

Three Counties Academy Trust



Staff Code of Conduct #HR26

Last amended 5th July 2026 (v1.0)

Code lifespan: As determined by Hoople HR. Subject to annual compliance check. Next full review 31st October 2027.

Statement of intent

At Three Counties Academy Trust (TCAT), we want to invest in our staff and provide them with a secure and long-lasting relationship as employees of their school and TCAT. However, it may at times be a requirement to discuss the conduct of staff where that conduct falls below expectations.

The purpose of this policy is to set out the framework and principles for the conduct of staff in TCAT schools.

This policy and procedure applies to all employees who work in a maintained school, but can be applied to Voluntary Aided, Trust Schools and Academy Schools, as such, all TCAT employees are covered by this policy as TCAT uses Hoople HR as our provider for HR support as appointed by the Trust Board.

This policy applies to both teaching and support staff members in TCAT schools and takes account of the differing terms and conditions.

To that effect, we subscribe to and promote the Staff Code of Conduct (HR026) as set out by our HR partners Hoople and used across the county of Herefordshire. The latest version of this policy will be the version used if and when need arises.

The latest (HR026) Staff Code of Conduct can be obtained on request from the TCAT Central Team or from the Headteacher/Head of School and is the full and unabridged version as ratified by Hoople and adopted by the TCAT Trust Board.

Please note, where Hoople can at times have not ratified a new version of a policy before their planned review date, we will always use the latest version available, even where that may fall outside date scope until Hoople have approved a replacement.