

CEDARS ACADEMY TRUST

Code of Conduct (Staff)

Reviewed: October 2022

Next Review: October 2023

To be read with associated policies/guidance:

Behaviour Principles: Written Statement

Safer Working Practice: Policy & Guidance for Staff and Volunteers

School Visits/Residential Trips: Staff Roles and Responsibilities

Low Levels Concerns (Staff)

Mission statement

*Ours is a community of learning, where secure partnerships create opportunities for students, staff, governors, parents and carers alike to participate and grow to become intellectually, emotionally and socially **fit for life**.*

Cedars Academy Trust (the Trust) expects staff, students (11-19) and pupils (3-11), at the Academy to which this Behaviour Policy relates, to adhere to the expected standards of behaviour.

1 CODE OF CONDUCT

1.1 The Academy and Trust will:

- a. Accept the different values of individuals and respect differences in character and personality based on a fundamental respect for human rights
- b. Not engage in acts of discrimination
- c. Respond promptly to any acts within the Academy that infringe upon basic human rights and act resolutely to ensure the termination of such infringement
- d. Develop a working environment where staff, students and pupils may perform their duties creatively, efficiently and in the absence of fear of physical, verbal or non-verbal abuse
- e. Endeavour to ensure a safe and comfortable working environment for all to thrive and succeed.

1.2 Staff, students and pupils will:

- a. Act responsibly as self-reliant members of the Academy and of society with integrity and common sense
- b. Not violate the human rights of others
- c. Accept and accommodate different values, and respect the character and personality of each individual, observe the right to privacy and human rights of each individual, avoid any discriminatory

actions based on race, religion, sex, national origin, physical disability, age or sexual orientation, and avoid physical abuse, sexual harassment, and bullying or harassment

d. Accomplish their tasks to the utmost of their abilities, in light of their authority and the responsibilities assigned to them as staff, students or pupils within the Academy, and endeavour to learn continuously and to improve their own abilities

e. Realise staff, students and pupils' work/life balance through various ways of working so that they can maximize their capabilities to the fullest extent

f. Cultivate a workplace environment that encourages the development of open-minded, cooperative and orderly work activities

g. Maintain safety, cleanliness and good order in the Academy, endeavour to prevent accidents and try to maintain good health.

The above standards apply equally to organisations, staff, students and pupils within the Trust which are not academies.

1.3 Breaches of the Behaviour Policy will normally result in disciplinary action being taken. Serious breaches may result in dismissal or exclusion from the Trust. If an investigation is initiated as a result of an alleged breach of this policy, staff may be accompanied by a recognised trade union representative or work colleague, not involved in any part of the process, at any interviews. Students or pupils may be accompanied by their parent(s)/carer(s).

2 COMPLAINTS

2.1 Any complaints about inappropriate conduct will be dealt with fairly and reasonably using the Trust's agreed complaints' procedures described in Low Level Concerns (Staff) policy and Allegations of Abuse Against Employees.

3 SAFEGUARDING

3.1 Members of staff have a duty to safeguard students and pupils from:

- a. Physical abuse
- b. Sexual abuse
- c. Emotional abuse
- d. Neglect.

This duty to safeguard children and young people includes the duty to report concerns about students or pupils to the individual Academy's designated Child Protection Officer.

Please refer to the Safeguarding Policy for further guidance

4 STANDARD OF DRESS

4.1 All staff, students and pupils should have due regard to standards of appearance and behaviour appropriate to the role and within the learning environment. The Trust expects everyone to dress in a manner that creates a good impression. Clothes should provide sufficient cover not to be offensive.

4.2 Work wear for all staff should be that which would be acceptable and appropriate within a professional office, laboratory, workshop, sporting or other working or learning environment within the Trust. Body piercing is discouraged, apart from earrings in each ear. Where possible any tattoos should be hidden from view while at work. Staff and students are expected to conform to these conventions while working at the Trust or representing the Trust on official business, visits or other activities e.g. sporting fixtures.

4.3 A uniform exists and it is anticipated that students and pupils will have all elements of the uniform and that the uniform will be maintained in a clean and tidy manner. Financial assistance is available to ensure that all students and pupils have access to uniform. Students/pupils arriving at the Academy without the full or appropriate uniform may, depending upon individual circumstances, be asked to leave the Academy and return only when appropriately attired.

5 USE OF EQUIPMENT

5.1 **IT devices** – most staff students and pupils, as appropriate, will be issued with access to IT equipment and passwords to log in to the Trust’s ICT network. Everyone is responsible for the use of any equipment assigned to them and should therefore be careful about who has access to their password and personal equipment.

5.2 **Mobile Phones** – staff students and pupils should not ordinarily use their mobile phones during lessons to make or receive calls, unless in an emergency situation or if it is a requirement of the lesson’s objectives.

5.3 The organisational head’s permission is required if equipment is to be taken off the premises. This, in most cases, will be covered by the Acceptable Use agreement signed by staff and students when equipment such as laptops or other mobile devices are issued.

Please refer to e-safety policy

6. TIME KEEPING AND ATTENDANCE

6.1 Punctuality is the key to success and everyone is expected to attend all lessons on time and to remain on-site throughout a normal working day. Staff should be ready to receive students or pupils at the scheduled start time for sessions as well as making sure they are not dismissed before the appropriate end of session time.

6.2 Hours of attendance are detailed within staff contracts of employment, Home School Agreements and student learning contracts.

7. HONESTY AND INTEGRITY

7.1 All staff, students and pupils must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money, following correct procedures in all financial matters, following correct procedures in relation to work creation, assessments and examinations, and the use of any Trust's property and facilities.

7.2 All staff, students and pupils must also ensure that they do not use their position within the Trust, or information acquired in the course of their work, to further their private interests or those of others. They should serve the Trust faithfully in the performance of their work and not act unreasonably against the interests of the Trust. They should also treat information gained through their work with appropriate confidentiality and record any information acquired in accordance with data protection and copyright legislation.

8. WORKING WITH YOUR MANAGER AND/OR TEACHER

8.1 It is important that staff students and pupils keep a good working relationship with their line manager, tutor, class teacher or other significant adult who will appraise performance and provide feedback, with advice on how to improve, define what is expected and deal with any concerns about the quantity and/or quality of staff/student/pupil work. Managers will advise their staff/students/pupils of appropriate training and career development opportunities. They should also deal with their staff/students/pupils courteously, reasonably and fairly at all times, supporting them in the performance of their duties and outcomes of their learning.

8.2 Staff, students and pupils within the Academy should carry out their work, as agreed with their line manager, teacher, tutor or other significant adult and determined in their contract, conscientiously, safely and in line with Trust policies and procedures. Everyone should also comply with reasonable management requests and perform the full extent of work required of them to the required standard.

9. WORKING WITH OTHERS

9.1 All staff, students and pupils should show respect for others within the Trust and should not disrupt or hinder their work in any way. They should deal with others impartially and professionally and treat them with respect and courtesy.

9.2 All forms of bullying, including violence or verbal aggression towards others is unacceptable and will be dealt with seriously by the Trust. It is not acceptable for anyone to abuse their position with the Trust to take advantage of others. Any member of staff, students or pupils, who cannot resolve issues amicably with another employee/learner, must make the situation known to their manager or an appropriate adult

9.3 All forms of harassment, including racial and sexual harassment, harassment on the grounds of religion, disability, class, sexuality, age, political affiliations and membership of a Trade Union are unacceptable. Furthermore, it is the person who is harassed, rather than the person who is alleged to be harassing, who defines harassment. If anyone's behaviour is beyond the behaviour of a reasonable person, or if the person concerned says that it is unwelcome, it must stop immediately. Failure to do so will be dealt with seriously by the Trust.

9.4 In all contact with others, staff students and pupils should comply with the Trust's Equality Policy.

10. CONDUCT OUTSIDE THE ACADEMY

10.1 Staff, students and pupils must not engage in conduct outside the Trust which could damage the reputation and standing of their organisation or their own reputation or the reputation of other members of the Academy community.

10.2 Staff, students and pupils should be careful to ensure that nothing they say or do brings their organisation's name into disrepute. Offensive statements that are defamatory, discriminatory or false in our communities or on social networking sites can damage a reputation that has taken a considerable amount of time to establish.

10.3 Criminal offences that involve violence, possession or misuse of drugs or sexual misconduct will be regarded as unacceptable and may constitute gross misconduct which could lead to dismissal/exclusion.

11. CONFIDENTIALITY

11.1 Where staff, students or pupils have access to confidential information they must not reveal such information except to those who have a professional role in relation to that information.

11.2 Staff, students and pupils are likely at some point to witness actions which need to be confidential. For example, where a student or pupils is bullied by another student or pupil (or member of staff), this needs to be reported and dealt with in accordance with the appropriate procedures. Such matters are likely to be the subject of an investigation and must not be discussed outside the Trust, including with the student's or pupil's parent or carer, nor with colleagues within the Trust, outside of that investigation.

11.3 Staff, students and pupils have an obligation to share with their manager or the Academy's Child Protection Officer any information which gives rise to concern about the safety and welfare of a student or pupil(see the Safeguarding Policy). Staff must be careful never to promise to a student or pupils that they will not act on information.

11.4 Guidance should be sought from the relevant responsible staff member in the Academy any request to release student or pupil information to outside agencies to ensure the Trust does not breach the Data Protection Act.

12. ALCOHOL, SMOKING AND DRUGS

12.1 Alcohol may not be consumed on the premises unless as part of a letting outside of normal learning times. It is not acceptable to consume any alcohol during the normal working day.

12.2 The Trust operates a strict no smoking policy. Staff and students are not permitted to smoke on any of the Trust's premises or grounds. This applies to all Trust buildings and those where Trust's services are provided. This also applies to all visitors, including parents/carers when they are on Trust premises.

13. USE OF CARS

13.1 For their own protection, staff should never give lifts to students or pupils without clearing it with a senior member of staff. All staff are covered by school insurance for business use of their vehicles for the transport of pupils and students, attending courses or meetings on behalf of the Trust as part of their professional development. For further details, please refer to the Safeguarding Policy.

14. COMMUNICATIONS WITH OTHER STAFF, STUDENTS/PUPILS

14.1 All staff, students and pupils are entitled to feel safe and secure at work and be free from intimidation or bullying behaviour. Staff, students and pupils are therefore expected to show professional courtesy and respect at all times to others working within the Trust.

14.2 Should a member of staff, student or pupil feel that the above guideline has not been followed they should raise the matter with their line manager, class teacher, tutor or other significant adult or in the case where this involves their manager with the member of staff senior to them.

15. WORKING SAFELY

15.1 Everyone within the Trust has a responsibility for ensuring that a healthy and safe working environment is maintained.

15.2 Actions or omissions of any individual that place others in danger may lead to serious disciplinary action.

Please refer to the Health & Safety Policy.

16. PARENTAL CONTACTS

16.1 The Trust has an expectation that staff will act swiftly and professionally at all times. This is particularly important where parents have contacted an Academy with a concern or complaint relating to the education of their child. The aim within the Trust is to make a return call on the same day as the original contact was made, even if in the first instance this is just a holding call.

16.2 Where an error has been made staff should look to apologise and correct the mistake as soon as possible. Investigations should be carried out promptly and effectively with parents informed of the outcome as soon as is practical. Where an ongoing investigation may take some time, due to a student, pupil or member of staff being absent for example, parents should be informed and given a date by which the investigation will be completed.

17. BREACHES OF THE CODE OF CONDUCT BY STAFF STUDENTS/PUPILS

17.1 The Trust's Disciplinary Policy shall be applied to this policy up to and including dismissal.

17.2 All staff should report to their line manager or an appropriate senior manager any breaches or suspected breaches of this policy.

17.3 All students or pupils should report to their class teacher, tutor or other significant adult or an appropriate senior manager any breaches or suspected breaches of this policy.