



## ATLAS Multi Academy Trust

### PROFESSIONAL CODE OF CONDUCT

To include Guidance for safer working practice for those working with children and young people in education settings

**Trust sub-committee: Standards Committee**

**Co-ordinator: Mrs. M Chapman**

**Last Reviewed: Spring 2023**

**Next Review: Spring 2024**

**St Albans Girls' School : Beech Hyde Primary School and Nursery : The Adeyfield Academy**

**Signed by:**  
**Margaret Chapman**  
*Executive Head Teacher*

**Signed by:**  
**Rachael Kenningham**  
*Chair of ATLAS Board of Directors*

This policy has been produced in consultation with the professional associations/trade unions and is recommended for adoption by HfL. We subscribe to the HR advisory service, and an HR adviser is always available to provide guidance in relation to the implementation of this policy and procedure.

<b>1.</b>	<p><b>RATIONALE</b></p> <p>This Code of Conduct is designed to give clear guidance on the standards of behaviour that all Trust employees and those acting on behalf of the Trust are expected to observe. All 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 pupils within the Trust.</p> <p>This Code of Conduct applies to all employees of the Trust. This policy does not form part of any employee's contract of employment, and it may be amended at any time.</p> <p>In addition to this Code of Conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment are required to adhere to the 'Teachers' Standards 2012', in particular relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.</p> <p>This Code helps all staff to understand what behaviour is and is not acceptable, and regard should also be given to the disciplinary rules set out in the Disciplinary Policy and Procedure which may be found online in each of the school's in the Trust and via the HR Manager.</p> <p>Staff should be aware that a failure to comply with the Code of Conduct could result in disciplinary action including but not limited to dismissal.</p> <p>Where this policy requires an employee to disclose matters from their personal life the Trust will consider the circumstances and context of each matter before determining whether any further action is required.</p>
<b>2.</b>	<p><b>PRINCIPLES</b></p> <p>All staff are expected to familiarise themselves and comply with all Trust's policies and procedures.</p> <p>Staff must not undermine fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs</p>

	All staff must attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
<b>3.</b>	<b>SETTING AN EXAMPLE</b>
	All staff set examples of behaviour and conduct which can be copied by pupils. Therefore, all staff must: <ul style="list-style-type: none"> <li>• avoid using inappropriate or offensive language at all times</li> <li>• demonstrate high standards of conduct in order to encourage our pupils to do the same</li> <li>• avoid putting themselves at risk of allegations of abusive or unprofessional conduct.</li> </ul>
<b>4.</b>	<b>SAFEGUARDING PUPILS/STUDENTS</b>
<b>4.1</b>	<ul style="list-style-type: none"> <li>• Staff have a duty to have regard to Keeping Children Safe in Education throughout their employment and abide by the duties placed upon them within this</li> <li>• Staff have a duty to safeguard pupils/students from physical abuse, sexual abuse, emotional abuse and neglect</li> <li>• The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student or colleague to the school's Designated Safeguarding Lead (DSL)</li> <li>• <b>DSLs are:</b> St Albans Girls' School: <b>Tess Lambert (Deputy Headteacher)</b> Beech Hyde Primary School and Nursery: <b>Karen Thomas (Headteacher)</b> The Adeyfield Academy: Imogen Wallbank (<b>Associate Vice Principal</b>)</li> <li>• <b>DDSLs are:</b> St Albans Girls' School: <b>Tamsin Holland and Katherine Richardson</b> Beech Hyde Primary and Nursery School: <b>Tracey Berry</b> The Adeyfield Academy: <b>Jo Day</b></li> <li>• Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents. Copies are also available in the shared drive and via the HR Manager.</li> <li>• Staff should treat pupils/students with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues</li> <li>• Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students</li> <li>• Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare</li> <li>• Staff should be aware that the management of any safeguarding concerns is dealt with in accordance with the latest statutory guidance as detailed in Keeping Children Safe in Education and includes any allegations that meet the harm test and also those considered to be low level concerns. (i. e those which do not meet the harm test).</li> </ul>
<b>4.2</b>	<p><b>Low Level Concerns</b></p> <p>The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the harm test threshold.</p> <p>A low-level concern is any concern that an adult working in or on behalf of the Trust may have acted in a way that:</p> <ul style="list-style-type: none"> <li>• is inconsistent with the staff code of conduct, including inappropriate conduct outside of work</li> <li>• does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.</li> </ul> <p>Examples of such behaviour could include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• being over friendly with children</li> <li>• having favourites</li> <li>• taking photographs of children on their mobile phone</li> </ul>

		<ul style="list-style-type: none"> <li>engaging with a child on a one-to-one basis in a secluded area or behind a closed door</li> <li>using inappropriate sexualised, intimidating or offensive language.</li> </ul>
<b>5.</b>	<b>RELATIONSHIPS</b>	
	<b>5.1</b>	<p>Staff must declare any relationships that they may have with pupils, staff, clients, contractors supplies or parents outside of the Trust. This may include mutual membership of social groups, tutoring, and/or family connections.</p> <p>Existing or new personal relationships at work between colleagues should be declared to the Line Manager where there is a potential for this to impact upon the work of either (for example: a risk of allegations of bias or conflict of interest). The Line Manager will treat declarations in confidence in accordance with the Relationships at Work Policy which may be found in the shared area or via the HR Manager</p> <p>Staff should not assume that the Trust are aware of any such connections and should use Appendix 2 and/or 3 to make a declaration.</p>
	<b>5.2</b>	<p><b>Relationships with pupils</b></p> <p>Relationships with pupils must be professional at all times. Physical relationships with pupils are not permitted and may lead to a criminal conviction.</p> <p>Encouraging a relationship to develop in a way which may lead to a sexual relationship, or any other inappropriate relationship will be viewed as a grave breach of trust.</p> <p>Contact with pupils must be via Trust-authorized mechanisms and solely for educational purposes. At no time should a personal telephone number, text, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils.</p> <p>If contacted by a pupil by an inappropriate route, staff should report the contact to their Line Manager immediately.</p> <p>Behaviour giving rise to concern should also be reported which includes pupils seeking affection, being sexually provocative or exhibiting overly familiar behaviour.</p>
<b>6.</b>	<b>PUPIL/STUDENT DEVELOPMENT</b>	
		<ul style="list-style-type: none"> <li>Staff must comply with Trust policies and procedures that support the well-being and development of pupils/students</li> <li>Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students</li> <li>Staff must follow reasonable instructions that support the development of pupils/students</li> </ul>
<b>7.</b>	<b>HONESTY AND INTEGRITY</b>	
		<p>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.</p> <p>All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they</p> <ul style="list-style-type: none"> <li>offer, promise or give financial advantage or other advantage to someone; or</li> <li>if they request, agree or accept, or receive a bribe from another person.</li> <li>If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure which is available on the shared drive</li> </ul> <p>Gifts from suppliers or associates of the Trust must be declared to the Headteacher, with the exception of "one off" token gifts from pupils/students or parents. Personal gifts from individual members of staff to pupils/students are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received.</p> <p>Staff must not act on behalf of the Trust unless they have the authority to do so.</p> <p>Professional references from the Trust will be provided by the relevant person with delegated authority. References given by other members of staff must be clear that they are provided in a personal capacity.</p>

8.	<b>CONDUCT OUTSIDE OF WORK</b>
	<ul style="list-style-type: none"> <li>• Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee’s own reputation or the reputation of other members of the school community.</li> <li>• In accordance with Keeping Children Safe in Education, any conduct or behaviour that indicates an employee may not be suitable to work with children including such behaviour outside of the workplace which may or may not involve children is likely to be regarded as unacceptable</li> <li>• For example, should a member of staff be involved in domestic violence at home and no children were involved, the Trust will need to consider what triggered these actions and question whether a child in the Trust could trigger the same reaction, therefore be put at risk.</li> <li>• In addition, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable where it brings into question an employee’s suitability or ability to do their role/work in an educational setting.</li> <li>• Staff may undertake work outside Trust, 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 in the school. We would recommend that permission is sought in advance.</li> <li>• Staff must disclose any work outside the Trust or outside business interests where there is a potential conflict of interests with their employment at the Trust.</li> <li>• If any allegation of wrongdoing occurs in a staff member’s work outside the Trust (whether or not, they deny this) which may have a bearing on their employment they must disclose this immediately to the Headteacher.</li> <li>• Forming inappropriate relationships or friendships with children or young people who are pupils/students under the age of 18 at another school/college will be viewed as inappropriate and impact upon the Trust’s ability to trust the member of staff to maintain professional boundaries with pupils at the Trust.</li> <li>• Any work-related social event is considered to be an extension of the workplace and as such the standards of behaviour expected at these events is in line with this policy.</li> </ul>
9.	<b>ONLINE SAFETY AND INTERNET USE</b>
	<ul style="list-style-type: none"> <li>• Staff must exercise caution at all times both inside and outside of work when using information technology. Staff should be aware of the risks to themselves and others.</li> <li>• Staff must not engage in inappropriate use of social media sites which may bring themselves, the Trust, the Trust’s community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.</li> <li>• Staff should 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.</li> <li>• This may also include the use of dating websites where staff could encounter students either with their own profile or acting covertly</li> <li>• Contact with pupils/students should only made via the use of Trust email accounts or telephone equipment when appropriate and strictly for educational reasons</li> <li>• Photographs/stills or video footage of students should only be taken using Trust equipment, for purposes authorised by the Trust. Any such use should always be transparent and only occur 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 Trust equipment.</li> <li>• Further details on this can be found in the Online Safety Policy and Acceptable User Agreements, and social media Policy which may be found in each school’s relevant shared area and via the HR Manager</li> </ul>

<b>10.</b>	<b>CONFIDENTIALITY</b>
	<ul style="list-style-type: none"> <li>• 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</li> <li>• All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (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 Trust, including with the pupils/student's parent or carer, nor with colleagues in the Trust except with a senior member of staff with the appropriate authority to deal with the matter</li> <li>• Staff have an obligation to share with their line manager or the individual school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must <b>never</b> promise a pupil/student that they will not act on information that they are told by the pupil/student</li> <li>• Staff are not allowed to make any comment to the media about the Trust, its performance, governance, pupils/students or parents without written approval. Any media queries should be directed to the Headteacher or designated person</li> </ul>
<b>11.</b>	<b>DRESS AND APPEARANCE</b>
	<ul style="list-style-type: none"> <li>• All staff must dress in a manner that is appropriate to their role and promote a professional image at all times, not casual wear, as we are role models for impressionable young adults</li> <li>• Professional uniform and safety-wear must be worn, where provided</li> <li>• Appropriate footwear must be worn that is appropriate to a large and busy school environment. Footwear should not pose a health and safety risk - e.g. Flip flops/backless shoes are not practical or appropriate in our work environment</li> <li>• Staff should dress in a manner that is not offensive, revealing or sexually provocative</li> <li>• Staff should dress in a manner that is absent from political or other contentious slogans. If clothing has wording or pictures on it, this should not be offensive.</li> <li>• All tattoos are assessed individually. You should not have tattoos which could be considered discriminatory, racist, sexist, sectarian, homophobic, violent, intimidating or offensive. Tattoos on the face that are non-medical or not as a result of cosmetic surgery are not acceptable. A verifiable translation must accompany any tattoos containing non-English words, characters or representation and an explanation of the tattoos' meaning or significance must also be provided. Any tattoos which appear to be discriminatory, offensive or provocative will not be accepted</li> <li>• Any piercings should be discrete with a single nose stud the only acceptable facial piercing</li> <li>• Where employees are transitioning to live in the gender with which they identify, the Trust will apply and adapt this code sensitively and flexibly.</li> <li>• The Trust understand that there may be circumstances that make it difficult for some employees to follow a code (for example, if an employee has a disability or is experiencing certain menopausal symptoms). If this is the case, the Trust will discuss with the employee how we can support the employee and make reasonable adjustments where possible.</li> <li>• The Head Teacher has the final say on whether clothing and appearance is appropriate.</li> </ul>
<b>12.</b>	<b>DISCIPLINARY ACTION</b>
	Staff should be aware that a failure to comply with the Code of Conduct could result in disciplinary action including but not limited to dismissal.
<b>13.</b>	<b>COMPLIANCE</b>
	All staff must complete the form in appendix 1 to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated on an annual basis and/or each time the code is amended.

<b>14.</b>	<b>MONITORING</b>
	<b>14.1</b> This policy will be monitored regularly and all staff will receive a copy with a clear reminder of their professional roles and requirements working with young people.
	<b>14.2</b> The Head will meet regularly with the DSL for feedback on any CP issues

**Appendix 1**

**Confirmation of compliance**

**I hereby confirm that I have read, understood and agree to comply with the Trust's code of conduct.**

**Full Name.....**

**Current Position.....**

**Signed by.....**

**Date .....**

**This form should be completed electronically online via Edulink. If you prefer a paper copy, once completed, signed and dated, please return this form to your Line Manager**

## Appendix 2

### Relationships with Students outside of Work Declaration

It is recognised that there may be circumstances whereby employees of the school are known to students outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of school that they may have with students.

Employee Name	Student Name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of Trust with students in line with this policy.

If I am tutoring a student outside of school, I am aware that the following must be adhered to: -

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the school
- No monies come through the school at any point, informally (e.g. via the child) or formally
- No private tutoring has or will take place on the school premises

I confirm that if these circumstances change at any time I will complete a new form to ensure the school are aware of any relationships.

Full Name.....

Current Position.....

Signed by.....

Date .....

**Once completed, signed and dated, please return this form to the HR Manager.**

### Appendix 3

#### Relationships outside of work declaration

It is recognised that there may be circumstances whereby employees of the Trust are known to others connected with the Trust outside of work.

Staff must declare any relationship outside of the Trust that they may have with others that could create a conflict of interest.

Employee Name	3 <sup>rd</sup> party name	Relationship

I can confirm that I am fully aware of the code of conduct and relationships at work policy, and I am not in breach of these.

I confirm that if these circumstances change at any time, I will complete a new form to ensure the Trust are aware of any relationships.

Full Name \_\_\_\_\_

Current Position \_\_\_\_\_

Signed by \_\_\_\_\_

Date \_\_\_\_\_

Once completed, signed and dated, please return this form to the HR Manager