



**The de Ferrers Trust**

# Code of Conduct

Adopted by the Board on 20 March 2018  
Consulted with trade unions January 2018

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## **1. INTRODUCTION**

The Trust sets out a Code of Conduct for all Trust employees. The following code has been negotiated with trade unions and is recommended for adoption by the Trust Board.

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. 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 academies. As a member of an academy 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 Principals, Executive Principals and Chief Executive;
- all staff in units or bases that are attached to the Trust.

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- schools meals staff employed by an external contractor;
- employees of external contractors and providers of services (e.g. contract cleaners, holiday contractors).

(Such staff are covered by the relevant Code of Conduct of their employing body)

## **3. SETTING AN EXAMPLE**

All staff who work in academies set examples of behaviour and conduct which can be copied by students. Staff must therefore avoid using inappropriate or offensive language at all times.

All staff must, therefore, demonstrate high standards of conduct in order to encourage our students 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.

#### **4. SAFEGUARDING STUDENTS**

Staff have a duty to safeguard students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard students includes the duty to report concerns about a student to the relevant Academy's Designated Safeguarding Lead.

Please refer to the individual academies for detailed of their Designated Safeguarding Lead.

Staff receive training and have access to copies of the Safeguarding Policy and Whistleblowing Procedure and staff must be familiar with these documents.

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

Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.

#### **5. STUDENT DEVELOPMENT**

Staff must comply with Trust and Academy policies and procedures that support the well-being and development of students.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students.

Staff must follow reasonable instructions that support the development of students.

#### **6. 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 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.

Gifts from suppliers or associates of the Trust academies must be declared in line with the Gifts and Hospitality Policy.

## **7. CONDUCT OUTSIDE WORK**

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the Trust or the employee's own reputation or the reputation of other members of the Trust 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, including social media, and be aware of the risks to themselves and others. Staff should familiarise themselves with the Social Media Policy and guidelines.

Staff may undertake work outside the Trust, 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. Staff should notify the employer of secondary employment.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the Trust, academy communities or employer into disrepute.

## **8. CONFIDENTIALITY**

Where staff have access to confidential information about 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 student.

All staff are likely at some point to witness actions which need to be confidential. For example, where a student is bullied by another student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate academy procedure. It must not be discussed outside the Academy, including with the student's parent or carer, nor with colleagues in the Academy except with a senior member of staff with the appropriate role and authority to deal with the matter.

However, staff have an obligation to share with their manager or the Academy's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a student. Staff must **never** promise a student that they will not act on information that they are told by the student.

## **9. DISCIPLINARY ACTION**

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