



Whitefield
Academy Trust

**Policy
Document**

Code of Conduct

Key Elements

This Code of Conduct is designed to give clear guidance on the standards of behaviour all Academy staff are expected to observe, and the Academy will notify staff of this code and the expectations by sharing this document with all staff and discussing its content.

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Agreed by:
Directors

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1. POLICY STATEMENT

Our Mission is 'enjoyment, achievement and wellbeing for all'.

The Whitefield Academy Trust is committed to being a fair and reasonable employer and expects high standards of behaviour and conduct from employees.

The Trust will support employees through guidance, information, advice and training to achieve the standards of behaviour and conduct set out in this policy.

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. All staff must read part 1 of "Keeping Children Safe in Education" and follow the guidance it offers.

This policy is linked to the following Academy policies available to all staff on the schools Intranet page:

- Safeguarding Policy
- Positive Behaviour Policy
- Whistleblowing Policy
- GDPR Policy

2. SCOPE OF THE POLICY

At Whitefield Academy Trust we have a culture of openness, trust, integrity, respect, fairness and equality. The way that we act and behave both privately and publicly reflects our ideals and principles.

Academy staff are role models who are expected to set a good example to all the children and young people within the Academy.

The Code of Conduct is reflected in all our policies. The Code does not tell adults exactly what to do in particular circumstances, instead it guides us as to the way that all members of our Community should conduct themselves.

This Code of Conduct is designed to give clear guidance on the standards of behaviour all Academy staff are expected to observe, and the Academy will notify staff of this code and the expectations by sharing this document with all staff and discussing its content.

Our core principles are to:

- put the wellbeing, development and progress of our children and young people first so that they become confident and successful learners
- treat all other members of the community with courtesy and respect
- promote respect for diversity and promote equality and inclusion



- appreciate everyone's role and contribution to the Academy and strive to set up productive partnerships and to work as part of a team
- promote the highest standards of personal integrity, truthfulness and honesty so that we inspire confidence and trust.
- take responsibility for maintaining confidentiality
- strive for personal and professional excellence and encourage the professional development of others.

Every member of the Community plays an essential part in making sure that we meet our aims. We all have a responsibility to uphold our professional reputation and to make sure that we maintain standards in our own behaviour so that public trust and confidence in the school is sustained.

The Code of Conduct applies to all members of the Whitefield Community:

- permanent staff
- temporary and supply staff
- multidisciplinary colleagues
- Directors and member of the Advisory Committee
- volunteers
- professional visitors

3. PRESERVE AND PROMOTE CHILDREN AND YOUNG PEOPLE' WELLBEING

We put the wellbeing, development and progress of our children and young people first so that they become confident and successful learners

At Whitefield we expect staff to:

- have high expectations of all of our children and young people, whatever their background or needs.
- offer all of our children and young people activities that will challenge and support them and will help them to learn
- use their professional expertise and judgement to do their best for all of our children and young people and act in children's best interest
- promote personalised learning by providing a curriculum which develops our children and young people's intellectual capacity, their interaction skills, independence, communication, physical control and sensory skills and life skills.
- follow confidentiality rules and only share information on a 'need to know' basis
- uphold our children and young people's rights and help them to understand their responsibilities
- listen to our children and young people, consider their views and preferences, and, where possible,



involve them in decisions that affect them

- follow the ethos and principles of Positive Behaviour Support to promote behaviour for learning, wellbeing and address behaviours of concern
- only use physical intervention should in line with Team Teach as a last resort
- only use physical contact with children in line with our Safeguarding, Moving and Handling and Positive Behaviour policies
- speak positively of children and young people's families and help them to feel proud of who they are

4. SAFEGUARDING CHILDREN AND YOUNG PEOPLE

We have a duty to safeguard and protect the children and young people within the Trust, many of whom are particularly vulnerable.

At Whitefield we expect staff to:

- fulfil their duty to safeguard children and young people. This includes the duty to report concerns about a child or young person to the Academy's Designated Safeguarding Lead (DSL). Staff are must read the Academy's Safeguarding Policy, Keeping Children Safe in Education part 1 and the Academy's Positive Behaviour policy and attend training on how to implement them and put them into practice at all times.
- Immediately raise concerns with Principal or Headteacher if they believe that an adult within the school community has harmed a child or may be at risk of doing so
- act and speak with respect towards children and young people and their parents.
- take every reasonable care of all children and young people under their supervision with the aim of ensuring their safety and welfare.
- manage their behaviour to avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- inform the Principal or Head Teacher of any situations inside or outside work which may have implications for safeguarding.

5. CONFIDENTIALITY

We take responsibility for maintaining confidentiality

At Whitefield we expect staff to:

- take individual responsibility for safeguarding sensitive information within the school environment and within social conversations outside of school, whatever form that information takes e.g. spoken word, print, email etc



- only reveal confidential information about children and young people or their parents to those colleagues who have a professional role in relation to the children and young people and pass on confidential information only where there is a clear need to do so.
- only take photograph/videos of the children for Academy purposes using Academy equipment. Under no circumstances should personal equipment be used to photograph and record children and young people.
- use internal email systems and Academy computer equipment in accordance with the Academy safety policies.
- only use their personal mobile phones outside times when they are working with or supervising children and young people and in areas where they will not come into contact with children and young people, i.e. staff rooms, offices, classrooms when children and young people are not present. Checking phones in corridors or playgrounds is distracting and may put the adult or a child or young person at risk.
- only use phones issued by the school for work purposes e.g. the on-call phone when moving around the school unless explicitly approved by the Principal or Head Teacher.
- respect colleagues' right to privacy.
- refrain from listening to or passing on negative or malicious gossip about colleagues

6. EQUALITY ISSUES

We promote respect for diversity and promote equality

At Whitefield we expect staff to:

- comply with equality policies in relation to employment and ensure that duties and responsibilities are adhered to.
- respect, protect and act appropriately towards each individual's human rights, dignity and worth and act appropriately towards all other members of the Whitefield community, whatever their socio-economic background, age, gender, sexual orientation, transsexual status, disability, race, religion or belief
- respect the families of our children and young people whatever their pattern and encourage children and young people to be proud of their heritage.
- be sensitive to everyone in the school community who has a mental health difficulty and support each other, especially during stressful difficult times in an honest, non-judgmental way.
- respect others' lives outside school and their right to privacy
- create a fair and inclusive school environment by taking steps to improve the wellbeing, development and progress of every one of our children and young people
- introduce our children and young people to different views, perspectives, and experiences and encourage them to develop positive relationships both within school and in the local community.
- Speak out against and report any harassment, intimidation, unfair discrimination or victimisation, within the Academy community no matter who is the victim or the perpetrator



7. RELATIONSHIPS AND CONTACT BETWEEN ACADEMY STAFF THE PUBLIC, PARENTS AND CHILDREN AND YOUNG PEOPLE

We appreciate everyone's role and contribution in the Academy and strive to set up productive partnerships and to work as part of a team. All staff must support other members of the community and encourage the children and young people to do the same.

At Whitefield we expect staff to:

- recognise the important role of our school in the life of the local community, and take responsibility for upholding our reputation and building trust and confidence in it
- follow school policies and procedures on communication with, and involvement of, parents and carers, including those that relate to sensitive areas such as attendance and exclusion.
- collaborate with each and involve other professionals to only promote progress on wellbeing in a professional manner
- respect others professional decisions and challenge in an appropriate, respectful and professional manner
- exercise all leadership, management and governance responsibilities in a respectful, inclusive and fair way
- keep personal and professional contact with children and young people and their families separate. The Academy recognizes that in this community some members of staff may be related to, or have friendships with, children and young people and their families. They are reminded to be particularly careful to maintain confidentiality, not to discuss school matters during social meetings and to ensure that relationships outside school do not affect their professional lives.
- think through the implications of taking on professional responsibilities for children and young people from the Academy outside context (e.g. as short breaks works)
- discuss any contact with former children and young people, the public or parents with their Line Manager/Head teacher/Principal. In the case of the Principal/Headteacher they should discuss this with the CEO
- involve parents and carers in important decisions about their child's education. Staff should be committed to consider parents' and carer's views and perspectives, including those that relate to their child's development
- raise any concerns about the life or running of the school in a responsible and appropriate way, provide parents and carers with accessible and accurate information about their child's progress so that future goals and targets can be agreed and show a commitment to contributing to a solution.
- show respect in the way they present themselves. Staff should be suitably dressed for their duties and responsibilities, including the wearing of appropriate safety clothing and equipment, in accordance with Health and Safety regulations (See Appendix 1 – Dress Code Guidance)



8. COMMITMENT TO PROFESSIONAL DEVELOPMENT

We strive for personal and professional excellence and encourage the professional development of others.

At Whitefield we expect staff to:

- take full advantage of the opportunities for profession development offered to improve their attributes, knowledge, understanding and skills
- participate in whole-school development and improvement activities
- reflect on and evaluate their own work.
- take responsibility for implementing continuous professional development within their practice
- demonstrate self-awareness and take responsibility for accessing help, support and training to ensure their practice remains a positive influence on children and young people and colleagues
- contribute to their colleagues' learning and development, provide honest, accurate, and justifiable comments when assessing their performance or giving references

9. HONESTY AND INTEGRITY

We promote the highest standards of personal integrity, truthfulness and honesty so that we inspire confidence and trust. This includes a shared responsibility to implement and monitor this code of conduct.

At Whitefield we expect staff to:

- exercise their responsibilities in relation to the examination and assessment of achievement and attainment in a fair, transparent and honest way
- demonstrate honesty and integrity in management, administrative and governance duties, including the use of school property and finance and report any concerns to the Principal/Headteacher or CEO
- represent their professional status accurately and avoid taking advantage of their professional position
- maintain standards in their own behaviour so that they maintain an effective learning environment and uphold public trust and confidence in the school
- declare any gifts from suppliers or associates of the Academy to the Headteacher/Principal/CEO. Personal gifts, other than token presents, from individual members of staff to students are not permitted
- strive to ensure value for money for the Academy and treat school equipment with care
- be aware of and comply with the provisions of the Academy's Anti-Fraud and Whistle Blowing Policy Statements, which are available on the hub the Intranet



- only use the Academy's premises or facilities for activities which are connected with their employment at the Academy, unless they have the agreement of the Principal/Head Teacher or Directors. This includes the personal use of the Academy email, telephones, computers, photocopiers, or other equipment.

10. CONDUCT OUTSIDE WORK

We have an individual responsibility to maintain our reputation and the reputation of the Academy, whether inside or outside working hours.

At Whitefield we expect staff to:

- recognise the important role of our school in the life of the local community, and take responsibility for upholding our reputation and building trust and confidence in it
- refrain from engaging in conduct outside work which could damage the reputation and standing of the Academy or the employee's own reputation or the reputation of other members of the Academy community.
- refrain from committing criminal offences which involve violence or possession or use of illegal drugs or sexual misconduct. Staff cautioned for, charged or convicted of a criminal offence following their appointment to the post must disclose/report this to the Principal or Head Teacher or in the case of the Principal, Head Teacher or CEO the Chair of Directors. Consideration will then be given to the effect of the charge or the conviction and the suitability of staff to continue their employment
- declare any other work they undertake in addition to their work in the Academy to the Headteacher/Principal or in the case of the Principal, Headteacher or CEO the Chair of Directors.
- ensure that they do not engage in any use of social network sites, which may bring themselves, the Academy, Academy community or employer into disrepute.

11. DISCIPLINARY ACTION

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



Appendix 1

Dress Code Guidance

We should all present a professional image for children, colleagues and parents. Clothing should be practical for working with children including moving and handling, physical intervention and working at floor level.

This rules out:

- anything short, tight or revealing which will restrict movement and/ or look unprofessional
- anything with slogans or pictures not appropriate for a professional in a school setting
- shoes which are not supportive
- dangly jewellery which might cause injury to staff or children and young people during close contact
- ripped or ragged trousers or jeans

A more detailed dress code is currently under discussion.



**This policy is shared
via the school website:
www.whitefield.org.uk**