PEOPLE SERVICES

CODE OF CONDUCT

















ACHIEVEMENT THROUGH COLLABORATION
Multi Academy Trust

Policy Status:

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1. APPLICATION

This Code of Conduct should be read in conjunction with the Trust's Disciplinary Policy. These documents set out the standards of conduct expected of all employees and provide a framework within which the Trust works collaboratively with staff at all levels to maintain these standards and encourage continuous improvement where necessary.

At Achievement through Collaboration (AtC), our core values guide everything we do we are united by our mission to:

- **Achieve**: Ensuring all children develop the knowledge, skills, and character necessary to shape future success for themselves and the world around them.
- **Belong**: Building a sense of unity through individual schools connected by common purpose and shared values.
- **Collaborate**: Promoting the sharing of best practices, supporting schools, and creating opportunities for children, staff, and our wider communities.

This Code of Conduct reflects these values and supports our commitment to excellence, professionalism, and respectful, inclusive relationships within our Trust.

If staff are in any doubt as to their responsibilities or the standards of conduct expected, they should speak to their line manager.

Staff are expected to embrace and demonstrate the trust's values of:

- Respect
- Integrity
- Innovation
- Aspiration
- Resilience
- Nurture

All staff at Achievement through Collaboration act with **respect** and **integrity**; they take their duty to serve their schools and communities seriously, collaboratively with each other so that all achievement is recognised and everyone can thrive.

Innovation and **aspiration** inform our constant drive to improve; our staff are forward thinking and courageous, they have high ambitions for our pupils and are **resilient** in overcoming any barriers that may prevent those ambitions from being met.

Nurturing relationships enable and empower our staff to be tenacious in ensuring equity for all.

This policy does not form part of any employee's contract of employment and it may be amended by the trust at any time after consultation with its recognised trade unions.

2. SCOPE

This policy covers all employees at all levels and grades. It applies when staff are at work and when they are representing the trust outside of their establishment/schools/academies. This includes, but is not limited to, behaviour while:

- Travelling for work purposes
- Attending external training, conferences or work related events
- Engaging in work related activities off site.

It does not apply to agency staff, those employed by a third party, self employed contractors and volunteers. Whilst this policy does not directly apply to agency staff, self employed contractors or volunteers, the expectations of good conduct detailed herein are equally applicable to such categories of workers and appropriate action may be taken where such workers fail to meet the reasonable expectation of the trust.

3. BACKGROUND

The Code sets out the minimum standards that should apply and is not exhaustive.

Employees whose conduct fails to meet the standards of conduct as set out in this document may be regarded as being in breach of discipline and may be dealt with under the trust's Disciplinary Procedure.

4. SPECIFIC REQUIREMENTS

Employees are expected to fulfil the obligations placed upon them under the terms of their contract of employment.

- Employees are expected to adhere to and conduct themselves in line with *Keeping Children Safe in Education.*
- Teachers are expected to adhere to the *Teacher Standards* as set out by the DfE.
- Heads are expected to uphold and demonstrate the *Seven Principles of Public Life* and adhere to the *Headteacher standards*.

The Worker Protection (Amendment of Equality Act) 2023 places a legal duty to actively prevent sexual harassment in the workplace. Employees must be aware that any form of harassment, including sexual harassment will not be tolerated.

5. RULES OF CONDUCT

All employees are expected to:

- Accept and adhere to trust and school policy and procedures
- Undertake their duties and responsibilities effectively, efficiently and diligently
- Act at all times in good faith and in the best interests of the trust, its pupils, parents and employees
- Maintain confidentiality of personal/sensitive information.
- Ensure that all activities conform to the values and ethos of the trust.
- Maintain professional and appropriate dress and personal hygiene at work.
- Declare any interests (financial or otherwise) that may be considered as being in conflict with the school's interests

- Treat school resources responsibly.
- Comply with all reasonable instructions.
- Take reasonable care in respect of the health and safety of pupils, parents, colleagues and third parties as well as their own health and safety.
- Have no contact with the media regarding school matters without the express permission of the Headteacher.
- Not provide a professional reference on behalf of the school without the express permission of the Headteacher.
- Disclose any civil/criminal charges, convictions or being the subject of a criminal investigation process.
- Ensure that personal relationships do not affect their professional role and do not bring the school into disrepute.
- Notify the Head of any personal relationship in or outside of school which may result in their honesty, objectivity or integrity being brought into question.
- Notify the Headteacher of any change in personal (including medical) circumstances which could impact on ability to carry out their role.
- Not engage in outside employment (eg private tutoring of pupils that you teach) which could be considered as undermining or conflicting with the operations of the school.
- Wear any uniform, clothes, overalls or protective clothing as required for their role in school.
- Declare any interest/involvement with any outside organisation which may benefit financially or contractually from decisions taken by the school eg procurement of goods and services.
- Conduct themselves both on and off duty in a manner compatible with their employment status within school.
- Show respect for all members of the school community by being polite, courteous and refraining from the use of inappropriate language in all forms of communication (eg verbal, face to face and electronic).

6. MISCONDUCT

The following are examples of matters that will normally be regarded as misconduct and may be dealt with under the trust's Disciplinary Policy. This is intended as a guide and is not exhaustive:

- Minor breaches of the trust's policies
- Minor breaches of contract
- Deliberate damage to, or unauthorised use of, trust property

- Poor timekeeping
- Time wasting
- Failure to follow instructions or any other insubordination
- Inappropriate personal use of trust's telephones, email or internet use
- Minor bad language or other minor offensive behaviour
- Negligence in the performance of duties
- Breaches of the trust's No-Smoking Policy
- Neglect of health and safety

7. GROSS MISCONDUCT

Gross misconduct is a serious breach of contract and includes misconduct which, in the trust's opinion, is likely to prejudice the trust or its reputation or irreparably damage the working relationship and trust between the employee and the employer. The following are examples of matters that will normally be regarded as gross misconduct and will be dealt with under the trust's Disciplinary Policy and could lead to dismissal without notice or pay in lieu of notice. This is intended as a guide and is not exhaustive:

- Theft or unauthorised removal of trust property or the property of any other person or the incitement to steal.
- Fraud, forgery or other dishonesty, including fabrication of expense claims and/or time sheets
- Gross failure to follow reasonable and lawful instructions
- Unauthorised absence without pre-agreed leave (AWOL) or failure to notify absence
- Gross insubordination
- Deliberate unauthorised mutilation or destruction of official documents
- The initiation or participation in any inappropriate verbal or physical conduct of a child
- Actual or threatened violence or extremism or behaviour which provokes violence or extremism.
- Any behaviour that can be considered as supporting extremism or otherwise as being anti-British values
- Deliberate damage to trust buildings, fittings, property or equipment, or the property of any other person
- Serious misuse of trust property
- Serious neglect of duties

- Deliberately accessing internet sites, social media, forums or groups containing pornographic, offensive, obscene, defamatory, extremist, incitements to violence, sexist, racist, Islamophobic, anti Semitic, homophobic, harassing or libellous material.
- Bringing the trust into serious disrepute
- Being under the influence of alcohol, illegal drugs or other substances
- Causing loss, damage or injury through serious negligence
- Serious breach of health and safety rules
- Unauthorised use or disclosure of confidential information (other than in accordance with the Whistleblowing Procedure), or failure to ensure that confidential information in staff possession is kept secure.
- Acceptance of bribes or other secret payments.
- Using or attempting to use an official position for their own or another person's private advantage.
- Committing a criminal offence that, in the opinion of the trust, may affect its reputation or its relationships with its employees, parents, pupils of the public.
- Causing harm to a child
- Harassment of, or unlawful discrimination against any member of the school community related to any protected characteristic
- Giving false information as to qualifications or entitlement to work (including immigration status)
- Making false or misleading disclosures or allegations in bad faith.
- Serious misuse of social media
- Undertaking paid or unpaid employment during working hours
- Failure to disclose that they are subject to criminal proceedings or are charged with a criminal offence that is relevant to the nature of their employment.

8. BREACHES OF THE CODE OF CONDUCT

Where it is alleged that an employee has breached this policy the school should refer to the Disciplinary Policy and act in accordance with this.

The Disciplinary Policy sets out the expectations of a fair and transparent process to manage and investigate allegations of misconduct and gross misconduct.