
Staff Code of Conduct

This code of conduct applies to all staff of the Diocese of Hereford Multi Academy Trust. It must replace local, or site-specific, staff codes of conduct

The following professional associations and Trade Unions representing Teachers, Headteachers and Support Staff have agreed this Policy and Guidelines:

- National Education Union
- National Association of Schoolmasters Union of Women Teachers
- National Association of Headteachers
- Unison
- GMB
- Voice

The following professional Trade Unions were consulted:

- Association of School and College Leaders
- Unite

After the Review Date has expired, this document may not be up-to-date. Please contact the document owner to check the status after the Review Date shown above.

If you would like help to understand this document, please contact the Trust's central team.

In terms of employment legislation, the procedure is for guidance only and does not form part of an employee's contractual rights. The contents may be subject to revision from time to time.

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Note: Where the policy references Local Academy Board, this also includes Strategic Task Groups where this forms the main governance structure at the academy.

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1. Introduction

1.1 The Diocese of Hereford Multi-Academy Trust ('Trust') is committed to safeguarding and promoting the welfare of all pupils in its care, and expects all staff and volunteers to share this commitment.

1.2 The Trust sees it is vital that there is a culture of safe recruitment and ongoing vigilance. The Keeping Children Safe in Education (KCSiE) Framework of policies and guidance help deter, reject and identify people who might be unsuitable to work with children and young people.

The KCSiE framework includes the following policies and guidance:

- Safer Recruitment Policy & Procedure
- DBS guidance
- Disqualification under Childcare Act 2006
- Single Central Record guidance
- Child Reporting Concerns guidance
- Whistleblowing Procedure
- Dealing with allegations of Abuse Against Staff

1.3 All employees and volunteers have personal and legal responsibilities, including treating others with dignity and respect, acting honestly, using public funds and Trust equipment appropriately, adhering to health and safety guidelines and safeguarding pupils at all times. Under the Children Act 1989, staff have a duty of care towards their pupils, traditionally referred to as 'in loco parentis'. Legally, while not bound by parental responsibility, staff must behave as any reasonable parent would do in promoting the welfare and safety of children in their care. Individuals are expected to make decisions, or take action, in the best interests and welfare of the pupils in their charge.

1.4 The Code of Conduct sets out:

- the minimum required standards of behaviour that are required for any individual working for the Trust.
- the principal areas and responsibilities that employees and volunteers need to be aware of when working in an academy and the parameters of the framework for appropriate and safe behaviour.

2. Roles and Responsibilities

2.1 It is the responsibility of the Board of Directors and Local Academy Board/Strategic Task Group (LAB/STG) to monitor and review the effectiveness of the KCSiE policies and guidance, and to be familiar with the

DfE guidance 'Keeping Children Safe in Education' and its specific requirements related to safer recruitment.

- 2.2 It is the responsibility of Headteachers to ensure that structures are in place to support the effective implementation of this Code of Conduct and to monitor standards of behaviour. Employees, and volunteers should ensure they are familiar with these, and other, specific policies that underpin expected behaviours, referred to throughout the Code of Conduct, and should be made available by the Headteacher.

3. Scope

- 3.1 This Code of Conduct refers to all employees including non-academy based staff, casual staff and volunteers. Contractor and agency staff will be expected to follow the spirit of this Code in their professional dealings with the provision of services to the Trust
- 3.2 For those staff who are not academy based e.g. central staff, the use of 'Headteacher' includes the CEO, or other designated senior leader.

4. Safeguarding Pupils

All employees and volunteers have a duty to safeguard pupils from:

- Physical abuse
- Sexual abuse
- Emotional abuse and
- Neglect

- 4.1 Safeguarding and promoting welfare of children is defined for the purposes of this guidance as protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable children to have the best outcomes. Staff also have a duty to report concerns about a pupil to the Designated Safeguarding Lead (DSL).
- 4.2 Details of the DSL are held by each Academy.
- 4.3 Staff must be familiar with the academy's child protection and safeguarding policies, and the Trust's Whistleblowing Policy. All staff must take reasonable care of the pupils under their supervision with the aim of ensuring their safety and welfare.
- 4.4 Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.

- 4.5 Staff will familiarise themselves with our child protection and safeguarding policy and procedures, and the Prevent initiative, and will confirm, and ensure they are aware of the processes to follow if they have concerns about a child.
- 4.6 Child protection and safeguarding policies procedures are available at each Trust setting, and should be easily accessible by all staff. New staff will also be given copies before, or on the day, they commence employment with the Trust.
- 4.7 This overview should be considered as supplementary to the Trust's Low Level Concern Policy. A low-level concern is a behaviour towards a child by a member of staff, that does not meet the harms threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt', for example, this may include: -
- Being over-friendly with children
 - Having favorites
 - Taking photographs of children on a personal device
 - Engaging in one-to-one activities where they can't easily be seen • Using inappropriate language
- Low-level concerns can include inappropriate conduct inside and outside work.
- 4.8 All staff should share any low-level concerns they have using the reporting procedures set out in Low Level Concerns Policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it. All reports will be handled in a responsive, sensitive and proportionate way.
- 4.9 Unprofessional behaviour will be addressed, and the staff member supported to correct it at an early stage. This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse,

5. Pupil Development

- 5.1 Employees must comply with policies and procedures that support the wellbeing and development of pupils. All staff have a responsibility to cooperate and collaborate with colleagues and external agencies where necessary to support

the development of pupils. Reasonable instructions, which support the development of pupils, should be followed.

6. Setting an Example

- 6.1 This Code helps all employees to understand what behaviour is, and is not, acceptable.
- 6.2 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
- 6.3 Employees must set good examples of behaviour and demonstrate high standards of conduct in order to encourage our pupils to do the same.
- Standards expected of employees can be found in **Appendix 1**.
- 6.4 Employees must avoid using inappropriate or offensive language at all times.
- 6.5 Employees must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

7. Professional Relationships with Colleagues

- 7.1 Employees must help create a positive working environment, and behave in a manner, which ensures and promotes acceptable behaviour. Examples of acceptable behaviour, and unacceptable behaviour, can be found in **Appendix 1**.
- 7.2 Employees 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.

8. Physical Contact with Pupils

- 8.1 There are occasions where it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. The general culture of 'limited touch' should be adopted where appropriate to the individual requirements of each child. Children with special needs may require more physical contact to assist with their everyday learning. The arrangements should be understood and agreed by all concerned, justified in terms of the child's needs, recorded, consistently applied and open to scrutiny.
- 8.2 There may be times when a distressed child needs comfort and reassurance; this may include age-appropriate physical contact. Staff should remain self-aware at all times to ensure that their contact is not threatening, intrusive, or subject to misinterpretation. Where a member of staff has a particular concern about the need to provide this type of care and reassurance they should speak to the DSL.
- 8.3 Staff should be aware that even good, intentioned physical contact may be misconstrued by the child, an observer, or by anyone to whom this action is described. A child must never be touched in a way that may be considered indecent. Any sexual behaviour by a member of staff with or towards a pupil is unacceptable. Staff should always be aware that they should be prepared to explain actions and accept that all physical contact be open to scrutiny. Horseplay, tickling or fun/play fights with pupils must never take place.

- 8.4 Staff should ensure they report and record all instances of physical contact with pupils.

9. Intimate Care

- 9.1 All children have the right to safety, privacy and dignity when contact of an intimate nature is required (for example, assisting with toileting or removing wet/soiled clothing). A care plan must be drawn up, negotiated and agreed with parents/carers and recorded for all children who require intimate care on a regular basis.
- 9.2 Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff should ensure that there is another adult in the vicinity and is aware of the task to be undertaken. Any deviations from the agreed care plan must be justified and recorded and the parent/carer informed.
- 9.3 Additional vulnerabilities that may arise from a physical disability or learning difficulty should be considered with regard to individual teaching and care plans for each child.

10. Transporting Children

- 10.1 In certain situations, such as out-of-academy activities, staff or volunteers may agree to transport children. A designated member of staff should have responsibility for planning and arranging all transport arrangements and to respond to any difficulties, which may arise. The nature of the journey, route, and expected time of arrival should be discussed with the driver and recorded.
- 10.2 Where possible and practical it is advisable that transport (ideally not in private vehicles) is provided and more than one adult is present. The designated member of staff should ensure that the vehicle is roadworthy, insured appropriately and ensure the maximum capacity is not exceeded; these checks are designed to ensure passenger, driver and vehicle safety.

11. Educational Visits and Before/After School Clubs

- 11.1 Staff should be familiar with the **Guidelines on Educational Visits** for detailed guidance on health and safety and safeguarding during visits.

- 11.2 During academy activities that take place off the academy site, or out of academy hours, a more relaxed discipline or informal dress code or language code may be acceptable. However, staff must remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship. At least two members of staff should always be present, unless the Headteacher has agreed alternative arrangements. A risk assessment must be undertaken and parental consent must be given for their child to participate in the activity.

12. Photography, Videos and Creative Arts

- 12.1 Many academy activities involve recording images, including images of pupils. These may be undertaken as part of the curriculum, extra academy activities, for publicity or to celebrate achievement. Images must only be taken on academy equipment, never on personal equipment.
- 12.2 Staff must be aware of the potential for these to be misused for pornographic or 'grooming' purposes; careful consideration should be given to how these activities are organised and undertaken.
- 12.3 Children who have previously been abused in this way may feel threatened by the use of photography or filming in a teaching environment. Staff should remain sensitive to any pupil who appears uncomfortable and should recognise the potential for misinterpretation.
- 12.4 Using images of children for publicity purposes will require consent from parent/carer. Images must not appear in a public place without such consent. A public place includes areas of the academy where visitors have access.

13. IT and Social Media

- 13.1 Electronic communication opens up opportunities for learning but may also put children at risk through cyber-bullying, grooming or plagiarism amongst others. Staff should be mindful of the Academy E-safety Policy and be aware of their responsibilities regarding their online behaviour and the use of equipment whilst at academy.
- 13.2 Additionally, staff should be mindful that personal views shared on social media which may have a negative impact, and which may discredit your employment with the Trust, or affects the reputation or standing of the Trust, or

other members of the Trust community, is likely to be unacceptable. Concerns or queries, which staff may have, which relate to the Trust, or individual academy, should be raised with their Headteacher, rather than on social media. Staff should not access social networking sites whilst on academy premises. Members of staff must not put comments, which include images of pupils or pupil's names, on social network sites.

- 13.3 Under no circumstances should staff have their mobile phone, or personal device, on their desk or on display in the classroom; devices should be switched off during academy hours. Staff should recognise that leaving them on display may lead to accusations against themselves.
- 13.4 Further information may be found in the Academy E-Safety Policy document. Deviation from the policy may bring into question their suitability to work with children and young people and may result in disciplinary action being taken against them.

14. Honesty and Integrity

- 14.1 High levels of honesty and integrity are expected from academy staff; this includes the handling and claiming of money and the use of academy property and facilities. Employees must be mindful that the Trust uses public money, which must be spent considerately.
- **Contracted Hours of Work**
All hours, which are contracted and paid, must be worked effectively. Additional hours must be approved by the Headteacher prior to being worked and being claimed for payment.
 - **Use of school materials and equipment**
Staff must not make personal use of materials and equipment provided for academy use (such as stationery, photocopier, vehicles, etc.) unless authorised by the Headteacher. Computers and software may only be used in line with Trust/Academy IT Security policy
 - **Handling money**
When handling money, receipts should be issued to the payee. Clear records of the money paid in or out of the academy should be maintained, which are evidenced by receipts and invoices as set out in the Finance policy and the Cash Management policy.

- **Disposal of academy property**

Disposal of equipment to staff is not encouraged, as it may be more difficult to evidence the Trust and academy obtained value for money in any sale or scrapping of equipment. In addition, there are complications with the disposal of computer equipment, as the Trust and academy would need to ensure licenses for software programs have been legally transferred to a new owner.

14.2 It is essential that Trust employees are not given, or seem to be given, any preferential treatment.

15. Confidentiality

15.1 In carrying out their roles, staff may acquire information, which has not been made public, or is confidential.

15.2 Where staff have access to confidential information about pupils or parents/carers, staff must not reveal this, except to colleagues who have a professional role in relation to the pupil. In circumstances where the identity of the child does not need to be disclosed, the information should be used anonymously. Information should be treated in a discrete and confidential manner.

15.3 There are some circumstances when a member of staff will be expected to share information about a child, such as when abuse is alleged or suspected. The member of staff has a duty to pass this information on to the DSL for Child Protection without delay.

15.4 Additionally, confidential information relating to colleagues, events which occur within academy or the academy in general, should not be passed to anyone not entitled to receive it, nor posted on any public forum, or social media sites.

15.5 If a member of staff is in any doubt whether to share information, or keep it confidential, guidance should be sought from a senior member of staff. Any media or legal queries should be passed to the Headteacher.

16. Conduct outside Work

16.1 As employees are expected to show the highest possible standard of behaviour to pupils, care should be taken not to undermine public confidence in any way.

- 16.2 Although off-duty hours are a personal concern, work and private interests must not conflict. Where this may occur a discussion with the Headteacher should take place to ensure the appropriate action is taken.
- 16.3 Staff must notify their Headteacher immediately of any police investigation, charge, caution or reprimand, fine or conviction. This information will be treated in confidence, but may result in suspension, investigation and disciplinary action, including dismissal. Criminal convictions that involve violence, possession or use of illegal drugs or sexual misconduct are likely to be viewed as unacceptable.
- 16.4 Staff may undertake paid or voluntary work outside of the Trust, provided that it does not conflict with the interests of the Trust; they have sufficient rest, and do not exceed the working time regulations (unless they opt out). Fundamentally, it must not affect their work performance at academy. The employee should notify the Headteacher of all out of academy work undertaken. Activities, including lectures, private tuition publications or television/radio appearances should be notified to the Headteacher in advance. The payment of fees to teachers acting as examiners or moderators is covered in the Burgundy book.

17. Health and Safety

- 17.1 Staff must act in accordance with the duty of care to ensure the safety and welfare of themselves, pupils, colleagues and visitors at all times. It is not acceptable to attend work whilst under the influence of alcohol, or any substance, including prescribed medicine, which may affect their ability to care for children.
- 17.2 Each Trust academy should have the required number of trained First Aiders and Fire Wardens. Accidents and near misses must always be reported in the Accident Reporting book – as a near miss may develop into a serious incident. Please refer to the Trust/academy Health and Safety Policy.

18. Dress and Appearance

- 18.1 Dress and appearance are a matter of personal choice and self-expression; however, the manner of dress and appearance must be of a professional nature appropriate to their role within the academy, the activities they are involved with, and health and safety requirements related to these. Dress and

appearance should not cause offence, be revealing or sexually provocative, distract or cause embarrassment, or significantly contradict rules to which students must adhere in individual settings (e.g. facial piercings), or give rise to misunderstanding or be considered discriminatory. It is advisable for staff to speak with their Headteacher if they are unsure of how to proceed in this area. Personal protective equipment must be worn where a risk assessment has indicated that it is appropriate.

19. Personal Living Accommodation

- 19.1 Staff should not invite pupils to their living accommodation unless the reason to do so has been agreed with the Headteacher and the pupil's parents.

20. Contractors and Suppliers

- 20.1 Orders and contracts must be awarded on merit, by fair competition against other tenders, and no special favour should be shown to businesses run by, for example, friends, partners or relatives in the tendering process as set out in the Procurement Policy. No part of the local community should be discriminated against.
- 20.2 Employees who engage or supervise contractors, or have any other official relationship with contractors and have previously had or currently have a relationship in a private or domestic capacity with contractors, should declare that relationship to the Headteacher.
- 20.3 Employees should also tell their Headteacher if they, or a close relative, have a large number of shares in a Company with which it is likely that the Trust will be dealing with, and the investment recorded. This only applies where they have, or may reasonably be thought to have, a role on behalf of the Trust in selecting the source of supply, or the quantity or specification of the goods or services of that company. It does not apply where they have invested some money in a relatively small number of shares (normally not exceeding a market value from time to time of £5,000 in a large company with which the Trust is doing business) (or in a small company where an individual's shareholding represents 20% or more of the company's equity).
- 20.4 If an employee fails to disclose a private pecuniary interest in a contract with the Trust, they may be committing a criminal offence.

- 20.5 Employees involved with the tendering process and dealing with contractors should be clear on the separation of client and contractor roles within the Trust. Employees must be aware of the need for accountability and openness.

21. Gifts and Inducements

- 21.1 It is against the law for employees to give or accept gifts, loans, fees, rewards or advantage as an inducement to act in a certain way in their official capacity. If an allegation is made, it is for the employee to prove that any such reward has not been corruptly obtained.
- 21.2 Employees should not accept significant personal gifts from contractors and outside suppliers, although insignificant items of token value, such as pens or diaries are acceptable. Small inexpensive items such as flowers or chocolates may be accepted from pupils. Significant gifts £25+ should be discussed with the Headteacher prior to acceptance.

Hospitality

Employees should only accept hospitality from pupils/parents or carers or actual or potential contractors (e.g. visits, meals, sporting events) if there is a genuine reason to impart information or represent the Trust in the local community. Offers of hospitality should be authorised by the Headteacher, or in the case of a Headteacher, from the CEO and recorded before being accepted, even if the employee chooses to pay to attend the activity themselves. Refusal by an employee to attend should also be recorded.

Sponsorship

Where an outside organisation wishes to sponsor, or is seeking to sponsor, a Trust academy 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.

Where a Trust academy wishes to sponsor an event or service, neither an employee nor any relative or those in a close personal relationship must benefit from such sponsorship in a direct way without there being full disclosure to Headteacher of any such interest. Similarly, where a Trust academy, through sponsorship, grant aid, financial or other means, gives

support in the community, employees should ensure that impartial advice is given and that there is no conflict of interest involved.

Personal Purchases

Caution should be exercised, when for their personal use employees buy goods or use the services of firms, which they know have dealings with the Trust and its academies.

They should not accept prices, or terms for such goods or services, which they believe, may have been reduced for them personally because of the firm's dealings with the Trust; similarly, they should not seek such reductions.

22. Recruitment and Employment Decisions

- 22.1 Employees involved in appointments should ensure that their decisions are based on merit. To avoid any possible accusation of bias, employees should not be involved in an appointment where they are related to the applicant or have a close personal relationship. Similarly, employees should not be involved with decisions relating to discipline, promotion, or pay adjustments for any relative, or those in a close personal relationship. Members of staff who are relatives, or have a close personal relationship, should not normally have a supervisory, assessing or authorising relationship with each other; queries should be directed to the Headteacher. If it is unavoidable, employees must not use the relationship to influence or advance the interests of that employee.
- 22.2 Only the Headteacher, or person with delegated responsibility, may issue a reference for any employee, past or present, if the reference is to be an official one given on headed paper on behalf of a Trust academy.
- 22.3 This does not preclude an employee giving a reference for any other employee, past or present, providing the reference makes it clear that the views are those of the author in a private capacity and not necessarily those of the Trust. The use of official stationery, and in particular headed paper, for this purpose is forbidden.

23. Compliance with the Code of Conduct

- 23.1 The Disciplinary Procedure may be enacted if there is any breach of the Code of Conduct, which could result in disciplinary action up to and including dismissal. It is therefore very important that staff read and understand this

code. The Disciplinary Procedure exists to deal with those situations where procedures and policies have not been followed or expectations of a standard of behaviour have not been met. It is designed, wherever possible, to encourage improved performance informally, however where cases are more serious the formal process will be followed.

23.2 Where staff are accused of physical or sexual abuse of pupils, the agreed document Allegations of Abuse against Staff should be followed.

23.3 Volunteers, contractors, casual and agency staff who breach the code may be requested to cease working with the Trust.

23.4 This code cannot cover every problem, which may occur. If in doubt, the Headteacher should be consulted before taking action.

23.5 **Whistleblowing** is the mechanism for staff to voice their concerns, made in good faith, without fear of repercussion. Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of the senior management and/or external agencies. This is particularly important where the welfare of pupils may be at risk. The Whistleblowing Policy for the Trust is available to employees who believe that inappropriate behavior has occurred; this policy is only for the use of Trust employees.

23.6 **The Capability Procedure** supports the academy in dealing with issues of capability and performance in a fair and consistent way, and at the earliest possible stage, whilst the employee continues to carry out their role. This is achieved by making the employee aware of any performance which falls below the required standards and encouraging, supporting, providing training and giving them an opportunity to improve.

23.7 **Equalities;** The Trust expects all staff to show consideration and respect to their colleagues, pupils, parents, carers, LAB members and members of the public and the local community, and treat everyone with dignity and respect and not discriminate unlawfully against any person. The protected characteristics are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity

- Race
- Religion and belief
- Sex
- Sexual orientation

23.7.1 The Trust will also not discriminate on the grounds of trade union membership or non-membership, part time or fixed term contract status and past-unrelated convictions, caring responsibilities, and will also support social inclusion.

23.7.2 The workplace should be a fair, inclusive and safe environment where diversity is valued. **The Equality Policy** contains further information.

23.8 All employees have a duty to help create an environment at work where unlawful discrimination, victimisation, harassment and bullying in any form is considered unacceptable and will not be tolerated. **The Grievance Policy** provides further information.

24. Monitoring and Review

The Board of Directors and Local Academy Board/Strategic Task Group will monitor the outcomes and impact of this Code of Conduct on an annual basis in conjunction with academy representatives.

Appendix 1: Acceptable/ Unacceptable Behaviour and Employee Standards

Examples of Acceptable Behaviour

People behave acceptably when they:

- Afford dignity, trust and respect for everyone and themselves;
- Have awareness of the effects of their behaviour on others and only make reasonable and manageable demands;
- Communicate honestly and openly, clearly stating what they need and expect of others;
- Provide and are receptive to honest feedback based on evidence; and
- Challenge discriminatory language and behaviour in an appropriate way.

Examples of Unacceptable Behaviour:

- Using aggressive language, threatening, ridiculing, ignoring people or repeatedly shouting;
- Telephoning people at home unnecessarily (for example, demanding work when the person is absent due to sickness or ill health);

- Focusing only on weaknesses;
- Bringing up details of someone's private life inappropriately;
- Leaving impossibly long lists of tasks and making unreasonable demands;
- Criticising people or maliciously gossiping about them in their absence;
- Ridiculing or demeaning someone – picking on them or setting them up to fail;
- Comments or jokes, about distinctive peoples and nationalities;
- Frequent comments about aspects of physical appearance or using forms of address that are demeaning;
- Threatening or implying, without reason, that, as a colleague, you will cause the person to lose his/her job or fail to get a promotion or suffer some other form of career difficulty or financial disadvantage;
- Coercing someone to join the harassment/bullying of another person;
- Excluding or marginalising someone or refusing to engage with them appropriately.

This list is not exhaustive. It is simply a guide to help individuals consider their own and others behaviour and gain understanding of what behaviours are unacceptable in the workplace.

Standards Expected of Employees

The standards expected of all employees include, but are not limited to, the following:

- maintaining standards of behaviour in keeping with the interests and standing of the school and The Diocese of Hereford Multi-Academy Trust. This includes behaviour outside of working hours and in any form that is visible to the public, including social networking or any other electronic medium
- devoting full attention while at work to the duties of their position and in doing so acting with responsibility, good judgement and in good faith
- carrying out any reasonable instructions given by those with authority to do so
- not divulging to any unauthorised person or making personal use of confidential information connected with the Trust either intentionally or through negligent behaviour
- observing the rules, regulations and instructions adopted by the Trust
- following appropriate safeguarding procedures
- participating fully in any investigation into alleged incidents and/or allegations including attending meetings as directed
- using electronic communications appropriately
- ensuring that information brought to light as a result of any investigation is treated with discretion
- carrying out their role consistently with any standards set by their appropriate professional body

- taking steps to address any unacceptable behaviour
- treating colleagues and third parties with dignity and respect.

In addition to the above, the expectations of those employed in management roles are to:

- ensure the standards expected from all employees are role-modelled, monitored and managed effectively
- effectively manage all applicable statutory and non-statutory obligations
- appropriately manage all alleged incidents and/or allegations.

This list is not exhaustive

Links to Other Policies

Suggested academy policies which have a link to the Code of Conduct	HR Policies
Child Protection Policy	Disciplinary Policy
Educational Visits and Journeys guidance	Grievance Policy
Restraint Policy	Equality Policy
Health and Safety Policy	E-Safety Policy
Positive Handling Policy	Capability Procedures
IT Users and security policy	KCSiE Safer Recruitment Policy
Use of Photography and Filming	Staff Drug & Alcohol Policy
Intimate Care guidelines	Low Level Concerns
Whistleblowing Policy	