



Manor Academy
Aspire Achieve Excel

Employee Code of Conduct

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Author	Michael Davis, Ex HR Manager
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Signed:

Neil Melton
Chair of Governors

Signed:

K Kerry
Head of School

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Employee Code of Conduct

1. Introduction

- 1.1 The Governing body of The Manor Academy has agreed this code of conduct from 5th September 2017). The Policies Group of the Governing body will review and monitor the impact of the code annually with the Head of school. The next review will take place on 5th September 2018.
- 1.2 The Governing body has adopted the policy set out in this document to provide a clear framework for the exercise of its powers and discretions in relation to all staff employed in the academy and paid from within the academy budget.
- 1.3 This code of conduct should be read in conjunction with the Academy Staff Induction Policy and the Disciplinary Procedure for Academy staff and the Whistleblowing and Confidential Reporting Policy.
- 1.4 In accordance with the latest DFE 'Keeping Children Safe in Education' statutory guidance this code has been adopted by this academy in order for all academy staff to be fully aware of the standards of personal and professional conduct in relation to safeguarding children. This policy supports existing academy systems to ensure that all children are safe. The code gives a clear framework for staff to understand their responsibilities and will be discussed during the course of their employment, for example at induction and at team meetings to ensure the code is understood by all staff; applied appropriately; monitored and positively promoted in academy.
- 1.5 Every member of academy staff will be required to read this code of conduct and date and sign to confirm that they have read and understood the document. For new staff it will form part of their induction. Where staff have any questions or concerns about the requirements of this code then advice should be sought from their line manager or Human Resources.
- 1.6 There is an expectation that all employees in the academy will conduct themselves in a manner commensurate with the highest standard in order to maintain public trust and confidence in themselves as employees and the academy generally, so they are beyond reproach in the performance of their duties.
- 1.7 Each member of academy staff has a duty to ensure that the appropriate standards of conduct are upheld both by themselves and by colleagues.
- 1.8 Part of the responsibilities of Ofsted Inspection is to assure safe and secure provision for children, young people and learners across all remits through effective inspection and regulation. Safeguarding the welfare of children is part of Ofsted's core business for all staff, who are expected to be aware of their responsibilities in this regard. A code of conduct is essential to ensure academy staff understand the required expectations of them.

2. Underlying principles

- 2.1 All academy staff must act within the law whilst undertaking their official duties. Staff must not undermine fundamental values, including democracy, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- 2.2 Teachers must have an understanding of, and always act within, the statutory frameworks (for example KCSIE) which set out their professional duties and responsibilities. Where staff are members of professional bodies, they must also comply with any standards of conduct which are set by that body. The conduct of all teachers must always be in line with the Teacher's Standards and for the head of school, the National Standards of Excellence for Head Teachers January 2015.
- 2.3 Staff must have proper and professional regard for the ethos, policies and practices of the academy, and maintain high standards in their own conduct, performance, attendance and punctuality. Staff should ensure that personal beliefs are not expressed in ways which exploit

pupils' vulnerability or might lead them to act inappropriately or to break the law or the policies and procedures of the academy. Staff should always show respect for the rights of others.

2.4 Staff are expected to provide the highest possible standard of conduct and service. Where staff are aware of any contraventions of this Code, illegality, misconduct or breach of procedure they should notify the Head of School.

2.5 The Code does not seek to address every possible circumstance, and simply because a particular action is not addressed within the Code, this does not condone that action by omission. Staff at times will be required to exercise their professional judgement and act reasonably at all times. Where a member of staff is unsure about how to respond to a particular situation guidance and support should be sought from the head of school, or in the case of concerns about the head of school, from the Chair of Governors. Where an employee feels unable to report a concern in this way they should refer to the Whistleblowing Policy and /or contact an appropriate external agency.

2.6 A failure to follow this Code could lead to the initiation of the safeguarding / disciplinary procedures.

3. Safeguarding

3.1 Staff must safeguard student's well-being, in accordance with statutory provisions, the local Safeguarding Children Board procedures and the academy's child protection policy. Staff must report any safeguarding concerns immediately to the designated safeguarding lead person in the academy and ensure the head of school informed. All staff have a responsibility to take appropriate action and work professionally with other services accessed by the academy as required.

3.2 Section 5B of the Female Genital Mutilation Act 2003 places a statutory duty upon teachers, to report to the police cases where they discover that an act of FGM appears to have been carried out on a girl under the age of 18. The teacher should consider and discuss any such case with the academy's designated safeguarding lead and involve children's social care as appropriate.

3.3 Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. All staff must work to protect children from the risk of radicalisation and be aware that this is part of the wider safeguarding duties in the academy. Staff must intervene to prevent vulnerable people being radicalised and report any such instances or concerns to the head of school.

3.4 All staff must be fully aware of all of the academy policies and procedures relating to safeguarding and how to access them. In this academy the relevant documents are located or may be accessed in the academy office, within curriculum areas and HR. Given their position of trust, all staff must ensure that they do not put themselves in any situation where their conduct or behaviour with any pupil could be misconstrued. Any allegations of inappropriate contact with pupils will be investigated according to the Academy's Disciplinary Procedure and Allegations against Employees policy.

3.5 If a student reports any safeguarding concerns to any member of staff, this must be reported immediately to the designated safeguarding lead and the head of school. Staff must not promise confidentiality to a child and always ensure that any actions taken are in the best interests of a child.

3.6 The academy promotes a culture of openness, trust and transparency. Where a member of staff has any safeguarding or other concern about the conduct or behaviour of another member of staff, the concerns must be reported immediately to the head of school. Concerns about the head of school should be referred to the chair of governors. It is also important that all staff and volunteers should know how to raise concerns about poor or unsafe practices and potential failures in the academy's safeguarding regime through the escalation of concerns and use of the Whistleblowing Policy or by directly contacting the Local Authority Designated Officer (LADO). All contact details are held within the academy's Child Protection and Safeguarding policies.

3.7 All staff must be aware that it is a criminal offence under the Sexual Offences Act 2003 for anyone to engage in a sexual relationship or grooming for such a relationship with a child aged under 18 with whom they are in a position of trust. It is therefore vital that staff work within appropriate professional boundaries at all times with children and young people with whom they are in a position of trust. If staff, are unsure about what action to take or how they should respond to a particular situation they must immediately contact the designated safeguarding lead/head of school. Any concerns about an inappropriate relationship between a member of staff and a student/pupil (irrespective of their age) will be fully investigated under the Allegations against Staff Procedure for academy staff as a potential issue of gross misconduct.

4. Equality issues

4.1 Staff must ensure that equality policies in relation to employment and their duties and responsibilities are adhered to. This academy believes in equality and will not tolerate any behaviour which could be construed as harassment, intimidation, unfair discrimination or victimisation, by academy staff against pupils, colleagues, parents, governors and other visitors. Staff should not by their actions, manner or speech be discriminatory with regards to a person's age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or trade union membership.

5. Health and safety

5.1 It is the responsibility of all staff, governors, parents and visitors to the academy to take reasonable care for the health and safety of themselves and others and to assist in the creation of a safe work environment.

5.2 All visitors to the academy will be managed in accordance with the Academy Visitors Expectations guidance. A welcome leaflet will be issued to every visitor by reception.

5.3 Staff have a responsibility to inform HR of any medical condition/illness they have during the course of their employment which may impact on their fitness to undertake their duties or on the health and safety of themselves, pupils, other staff, governors of the academy or visitors.

6. Relationships and contact between academy staff - the public, parents and pupils

6.1 All employees should always act in a courteous, efficient and impartial manner towards all individual pupils, groups of pupils, staff, parents, governors, colleagues and other individuals. Staff must always treat pupils with dignity, building relationships rooted in mutual respect, observing proper boundaries appropriate to their position.

6.2 Guidance on Safer Working Practice is explicit that staff should not establish or seek to establish social contact with pupils for the purpose of securing friendship or to pursue or strengthen a relationship. This is important because:

- Such contact can blur the professional boundaries between the staff member and pupil;
- Such contact can compromise confidentiality;
- Such contact can place both pupil and the staff member in a position of vulnerability;
- Pupils at the academy may struggle to differentiate between the role of staff member and friend and therefore have expectations which the staff member cannot fulfil.

6.3 It is the policy of the academy that there will be no personal contact other than in certain exempted circumstances between staff and current/former pupils of academy age outside the normal academy work environment. This includes non-direct contact such as telephone, text messaging, email or social networking sites. Any proposed work related contact, outside of the normal working environment, must be agreed in advance by the head of school, be recorded and monitored. Unexpected contact with pupils should be kept to a minimum. E.g. brief greeting. Any transport of pupils must be agreed in line with the academy policy and always agreed with the head of school.

- 6.4 Academy staff should use their professional judgement and correspondence received by a member of staff from former pupils, the public or parents or other significant contact should be discussed with their line manager/head of school as appropriate and filed with any response in the appropriate academy records system.
- 6.5 Staff should be extremely cautious when using social networking sites outside of work and avoid publishing, or allowing to be published, any material, including comments or images which could damage their professional reputation, the reputation of the academy, and/or bring the academy into disrepute. Where staff do choose to use social networking sites it is strongly recommended that profiles should be set as 'private' and under no circumstances should staff allow access to pupils, their families and/or carers.
- 6.6 Staff should not give their personal details such as home/mobile phone number; home or email address to pupils and be professional at all times in accordance with the ethos of this code.
- 6.7 Where former pupils who are under the age of 18 and still in receipt of education in whatever educational setting make contact with a member of staff, staff must discuss their response to any such significant contact with their current line manager/head of school.
- 6.8 If a former pupil requires assistance or some form of help that lies outside of academy, they should be signposted to the relevant services. However, if the head of school agrees that further contact with the staff member is relevant and appropriate, a clear plan of involvement, including outcomes and timescales must be drawn up and agreed by the head of school. The head of school must ensure adequate support/supervision is available to the staff member and all contact be recorded.
- 6.9 Where a close relationship develops between a member of academy staff and an ex-pupil which may raise concerns about the member of staff's suitability to work with children, the head of school will contact the Local Authority Designated Officer (LADO) for guidance.

7. Confidentiality

- 7.1 All academy data and information should be managed in line with legislative requirements, good practice and the agreed academy procedures. Staff and governors should be aware that the requirement to maintain confidentiality of information about pupils, their families, colleagues and any matters relating to the academy itself apply to all forms of communication, including social networking sites, academy and personal email accounts.

8. Use of personal mobile phones, laptops and tablets

- 8.1 Personal equipment, such as mobile phones, or other photographic equipment must not be used at any time in lessons or during other contact with pupils and should be kept securely with other personal belongings.
- 8.3 If there is a requirement for staff to take photographs of children for academy purposes this must be carried out using equipment provided by the academy and with the agreement of the head of schools in line with the agreed academy procedures. Information and images should only be retained for as long as required in line with data protection legislation.
- 8.4 The academy will provide staff with academy mobile telephones for use on academy trips.

9. Use of academy premises or facilities for work not connected with the academy

- 9.1 Academy staff must not use the academy's premises or facilities for activities which are not connected with their employment at the academy, without agreement from the head of school or board of governors. This includes the personal use of the academy email, telephones, computers, photocopiers, or other equipment.
- 9.2 Internal email systems and academy computer equipment should always be used in accordance with the appropriate academy policies.

10. Disclosure of information

- 10.1** Staff must not disclose information given to them in confidence without consent except for that relating to safeguarding of a child which must be passed onto the LADO. Advice should always be sought from their line manager, HR or the head of school on the appropriate use of academy data and disclosure of academy information, if there is any uncertainty.
- 10.2** Any actions taken by the academy must always be in line with the requirements of the Data Protection Act 1984 and the Freedom of Information Act 2000. Academy staff should not use confidential information obtained in the course of their employment with the academy for personal use, nor should they pass it on to others who might use it for unauthorised purposes.

11. Academy staff facing criminal charges

- 11.1** Any member of staff, volunteer or governor who during the course of their employment or duties with the academy faces criminal charges or who receives a new caution or conviction must inform their line manager, or in the case of the head of school, the chair of governors.

12. Childcare (Disqualification) Regulations 2009

- 12.1** In accordance with the above Regulations, the academy has an agreed policy setting out the legal responsibility to ensure that it does not knowingly recruit or continue to employ, a person in relevant employment, who is disqualified under the Regulations as this would constitute a criminal offence. The relevant checks will be undertaken on recruitment and disclosure by an existing employee is an ongoing process. Where a member of staff or volunteer becomes aware of relevant information that may lead to disqualification during the course of their employment they must report this information to the head of school immediately.

13. Conflict of interest

- 13.1** Staff should declare any personal interest that could bring about a potential conflict with the Academy's interests. Academy staff must immediately declare to the head of school or chair of governors any financial interests or non-financial interests which could or could be perceived to conflict with their role within the Academy.
- 13.2** Staff are required not to take up employment outside of the academy conflicts or potentially conflicts with the academy's interests. Any staff considering employment with an outside organisation should always seek permission from the head of school as appropriate.

14. Acceptance of gifts

- 14.1** It is reasonable for a member of staff to accept modest gifts from pupils, especially at the end of an academy year or at Christmas. Staff should be mindful that by accepting a gift that it could be perceived that they may potentially be influenced, or seen to be influenced in their actions or decisions. The receiving of gifts from students should be in line with the agreed academy policy a declaration of gift received must be entered onto the Gifts Register in appropriate circumstances.

- 15.** As stated in paragraph 2.4 this code of conduct does not seek to address every possible circumstance and staff are responsible for exercising professional judgement in referring matters to or seeking advice from the head of school or HR. Prin

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