

# Code of Conduct for employees



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Responsible Officer: Chief People Officer

## Trust Ethos, Mission, Vision and Values



We believe in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



**Working together, transforming lives**

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Where the words 'Trust' and 'we' are used in this document, it refers to Archway Learning Trust.

Where the word 'Advisory Board' is used it refers to the Academy Advisory Board (AAB) of an individual academy within the Trust.

Where appropriate the AABs of individual academies will publish details of the procedures and practices to implement Trust policies.

The term 'Trust Executive Leadership Team' (ELT) is comprised of the Chief Executive Officer, Deputy Chief Executive Officer, Chief Finance Officer, Chief Operations Officer, Chief Corporate Services Officer, Chief People Officer, Director of Education and Director of Safeguarding.

Where the word 'users' is used it refers to staff, future staff issued with ICT access and/or hardware, AAB members, volunteers and regular visitors.

Where the phrase 'Senior Leader' is used, this refers to Principals, Headteachers and local Academy Senior Leadership Team (SLT).

Where the phrase 'Principal' is used, this also refers to Headteachers.

## **1 Purpose**

- 1.1 The aim of this Code of Conduct for employees is to set out the standards of conduct expected of all staff and to provide further information for employees. This should be read in conjunction with our disciplinary procedure, Teachers' Standards, our Data Protection FOI Policy, ICT Acceptable Use Policy and the statutory guidance Keeping Children Safe in Education (KCSIE).
- 1.2 This Code should make it clear to employees the expectations our Trust has of them. Employees should note that this Code is not exhaustive in defining acceptable and unacceptable standards of conduct and employees must use common sense in adhering to the underpinning principles. If any employee is ever unsure what the expectations are in any given circumstance they should speak to their Principal or service lead.
- 1.3 Expectations are clearly stated in the spirit of a supportive culture and any issues will be addressed supportively and with sensitivity and respect. Where possible an informal approach will be taken.
- 1.4 Archway is committed to ensuring that all employees are treated fairly and with dignity, respect, listened to, encouraged, supported and developed.
- 1.5 This Code does not form part of any employee's contract of employment and it may be amended at any time.
- 1.6 The Code has been implemented following consultation with recognised trade unions and employees.

## **2 Scope**

- 2.1 The Code applies to all employees regardless of length of service including those in their probationary period. It also applies to agency workers and self-employed contractors although, unlike employees, breaches of the Code will not be managed through the disciplinary procedure.
- 2.2 We expect all employees, including managers, to behave in line with the values.
- 2.3 As recognisable figures in the local community, the behaviour and conduct of all our staff can impact on their employment. Therefore, conduct outside work may be treated as a disciplinary matter if it is considered that it is relevant to the employee's employment.

## **3 Safeguarding and promoting the welfare of children and recognising low level concerns**

- 3.1 All employees are responsible for safeguarding children and promoting their welfare. This means that employees are required to take action to protect children from maltreatment, prevent impairment of children's health or development and ensure that children grow up in circumstances consistent with the provision of safe and effective care. This will enable all children to have the best outcomes.
- 3.2 All employees should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.

3.3 All employees must be aware of the signs of abuse and neglect and know what action to take if these are identified.

3.4 All employees must be aware of low level concerns, no matter how small and even if causing no more than a sense of unease or a 'nagging doubt' that an adult working in or on behalf of our Trust may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
- does not meet the harm threshold or is otherwise not considered serious enough to consider a referral to the Local Authority Designated Officer (LADO).

Examples of such behaviour could include, but is not limited to:

- being over friendly with children
- having favourites;
- taking photographs of children on their mobile phone or without confirmation of consent;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- using inappropriate sexualised, intimidating or offensive language.

3.5 To do this, employees must have fully read and understood our safeguarding policy, be aware of our systems and data processing requirements and practices for keeping children safe and must follow the guidance in these policies at all times. All low level adult conduct concerns must be reported to the Principal. In addition all employees must participate in at least annual safeguarding training.

3.6 All employees must cooperate with colleagues and with external agencies where necessary.

## **4 Duty of care**

Staff must:

- 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 our students' best interests
- Avoid any conduct which would lead any reasonable person to question their motivation and/or intentions
- Take responsibility for their own actions and behaviour

## **5 Health & Safety**

All employees must ensure that they:

- Familiarise themselves with the Health and Safety statements produced by the academy
- Read and understand our Trust's Health and Safety Policy
- Comply with Health and Safety Regulations or instructions and use any safety equipment and protective clothing which is supplied to you by the academy or Trust
- Comply with any hygiene requirements
- Comply with any accident reporting requirements
- Never act in a way which might cause risk or damage to any other members of our Trust community or visitors

- Inform their line manager of any paid work undertaken elsewhere. This is to comply with the Working Time Regulations, which are a Health and Safety initiative

## **6 Honesty and personal integrity**

- 6.1 Employees are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct at our Trust.
- 6.2 Employees must comply with any lawful or reasonable instructions issued by managers, Academy Advisory Board members or Trustees.
- 6.3 Employees must uphold public trust in our academies and Trust and maintain high standards of ethics and behaviour, within and outside school, by:
- Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position
  - Having regard for the need to safeguard students' well-being, in accordance with statutory provisions
  - Showing tolerance of and respect for the rights of others
  - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
  - Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- 6.4 Employees must have proper and professional regard for the ethos, policies and practices of our Trust and maintain high standards in their own attendance and punctuality. Employees must treat all colleagues with respect, dignity, fairness and courtesy at all times.
- 6.5 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of Trust property and facilities.
- 6.6 Employees in line with contractual expectations need to seek permission for any business interests outside work at Archway. Permission will only be withheld if there is a conflict of interest and regardless of this there is an expectation that the Trust is made aware.

## **7 Tackling discrimination**

- 7.1 Employees are required to understand the types of discrimination and bullying that students and colleagues may be subject to. Employees are required to have read and understood our Anti-Harassment and Bullying policy.
- 7.2 Employees must not ignore any form of discrimination. This includes inappropriate jokes and banter. Employees must positively promote diversity, equity and inclusion at all times.

## **8 Professional boundaries and relationships**

- 8.1 Employees in our Trust are in a position of trust in relation to our students which means that the relationship between an employee and a student is not one of equals. It is a specific offence for a person aged 18 or

over (e.g. teacher, Teaching Assistant) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.

- 8.2 Employees must ensure that they avoid behaviour which might be misinterpreted by others. This includes any type of communication that they may have with students.
- 8.3 Employees must not make sexual remarks to any student or discuss their own sexual relationships with, or in the presence of students. Employees must not discuss a student's sexual relationships in inappropriate settings or contexts. Any sexual behaviour by a member of staff towards any student is unacceptable and illegal.
- 8.4 Employees must ensure that professional boundaries are maintained at all times. This means that employees should not show favouritism to any student and should not allow students to engage in any type of behaviour that could be seen to be inappropriate. Students are not employees' friends and should not be treated as such.
- 8.5 Employees should be aware that it is not uncommon for students to become strongly attracted to a member of staff or to develop an infatuation. If any member of staff becomes aware of an infatuation they should discuss it with the Designated Safeguarding Lead immediately so that they can receive support on the most appropriate way to manage the situation.
- 8.6 For employees who are in a relationship with a colleague, parent or carer, or any other person associated with our Trust we expect that they identify this to the Principal or service lead and ensure that this does not create a conflict of interest or affect their professional judgement or responsibilities in any way. Where an employee has managerial authority over another employee with whom they are in a close personal relationship, the Trust reserves the right to transfer one or both employees to another role or line manager in the Trust following appropriate consultation with both employees in order to seek agreement to the transfer.

## 9 Confidentiality and data protection

- 9.1 Employees may have access to confidential information about students, colleagues or other matters relating to our Trust. Such information is likely to include personal and sensitive data, for example information about a student's home life which may include a wealth of data e.g. student medical information as well as other sensitive data such as criminal activity data relating to the student or wider family. Employees should never use this information for personal gain, to humiliate, intimidate or embarrass others or for any purpose other than fulfilling their duties as a professional employee within our Trust. Employees should never disclose personal, sensitive or confidential information unless done in the proper circumstances and with adequate authorisation from the information owner or senior management.
- 9.2 If an employee is ever in doubt about what information can or can't be disclosed they should speak to the Principal or service lead. Local Data leads are also available and will generally be your school's Academy Manager. When receiving a request to share information with another department and external parties or process personal data in new ways please ensure that you have an established legal reason for doing so and seek support if unsure.
- 9.3 We will comply with the requirements of **Data Protection Legislation** (being (i) the UK General Data Protection Regulation, (implemented from (EU) 2016/679) (unless and until the UK GDPR is no longer directly applicable) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successive legislation to the UK GDPR or The Data Protection Act 2018). Employees are expected to comply with our Trust's systems as set out in our "ALT Data Protection FOI Policy". If any employee becomes aware that data is at risk of compromise or loss, or



has already been compromised or lost they must report it immediately to the Data Protection Officer, in order for reportable data breaches to be reported to the Information Commissioners Office within 72 hours.

- 9.4 Staff must not use personal devices to download, store or otherwise process personal and sensitive data obtained during the course of their work for our Trust. In the event that any personal information is unintentionally downloaded onto a personal device this must be reported immediately and the personal device taken into the academy to ensure full deletion. Under s170 (DPA 2018), it is a criminal offence to knowingly or recklessly obtain, disclose or procure personal data without the consent of the data controller and transparency on this point is of the utmost importance. Work emails, Microsoft Teams and any other professional user accounts should not be set up on personal devices and should only be accessed via office 365 or through our Trust VPN or remote desktop having gained approval from IT and management.
- 9.5 If employees are involved in a suspected data breach or cyber security attack they must not alert or otherwise disclose information relating to the incident to other colleagues or staff members, or share information relevant to ongoing investigations with others. It is the responsibility of all staff involved in a data security incident to act promptly and responsibly in containing the breach, assisting the Data Protection team in their response to the incident and to avoid discussing more widely resulting in undue concern or distress. If uncertain as to how to assist with an ongoing investigation, staff must seek guidance from their manager or the Data Protection team.
- 9.6 Employees must read and understand our Data Protection Policy and other relevant policies and regulatory guidance in relation to criminal records information, recruitment and safer recruitment, internet, email and communications and information security, copies of which are available online.

## **10 Physical contact with students**

- 10.1 There are occasions when it is entirely appropriate and proper for staff to have physical contact with students. Employees must ensure that they only do so in ways that are appropriate to their professional role and in response to the student's needs at the time. This should be of limited duration and appropriate to the age, stage of development, gender and background of the student. Employees should always be able to explain why they have made physical contact with a student.
- 10.2 There may also be occasions where a student is in distress and needs comfort and reassurance which may include age appropriate physical contact. If an employee is in this position then they should consider the way in which they offer comfort, ensuring that it is not open to misinterpretation and is always reported to the DSL.
- 10.3 Staff may legally, physically intervene with students to prevent them from committing a crime, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Physical force however, must never be used as a form of punishment.
- 10.4 Sexual contact, including grooming patterns of behaviour, with students is unlawful and unacceptable in all circumstances.

## **11 Behaviour management**

- 11.1 Employees should not use any form of degrading or humiliating treatment to punish a student. The use of sarcasm, demeaning or insensitive comments towards students is completely unacceptable.

- 11.2 Where students display difficult or challenging behaviour, employees should follow our Trust's behaviour policy, using strategies appropriate to the circumstance and situation.

## **12 Social contact with students**

- 12.1 Employees should not establish or seek to establish social contact, via any channels (including social media), with students for the purposes of securing a friendship or to pursue or strengthen a relationship. Employees should use their work provided equipment only for communicating electronically with students. If there are any exceptional circumstances in which an employee has had to provide their personal contact details, including phone numbers, email address etc., to any student then they should report this to the Designated Safeguarding Lead.
- 12.2 Our expectation of staff is not to connect to students via social media or other communication channels.
- 12.3 Our Trust and academies are part of our community and we recognise that, as members of the community, employees will come into contact with students outside of the school. We expect staff to use their professional judgement in such situations and to report to the DSL any contact that they have had with a student, outside of school, where they are concerned about or that could be misinterpreted by others.
- 12.4 Employees should read and understand our Social Media policy.

## **13 Photography, videos and other images/media**

Many educational activities involve recording images. These may be undertaken for displays, publicity, to celebrate achievement and to provide records of evidence of the activity. Under no circumstances should employees use their personal equipment to take images of students at or on behalf of our Trust. It is also vital that before taking photographs etc. on any device employees take responsibility for checking that consent has been received in respect of the child.

## **14 Working one to one with students**

There will be times where an employee is working one to one with a student and this is acceptable. Employees need to understand that this means they may be more vulnerable to allegations being made against them. Therefore, it is important that employees:

- Avoid meeting on a one to one basis in secluded areas of the school
- Ensure that the door to the room is open or that there is visual access into the room
- Inform a colleague or line manager of the meeting, preferably beforehand
- Reports to their line manager if the student becomes distressed or angry.

## **15 Curriculum**

- 15.1 Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This can be supported by developing ground rules with students to ensure sensitive topics can be discussed in a safe learning environment. This plan should highlight particular areas of risk and sensitivity and care should especially be taken in those areas of the curriculum where usual boundaries or rules are less rigorously applied e.g. Health and Social Care, PSHE, Drama.

- 15.2 The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political or otherwise sensitive nature. Responding to children's questions requires careful judgement and employees should take guidance in these circumstances from the Designated Safeguarding Lead.

## **16 Dress and appearance**

When working in our Trust employees are role models to our students and how they present themselves is important. Our expectation is that staff are decently, appropriately and professionally dressed in work at all times. We do not permit the wearing of clothes that are revealing, allow underwear to be seen, have offensive logos or writing, or are ripped or torn at any times. If an employee is unsure whether any item of clothing is inappropriate then they should not wear it to work. Employees can always speak to their line manager if they are unsure. Where we identify that an employee is wearing clothing that we do not find acceptable, they will be informed.

## **17 Behaviours aligned to values**

- 17.1 The values of our Trust are important and we expect behaviours of all employees, irrespective of seniority or status, to be aligned to these at all times.
- 17.2 We expect and welcome challenge towards any colleague who does not behave in a way that is conducive to the values and ethos of Archway. If you observe this and do not feel able to challenge please speak to your Principal, service lead or HR.
- 17.3 The following list is not exhaustive and is intended to give an indication of the behaviours expected by all.
- Respecting and valuing the views, skills and experiences of others.
  - Proactively sharing ideas, resources, knowledge and experience to maximise our impact.
  - Supporting each other to improve by encouraging, challenging and giving honest feedback.
  - Showing kindness and compassion to ourselves and others, always with empathy.
  - Actively listening and communicating openly with each other.
  - Inviting and accepting challenge and feedback so that we can continuously improve.
  - Ambition and high expectations of ourselves and others.
  - Showing a genuine passion for high standards and making an impact in our role.
  - Engaging proactively in CPD and taking responsibility for our own CPD.
  - Doing as we promise – whether in terms of meeting deadlines, helping others or finding more efficient ways of working.
  - Working hard and smart.
  - Proactively developing our own resilience.
  - Demonstrate perseverance, optimism and positivity.
  - Tolerant and seek to understand others.
  - Respect the diverse backgrounds, experiences and perspectives of others.
  - Embrace the need for and the benefits of having a workforce that reflects the young people we serve.

## **18 Gifts and hospitality**

Our Trust has an Anti-bribery/Gifts and Hospitality policy and employees should read and adhere to this and staff should not give gifts to students unless this is part of a recognised practice in line with our behaviour policy.

## **19 Keeping within the law**

19.1 Employees are expected to operate within the law. Unlawful or criminal behaviour, at work or outside work, may lead to disciplinary action, including dismissal, being taken. However, being investigated by the police, receiving a caution or being charged will not automatically mean that an employee's employment is at risk.

19.2 Employees must ensure that they:

19.2.1 Uphold the law at work

19.2.2 Never commit a crime away from work which could damage public confidence in them or our Trust, or which makes them unsuitable for the work they do. This includes, for example:

- submitting false or fraudulent claims to public bodies (for example, income support, housing or other benefit claims)
- breaching copyright on computer software or published documents
- sexual offences which will render them unfit to work with children or vulnerable adults
- crimes of dishonesty which render them unfit to hold a position of trust.

19.2.3 Employees must write and tell the Principal or service lead if they are questioned by the police, charged with, or convicted of, any crime whilst they are employed at our Trust (this includes outside of their working hours) as soon as is reasonably practicable. The Principal or service lead will then need to consider whether this charge or conviction damages public confidence in our Trust or makes the employee unsuitable to carry out their duties.

## **20 Conduct outside of work and at work related functions**

20.1 Unlike some other forms of employment, working at our Trust means that an employee's conduct outside of work could have an impact on their role.

20.2 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the academy or Trust or the employee's own reputation or the reputation of other members of the academy or Trust community. Employees should be aware that any conduct that we become aware of that could impact on their role or affect the academy's or Trust's reputation will be addressed under our disciplinary procedure.

20.3 We therefore expect employees to make us aware immediately of any such situations that have happened outside of work.

20.4 Employees are required to demonstrate responsible behaviour at work-related functions and work-related social events that take place outside normal work hours and to act in a way that will not have a detrimental effect on our reputation.

- 20.5 Staff must not behave in a way outside work that may impact on their suitability to work with children. This includes behaviour which does not directly involve a child/children. Should we become aware of any such incident or behaviour, we may treat the issue as a safeguarding matter and manage it in accordance with the Keeping Children Safe in Education statutory guidance document. Employees should be aware that any behaviour that we consider may impact on an employee's suitability to work with children will be addressed under our disciplinary procedure and may lead to a referral to the Disclosure and Barring Service (DBS) and the Teaching Regulation Agency (where appropriate).
- 20.6 We therefore expect employees to make us aware immediately of any such situations that have happened outside of work.

## **21 Agency workers**

- 21.1 We will investigate allegations made against agency workers with the cooperation of the agency. Whilst we may decide to cease using the services of an agency worker, this will not prevent us from investigating allegations and liaising with the Local Authority Designated Officer (LADO) to determine a suitable outcome. We expect agency workers and agencies to cooperate with our investigations and with external agencies where applicable.
- 21.2 We will discuss with the agency whether it may be appropriate for them to consider suspending an agency worker, or whether we are prepared to redeploy an agency worker during an investigation.

## **22 Review**

This Code of Conduct is reviewed as indicated on the cover sheet. We will monitor the application and outcomes to ensure it is working effectively.