.5 Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.

4.6 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

## **5 PUPIL/STUDENT DEVELOPMENT**

5.1 Staff must comply with academy policies and procedures that support the wellbeing 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 academy 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 Whistleblowing policy.

6.3 Gifts from suppliers or associates of the academy must be declared to the Principal, 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.

## 7 CONDUCT OUTSIDE WORK

- 7.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the academy or the employee's own reputation or the reputation of other members of the academy 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 must exercise caution when using information technology and be aware of the risks to themselves and others.
- 7.4 Staff may undertake work outside academy, either paid or voluntary, provided that it does not conflict with the interests of the academy nor be to a level which may contravene the working time regulations or affect an individual's work performance.
- 7.5 Staff must not engage in inappropriate use of social network sites which may bring themselves, the academy, academy community or employer into disrepute.

## 8 CONFIDENTIALITY

- 8.1 Where staff have access to confidential information about pupils/students or their parents/carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.
- 8.2 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/carer, nor with colleagues in the academy except with a senior member of staff with the appropriate role and authority to deal with the matter.
- 8.3 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.

## 9 DRESS CODE

- 9.1 Staff are expected to:
  - wear smart, practical clothes, dressing in a modest manner that is appropriate to the nature of the duties and responsibilities of the job
  - avoid wearing clothes that could cause offence or embarrassment to others
  - change into suitable clothing when participating in physical activities and/or PE lessons
  - not to wear excessive amounts of jewellery and understand their own Health and Safety Responsibilities

- 9.2 Jeans are not considered acceptable, unless participating in a school trip or academy non uniform day. Footwear should also be appropriate for the nature of your duties. For example, due to Health and Safety, open toe/back shoes should not be worn by staff who are on playground duty or employed as a cleaning operative.
- 9.3 The Academy values and welcomes the ethnic diversity of its staff and therefore dress codes will take account of ethnic and religious dress requirements with sensitivity ensuring that employees are free to observe them.
- 9.4 Where there is a clear business case or a health and safety reason then the Academy may introduce appropriate dress codes to suit the services provided and expectation of the Academy.

## **10 DISCIPLINARY ACTION**

- 10.1 All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.