

# **JOHN TAYLOR MULTI ACADEMY**



## **Staff Code of Conduct**

Implementation date: September 2016  
Revised: December 2017  
Review date: September 2019

*This Code of Conduct has been subject to consultation with JCC who are in acceptance of it.*

## **INTRODUCTION AND SCOPE**

This Code of Conduct sets out the standards of behaviour for all staff so they know what is expected of them and are treated fairly. Trust staff are in a unique position of influence and must adhere to behaviour that sets a good example to all students within its schools and their community.

The Trust requires that all staff, including volunteers and governors read (and if necessary seek clarification) and understand this Code of Conduct, as everyone is required to comply with it. If they do not, the Trust may take disciplinary action against them in accordance with its disciplinary policy.

This document complements statutory guidance on safeguarding and profession standards including the Teacher Standards and should form part of a new employee's induction. Staff will be consulted upon any changes to this Code of Conduct will be asked to confirm that they have received/accessed the document.

## **GENERAL STANDARDS OF BEHAVIOUR**

It is not possible to provide examples of what is or is not appropriate behaviour and conduct in all circumstances. All Trust staff are expected to make responsible and reasonable decisions and act in the best interests of the Trust and the welfare of the students.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and may lead to disciplinary action.

### **Personal Standards**

The Trust expects the work, conduct, and integrity of all staff, including volunteers and governors to be of a high standard. Staff are accountable for their actions and must respect the management structure and ethos of the Trust.

### **Smoking, Alcohol and Drugs**

Trust staff will not consume or be under the influence of illegal drugs or alcohol or smoke while on duty or on any school premises.

However, alcohol may be consumed responsibly on school premises when the Head of School has given express permission, such as during an evening or weekend social function or a celebration event. Staff should consume alcohol responsibly at work-related social events, irrespective of whether the school provides or pays for the drinks.

The school will take all reasonable steps to prevent a member of staff carrying out work-related activities if they are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse.

### **Dress Code**

Staff are expected to take a safe and sensible approach to dress and appearance, cleanliness and personal hygiene and must present a positive image of the Trust and should act as a role model for students.

Please note staff must ensure that where provided, Personal Protective Equipment (PPE) is worn as required.

Staff and management are encouraged to take a sensible approach to the suitability of 'work wear' in relation to the activity being undertaken.

### **Personal Relationships**

The Trust recognises that employees who work together may form personal friendships and in some cases close personal relationships. While 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 close personal relationship with a colleague, contractor or supplier must not allow that relationship to influence his/her conduct while at work.

### **Conduct with Pupils**

High standards of behaviour will be expected and promoted at all times in lessons and throughout every aspect of a school's life. All members of staff and governors are expected to set high standards and use a positive approach to behaviour management.

### **Confidentiality**

Personal information is usually confidential. It should only be shared with the permission of the individual concerned, or unless the disclosure of confidential personal information is necessary in order to protect a child. In all circumstances, information must be confined to those people directly involved in the professional network of each individual child and on a strict "need to know" basis.

However, staff have an obligation to share with their manager or the school's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a student. Staff must **never** promise a student that they will not act on information that they are told by the student.

### **Use of School Facilities and Equipment**

The school is entitled to expect at least the same standard of care of its property as employees give to their own property. Any facilities, property or equipment provided by the school should only be used in connection with official duties except where the Head of School and governors have agreed to private use.

When a member of staff ceases working for the school, papers and other records, equipment and any other property of the school must be returned. This includes all paper and electronic records relating to the school and any students.

### **Use of Mobile Phones**

As a general rule, staff are not allowed to make and receive calls, or send texts when working with students. Use of mobile phones should be limited to lunchtime or during breaks. Staff must ensure that they comply with the Trust's Code of Practice for Employees in the use of Social Networking Sites and Electronic Media which is circulated to all staff.

### **Use of School and Personal Vehicles**

Staff and governors should never give lifts to pupils without clearing it with a senior member of staff. Two members of staff should accompany any children in cars where possible. School policy in relation to transport and travel must be adhered to at all times.

### **Gifts and Hospitality**

School staff are permitted to accept gifts and hospitality of a minor nature such as small gifts from parents or pupils to staff as a token of appreciation or

promotional items from suppliers that are routinely given to a wide range of people (e.g. calendars, notepads, pens, etc).

Gifts with an estimated value exceeding £25 should be referred to the Head of School and may only be accepted with express permission.

All school staff, Heads of Schools and Governors must never accept;

- cash or monetary gifts.
- gifts or hospitality offered to your husband, wife, partner, family member or friend.
- gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tender process.
- lavish or extravagant gifts or hospitality, even if they relate to activities in your own time.

### **Conduct Outside Work**

Staff must not engage in conduct outside work that could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must adhere to the school's procedures on social networking and e-safety.

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 that may contravene the working time regulations or affect an individual's work performance.

### **Work Related Social Events**

Although work related social events usually take place away from the school and on occasion, outside of normal working hours, this code of conduct applies to such events. Staff must not behave in any way at any work-related social event that could bring the Trust's name into disrepute.

### **SAFEGUARDING**

Everyone who comes into contact with children and their families has a role to play in safeguarding children. All staff have a duty to safeguard students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

All staff must be familiar with and understand the Trust's policies and procedures for safeguarding children and vulnerable young adults. If any member of staff does require clarification on these policies and procedures, they must make their line manager aware and seek the relevant advice. In addition, all staff have a responsibility to comply with the relevant statutory guidance on safeguarding.

Staff should be aware of who the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead is and familiarise themselves with the Trust's Safeguarding and Whistleblowing policies which can be found at [www.jtmat.co.uk](http://www.jtmat.co.uk)

New staff will receive Safeguarding training as part of their induction and all staff will receive updated training on a regular basis and in accordance with Statutory Guidance. In addition:

- Staff must not demean or undermine students, their parents or carers, the school or colleagues.
- Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.
- Staff must not promote extreme political views in the teaching of any subject.
- Staff must show tolerance of and respect for the rights of others, and not undermine fundamental British values.
- Staff must ensure that personal beliefs are not expressed in ways that exploit pupils' vulnerability or might lead them to break the law

### **E-Safety**

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must ensure that they comply with the Trust's ICT Security policies at all times. These can be found at [www.jtmat.co.uk](http://www.jtmat.co.uk)

### **Data Protection**

Staff and governors should not disclose any information about pupils, staff colleagues or governors to members of the public. Only approved staff and governors should communicate to the media about school/Trust.

All personal data must be kept secure. The storage of data on a hard disk or memory stick is insecure. To make such storage more secure it is recommended that it is password protected or encrypted. The safest long-term storage of data would be via a school's identified shared area.

Staff must ensure that school policy is fully adhered to when taking photographs of children.

### **BREACH OF THE CODE OF CONDUCT**

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, up to and including dismissal, in accordance with the Trust's published procedures. JT MAT's Staff Disciplinary Policy can be found at [www.jtmat.co.uk](http://www.jtmat.co.uk).