

Code of Conduct

Audience:	All REAch2 Employees Supply Staff and Volunteers
Ratified:	REAch2 HR Committee 24th November 2020
Other related policies:	Speak Up and Whistleblowing Policy Disciplinary Policy Information Security Policy Safeguarding and Child Protection Policy Finance Policies and Procedures
Policy owner:	Sue Northend, HR Director (REAch2)
Review frequency:	Every 2 years

Code of Conduct



At REAch2, our actions and our intentions as school leaders are guided by our Touchstones.

Integrity	We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour
Responsibility	We act judiciously with sensitivity and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements
Inclusion	We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style
Enjoyment	Providing learning that is relevant, motivating and engaging releases a child's curiosity and fun, so that a task can be tackled and their goals achieved
Inspiration	Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full
Learning	Children and adults will flourish in their learning and through learning discover a future that is worth pursuing
Leadership	REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the possible in people as well as the actual

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Policy Overview

1.1 Overarching Principles

REAch2 expects the highest standards of personal and professional conduct from all employees. As such the Trust requires all employees to act in a manner which reflects the value and ethos of the Trust and associated schools.

This policy explains the Trust's expectations with regards to the conduct of employees in the following areas:

- Professional Conduct
- Safeguarding Pupils
- Use of ICT and Social Media

1.2 Intended Impact

The Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe. All staff are in a unique position of influence and must adhere to behaviour that sets a good example to all the children within the Trust.

1.3 Roles and Responsibilities

Employee's responsibilities

- To read, understand and comply with the Code of Conduct at all times.
- To use this code, alongside other relevant school policies and professional codes, to guide them in their role.
- To seek guidance from their line manager if they are unclear about the conduct or actions expected of them.
- To alert their line manager at the earliest opportunity if they are aware that they have conducted themselves in a way which may have breached the expected standards of conduct.

Line Manager's responsibilities

- To ensure that all employees understand the Code of Conduct and know where to find it.
- To provide additional advice and guidance to employees in relation to queries they have regarding the application of the Code of Conduct.
- To coach, support and provide feedback to employees on their performance in relation to the required standards of conduct.
- To take appropriate action at the earliest opportunity to address breaches of the expected standards of conduct.

Policy in Detail

2. Policy Principles

2.1 Scope

This policy applies to anyone working for, or on behalf of, the Trust including trustees, local governing bodies, all staff whether employed by the Trust in either a permanent, fixed term or temporary post, teacher trainees and volunteers.

2.2 Principles

Employees are expected to demonstrate consistently high standards of personal and professional conduct.

Employees are required to work in a diligent and conscientious manner.

Employees are expected to work to the requirements of their job and are required to respect managerial authority and follow reasonable instructions.

Employees must conduct themselves in a manner which always reflects the ethos and values of the Trust and their school and adhere to Trust and school policies and procedures.

Employees should ensure they work their contracted hours and are expected to maintain a high level of attendance and punctuality.

3. Professional Conduct

3.1 Honesty and Integrity

Employees must maintain high standards of honesty and integrity in their work.

Employees should not behave in a manner which would call into question their motivation or intentions.

During the course of their work, employees should ensure they do not:

- Wilfully provide false / misleading information.
- Destroy or alter information / records without proper authorisation.
- Withhold information or conceal matters which they could reasonably be expected to have disclosed.
- Misrepresent the Trust, their school or their position.
- Accept or offer any form of bribe / inducement or engage in any other corrupt working practice.

Should an employee become aware of any conduct on the part of a colleague which raises concerns regarding health and safety, safeguarding or criminal activity, they have a duty to disclose this. The REAch2 Speak Up and Whistleblowing Policy should be followed in these situations.

Allegations concerning fraudulent, dishonest or corrupt practices or the falsification or withholding of information may be addressed as a disciplinary matter.

3.2 Setting an Example

Trust employees are role models and must adhere to behaviour that sets a good example to all the pupils within the Trust's schools and is appropriate in a school setting.

This includes:

- Refraining from abusive or potentially offensive / discriminatory language or actions.
- Demonstrating tolerance and respect towards others.
- Observing boundaries appropriate to their role and a school setting.
- Ensuring any topics of conversation with pupils are suitable to the school setting / curriculum.
- Not undermining fundamental British values and refraining from allowing personal / political opinions to impact on the discharge of duties and/or unduly influence pupils.
- Maintaining high standards of personal presentation, attendance and punctuality.

3.3 Confidentiality

Employees may have access to confidential information about pupils, colleagues, or the business and operation of the Trust as part of their job role. Such information must not be disclosed to any person who is not entitled to have access to this or legitimately needs it for work purposes.

All employees must work in accordance with the requirements of the General Data Protection Regulation (2018) and associated legislation. Employees and other personnel covered by this policy must not use or share confidential information inappropriately or for personal gain.

All staff are likely at some point to witness actions which need to be confidential. For example, where a child is bullied by another child, this needs to be reported and dealt with in accordance with the school's safeguarding procedures.

3.4 Professional Relationships

The Trust expects employees to maintain positive and professional working relationships. Colleagues, pupils, parents and other stakeholders should be treated with dignity and respect.

Employees should be polite and courteous in their interactions with parents / pupils and other stakeholders / members of the school community.

Behaviour which constitutes bullying and harassment, intimidation, victimisation, discrimination or abuse of authority will not be tolerated and may be addressed via the Trust's disciplinary policy. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, pupils and parents.

3.5 Dress and Presentation

All employees must ensure their dress, personal appearance and standard of personal hygiene is appropriate to the nature of their role and promotes a professional image.

Dress should be appropriate to the activities an employee is engaged in and any related health and safety requirements.

Suitable protective equipment must be worn where provided and appropriate. Uniforms should be worn where provided.

Employees should always wear their identity badges whilst in the workplace.

Employees should avoid wearing clothes that could cause offence or embarrassment to others.

The Trust recognises the diversity of cultures and religions of its employees and will take a sensitive approach where this affects dress and uniform requirements.

3.6 Conduct outside of the workplace

Employees must not engage in conduct outside work which has the potential to:

- Affect or is likely to affect the suitability of the employee to undertake their job role or work with children.
- Impact on the operation or reputation or standing of the Trust.
- Impact on the operation or reputation of the Trust and school's relationships with its staff, parents, pupils, or other stakeholders.
- Seriously undermine the trust and confidence that the Trust has in the employee to undertake their job role or work with children in a school setting.

The above actions may be the subject of disciplinary action which could lead to dismissal.

4. Safeguarding Pupils

4.1 General Obligations

Employees have a duty to safeguard pupils from:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Radicalisation

All employees must ensure they have read and understood and comply with Part 1 Keeping Children Safe in Education and the Trust's Safeguarding and Child Protection Policy.

Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

Employees must maintain appropriate professional boundaries with pupils.

Employees are expected to act in an open and transparent way that would not lead any reasonable person to suspect their actions or intent. In order to protect both children and themselves, employees should also avoid behaviour that might be misinterpreted by others.

4.2 Allegations Against Members of Staff and Volunteers

All employees have a duty to report to their line manager / Designated Safeguarding Lead at the earliest opportunity the conduct of a colleague which may place a child at risk.

Where the concerns relate to the Headteacher, these should be reported to the Chair of Governors.

Failure to report such concerns may be regarded as a disciplinary matter.

5. ICT AND SOCIAL MEDIA

5.1 General Obligations

Whilst at work or using a work device all employees must:

- Not use work IT equipment to browse, create, transmit, display, publish or forward any material / images which is illegal, sexually explicit, obscene or could offend, harass or upset others or anything which could bring an employee's professional role or the school or Trust into disrepute.
- Not to use personal IT equipment to browse, create, transmit, display, publish or forward any materials / images which are illegal or could offend or harass others or anything which could bring an employee's professional role or the school or Trust into disrepute.

Employees should refer to the Information Security Policy for further guidance on ICT policy and procedures.

5.2 Use of Social Media

Employees must ensure that their online presence / profile is compatible with their professional role.

All employees should:

- Ensure appropriate privacy settings are applied when using social media sites.
- Refrain from sharing confidential / privileged information, discussing incidents, operational or employment matters or making critical / negative comments about the school / Trust / pupils / parents or colleagues on such forums.
- Not browse, create, transmit, display, publish, comment on or forward any material / images which are illegal, could offend or harass or anything which could bring an employee's professional role or the school or Trust into disrepute.
- Never share / post images of pupils.
- Not post images of work colleagues without permission.

Policy Review

The code of conduct will be reviewed by name of the REAch2 HR Committee every 2 years as per the REAch2 policy cycle or sooner if required.

ANNEXE 1: Code of Conduct – Confirmation of Compliance

Please sign the declaration below and return this to XXX (**please specify**)

I confirm that I have read, understood and agree to comply with the provisions of the code of conduct.

Name:

Job Title:

Signed:

Date: