



# Code of Conduct

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## CODE OF CONDUCT

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### 1. Aims, scope and principles

Lunesdale Learning Trust (LLT) is committed to offering an education based on values, a genuine respect for each individual and an encouragement to contribute to a positive, optimistic and inspiring community achieving the best for its students. By creating this policy, we aim to ensure our Trust is an environment where everyone is safe, happy and treated with respect.

This Code of Conduct works alongside [Guidance for Safer Working Practice May 2019](#) (GSWP) and many of its principles are based on the [Teachers' Standards](#)<sup>1</sup>, [Keeping Children Safe in Education](#)<sup>2</sup>.

School staff have an influential position in the schools and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, trustees, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

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

As a member of our school community, each member of staff – paid or voluntary, has an individual responsibility to maintain their reputation and the reputation of the schools, whether inside or outside working hours.

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<sup>1</sup> Department for Education Teachers' Standards, Guidance for school leaders, school staff and governing bodies 2021

<sup>2</sup> Department for Education Keeping Children Safe in Education, Statutory Guidance for schools and colleges September 2021

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

## 2. General obligations

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality.
- Never use inappropriate or offensive language in school.
- Treat pupils and others with dignity and respect.
- 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.
- Express personal beliefs in a way that will not overly influence pupils and will not exploit pupils' vulnerability or might lead them to break the law.
- Understand the statutory frameworks they must act within. Familiarise themselves with the Trust's policies and maintain a good understanding of specific safeguarding issues and the DfE and Trust's approach and guidance towards these.
- Adhere to the Teachers' Standards and the Seven Principles of Public Life:

### 1. The Seven Principles of Public Life

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services.

#### 1.1 Selflessness

Holders of public office should act solely in terms of the public interest.

#### 1.2 Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

#### 1.3 Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### 1.4 Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### 1.5 Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### 1.6 Honesty

Holders of public office should be truthful.

### 1.7 Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Staff:

- Must not smoke or vape on the school site or its environs.
- Must not be under the influence of drugs or alcohol.
- Must not take prescribed drugs in front of students unless in an emergency.
- Must not consume alcohol on the school premises unless at an authorised function.

## 3. Safeguarding

Staff have a duty to safeguard pupils from harm and to report any concerns they have. This includes physical, emotional and sexual abuse or neglect.

Staff will familiarise themselves with our safeguarding policy and procedures contained in our [Child Protection Policy](#) and ensure they are aware of the processes to follow if they have concerns about a child.

Our safeguarding policy and procedures are available on the school website and from our Designated Safeguarding Lead (DSL). New staff will also be given copies on arrival. These include:

- Keeping Children Safe in Education
- Guidance for Safer working practice for those working with children and young people in education setting
- [Child Protection Policy](#)

## 4. Staff/pupil relationships

All staff must be familiar with and abide by the [Guidance for Safer working practice for those working with children and young people in education settings](#). Copies are available from the DSL.

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that wherever possible there is:

- visual access and/or an open door in one to one situations.
- avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy.
- always report any situation where a pupil becomes distressed or angry.
- consider the needs and circumstances of the pupil involved.

Staff must ensure that any conduct and communication with students, colleagues, parents, and others in the school community is appropriate, including communication via electronic media, such as e-mail,

texting, blended learning platforms and social networking sites. Where the Trust considers conduct or communication inappropriate, for example sharing personal information with students, this could result in formal proceedings. If in any doubt or uncertainty about the appropriateness the employee should seek guidance from the Headteacher.

Staff should avoid contact with pupils outside of school hours and school events, if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to a DSL or the Headteacher.

## **5. Communication and social media**

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name as pupils may be able to find them. Staff should consider using a first and middle name instead and set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff should be aware of the school's Acceptable User policy.

[Acceptable User Policy](#)

## **6. Acceptable use of technology**

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones, tablets and laptops, or school equipment for personal use, in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the school IT system.

Staff should be aware of the school's [Acceptable User Policy](#).

## **7. Confidentiality**

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

All staff:

- Need to know the name of their Designated Safeguarding Lead and be familiar with child protection procedures and guidance
- are expected to treat information they receive about pupils and families in a discreet and confidential manner

- should seek advice from a senior member of staff (Designated Safeguarding Lead) if they are in any doubt about sharing information they hold, or which has been requested of them
- need to be clear about when information can/ must be shared and in what circumstances
- need to know the procedures for responding to allegations against staff and to whom any concerns or allegations should be reported
- need to ensure that where personal information is recorded electronically that systems and devices are kept secure

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

## **8. Honesty and integrity**

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

## **9. Dress code**

A person's dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However, staff should select a manner of dress and appearance appropriate to their professional role and which may be necessarily different to that adopted in their personal life. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. If an employee is unsure whether an item of clothing is inappropriate, then they should not wear it to work. Staff can always speak to their line manager if they are unsure. Staff wearing clothing that is not appropriate will be informed.

This means that staff should wear clothing which:

- promotes a positive and professional image
- is appropriate to their role
- is absent of any political or otherwise contentious slogans
- is not considered to be discriminatory
- is compliant with professional standards

## **10. Conduct and social contact outside of work**

Staff will not act in a way that would bring the school, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

Unlawful or criminal behaviour at work or outside work may lead to disciplinary action including dismissal.

It is acknowledged that staff may have genuine friendships and social contact with parents of pupils, independent of the professional relationship. Staff should recognise that some types of social contact with pupils or their families could be perceived as harmful or exerting inappropriate influence on children and may bring the setting into disrepute. The Trust would expect that staff do not enter into any discussions about school matters of any kind with parents, outside of the obligations of their professional role. If Staff

have any concerns or queries about managing professional and personal relationships with parents of pupils they should discuss this with the Deputy Headteacher, Designated Safeguarding Lead or Executive Headteacher.

If a pupil or parent seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement. This also applies to social contacts made through outside interests or the staff member's own family.

Some staff may, as part of their professional role, be required to support a parent or carer. If that person comes to depend upon the staff member or seeks support outside of their professional role this should be discussed with Senior Leadership and where necessary referrals made to the appropriate support agency.

This means that staff should:

- advise Leadership Team of any regular social contact they have with a pupil which could give rise to concern
- refrain from sending personal communication to pupils or parents unless agreed with Leadership Team
- inform senior management of any requests or arrangements where parents wish to use their services outside of the workplace e.g. babysitting, tutoring

### **11. Professional conduct and personal issues at work**

Staff are expected to perform job duties and responsibilities in a manner that reflects the highest ethical and professional standards of conduct and performance at all times. Staff should try to avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on students, colleagues and the school community.

The Trust understands that from time to time employees may experience problems in their personal life. The Trust will endeavour to be empathetic and compassionate and to act consistently, equitably and in a manner that is appropriate and maintains professional boundaries.

The Trust will aim to support an employee's personal situation in the most informal, positive, consistent and confidential manner. This may include temporary adjustments to working arrangements, flexible working, short term paid or unpaid leave or realignment of responsibilities if possible. However, the employee must be aware that poor performance or conduct will be managed in accordance with the Trust's appropriate policies.

### **12. Links with other policies**

This policy links with our policies on:

- Discipline procedures which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Capability procedures
- Staff grievance procedures
- Child Protection Policy
- Acceptable User Policy