

## STAFF CODE OF PROFESSIONAL CONDUCT

### 1. Introduction and Scope

1.1 FCAT believes that staff should be trusted in the discharge of their responsibilities, which implies allowing room for initiative and judgement. In fairness to staff, however, it is important to set out guidance as to where the exercise of that initiative and judgement could potentially bring them into conflict with others.

1.2 The Staff Code of Professional Conduct is intended to communicate to all staff, a shared expectation of each member of staff's duty to the rest of the FCAT community in the execution of their duties.

1.3 FCAT requires all staff to be aware of, understand and follow this Code of Professional Conduct.

1.4 In relation to particular activities, specific performance indicators, rules and regulations have been established and this Code of Professional Conduct should be seen as supplementary to those. This should be read in addition to FCAT's policies and procedures.

1.5 FCAT seeks to embed its core values of: Ambition, Respect, Pride, Resilience, Integrity and Excellence in all policies and procedures.

1.6 FCAT recognises that certain behaviours are non-negotiable. These direct and influence our daily behaviours. All staff are expected to uphold these behaviours: Children first, High expectations, No excuses, Passion for learning, Working together, Consistency and compliance, Outward facing.

1.7 All teaching staff must be aware of the Professional Standards for Teachers and demonstrate the behaviour standards at all times.

1.8 All staff should be fully aware and follow the Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings.

1.9 It is not expected that this code is exhaustive and covers every aspect of conduct. On occasions it may be appropriate to take disciplinary action on matters not covered on this code.

### 2. Equality

2.1 FCAT is committed to securing equality of opportunity for staff and students alike.

2.2 All staff have a responsibility to promote equality and to take appropriate action when FCAT practices or the conduct of others may be discriminatory.

### **3. Display a Positive and Caring Attitude**

3.1 FCAT expects all staff to respect the dignity of individuals and be sensitive to the different needs of others, in line with FCAT Core Values.

3.2 Additionally, all staff share responsibility for good working relationships in which positive attitudes, being supportive, friendly, courteous and communicating clearly are key ingredients. Emotional consistency in work is a key essential attribute.

3.3 Staff could challenge or report any behaviour by staff, students or other parties on FCAT premises which may be perceived as threatening, aggressive or disruptive. Disciplinary action may be taken, where appropriate.

3.4 Staff should self-reflect on how they embed and 'live' the core values in their professional and personal practice. Performance Review provides opportunities to self-assess in the light of core values. Staff will be required to respond positively to any and all targets set.

### **4. Academy Policies, Procedures and Quality Standards**

4.1 FCAT policies and procedures can be found Google Sites/FCAT documents. Staff are expected to familiarise themselves with these core policies.

4.2 FCAT's Disciplinary Procedure gives guidance on the types of behaviour which would necessitate a disciplinary penalty being imposed.

4.3 FCAT expects a high level of attendance and punctuality from all staff. Poor attendance or lateness causes serious operational problems and disrupts the quality of the service provided. Please refer to the FCAT Attendance Policy for staff.

4.4 Staff should comply with FCAT's procedures if they are absent due to sickness, or request special leave.

### **5. Personal Relationships**

5.1 Staff must ensure that in their own interests and the interests of FCAT, they conduct themselves at all times in a professional manner towards students and others.

5.2 FCAT believes the ability to be warm without familiarity, encouraging without pressuring, critical without being destructive, and supportive without endangering the ability to assess objectively is fundamentally important in maintaining professional relationships.

5.3 Safeguarding (formerly called Child Protection) is a core responsibility of all staff. Staff must report suspicion of abuse where a member of FCAT staff may be

involved to the Principal, as detailed in the FCAT Safeguarding Procedures. Where a member of staff becomes aware that a student or young person under 18 years is vulnerable, they should report this to the Academy's Designated Officer, in line with FCAT policy.

5.4 Pre-arranged meetings with students away from the school premises are not permitted unless approval is obtained from the parents and the Principal.

5.5 Inappropriate relationships between staff and students will be viewed as serious and whatever action is considered necessary, including disciplinary action, will be taken to protect the professional reputation and credibility of FCAT. Any and all inappropriate relationships between a member of FCAT staff and a student will be reported to LADO and to the Police as appropriate. Any suspicion of such a relationship existing between a member of staff and a student must be reported directly to the Principal.

5.6 Any uncertainty about a student's feelings towards a member of staff should be reported to one's line manager in order to provide support and direction to the member of staff.

5.7 All communication and contact with students should be transparent, related to FCAT activities and be accessible to the line manager with responsibility for the area. Staff must not accept students as 'friends' on social networking sites and should not engage in electronic communication with students in ways which could be misconstrued as a friendship relationship by the student. Mobile telephone numbers should not be exchanged with students without approval from one's line manager.

5.8 Managers are strongly advised not to enter into a 'special' relationship with any member of staff whom they line manage. However, where such relationships do develop, it must be drawn to the attention of the manager's line manager, in order that arrangements can be made to ensure that the professional working relationships are not compromised. The same principles apply to relationships between staff who may work closely together. Professional objectivity must be maintained at all times in relation to work.

## **6. Dress**

6.1 Whilst recognising a person's dress and appearance are matters of personal choice, all staff are asked to dress smartly at all times when at work. On formal occasions including publicity and marketing events all colleagues (both male and female) are invited to wear a jacket. Shorts, jeans, beachwear-style clothing and trainers are not acceptable dress code for staff at any time. It is recognised that there may be exceptions to this, due to the nature of the work and time of year, and clarification should be sought from an individual's line manager.

6.2 Staff are asked to maintain a smart dress code throughout the year, including student holidays, as the Academies can be subject to business visitors at any time.

6.3 Name badges should be worn at all times by staff.

6.4 Staff accompanying students to other work places are expected to retain their professional dress code. (Exceptions can be approved by a member of staff's line manager).

6.5 FCAT is a community of staff and students who work and study together within an atmosphere of mutual respect. It is important therefore that all members of FCAT are clearly identifiable whilst on premises and that anything which could interfere with the clear communication needed for learning be avoided. FCAT, therefore, requires all staff and students to keep their faces uncovered while on FCAT premises and while representing FCAT offsite.

## **7. Continuous Professional Development**

7.1 FCAT expects all staff to continually develop their skills, knowledge and experience, and participate in appropriate development activities including those of the Fylde Coast Teaching School.

7.2 All staff are expected to share ideas with colleagues, and take responsibility for their own personal and professional development. Additionally managers are responsible for the development of their staff.

7.3 Teaching staff are encouraged to become examiners for subjects and with Awarding Bodies which reflect the needs of FCAT.

7.4 Colleagues are encouraged to invest in higher level courses including Masters and leadership programmes/qualifications.

7.5 Leaders and aspiring leaders are encouraged to develop their leadership skills and where appropriate achieve accreditation in this area.

## **8. Involvement in Continuous Improvement Activities**

8.1 It is vital to the success of FCAT that the service we provide is continually developed and improved. All staff are responsible for this in their role, and will work as part of a team, actively taking part in continually reviewing and improving the service they provide.

8.2 High levels of customer service, internally and externally, should be delivered by all staff.

8.3 Good communications underpin all activities of FCAT. Staff are responsible for playing an active role in communicating/listening to colleagues. In particular attendance at whole academy briefings is mandatory for all staff. Staff unavoidably absent from meetings should send apologies to the convener

## **9. Use resources responsibly, efficiently and effectively**

9.1 All staff should use the resources for which they have responsibility, or which they are able to access, efficiently and with care and with due regard to avoiding unnecessary costs and waste.

9.2 Laptops, or other such equipment, should be treated with great care and staff are encouraged to recognise the high level of investment in equipping them appropriately.

9.3 Staff should promote a positive attitude to the FCAT environment at all times, participating in for example the reduction of litter and the maintenance of a stimulating and attractive venue for learning.

9.4 Staff are asked to support FCAT's endeavour to reduce its carbon footprint by not allowing waste and conserving energy wherever possible.

## **10. Promoting the Good Name of the Academy**

10.1 Staff should contribute whenever possible to promoting the good name of FCAT, and are requested to forward any concerns that they may have to their line manager.

10.2 FCAT expects that no member of staff should bring FCAT into disrepute at any time.

10.3 The use of social networking sites including 'Facebook' should not be used to criticise or complain about FCAT, other colleagues or one's experiences in relation to their employment. This may be deemed as bringing FCAT into disrepute and may result in disciplinary action.

## **11. Gifts, Hospitality and Benefits**

11.1 The acceptance of gifts, hospitality or benefits of any kind from a third party might be seen to compromise a member of staff's personal judgement or integrity and acceptance should always be confirmed with a line manager or Principal.

11.2 Staff should not normally accept rewards of this type, except for small items, e.g. calendars, diaries, advertisement materials. If a gift of an estimated value of more than £30 is offered from an individual or company, advice should be sought from a line manager or Principal before acceptance.

11.3 Invitations to working meals and social functions to which other staff are invited are acceptable. If in doubt, advice should be sought from the member of staff's line manager or Personnel.

11.4 Any gifts (excluding the small items referred to above) or hospitality accepted should be recorded in the book maintained by the Principal's PA.

## **12. Health and Safety**

12.1 FCAT expects all staff to familiarise themselves with FCAT's Health and Safety Policy and act in accordance with it.

12.2 In particular staff should recognise their professional responsibility to co-operate with their employer, managers and supervisors.

12.3 Staff should take reasonable care of themselves, their colleagues and others who might be affected by their actions.

12.4 Staff should comply with and observe FCAT's safety policy arrangements and follow safe working procedures.

12.5 Staff should not interfere with, damage or remove anything provided to safeguard health and safety.

12.6 Staff should report to the Finance Director / Premises Manager any health or safety problems, defective equipment or premises defects which may represent a hazard to the appropriate person.

12.7 Staff should inform the appropriate person if guidance or procedures are not working effectively.

12.8 Staff should inform as appropriate their immediate line manager, the Principal, the Academy Finance Director, the Premises Manager or a Health and Safety representative of any safety concerns and problems.

12.9 All FCAT sites are non-smoking. E-cigarettes are not acceptable on FCAT sites.

### **13. Information Technology**

13.1 Staff are expected to consider the need for All Staff and/or Student emails and adhere to the communication policy which encourages the use of forums.

13.2 Email should not be used for personal gain, to share/encourage political ideas/doctrine or to undermine others' morale and adhere to published FCAT guidelines.

13.3 Staff are expected to consider 'tone' in emails and endeavour at all times to be polite, courteous and where possible, brief. All should refrain from sarcasm and unnecessary replies.

13.3 Any form of communication between staff should always be professional and positive.

13.4 FCAT is registered under the Data Protection Act. Staff must comply with the Data Protection principles of good practice contained in the act. Failure to comply can be a criminal offence.

### **14. Confidentiality**

14.1 FCAT seeks to encourage a culture of openness aimed at ensuring that matters connected with the operation of FCAT can be discussed frankly.

14.2 However, all information should be considered confidential and records of staff, students and others must not be divulged unless required by law, unless the appropriate authorisation has been given.

14.3 In circumstances where an individual's behaviour is unacceptable, for example, where an illegal act such as theft has been committed, or where the individual's own well-being is at risk, FCAT management should be informed.

14.4 Individual staff should not make statements on FCAT matters to the press or media or at any public meeting. Only authorised members of FCAT can speak on behalf of FCAT. Any enquiries from the press must be directed to the Academy Principal.

14.5 Individuals should respect the confidentiality of colleagues and students and should take personal responsibility to avoid 'gossip'; and where appropriate seek a line manager's advice should personal details of a colleague be shared freely by another or others.

14.6 Nothing shall prevent a member of staff raising legitimate concerns about malpractice in relation to FCAT.

14.7 Notwithstanding the above, FCAT respects the freedom within the law of staff to question and test received wisdom, and put forward new ideas or controversial or unpopular opinions, without placing their employment in jeopardy. This includes the right of staff to speak freely about academic standards, or related matters, provided they do so unlawfully, without malice and in the public interest.

## **15. Data Protection Act 1998**

15.1 FCAT is registered under the Data Protection Act. Staff must comply with the data protection principles of good practice contained in the act. Failure to comply is a criminal offence. Staff should note that failure to comply will usually be a disciplinary matter and may be considered gross misconduct in some cases. It may also result in a personal liability for the individual staff member.

15.2 Data protection is a priority for FCAT and care should be taken in the maintenance of information on students and members of staff. All staff must comply with the data protection reviews in line with FCAT procedures.

## **16. Property and Copyright**

16.1 The copyright to/of all records and documents made or acquired by you in the course of your employment shall be the property of FCAT. This includes course materials produced by you.

16.2 All records, documents and other papers made or acquired by you in the course of your employment shall be the property of FCAT and must be returned to it on the termination of your employment.

16.3 Software is supplied to FCAT organisations under licensing arrangements and use of software is restricted to educational purposes only. Copying of FCAT software is not allowed, nor is copying of non-FCAT software on to any FCAT computer. Breach of the software license agreements may lead to prosecution of the individual(s) concerned by the software supplier.

16.4 On leaving their employment with FCAT, individuals are expected to return all equipment, including laptops, keys and materials, prior to their final day. Laptops should be returned in a good condition.

## **17. Criminal Convictions**

17.1 All criminal charges, convictions, official cautions and bindings-over must be declared prior to appointment on their application form in accordance with statutory obligations. This includes motoring offences. Failure to disclose an offence may result in an offer of appointment being withdrawn or the appointment being terminated.

17.2 If a member of staff is charged with a criminal offence, cautioned, bound over or convicted of a criminal offence after being appointed, they must inform their line manager, even if it does not directly relate to their work. Failure to do so may result in disciplinary action being taken. The Principal will consider the nature of the offence and decide on the action to be taken, if any.

## **18. Change of Personal Details**

18.1 It is the responsibility of members of staff to inform FCAT of any change in their personal details such as home address. This should normally be in writing to the Principal's PA or designated Academy HR Administrator.

18.2 To conform with the Data Protection Act staff are requested to comply with updates of their personal data by completing and signing the Staff Personal Data check sheet which will be issued on a periodic basis.

## **19. Exclusivity of Service**

19.1 Staff are required to devote their full time, attention and abilities to their duties during working hours, and to act in the best interests of FCAT.

19.2 Staff are required to seek the approval of the relevant Principal or designated alternate for any and all employment or engagement which they intend to undertake whilst in the employment of FCAT (including any which commenced before their appointment and where the individual defines work as 'self-employed'). Acceptance of other employment should not be confirmed prior to agreement from the Principal. This includes paid work with Awarding bodies.



19.3 Such employment should not conflict or react detrimentally to FCAT's interests, or in any way weaken public confidence in the conduct of FCAT's business. The judgement of the Principal is final.

19.4 This procedure must be followed by all staff, regardless of whether they are employed in a full time or part time contract. The Principal will notify staff whether such employment or engagement is prohibited.

19.5 Private work or work connected with an outside interest must not be done in FCAT time, nor with the use of FCAT materials or resources. Such work should not be given priority over FCAT activities or events which take place outside the core day and are reasonable.

19.6 In the event of individual targets not being achieved or the experience of difficulties in work, an individual may be directed to either postpone or terminate work other than that undertaken within the FCAT contract.