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<b>Title of Policy/Procedure</b>	Blue Kite Academy Trust Staff Code of Conduct
<b>Reviewer(s):</b>	Head of HR Headteacher of Catherine Wayte Primary School
<b>To be read in conjunction with the following policies:</b>	Staff Disciplinary Procedure Acceptable Behaviour in the Workplace Allegations of abuse against staff Whistleblowing Policy Gifts and Hospitality policy Anti-fraud Policy Guidance for Safer Working Practice for those Working with Children and Young People in Education Settings
<b>Consultation Process</b>	Policy to be agreed with TUs at The Blue Kite Academy Trust JCC
<b>Policy Date:</b>	1 June 2022
<b>Review Date:</b>	1 September 2024
<b>This policy is to be ratified by:</b>	People and Culture Committee

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## **Contents**

- 1 Introduction
2. Responsibilities
3. Safeguarding Pupils
4. Relationships with Pupils
5. Professional relationships with colleagues
6. Honesty and Integrity
7. Financial and tendering processes
8. Conduct outside of work
9. Employment outside of school
10. E-Safety and internet use
11. Intellectual property
12. Confidentiality
13. Dress and appearance

## 1.0 Introduction

- 1.1 The Blue Kite Academy Trust (BKAT) is committed to conducting its business with honesty and integrity, and expects all staff to maintain high standards in accordance with their contractual obligations and the Trust's policies and procedures.
- 1.2 The Code of Conduct is designed to give clear guidance on the standards of behaviour all employees are expected to observe. Employees working in schools are role models, are in a position of influence and must demonstrate behaviour that sets a good example to colleagues and children.
- 1.3 As a member of the school community every employee has an individual responsibility to maintain their reputation and the reputation of BKAT, both within and outside of working hours.
- 1.4 In adopting this policy, BKAT is committed to working towards creating a working environment in which all employees are treated fairly, with dignity and respect and where unacceptable behaviour will not be tolerated.
- 1.5 This policy applies to all individuals working and volunteering for BKAT collectively referred to as staff/employees, including ECT students.
- 1.6 In addition to the Code of Conduct, all teaching staff have a statutory obligation to adhere to the most recent Teacher Standards and in relation to this policy, Part 2 of - the Teacher standards – personal and professional conduct.
- 1.7 Employees must confirm that they have read, understood and agreed to comply with the Code of Conduct when they are employed and then annually. Compliance should be recorded.
- 1.8 Failure to comply with this Code of Conduct could result in disciplinary action including but not limited to dismissal.

## 2.0 Responsibilities

### 2.1 Staff Responsibilities

- 2.1.1 Staff set an example to pupils. Staff 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

## 2.2 **Trust Responsibilities.**

2.2.1 The Trust 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.

## 3.0 **Safeguarding Pupils**

3.1 Employees have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse, verbal abuse and neglect.

3.2 The duty to safeguard pupils includes the duty to report concerns about a pupil or colleague to the school's Designated Safeguarding Lead (DSL) for Child Protection.

3.3 Employees must make themselves aware of the name of their school's current DSL. This information is available on notice boards in the staffroom and around each school.

3.4 Employees must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare

3.5 Employees must never promise a pupil that they will not act on information that they are told by the pupil.

3.6 Employees are provided with access to a copy of the School's Safeguarding Policy/Trust Safeguarding Statement and Whistleblowing Procedure and must read, understand and abide by these documents

3.7 Employees are provided with access to the DfE Statutory Guidance Document '[Keeping children safe in education](#)' and must read, understand and abide by the document.

3.8 Employees are provided with access to the '[Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings](#)' and must read, understand and abide by the document.

## 4.0 **Relationships with pupils**

4.1 Physical relationships with pupils are strictly forbidden and may lead to a criminal conviction. This may also apply to former pupils and advice must be sought before commencing any such relationship.

4.2 If employees and pupils must spend time on a one-to-one basis, the member of staff will ensure that:

- This takes place in a public place that others can access

- Others can see into the room
- A colleague or line manager knows this is taking place.
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4.3 Employees must treat pupils with respect and dignity and must not demean or undermine them, their parents or carers, or work colleagues.

4.4 Employees must not behave in a way that may be perceived as sarcastic, nor should they make jokes at the expense of pupils, embarrass or humiliate pupils, discriminate against or favour pupils.

## 5.0 Professional Relationships with Colleagues

5.1 Employees must help create a positive working environment and behave in a manner which ensures and promotes acceptable behaviour. Examples of acceptable behaviour and unacceptable behaviour can be found in the BKAT [Acceptable Behaviour in the Workplace policy](#)

5.2 Employees must strive toward and promote harmonious and professional relationships with all colleagues. It is understood that, at times, differences of opinions can occur and at such times it is expected that employees will attempt to resolve matters informally in the first instance unless they feel unable to do so in which case they should refer the matter to their line manager.

## 6.0 Honesty and Integrity

6.1 Employees must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school and Trust property and facilities. Staff should carry out their duties in line with the seven principles of public life, the [Nolan principles](#).

6.2 Employees 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 your concerns to the attention of your Headteacher or where the concern relates to the Headteacher to the CEO

6.3 Employees must not accept gifts or hospitality from suppliers or associates of the school or Trust. Gifts from parents can be accepted within the parameters of the BKAT [gifts and hospitality policy](#).

6.4 Employees must make known to the Headteacher/Trust all financial and non-financial interests that could bring them into conflict with the school's or Trust's interests.

6.5 All personal relationships with contractors, or potential contractors should be made known by the employee to the Headteacher/Trust with responsibility for the contract.

6.6 Employees must not be involved in any recruitment process if they have a personal relationship with the applicant inside or outside of work.

6.7 Without fear of recrimination, employees can report any impropriety or breach of procedures using the process laid out within the Trust's [Whistleblowing Policy](#).

## 7.0 **Annual Declaration of conflict of interest**

7.1 All employees are expected to declare any conflicts of interest on an annual basis by completing the attached form.

## 8.0 **Financial and Tendering Processes**

8.1 Employees should exercise fairness and impartiality when dealing with all customers, contractors and sub-contractors. Tendering processes should always be carried out in line with Trust policies.

8.2 Employees responsible for engaging or supervising contractors and who have previously had, or currently have, a relationship in a private or domestic capacity with a particular contractor must declare that relationships to the Headteacher (or CEO in the case of the Headteacher).

8.3 All employees must ensure that special favour is not shown to current or former employees or their partners, close relatives or associates in awarding contracts to businesses run by them or employing them in any capacity.

## 9.0 **Conduct Outside of Work**

9.1 Employees must not engage in conduct outside work which could damage the reputation and standing of the school, the Blue Kite Multi Academy Trust or the employee's own reputation or the reputation of other members of the school community.

9.2 Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct will be regarded as unacceptable and dealt with under the Trust's [Disciplinary Policy](#).

9.3 Employees must inform the Headteacher/Trust immediately if they are subject to a criminal conviction, caution, ban, Police enquiry, investigation or pending prosecution. This will be discussed in the context of their role and responsibilities in order to safeguard children and the employee.

9.4 Behaviour or activities that have the potential to make employees unsuitable for the role they are employed to perform will be dealt with under the Disciplinary Policy.

## 10.0 **Employment Outside of School**

10.1 Employees may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school or the Trust, nor be to a level which may contravene the working time regulations or affect an individual's work performance in the school or Trust.

## 11.0 **E-Safety and Internet Use**

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

11.2 Employees must not use equipment belonging to the Trust to access pornography; neither should personal equipment containing pornographic images or links to them be brought into the workplace

- 11.3 Employees must not engage in inappropriate use of social network sites which may bring themselves, the Trust, Trust community or employer into disrepute. Employees should ensure that they adopt suitably high security settings on any personal profiles they may have.
- 11.4 Employees must exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where employees could encounter pupils either with their own profile or acting covertly.
- 11.5 Employees must not link themselves with the Trust on any social network site they use unless with prior consent of the Headteacher/Trust
- 11.6 Employees must not respond to negative comments posted online but bring this to the attention of the Headteacher/Trust.
- 11.7 Employees must only contact pupils via school/ Trust authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media.
- 11.8 Employees must report to the Headteacher/Trust any contact by a pupil by an inappropriate route.
- 11.9 Photographs/still images or video footage of pupils should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur in accordance with the Trust's Privacy Notice or where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the Trust's procedures on school equipment.
- 12.0 **Intellectual Property**
- 12.1 All intellectual property rights relating to anything that is created or invented by staff in the course of their duties automatically belongs to the Trust, unless otherwise agreed. Any income raised through the sale of these products belongs to the Trust
- 13.0 **Confidentiality**
- 13.1 Employees must not reveal confidential information about pupils or their parents or carers except to those colleagues who have a professional role in relation to the pupil.
- 13.2 Employees 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 another employee), this needs to be reported and dealt with in accordance with the appropriate Trust 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 authority to deal with the matter.

14.0 **Dress and Appearance**

14.1 Employees must dress in a manner that is appropriate to a professional role and promotes a professional image.

14.2 Employees must not dress in a manner that could be regarded by others as offensive, revealing or sexually provocative.

14.3 Employees must not wear clothes with political or other contentious slogans.