



The  
**Maltby** Learning Trust

# MLT Staff Code of Conduct



## AIMS, SCOPE AND PRINCIPLES

The Code of Conduct aims to set and maintain minimum standards of conduct that we expect all Maltby Learning Trust employees, casual workers, agency staff, contractors and volunteers to follow.

General standards of conduct are referred to in the Trust's Disciplinary Procedure. The standards of conduct and behaviour are intended to promote fair and consistent treatment of individuals. The Code of Conduct applies to all employees of the Trust and will be regarded as part of each employee's contract of employment.

Employees have an influential position and will act as role models for students 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 Associate Professional staff, Trustees, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in the disciplinary procedure.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, colleagues will use their professional judgement and act in the best interests of the Trust, Academies, Children and Young People.

## LEGISLATION AND GUIDANCE

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', the staff code of conduct covers acceptable use of technologies, staff/student relationships and communications, including the use of social media.

This policy also complies with The Maltby Learning Trust funding agreement and articles of association.

## GENERAL OBLIGATIONS

Staff set an example to students. They will:

- Maintain high standards in their attendance and punctuality and follow the absence reporting procedures.
- Not absent themselves without permission.
- Never use inappropriate or offensive language in school.
- Treat others with dignity and respect.
- Show tolerance and respect for the rights of 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 beliefs.
- Express personal beliefs in a way that will not overly influence students, and will not exploit students' vulnerability or might lead them to break the law.
- Understand the statutory frameworks they must act within.
- Adhere to the Teachers' Standards.

## SAFEGUARDING

Staff have a duty to safeguard students from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Staff will familiarise themselves with the 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.

Our safeguarding policy and procedures are available on the Trust/Academy website(s) and at school reception. New employees will be given copies on arrival.

## STAFF/STUDENT RELATIONSHIPS

Staff will observe proper boundaries with students 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 students 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 students outside of school hours wherever possible. Personal contact details should not be exchanged between staff and students. This includes social media profiles.

While we are aware many students and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to students are not acceptable. If a staff member is concerned at any point that an interaction between themselves and a student may be misinterpreted, this should be reported to their line manager or Senior Leader as soon as practicably possible.

## COMMUNICATION AND SOCIAL MEDIA

Staff social media profiles should not be available to students. If employees have a personal profile on social media sites, they should not use their full name, as students may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.

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

Staff will ensure that they do not post any images online that identify children who are students at the school without express consent from relevant personnel.

Staff should be aware of the school's e-safety policy and the Acceptable ICT Usage Policy.

## ACCEPTABLE USE OF TECHNOLOGY, PROPERTY AND FACILITIES

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.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of students. They will also not use personal mobile phones or cameras to take pictures of students.

Staff must take particular care to observe established procedures when using passwords and when logging on and off computers. Employees must never share passwords, which may lead to unauthorised access to systems.

The Trust's property such as telephones, mobile phones, the internet, e-mail, stationery, photocopiers, machines or tools, materials, offices, car parks and facilities, may only be used for Trust business unless permission for private use is given by Trustees.

The Trust reserves the right to monitor its employees, including surveillance, in accordance with Trust Policy and the law to ensure that the provisions of the Code are adhered to.

## ALCOHOL, SMOKING AND SUBSTANCE MISUSE

The consumption of alcohol impairs performance and may constitute a health and safety risk. The Trust believes that consuming alcohol before starting work, during working hours, including lunch and other breaks is inappropriate. Exceptions to this, such as at Christmas events, are at the discretion of the CEO/Executive Principal.

Employees should be aware of the impact consuming alcohol can have on their image and performance and the way subsequent action may be perceived by the public, stakeholders and other employees.

Employees, Trustees, Governors and volunteers are prohibited from the use of drugs defined by the Misuse of Drugs Act (except where prescribed, or over the counter medicine) during the working day.

The use of illegal substances of which impact adversely on performance at work will not be tolerated and may result in the Trust reporting the matter to the Police.

The Trust operates a no smoking policy which extends to the use of electronic cigarettes/vaporisers, in all of its premises and vehicles. Staff who absent themselves from duty during working hours to smoke or vape outside of public buildings will be subject to disciplinary action.

It is essential that employees, Trustees, governors and volunteers should not 'cover up' for colleagues with substance abuse problems. Early recognition of any problems will probably come about through a variety of poor performance standards or attendance issues.

Employees, governors and volunteers who are possibly suffering from substance abuse and seek support from the Trust will be given the earliest opportunity for diagnosis and help.

An employee, Trustee, governor and volunteers' refusal of diagnosis or help or continuance in a recovery programme will not in itself be grounds for disciplinary action. Clearly, however, a failure to take advantage of support programmes being offered would likely result in the continuation of unacceptable behaviour or conduct and therefore lead to the resumption of disciplinary procedures.

## CONFIDENTIALITY

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

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 staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

## HONESTY AND INTEGRITY

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with students, handling money, claiming expenses and using Trust/Academy property and facilities.

Staff will not accept bribes. Gifts that are excessive must be declared and recorded on the gifts and hospitality register, to be held and monitored by each Academy.

The only hospitality not required to be recorded in accordance with the above paragraph, is hospitality of a modest kind received during normal working hours in the course of conducting the Trust's business. This would include light refreshments such as tea, coffee, biscuits and sandwiches or similar.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

Employees must notify Human Resources if they are left a legacy which is in connection with their employment.

Failure to comply with any of these requirements will be considered under the Trust's disciplinary procedure.

## CRIMINAL CONVICTIONS

Criminal convictions may have implications on employment with the Trust. Where an employee's job involves working with children or vulnerable adults, employees are required by law to disclose all convictions (spent or unspent), cautions or bind overs, before commencement of their employment.

Employees must disclose to Executive Leaders/Senior Leaders if they have any pending criminal proceedings against them or if they are convicted of any offence that could affect their employment. This includes motoring offences for jobs that involve driving. Any declarations must be recorded, in writing, and placed on employee files as a matter of record. Failure to comply with any of these requirements will be considered under the Trust's disciplinary procedure.

## RECRUITMENT AND EMPLOYMENT

Employees must take care that they are not open to any charge of discrimination in recruitment or employment practices. To avoid any potential bias, employees must not be involved in selection and appointment processes where they are related to an applicant or have a personal or business relationship with them. Employees should declare an interest where there is a potential conflict of interest in such cases. Similarly, employees should not be involved in decision relating to discipline, promotion or pay adjustments for any other employee who is a relative, partner etc.

## OUTSIDE COMMITMENTS

The Trust's duty of care under the Working Time Regulations requires that reasonable steps are taken to ensure that workers do not exceed an average 48 hours per week. The Trust prefers its full time employees not to have secondary employment of any kind whether for example, paid work with another employer, fee-paying or recognition-in-kind, self-employed or business partnership basis. The Trust recognises that many of its part time employees may have secondary employment. However, all employees are required to declare in writing to Human Resources any secondary employment. It will be the responsibility of managers to advise employees of any conflict of interest or breach of duty of care and the appropriate action to be taken and recorded.

Employee appointments as School Governors, Councillors to Local Authorities, membership of the Territorial Army, appointment as a Justice of the Peace or as a Member of the Employment Tribunal do not constitute secondary employment as described in this Code.

Nonetheless the principles of employees making line managers aware of these duties and seeking appropriate time off in a reasonable and timely manner apply.

## PERSONAL INTERESTS

You must declare to Human Resources any financial or non-financial interests that may bring about conflict with the Trust's interests. All such declarations should be recorded.

Employees should declare to an appropriate manager membership of any organisation not open to the public without formal membership and commitment of allegiance and which has secrecy about rules or membership or conduct.

## DRESS CODE

Trust employees act as ambassadors for the Trust's Services. Consequently, employees are expected to maintain a standard of dress and appearance that is appropriate or required for the workplace and the work being undertaken. Employees will dress in a professional, appropriate manner.

- Outfits will not be overly revealing, and we ask that tattoos are covered up.
- Clothes will not display any offensive or political slogans.
- Employees must be clean, tidy and ensure good personal hygiene.

More information can be found in the guidance on dress code.

## CONDUCT OUTSIDE OF WORK

Staff will not act in a way that would bring the Trust, Academy, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about an Academy, or the wider Trust, on social media.

## RELATIONSHIPS WITH CONTRACTORS/SPONSORSHIP

If you find yourself in an official relationship with contractors with whom you have been or are associated privately you must declare this in writing to Human Resources.

If you are involved in the tendering process and dealing with contractors you should be clear about the separation of client and contractor roles within the Trust. Employees in contractor or client units must be fair and impartial when dealing with all customers, suppliers, other contractors and sub-contractors.

Employees who are privy to confidential information on contracts out to tender, or costs for either internal or external contractors, must not disclose that information to any unauthorised party or organisation.

Employees must ensure that no special favour is shown to current or former employees or their partners, close relatives or business associates in awarding contracts to businesses run by them or employing them.

Where an outside organisation wishes to sponsor or is seeking to sponsor a Trust activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.

## CONCLUSION

It is important that, as a Trust employee, you understand your responsibility under this code. If you fail to comply with the Code of Conduct the Trust may take disciplinary action, up to and including dismissal.

Employees requiring further information or requiring advice concerning the appropriate course of action to adopt in any situation, should contact their Line Manager, Human Resource Manager or Principal / Executive Principal.

Full details of the code are available from your HR Manager or on the Trust's self Service HR Portal. The Code of Conduct should be read in conjunction with any appendices and with any other Trust codes of practice or policies that relate to employee conduct and/or workplace or system security policies and procedures.

The Code of Conduct will be reviewed annually, but can be revised as needed and will be ratified by Trustees.