



EMPLOYEE CODE OF CONDUCT & WHISTLEBLOWING POLICY

Committee/Person Responsible for Policy:	Full Governing Body Headteacher
Date Approved by Governing Body:	12th January 2022
Next Review Due:	January 2024 If new guidelines are introduced the policy will be updated accordingly.

Introduction

- 1.2 This code of conduct should be read in conjunction with the policy documents held at the Academy.
- 1.3 In accordance with the DFE 'Keeping children safe in education' guidance September 2021 this code has been adopted by the Academy in order for all staff to be fully aware of the standards of personal and professional conduct in relation to various aspects of their work. The code gives a clear framework for staff to know their responsibilities and will be discussed during the course of their employment, for example in team meetings as queries arise to ensure the code is mutually monitored, positively promoted in the Academy and understood by everyone.
- 1.4 Every member of staff will be asked to read this code of conduct and date and sign that they have read and understood the document as part of their induction or annual review of procedure. This code will be reviewed every 2 years and updated by the Governors and Headteacher as and when necessary and staff will be informed of any amendments. If staff have any questions about the requirements of this code then advice should be sought from their line manager or the Headteacher.
- 1.5 There is an expectation that all employees will conduct themselves in a manner commensurate with the highest standard to maintain public trust and confidence and be beyond reproach in the performance of their duties.

- 1.6 Each member of Academy staff has a duty to ensure that the appropriate standards of conduct are upheld both by themselves and by colleagues.
- 1.7 Part of the responsibilities of Ofsted Inspection is to assure safe and secure provision for children, young people and learners across all remits through effective inspection and regulation. Safeguarding the welfare of children is part of Ofsted's core business for all staff, who are expected to be aware of their responsibilities in this regard. A code of conduct is essential to inform staff of the required expectations of them.
- 1.8 This policy is therefore recommended for adoption by the Full Governing Body and has been agreed by the following Nottinghamshire recognised trade unions: NEU NASUWT, ASCL, NAHT, UNISON and GMB.
- 1.9 It is recognised that the Academy will apply procedures alongside the Academy HR provider.

Underlying Principles

- 2.0 All Academy staff must act within the law whilst undertaking their official duties. Staff must not undermine fundamental values, including democracy, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- 2.1 Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities. Where staff are members of professional bodies, they must also comply with any standards of conduct which are set by that body. The conduct of all teachers must always be in line with the Teacher's Standards and where appropriate the Leadership Standards.
- 2.2 Staff must have proper and professional regard for the ethos, policies and practices of the Academy, and maintain high standards in their own conduct, performance, attendance and punctuality. Staff should ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law or the policies and procedures of the Academy. Staff should always show respect for the rights of others.
- 2.3 Staff are expected to provide the highest possible standard of service. Where staff are aware of any contraventions of this Code, illegality, misconduct or breach of procedure they should notify the Headteacher as soon as possible.
- 2.4 The Code does not seek to address every possible circumstance, and simply because a particular action may not be addressed within the Code, this does not condone that action by omission.

Safeguarding

- 3.0 Staff must safeguard children's well-being, in accordance with statutory provisions, the local Safeguarding Children Partnership procedures and the Academy child protection policy. Staff must report any safeguarding concerns

immediately to the designated safeguarding person(s) in the Academy. All staff have a responsibility to take appropriate action and work with other services as needed.

- 3.1 All staff must be fully aware of the Academy policies and procedures relating to safeguarding for example, and given their position of trust, must ensure that they do not put themselves in any situation where their conduct or behaviour with any pupil could be misconstrued. Any allegations of inappropriate contact with pupils will be investigated.
- 3.2 If a pupil reports any safeguarding concerns to any member of staff, this must be reported immediately to the Designated safeguarding lead. Staff must not promise confidentiality to a pupil and must always ensure that any actions they take are in the interests of the pupil.
- 3.3 Where staff have any safeguarding concerns about another member of staff these concerns must be reported immediately to the designated safeguarding lead/Deputy or Headteacher. Serious case reviews from past cases of child abuse have highlighted the concerns about staff not sharing their knowledge with the leadership of the school or Academy. This is a collective responsibility and staff should always raise any concerns of this type with the senior leadership team and Headteacher.
- 3.4 All staff must be aware that it is a criminal offence under the Sexual Offences Act 2003 for anyone to engage in a sexual relationship or grooming for such a relationship with a child aged under 18 with whom they are in a position of trust. It is vital that staff work within appropriate professional boundaries at all times with children and young people with whom they are in a position of trust. If staff, are unsure about what action to take or how they should respond to any situation they must immediately contact the designated safeguarding lead. Any concerns about an inappropriate relationship between a member of staff and a pupil (irrespective of their age) will be reported and fully investigated under the Child Protection Procedures (and Staff Disciplinary Procedures as a potential issue of gross misconduct.)
- 3.5 All staff must be aware of their responsibility under the Prevent duty to identify pupils at risk/susceptible to radicalisation, sexual harm or criminal exploitation such as County Lines. If staff are aware of a pupil whose behaviour might be out of character or they are a cause for concern this should be discussed with the Safeguarding Lead or Headteacher immediately and action to keep the pupil safe may be actioned under Child Protection procedures or through direct contact with the Police.
- 3.6 All staff must be aware that since October 2015 staff must report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the Academy's designated safeguarding lead who may involve children's social care as appropriate.

Equality Issues

- 4.0 Staff must ensure that equality policies in relation to employment and their duties and responsibilities are adhered to. This Academy believes in equality and will not tolerate any harassment, intimidation, unfair discrimination or victimisation, by Academy staff against pupil's colleagues, parents, governors and other visitors. Staff should not by their manner or speech be discriminatory with regards to a person's age, disability, gender (or reassignment), marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Health and Safety

- 5.0 It is the responsibility of all staff, governors and visitors to the Academy to take reasonable care for the health and safety of themselves and others and to assist in the creation of a safe work environment.
- 5.1 Staff have a responsibility to inform the Headteacher of any medical condition/illness they have during the course of their employment which may impact on their fitness to undertake their duties or on the health and safety of themselves, pupils, other staff, governors of the Academy.
- 5.2 Staff must report any incident or injury to themselves or any pupil in their care using the appropriate recording system. In the case of an injury to a pupil this should be immediately referred to a first aider who will provide care and assistance. The record of injury to a pupil will then be recorded on 'My Concern' and an email sent to parents/carers giving the details of any injury. In the case of an injury to staff they should complete an Accident Form, which can be found in 'My Concern', and then meet with the Assistant Headteacher. During the meeting the incident is discussed and appropriate action taken to minimise risk and prevent reoccurrence of any such incident. 'Near Miss' forms are also available for staff in 'My Concern' to be used in cases where there is a potential hazard or incident that has not resulted in any personal injury or property damage.

Relationships and Contact Between Academy Staff - the Public, Parents and Pupils

- 6.0 Academy staff should always act in a courteous, efficient and impartial manner towards all individual pupils, groups of pupils' staff and individuals. Staff must always treat pupils with dignity, building relationships rooted in mutual respect, observing proper boundaries appropriate to their position.
- 6.1 Staff should also refer to the specific Academy policy 'contact between staff and pupils outside of the work context' which must be read in conjunction with this code.
- 6.2 It is the policy of the Academy that there will be no personal contact other than in certain exempted circumstances (see 6.1 above) between staff and current/former pupils of Academy age outside the normal Academy-work environment. Any proposed work related contact, outside of the normal working environment, must be agreed in advance by the Assistant Headteacher, be recorded and monitored. Proformas are stored in 'My Concern'. Unexpected

contact with pupils should be kept to a minimum. E.g. brief greeting. Any transport of pupils must be agreed in line with the Academy policy.

- 6.3 Correspondence received by a member of staff from former pupils, the public or parents should always be discussed with their line manager/SLT and filed with any response appropriately.
- 6.4 Staff should be extremely cautious when using social networking sites outside of work and avoid publishing, or allowing to be published, any material, including comments or images that could damage their professional reputation and/or bring the Academy into disrepute. Where staff do use social networking sites it is strongly advised that profiles should be set as 'private' and under no circumstances should staff allow access to pupils, their families and or carers.
- 6.5 Staff should not give their personal details such as home/mobile phone number, home or email address to pupils unless the need to do so is agreed with their Headteacher. Where this is the case, correspondence should be kept to a minimum and be always professional in accordance with the ethos of this code.

Confidentiality

- 7.0 Staff and governors should also be mindful that requirements in relation to maintaining the confidentiality of pupils, their families, colleagues and any matters relating to the Academy itself apply to all forms of communication, including social networking sites.

Use of Personal Mobile Phones, Laptops and Tablets

- 8.0 All staff are normally required to place any personal equipment capable of photographing children in a locked drawer/locker and such items should not be taken into the classroom. Such personal equipment is not to be used at any time, unless agreed by the Headteacher, during contact with pupils.
- 8.1 The Academy outlines controls regarding the use of such equipment in the Academy 'Acceptable Use Policy' and review this in line with the agreed procedures.
- 8.2 If there is a requirement in the teacher's role to take photographs of children for Academy purposes this must be carried out using Academy equipment that will be provided and with the agreement of the Headteacher and in line with the agreed Academy procedures.

Use of Academy Premises or Facilities for Work not Connected with the Academy

- 9.0 Staff must not use the Academy's premises or facilities for activities which are not connected with their employment at the Academy, without agreement from the Headteacher or governing body. This includes the personal use of for example, the Academy email, telephones, computers, photocopiers, or other equipment.

- 9.1 Internal email systems and Academy computer equipment should always be used in accordance with the appropriate policies.

Disclosure of Information

- 10.0 Staff must not disclose information given to them in confidence without consent except for that relating to safeguarding of a pupil which must be passed on. Advice should always be sought from their line manager or Headteacher as appropriate on the appropriate use of Academy data and disclosure of Academy information.
- 10.1 Any actions taken by the Academy must always be in line with the requirements of the Data Protection Act 2018 and the GDPR. Staff should not use confidential information obtained in the course of their employment for personal use, nor should they pass it on to others who might use it for unauthorised purposes.

Academy Staff Facing Criminal Charges

- 11.0 Any member of staff, volunteer or governor who during the course of their employment or duties with the Academy faces criminal charges or who receives a new caution or conviction must inform their line manager, or in the case of the Headteacher, the Chair of Governors.

Conflict of Interest

- 12.0 Staff should declare any personal interest that could bring about conflict with the Academy's interests. Staff must declare to their Headteacher or Chair of Governors any financial interests or non-financial interests which does or could be perceived to conflict with their role within the Academy.
- 12.1 Staff are required not to take outside employment which conflicts with the Academy's interests, any staff intending to work for outside organisations should seek permission from their Headteacher or Chair of Governors, as appropriate.

Acceptance of Gifts

- 13.0 It is reasonable for a member of staff to accept modest gifts from pupils, especially at the end of an Academy year or at Christmas. The giving of gifts to pupils should be in line with the agreed Academy policy and disclosed to the Headteacher before any gifts are given.

Whistleblowing

If you have any concerns, these must be reported directly to the Headteacher. If the concerns relate to the Headteacher, these must be reported to the Chair of Governors.

- 14.0 You're a whistleblower if you're a worker and you report certain types of wrongdoing. This will usually be something you've seen at work - though not

always. The wrongdoing you disclose must be in the public interest. This means it must affect others, e.g. the general public.

As a whistleblower you're protected by law - you shouldn't be treated unfairly or lose your job because you 'blow the whistle'. You can raise your concern at any time about an incident that happened in the past, is happening now, or you believe will happen in the near future.

14.1 You're protected by law if you report any of the following:

- a criminal offence, e.g. fraud, child abuse, theft
- someone's health and safety is in danger
- risk or actual damage to the environment
- a miscarriage of justice
- the Academy is breaking the law, e.g. doesn't have the right insurance
- you believe someone is covering up wrongdoing

14.2 You can raise any of these concerns with the Headteacher at any time and if the concern is about the Headteacher this can be raised with the Chair of Governors whose contact details can be obtained from the Academy Business Manager.

14.3 If you wish you can also raise the concerns with the Advisory, Conciliation and Arbitration Service (Acas), the whistleblowing charity Public Concern at Work or your trade union for more guidance. Further advice can be found at <https://www.gov.uk/whistleblowing/who-to-tell-what-to-expect>

Professional Dress Code Guidelines

15.0 The Principles

As professionals in an education setting, it is important that we adopt and model a professional dress code which reflects our individual role and is appropriate for working on a day-to-day basis both in our Academy, and as representatives of our Academy in the community, such as on college visits, work experience, trips and residential. We are role models for the pupils, and parents/carers expect a high standard of professionalism.

Even in the height of summer, and on INSET Days, this means smart casual as detailed below suitable for taking part in all activities with the pupils, and for meeting parents/carers or visitors in a professional capacity.

This dress code also includes the clothing and footwear requirements of best Moving and Handling practice and safe systems of work (SSOW), as appropriate.

If in doubt, think about what you might wear in a Mainstream Primary School, or what you would expect professionals to wear at your child/young person's school/Academy.

15.1 The Practice

Tops with sleeves in (no armpits visible) and no vest tops, male or female. If you wear e.g. a t-shirt or hooded top, no large-lettered brand names, slogans or inappropriate graphics-for the avoidance of doubt, think plain/stripy/patterned. 45 degree rule-no cleavage at any time. So, check when leaning forwards. Midriffs (and boxers) covered-check that your top doesn't ride up, e.g. when you're supporting work.

In very hot weather, if you wear cropped trousers, these should be smart, semi-tailored, knee-length ones-not shorts or cut-offs.

Flat shoes with toes, heels and sides of feet covered-no sandals or flip-flop style footwear, and no Uggs, Crocs or fashion boots-the ankle should have room to move.

No rips or holes. No hats or scarves indoors (the noose' factor), as appropriate.

Where possible, tattoos to be covered – and if you have a whole 'sleeve' of tattoos, even in hot weather. Think about the image/content of tattoos, especially if you are supporting hydrotherapy and/or swimming. Ear and nose piercings are acceptable but wear discrete studs.