



# Code of Conduct Policy

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Agreed to amend review date to Summer 2017 at JCC dated 02/03/2016

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<b>Next Review Date:</b>	September 2017

# Code of Conduct

## 1.0 Introduction

Northern Education Trust and the Governing Body of Thomas Hepburn Community Academy foster a culture of the highest professional standards. This Code of Conduct sets out the standards expected and the duty upon all adults including staff, volunteers and governors to abide by it. Following this Code of Conduct will help to safeguard all adults from being maliciously, falsely or mistakenly suspected or accused of professional misconduct. To ensure that the Trust can fulfil the prime responsibilities for the care, welfare and learning of students all staff are expected to abide by the one academy rule at all times:

***'All students and adults are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times'.***

This document cannot provide a complete checklist of what is, or is not, appropriate behaviour for all adults working in the Academy. There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the student where no specific guidance has been given. Adults are expected to make responsible and informed judgements about their own behaviour in order to secure the best interests and welfare of the students in their charge.

## 2.0 Setting an Example

Staff must work together at all times to encourage the observance of the one academy rule and demonstrate examples of behaviour and conduct which can be copied and modelled by students. Staff are expected to demonstrate their punctuality, thereby setting high standards for students. All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

## 3.0 Teachers Standards

The Trust expects that all teachers comply with the Teachers' Standards. These standards are a good benchmark for all staff, not just teachers, to set standards of their own behaviour by. All staff should make the education of students their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers must act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up to date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their students.

## 4.0 Principles of Professional Practice

All adults working in the Academy must:

- 4.1 Uphold public trust in the Academy and the Trust by maintaining high standards of ethics and behaviour. Colleagues shall refrain from criticism or a discussion of the merits and demerits of colleagues or the Academy in public or with parents
- 4.2 Place the well-being and learning of students at the centre of their professional practice
- 4.3 Be committed to safeguarding all students
- 4.4 Adhere to and have proper and professional regard for the ethos, policies and practices of the academy and maintain high standards of attendance and punctuality

4.5 Treat all colleagues and students with mutual respect and at all times observe appropriate professional boundaries

### **5.0 Student Development**

Staff must comply with academy policies and procedures that support the well-being and development of students; co-operating and collaborating with colleagues and with external agencies where necessary to support the development welfare of students.

Staff must follow the reasonable instructions of line managers and senior staff that support the emotional and educational development of students.

### **6.0 Honesty and Integrity**

Staff must maintain high standards of honesty and integrity in their professional work. This includes but is not limited to the handling and claiming of money, the care of academy property and facilities, the preparation of student assessment procedures and the accuracy of student data they are responsible for.

### **7.0 Conduct Outside of Work**

Staff must not engage in conduct outside work which could seriously damage the reputation of the academy, the employee's reputation, the reputation of the Trust, or the reputation of other members of the academy.

### **8.0 Dress Code & Personal Appearance**

Students are required to wear their uniform with pride and it is the expectation that they will be smartly dressed at all times. Employees should also demonstrate a high level of professional standards in all aspects of their conduct. As important role models in the lives of young people, this should include the standard of dress, personal image and demeanour.

### **9.0 Photo ID**

All staff will be provided with and must wear photo identification at all times during working hours unless health and safety reasons do not permit this.

### **10.0 Other Employment**

Employees may undertake other employment outside of their normal working hours. However, if the employee considers that there is potentially a conflict of interest in undertaking the work, he/she must inform the Principal in writing and gain approval before commencing the other employment. If employees are in any doubt about a potential conflict please discuss this with the Principal. Please see the form provided for this purpose at Appendix 1.

### **11.0 Confidentiality**

Confidentiality should be maintained at all times in accordance with the principles of the Data Protection Act; unless of course there are safeguarding issues when confidentiality cannot be guaranteed.

## **12.0 Smoking/Consumption of Alcohol**

The consumption of alcohol and smoking are forbidden on Academy premises or in academy vehicles. Consumption of alcohol is allowed at Academy social events but at all times staff should remember their position in the Academy and not behave in any way that could undermine their professionalism. If a member of staff is representing the Academy at a business function outside of working hours alcohol should only be consumed in moderation. Care should also be taken at residential events and school trips where staff are responsible for the students in their care.

## **13.0 Educational Visits & Enrichments**

Adults should take particular care when supervising students in the less formal atmosphere of an educational visit, particularly in a residential setting, or after Academy activity. Staff and volunteers remain in a position of trust and the same standards of conduct apply.

## **14.0 General**

The information contained in this policy is intended as a guide but it is not exhaustive. Any behaviour or conduct that is considered unprofessional may result in disciplinary action being taken.

## APPENDIX 1

### **Request for consent to undertake additional employment outside of my contracted hours with the academy**

This form should only be completed where the additional work is potentially a conflict of interest with the current role. Consideration should first and foremost be given to:

- *The ethos and values of Northern Education Trust and the academy and the maintenance and enhancement of public trust and confidence*
- *Whether academy or Trust resources are required to do the additional work*

NB: If in doubt please discuss with the Principal.

**Name:**

**Academy:**

**Post title:**

**Additional Employer (Name and Address):**

**Description of work to be undertaken:**

**Proposed start date:**

**Proposed end date:**

I confirm that the details provided above are accurate and undertake to notify the Principal (or Chair of Governors in the case of the Principal) in writing of any changes that may arise in the course of my employment. I understand that approval, if given, is subject to this undertaking on my behalf.

**Signed:  
(Employee)**

**Date:**

**Signed:  
(Principal)**

**Date:**

A copy should be given to the employee for retention and a copy should be placed on the personal file.

## **CONTACTS**

For advice on the content of this policy please contact:

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Employees are also encouraged to contact their trade union representative for advice and support where appropriate.