



Code of Conduct for Employees and Volunteers

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Date Approved by Governing Body: 27th September 2023

Date of Next review: September 2025

1 INTRODUCTION

The governing body is required to set out a Code of Conduct for all academy employees. The following code has been negotiated with trade unions and is recommended for adoption by the governing body.

Staff 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 academy staff are expected to observe, and the academy should notify staff of this code and the expectations therein. Academy staff are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils within the academy.

This Code of Conduct applies to:

- all staff who are employed by the academy, including the Headteacher;
- all staff in units or bases that are attached to the academy.
- All volunteers (referred to as staff throughout the policy)

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

3 SETTING AN EXAMPLE

- 3.1 All staff who work in academies set examples of behaviour and conduct which can be copied by pupils.
- 3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.
- 3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 3.4 This Code helps all staff to understand what behaviour is and is not acceptable.

4 SAFEGUARDING PUPILS

- 4.1 Staff have a duty to safeguard pupils from:
 - physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
- 4.2 The duty to safeguard pupils includes the duty to report concerns about a pupil to the academy's Designated Senior Leader (DSL) for Child Protection.

4.3 The academy has One Designated Senior Leader and four Deputy Designated Senior Leaders:

- Michael FitzGerald Designated Senior Leader
- Robert Heaney Deputy Designated Senior Leader
- Chris Fletcher Deputy Designated Senior Leader
- Rachel Burrows Deputy Designated Senior Leader
- Caroline Coxon Deputy Designated Senior Leader

4.4 Staff are provided with personal copies of:

- The academy's Child Protection & Safeguarding Policy,
- Department for Education's Keeping Children Safe in Education 2023
- Whistleblowing Policy.

Staff must be familiar with these documents and sign to say they have received them.

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

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

5 PUPIL/STUDENT DEVELOPMENT

5.1 Staff must comply with academy policies and procedures that support the well-being and development of pupils.

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

5.3 Staff must follow reasonable instructions that support the development of pupils.

6 HONESTY AND INTEGRITY

- 6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of academy property and facilities.

7 CONDUCT OUTSIDE WORK

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

8 CONFIDENTIALITY

- 8.1 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.
- 8.2 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 Child Protection/Safeguarding Policy. It must not be discussed outside the academy, including with the pupils/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.
- 8.3 However, staff have an obligation to share with their manager or the academy's Designated Senior Person any information which gives rise to concern about the

safety or welfare of a pupil. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.

9 DISCIPLINARY ACTION

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

This policy will need to be reviewed on an annual basis.