



THE ST. BART'S ACADEMY

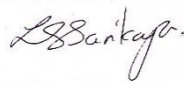
— TRUST —

Staff Code of Conduct

September 2023

The St. Bart's Academy Trust

Staff Code of Conduct

Produced Date:	September 2023	
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Date	Section Amended	Signature
September 2023	Aims / Professional Behaviour and Conduct / Smoking, alcohol and other substances / Intimate Care / Behaviour Management / Transporting Pupils / Acceptable Use of Technology / Photography and videos / Contacts / Recruitment and Employment Decisions / compliance with Code of Conduct associated policies and procedures / Monitoring and Review	S. Cope



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1. Aim of this code of conduct

The Code of Conduct sets out the expectations of behaviour and is a statutory element of a formal induction programme for all Trust staff.

All St Bart's Multi-Academy Trust staff (whether employed, working on a casual basis, agency staff or volunteering) have professional and legal responsibilities to ensure their conduct meets expected standards. These include, but are not limited to, treating others with dignity and respect, acting honestly, using public funds and Trust / Academy equipment appropriately, always adhering to health and safety guidelines and safeguarding pupils.

The law recognises that staff have 'in loco parentis' responsibility in respect of pupils in their charge and must act in the role of replacement parent in the Academy context. Individuals are expected to make decisions or take action in the best interests and welfare of the pupils in their care/under their supervision.

The Code of Conduct sets out:

- the minimum required standards of behaviour that are expected of any individual working in any capacity in the Trust or one of its Academies.
- the principal areas and responsibilities that an individual working in any capacity in the Trust / Academy needs to be aware of and the framework for appropriate and safe behaviour.

It is not possible for the Code of Conduct to be able to address every variation of a situation or scenario that may present itself in the context of staff and volunteers and their conduct in role. If in doubt, the Chief Operating Officer of the Trust (COO), in association with HR, should be consulted for advice, clarification and before taking any action.

This policy forms part of a staff member's contract of employment and failure to comply with it, along with the associated Trust and Academy policies, may result in disciplinary action being taken, including legal action where this is warranted.

This document applies to staff members who are:

- Employed by the Trust in its central team or one of its Academies, including the Principal, volunteers and agency staff.
- Employed in units or bases that are attached to a Trust Academy.

This document does not apply to:

- Peripatetic staff members who are centrally employed by the LA.
- Employees of external contractors.

These employees are governed by their employment contracts and any relevant laws pertaining to their activities within each Academy, for example, the UK GDPR and the Data Protection Act 2018.

We recognise that the majority of staff members act appropriately and treat each other with dignity and respect, however, we consider it important to clarify the expected standards.

2. Safeguarding pupils

It is essential that everybody working in the Trust or one of its Academies understands their safeguarding responsibilities.

In accordance with 'Keeping children safe in education 2023' (KCSIE), all staff members have a responsibility to safeguard pupils, and protect and promote their welfare.

Staff members have a responsibility to ensure that they provide a learning environment in which pupils feel safe, secure and respected.

To effectively safeguard pupils, staff members are required to follow the procedures outlined in this **Staff Code of Conduct**, the **Behaviour Policy** and the **Child Protection and Safeguarding Policy**, ensuring that they do not act in a way that may put pupils at risk of harm, or lead others to question their actions.

In accordance with each Academy's **Behaviour Policy** and **Child Protection and Safeguarding Policy**, staff members will be prepared to identify pupils who may be subject to, or at risk of, various types of abuse and neglect, including, but not limited to, the following:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child on Child abuse
- Serious violence
- Female Genital Mutilation (FGM)
- Child sexual exploitation (CSE)
- Child criminal exploitation (CCE)
- Bullying; this includes cyberbullying, and prejudice-based and discriminatory bullying

Copies of policies and a copy of Part one (or, where appropriate Annex A for staff members not working directly with children) of KCSIE will be provided to staff at induction. Staff will have a clear understanding of the Academy's policies and procedures with regards to safeguarding issues, e.g. abuse, and the important role they play in preventing harm against pupils.

In accordance with the Academy's **Child Protection and Safeguarding Policy**, staff will also be aware of the factors that could increase a pupil's risk of being subject to safeguarding issues, including but not limited to:

- Pupils who need a social worker (Child in Need and Child Protection Plans).
- Pupils requiring mental health support.
- LAC and previously LAC.
- Pupils with SEND.
- Identify as or are perceived to be LBGTQ+
- Pupils with mental health needs.
- Pupils who have a family member in prison, or who are affected by parental offending.
- Pupils that are frequently absent or permanently excluded from school.

If a staff member identifies a pupil who is subject to, or at risk of, abuse and neglect, they will follow the necessary reporting and referral procedures outlined in the **Child Protection and Safeguarding Policy**. Staff will be aware of the procedures to follow if a pupil tells them they are experiencing abuse, exploitation or neglect.

In all cases, if a staff member feels unsure as to whether an incident or pupil would be classed as a safeguarding concern, they will speak directly to the Designated Safeguarding Lead (DSL). Staff will not assume a colleague will take action and share information that might be critical in keeping children safe.

Staff will understand that even if there are no reports of Child on Child abuse in the Academy, this does not mean it is not happening. Staff will report any concerns regarding any form of abuse to the DSL without undue delay. Staff will understand the importance of challenging inappropriate behaviours between peers that are abusive in nature.

Any staff member that has concerns about another staff member's (including volunteers and supply staff) actions or intent, or believes these actions may lead to a pupil being put at risk of harm, will report this in line with the **Child Protection and Safeguarding Policy** or **Confidential Reporting (Whistleblowing) Procedure** immediately so appropriate action can be taken.

If a staff member feels unable to raise an issue with the Academy, they will use other whistleblowing channels, including contacting the NSPCC's helpline on 0800 028 0285 (between the hours of 8:00am and 8:00pm Monday to Friday) or email address help@nspcc.org.uk. Staff members can also access guidance at www.gov.uk/whistleblowing. Fear about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare of pupils.

If the concern is regarding the Principal, staff will report this to the Chair of the Local Governing Committee.

Staff will partake in the appropriate safeguarding and child protection training, which will include online safety; additionally, staff will receive regular safeguarding and child protection updates at least annually.

Staff will recognise that, when teaching pupils about safeguarding and online safety, a one-size-fits-all approach may not be appropriate for every pupil, and a more personalised or contextualised approach may be needed for pupils who are vulnerable, victims of abuse and/or have SEND.

Staff will be aware of their local early help process and understand their role in it. Staff will also be aware of the process for making referrals to children's social care service (CSCS) and for statutory assessments under the Children Act 1989, along with the role they may be expected to play in such assessments.

Staff will reassure victims that they are being taken seriously and that they will be supported and kept safe by the Academy. Staff will never give the impression that pupils are creating a problem by reporting abuse, sexual violence or sexual harassment, nor should a pupil ever be made to feel ashamed for reporting an incident.

Staff will be aware that confidentiality must never be promised to a pupil – staff will understand the procedure for if a pupil discloses a potential safeguarding issue, in accordance with the Academy's **Child Protection and Safeguarding Policy**.

Staff will be aware of the Academy's legal duty to refer anyone who has harmed, or poses a risk of harm to, a child or vulnerable adult to the Disclosure and Barring Service – this includes where:

- The harm test is satisfied in respect of that individual.
- The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence.
- The individual has been removed from working in regulated activity or would have been removed if they had not left their post.

3. Appearance and dress

The Trust expects that all staff members will:

- Ensure that their appearance is clean and neat when at work or representing the Trust or its Academies.

- Dress in a manner that is appropriate to their role – the Trust will make reasonable adjustments to uniform expectations to suit disabilities, medical conditions, and religious and cultural beliefs.
- Remember that they are role models for pupils, and their dress and appearance should reflect this.
- Not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders.

4. Attendance

The Trust expects that staff members will:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Make routine medical and dental appointments outside of their working hours or during holidays where possible.
- Refer to the Trust **Discretionary Leave of Absence Procedure** if they need time off for any reason other than personal illness.
- Follow each Academy's absence reporting procedure when they are absent from work due to illness or injury.

5. Professional behaviour and conduct

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They should adopt high standards of personal conduct in order to maintain the confidence and respect of the general public and those with whom they 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. Staff 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. The Childcare (Disqualification) Regulations 2018 set out grounds for disqualification under the Childcare Act 2006 where the person meets certain criteria set out in the Regulations.

A disqualified person is prohibited from providing relevant early or later years childcare as defined in the Childcare Act 2006 or being directly concerned in the management of such childcare. Schools and private childcare settings are also prohibited from employing a disqualified person in respect of relevant early or later year's childcare.

Keeping children safe in education states that schools should make clear their expectation that staff should disclose any relationship or association (in the real world or online) that may impact on the Academy's ability to safeguard pupils. This applies to all staff in all Academies, not just those in early or later year's childcare.

Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect.

The use of foul and abusive language will not be tolerated. Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.

Staff members will not misuse or misrepresent their position, qualifications or experience, or bring the Trust or Academy into disrepute.

Staff members will inform the Principal if they are subject to a criminal conviction, charge, caution or reprimand, ban, police enquiry, investigation or pending prosecution. This information will be treated in confidence, but may result in suspension, investigation and disciplinary action, including dismissal. Criminal convictions that involve violence, possession or use of illegal drugs or sexual misconduct are likely to be viewed as unacceptable.

Staff will be aware that professional behaviour and conduct is expected to be extended to extra-curricular trips and visits. Staff attending a trip or visit will act in accordance with this code of conduct.

Staff will act appropriately in terms of the views they express (in particular political views) and the use of Trust / Academy resources at all times and will not use Trust / Academy resources for party political purposes.

6. Conduct outside of work

Staff may undertake work outside the Trust, either paid or voluntary, provided that it does not conflict with the interests of the Trust / Academy. The nature of the work cannot be seen to bring the Trust / Academy into disrepute, nor be at a level which may contravene the working time regulations or affect an individual's work performance.

Staff will not engage in outside work which could seriously damage the reputation and standing of the Trust / Academy, the employee's own reputation, or the reputation of other members of the Trust / Academy community. In particular, criminal offences that involve violence, possession or use of illegal drugs, or sexual misconduct are unacceptable.

Staff will not engage in inappropriate use of social network sites which may bring themselves, the Academy, Academy community or the Trust into disrepute. This is explored further in the **Acceptable Use of Technology** section of this policy.

7. Smoking, alcohol and other substances

Staff will not smoke on, **or within** close proximity of the Academy premises and whenever in the sight of pupils, parents or visitors.

Staff will not smoke whilst working with or supervising pupils off-site, such as when on educational visits and trips.

The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members must never attend work under the influence of alcohol or any substance, including prescribed medicine, which may affect the ability to care for pupils or carry out duties.

If alcohol or drug usage impacts on a staff member's performance, the Trust / Academy has the right to discuss the matter with the employee and take appropriate action in accordance with the Trust disciplinary procedures, including referral to the police. Further details can be found in the **Addiction Policy**.

This requirement also applies when supervising pupils on residential activities. Staff acting in any supervisory capacity should not drink alcohol, use drugs (other than standard medication) or smoke in the presence of pupils or when on duty.

8. Health and safety

Staff members will:

- Be familiar with, and adhere to, the Trust **Health and Safety Policy** and ensure that they take every action to keep themselves and everyone in the Academy environment safe and well.

- Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
- Comply with hygiene requirements.
- Comply with accident reporting requirements.
- Inform the Principal or the Chief Operating Officer if a member of the Trust central team of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended).

9. Declaration of interests

Staff members are required to declare their interests, both personal and financial, where the group or organisation they are affiliated with could be considered to be in conflict with the ethos of the Trust / Academy.

For the purposes of this policy, a financial conflict of interest is one where there is, or appears to be, opportunity for personal financial gain, financial gain for close relatives or friends, or where it may be reasonable for a third party to take the view that financial benefits may affect an individual's actions.

The term 'financial interest' means anything of monetary value, including the following:

- Payments for services
- Equity interests
- Intellectual property rights
- Hospitality or gifts

Examples of financial interests that must be declared include, but are not limited to, equity interests in services considered for use by the Trust / Academy.

Non-financial conflicts of interest can also come into conflict, or be perceived to come into conflict, with an individual's obligations or commitments to the Trust / Academy. These interests may include any benefit or advantage including, but not limited to, direct or indirect enhancement of an individual's career or gain for immediate family or someone with whom the individual has a close relationship.

Examples of situations that could give rise to non-financial conflicts of interest include the following:

- Pressure or temptation to accept gifts, inducements or hospitality
- Participating in the appointment, hiring, promotion, supervision or evaluation of a person with whom the individual has a close personal relationship
- Where a member of staff has or develops a close personal relationship with a colleague

Membership to a trade union or staff representative group does not need to be declared.

Staff members will also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with Trust / Academy activities.

Failure to make a relevant declaration of interests is a serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the Trust / Academy or trade union.

All declarations, including nil returns, will be submitted in writing to the Principal for inclusion on the Register of Business Interests.

10. Relationships with pupils

The Trust expects that staff will:

- Maintain professional boundaries and relationships with pupils at all times, and will consider whether their actions are warranted, proportionate, safe and necessary.
- Act in an open and transparent way that would not lead to others questioning their actions.
- Ensure that they do not establish social contact with pupils for the purpose of securing a friendship, or to pursue or strengthen a relationship.
- Ensure that they do not develop personal or sexual relationships with pupils: this includes sexual remarks and discussing their own sexual relationships with, or in the presence of, pupils.
- Only contact pupils via the Trust / Academy established mechanisms: personal phone numbers, email addresses or social media platforms will not be used to contact pupils.
- Under the Sexual Offences Act 2003, 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 in respect to that child, even if the relationship is consensual.

11. Physical contact with pupils

The Trust understands that there are circumstances in which it is entirely necessary for staff to have physical contact with pupils, e.g. when applying first aid but staff will only do so in a professional and appropriate manner in line with relevant Trust policies.

When physical contact is made with pupils, it is imperative that it is conducted in a way which is responsive to the pupil's needs, is of limited duration and is appropriate to their age, stage of development, gender, ethnicity and background. Staff will seek the pupil's permission, where possible, before initiating contact. Staff will always use their professional judgement when determining what physical contact is appropriate, as this may differ between pupils. As such, the pupil's feelings and wishes will always be taken into account. Staff will never touch a pupil in a way which is indecent and will always be prepared to explain their actions. Staff will be aware that even well intentioned physical contact may be misconstrued by a pupil, an observer or by anyone to whom this action is described and, therefore, will be prepared to justify their actions.

Staff will not engage in rough play, tickling or play fights with pupils.

Extra caution will be taken where it is known that a pupil has previously suffered from abuse or neglect.

Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be reported to the Principal, or the chair of governors if the concern is about the Principal, and appropriate procedures will be followed.

Where it is necessary in PE classes for teachers to demonstrate use of equipment, this will be conducted with another member of staff if possible. If a pupil is required to participate, their consent will be given before doing so.

If a child is in distress and in need of comfort as reassurance, staff may use age-appropriate physical contact, such as placing their hand on the pupil's shoulder. Staff will remain self-aware of their actions at all times and ensure that their contact is not threatening, intrusive or subject to misinterpretation.

Staff may also use reasonable force as a means of physical contact with pupils for restraint purposes, such instances will always be in accordance with the Trust **Physical Intervention Policy**.

12. Showering and changing

Pupils are entitled to respect and privacy whilst they are changing, e.g. before and after PE; however, a level of supervision is required to ensure that pupils are safe, and that they are not subjected to bullying.

The supervision will be appropriate to the needs and ages of the pupils, and sensitive to the potential for embarrassment.

Where possible, female staff will supervise girls and male staff will supervise boys.

Staff will announce their intention of entering the changing room to allow pupils to maintain their privacy and will only remain in the changing room for as long as is necessary.

Staff will never change or shower in the same area as pupils.

13. Intimate Care

Arrangements for intimate and personal care should be open and transparent and accompanied by robust recording systems. Academies should have clear nappy or pad changing procedures and staff should act in accordance with the Trust **Intimate Care Policy** which ensures that the health, safety, independence and welfare of children is promoted, and their dignity and privacy are respected.

Pupils should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. When assistance is required, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible.

Intimate or personal care procedures should not involve more than one member of staff unless the pupil's intimate care plan specifies the reason for this. A signed record should be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, should include times left and returned.

Any vulnerability, including those that may arise from a physical or learning difficulty should be considered when formulating the individual pupil's care plan. The views of parents, carers and the pupil, regardless of their age and understanding, should be actively sought in formulating the plan and in the necessary regular reviews of these arrangements. Any changes to the intimate care plan should be made in writing and without delay, even if the change in arrangements is temporary, e.g. due to staff shortages, changes to staff rotas etc. Intimate and personal care should not be carried out by an adult that the child does not know.

Anyone undertaking intimate / personal care in an education setting is in **regulated activity** and must have been checked against the relevant DBS barred list, even if the activity only happens once; this includes volunteers. Volunteers and visiting staff from other schools / agencies should not undertake care procedures without appropriate training.

Pupils are entitled to respect and privacy at all times and especially when in a state of undress, including, for example, when changing, toileting and showering. However, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment.

14. Behaviour management

Corporal punishment and smacking are unlawful in all schools and education settings.

Staff should not use any form of degrading or humiliating treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children is completely unacceptable. Staff should understand the importance of challenging inappropriate behaviours between peers, including child on child sexual violence and sexual harassment.

Downplaying certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours, an unsafe

environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

Where pupils display difficult or challenging behaviour, adults should follow the Academy **Behaviour Policy** using strategies appropriate to the circumstance and situation. Where a pupil has specific needs in respect of particularly challenging behaviour, a positive handling plan, including assessment of risk, should be drawn up and agreed by all parties.

15. Transporting pupils

When it is necessary to transport pupils off-site, staff will ensure that the transport arrangements of the vehicle meet all legal requirements, they have an appropriate licence and the vehicle is roadworthy, has a valid MOT certificate and is insured. As for any other activity undertaken at work, the employer has a duty to carry out a risk assessment covering the health and safety of their staff and to manage any known risks.

Staff will gain consent from parents before transporting pupils and will be aware that the welfare of all pupils in the vehicle is their responsibility.

Two or more staff will be present in the vehicle to avoid any discrepancy regarding safeguarding concerns.

16. Financial inducements

Staff members will:

- Familiarise themselves and comply with the Trust financial regulations and Trust **Gift and Hospitality Policy**.
- Declare to the Local Governing Committee / Trust Board, any gifts received, with the exception of:
 - Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo – these items may be accepted.
 - Non-excessive gifts offered by parents or pupils to Academy staff to express their gratitude, but staff members should always refuse monetary gifts.
 - Hospitality in the form of meals and drinks where it is part of a normal business meeting.
 - Authorised visits to exhibitions, demonstrations, conferences, business meals and social functions in connection with the Trust / Academy business, which shall be at the Trust / Academy expense.
- Not accept a personal gift, payment, or other incentive from a business contact – any such gifts should be returned.
- Declare any gift that cannot be returned to the Local Governing Committee / Trust Board, who will decide how it will be used.
- Only accept offers to specific events after authorisation from the Local Governing Committee / Trust Board.

17. Acceptable use of technology

Staff will adhere to the procedures outlined in the Trust **Acceptable Use Policy** at all times.

Staff will be aware of how the use of technology can impact safeguarding and wellbeing issues, e.g. online abuse. Staff will be vigilant to ensure their own behaviour is respectful and that pupils are using technology appropriately while under their care.

Staff are required to employ the highest security settings on any personal profiles they may have.

Staff will not engage in inappropriate use of social networking sites including contacting pupils or their family members, accepting or inviting friend requests from pupils or their family members, or following pupils or their family members on social media, unless there is a familial relationship or in the case of parents, pre-existing relationships external to the Trust / Academy.

The Trust understands that some staff members are also parents of pupils at the Academy and, therefore, may have a pre-existing relationship external to the Trust / Academy. When contacting other parents in these circumstances, staff will exercise their professional judgement and will not contact family members on social media if this would lead to a conflict of interest.

Staff will remain mindful of their use of social media and their web-based presence including written content, videos or photographs, and views expressed directly or indirectly which may bring themselves, the Trust / Academy or the Trust / Academy community into disrepute.

18. Premises, equipment and communication

Trust / Academy equipment and systems are available only for work-related activities and will not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Principal / COO.

Illegal, inappropriate or unacceptable use of Trust / Academy equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.

Employees receiving inappropriate communication or material, or who are unsure about whether something they propose to do might breach this policy, should seek advice from the Principal/ COO.

The Trust / Academy reserves the right to monitor emails, phone calls, internet activity or document production on Trust / Academy owned equipment, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

Communication systems may be accessed when the Trust / Academy suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity. Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Principal or Trust IT Manager. Breaches of this confidentiality may be subject to disciplinary action.

Trust / Academy equipment that is used outside the premises, e.g. laptops, will be returned to the when the employee leaves employment or if requested to do so by the Principal / COO.

19. Photography and videos

Photographs and videos will only be taken using Trust / Academy equipment – using personal mobile phones or any personal equipment for this purpose is prohibited, in accordance with the Trust **Photography and Images Policy**.

Consent for taking photographs will be obtained from parents.

Pupils who have not provided consent via their parents, to have their photograph taken or be filmed will have their wishes respected, in line with the **Photography and Images Policy**.

All photographs and videos will be available for scrutiny, and staff will be prepared to justify the images or footage taken.

Careful consideration will always be given to the activities which are being filmed or photographed, to ensure that images or videos are not indecent and cannot be misused.

20. Data protection and confidentiality

Regarding personal and sensitive data, staff members are required, under the UK GDPR and the Data Protection Act 2018, to:

- Consider the legal basis for collecting the data, ensuring that this is documented.
- Ensure that the data is stored on a UK GDPR-compliant server, and that the data is not held for any longer than necessary.
- Securely dispose of the data when the relevant retention period ends.

Staff members will not disclose sensitive information about the Academy, its employees or the Trust to other parties.

The only exception whereby it is acceptable for a staff member to disclose information that would otherwise be considered confidential is when the confidential information gives rise to concerns about the safety or welfare of a pupil.

Staff members have the right to request access to data that is held about them. Such requests will be made to the Principal / COO in writing in accordance with the Trust **Data Protection Policy**.

21. Probity of records

The deliberate falsification of documents, such as references, academic qualifications or legal documents, is unacceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

22. Contacts

Caution should be exercised, when for their personal use, staff buy goods or use the services of contractors/suppliers which they know have dealings with the Trust / Academy.

Staff members will not use Trust / Academy business contacts for acquiring materials or services at trade/discount prices for non-Trust / non-Academy activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

23. Recruitment and employment decisions

Staff involved in appointments should ensure that their decisions are based on merit. To avoid any possible accusation of bias, staff should not be involved in an appointment where they are related to the applicant or have a close personal relationship.

Similarly, staff should not be involved with decisions relating to discipline, promotion, or pay adjustments for any relative or those in a close personal relationship. Members of staff who are relatives, or have a close personal relationship, should not normally have a supervisory, assessment or authoritative relationship with each other. Such scenarios should be directed to the Principal / COO for consideration. If it is unavoidable, you must not use the relationship to influence or advance the interests of that member of staff.

Only the Principal or CEO/COO, or person with delegated responsibility, may issue a reference for any member of staff, past or present. References should be given on headed paper on behalf of the Trust /Academy.

This does not preclude a member of staff giving a reference for any other member of staff, past or present, providing the reference makes it clear that the views are those of the author in a private capacity and not necessarily those of the Trust / Academy. The use of official stationery, logos, and in particular headed notepaper, for this purpose is forbidden.

24. Compliance with the Code of Conduct, associated policies and procedures

It is not possible for the **Code of Conduct** to be able to address every variation of a situation or scenario that may present itself in the context of staff and volunteers and their conduct in role.

If in doubt, the Principal / COO should be consulted for advice, clarification and before taking any action.

The **Disciplinary Procedure** may be enacted if there is any breach of the code of conduct which could result in disciplinary action up to and including dismissal. It is therefore important that staff read, understand and adhere to this **Code of Conduct**.

The **Disciplinary Procedure** exists to deal with those situations where procedures and policies have not been followed, or expectations of a standard of behaviour have not been met. It is designed, wherever possible, to encourage improved conduct, informally. However, where cases are more serious the formal process will be followed.

Where staff are accused of abuse, neglect, physical, emotional or sexual abuse of pupils, the agreed procedure such as **Low-Level Concerns** or **Child Protection and Safeguarding** should be followed.

Volunteers, contractors, casual and agency staff who breach the code may be requested to cease working at the Trust / Academy.

Whistleblowing is the mechanism for staff to voice their concerns, made in good faith, without fear of repercussion. Staff have a duty and responsibility to bring matters of concern to the attention of the senior leaders and/or external agencies. This is particularly important where the welfare of pupils may be at risk. **The Confidential Reporting (Whistleblowing) Procedure** is available to staff who believe that inappropriate behaviour has occurred.

Whilst the employee continues to carry out their role, the **Capability Procedure** supports the Trust / Academy in dealing with issues of capability and performance in a fair and consistent way and at the earliest possible stage. This is achieved by making the employee aware of any performance which falls below the required standards and encouraging, supporting and offering training to provide an opportunity for improvement.

In respect of the Equalities Act 2010, the Trust expects all staff to show consideration and respect to their colleagues, pupils, parents, carers, governors and members of the public, treat everyone with dignity and respect and not to discriminate unlawfully against any person.

The protected characteristics set out on legislation are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

The Trust will also not discriminate on the grounds of trade union membership or non-membership, part-time or fixed-term contract status, caring responsibilities or any past unrelated convictions.

The workplace should be a fair, inclusive and safe environment where diversity is valued.

All staff have a duty to help create an environment at work where unlawful discrimination, victimisation or harassment and bullying in any form is considered unacceptable and will not be tolerated.

25. Monitoring and review

This document will be reviewed every two years by the Trust and any changes made will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this document as part of their induction programme.





THE ST. BART'S ACADEMY

— TRUST —

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