



**MOWBRAY**  
Education Trust

# Code of Conduct for Employees

**June 2017**

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Issued to: All Staff

Status: Approved

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# 1 Introduction

The aim of this Code of Conduct for Employees is to set out the standards of conduct expected of all employees and to provide further information. This should be read in conjunction with our Disciplinary Policy & Procedure, the Teachers' Standards and the statutory guidance Keeping Children Safe in Education.

This Code explains the expectations the Trust has of employees. This Code is not exhaustive in defining acceptable and unacceptable standards of conduct and employees must use common sense in adhering to the underpinning principles. If any employee is ever unsure what the expectations are in any given circumstance they should speak to their Manager or the HR Team.

This Code does not form part of any employee's contract of employment and it may be amended at any time.

## 2 Scope

The Code applies to all employees regardless of length of service including those in their probationary period. It also applies to casual, agency workers and self-employed contractors although, unlike employees, breaches of the Code will not be managed through the Disciplinary Policy & Procedure.

As recognisable figures in the local community the behaviour and conduct of employees of the Trust outside of work can impact on their employment. Therefore, conduct outside work may be treated as a disciplinary matter if it is considered that it is relevant to the employee's employment.

## 3 Definitions

In the context of this Code of Conduct, Manager means the following:

- Head Teacher for all school based staff
- Centre Manager for all nursery based staff
- Chief Operating Officer or Group Head of HR for all central staff
- Executive Head Teacher for all Head Teachers
- CEO for Chief Operating Officer, Executive Head Teachers and Centre Managers
- Chair of the Board for CEO

## 4 Safeguarding and promoting the welfare of children

All employees are responsible for safeguarding children and promoting their welfare. This means that employees are required to take action to protect children from maltreatment, prevent impairment of children's health or development and ensure that

children grow up in circumstances consistent with the provision of safe and effective care. This will enable all children to have the best outcomes.

All employees must be aware of the signs of abuse and neglect and know what action to take if these are identified.

To do this employees must have fully read and understood our Safeguarding and Child Protection policies, have read the statutory information in Keeping Children Safe in Education, be aware of our systems for keeping children safe and must follow the guidance in these documents at all times.

All employees must cooperate with colleagues and with external agencies where necessary.

## **5 Duty of care**

Employees must:

- Understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached
- Always act, and be seen to act, in our students' best interests
- Avoid any conduct which would lead any reasonable person to question their motivation and/or intentions
- Take responsibility for their own actions and behaviour.

## **6 Health & Safety**

All employees must ensure that they:

- Familiarise themselves with the Health and Safety statements and procedures produced by the Trust and their individual places of work
- Read and understand the Trust's Health and Safety Policy
- Comply with Health and Safety Regulations or instructions and use any safety equipment and protective clothing which is supplied by the Trust
- Comply with any hygiene requirements
- Comply with any accident reporting requirements
- Never act in a way which might cause risk or damage to themselves or to any other members of the Trust community or visitors.
- Inform their Manager of any paid work undertaken elsewhere. This is to comply with the Working Time Regulations, which are a Health and Safety initiative.

## **7 Honesty and personal integrity**

Employees are expected to demonstrate consistently high standards of personal and professional conduct. Employees must comply with any lawful or reasonable instructions issued by Managers, line managers, governors or directors.

Employees uphold public trust in our Trust and maintain high standards of ethics and behaviour, within and outside our places of work, by:

- Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.

Employees must have proper and professional regard for the ethos, policies and practices of our Trust and maintain high standards in their own attendance and punctuality. Employees must treat all colleagues with respect, dignity, fairness and courtesy at all times.

Employees must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of Trust resources, property and facilities. Employees should refer to the Academies Financial Handbook and the Trust's Financial Regulations for further and more detailed guidance, these are available on the Trust's website.

Employees must declare to their Manager any additional employment and any business or other personal interests that may conflict with those of the Trust.

## **8 Tackling discrimination**

Employees are required to understand the types of discrimination and bullying that students and colleagues may be subject to. Employees are required to have read and understood our Equality and Diversity policy.

Employees must not ignore any form of discrimination. This includes inappropriate jokes and banter. Employees must positively promote equality and diversity and inclusion at all times. If an employee witnesses or is made aware of any discrimination they must report this to their Manager.

## **9 Professional boundaries and relationships**

Employees in our Trust are in a position of trust in relation to our students which means that the relationship between an employee and a student is not one of equals. It is a specific offence for a person aged 18 or over (e.g. teacher, youth worker) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.

Employees must ensure that they avoid behaviour which might be misinterpreted by others. This includes any type of communication that they may have with students.

Employees must not make sexual remarks to any student or discuss their own sexual relationships with, or in the presence of students. Employees must not discuss a student's

sexual relationships in inappropriate settings or contexts. Any sexual behaviour by a member of staff towards any student is unacceptable and illegal.

Employees must ensure that professional boundaries are maintained at all times. This means that employees should not show favouritism to any student and should not allow students to engage in any type of behaviour that could be seen to be inappropriate. Students are not employees' friends and should not be treated as such.

Employees should be aware that it is not uncommon for students to become strongly attracted to a member of staff or to develop an infatuation. If any member of staff becomes aware of an infatuation they should discuss it with their Manager or the HR Team immediately so that they can receive support on the most appropriate way to manage the situation.

For employees who are in a relationship with a colleague, parent or carer, or any other person associated with the Trust we expect that they identify this to the Manager or HR Team and ensure that this does not create a conflict of interest or affect their professional judgement or responsibilities in any way. Where an employee has managerial authority over another employee with whom they are in a close personal relationship, the Trust may transfer one or both employees to another role in the Trust following appropriate consultation with both employees.

Employees must not be involved in the appointment, management or decision making affecting employees, or prospective employees, with whom they have a personal relationship, this includes partners, spouses, relatives, friends or people who live in the same household. Employees who are unsure who may be covered by this definition should speak to the Manager or the HR Team.

Employees must ensure that any personal relationships with any potential or actual supplier, contractor or other person or organisation, that may benefit through working with the Trust, is declared to the Manager.

## 10 Confidentiality and protection of data

Members of staff may have access to confidential information about students, colleagues or other matters relating to the Trust. This could include personal and sensitive data, for example information about a student's home life. Employees should never use this information to their own personal advantage, or to humiliate, intimidate or embarrass others. Employees should never disclose this information unless this is in the proper circumstances and with the proper authority.

If an employee is ever in doubt about what information can or can't be disclosed they should speak to a Manager.

The Trust holds and processes data that is protected under the Data Protection Act 1998. Employees are expected to comply with the Trust's systems for collecting, storing and using data. If any employee becomes aware that data is at risk of compromise or loss, or has been compromised or lost they must report it immediately to a Manager.

Employees must ensure that they have read and understood all of our policies that relate to data including our IT policies.

## 11 Physical contact with students

There are occasions when it is entirely appropriate and proper for employees to have physical contact with students. Employees must ensure that they only do so in ways that are appropriate to their professional role and in response to the student's needs at the time. This should be of limited duration and appropriate to the age, stage of development and other factors affecting the student. Employees should always be able to explain why they have made physical contact with a student.

There may also be occasions where a student is in distress and needs comfort and reassurance which may include age appropriate physical contact. If an employee is in this position then they should consider the way in which they offer comfort, ensuring that it is not open to misinterpretation and is always reported to the Manager.

Staff may legally physically intervene with students to prevent them from committing a crime, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Physical force should never be used as a form of punishment.

Sexual contact, including grooming patterns of behaviour, with students is unlawful and unacceptable in all circumstances.

## 12 Social contact with students

Employees should not establish or seek to establish social contact, via any channels (including social media), with students for the purposes of securing a friendship or to pursue or strengthen a relationship. Employees should use their work provided equipment only for communicating electronically with students. If there are any circumstances in which an employee has had to provide their personal contact details, including phone numbers, email address etc. to any student then they should report this to the Manager.

The Trust's advice to staff is not to connect to students via social media or other communication channels unless this is for professional purposes and that the employee can demonstrate that this is the case.

Our Trust is part of our community and we recognise that, as members of the community, employees will come into contact with students outside of the work place. We expect staff to use their professional judgement in such situations and to report to their Manager or the HR Team any contact that they have had with a student, outside of the work place, that they are concerned about or that could be misinterpreted by others.

Employees should read and understand our Social Media Policy.

## 13 Working one to one with students

There will be times where an employee is working one to one with a student and this is acceptable. Employees need to understand that this means that they may be more vulnerable to allegations being made against them. Therefore, it is important that employees:

- Avoid meeting on a one to one basis in secluded areas of their work place
- Ensure that the door to the room is open or that there is visual access into the room
- Inform a colleague or Manager of the meeting, preferably beforehand
- Report to their Manager if the student becomes distressed or angry.

## 14 Dress and appearance

Working in our Trust employees are role models to our students and how they present themselves is important. Our expectation is that staff are decently, appropriately and professionally dressed in work at all times. We do not permit the wearing of clothes that are revealing, allow underwear to be seen, have offensive logos or writing, or are ripped or torn at any times. If an employee is unsure whether any item of clothing is inappropriate, then they should not wear it to work. Employees can always speak to their line manager if they are unsure. Where we identify that an employee is wearing clothing that we do not find acceptable they will be informed.

## 15 Gifts and hospitality

For many of our employees there will be a limited opportunity to accept gifts and hospitality, but all staff must be aware that it is not acceptable for employees to accept bribes. Therefore, any gift, promotional offer or hospitality, intended either for the employee or for a school, nursery or the Trust that exceeds a nominal value of £25.00 must be declared to the Manager and permission must be obtained before accepting. If an employee is ever unsure, then the best course of action is to politely decline the offer.

It is traditional for students and their parents or carers to give gifts as a small token of appreciation or as a thank you to members of staff at certain times throughout the academic year. This Code is not designed to stop that practice. Staff may accept gifts from students and their parents or carers provided that they meet this definition. Any member of staff receiving a gift with a value of greater than £25.00 should inform the Manager who will then decide whether the gift can be accepted. Staff should make the Manager aware of any student who is giving them gifts on a regular basis, or any student or parent or carer who expects something in return for a gift, as this would not be acceptable.

Staff should not give gifts to students unless this is part of a recognised practice in line with the behaviour policy for their work place.

## 16 Keeping within the law

Staff are expected to operate within the law. Unlawful or criminal behaviour, at work or outside work, may lead to disciplinary action, including dismissal, being taken. However, being investigated by the police, receiving a caution or being charged will not automatically mean that an employee's employment is at risk.

Employees must ensure that they:

- Uphold the law at work

- Never commit a crime away from work which could damage public confidence in them or the Trust, or which makes them unsuitable for the work they do. This includes, for example:
  - submitting false or fraudulent claims to public bodies (for example, income support, housing or other benefit claims)
  - sexual offences which will make them unfit to work with children or vulnerable adults
  - crimes of dishonesty which make them unfit to hold a position of trust.
- Write and tell the Manager immediately if they are questioned by the police, charged with, or convicted of, any crime whilst they are employed by the Trust (this includes outside of their working hours). The Manager will then need to consider whether this charge or conviction damages public confidence in the Trust or makes the employee unsuitable to carry out their duties.

## 17 Conduct outside of work and at work related functions

Unlike some other forms of employment, working for our Trust means that an employee's conduct outside of work could have an impact on their role.

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the Trust or the employee's own reputation or the reputation of other members of the Trust's community. Employees should be aware that any conduct that we become aware of that could impact on their role within the Trust or affect the Trust's reputation will be addressed under our Disciplinary Policy & Procedure.

We therefore expect employees to make us aware immediately of any such situations that have happened outside of their place of work.

Employees are required to demonstrate responsible behaviour at work-related functions and work-related social events that take place outside normal work hours and to act in a way that will not have a detrimental effect on others at the function or on our reputation.

## 18 Review

This Code of Conduct is reviewed and amended biennially by the Trust. We will monitor the application and outcomes of this code of conduct to ensure it is working effectively.

## Log of Changes to Document

<b>Date</b>	<b>Page</b>	<b>Change</b>	<b>Who:</b>
March 17	Whole document	Original document	Head of HR
June 17	Cover	Updated status to final. Updated date to June 17	Head of HR