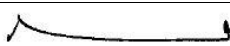




ACADEMY CODE OF CONDUCT

Document Control Table

Title	Academy Code of Conduct
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Date Approved	July 2021
Approved By Name	Andrew Brocklehurst (Chair of Trustees)
Signature of Approval	
Next Review Date	July 2022

Document History

Date	Author	Note of Revisions
19/6/2017	ED	Page 2 - added staff employed centrally by the MAT under list of people this policy applies to.
19/6/2017	ED	Page 2 - changed Child Protection Policy to Safeguarding Policy.
19/6/2017	ED	Page 3 -added section on MAT dress code and tattoos.
18/6/2018	AKC	Page 3 – added section on removing excessive piercings during the school day
18/6/2018	AKC	Page 4 – added that staff must not identify the Trust or the school they work in on social media.
20/6/2018	JP/AKC	Added a bullet point referring to contact details for Data Protection Officer
5/7/2018	AKC	Page 4 – mobile phones and personal devices, added last bullet point to say personal mobile numbers or details must not be given to parents. Note also added about social messaging groups. Page 5 – Conduct outside of work, added last 2 bullet point to say romantic relationships with other staff members and parents are not encouraged and must be reported to Headteachers.
June 2019	AKC	Page 3 WCC changed to external agencies under 'Does not apply to: Last bullet point added under 'Setting an example'
May 2021	DA	Page 2 – pluralised Executive Headteacher
		Page 3 – changed DSP to DSL?
		Pages 3 and 5 – changed student to pupil.
		Page 4 – changed people to staff.
		Added appendix 1 – Mobile Phone Permission Form

Academy Code of Conduct

Introduction

Perry Hall Multi-Academy Trust 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 2011 (updated June 2013)' 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.

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 school should notify staff of this code and the expectations therein. Trust staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the students within the Trust schools. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the Trust, whether inside or outside working hours.

This Code of Conduct applies to:

- all staff who are employed by the Trust, including the CEO, Executive Headteachers and Headteachers;
- all staff in units or bases that are attached to the school;
- peripatetic staff who are centrally employed by Perry Hall Multi-Academy Trust.

The Code of Conduct does not apply to:

- school meals staff employed by external agencies;
- employees of external contractors and providers of services.
(Such staff are covered by the relevant Code of Conduct of their employing body).

Setting an Example

- All staff who work within the Trust set examples of behaviour and conduct which can be copied by pupils. Therefore, staff must NOT use inappropriate or offensive language at all times.
- All staff must demonstrate high standards of conduct in order to encourage our children to do the same.
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- This code helps all staff to understand what behaviour is and is not acceptable.

- We have a 'smart' dress code which applies to all employees within the Trust. No jeans, denim of any sort or leggings are allowed to be worn at work.
- All staff members who have tattoos should keep them covered during work hours.
- Excessive facial and body piercing's must be removed during the school day.
- Pupils should be treated with respect at all times. Shouting is not tolerated in our Trust schools.
- Staff should treat each other with respect at all times.

Safeguarding Children (also refer to all Trust Safeguarding policies)

- Staff have a duty to safeguard children from:
 - physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
- The duty to safeguard children includes the duty to report concerns about a pupil to the school's Designated Senior Person (DSL) for Child Protection. The school's DSP are identified in the safeguarding policy.
- Copies of the school's Safeguarding Policy and Whistleblowing Procedure are available on the school's staff area or in the induction file located in the school office. Staff must make themselves familiar with these documents.
- Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

Pupils Development

- Staff must comply with school policies and procedures that support the well-being and development of pupils.
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.
- Staff must follow reasonable instructions that support the development of pupils.

Honesty and Integrity

- 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.
- 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 procedure for schools.
- Gifts from suppliers or associates of the Trust must be declared to the Head with the exception of "one off" token gifts from students or parents.

Mobile Phones/Personal devices

- Must be switched off and locked away throughout the school day.
- Are not to be used in any classroom or teaching area.
- Must not be used on the school premises at any time other than during the lunch break where mobile phones can be used in the staffroom.
- No photographs are to be taken with any non-school equipment unless prior consent is given by the Head and for the purpose of their role and/or in connection with school activities.

There will be a selection of staff within the Leadership or Central Team who, at the request of the CEO are required to have their personal phones with them at all times when in school and during the school day. The purpose of this is to allow the Senior Team to be able to reach them in the event of emergencies, school land lines being busy or during travel from one location to another. Selected/identified staff must sign a permission form (Appendix 1) which outlines the following restrictions:

- The mobile phone must not be left unattended at any time.
- The camera is not to be used on the school premises, unless prior consent has been given by the Head, and it is for the purpose of their role and /or in connection with school activities.
- Under no circumstances should staff with permitted access to their mobile phones/devices engage in the inappropriate use of social networking or other internet sites which may bring themselves, the Trust, the school, school community or employer into disrepute.
- During the school day, the phone/device is to be used solely for receiving or making contact with members of the Senior Leadership Team within the Trust and for work related purposes only.
- Staff mobile phone numbers or any other personal details are not to be shared with parents.
- Online message groups are permitted to be set up with between staff in order to communicate on work-related issues. However, we do not encourage such online messaging groups between staff for social or personal communication.

Please refer to our Trust Mobile Phone Policy for further information.

Conduct outside of work

- Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school, the Trust, the employee's own reputation or the reputation of other members of the school community.
- In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the Trust nor be to a level which may contravene the working time regulations or affect an individual's work performance. However, they must inform the Trust.

- Staff must not engage in inappropriate use of social network sites which may bring themselves, the Trust, the schools, school community or employer into disrepute, or identify the Trust or school they work in.
- Romantic relationships with between parents and staff members are not encouraged. However, if such relationships do occur, they must be declared to the Head / CEO immediately.

Confidentiality

- Where staff have access to confidential information about pupils 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(s).
- All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (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 pupil'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.
- Staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a student. Staff must **never** promise a pupil that they will not act on information disclosed by the pupil.
- If you need to report an issue where you feel that data protection has been compromised, please forward details as soon as possible to the Trust Data Protection Officer, Jeremy Parkes via dpo@perryhallmat.co.uk

Disciplinary Action

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

Appendix 1



Personal Mobile Phone Permission Form

Following the request from the Executive Head Teacher/Head of School to keep your personal mobile phone/device with you in school, you must adhere to the following:

- ✓ The mobile phone must not be left unattended at any time.
- ✓ The camera is not to be used on the school premises, unless prior consent has been given by the Executive Head Teacher or Head of School, and it is for the purpose of their role and /or in connection with school activities.
- ✓ Under no circumstances or at any time, staff with mobile phones/devices are not to engage in the inappropriate use of social networking or other internet sites which may bring themselves, the Trust, the school, school community or employer to disrepute.
- ✓ During the school day, the phone/device is to be used solely for receiving or making contact with members of the Senior Leadership Team within the Trust, and for work related purposes only.

The purpose of this request is to allow the Head or Executive Head to be able to reach you in the event of emergencies, school land lines being busy or during travel from one location to another.

Staff Member

Name:

Signed: Date:

Executive Head

Signed: Date:

Appendix 2

