Policy Information Sheet

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Staff Code of Conduct

The Academy is committed to delivering excellent services and our employees are key to this commitment. The Academy expects the highest standards of conduct from its employees and this document sets out the minimum standards of conduct and responsibilities to help guide us all in our behaviour and actions at work.

This Code has been developed to ensure that everyone is clear regarding their individual responsibilities and it is vital that you are familiar with and understand this and the supporting Academy policies and guidance.

Any policies mentioned within this Code are available within the Academy from the Principal Designate or Operations and Finance Manager.

Breaches of any element of this Code (inside or outside of work) are a serious matter and could result in disciplinary action, up to and including dismissal.

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Where the Principal Designate or the CFO is the employee concerned, any reference to the Principal Designate in this policy should be replaced with the CEO. Where the CEO is the employee concerned, any reference to the Principal Designate should be replaced with the Chair of Trustees.

1 Principles

All employees of the Academy have a responsibility to ensure they comply with this Code along with any other approved policies or procedures in use within the Academy. Employees are expected to give the highest possible standard of service to the public and, where it is part of their duties, to provide appropriate advice to governors and fellow employees with impartiality.

Where applicable this Code will also apply to agency workers, contractors, consultants or third parties providing work or services for, or on behalf of, the Academy e.g. private nurseries, after School clubs, out of hours organisations.

This Code meets the recommendations of the Nolan Committee's Standards in Public Life, establishing the Seven Principles of Public Life, which are:

- **Selflessness** - You must act solely in terms of the public interest and not in order to gain financial or other material benefits for yourself, family, or friends.

- **Integrity** - You should not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

- **Objectivity** - You must make choices on merit when making decisions on appointments, contracts, or recommending rewards and benefits for individuals.

- **Accountability** - You are accountable for your decisions and actions to the public and you must submit yourself to whatever scrutiny is appropriate.

- **Openness** - You should be as open as possible about all the decisions and actions that you take. You should give reasons for your decisions and restrict information only when the wider public interest clearly demands.

- **Honesty** - You have a duty to declare any private interests relating to your work and you need to take steps to resolve any conflicts arising in a way that protects the public interest.

- **Leadership** - You should promote and support these principles by leadership and example.

When working on behalf of the Academy you must:

- act in the interests of the Academy when carrying out your duties, and in accordance with the principles of public life
- comply with the Academy service requirements, policies and standards, procedures, legislation and other professional standards which apply to your role
- declare to your Principal Designate any potential or actual conflicts of interest or relationships that may impact on your work, or that of the Academy
- report any concerns or breaches of this Code, or any other Academy policies, to your Principal Designate
- ask your Principal Designate if you are unsure what is required of you.

In addition to this policy, teachers must also adhere to:

- the terms and conditions outlined in the Academy Teachers Pay and Conditions Document (STPCD)

- the Teachers Standards which are set out by the Department for Education (DfE). These cover both teaching standards and personal and professional conduct. Teacher's performance will be regularly reviewed against these professional standards

2 Responsibilities

It is your responsibility to familiarise yourself and comply with this Code and all relevant Academy policies and procedures. If you are in any doubt about your responsibilities, you must seek clarification from your Principal Designate.

2.1 Leadership responsibilities

Those with leadership roles have additional responsibilities. You should:

- set a positive personal model of behaviour
- ensure that standards in the Code are established and communicated
- provide clarification, where required, to improve employee understanding
- take appropriate action at the earliest opportunity to manage non-compliance with the standards set out in this Code
- promote a safe and healthy working environment
- maintain a culture that is free from bullying, discrimination and harassment where everyone is treated with respect and dignity and individual contributions are welcomed and acknowledged.

2.2 Individual responsibilities

As an employee and representative of the Academy, you are expected to conduct yourself to the highest standards and act with honesty, integrity and professionalism.

You must:

- carry out the full requirements of your role, as detailed in your contract of employment (statement of particulars), job description and Academy policies and procedures
- complete mandatory training as required
- raise issues – if you have any concerns don't be afraid to speak up
- act in an appropriate manner in any situation where you can be readily identified as a Academy employee, whether at work or otherwise
- wear and maintain any uniform, clothing and personal protective equipment provided to you by Academy
- report any concerns or suspicions you have to your Principal Designate
- declare any relevant interest, outside employment or receipt of gifts or hospitality as outlined in this Code
- maintain professional relationships with governors, employees, contractors or partners or potential contractors.

You must not:

- engage in any conduct or behaviour that is harmful to the reputation of the Academy, its services or interests, or conduct which brings the Academy into disrepute, even when outside of work
- be under the influence of alcohol or unprescribed drugs at work
- misuse your position or seek to use information obtained in the course of your work, for personal interests or the interests of others
- criticise the Academy either through media, social media, verbal or written communication.

3 Confidentiality and keeping information secure

Maintaining confidentiality of sensitive information is essential and all employees are under an obligation to comply with Data Protection legislation. The General Data Protection Regulation is the most significant update of data protection laws in the last two decades and deals with appropriate protection of personal and special category data/information.

You must ensure that you save, store, share and retain information in line with Academy policies and guidelines and treat all information you receive in the course of your employment as confidential to the Academy. You are only permitted to disclose confidential information where it is required by law or where the Academy has agreed to do so. If you are unsure, you should consult your Principal Designate before any disclosure is made.

You must:

- be familiar with and adhere to Academy policies relating to the use of the internet and IT
- comply with the Academy's IT security procedures and ICT Acceptable Use Policy
- comply with the Academy's procedures relating to the secure handling and transit of paper records and obtain Principal Designate/Data Controller approval as appropriate prior to taking any paper records off site which contain personal or confidential information, or follow relevant agreed Academy procedures
- report any suspected data losses or security breaches immediately to your Principal Designate
- label and store information documents to allow access to authorised users and restrict unauthorised users
- refer any media or press enquiries to the Principal Designate immediately, and follow their instructions
- check with your Principal Designate if you are in doubt about whether you can provide information to a third party.

You must not:

- disclose information on pupils without their parent's consent or, where the child is of reasonable understanding, the child, unless for specified exceptions relating to safeguarding or where legally obliged
- disclose information relating to staff and/or parents, unless for specified exceptions relating to safeguarding or where legally obliged
- disclose your computer password/login details to anyone
- use information or facilities provided, for unauthorised personal use, improper or commercial gain, or for fraudulent or malicious activities
- compromise the security of Academy information, for example by installing unauthorised software, inappropriately securing information or interfering with standard security settings
- disclose any confidential information relating to the Academy, colleagues, pupils, parents or anyone else who has contact with the Academy, either whilst at work or outside of work, unless you have express permission to do so
- release any information relating to an employee's or pupil's private affairs unless their consent has first been obtained, unless there is a statutory duty on the Academy to provide this information.

4 Internet and social media

The Academy understands that employees may use social media sites in their personal time, both in and outside of work. Whilst these sites can be a way of keeping in touch with friends and colleagues, you should be aware that information posted on these sites is often public and may be viewed by colleagues, residents and the media/press.

As an employee, you have responsibility not to breach any confidentiality or post anything that could damage the Academy's reputation. Further guidance is available in the Personal Use of Social Media Policy via the Durham HR Service.

Internet access for personal use is at the Academy's discretion and must not affect your performance or productivity at work. The Academy may monitor the use of the internet for legitimate business reasons, including compliance with this Code. By using the internet employees are deemed to have consented to the monitoring, recording and auditing of internet use.

You must:

- be familiar with and adhere to the Academy policies relating to the use of the internet and social media
- adhere to the Academy's IT policies and procedures when using social networking sites for personal use
- make it clear when posting information or comments on social networking sites that any personal views expressed do not represent those of the Academy
- inform your Principal Designate immediately if you believe you have acted inappropriately when using social media, even if the mistake has since been resolved
- report to your Principal Designate any instances where you believe another employee has posted inappropriate or offensive comments on social networking sites
- only communicate electronically with pupils, parents/carers and other professionals via work approved communication channels e.g. via an Academy provided email address or telephone number.

You must not:

- post information on social networking sites which is confidential to the Academy, its pupils or parents
- post entries on social networking sites about the Academy, colleagues, pupils or parents or any other person linked to the Academy which are derogatory, defamatory, discriminatory or offensive in any way or which could bring the Academy into disrepute
- communicate with pupils or ex-pupils under the age of 18 using social media without the express permission of the Principal Designate.

5 Working with children, parents, colleagues and Trustees

You must:

- be polite, courteous and helpful when dealing with all members of the local community, children, parents, Trustees, colleagues and other professionals involved in pupil wellbeing
- treat all groups and individuals with respect, value their opinions and beliefs and behave in an appropriate manner
- treat others in a fair and equitable manner in accordance with the Academy's procedures and the wider requirements of the law
- develop productive and supportive relationships with all Academy colleagues and participate in whole Academy development and improvement activities

- keep all children, parents/carers and employees' money, personal records, information and correspondence secure in accordance with the Academy policies and procedures, and Data Protection legislation
- give appropriate and impartial advice to Trustees when requested and ensure working relationships are kept on a professional basis
- speak to your Principal Designate if you are unsure what information you are able to provide to Trustees or anyone else requesting information
- declare all close personal relationships with Trustees to your Principal Designate.

You must not:

- discriminate unfairly in the provision of facilities, services, employment practices or any other area of Academy duties
- form inappropriate close personal relationships with Trustees, children or their relatives/carers
- give any information, including information relating to pupils, parents/carers or colleagues, to anyone except those authorised to receive it.

6 Appropriate relationships with pupils and parents

You must be mindful of the need to maintain professional boundaries and must always consider whether your actions are warranted, proportionate, safe and applied equitably.

You must:

- act in an open and transparent way with pupils and parents that will not lead any reasonable person to question your actions or intent
- treat pupils with respect and dignity
- avoid unnecessary physical contact with children. Where it is essential e.g. for safety reasons, follow the procedures and policies in place in relation to Team Teaching, in the Academy.
- report any incidents where physical contact was necessary to remove a child from a dangerous situation/object and/or to prevent harm to themselves or others to the Principal Designate and record the incident in accordance with Academy procedures
- interact with parents in a polite and respectful manner and recognise parent's entitlement to express concerns they may have about their child's learning, safety or wellbeing
- follow Academy procedures and health and safety requirements when organising and/or accompanying pupils on Academy trips and activities taking place outside of Academy premises.

You must not:

- give pupils your home address, mobile or home phone number, or non-Academy related email address unless you have authorisation from your Principal Designate
- make arrangements to meet pupils, either individually or in groups, outside Academy, other than Academy trips authorised by the Principal Designate
- give a pupil a lift in your own vehicle, other than on Academy business with the permission of the Principal Designate
- discuss Academy matters with parents outside of the Academy and should refer them to normal Academy communication channels
- use any form of degrading treatment to punish or undermine pupils, or use sarcasm, demeaning or insensitive comments towards pupils.

7 Safeguarding of pupils and children

Academies have a statutory and moral duty to safeguard and promote the welfare of pupils. You must be aware of your individual safeguarding responsibilities, including to provide a safe environment in which children can learn, to be aware of signs of abuse and neglect, to identify children who are suffering or are likely to suffer significant harm and to take appropriate action in such cases to prevent concerns from escalating.

You must:

- follow and adhere to the Academy's child protection and safeguarding policies and procedures
- if a child reports any safeguarding issues, report this immediately to the designated safeguarding lead / Principal Designate
- report any safeguarding concerns about employees, supply staff, volunteers or contractors immediately to the designated safeguarding lead / Principal Designate
- report any concerns about employees, supply staff, volunteers or contractors that do not meet the safeguarding threshold in line with the Low Level Concerns Policy
- inform the Principal Designate immediately if you meet the criteria for disqualification under the Disqualification Under the Childcare Act 2006 statutory guidance.

You must not:

- promise confidentiality to a child who reports safeguarding issues to you
- engage in inappropriate relationships or contact with pupils or children outside of Academy.

8 Criminal convictions/loss of licence of qualification

You must inform your Principal Designate immediately if:

- you receive any criminal conviction, caution or are held on bail, or placed under bond during your employment with the Academy, either within or outside of your normal working hours
- you receive any driving convictions that result in the loss of your driving licence
- you are subject to medical restrictions or changes to category entitlements in your driving licence that may impact on your ability to carry out the duties of your contracted role
- you have engaged in behaviour that has resulted in loss of licence, affiliation, accreditation or qualification that may impact on your ability to carry out the duties of your contracted role.

As all Academy posts are subject to an Enhanced Disclosure and Barring Service (DBS) check, as well as the above, you must also inform your Principal Designate immediately if you are subject to a criminal investigation. All information you provide in this regard will be dealt with in strict confidence.

9 Procurement, administering or managing Academy contracts

All Academies need to have Contract Procedure rules in place, in line with the Academy Trust Handbook, and detailed in the Scheme of Delegation.

You must:

- comply with the Academy's Contract Procedure Rules and any other relevant Academy procedures of orders and contracts

- exercise fairness and impartiality when dealing with all customers, suppliers, other contractors and sub-contractors
- declare any private or personal relationships with contractors, sub-contractors or suppliers by completing a pecuniary interest form, available from the CFO.

You must not:

- discriminate unfairly against anyone involved in the tendering and contracting process
- disclose any confidential information relating to tenders or costs for internal or external tenders to any unauthorised person
- Procure alcohol using trust funds
- use your influence or show any special favour to current or former employees or their partners, close relatives or associates when awarding contracts to businesses relating to them or employing them in any capacity
- play any part in the selection of tenderers if you have any direct or indirect interest in the outcome

10 Personal interests

The Academy requires you to make a formal declaration about contracts in which you have a financial interest, that is any direct or indirect interest of monetary value, whether or not the value is readily ascertainable. It is a criminal offence to fail to comply with this.

Other financial interests could include when money other than your salary is paid into your bank account by the Academy, or where your address is linked to a business receiving payment from the Academy.

Non-financial interests could include governorship of another local Academy or involvement with an organisation or pressure group which may seek to influence the Academy's policies.

You must:

- declare any financial or non-financial interests which could conflict or be seen to conflict with the Academy's interests to your Principal Designate by completing a pecuniary interest form.
- declare an interest and abstain from being involved with any professional decisions about matters in which you have a personal interest.

11 Commitments outside of work

Outside work means any paid or unpaid work, including voluntary work, undertaken in addition to your Academy employment. Any requests to carry out other employment will be considered and will not be unreasonably refused, however outside work must not, in our view, conflict with Academy interests or weaken public confidence in the Academy or adversely impact upon your ability to carry out your role with the Academy.

Approvals will be reviewed should any concerns arise as to the impact the outside commitment has on your ability to carry out your role within the Academy.

Before doing any outside work you must complete the dual employment request form for authorisation and if there are any subsequent changes relating to your outside work, you may need to re submit it.

You must not:

- put yourself in a position where your duty and private interests' conflict or could appear to conflict
- seek to gain business in the course of carrying out your Academy duties
- carry out any outside work or a private interest during working hours, including making/sending or receiving telephone calls, emails, correspondence/goods
- use any Academy facilities or equipment or confidential information in relation to commitments outside of work.

12 Gifts and hospitality

Gifts, hospitality or benefits in kind offered to you must be treated with caution in order to avoid any suggestion of improper motives or conduct.

You must:

- declare to your CFO, if you are offered, or wish to offer, any gifts, hospitality or advantage.
- The CFO must give approval before you accept or give such items. This does not include token gifts such as gifts from children at the end of term/Christmas of a nominal value (as agreed by the Academy)
- use tact and courtesy if you need to refuse a gift or hospitality
- report to your CFO any gifts which are delivered to your place of work where you may have a problem returning it
- report to your CFO any approaches made to you which could be viewed as being aimed at obtaining some form of preferential treatment.

Where hospitality is offered to individual employees to sporting events or functions then permission to attend should be sought from the Principal Designate or CEO where the request is being made by the Principal Designate. Permission should only be given when the event is seen as part of the life of the community or where it is in the interest of the Academy to be represented.

If you are unclear what is acceptable, ask your CFO or Principal Designate.

13 Handling Academy money or sponsorship/donations

The Academy is a publicly funded organisation and as such, all employees who are authorised to be involved in financial activities and transactions on behalf of the Academy must be familiar with the Academy's Financial Procedure Manual.

You must not benefit from any contract or sponsorship that is given to or by the Academy or show any favour to a partner, spouse, relative, friend or associate. Sponsorship is defined as 'an agreement between the Academy and the sponsor, where the Academy receives either money or a benefit in kind for an event, campaign or initiative from an organisation or individual which in turn gains publicity or other benefits.' You must ensure that any sponsorship accepted is related to Academy business and is approved by your CFO.

You must:

- use authorised Academy funds in a responsible, accountable and lawful way
- comply with the Academy's financial procedures and take legal and financial advice where appropriate
- seek value for money
- comply with relevant policies and procedures when handling money

- disclose any benefit you yourself, partners, relations or close friends relating to any sponsorship the Academy proposes to make
- if you suspect financial irregularity, bribery, corruption, theft or fraud, contact your Principal Designate in the first instance. If for any reason this is not appropriate you should contact the Academy's CFO and CEO.
- report any possible legal or procurement issues which may be associated with securing sponsorship to your Principal Designate who may take relevant legal advice.

14 Intellectual property

Some aspects of the work you carry out, or produce, on behalf of the Academy may be intellectual property. All creative designs, writings, report, drawings and inventions produced by employees in the course of their duties are the property of the Academy, unless otherwise agreed in advance with the Principal Designate.

You must not:

- disclose, publish or otherwise use the work you produce for the Academy for personal gain or benefit unless you have the express written permission of your Principal Designate

15 Using Academy equipment, materials and property

Academy assets and facilities, including computers, laptops, mobile phones, photocopiers, vehicles and offices, must only be used for official Academy business and not for personal use.

You must comply with health and safety regulations and use personal protective equipment as required. All Academy resources must be used with care to avoid wastage, loss or damage and, where applicable, returned on leaving employment.

16 Declaration forms

Declaration forms are to be completed when required as detailed in this Code. A copy of the completed declaration form will also be placed on an employee's personal file within the Academy. All forms will be acknowledged and recorded whether approved or declined.