



Launceston College

A Multi Academy Trust

Employees, Directors and Governors Code of Conduct

Adopted on	April 2019
Status	Ratified
Review period	3 years
Review date	April 2022

CONTENTS

- 1.0 Introduction
- 2.0 Purpose, scope and principles
- 3.0 Setting an example
- 4.0 Safeguarding pupils/students
- 5.0 Pupil/student development
- 6.0 Professional relationships with colleagues
- 7.0 Honesty and integrity
- 8.0 Conduct outside work
- 9.0 Confidentiality
- 10.0 Disciplinary action

1.0 INTRODUCTION

1.1 In this policy the MAT Board sets out a code of Conduct which defines what is expected of all MAT employees and of all who are responsible for the governance of the MAT of the Local Governance of individual academies.

1.2 In addition to this policy, all employees employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

1.3 Whilst we expect that employees will meet these expectations due to their own professionalism and the commitment to the young people whose education we are responsible for, employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action.

1.4 This policy should be read in conjunction with:

- Finance policy
- Whistleblowing policy
- Safeguarding policy
- ICT – acceptable user policy
- Health and safety policy

1.5 A signed copy of this Code of Conduct will be kept in each employees' personnel file and alongside Directors or Governors declarations of pecuniary interests.

2.0 PURPOSE, SCOPE AND PRINCIPLES

2.1 This Code of Conduct is designed to give clear guidance on the standards of behaviour all MAT employees, Directors and Governors are expected to observe as they act as role models to pupils/students in the MAT's Colleges, Schools and Academies. They are in a unique position of influence and must therefore adhere to behaviour that sets a good example to all the pupils/students within the MAT's College's, Schools and Academies. As a member of the MAT community, each employee has an individual responsibility to maintain their own reputation and the reputation of the MAT, whether inside or outside working hours.

2.2 This Code of Conduct applies to:

- all employees who are employed by the MAT, including academy principals;
- all employees in units or bases that are attached to MAT.
- all Directors of the MAT or Local Governors of an Academy which is part of the MAT

The Code of Conduct does not apply to:

- employees of external contractors and providers of services, (such employees are covered by the relevant Code of Conduct of their employing body), however any such third party employee who does not meet the expectations set out within this Code of Conduct may be denied access to an MAT property or to academy pupils/students.

3.0 SETTING AN EXAMPLE

3.1 All employees who work in the MAT set examples of behaviour and conduct which can be copied by pupils/students. Employees must therefore avoid using inappropriate or offensive language at all times. There should be no smoking of cigarettes or use of e-cigarettes or similar on or near the MAT sites.

3.2 Employees must not discriminate, harass or victimise someone because they have, or are perceived to have, a protected characteristic as defined by the Equality Act 2010 or are associated with someone who has a protected characteristic. Protected characteristics are:-

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion of belief
- sex
- sexual orientation

3.3 All employees must demonstrate high standards of conduct in order to encourage our pupils/students to do the same. This also includes setting an example with dress: smart, appropriate business-like dress, with over-garment if required (e.g. apron, lab coat etc) or smart, role-appropriate dress for physical education, catering, cleaning and caretaking employees. Facial piercings are not considered appropriate business-like dress. Where there are questions regarding the appropriateness of dress the Principal will consider and make any final decision.

3.4 All employees must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

3.5 All employees must read and adhere to the Safe Working Practices and have a responsibility to ensure the health, safety and welfare of themselves and others. For example, using suitable PPE, ensuring they do not wear open toe shoes etc. Please refer to the MAT Health & Safety Policy or seek professional body advice if necessary.

4.0 SAFEGUARDING PUPILS/STUDENTS

4.1 Employees have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

4.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the Academy's Designated Safeguarding Lead (DSL) for Child Protection.

4.3 The DSL and the Deputy DSL will be identified in the relevant Safeguarding Policy, on the College, School or Academy website and via notices in the majority of rooms on the relevant site.

4.4 Employees, Directors and Governors are given access to MAT policies via the website, including the MAT's Safeguarding Policy and Whistleblowing Procedure. Employees, Directors and Governors must be familiar with these documents.

4.5 All employees are expected to wear the designated coloured MAT lanyard displaying an authorised photo ID at all times around the relevant site.

4.6 Employees, Directors and Governors must not demean or undermine pupils, their parents or carers, or colleagues, including by the inappropriate raising of voices, invasion of personal space, behaving in a way that may be perceived as sarcastic, making jokes at the expense of pupils, embarrassing or humiliating pupils or the use of threatening body language,

4.7 Employees must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

5.0 PUPIL/STUDENT DEVELOPMENT

5.1 Employees, Directors and Governors must comply with MAT policies and procedures that support the well-being and development of pupils/students.

5.2 Employees must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.

5.3 Employees must follow reasonable instructions that support the development of pupils/students.

6.0 PROFESSIONAL RELATIONSHIPS WITH COLLEAGUES

6.1 Employees, Directors and Governors must help create a positive working environment and behave in a manner which ensures and promotes acceptable behaviour.

6.2 Employees, Directors and Governors 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.

7.0 HONESTY AND INTEGRITY

7.1 Employees, Directors and Governors must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of MAT property and facilities.

7.2 All Employees, Directors and Governors 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 to the Whistleblowing procedure, which can be accessed via the MAT website. For further information please see the Anti-Fraud and Corruption Policy on the Academy website.

7.3 Gifts from suppliers or associates must be declared to the Finance Director, with the exception of “one off” token gifts from students or parents. Personal gifts from individual members of employees to students are inappropriate and could be misinterpreted. Accepting gifts should be the exception and you should not accept a gift or hospitality from someone who is, or who may be in the foreseeable future, tendering for any contract with the MAT, or if you think the giver has an ulterior motive. If you are in any doubt about the acceptability of any gift or offer of hospitality, please consult with the Finance Director, Academy Principal or CEO.

7.4 Employees must make known to the Finance Director all financial and non-financial interests that could bring them into conflict with the MAT’s interests.

7.5 All personal relationships with contractors, or potential contractors should be made known by the employee to the Finance Director.

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

7.7 Without fear of recrimination, employees can report any impropriety or breach of procedures using the process laid out within the MAT Whistleblowing Policy.

8.0 CONDUCT OUTSIDE WORK

8.1 Employees, Directors and Governors must not engage in conduct outside the Trust which could seriously damage the reputation and standing of the MAT, its Colleges, Schools or Academies, the employee’s own reputation or the reputation of other members of the MAT community.

8.2 In particular, criminal offences that involve violence, possession or use of illegal drugs, or sexual misconduct are likely to be regarded as unacceptable.

8.3 Employees, Directors and Governors must exercise caution when using information technology and be aware of the risks to themselves and others. Please be clear about the MAT’s acceptable user policy.

8.4 Employees, Directors and Governors must not engage in inappropriate use of social networking sites which may bring themselves, the MAT, its Colleges, Schools or Academies or members of the MAT community into disrepute.

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

9.0 CONFIDENTIALITY

9.1 Where employees, Directors and Governors have access to confidential information about their employees, colleagues, pupils/students or their parents or carers, they must not reveal such information except to those colleagues who have a professional role in relation to the employee, colleague or pupil/student.

9.2 All employees 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 MAT employee); this needs to be reported and dealt with in accordance with the appropriate procedure. Personal details relating to an individual should not be discussed with a third party except for a member of the Academy Leadership Team with the appropriate role and authority to deal with the matter.

9.3 However, all employees have an obligation to share with their manager or the Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a pupil/student. Employees must never promise a pupil/student that they will not act on information that they are told by the pupil/student.

9.4 Confidential MAT information must not be stored on unencrypted or personal devices, including memory sticks, hard drives or personal computers. For further guidance, please speak to the Network Manager and refer to the Data Handling Policy.

10.0 DISCIPLINARY ACTION

10.1 All employees need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

10.2 All employees will be asked to confirm that this has been read and understood at each annual performance management meeting.

10.3 Members, directors and academy local governors will be asked to sign to say they have read and understood this document on appointment.

10.4 Where there is an allegation that conduct has fallen below the expectations described in this document this will be addressed by the Chair of the MAT Board or the Chair of a Local Governing Body on their behalf.

10.5 Serious breaches of this Code of Conduct may lead to removal from office.

10.6 Where the Chair of the MAT Boards conduct does not meet these expectations this will be addressed by the Trust Members and this may lead to removal from office.