



GREENWOOD ACADEMIES TRUST

Staff Code of Conduct

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1. Aims, scope and principles

This policy sets out the standards of conduct that we expect all staff to follow. By creating this policy, we aim to ensure our Trust (including its academies) is an environment where everyone can feel able to do their best work.

All staff are in positions of influence and must act as role models for our pupils by consistently demonstrating high standards of behaviour. Consequently, this policy applies to all staff, agency staff, volunteers and those working as part of our governance, as well as anyone who visits one of our academies as a contractor or comes into contact with our pupils in the course of their professional duties.

We expect all staff to act in accordance with the personal and professional behaviours set out in relevant occupational standards documents, including those contained within the Teachers' Standards and the Nolan Principles.

Failure to follow this code of conduct may result in our invoking staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, we expect staff to use their professional judgement and always act in the best interests of our pupils.

2. Legislation and guidance

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 low-level concerns, allegations against staff and whistle-blowing, as well as acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

3. General obligations

All staff set an example to pupils. They will:

- maintain high standards in their attendance and punctuality
- never use inappropriate or offensive language in front of or at pupils
- 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
- not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- understand the legal and statutory frameworks they must act within
- adhere to the relevant professional or occupational standards that apply to their role.

Our 'WeAreGAT' strategic statement will be shared with all staff when they join us, and it outlines a number of key ways of working which should form the overarching framework within which staff conduct can be assessed.

4. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have.

Staff must familiarise themselves with our child protection and safeguarding policies and procedures, be familiar with the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Staff must also be familiar with our Managing Allegations policy and procedure document which covers allegations which meet the harm threshold and our approach to dealing with low-level concerns.

We draw attention to our Whistleblowing policy and procedure which is available to any member of staff who believes there is reason to raise a concern in the public interest.

5. Staff-pupil relationships

Staff must 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 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 must avoid contact with pupils outside of school hours unless there is a family connection or a friendship link with a pupil's parents or carers.

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

Gifts from staff to pupils are never acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, they must seek advice from their line manager or from a senior leader and report it appropriately.

6. Communication, data protection and social media

Staff must be clear on the definition of personal data and be familiar with our policy on data protection.

In particular, staff must ensure that they only record such information as is necessary for the conduct of their role and do not share unsubstantiated opinions in relation to other individuals over any communication channel (including email and channels such as WhatsApp).

They must ensure that any possible data breach is reported without delay and also ensure that personal data within their possession is deleted in line with our records management policy.

Staff must familiarise themselves with our social media and online communications protocol for further information on our expectations in this regard. Staff social media profiles must not be available to pupils or ex-pupils and must be set to private.

Staff must not attempt to contact pupils or their parents/carers via social media, or any other means outside school, in order to develop any sort of relationship.

Staff must ensure that they do not post any images online that identify children who are pupils at the school without ensuring that appropriate consent has been provided.

Staff have a responsibility to ensure that they engage proactively with communication mechanisms employed within the Trust and the academy so that they remain up-to-date with the most recent information about our work.

7. Acceptable use of technology

Staff must not use technology in school or belonging to the 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 must not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. Personal devices should not be used for professional purposes other than in the circumstances set out in our ICT acceptable use policy.

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

Staff must familiarise themselves with the requirements in our ICT acceptable use policy that are in addition to the summary presented here.

8. Confidentiality

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

This information must never be

- disclosed to anyone unless required by law or with consent from the relevant party or parties
- used to humiliate, embarrass or blackmail others
- used for a purpose other than what it was collected and intended for.

9. Health, safety and security

Staff must take care of their personal hygiene, safety and welfare, and that of others who may be affected by their actions. All staff must comply with the requirements of our Health and Safety policy and relevant legislation and regulations and also ensure that pupils and visitors do likewise.

All injuries/accidents must be reported in line with our health and safety procedures immediately and an accident form completed. Staff must also familiarise themselves with the requirements of our first aid procedures and our policy on providing medical support to pupils.

Staff must familiarise themselves with the fire precautions, procedures and drill routines. They must be familiar with the location of Fire Action Notices and ensure these are not obscured. They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by others as an essential precaution to prevent risk of injury or fatality.

In the interests of security, staff must carry their ID pass while on Trust premises and produce it on request. There may be very rare occasion when it is necessary to search the outer clothing, bags, lockers and vehicles etc. of staff whilst on site. We reserve the right to conduct this search, and the member of staff may have a colleague in attendance whilst it takes place.

10. Honesty, integrity and standards of professional behaviour

Staff must 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 must familiarise themselves with our full range of policies, protocols and procedures relating to aspects of work and, if in doubt about anything they are required to do, know where to check for guidance.

Staff will not accept bribes. Gifts that are worth more than £20 must be declared and recorded on the gifts and hospitality register.

Staff will ensure that all information given to the Trust is correct. This includes

- background information (including any past or current investigations/cautions related to conduct outside of school)
- qualifications
- professional experience
- contact details and next of kin

Where there are any updates to the information provided, the member of staff will advise the Academy as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

Members of staff are expected to devote their full time, attention and abilities to their duties during working hours. Staff wishing to take on any form of secondary employment must seek the written consent of the Principal/Director, and this may be declined if it is viewed to interfere or conflict with the interests of the Trust.

Staff must engage proactively with their line managers and follow all reasonable rules and instructions given to them.

Staff must accept responsibility for any property belonging to the trust that is in their possession and ensure that proper care is taken of it.

Staff must comply with copyright laws in relation to any material they wish to use.

We promote inclusivity and value diversity, expect all staff to be familiar with our policy on equalities and to behave in ways which seek to foster good relationships rather than being discriminatory.

We expect staff to work cooperatively and positively with other colleagues and will not tolerate any actions which amount to harassment, bullying or intimidation.

11. Dress code

We do not operate a formal dress code for staff, other than for those who are provided with a uniform and/or protective clothing. However, staff must ensure that their dress and footwear are appropriate for the situation in which they are working and that they present an image which is professional, and neither provocative nor likely to cause offence to those with whom they have contact.

Staff who are required to wear a uniform must ensure that they do so during working hours unless advised otherwise by their manager. Uniforms must always be clean and worn in a presentable fashion. The uniforms issued must not be altered in any way without the Trust's permission.

Where uniforms are issued by the Trust, they remain the property of the Trust. Staff must take responsibility to ensure that good care is taken of them, and return any uniforms issued on employment ending.

Staff involved in practical activities will be provided with appropriate work wear to protect their own clothes from damage, known as Person Protective Equipment (PPE). Where employees are provided with PPE this must be worn as required by law, by Trust rules, by any risk assessment or by their manager. Failure to wear PPE as provided is a breach of Health and Safety regulations and employees may be subject to disciplinary action.

Where a staff member's appearance is, in the Principal's or Director's view, unacceptable, they will be required to return home to change and may not be paid for the period of time this takes.

12. Personal conduct

Smoking and vaping are banned everywhere on the Trust's grounds and in the Trust's buildings. Staff are not permitted to smoke or vape during working hours and we expect staff to discourage pupils from smoking or vaping. Staff who wish to smoke or vape outside of working hours should ensure they do so out of the view of pupils.

The drinking of alcohol is forbidden in the workplace or while on Trust business, except for reasonable drinking of alcohol for very special occasions, with the prior permission of the Chief Executive, Senior Education Director or Principal, when **no** pupils are present.

Staff leading or participating in trips with pupils are not permitted to consume alcohol for the duration of the trip to ensure they are always ready should there be an emergency. Staff must not consume or be under the influence of any alcohol when driving a vehicle on behalf of the Trust.

We expressly prohibit the use of any illegal drugs or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance. If any such incidents take place on Trust premises or at an approved social function, they will be regarded as serious, be investigated by the Trust and may lead to disciplinary action and possible reporting to the Police.

Gambling activities must not be conducted on school premises although discretion may be used in relation to small raffles for charitable purposes, national lottery syndicates, occasional sweepstakes etc.

Chewing gum is banned from Academy sites for pupils, therefore, staff must not chew gum whilst teaching or talking to colleagues, pupils or parents/carers.

13. Conduct outside of work

We do not concern ourselves with the private lives of staff unless they affect our effective operation or its reputation.

Staff must be familiar with our policies on conflicts of interest.

Staff who are relatives or who have a close personal relationship should not normally have a supervisory, assessing or authorising relationship with each other. Staff must inform their line manager if they have a close personal relationship with another staff member or a client or customer which could be considered by colleagues, pupils or others, as impacting on the way they conduct themselves at work.

Staff must not act in a way that would bring the Trust, the academy or their profession into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as their conduct online.