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**Title of Policy/Procedure:** Staff Code of Conduct

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**Reviewer(s):** Chief Operating Officer  
Assistant Head of Teaching and Learning

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**To be read in conjunction with the following documents:** Acceptable Behaviour in the Workplace  
Staff Disciplinary Procedures  
Gifts and Hospitality Policy  
Safeguarding Policy (School Copy)  
E-Safety Policy (School Copy)

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**Consultation Process:** A consultation has taken place with the Finance, Personnel and Resources Committee. The document has been adopted from The Key for School Leaders and adapted to suit the Trust.

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**Policy Date:** April 2019

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**Review Date:** April 2022

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## **1. INTRODUCTION**

This policy aims to set and maintain standards of conduct that we expect all staff to follow. By creating this policy, we aim to ensure our Trust is an environment where everyone is safe, happy and treated with respect. The Trust should notify staff of this code and the expectations therein.

Staff at The Blue Kite Academy Trust should understand that their own behaviour and the manner in which they conduct themselves with their colleagues, pupils and parents, and other stakeholders, sets an example.

School staff have an influential position and act as role models for pupils, by consistently demonstrating high standards of behaviour. We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

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

The Blue Kite Academy Trust are committed to maintaining schools which are vibrant, friendly spaces where the children are at the heart of everything we do. We believe in teaching skills, sharing knowledge and building special memories that children will take with them through the rest of their lives. Through inspirational teaching and determination, we expect our children to achieve their greatest potential, regardless of their starting points in life.

Staff are required to comply with the Code of Conduct and the associated Blue Kite Academy Trust policies. Failure to do so may result in disciplinary action being taken, as set out in our staff disciplinary procedures. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

This document applies to all staff members who are:

- Employed by The Blue Kite Academy Trust
- Employed in schools that are associated to The Blue Kite Academy Trust

## **2. LEGISLATION AND GUIDANCE**

In line with the statutory safeguarding guidance 'Keeping Children Safe in Education', we should have a Staff Code of Conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

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

## **3. GENERAL OBLIGATIONS**

### **STAFF RESPONSIBILITIES**

Staff set an example to pupils. They will:

- Familiarise themselves with the contents of the code and act in line with the principles set out in it
- Maintain high standards in their attendance and punctuality
- Carry out their duties safely and effectively
- Never use inappropriate or offensive language in school
- Act honestly and with dignity, and treat others with respect. Ensure their conduct does not discriminate against others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and belief
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Understand and apply the Trust's rules, policies and procedures and act in line with its vision and values

### **TRUST RESPONSIBILITIES**

The Trust also has a responsibility to help ensure that staff:

- Are clear about what is expected of them
- Have a safe and healthy working environment
- Have a work environment that is free from discrimination, harassment or bullying as covered by the Acceptable Behaviour in the Workplace policy
- Are offered relevant development opportunities
- Have the opportunity to choose to be accompanied by a trade union representative or colleague, in appropriate circumstances
- Are treated fairly, with respect and dignity

## **4. SAFEGUARDING**

Staff have a duty to safeguard pupils from harm, and to report any concerns they have to the school's Designated Safeguarding Lead (DSL). This includes physical, emotional and sexual abuse, or neglect.

Staff will familiarise themselves with their school's Safeguarding Policy and Procedures and the Prevent Initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

## **5. STAFF IDENTIFICATION BADGES**

Staff must only use their ID badge for official purposes and they must not give it someone else. They must ensure it is visibly displayed at all times whilst on school premises and when visiting other settings.

Staff are encouraged to question anyone on the premises who is not displaying either an ID or a visitor's badge. Staff who are no longer employed by The Blue Kite Academy Trust must return their ID badge and any other equipment they may have.

## **6. 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:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours, if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

## **7. COMMUNICATION AND SOCIAL MEDIA**

Staff social media profiles should not be available to pupils. Staff should consider using a first and middle name, instead of their full name, and ensure their profile is set to private.

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

Staff will ensure that they do not post any images on personal social media profiles that identify children who are pupils at the school. Staff must act in the best interests of the Trust and not disclose personal data or information about any individual, including staff members, children and young people.

Staff should be aware of the school's E-Safety policy.

## **8. ACCEPTABLE USE OF TECHNOLOGY**

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

Passwords should not be shared and access to computer systems must be kept confidential except on the request of the CEO, Headteacher or IT Technical Engineer. Staff will not use mobile devices for personal use, in school hours or in front of pupils. They will also not use mobile devices to take pictures of pupils.

We have the right to monitor emails and internet use.

## 9. CONFIDENTIALITY

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

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule a staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

## 10. HONESTY AND INTEGRITY

Staff must 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 should carry out their duties in line with the seven principles of public life, the Nolan Principles:

### **Nolan Principles**

#### **i. Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **ii. Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work.

They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

#### **iii. Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **iv. Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **v. Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **vi. Honesty**

Holders of public office should be truthful.

#### **vii. Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Staff must not accept bribes and must comply with the Bribery Act 2010, and the Trust's Gifts and Hospitality Policy. Gifts that are accepted and worth more than £30.00, must be declared and recorded on the Gifts and Hospitality Register.

### **Criminal Actions**

Staff must inform the CEO/Headteacher immediately if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution. The CEO/Headteacher will discuss the case in the context of their role and responsibilities, in order to help safeguard children and other staff.

### **Probity of Records and Documents**

Staff will ensure that all information given to the school/Trust about their qualifications and professional experience is correct. The deliberate falsification of documents is not acceptable.

## **11. STAFF DRESS CODE**

The Blue Kite Academy Trust is proud of the standards maintained by staff throughout their time at school. All employees are respected as professionals who, regardless of their role, perform demanding duties and at times in challenging circumstances. The Trustees of The Blue Kite Academy Trust believe the dress code should reflect this and be part of the important duty of role modelling for the pupils. By adhering to this code all staff uphold high expectations in their own appearance and set an example for pupils to follow.

Trustees and staff should ensure that choice of dress is always smart and appropriate to work with pupils, meet with parents or other visitors to the school, and represent the academies within the community. It is recognised that differing job requirements will necessitate different clothing and that staff will need to wear clothing appropriate to the job they are doing.

The Trust do not wish to publish a list of acceptable and unacceptable clothing, but rather, suggest an approach to dress which reflects the formal roles undertaken and maintain professional standards. In this spirit the following examples have been agreed:

#### **Men**

- Smart trousers/chinos
- Collared shirt, not vest or tee shirt
- Jacket or smart jumper
- Smart shoes/boots
- Hairstyle that is not distracting or extreme due to colour or style
- Discreet jewellery, with no visible piercings, except pierced ears
- Tattoos should not be distracting, extreme or offensive and as far as possible, should be covered

#### **Women**

- Smart trousers/chinos, leggings can be worn with a tunic top, dress or skirt of an appropriate length
- Shirt/blouse or smart top ('belly' tops are not considered appropriate)
- Jacket or smart jumper
- Smart shoes/boots
- Hairstyle that is not distracting or extreme due to colour or style
- Discreet jewellery, with no visible piercings, except pierced ears
- Tattoos should not be distracting, extreme or offensive and as far as possible, should be covered

### **Religion**

The Trust wishes to be sympathetic to cultural or religious dress, however, it is crucial that staff meet our expectations of suitable clothing and footwear. Careful consideration has been given to freedom of thought, conscience and religion, disability and to race equality. Please speak to your line manager if you require any clarification.

Trustees recognise that there will be times when these examples may not apply to staff working in a variety of settings or practical subjects, for example, Art, Drama, Forest School and Physical Education, or to those involved in maintaining the site, or when on school trips. There may also be occasions when health and safety and/or common sense require an element of flexibility.

Trustees accept that, whilst it is left to teachers' and other staffs' own discretion as professionals to follow the above dress code appropriately, they may be requested by their line manager not to wear an item of clothing if it is considered not to fit the above agreement.

## **12. CONDUCT OUTSIDE OF WORK**

Staff will not act in a way that would bring the Trust, school, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence, possession or use of illegal drugs or sexual misconduct, as well as negative comments about the academy community on social media.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

Staff may undertake work outside the Trust, either paid or voluntary, provided 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.

## **13. MONITORING ARRANGEMENTS**

This policy will be reviewed every three years, but can be revised as needed. It will be ratified by the finance, personnel and resources committees.