





# Academy Code of Conduct

## Introduction

Perry Hall Multi-Academy Trust is required to set out a Code of Conduct for all Trust employees.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

## Purpose, Scope and Principles

A Code of Conduct is designed to give clear guidance on the standards of behaviour all Trust staff are expected to observe, and the school should notify staff of this code and the expectations therein. Trust staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the students within the Trust schools. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the Trust, whether inside or outside working hours.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Headteachers and Executive Head Teacher;
- all staff in units or bases that are attached to the school.
- Peripatetic staff who are centrally employed by PHMAT.

The Code of Conduct does not apply to:

- schools meals staff employed by Wolverhampton City Council;
- employees of external contractors and providers of services.  
(Such staff are covered by the relevant Code of Conduct of their employing body)

## Setting an Example

- All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. Staff must therefore avoid using inappropriate or offensive language at all times.
- All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupil's to do the same.

- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- This code helps all staff to understand what behaviour is and is not acceptable.
- We have a 'smart' dress code which applies to all employees within the Trust. No jeans, denim of any sort or leggings are allowed to be worn at work.
- All staff members who have tattoos should keep them covered during work hours.

## **Safeguarding Students**

- Staff have a duty to safeguard children from:
  - physical abuse
  - sexual abuse
  - emotional abuse
  - neglect
- The duty to safeguard pupils includes the duty to report concerns about a student to the school's Designated Senior Person (DSP) for Child Protection. The school's DSP are identified in the safeguarding policy.
- Copies of the school's Safeguarding Policy and Whistleblowing Procedure are available on the schools staff area or in the induction file located in the school office, staff must make themselves familiar with these documents.
- Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

## **Pupils Development**

- Staff must comply with school policies and procedures that support the well-being and development of students.
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students.
- Staff must follow reasonable instructions that support the development of pupils.

## **Honesty and Integrity**

- Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept , or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools.
- Gifts from suppliers or associates of the school must be declared to the Headteacher/Headteacher, with the exception of "one off" token gifts from students or parents.

## **Mobile Phones/Personal devices**

- Must be switched off and locked away throughout the school day.
- Are not to be used in any classroom or teaching area.
- Must not be used on the school premises at any time other than during the lunch hour where mobile phones can be used in the staffroom.
- No photographs are to be taken with any non-school equipment, unless prior consent is given by the Executive Head Teacher or Headteacher, and it is for the purpose of their role and/or in connection with school activities.

There will be a selection of staff within the Leadership or Business Management Team who, at the request of the Executive Headteacher are required to have their personal phones with them at all times when in school and during the school day. The purpose of this is to allow the Headteacher's or Executive Headteacher to be able to reach them in the event of emergencies, school land lines being busy or during travel from location to another. These people are permitted to sign a permission form which outlines the following restrictions:

- The mobile phone must not be left unattended at any time.
- The camera is not to be used on the school premises, unless prior consent has been given by the Executive Head Teacher or Headteacher, and it is for the purpose of their role and /or in connection with school activities.
- Under no circumstances or at any time, staff with mobile phones/devices are not to engage in the inappropriate use of social networking or other internet sites which may bring themselves, the Trust, the school, school community or employer to disrepute.
- During the school day, the phone/device is to be used solely for receiving or making contact with members of the Senior Leadership Team within the Trust, and for work related purposes only.

## **Conduct outside of work**

- Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school, the Trust, the employee's own reputation or the reputation of other members of the school community.
- In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the trust nor be to a level which may contravene the working time regulations or affect an individual's work performance. However they must inform the school.
- Staff must not engage in inappropriate use of social network sites which may bring themselves, the trust, the schools, school community or employer into disrepute.

## **Confidentiality**

- Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student.

- All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.
- However, staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a student. Staff must **never** promise a pupil that they will not act on information that they are told by the student.

## **Disciplinary Action**

- All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.