The Park Federation Academy Trust

MONTEM ACADEMY
STAFF CODE OF CONDUCT

This policy should be read in with:

Anti-Bully Policy
AI policy
Behaviour Management Policy
Child Protection Policy
E- Safety Policy
Intimate care Policy
Positive handling Policy
Allegations involving Academy Staff or Trust Staff Policy
Anti-Fraud Policy
Complaints Policy
Gift and Hospitality Policy
Health and Safety Policy
Internet and Email Policy
Privacy Policy
Social media Policy
Smoke Free Policy
Whistle Blowing Policy

Approval

Signed by the Principal on behalf of the Academy Council (Local Governing Body)	**Carmen Nel**
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This document aims to ensure that there is consistency in what is expected of the employee and employer. It sets out guidance for employees and other adults working with children, with the intention of minimising the risk of being accused of improper conduct, particularly towards the young people with whom they come into contact during the course of their work.

If an employee does not adhere to this guidance, the school may take disciplinary action against them. This may have serious consequences for staff, including the possibility of dismissal in the most serious cases.

Section 1: Our Core Principles

Montem Academy's Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

Staff must follow all policies and procedures followed by the school. If a member of staff does not follow this code of conduct the disciplinary policy may be invoked.

Attitude and behaviour

We aim to foster positive attitudes, self-discipline and good behaviour in our children and it is essential we provide them with excellent adult role models at all times. All members of our community should aim to uphold and promote the vision and values of Montem Academy

School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils within the school. It is therefore expected that all staff will have a positive attitude towards school life which will be reflected in the way they talk to children, parents and all staff members, as well as in the way they conduct their professional duties.

Partisan political views should not be promoted in the teaching of any subject. The principles of British democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs should be promoted whenever possible.

Safeguarding

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Child Protection is also part of safeguarding and promoting welfare and refers to activity that is undertaken to protect specific children who are suffering, or are likely to suffer significant harm. These aspects of safeguarding and promoting welfare all contribute to the five outcomes for improving the wellbeing of children set out in the Children Act 2004, namely:

- Physical and mental health and emotional well-being
- Protection from harm and neglect
- Education, training and recreation
- Making a positive contribution to society
- Social and economic well-being

All staff must be familiar with and follow school procedures and protocols for promoting and safeguarding the welfare of children. These documents are available on the schools website or from the school office. Staff should also know who the Designated Safeguarding Lead is and how to contact them to express concerns about a child's welfare.

The Designated Safeguarding Lead at Montem Academy**: Jennifer Devine**

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

Staff must not demean or undermine pupils, their parents or carers, or colleagues. Staff must take the upmost care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

Whistleblowing

The school has a Whistleblowing Policy. A copy can be found in the PA's office and staff room. Where a member of staff has good reason for concern regarding the conduct or competence of a colleague, they should follow the procedures in the policy. This is particularly important where the welfare of children may be at risk

All staff have a duty to report themselves if there is any reason why they may not be able to carry out their duties effectively or if there is anything that may affect their ability to work safely with children.

Being in a notifiable profession

Make sure you know the school policy for dealing with allegations made against staff or volunteers who work with children. Know your obligations if someone brings an allegation to you about a colleague or you witness a colleague cause harm to a child.

If you break the law or get in trouble with the police especially if it is in relation to harming or being at risk of harming children then your employer may be informed and this may also referred to the Local Authority Designated Officer (LADO) by the police and your employer. If you do break the law - **make sure you inform us so that we are aware and support you.**

If your family experiences domestic abuse (DA) and Children Services become involved to safeguard the children and you work in a profession with children - this could meet the threshold to also be reported to the LADO. This may not happen in every case, it would depend on the severity of the issues.

If your own children are made subject to a child protection plan – **you must inform your employer.**

Please refer to the safeguarding, child protection and whistleblowing policy for more information.

One to one situations

There will be times in school when staff may need to work 1:1 with a child or with a small group. However, to safeguard both yourself, as a member of staff, from any allegations and the children, we must insist that you refrain from working with children in a room with the door closed where practically possible. This also applies to blinds, ensuring that you never engage in work with children when visibility into the room you are working in is impaired.

Please ensure that the door is open at all times when possible and that you as the adult can be easily seen, as can the children in the room. Also, under no circumstances lock yourself in a room with any children (this would only be appropriate in an emergency real-life lockdown situation.) Children and adults should be able to move freely in and out of the room.

When working with children please avoid use of 'do not disturb' signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy.

Lone Working

A lone worker will most probably fall within one of the following categories:

- Staff that are required to work alone for all or most of the time, such as cleaning staff working in the evening or early mornings.
- Staff staying on to finish work after others have left, or those who regularly work late or start early, before anyone else gets into the building
- Staff who are key-holders or who are left to turn out the lights, set the alarm and lock up the premises after everyone has gone home.

The lone worker should notify someone of his or her intended time at work and his or her intended time of return.

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Line Manager's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

Section 2: General Principles

Attitudes and behaviour

With pupils:

All pupils have a right to be treated with respect and dignity. Staff and volunteers must not use any form of degrading treatment to punish or undermine a pupil. The use of sarcasm, demeaning or insensitive comments towards pupils is not acceptable in any situation. When speaking to pupils, we always consider how we would expect to be spoken to ourselves. Shouting aggressively is not acceptable in any situation.

With other members of staff:
We act in a professional manner towards colleagues, irrespective of our relative position or status within the school hierarchy, for example:

- Treat others with respect.
- Not discriminate unlawfully against any person and treat others fairly regardless of ability, gender, age, race, and position in school or any other protected characteristic.
- Treat other members of staff and colleagues of the school professionally.
- Staff must not single out another for treatment where they feel threatened, humiliated or patronised. This type of behaviour could be seen as bullying or harassment.
- Being approachable, friendly and welcoming to other adults in school – both staff members and visitors.
- Being flexible and understanding of unexpected changes within the school day.
- Communicating clearly and honestly.
- Ensuring that communication between ourselves and other staff members is in English when in the presence of others, so as not to ostracise other members of staff within the vicinity.
- Supporting the professional development of all colleagues.
- Avoiding any conduct which would lead any reasonable person to question the motivation and intentions.

With members of the general public:

There is a general expectation of the school that staff will:

- Be polite to members of the public at all times.
- Give/provide their name when speaking or writing to parents/carers and other members of the public or school community when speaking or writing on behalf of the school.
- Ensure that any information provided in relation to the school is accurate.
- Ensure that any information provided to third parties is in line with the Data Protection Act (2018).
- Respect confidential information provided to them in the course of their work.
- Avoid doing anything which could make the public doubt the motives or integrity of a member of staff of the school or bring the school into disrepute.
- Ensure that any significant concerns or complaints expressed to them by parents, carers or the general public are passed on to the senior management of the school.

<u>Confidentiality, Honesty and Integrity</u>

We expect staff to have an awareness and high regard for the confidential, sensitive and important nature of their role and will be mindful of this at all times including formal and informal discussions with parents, other members of staff, children and the wider school community. Particular attention should be paid in public areas of the school such as corridors, the playground and the staff room.

A “needs to know” approach should be adopted to safeguard this principle and to ensure no child or group of children is unfairly stereotyped or unnecessarily spotlighted. Where possible no names should be explicitly mentioned whether for positive, negative or information purposes in public areas, unless it is on a needs to know basis for all present to hear.

Confidential information about pupils must be held securely. Confidential information about pupils must not be held off the school site other than on security encrypted school equipment.

Staff must maintain the highest 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

Gifts and Hospitality

It is against the law for public servants to take bribes. Staff need to take care that they do not accept any gift that might be construed by others as a bribe, or lead the giver to expect preferential treatment.

Gifts from suppliers or associates of the school must be declared to the Principal, or to the Chair of the Academy Council if the Principal is the recipient, with the exception of “one off” token gifts from students or parents, unless the value exceeds £25. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

There are occasions when pupils or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Personal gifts must not be given to pupils. This could be misinterpreted as a gesture either to bribe, or single out the young person. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a pupil should be consistent with school policy, recorded, and not based on favouritism.

Donations

All donations from parents, companies or outside agencies must be given directly to the school Principal so that the correct financial reporting systems are adhered to.

Conflict of Interest

Employees are also required to declare an interest if it comes to their attention that they have a connection or potential connection with any business or organisation (including voluntary bodies) which deals with the School, for example, if a relative is a supplier.

Conduct Outside Work

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the academy, The Park Federation Trust or the
employee's own reputation. Any such conduct could invoke the disciplinary policy.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media e.g. Facebook with pupils, former pupils or parents and should exercise caution when using social media with friends who are also parents. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

If a pupil seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgment in making a response and be aware that such social contact in person, by phone or on the internet could be misconstrued and may place the member of staff in a very vulnerable position. (Pleases refer to the academy's safeguarding policies)

Staff must only use their school email account when communicating electronically with pupils or parents.

All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school.
Section 2: General Principles

Punctuality

All staff are expected to be punctual in line with their contracted working hours. Class teachers and cover staff should be ready to receive their class at the appropriate times such as the beginning of the day and at the end of break and lunchtime. If you are unable to meet this expectation, then you must inform your line manager as soon as possible.

Absence

If you are unable to attend school as a result of illness you should ensure you follow the academy's reporting procedure so that absence can be covered and any other arrangements can be made. Please consider all aspects of your role that need cover including, break duties and extra curriculum classes.

If absence is to continue for longer than a day, please inform the academy by the locally agreed time so that cover can be arranged.

When you return to work, a return to work meeting will take place with your line manager. If subsequent absences then breach a trigger, further meetings will take place depending on the number of triggers breached. Refer to the Attendance policy for further details.

Absence for more than 7 calendar days requires a medical certificate to be given in to the academy office.

Leave of Absence Requests

Applications for leave of absence required for personal reasons, other than illness, should be made to the Deputy Principal - Darren Stewart - prior to the absence in line with the academy's special leave policy.

Dress

We should be good role models for the children and represent our profession by looking and dressing smartly. As a representative of the academy and The Park Federation Trust, it is considered that 'smart casual' is appropriate work attire for all staff except Site Staff whose job requires suitable protection.

For example, smart casual is considered as:

- Collared shirt, smart jumper and trousers.
- Smart dress/skirt/trousers and blouse/smart top or jumper. Low cut tops and short skirts should not be worn.
- Footwear must also be sensible, appropriate to the teaching task and smart. For Health and Safety no backless shoes or flip flops are permitted.
- No clothing that has 'fashion holes and rips'.
- Tattoos to be covered where possible.
- Tracksuits should only be worn for the teaching of PE and Games and are not considered suitable for everyday wear.

Smoking

It is not acceptable for staff to smoke in any area of the academy or academy grounds. If colleagues do wish to smoke, they should do so at least 30m away from any of the academy entrances and must not be in sight of any children.

Substance and Alcohol Abuse

The consumption of alcohol is not permitted on School premises unless specifically approved by the Principal and CEO. The School prohibits the use, possession, distribution or sale of drugs at the workplace or when conducting School business.

Mobile Phone Use and Private Phone Calls

In accordance with TPFAT's Mobile Phone Policy, staff should not use their own mobile phones, including smart watches, for personal reasons in front of pupils during the school day. The use of mobile phones for personal reasons must be approved by the Principal and used in areas of the school where children are not present.

It may be appropriate for staff to use a device for specific professional purposes, such as issuing rewards and sanctions, setting homework, using multi-factor authentication (MFA), or communicating in the event of an emergency or on school trips. In these circumstances, staff must use their phones in an appropriate and professional manner.

Staff must not use their mobile phone as a camera in the academy. Any photographs or videos must be taken using academy equipment. Staff must only save images on academy desktop computers and not on laptops. Staff must not have images of students stored on personal cameras, devices or home computers.

Classroom Organisation

The organisation of a classroom must reflect the academy's high expectations and be in line with the academy's Teaching and Learning policy.

The following points are intended to draw attention to some of the most basic aspects essential to good organisation:

- All classrooms should be organised and ready for activities before the children arrive.
- All resources should be accessible to all thus encouraging in children autonomy, independence and an ability to think for themselves.
- Classroom book area, home/play areas and other resource areas should be made attractive and kept tidy;
- High standards of presentation in exercise books, files etc. should be maintained and children should be encouraged to keep all their work in good condition;
- All teachers should constantly set high standards/expectations of behaviour and movement in and around the academy. Interruptions to teaching time should be kept to a minimum;
- All teachers should follow the behaviour expectations as identified in the Behaviour Policy;
- All teaching styles and methods should be appropriate to the different learning situations and a balance should exist between individual, group and whole class teaching.

Appendix 1: Personal and Professional Conduct
Teachers' Standards 2011 (last updated 2021)

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

    - Treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position
    - Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
    - Showing tolerance of and respect for the rights of others
    - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
    - Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.