



# Engage MAT

## Staff Code of Conduct

**Date of ratification: Sept 2017.....**

**Date of review: Sept 2019.....**



## Staff Code of Conduct

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### 1 INTRODUCTION

The Engage Trust Board is required to set out a Code of Conduct for all Trust employees.

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 Trust staff are expected to observe, and the Trust should notify staff of this code and the expectations therein. School staff especially 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 school.

As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school and Trust, whether inside or outside working hours.

This Code of Conduct applies to:

- all staff who are employed by the Engage Trust
- all staff in units or bases that are attached to the schools of the Engage Trust.

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- 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 avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

3.4 All staff must dress professionally whilst at work

3.5 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 school's Designated Safeguarding Lead for Child Protection.

4.3 Staff are provided with personal copies of the school's Safeguarding Policy and Whistleblowing Procedure and staff must be familiar with these documents or can access them via the school/Trust websites.

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

4.5 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 school and Trust 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 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 Whistleblowing policy on the Engage Trust website.

6.3 Gifts from suppliers or associates of the Trust/school must be declared to the Head teacher or Business Director, 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 Engage Trust or the employee's own reputation or the reputation of other members of the Trust 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. If a member of staff is accused of a criminal offence they must inform the Trust HR team on [HR@engage.norfolk.sch.uk](mailto:HR@engage.norfolk.sch.uk) ASAP. Failure to disclose involvement in an offence that is subsequently discovered could result in disciplinary action.

7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff should consult the Trust Esafety policy for more detailed guidance.

7.4 Staff may undertake work outside school/ Trust, either paid or voluntary, provided that it does not conflict with the interests of the school/Trust nor be to a level which may contravene the working time regulations or affect an individual's work performance.

7.5 Staff that are assessed as unfit for work by their GP, must provide a medical certificate to the Trust Hr team ASAP after it is issued. Staff must not keep certificates until their Return to Work. Whilst off work with sickness absence, staff must remain off Trust premises unless a letter is received from their GP clearing them as fit for work to avoid invalidation of Trust insurance and breaching the Trust's duty of care

7.6 Staff must not engage in inappropriate use of social network sites which may bring themselves, the Trust, school and school community into disrepute.

## 8 CONFIDENTIALITY

8.1 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.

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 school procedure. It must not be discussed outside the school, including with the pupils/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

8.3 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 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 DISCIPLINARY ACTION

9.1 All staff should recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal

## **10 Equality impact Assessment.**

This policy has been reviewed for its impact on issues of equality. The policy has been considered in relation to the following protected characteristics

Gender

Disability

Sexual Orientation

Ethnicity

We have not identified any issues in relation to these protected characteristics. We have carefully considered whether any element of this policy would adversely impact upon the equality of access or opportunity for any staff member or service user, and have been unable to identify any impact which would require mitigation