



The
MAST
 Academy Trust

Policy	Code of Conduct		
Owner	Melanie Humphreys – The Mast Executive Administrator		
Date approved	6 th October 2020	Adopted from	7 th October 2020
Approver	Trust Board		

Current version	V3.0
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Objective of Policy
To provide guidance on the code of conduct and sets out the standards expected and the duty upon staff, volunteers and governors to abide by it.

Version Control	
Version Number	Summary of amends from previous version
2.0	Review and appropriate updates since last version, front cover amends.
3.0	Annual Review, additional appendix for COVID19, amends following ASCL feedback.

Sign off requirements	
Approvers	Position
Martyn Jones	Chair of trustees ratification
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1. INTRODUCTION

The governing body of each school and the Trust Board of The Mast Academy Trust will foster a culture of the highest professional standards. This code of Conduct sets out the standards expected and the duty upon staff, volunteers and governors to abide by it.

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. Staff should also read and be familiar with the Staff handbook, Staff acceptable use of ICT policy, Keeping Children Safe in Education and the Whistleblowing policy. All these policies are available in the individual academies.

Employees should be aware that a failure to comply with the following Code of Conduct may result in disciplinary action including dismissal.

[The Disciplinary Policy can be found on the trust website.](#)

For the purpose of clarity, the term "personnel" refers to all staff employed by schools within the Trust or by the Trust itself. It also includes all personnel who volunteer including as Trustees and Governors and those who volunteer within schools. The term 'staff' refers to employees of the school or Trust.

2 PURPOSE, SCOPE AND PRINCIPLES

This Code of Conduct in its entirety applies to:

- all personnel who are employed by the Trust and those who volunteer including Trustees; Governors and anyone actively involved in the school or Trust.

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- school meals staff employed by an external contractor;
- employees of external contractors and providers of services (e.g. contract cleaners).

Such staff are covered by the relevant Code of Conduct of their employing body

3 SETTING AN EXAMPLE

- 3.1 All personnel who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times in front of children.
- 3.2 All personnel must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- 3.3 All personnel must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

4 SAFEGUARDING PUPILS/STUDENTS

- 4.1 Personnel have a duty to safeguard pupils/students from:
- physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
 - Staff should be familiar with the school's [safeguarding policy](#) and the [DFE Keeping Children Safe in Education Part 1](#)
 - The DSL (Designated Safeguarding Lead) and any other Safeguarding Officers are clearly highlighted in each school. Staff must know who they are and how to report safeguarding concerns.
- 4.2 Personnel who have any concerns around the behaviour of a colleague towards a child must report it immediately to the Headteacher or Chair of Governors if the concern relates to the Headteacher or the Headteacher is unavailable.
- 4.3 Personnel, including headteachers and chairs of Governors, should refer to the Trust's safeguarding policy around next steps when concerns are raised. This must be done without fail.

5 PUPIL/STUDENT DEVELOPMENT

- 5.1 Personnel must comply with school policies and procedures.
- 5.2 Personnel must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.
- 5.3 Personnel must follow reasonable instructions from leaders with school and the trust.

6 HONESTY AND INTEGRITY

- 6.1 Personnel must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
The acceptable usage policy and financial regulation policy can be found on the trust [website](#).
- 6.2 Bribery- If Personnel are offered regular gifts by parents they should seek advice from the Head teacher as this could be misconstrued as bribery.

7 CONDUCT OUTSIDE WORK

- 7.1 Personnel must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. Personnel are expected to adhere to the Nolan principles of pupil life.

- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 7.3 Personnel must exercise caution when using information technology and be aware of the risks to themselves and others. All staff should read and sign the staff acceptable use policy for information technology.
The Acceptable usage policy can be found on the trust [website](#).
- 7.4 Personnel may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.
- 7.5 Personnel must not engage in inappropriate use of social network sites or elsewhere which may bring themselves, the school, school community or employer into disrepute. The electronic guidance policy and safeguarding policy can be found on the trust website.
- 7.6 Personnel should not make derisory comments regarding school or members of the school community including employees; governors; pupils or parents on social network sites as this could bring the school into disrepute.

8 CONFIDENTIALITY

- 8.1 Any data held by the trust will comply with data protection legislation. [The Data Protection Policy can be found on the trust website](#).
- 8.2 Where personnel have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.
- 8.3 All personnel are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff). This needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.
- 8.4 However, personnel have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student. For concerns around a member of staff, staff should report immediately to the Headteacher or the Chair of Governors as appropriate. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil/student [The Safeguarding policy can be found on the trust website](#).

9. PROFESSIONAL RELATIONSHIPS WITH CHILDREN

- 9.1 Personnel are expected to act respectfully towards children at all times, for example by speaking in a calm and objective way, even in the face of

challenging circumstances and using a range of vocal volume that is appropriate to the learning

- 9.2 Personnel are expected to uphold the school's policies and procedures on Behaviour and Child Protection in their dealings with children and be consistent in the way that they apply rewards and sanctions to the children, so that each individual child knows that they will receive the same treatment from any member of staff. The individual school's behaviour policy can be found on their websites.
- 9.3 Personnel are expected to establish strong working relationships with children but maintain a professionalism at all times.
- 9.4 Personnel should avoid being alone with individual children, but if it is unavoidable to do so, must ensure that they are in a place where others can see through a window or an open door.
- 9.5 Personnel should approach physical contact with children in a careful, sensitive and respectful way. Any physical contact with a child should be avoided when staff members are alone with individual children, except in an emergency. We adopt the principle that parents want their children to be given a certain level of physical reassurance if distressed, hurt or otherwise in need. This is the case for all children, but may be appropriate more frequently for younger children.
- 9.6 Restraining pupils should only be used as a last resort. Personnel should only restrain pupils where they present a risk to themselves; others or school property. Restraint should be done by trained staff (such as Teamteach trained) and staff should seek support from a trained colleague if they deem restraint may be necessary. However, should there be an immediate risk, staff should act to protect children or themselves using the minimum force which is required and should always employ de-escalation strategies.
- 9.6 All personnel members' primary responsibility is the safety and welfare of children. All personnel have a professional responsibility to inform an appropriate person if they believe that a colleague is behaving in a way that compromises the safety or well-being of any child or group of children

10. PROFESSIONAL RELATIONSHIPS WITH PARENTS

- 10.1 Personnel are expected to respond fairly to parental concerns irrespective of their race, religion, culture or social background, sexuality and sexual identity. Any cultural factors will be taken into account and the necessary support provided to parents/carers.
- 10.2 Personnel should meet with parents in areas of the school that are visible and easily accessible to other staff members, while remembering to be sensitive to the confidential nature of some discussions.
- 10.3 Personnel should keep confidential all information shared by a parent and only share this on a need to know basis and with parental permission unless the information shared presents a child protection or safeguarding risk in which case it should be shared immediately with the school's DSL.

11. PROFESSIONAL RELATIONSHIPS WITH OTHER STAFF

- 11.1 Personnel are expected to act in a professional manner towards colleagues, irrespective of position or status within the school hierarchy, for example:
- Speaking politely to one another
 - Assuming that the actions of others are carried out in good faith
 - Communicating clearly and honestly with colleagues
 - Being publicly supportive of colleagues, and dealing with concerns or disagreements privately, with support if necessary.
- 11.2 If personnel have concerns around the performance or behaviour of a colleague, these should be raised confidentially to the relevant person in school and not spoken about publicly. Concerns raised with managers are dealt with confidentially. If further action is required, the manager has responsibility to inform only the appropriate senior person within the school or via the Trust's whistle blowing policy. [The Grievance Policy and Whistleblowing policy can be found on the trust website.](#)
- 11.3 All personnel recognise that individuals are accountable for their actions and performance and that from time-to time leaders and managers will need to deliver feedback that is challenging. All individual feedback is given sensitively, and constructively, to support all staff, and should only be shared with personnel that need to know (e.g. line manager or mentor). [The Appraisals policy can be found on the trust website](#)
- 11.4 Personnel follow the direction of the Headteacher and other Senior Colleagues in school.

12 STAFF DRESS

- 12.1 Staff are expected to dress in a manner that exhibits the importance of the job that they do. Staff should wear smart, practical clothes that suit the role they hold within the trust.
- 12.2 Jeans are not considered acceptable, unless participating in a trip or visit that requires harder wearing clothes (e.g. residential trips)
- 12.3 When leading physical activities and/or PE lessons (including Sports Day), staff may change into suitable clothing (e.g. training shoes and track-suit)
- 12.4 Staff should not wear excessive amounts of jewellery or have extreme hair styles which may distract from their role or create a health and safety issue. As a general rule, piercings other than an ear piercing should not be on display, tattoos and body piercing should be covered, long hair should be tied back
- 12.5 Everyone should understand his/her own Health and Safety responsibilities.
- 12.6 Footwear should be appropriate and safe for the work carried out and for movement around the site.
- 12.7 Staff dress code requirements are sensitive to the trust equalities duty and therefore reasonable adjustments will be made following discussion with their line manager.

13. OTHER AREAS

- 13.1 Staff members should arrive in school in good time to begin their contracted hours. If for any reason staff are delayed in the morning, it is their responsibility to ensure that the appropriate person in school is informed at the earliest opportunity.
- 13.2 Teaching staff attend school in accordance with directed time including briefings; meetings and parent evenings in a timely way.
- 13.3 Personnel take responsibility for their own safety and report any concerns around site safety immediately. Personnel do not put themselves in risky positions but seek support from trained colleagues when or if they need to. [The health and safety policy can be found on the trust website.](#)
- 13.4 All personnel are responsible for their own Professional Development, supported by their line managers, and ensuring they have read and understood school policies. Any training and support required will be provided as identified through a discussion with their line manager.

14. PROFESSIONAL RESPONSIBILITIES:

- 14.1 All personnel are expected to have read, understood and signed the following policies:
 - Safeguarding Policy
 - Keeping Children Safe in Education
 - Health and Safety Policy
 - Acceptable Use Policy

15 DISCIPLINARY ACTION

- 15.1 All personnel need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

APPENDIX A – COVID-19

Staff must comply with the school risk assessment and guidance in place during the COVID-19 pandemic; including, but not limited to, social distancing.