




Staff Code of Conduct

November 2023

Signed (Chair of Trustees):	
Date:	November 2023
Date of Review:	November 2024

The Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved.

This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites.

CODE OF CONDUCT FOR ALL STAFF/ TRUSTEES/MEMBERS/GOVERNORS

The purpose of this code is to provide a clear framework within which Employees/Trustees/Members/Governors/(or if you are contracted to work on school premises) of the Arbor Academy Trust are expected to conduct themselves. The Arbor Academy Trust strives to maintain a work environment for its staff and a learning environment for its pupils in which honesty, integrity and respect are constantly reflected in personal behaviour and standards of conduct.

Principles

- The Arbor Trust is a large complex organisation and its actions and behaviour of its employees have an impact on the education and livelihood of thousands of people, as well as on the local environment and the community. Employees are expected to have regard for the impact of their personal behaviour on the schools, colleagues, the environment and our community.
- The Arbor Trust receives a substantial income from public sources, it is therefore essential that all stakeholders can have confidence that the Trust maintains the highest standards of conduct in financial matters and seeks to maintain high standards of probity and ethical behaviour.
- This code covers some of the most important issues relating to personal conduct, and gives a framework of standards and behaviour guidelines, but it is not intended to be exhaustive.

Standards of Personal Behaviour

Equality, Diversity and Inclusion

The Arbor Trust promotes inclusivity and values diversity. We seek to ensure that the work is supportive, where individual respect is shown to all. All members of staff/adults and students, regardless of their age, (dis)ability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnic background, culture, sexual orientation, religion or belief, sex, social-economic status or any other factor will be supported and encouraged to perform to their potential.

Harassment and bullying

The Arbor Trust is committed to ensuring that everyone is able to work and to participate in the life of the schools without fear of harassment, bullying or intimidation. Everyone in the trust has a part to play by ensuring that their own behaviour, whether intentional or unintentional, does not constitute harassment. The trust will take action against inappropriate behaviour which shows lack of respect for others or which leads people to feel threatened.

Health and safety

The Arbor Trust places a high priority on providing a safe working and learning environment and will act positively to minimise the incidence of all workplace risks as required by the Health and Safety at Work Act 1974 and other associated legislation. All activities should be carried out with the highest regard for the health and safety of employees, pupils and visitors. The comprehensive use of risk assessments systematically remove the causes of accidents/incidents and ill-health.

Tutoring

It is good professional practice to inform the head of school of any activity that you take part in, after or before working time, that may reflect (either positively or negatively) on the school and/or involves personnel or children attending the school (for example the running of a consortium choir or play scheme).

***Areas of contention can be Tutoring or baby-sitting. **It would not be acceptable for any member of staff to privately tutor or babysit a child that attends this school.** If you intend to tutor/baby sit children that do not attend this school, it would be professionally courteous to inform the head of school of such an activity using the pecuniary interest form.

Relationships with other members of staff and parents

The Arbor Trust does not concern itself with the private lives of its staff unless they affect its effective operation or its reputation. Employees/adults must inform the Head of School if they have a close personal relationship with another employee or parent, which could be considered by colleagues, pupils or parents, as impacting on the way they conduct themselves at work. The trust will take action against relationships deemed inappropriate or those that bring the school into disrepute. Please declare any relationships using the pecuniary interest form and inform the head of school.

Parent of a pupil/s in any Trust school

If you are a parent of a pupil/s that attends a Trust school, which is also your place of work, you are to ensure that the child/pupil/s are placed in club at the start and end of each day (if they are not brought to school or collected by a family member). Children/Pupils are not permitted to be in any other area of the school building before the school day starts or after the school day ends.

Due to the Trust's insurance policy and to reduce health and safety risks, children/pupils of staff are no permitted on school premise unless they are in breakfast and/or afterschool club and cared for by the staff responsible for these clubs. No pupils are permitted in any Trust school building past 6pm.

Misuse of drugs and alcohol

It is a disciplinary offence to be on any Arbor Trust premises and/or carrying out official duties when under the influence of alcohol or non-medically prescribed drugs.

Conduct outside work

The trust does not seek to dictate how employees/adults conduct themselves in their personal lives outside work. However, unlawful, anti-social or other conduct by employees which may jeopardise the trust's reputation will be dealt with through the disciplinary procedure.

Staff Absence (not applicable to Trustees/Members/Governors)

If employees are unwell and not able to attend work in the morning, it is essential that they contact the relevant members of staff. Employees will need to phone in and speak in person. **DO NOT SEND A TEXT MESSAGE.** If the employee is unable to contact the Head of School or Deputy Head, leave a message and try again five minutes later.

Teaching Staff: Call Head of School between 7:00am and 7:30 am. If unable to get hold of the Head of School, leave a message and then contact the Deputy Head of School/Assistant Head of School.

ASC and 1:1 staff (Davies Lane): Call Callum Bolt between 7:00am and 8:00am

Support Staff: Call Head of School or deputy Head of School/Assistant Head between 7:00am and 8am

If unwell on more than one consecutive day, it is important that the employee phones and lets the relevant member of staff know that they will not be in again the following day. This needs to be done by 4pm on the first day of absence so that cover arrangements can be made. Failure to do so will result in an unauthorised absence.

For absence of 5 days or more, a doctor's note is required. Follow up return to work meetings will be arranged on your return, in line with the sickness and absence policy.

Staff Dress Code

Across the trust, we are members of the professional community and role models to young children. It is important that to be seen as such, we dress appropriately. The school Dress Code is smart professional.

- Unless for PE, trainers should not be worn.
- Jeans, of any colour, are not permitted to school as they are deemed as casual dress.
- Leggings are also deemed as casual unless under a dress.
- Clothes may not be revealing (eg. low cut tops, tops with spaghetti straps, short tops, shorts, short skirts)
- Underwear must not be visible (e.g. belts to be worn)
- No shorts are to be worn

According to our Health and Safety code of practice:

- Sensible footwear should be worn (e.g. no flip flops, Ugg boots, wellington boots, stilettos, Crocs)

When taking P.E. you should be suitably dressed wearing either pumps or trainers and suitable clothing. You should change out of sports clothes at the first opportunity and should not remain in P.E. kit all day.

Financial regulations

Arbor Academy Trust's financial regulations create a framework of financial controls within which the staff must operate. These regulations are designed to protect the trust and individual members of staff. Employees/adults must not accept gifts or hospitality that could give rise to a suspicion that they have a conflict of interest or have been influenced in a decision. Breaches of the regulations will normally be a serious disciplinary offence.

Access to confidential information

Although Arbor Academy Trust strives to conduct its business in an open fashion there will be times when individuals, through their positions, become aware of confidential information about other

individuals. Individuals should be aware of the need to keep such matters confidential and to respect the proper channels of communication for such information.

Private telephone calls

The use of mobile phones is prohibited in school, unless used during breaktime within a 'staff only' area. Employees may not use the school's telephone facilities to make private calls unless authorised by the head of school in an emergency.

Use of IT equipment, internet and social media

All IT and the internet facilities must be used following the ICT code of conduct. Users who do not behave appropriately may be subject to disciplinary action in accordance with the school's procedures. Employees/adults may not use internet facilities to access social media. See ICT Code of Conduct.

The Trust does not permit the use of the follow social media applications for work purposes, this includes: WhatsApp, Instagram, Facebook, Twitter and snapchat. All communication between staff should be during the working day and via email, meetings, telephone or via text message on a work or school phone only. Personal mobile phones should not be used for or during working hours or for communication regarding staff or pupils within the school. Failure to adhere to this protocol could lead to disciplinary action.

Data protection

The schools within the trust hold and processes information about employees/Trustees/Members/Governors and pupils for academic and administrative purposes. When handling such information, all staff who process or use any personal information, must comply with the Data Protection Principles which are set out in line with GDPR 2018.

Procedures

Raising matters of concern

Employees/Trustees/Members/Governors have a right and a duty to report concerns. This should normally be through the DSL or head of school depending on the nature of the concern but in circumstances where this is not appropriate, they may approach the CEO or Executive Principal in confidence. No individual who expresses their views in good faith and in line with this guidance will be penalised for doing so. Failure to report concerns may be deemed as misconduct or in some cases Gross misconduct. See the [whistle blowing policy](#). We expect staff to follow the KSCIE guidance regarding self-referral for any safeguarding matters or incidents that staff are responsible for during and/or outside of working hours.

Breaches of this code

This code of conduct has been drawn up to provide a source of guidance to the Trust's employees/ Trustees/Members/Governors. It is not a contractual document and can be amended at any time by Arbor Academy Trust. All staff must comply with both the provisions of this code and the school's policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal or end to your term of office.