

# Code of Conduct Policy



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Owned by	Director of Human Resources
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# 1 SCOPE AND PURPOSE

- 1.1 This policy outlines the standards expected both within and beyond an individual's role whilst working for The Heath Family (NW) Multi Academy Trust in order to maintain the integrity of The Heath Family (NW) Multi Academy Trust and its activities. Individuals must familiarise themselves with the contents of the code and act in accordance with its principles and provisions at all times.
- 1.2 School staff have an influential position in school and will act as role models for pupils by consistently demonstrating high standards of behaviour and upholding the core values of The Heath Family (NW) Multi Academy Trust:
  - a) **Kindness** – we look out for each other
  - b) **Integrity** – we do the right thing
  - c) **Tenacity** - we do what it takes

Individuals must not allow their judgment of integrity to be compromised in fact or by reasonable implication.

- 1.3 At all times individuals must behave in a manner which will not bring their own or The Heath Family (NW) Multi Academy Trust's reputation in disrepute or affect its integrity through actions or words, either within the organisation or outside, including the use of, or entries on social networking sites.
- 1.4 It is The Heath Family (NW) Multi Academy Trust's policy to ensure that any disciplinary matter is dealt with fairly and in accordance with the Disciplinary Policy.

# 2 WHO IS RESPONSBLE FOR THIS POLICY

- 2.1 The Heath Family (NW) Multi Academy Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. The Board of Directors has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Headteacher.
- 2.2 The Headteacher/ Senior Leadership Team have a has a specific responsibility to ensure the fair application of this Code of Conduct and all members of staff are responsible for supporting colleagues and ensuring its success.

### 3 WHO IS COVERED BY THIS POLICY

- 3.1 This policy covers all employees at all levels and grades including senior managers, employees, trainees, part-time and fixed term employees (referred to as **employees** or **you** in this policy). It does not apply to agency staff, volunteers and self-employed contractors.
- 3.2 Whilst this policy does not directly apply to agency staff, self-employed contractors or volunteers, the expectations of good conduct detailed herein are equally applicable to such categories of workers and appropriate action may be taken where such workers fail to meet the reasonable expectation of the Heath Family (NW) Multi Academy Trust in this respect.

### 4 LEGISLATION, GUIDANCE AND LINKS TO RELEVANT POLICIES

- 4.1 We are required to set out a staff code of conduct under regulation 7 of The School Staffing (England) Regulations 2009
- 4.2 In line with the statutory safeguarding guidance 'Keeping Children Safe in Education', this code of conduct refers to the acceptable use of technologies, staff/pupil relationships and communications, including the use of social media, as contained within our Online Safety Policy.
- 4.3 This Code of Conduct also complies with our funding agreement and articles of association. 2.4 This Code of Conduct should be read in conjunction with all School/Trust policies, including (but not limited to) the following:
- 4.3.1 Safeguarding & Child Protection
  - 4.3.2 Disciplinary
  - 4.3.3 Grievance
  - 4.3.4 Online Safety and associated Acceptable Usage Policies

### 5 RULES OF CONDUCT

- 5.1 All individuals are expected to attend work in accordance with their contractual terms & conditions/engagement and to demonstrate professionalism, integrity, respect and courtesy to all colleagues. In particular you should:

- 5.1.1 act at all times in good faith and in the best interests of The Heath Family (NW) Multi Academy Trust pupils, parents and employees;
- 5.1.2 ensure you behave in a manner that demonstrates dignity, professionalism, accountability, tolerance and respect for The Heath Family (NW) Multi Academy Trust values;
- 5.1.3 exercise confidentiality where required and as is appropriate;
- 5.1.4 if relevant, observe the published standards for teachers (or any other relevant professional or occupational standards for employees who are not teachers);
- 5.1.5 comply with all reasonable instructions provided by The Heath Family (NW) Multi Academy Trust, the Headteacher / Line Manager;
- 5.1.6 work together to create a The Heath Family (NW) Multi Academy Trust culture that is based on mutual trust and respect;
- 5.1.7 desist from bringing any material onto The Heath Family (NW) Multi Academy Trust property that is not appropriate and/or in breach of any The Heath Family (NW) Multi Academy Trust policy;
- 5.1.8 only exercise physical restraint as a last resort in accordance with relevant The Heath Family (NW) Multi Academy Trust procedures;
- 5.1.9 where possible speak with a child with the door open and/or with another adult present;
- 5.1.10 treat other The Heath Family (NW) Multi Academy Trust personnel, parents and pupils with respect;
- 5.1.11 treat resources responsibly and if possible reduce, re-use and recycle resources;
- 5.1.12 be aware of The Heath Family (NW) Multi Academy Trust guidelines on handling money;
- 5.1.13 create and maintain a good and open relationship with parents;

- 5.1.14 be trained in Safeguarding and Child Protection procedures;
- 5.1.15 create a positive classroom environment where all children are cared for, respected and valued;
- 5.1.16 ensure that all activities, including curriculum provision, all forms of school supervision, interaction and out of school provision, conform to the values and ethos of The Heath Family (NW) Multi Academy Trust, promote tolerance, uphold British values and reject all forms of discrimination and extremism;
- 5.1.17 promote fundamental British values including democracy, the rule of law, mutual respect and tolerance of different faiths and beliefs;
- 5.1.18 take care of your physical and mental well-being by maintaining a healthy work-life balance;
- 5.1.19 maintain professional and appropriate standards of dress and personal appearance at work;
- 5.1.20 observe the terms and conditions of your contract of employment;
- 5.1.21 observe all of The Heath Family (NW) Multi Academy Trust's policies, procedures and regulations which are notified to him/her from time to time by means of notice boards, e-mail, the intranet or otherwise; and
- 5.1.22 take reasonable care in respect of the health and safety of pupils, parents, colleagues and third parties and comply with The Heath Family (NW) Multi Academy Trust's Health and Safety Policy.

5.2 Failure to maintain satisfactory standards of conduct may result in action being taken under The Heath Family (NW) Multi Academy Trust's Disciplinary Policy.

## 6 MISCONDUCT

6.1 The following are examples of matters that will normally be regarded as misconduct and will be dealt with under The Heath Family (NW) Multi Academy Trust's Disciplinary Policy:

6.2 minor breaches of The Heath Family (NW) Multi Academy Trust’s policies including but not limited to the Sickness Absence Policy, Electronic Information and Communications Systems Policy, Social Media Policy, Equal Opportunities Policy, Behaviour Management Policy, Health and Safety Policy, Special Leave (including Time Off For Dependents) Policy, Parental Leave Policy and Shared Parental Leave Policies.

- 6.2.1 minor breaches of The Heath Family (NW) policies.
- 6.2.2 minor breaches of your contract;
- 6.2.3 damage to, or unauthorised use of, Trust/School property;
- 6.2.4 poor timekeeping;
- 6.2.5 time wasting;
- 6.2.6 failure to follow instructions or any other insubordination;
- 6.2.7 excessive use of Trust/School telephones for personal calls;
- 6.2.8 Inappropriate use of Trust/School devices and/or online resources/systems as referred to in the Online Safety Policy;
- 6.2.9 minor bad language or other minor offensive behaviour;
- 6.2.10 negligence in the performance of your duties or responsibilities;
- 6.2.11 Smoking is not permitted anywhere on the school site or in the workplace. The ban includes, but not limited to cigarettes, e-cigarettes, pipes, cigars and vaporisers. Smoking in smoke free premises/vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution;
- 6.2.12 being an accessory to a disciplinary offence committed by another employee;
- 6.2.13 neglect of health (for example if you fail to carry out any instruction from a medical officer appointed by The Heath Family (NW) or if by your conduct while absent from work on account of illness, you hinder your return to work); or
- 6.2.14 failure to disclose that you are subject to criminal proceedings or are charged with a criminal offence that is relevant to the nature of your employment.

This list is intended as a guide and is not exhaustive.

## 7 GROSS MISCONDUCT

- 7.1 Gross misconduct is a serious breach of contract and includes misconduct which, in The Heath Family (NW) Multi Academy Trust opinion, is likely to prejudice The Heath Family (NW) Multi Academy Trust's or its reputation or irreparably damage the working relationship and trust between employee and employer. Gross misconduct will be dealt with under The Heath Family (NW) Multi Academy Trust's Disciplinary Policy and will normally lead to dismissal without notice or pay in lieu of notice (summary dismissal).
- 7.2 The following are examples of matters that are normally regarded as gross misconduct:
- 7.2.1 theft, or unauthorised removal of The Heath Family (NW) Multi Academy Trust's / School property or the property of any other person or the incitement to steal;
  - 7.2.2 fraud, forgery or other dishonesty, including fabrication of expense claims and/or time sheets;
  - 7.2.3 gross failure to follow reasonable and lawful instructions;
  - 7.2.4 unauthorised absence;
  - 7.2.5 gross insubordination;
  - 7.2.6 deliberate mutilation or destruction of official documents;
  - 7.2.7 the initiation or participation in any inappropriate verbal or physical conduct with a child;
  - 7.2.8 actual or threatened violence or extremism, or behaviour which provokes violence or extremism;
  - 7.2.9 any behaviour which can be considered as supporting fundamentalism, extremism or otherwise as being anti- British values;
  - 7.2.10 deliberate damage to The Heath Family (NW) Multi Academy Trust / School buildings, fittings, property or equipment, or the property of any other person;

- 7.2.11 serious misuse of The Heath Family (NW) Multi Academy Trust / School property;
- 7.2.12 deliberately accessing internet sites, social media, forums or groups containing pornographic, offensive, obscene, defamatory, extremist, incitements to violence, sexist racist, homophobic, harassing or libellous material whilst at work or at any time using The Heath Family (NW) Multi Academy Trust / School equipment;
- 7.2.13 serious or persistent insubordination and/or the refusal to follow management instructions;
- 7.2.14 bringing The Heath Family (NW) Multi Academy Trust into serious disrepute;
- 7.2.15 being under the influence of alcohol, illegal drugs or other substances during working hours;
- 7.2.16 causing loss, damage or injury through serious negligence;
- 7.2.17 serious breach of health and safety rules;
- 7.2.18 unauthorised use or disclosure of confidential information (other than in accordance with The Heath Family (NW) Multi Academy Trust Whistleblowing procedure or failure to ensure that confidential information in your possession is kept secure;
- 7.2.19 acceptance of bribes or other secret payments;
- 7.2.20 using or attempting to use your official position for your own or another person's private advantage;
- 7.2.21 committing a criminal offence that in the opinion of The Heath Family (NW) Multi Academy Trust may affect its reputation or its relationships with its employees, parents, pupils or the public, or otherwise affects his/her suitability to continue to work for The Heath Family (NW) Multi Academy Trust.
- 7.2.22 possession, use, supply or attempted supply of illegal drugs;

- 7.2.23 serious neglect of duties, or a serious or deliberate breach of your contract or operating procedures;
- 7.2.24 knowing breach of statutory rules affecting your work;
- 7.2.25 unauthorised use, processing or disclosure of personal data contrary to The Heath Family (NW) Multi Academy Trust Data Protection Policy;
- 7.2.26 harassment of, or unlawful discrimination against, employees, contractors, parents, pupils or members of the public, related to gender, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, disability, religion or belief or age contrary to The Heath Family (NW) Multi Academy Trust's Equal Opportunities Policy;
- 7.2.27 giving false information as to qualifications or entitlement to work (including immigration status);
- 7.2.28 making a disclosure of false or misleading information under The Heath Family (NW) Multi Academy Trust Whistleblowing Policy maliciously, or for personal gain/advantage, or otherwise in bad faith;
- 7.2.29 making false or misleading allegations in bad faith against a colleague;
- 7.2.30 victimising or harassing a colleague who has raised concerns, made a complaint or given evidence information under the Whistleblowing Policy, Dignity at Work Policy, Grievance Policy, Disciplinary Policy or otherwise;
- 7.2.31 serious misuse of The Heath Family (NW) Multi Academy Trust's information technology systems (including misuse of developed or licensed software, use of unauthorised software and misuse of email and the internet) contrary to The Heath Family (NW) Multi Academy Trust Electronic Information and Communications Systems Policy;
- 7.2.32 serious misuse of social media contrary to The Heath Family (NW) Multi Academy Trust Social Media Policy; or

- 7.2.33 undertaking unauthorised paid or unpaid employment during your working hours.

This list is intended as a guide and is not exhaustive.

## 8 EQUALITY AND INCLUSIVITY

- 8.1 The Heath Family (NW) Multi Academy Trust is committed to being an inclusive organisation where everyone is treated equally, and is actively supported in giving their best contribution, regardless of differences.
- 8.2 At all times, individuals must refrain from discriminating against other colleagues on the basis of protected characteristics, background, socio-economic group, personality or work-style.
- 8.3 The Heath Family (NW) Multi Academy Trust expect all colleagues to treat each other with courtesy and respect at all times, recognising and understanding any individual differences. Individuals must use appropriate language and behaviours in their dealings with others (e.g colleagues, customers, contractors and other agencies) and not use any language or behaviours that are offensive or are likely to cause offence.
- 8.4 Individuals must not display or circulate materials in the workplace which others might reasonably find offensive.
- 8.5 All individuals have the responsibility to report and/or address inappropriate and/or offensive behaviours. These behaviours are a fundamental part of creating a supportive inclusive working environment.
- 8.6 These standards of conduct are applicable at all times when performing duties, attending any functions or otherwise representing The Heath Family (NW) Multi Academy Trust.
- 8.7 The Heath Family (NW) Multi Academy Trust will not tolerate any inappropriate and/or offensive behaviours that contradict these values or which diminish the dignity and respect of any other parties. Harassment, bullying, victimisation, and/or discrimination at work or linked with work through social media activities will be processed in accordance with the relevant polices.

- 8.8 Guidance on what constitutes unacceptable behaviour, sources of support and how to address inappropriate behaviour can be found within The Heath Family (NW) Multi Academy Trust Anti-Harassment and Anti-Bullying Policy.

## 9 DRESS STANDARDS AND APPEARANCE

- 9.1 The public image of The Heath Family (NW) Multi Academy Trust is important to ensure that it able to undertake its work effectively and gain the confidence other organisations and members of the public. For more information about the dress standards and appearance, see The Heath Family (NW) Multi Academy Trust's Dress Code Policy.

## 10 DRUGS AND ALCOHOL AT WORK

- 10.1 The Heath Family (NW) Multi Academy Trust recognises that drug and alcohol problems are a health issue which it will seek where appropriate to address in a supportive and a positive way. Further guidance for this can be found within The Heath Family (NW) Multi Academy Trust Alcohol & Drugs at Work Policy.

## 11 TRANSPARENCY AND AVOIDING CONFLICT OF INTEREST

- 11.1 Individuals may come into contact with sensitive or personal information about individuals. This must be treated sensitively and in accordance with the principals of GDPR during and after any employment with The Heath Family (NW) Multi Academy Trust.
- 11.2 If, in an official capacity, individuals must make the decision that relate to an outside organisation or an individual in whom they have a personal interest, they must report the circumstances immediately to their Line Manager.

## 12 CONFLICTS OF INTEREST

It is important that the public have confidence that decisions made by The Heath Family (NW) Multi Academy Trust and its workforce are not influenced by personal interests. All individuals are therefore required to declare interests which could be in conflict or be perceived by the public to be in conflict with their duties. This part of the Code has been divided into sub sections for ease of reference.

## **Personal Relationships at Work**

- 12.1 Personal relationships are defined as relationships that extend beyond professional boundaries. Examples of personal relationships are:
- (a) Family relationships (siblings, parent/child, spouse, ex-spouse, civil partnerships, ex-partner, cousins, relations by marriage such as brother or sister-in-law, same sex relationships);
  - (b) Emotional relationships (which might be romantic, sexual relationships and close friendships);
  - (c) Financial relationships (commercial relationships where a pecuniary interest is present)
- 12.2 The Heath Family (NW) Multi Academy Trust recognises that individuals who work together may form personal friendships and, in some cases, personal relationships. As a general rule The Heath Family (NW) Multi Academy Trust do not wish to interfere with such relationships. However, in these situations, individuals have a duty to behave in an appropriate, professional and responsible manner and fulfil their duties diligently, effectively and confidentially.
- 12.3 In the event that two individuals are in or are forming a personal relationship, they must ensure they conduct their relationship in an appropriate manner whilst on The Heath Family (NW) Multi Academy Trust / School's premises. Intimate behaviour on these premises is prohibited.
- 12.4 Whilst it is not possible to document all instances in which personal relationships may call in to question an individual objectivity, some examples are:
- (a) Recruitment, selection and promotion of individuals;
  - (b) Termination of employment;
  - (c) Provisions or opportunities and funding for training and development, conferences;
  - (d) Performance appraisal;
  - (e) Disciplinary or grievance procedures;

- (f) Case work or DBS checks;
- (g) Job Evaluation Grading (JEGs) panels;
- (h) Restructuring and/or Redundancy exercises.

- 12.5 It is strongly recommended that if individuals are already in or are starting to form a personal relationship with another individual in the same team or **same office**, they should declare that relationship at the earliest opportunity to their Line Managers. This will protect against any claims of favouritism or poor behaviour and so that The Heath Family (NW) Multi Academy Trust can ensure that appropriate professional boundaries are maintained and seen to be maintained.
- 12.6 No-one in a close personal relationship should be in a line management chain with their spouse, ex-spouse, partner, ex-partner, or family member and ideally not in the same team. The Heath Family (NW) Multi Academy Trust reserves the right to elect in transferring one or both of the individuals concerned to a role within another directorate on a temporary or permanent basis.
- 12.7 Where possible these situations should be dealt with informally, however, it may be necessary to consult a member of the Human Resources Department.

## 13 DECLARING CONFLICTS OF INTEREST

- 13.1 The Heath Family (NW) Multi Academy Trust has no wish to impinge on the private lives of individuals unreasonably. However, high standards of propriety are expected of all those who work in education and The Heath Family (NW) Multi Academy Trust need to be alerted to any actual or potential conflicts of interest as and when they arise.
- 13.2 Individuals are therefore required to declare in confidence any and all of their private interests which they consider should be construed by others as a conflict or perceived conflict. This will enable The Heath Family (NW) Multi Academy Trust to take an informed view on the level of any risk, and where necessary, advise on what action may need to be taken to minimise that risk.
- 13.3 A declaration of interest form should be completed by all new recruits and annual thereafter. However, should there be a change in circumstances e.g due to

a relationship developing / ending then an updated form must be completed and submitted.

- 13.4 Any individual who does not complete a declaration form will be deemed to have no relevant declarations. Should it become apparent that this is not the case, action may be taken in accordance with The Heath Family (NW) Multi Academy Trust Disciplinary Policy.

## 14 THE CRIMINAL LAW AND YOUR EMPLOYMENT

14.1 All individuals must comply with the law. Unlawful or criminal behaviour (committed in any capacity) may result in a loss of trust and/or confidence and have the potential to bring The Heath Family (NW) Multi Academy Trust disrepute. The extent to which a criminal offence may affect employment depends on whether the conduct or behaviour makes an individual unsuitable for their role, or if the behaviour has the potential to bring The Heath Family (NW) Multi Academy Trust into disrepute by adversely affecting public image.

14.2 Individuals must inform the Headteacher as soon as possible and before they are next due to attend work of any involvement with the police which could, or does, result in:

- (a) a caution
- (b) a penalty notice
- (c) offered and accepted a sanction in cases where there is sufficient admissible evidence to support a criminal investigation and they admit the offence  
e.g benefit fraud
- (d) arrest
- (e) arrest and refusal of bail
- (f) a summons to court
- (g) a charge
- (h) a conviction

A failure to do so is likely to be treated as serious misconduct under the Heath Family (NW) Multi Academy Trust under the Disciplinary procedures.

- 14.3 Reports made in line with this policy may not always be a reason to initiate disciplinary action. However, if the actions or offence committed, or that is alleged to have been committed, has an impact on the individual's suitability to continue to do their job, or on their relationship with The Heath Family (NW) Multi Academy Trust, colleagues, then the Headteacher will need to consider taking formal action under The Heath Family (NW) Multi Academy Trust's Disciplinary procedures. The Headteacher will need to determine in conjunction with HR if any necessary course of action including whether to issue to senior management.
- 14.4 The Heath Family (NW) Multi Academy Trust periodically check the Updated Service to ascertain if there has been any activity since the issue.

## 15 INTERNET, E-MAILS AND SOCIAL MEDIA

- 15.1 The internet and e-mails, however accessed, are a business tool and should be treated in the same manner as any other The Heath Family (NW) Multi Academy Trust resource.

## 16 TELEPHONES (LANDLINE AND MOBILE)

- 16.1 Any mobile phones, smart watches or wearable technology brought into The Heath Family (NW) Multi Academy Trust Head Office / School remain the responsibility of the individual owner.
- 16.2 The Heath Family (NW) Multi Academy Trust / School accepts no responsibility for the loss, theft or damage of personally owned mobile phones, smart watches or wearable technology.
- 16.3 Mobile phones, smart watches or wearable technology must not be used in for private or personal use during lessons / formal school time / working hours. They should be switched off (or set to silent) at all times.
- 16.4 Individuals are permitted to make personal use of official telephones, provided that they are kept to a reasonable length of time and are made only to UK land-line numbers and UK mobiles. This should not interfere with or cause any disruption to an individual / work colleagues / students.

- 16.6 Use of telephones to make international calls is permissible when used for official work purposes only. Official telephones must not be used to make personal calls to international numbers or to call premium rate numbers.
- 16.7 Telephone monitoring will only occur as part of an official investigation where there are specific grounds for doing so.
- 16.9 Unacceptable use of official telephones may result in disciplinary action and / or criminal prosecution if monitoring reveals misuse and / or unauthorised use.

### **Usage of Mobile Telephones in School**

- 16.10 Use of mobile phones by staff during working hours for social networking activity (other than in accordance with curriculum use) is strictly prohibited.
- 16.11 Mobile phones are not permitted to be used in certain designated areas within the school premises such as changing rooms and toilets.
- 16.12 Staff members are not permitted to use their own mobile phones for contacting students or their families in a professional capacity (either on or off duty) other than in an emergency.
- 16.13 Staff should never give their personal mobile phone number to students, nor should they store students' telephone numbers on their personal mobile phone, as this facilitates the possibility of inappropriate contact from students and parents.
- 16.14 The use of mobile phones by individuals for the purpose of making or receiving personal calls and/or texts during the working day is discouraged for the following reasons:
- (a) it does not set a professional and positive example to pupils and parents;
  - (b) is it disruptive and interrupts lessons;
  - (c) it is often discourteous to other colleagues;
  - (d) it is a misuse of The Heath Family (NW) Multi Academy Trust / School and has potential to impact adversely on the student's learning.
- 16.16 Unacceptable use of official telephones may result in disciplinary action and / or criminal prosecution if monitoring reveals misuse and / or unauthorised use.

## 17 DISCLOSURE OF INFORMATION

- 17.1 Unless otherwise authorised to do so, individuals must not enter dialogue with media contacts. If you are approached by the press or a broadcasting organisation for any formal or informal information or comments, they should be referred immediately to the Headteacher.

## 18 FAILURE TO FOLLOW THE CODE OF CONDUCT

- 18.1 Bringing the reputation of The Heath Family (NW) Multi Academy Trust into disrepute could harm and negatively impact on public trust and confidence.
- 18.2 Failure to maintain satisfactory levels of conduct will be dealt with as a breach of this policy and may result in disciplinary action up to and including summary dismissal. Employees should therefore seek advice or guidance from their Line Manager or Human Resources Department if they are in any doubt about how aspects of this may apply to them.

## Document History

Version	Date	Author	Note of Revisions