



Inspiring All to Excellence

The Fierté Multi-Academy Trust

Staff Code of Conduct



Glascote Academy



Violet Way Academy



Anker Moor
Primary Academy



Dosthill
Primary Academy



Edge Hill Academy



Heathfields Infant and
Wilnecote Junior Academies



Anker Valley
Primary Academy



Our Pride, Our Joy
Nurseries and Care Clubs

Document Control

Policy Title	Staff Code of Conduct
Effective Date	Summer 2020
Review Date	Summer 2021
Policy Owner	CEO
Policy Approver	Trust Board

Version Control

Version	Date	Amended by:	Comments
V1	Summer 2020	ELT	Issued

Section/Page	Changes

1. Scope and Principles

In the context of our mission statement, this policy sets and maintains standards of conduct that are expected from everyone within the Fierté Multi-Academy Trust and all subsidiary companies.

Most fundamentally, the welfare of the child is always paramount.

This policy ensures that all locations within the Fierté Multi-Academy Trust and all subsidiary company environments are safe and happy where all are treated with respect and dignity.

All within the Fierté Multi-Academy Trust and its subsidiary companies have an influential position and will act as role models by consistently demonstrating high standards of behaviour.

All teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

We expect all support staff, trustees, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in the disciplinary policy. Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the Teaching Regulation Agency (TRA).

Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation.

If situations arise that are not covered in this Code, adults should always act and be seen to act in the child's best interests. Adults should always consider whether their actions are warranted, proportionate, safe and applied equitably.

2. Legislation and Guidance

In line with statutory guidance included in the most recent version 'Keeping Children Safe in Education' (<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>), the Fierté Multi-Academy Trust's Code of Conduct covers the acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

This policy complies with the Funding Agreement and Articles of Association.

The Fierté Multi-Academy Trust expects all adults to have read and to abide by the guidance as set out by the Safer Recruitment Consortium in the document: *Guidance for safer working practice for those working with children and young people in education settings*.

3. The Code

All within the Fierté Multi-Academy Trust will set an example to pupils, colleagues and visitors by:

- i. Behaving in a way that does not bring the Trust into disrepute.

- ii. *Maintaining confidentially. Staff should never use confidential or personal information about a pupil or her/his family for their own, or others advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the child. Confidential information should never be used casually in conversation or shared with any person other than on a need-to-know basis. In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously.*
- iii. *Maintaining a high standard of honesty and integrity.*
- iv. *Maintaining high standards in attendance and punctuality.*
- v. *Always using appropriate and inoffensive language.*
- vi. *Treating all with dignity and respect.*
- vii. *Upholding fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs, ensuring personal beliefs are not expressed in ways which exploit children's vulnerability or might lead them to break the law.*
- viii. *Safeguarding children from harm and immediately reporting any concerns.*
- ix. *Observing proper boundaries with children, acting in a fair and transparent way that would not lead anyone to reasonably assume that they are not doing so.*
- x. *Adhering to digital, multi and social media policies that are available on the Trust website.*
 - a. *Staff should ensure that they establish safe and responsible online behaviours, working to local and national guidelines and acceptable use policies which detail how new and emerging technologies may be used.*
 - b. *Abiding by the Trust's policies on the use of photography, videos and other images/media.*
- xi. *Upholding the highest standards of propriety regarding the acceptance of gifts or payments. Staff need to take care that they do not accept any gift that might be construed as a bribe by others or lead the giver to expect preferential treatment. It is unacceptable to receive gifts on a regular basis or of any significant value. Any gift or payment that accumulates to over £50 in monetary value from an individual in an academic year, or the value is unknown, must be registered with the Central Team. In the event that a gift could be open to misinterpretation this should be reported to the Central Team.*
- xii. *Ensuring that they do not behave in a manner which is either favourable or unfavourable to individual pupils. Any reward given to a pupil should be in accordance with agreed practice, consistent with the school or setting's behaviour policy, recorded and not based on favouritism. Methods of selection and exclusion should always be subject to clear, fair, agreed criteria.*
- xiii. *Adopting a culture of 'safe touch', where appropriate, to the individual requirements of each child. Pupils with special educational needs or disabilities may require more physical contact to assist their everyday learning. The arrangements should be understood and agreed by all concerned, justified in terms of the pupil's needs, consistently applied and open to scrutiny.*
- xiv. *Not using any form of degrading or humiliating treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children is completely unacceptable.*
- xv. *Selecting a manner of dress and appearance appropriate to their professional role. This means that staff should wear clothing which:*
 - a. *promotes a positive and professional image*
 - b. *is appropriate to their role*
 - c. *is not likely to be viewed as offensive, revealing, or sexually provocative*
 - d. *does not distract, cause embarrassment or give rise to misunderstanding*
 - e. *is absent of any political or otherwise contentious slogans*

- f. is not considered to be discriminatory*
- g. is compliant with professional standards.*

- xvi. Disclosing any relationship or association (in the real world or online) that may impact on the Trust's ability to safeguard pupils.
- xvii. Avoiding entering into or encouraging inappropriate discussion which may offend, harm others or undermine fundamental British values.
- xviii. Recognising their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies making appropriate use of the Whistleblowing Policy.
- xix. Not consuming or being under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children.
- xx. Declaring any secondary employment or business interests outside of the Trust that may be connected either to the supply of goods/services or be rewarded through association with the Trust.
- xxi. Attend all mandatory and essential training identified by the Trust.
- xxii. Comply with all policies and procedures of the Trust that can be found on the Trust website.

4. Monitoring arrangements

This policy will be reviewed annually but can be revised as needed. It will be ratified by the Trust Board.

5. Links with other policies

This policy links with our policies on:

- Keeping Children Safe in Education
- Staff disciplinary procedures, which will be used if staff breach this code of conduct
- Staff grievance procedures
- Safeguarding
- Acceptable use
- Social media
- Staff handbook
- Financial regulations
- Data Protection