




Perry Hall Multi-Academy Trust

Employee Code of Conduct Policy

For school based employees (teaching and non-teaching)

Title	PHMAT Employee Code of Conduct Policy
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Date Approved	27 th November 2023
Approved By Name	Andrew Brocklehurst (Chair of Trustees)
Signature of Approval	
Next Review Date	November 2025

This policy has been fully consulted on with the following trade unions NAHT, ASCL, NASUWT, Unison, NEU and GMB and was implemented by Perry Hall Multi-Academy Trust (PHMAT) on the above date.

Introduction

Perry Hall Multi-Academy Trust (PHMAT) is required to set out a Code of Conduct for all Trust employees.

Employees at PHMAT should understand that their own behaviour and the manner in which they conduct themselves with their colleagues, pupils, parents and other stakeholders, sets an example. PHMAT expects all of its pupils to receive the highest possible quality of teaching and care within a positive and respectful environment.

We expect all employees to demonstrate consistently high standards of personal and professional conduct at all times. All employees must have regard for the need to safeguard pupils' well-being in accordance with statutory requirements. All employees should treat pupils with dignity and build positive relationships rooted in mutual respect.

In addition to this policy, all employees 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 employees are expected to observe, and the school should notify employees of this code and the expectations therein. Trust employees 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 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 employees who are employed by PHMAT, including the CEO, Executive Leaders and Heads.
- All employees in units or bases that are attached to the school.
- Peripatetic staff who are centrally employed by PHMAT.

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).

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, employees will use their professional judgement and act in the best interests of the school and its pupils.

This policy also complies with our funding agreement and articles of association.

Setting an Example

- All employees who work within the Trust set examples of behaviour and conduct which can be copied by pupils. Therefore, employees must NOT use inappropriate or offensive language at all times.
- All employees must demonstrate high standards of conduct in order to encourage our children to do the same.
- Employees must maintain high standards in their attendance and punctuality.
- All employees must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- This code helps all employees to understand what behaviour is and is not acceptable.
- We have a 'smart' dress code which applies to all employees within the PHMAT. No jeans, denim of any sort or leggings are allowed to be worn at work, except for religious reasons or where permission has been sort in advance from the Head or Executive Leaders.
- Employees should not wear anything that displays offensive or political slogans.
- Outfits will not be overly revealing.
- Sportswear should be in line with the dress code for PE and only worn on days where staff are delivering sports.
- Flat, sensible and closed shoes should be worn by all teaching and support staff and take into account health and safety issues in the environment.
- All employees who have tattoos should keep them covered during work hours, where appropriate and practicable
- Excessive facial and body piecing's must be removed during the school day.
- Hair styles must be professional.
- All employees are supplied with an identity badge that must be worn and visible at all times when at work.
- Pupils should be treated with respect at all times. Shouting is not tolerated in our Trust schools.
- Employees should treat each other with respect at all times.
- Show tolerance and respect for the rights of others.
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law.
- Understand statutory frameworks they must act within.

In addition to the above dress code, employees are expected to maintain impeccable personal hygiene.

Any concerns should be discussed with the Head in the first instance e.g. exception on the grounds of religious beliefs / medical. Where uniform/personal protective equipment (PPE) is provided the employee has a duty to wear any clothing provided in the interest of their safety and that of others, and to take reasonable care of the clothing/footwear.

Failure to observe these regulations may result in disciplinary action.

Standards of Behaviour

Employees should not:

- behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model
- make, or encourage others to make sexual remarks to, or about, a pupil
- use inappropriate language to or in the presence of pupils
- discuss their personal or sexual relationships with or in the presence of pupils
- make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such

Employees should:

- inform the Head or specified person of any cautions, convictions, or relevant orders accrued during their employment, and / or if they are charged with a criminal offence
- be aware that behaviour by themselves, those with whom they have a relationship or association, or others in their personal lives, may impact on their work with children

School Leaders should:

- have a clear expectation that employees will discuss with managers any relationship / association (in or out of school or online) that may have implications for the safeguarding of children in school
- create a culture where employees feel able to raise these issues
- safeguard their employees' welfare and contribute to their duty of care towards their staff
- identify whether arrangements are needed to support these staff
- consider whether there are measures that need to be put in place to safeguard children (e.g. by putting arrangements in place to stop or restrict a person coming into school where a potential risk to children has been identified)

Safeguarding Children (also refer to all Trust Safeguarding policies)

Employees have a duty to safeguard children from:

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

Pupils Development

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

Responsibilities and Duty of Care

Employees

- Should 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 the child's best interests
- avoid any conduct which would lead any reasonable person to question their motivation and intentions
- take responsibility for their own actions and behaviour

Employer

Senior leaders will promote a culture of openness and support by:

- ensuring that systems are in place for concerns to be raised
- ensuring that adults are not placed in situations which render them particularly vulnerable
- ensuring that all adults are aware of expectations, policies and procedures

Honesty and Integrity

- Employees 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 Employees 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 pupils 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 employees 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 employees must sign a permission form (**Appendix A**) 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 employees 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 – see appendix A.
- Employee mobile phone numbers or any other personal details are not to be shared with parents.
- Online message groups are permitted to be set up between employees in order to communicate on work-related issues. However, we do not encourage such online messaging groups between employees for social or personal communication.

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

Conduct outside of work

There may be times where an individual's actions in their personal life come under scrutiny from the community, the media or public authorities, including with regard to their own children, or children or adults in the community. Employees should be aware that their behaviour, either in or out of the workplace, could compromise their position within the work setting in relation to the protection of children, loss of trust and confidence, or bringing the employer into disrepute. Such behaviour may also result in prohibition from teaching by the Teaching Regulation Agency (TRA) a bar from engaging in regulated activity, or action by another relevant regulatory body.

- Employees 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.
- Employees must exercise caution when using information technology and be aware of the risks to themselves and others.
- Employees 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 and complete a **Business/ Pecuniary Interest Declaration Form Appendix B)**
- Employees 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 between parents and staff members are not encouraged. However, if such relationships do occur, they must be declared to the Head / CEO immediately.
- Employees must be aware in particular of section 16 of the Sexual Offences Act 2003, which provides that it is an offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust (i.e. Teacher or TA) in respect of that child, even if the relationship is consensual. A situation where a person is in a position of trust could arise where the child is in full-time education and the person looks after children under 18 in the same establishment as the child, even if s/he does not teach the child.

Confidentiality

- Where employees have access to confidential information about pupils or their parents or carers, employees must not reveal such information except to those colleagues who have a professional role in relation to the pupil(s).
- All employees 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.

- Employees 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 pupil. Employees 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

These requirements exist both during and after your employment. In particular, you must not use such information for the benefit of any future employer.

Infatuations and 'crushes'

- Employees should report any indications (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff
- Always maintain professional boundaries

Disciplinary Action

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

DECLARATION OF UNDERSTANDING: SIGNATURE SHEET

This Policy does not form part of the Contract of Employment.

I confirm I have read and understood the contents of the schools' 'Employee Staff Code of Conduct and expected Standards' policy and agree to abide by the contents at all times.

Please sign and return this page to XXXX for file.

AGREEMENT AND SIGNATURE:

Name:	
Signed:	
Dated:	



Personal Mobile Phone Permission Form

Following the request from the Executive Leaders/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 Leaders or Head, and it is for the purpose of their role and /or in connection with school activities.
- ✓ Under no circumstances or at any time, employees 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.

Employee

Name:

Signed: Date:

Executive Leader

Signed: Date:



Perry Hall Multi-Academy Trust

Staff and Governor Business/Pecuniary Interest Declaration Form

This form should be completed by all governors and staff

Part 1 – To be completed by Staff/Governor

It is vital that Governors and staff act, and are seen to act, impartially. All members of staff and the Governing Body are therefore required to complete a declaration of their business interests. Declarations should include all business and pecuniary interests such as directorships, shareholdings and other appointments of influence within a business or other organisation. They should also include interests of related persons such as parent, spouse, child, cohabitee and business partner where influence *could* be exerted by that person over a governor or a member of staff. Please be aware that if your circumstances change during the academic year you will need to complete another pecuniary interest form which is available from the Business Team. The register will be open for inspection and will be reviewed annually.

I (name) _____ have read the guidance above and declare the following:

- Are you (please tick): A member of Staff ☐ Governor ☐
- Have you or any family member any connections/membership shares in companies, etc., which have a direct pecuniary interest in the school?

Yes ☐ No ☐

If yes, please specify (please include the date of the appointment/ acquisition of the interest and date of cessation as appropriate):

- Are you related to any students, members of staff, or members of the governing body?

Yes ☐ No ☐

- Have you any other pecuniary interests? E.g. membership of a club or organisation that uses school facilities, ownership of property adjoining school premises, etc.

Yes ☐ No ☐

If yes, please specify:

- Do you have any additional employment or earn any additional income outside of Perry Hall Multi-Academy Trust? (e.g. tutoring/ evening or weekend employment)

Yes ☐ No ☐

If yes, please specify:

Name of employer or source of income	Date Commenced	Hours per week

The information given on this form will be shared with the Chair of the Governing Body and Headteacher and Executive Headteacher, who will need to be satisfied, in giving their consent that the declaration would neither interfere with the employee's/ governors performance or duties nor lead to any suspicion of improper influence. Each set of circumstances will be considered on an individual basis.

Name			
Role in the school			
School name			
I certify that I have declared all beneficial interests in which I or any person closely connected with me have with businesses or other organisations which may have dealing with the school:			
Signature		Date	
Part 2 – to be completed by the Headteacher & Chair of Governors			
Please detail any supporting information with regard to the declaration. This should include and detail how the conflict will be managed.			
Authorised? (delete as appropriate) Yes No Additional comments			
Authoriser's signature		Date	