

<b>Document Title</b>	<b>MLT Staff Code of Conduct</b>
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	<b>2</b>	Academy specific appendices
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## 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.

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 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 or are subjective in nature, 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.

## LINKED POLICIES

This policy operates in conjunction with the following Trust policies:

- Disciplinary and Dismissal Policy (Available in Academy staff shared document areas).
- Data Protection Policy (Available on the Academy/Trust website).
- Staff Grievance Policy (Available in Academy staff shared document areas).
- Child Protection and Safeguarding Policy (Available in Academy on the Academy/Trust website).
- Gifts and Hospitality Policy (Available in Academy staff shared document areas).
- Keeping Children Safe in Education (Available in Academy staff shared document areas).
- Safe Use of ICT Policy (Available on the Academy/Trust website).
- Staff Leave of Absence Policy (Available in Academy staff shared document areas).

- Behaviour Policy (Available on the Academy website).

## 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 be 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 within which they must act.
- Adhere to relevant professional standards e.g., the Teachers' Standards.
- Adhere to the MLT values and behaviours.

## 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). 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 into 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 individual 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 parents/carers in respect of the Trust's approved platforms.

## 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 are not expected to use personal devices, including mobile phones, tablets, or laptops for work purposes in the Academy/Trust. However, if this does take place it will only be with the prior agreement of the Principal/Chief Executive Officer and using approved ICT platforms or applications.

Use of personal devices for personal use will be limited to before school, break, lunch or after school, and will only be in an area where there are no students present.

Staff are not permitted to use personal devices or cameras to take pictures of students in any circumstances.

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 appropriate surveillance for example CCTV or email, in accordance with Trust Policy (MLT Surveillance and CCTV Policy), GDPR 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 Chief Executive Officer/Executive Director.

Employees 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 does not tolerate smoking in any of its premises and/or vehicles 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 or in the visibility of community members will be subject to investigation and potential disciplinary action in accordance with the MLT Disciplinary Policy.

It is essential that employees and volunteers should not 'cover up' for colleagues with substance abuse problems so that support from the Trust can be provided at the earliest opportunity.

Employees 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 employees and volunteers' refusal of diagnosis or help or continuance in a recovery programme will not in itself be grounds for disciplinary action. However, taking advantage of support programmes being offered could be advantageous to individuals.

## 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. Further clarification is available in the MLT Financial Regulations, Cash Handling Policy and Expenses Policy.

Staff will not accept bribes. Gifts that are in excess of £25 must be declared and recorded, (in accordance with the MLT Gifts and Hospitality Policy) 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 via a will which is in (or may be deemed to be via) a connection with their employment.

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

## CRIMINAL CONVICTIONS

All colleagues are under a duty to truthfully declare and fully answer any questions from the Trust in relation to unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 or any adult cautions (simple or conditional) or spent convictions that are not protected by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order (2013 and 2020) or such other subsequent legislation as may apply from time to time in relation to safeguarding and barring checks that the Trust is obliged or may lawfully carry out.

Amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are

considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

You are required to inform the Chief Executive Officer/Human Resources in writing immediately if you are the subject of a police investigation or receive any conviction or caution which may be relevant to this and you must declare criminal convictions, cautions or pending prosecutions either prior to or whilst in employment with the Trust.

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

## STAFF DRESS CODE

Trust employees act as ambassadors for the Trust. Consequently, employees are expected to maintain a high standard of professional dress and personal appearance at work. The purpose of our dress code is to establish basic guidelines on appropriate professional clothing and appearance at our workplace, so that we:

- promote a positive image and ensure staff look professional,
- respect religious, racial and those of staff with disabilities,
- take account of health and safety requirements.

## GUIDANCE

- Clothes will not display any offensive or political slogans.
- Employees must be clean, tidy and ensure good personal hygiene.
- Where clothing is provided for phase specific roles, health, safety and hygiene and/or uniform purposes, it must be worn.
- All employees are expected to dress smartly and portray a business-like and professional image, with a dress code that would be appropriate for attendance at an interview.
- A jacket must be worn by all employees outside of classrooms, personal office spaces and in all dealings with parents, members of the public and in any dealings with students outside of the classroom.
- Where skirts are worn, these must be of a reasonable and appropriate length.
- Footwear should be an enclosed shoe rather than a sandal i.e., covering both the toes to the front and the heel to the rear.
- Tattoos should be covered (where possible) in the workplace or while on professional duty for school.
- The only visible piercings should be a single pair of earrings.

*NB: It is recognised that when working with the younger age range, this dress code may need adaptation to suit the type/range of activities undertaken. However, dress must be smart/business-like at all times.*

## CONDUCT OUTSIDE OF WORK

Staff will not act in a way that would bring the Trust, Academy, or the 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.

## CODE REVIEW

The Trust is committed to ensuring consistency of treatment and fairness and will abide by all relevant equality legislation.

All code reviews will be undertaken in consultation with Trade Unions and an Equality Impact Assessment will also be undertaken with each review.

## 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 (upon completion of the relevant investigation) 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 Director.

## APPENDIX

The vision statement is a declaration of the Trust's overarching aspirations of what we hope to achieve. The vision is a broad description of what the Trust is trying to produce or become. It will inspire people and motivate them to want to be part of and contribute to the organisation.

The values statements and behaviours are also known as the code of ethics. The values statements and behavioural framework defines what the Trust believes in and how people in the organisation are expected to behave with students, with each other, with parents and carers, and with other stakeholders. It provides a moral direction for the Trust that guides decision making and established a standard for assessing actions. It also provides a standard for employees to judge violations.

The values and professional behaviours support the vision, shape the culture and reflect what the organisation values and stands for. They are the Trust's principles, beliefs, and philosophy.

**VISION**  
Delivering exceptional learning experiences that **enable all young people to thrive in a competitive world** and live successful and fulfilling lives

**MALTBY LEARNING TRUST**  
Exceptional Experiences. Successful Lives.

**MORAL PURPOSE**  
Act in ways that are principled, built upon a clear set of personal values.  
Passionate about making a positive difference to the lives of all children, families and communities.

**VALUES**

- Investing in the Right People**
- Committing to the Learning Community**
- Empowering All to Lead and Grow**

**BEHAVIOURS**

- Self Awareness**  
Reflective, tactful and emotionally intelligent
- Integrity**  
Honest, fair, transparent and principled
- Positivity**  
Optimistic, hopeful, confident, solution driven and resilient
- Personal Drive**  
Innovative, self motivated, energetic and ambitious
- Alignment**  
Dedicated, loyal and committed to the organisation
- Responsibility**  
Dependable, organised, flexible and accountable
- Relationships**  
Respectful, good listener, authentic
- Collaboration**  
Supportive, inclusive and coherent team player
- Holding to Account**  
Challenges, supports, provides clarity and consistency
- Impact and Influence**  
Persuasive, compelling, relentless, credible and adds value
- Inspiring Others**  
Enthusiastic, energised and champions others
- Developing Others**  
Empowers, enables, provides support and challenges others

**INVESTED - COMMITTED - EMPOWERED**  
**MLT VALUES**