



**The Balcarras Trust**

**Code of  
Conduct for  
Staff Policy**

**Reviewing Member of Staff:**  
**Date updated:** April 2021  
**Date approved by Trustees:** June 2021  
**Review Date:** June 2023

## **Objective, Scope and Principles**

This Code of Conduct is designed to give clear guidance on the standards of behaviour all Trust employees are expected to observe. The Trust employees are role models and are in an important position of influence and must adhere to behaviour that sets a good example to all the pupils within the Trust's school. As a member of a school community, each employee has an individual responsibility to maintain his/her reputation and the reputation of the school and The Trust, whether inside or outside working hours.

This Code of Conduct applies to all employees of The Balcarras Trust.

In addition to this Code of Conduct, all employees engaged to work 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. Setting an Example**

All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Therefore:

- a) Staff must avoid using inappropriate or offensive language at all times.
- b) All staff must demonstrate high standards of conduct in order to encourage pupils to do the same.
- c) All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

This Code helps all staff to understand what behaviour is and is not acceptable. Regard should also be given to the disciplinary rules set out in The Trust's Disciplinary Procedure.

- d) All staff are expected to familiarise themselves and comply with all Trust and school policies and procedures. All policies can be found on the U: *drive under School Policies*.

### **2. Safeguarding Pupils/Students**

Safeguarding is an essential part of the school policies. All staff should read carefully the Safeguarding Policy and the Child Protection Policy. Staff should also read the most up to date KCSIE (Keeping Children Safe in Education) document.

### **3. Relationships with students**

- a) Relationships with students must be professional at all times. Physical relationships with students are not permitted and may lead to a criminal conviction.
- b) Contact with students must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students.

- c) If contacted by a student by an inappropriate route, staff should report the contact promptly to the nominated Pastoral Lead of the school or, if they are not available, to a senior member of staff.
- d) Staff should aim to support pupils with their learning and also pastorally support pupils to enable them to maximise their potential. However, staff must maintain a professional distance from pupils and ensure that relationships remain always at a professional level.

Certain actions are clearly inappropriate and should not take place. These include, but are not limited to, the following:

- unwanted physical contact (e.g. hitting, slapping, kicking, pushing) or the threat of the same
- sexual harassment (including romantic relationships between staff and learners in which the member of staff has authority over the learner's academic progress) or harassment based on age, gender, race, ethnicity, national origin, religion, disability or sexual orientation
- loss of personal civility including excessive shouting, personal attacks or insults, displays of temper (such as throwing objects)
- discrimination of any form including in teaching and assessment based upon age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation
- requests for others to perform inappropriate personal errands unrelated to the didactic, investigational, or clinical situation at hand
- grading/evaluation on factors unrelated to performance, effort, or level of achievement

#### **4. Pupil Development**

- a) Staff must comply with Trust and school policies and procedures that support the well-being and development of pupils.
- b) Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.
- c) Staff must follow reasonable instructions that support the development of pupils.

#### **5. Honesty and Integrity**

- a) 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.
- b) All staff 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.
- c) Gifts from suppliers or associates of The Trust must be declared to the Headteacher of the school. Where it is judged that a gift might possibly lead to bias or favour in procurement, that gift will be returned.

- d) Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted and may lead to disciplinary action.
- e) Gifts from pupils or parents to individual staff members are considered acceptable, provided the total value is less than £10 and the gift is given openly and transparently. Gifts of greater value should always be declared to the Headteacher of the school, who will make a judgement about suitability.

## **6. Conduct outside of Work**

- a) Staff must not engage in conduct outside work which could seriously damage the reputation and standing of The Trust or the school or the employee's own reputation or the reputation of other members of the school community.
- b) In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- c) Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance in the school.

## **7. E-Safety and Internet Use**

All staff must read carefully The Trust's ICT Acceptable Use Policy, which can be found on the U: drive. Staff must follow all the requirements set out in this policy fully.

## **8. Confidentiality**

- a) Where staff have access to confidential information about pupils 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.
- b) All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (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 school, including with the pupil's parents or carers, nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter.
- c) However, staff have an obligation to share with their line manager or the DSL / a senior member of staff any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil that they will not act on information that they are told by the pupil.

## **9. Dress and Appearance**

- a) All staff must dress in a manner that is appropriate to a professional role and promoting a professional image.
- b) Staff of The Balcarras Trust are expected to be formal and conservative in their appearance.

- c) Staff should dress in a manner that is not offensive, revealing or sexually provocative.
- d) Staff should dress in a manner that is absent from political or other contentious slogans.

### **10. Disciplinary Action**

Staff should be aware that a failure to comply with this Code of Conduct could result in disciplinary action including, but not limited to, dismissal.