



**Transforming
Futures**
TRUST

Staff Code of Conduct Policy

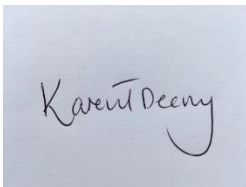
Policy Information	
Policy Owner	HR Manager
Issue Version	2.0
Approving Committee	People and Remuneration Committee
Adopted Date	September 2021
Review Cycle	Annual
Last Review Date	January 2025
Next Review Date	January 2026

Adoption of the Policy

This Policy has been adopted and reviewed by the Trustees of Transforming Futures Trust

Signed:

Date: 27.01.25



Chair of the People and Remuneration Committee



Version Control Amendments

Version No	Date	Summary of Changes
2.0	August 2024	<p>Reference to the Trust vision and ethos.</p> <p>Addition of individual responsibility to uphold Trust professionalism in education and reputation.</p> <p>Addition of the following sections: 'setting an example', 'contact with the media' and 'relationships with stakeholders and the community'.</p> <p>Further clarity added to conduct outside of work and potential action.</p>

1. Introduction

This policy aims to set and maintain standards of conduct that we expect to follow.

By creating this policy, we aim to ensure our Trust is an environment where everyone is safe, happy and treated with respect. Trust staff hold influential positions and will act as role models for pupils by consistently demonstrating high standards of behaviours. The Trust requires all Employees to act in a manner which reflects the value and ethos of the Trust.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our Trust HR Disciplinary Policy.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the pupils and the Trust.

This policy refers to staff which includes all teaching and support staff employed by the Trust, Trustees, volunteers, supply staff and contractors.

2. Trust Social Contract

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the [Teachers' Standards](#) and that all support staff, Trustees and volunteers to act with personal and professional integrity, respecting the safety and wellbeing of others.

Each employee has an individual responsibility to act in a manner which upholds the Trust in providing effective and professional education to pupils and protects its reputation to do the same with confidence in the local community.

In support of this, the Trust has a Social Contract that all staff, are expected to follow that will support demonstrating this high standard of behaviour:

- a. Be planned and prepared
- b. Acknowledge we are all human
- c. Accept responsibility for our reaction and assumptions we are making
- d. Be part of the conversation, is it purposeful
- e. Give information
- f. Everyone is heard
- g. Non-judgmental and no blame
- h. Ask questions to gather information and understand what is happening for the other person.
Draw the line and move on.

3. Legal Framework

This policy complies with the statutory safeguarding guidance [Keeping Children Safe in Education](#) requiring a staff code of conduct, which covers acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

This policy also complies with our funding agreement and articles of association.

4. General Obligations

Staff set an example to pupils. They will:

- a. Maintain high standards in their attendance and punctuality
- b. Never use inappropriate or offensive language in school
- c. Treat pupils and others with dignity and respect
- d. Show tolerance and respect for the rights of others
- e. Not undermine fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs
- f. Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- g. Understand the statutory frameworks they must act within

5. Safeguarding

All staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.

Staff will familiarise themselves with our child protection and safeguarding policy and procedures, and ensure they are aware of the processes to follow if they have concerns about a child.

Our child protection and safeguarding policy and procedures are available on each of our academy websites and can be accessed via the Trust Safeguarding Statement [here](#)

6. Low Level Concerns about Staff Members

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harms threshold, is inconsistent with the code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- a. Maintaining Professional Boundaries
- b. Taking photographs of children on a personal device
- c. Using inappropriate language
- d. Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policies and the low-level concern policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive, and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust, and transparency in which our values and expected behaviour are constantly lived, monitored, and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy and our low-level concern policy.

7. Maintaining Professional Boundaries: Staff-pupil Relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- a. This takes place in a public place that others can access
- b. Others can see into the room or space or there is CCTV coverage
- c. A colleague or line manager knows this is taking place
- d. Staff should avoid contact with pupils outside of school hours if possible.
- e. Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.
- f. Where the 1:1 work is off-site it will be recorded in EVAL, EVOLVE and/or other appropriate reporting mechanisms.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

8. Maintaining Professional Boundaries: Communication and Social Media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead and set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, to develop any sort of relationship. Staff will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

9. Setting an Example

Trust staff are role models and must strive to adhere to behaviour that sets a good example to all the pupils/students and is appropriate in a school setting.

This includes:

- Refraining from abusive or potentially offensive / discriminatory language or actions. (The use of profanity, vulgar expressions, personal insults, violence, harassment for example, will be considered unacceptable)
- Being mindful and sensitive to the customs, practices, culture and personal belief of others.
- Positively contributing to the creation of a fair and inclusive work environment where everyone can thrive and do their best work.
- Demonstrating tolerance and respects towards others by being mindful and sensitive to the customs, practices, culture and personal belief of others
- Contributing to the creation of a fair and inclusive School environment where everyone can thrive and do their best work.
- Observing boundaries appropriate to their role and a School setting
- Ensuring any topics of conversation with pupils/students are suitable to the School setting / curriculum
- Not undermining fundamental British values
- Ensuring personal / political opinions or beliefs do not impact on the discharge of duties and/or are not expressed in a way which exploits pupils /students vulnerability or seeks to unduly influence.
- Maintaining high standards of personal presentation, attendance and punctuality

Should staff be in doubt about the appropriateness of their behaviour they should seek guidance from the Leadership Team or HR team.

10. Working Relationships and Relationships with other Stakeholders/ Community

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

Staff should be polite and courteous in their interactions with parents / pupils and other stakeholders / members of the Trust 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 bullying and harassment and / or disciplinary policy. This includes physical and verbal abuse and use of inappropriate language (for example the use vulgar expressions) or unprofessional behaviour (for example being rude or hostile) with colleagues, pupils and parents.

Staff should treat all stakeholders in a fair and equitable way and not behave in a manner which may demean, distress, offend or discriminate against others.

Staff should ensure that policies relating to equality issues are complied with.

Staff should be aware of the Trust's Complaint Procedure and address any concerns from parents / pupils and other stakeholders in accordance with this document.

11. Acceptable Use of Technology

Staff will not use technology in school to view or comment on material that is illegal, inappropriate, or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails or messages, gambling, and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the school IT system.

Our Filtering and Monitoring system will track and report on any IT use which could be a cause for concern as required by KCSIE. These will be reviewed by the DSL and any further action re

Please refer to the Trust IT Security Policy for further guidance

12. Confidentiality

During their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information should never be:

- a. Disclosed to anyone unless required by law or with consent from the relevant party or parties
- b. Used to humiliate, embarrass, or blackmail others
- c. Used for a purpose other than what it was collected and intended for
- d. This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

13. Honesty and Integrity

Staff should maintain high standards of honesty, and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes. Gifts must be declared and recorded on the gifts and hospitality register. Please refer to the Trust Gifts and Hospitality Policy for further guidance.

Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience
- Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

14. Dress Code

Staff will dress in a professional, appropriate manner. Outfits will not be overly revealing, clothes will not display any offensive or political slogans.

15. Conduct Outside of Work

Staff will not act in a way that would bring the Trust, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school or Trust, including on social media.

All staff working in the Trust must be mindful that they have a responsibility to maintain public confidence in their own and the Trust's ability to safeguard the welfare and best interests of children and young people. It is therefore, expected that staff will adopt high standards of personal conduct in order to maintain the confidence and respect of the public in general and all those with whom they work.

Concerns related to a staff members actions or inactions outside of work will be reasonably considered in light of their job role, and the potential impact of their suitability to do their job within the context of the Community. If relevant, formal action may be considered following the implementation of the Trust's disciplinary procedure. Where appropriate a record may be made of behaviour as set out in our low-level concern policy. Depending on the seriousness of any established concerns dismissal may be a potential outcome.

16. Contact with the media

All enquiries from the media should be directed to the Executive Team/ Chief Executive Officer.

Staff should not make contact with or comment to the media about matters relating to the Trust or individual schools without the prior approval.

Staff should speak to their Head Teacher in the first instance about any concerns they have regarding their own employment or operation of the school and / or may refer to the Trust's Whistleblowing or Grievance policies if they wish to raise a formal complaint.

Should a member of staff speak directly to the media about non-Trust matters care should be taken to ensure that any opinions expressed are personal and that the individual is not acting on behalf of / representing the Trust.

Any contact with the media in a personal capacity should be compatible with the staff members role and their position working with children / young people or in a school setting and must not negatively impact on the reputation of the Trust.

17. Monitoring Arrangements

This policy will be reviewed annually but can be revised as needed. It will be approved by the Safeguarding & Wellbeing Committee.

The Trust Safeguarding & Wellbeing Committee will ensure this code of conduct is implemented effectively and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

18. Links with Other Policies

This policy links with our policies on:

Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct.

Staff grievance procedures.

Child protection and safeguarding.

Gifts and hospitality.

IT Security.

Low-level concern policy