



# Bellevue Place

EDUCATION TRUST

## Staff Code of Conduct

Signed:	
Chair of Trust Board:	Claire Delaney
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## Contents

- 1.0 Bellevue Place Education Trust – Our Commitment
- 2.0 Purpose
- 3.0 Scope
- 4.0 Roles and Responsibilities
- 5.0 Principles
- 6.0 Safeguarding and promoting the welfare of children
- 7.0 Duty of Care
- 8.0 Health and Safety
- 9.0 Alcohol and Drugs Misuse
- 10.0 Dress and Appearance
- 11.0 Conduct Outside of Work
- 12.0 Use of IT, Mobile Phones and Social Media
- 13.0 Contact with Parents and the General Public
- 14.0 Prevention of Fraud & Corruption
- 15.0 Disclosure of Information and Confidentiality
- 16.0 Commercial Practices including Gifts and Hospitality
- 17.0 Raising Concerns in the Workplace – Grievances and Whistleblowing
- 18.0 Respect for others
- 19.0 Close Personal Relationships at Work
- 20.0 New Appointments
- 21.0 Private use of School Facilities
- 22.0 Adherence to SMSC
- 23.0 Breach of the Guidance on Code of Conduct
- 24.0 Approval by Bellevue Place Education Trust Board

## **1.0 Bellevue Place Education Trust – Our commitment**

### ***Learn. Enjoy. Succeed.***

Three words that mean the world to us. Three words that have been with us from the day we started Bellevue Place Education Trust. Three words that govern all that we do.

As a parent you can expect excellence, both in how we teach and nurture your child. We foster a positive attitude to life, encouraging a 'be interested and be interesting' attitude by providing a rich learning environment full of arts, drama, sport, music and academic rigour.

Bellevue Place children are happy, confident, successful 'all rounders' who expect to win and achieve in an inclusive setting where children, parents and school staff work together to provide the best. Our commitment to you and your child is that we will teach them to learn, enjoy and succeed both in their school career and beyond.

Staff in BPET are central to delivering the vision of the Trust. We are committed to recruiting the best staff, providing attractive development and retention packages and ensuring that every member of staff receives focused training. Teachers are all leaders and will be developed so their career is supported to help them to achieve their aspirations. Our goal is that at least half of our future senior leaders of BPET schools will come from current BPET staff.

## **2.0 Purpose**

The aim of this Code of Conduct for employees is to set out the standards of conduct expected of all staff and to provide further information for employees. This Code should make it clear to employees the expectations BPET has of them. This code is not exhaustive in defining acceptable and unacceptable standards of conduct and employees must use common sense in adhering to the underpinning principles. If any employee is ever unsure what the expectations are in any given circumstance they should speak to their line manager or Headteacher.

## **3.0 Scope**

This guidance applies to all School employees regardless of length of service including all temporary, casual, and supply teachers. It also applies to agency workers and self-employed contractors although, unlike employees, breaches of the Code will not be managed through the disciplinary procedure.

Employees are expected to conduct themselves in a way consistent with both this Code of Conduct, safeguarding legislation (Keeping Children Safe in Education 2016 and Working Together to Safeguard Children 2015) and any professional standards (Teachers' standards 2012 and Headteacher Standards 2015).

As recognisable figures in the local community the behaviour and conduct of BPET staff outside of work can impact on their employment. Therefore, conduct outside of work may be treated as a disciplinary matter if it is considered that it is relevant to the employee's employment.

## **4.0 Roles and Responsibilities**

Teachers/Headteachers/Line Managers will:

- Apply the policies and procedures detailed in this document.
- Ensure all new employees are made aware of the Guidance on Code of Conduct on

commencing employment at the School.

- Deal promptly, thoroughly and fairly with any matter arising from a breach of this guidance.

Employees will:

- Act in accordance with the Principles set out in this document.
- Never use their position for personal gain.
- Through procedures outlined in the relevant School's policies, bring to the attention of the appropriate level of management any deficiency in the provision of service or breach of this guidance.
- Maintain conduct of the highest standard such that confidence in their integrity is sustained.

Employees in roles that have their own professional code of conduct must:

- Appropriately apply the standards of their profession in line with this guidance.

## **5.0 Principles**

This Guidance on Code of Conduct in Schools is founded on the following principles:

- To ensure the highest standards of conduct and integrity from all employees who work in the school.
- To support the BPET visions and values, policies and procedures.
- To set out clear objectives and expectations for all employees.
- To ensure all employees treat colleagues and those they interact with during the course of their work with dignity and respect.
- Not to discriminate against any individual in the application of this guidance on any grounds including grounds of sex, race, trade union activities, disability, age, sexual orientation, transgender status, religion, belief or any other personal characteristic or quality.

## **6.0 Safeguarding and promoting the welfare of children**

All employees are responsible for safeguarding children and promoting their welfare. This means that all employees are required to take action to protect children from maltreatment, prevent impairment of children's health or development and ensure that children grow up in circumstances consistent with the provision of safe and effective care. This will enable all children to have the best outcome.

All employees must be aware of the signs of abuse and neglect and know what action to take if these are identified.

To do this all employees must have fully read and understood BPET child protection (Safeguarding) policy and any other policies, be aware of our systems for keeping children safe and must follow these policies at all times.

All employees must cooperate with colleagues and with external agencies where necessary.

## **7.0 Duty of Care**

Staff must:

- Understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached
- Always act, and be seen to act, in our students' best interests
- Avoid any conduct which would lead to a reasonable person to question their motivation and/or intentions
- Take responsibility for their own actions and behaviour.

## **8.0 Health and Safety**

All employees must ensure they

- Read and understand the BPET Health and Safety Policy and employee responsibilities

- Comply with Health and Safety Legislation and Regulations and use any safety equipment and protective clothing issued.
- Comply with hygiene requirements
- Comply with accident reporting requirements
- Never act in a way which may cause risk or damage to any other member of the BPET community or visitors
- Inform their line manager of any paid work undertaken elsewhere. This is to comply with the Working Time Regulations.

### **9.0 Alcohol and Drugs Misuse**

The School has a policy on Substance Misuse in the Workplace which is aimed at ensuring that all employees are aware of their responsibilities regarding alcohol and drugs at work.

Those representing the School are personally liable for their conduct, specifically in relation to consumption of drugs and alcohol. Inappropriate behaviour as a result of substance misuse will be dealt with under the relevant policy e.g. Conduct and Discipline, Capability.

### **10.0 Dress and Appearance**

Dress and Appearance are matters of personal choice and self-expression. However, staff should consider the manner of dress and appearance appropriate to their professional role which may be different to that adopted in their personal life. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegation.

### **11.0 Conduct Outside of Work**

As recognisable figures in the local community the behaviour and conduct of BPET staff outside of work can impact on their employment. Therefore, conduct outside of work may be treated as a disciplinary matter if it is considered that it is relevant to the employee's employment. Criminal offences that involve violence or possession or misuse of drugs or sexual misconduct are likely to be regarded as unacceptable and may be dealt with under the School's Disciplinary Policy as Gross Misconduct. Employees must exercise caution when using information technology and be aware of the risks to themselves and others. Employees should familiarise themselves with the social media policy.

If at any time during their employment with the school a member of staff is convicted or receives a caution reprimand or warning from the police for any reason they must advise the Headteacher immediately. Failure to do so may result in formal disciplinary action which could be considered gross misconduct.

### **12.0 Use of IT, Mobile Phones and Social Media.**

Use of the School's equipment, systems and network is provided as part of an individual's work role. Employees should be familiar with the relevant School policies surrounding computer usage, internet access and electronic communications.

Misuse of the equipment, systems and network may be grounds for disciplinary action under the School's Disciplinary Procedure, which, if found to constitute serious misconduct, could render an individual liable to dismissal. Use of technology to contact pupils can suggest an informality which is inappropriate. Great care should be exercised over the use of communications technology such as mobile phones, text messaging, emails, digital cameras, videos, web cams, websites and blogs unless contact via these routes is required and for which permission has been given by a senior manager

e.g. field trips and expeditions.

If using social networking websites (e.g. Facebook, Twitter, YouTube, Instagram) you should be aware that these sites are accessible to learners, parents or colleagues, and you should avoid publishing, or allow to be published, any pictures or comments that could damage your professional reputation or the reputation of the school. Reference should be made to the Social Media Policy for more information.

During the school day, the use of mobile phones on the school premises is restricted to the staff room. During teaching and learning time all staff must ensure that mobile phones / other devices are switched off or on silent / mute mode. The use of the camera function on mobiles / personal devices is strictly prohibited at all times. Parents, carers / volunteers visiting the school are actively encouraged to switch off phones whilst in the school. The use of mobile / recording devices to record professional meetings is forbidden unless the written consent of all persons present at the meeting is given.

### **13.0 Contact with parents and the general public**

There is a general expectation of BPET that staff will:

- Be polite to members of the public at all times
- Give/provide their name when speaking or writing to parents/carers and other members of the public or school community when speaking or writing on behalf of the school
- Ensure that any information provided in relation to the school is accurate
- Ensure that any information provided to third parties is in line with the Data Protection Act 1998
- Respect confidential information provided to them in the course of their work
- Avoid doing anything which could make the public doubt the motives of integrity of a member of staff of the school or bring the school into disrepute
- Ensure that any significant concern or complaint expressed to them by parents, carers or the general public are passed onto the senior management of the school.

### **14.0 Prevention of Fraud & Corruption**

BPET is committed to ensuring the highest standards of propriety in the delivery of its services and management of its resources and assets. All employees are expected to act with integrity at all times and to comply with legal requirements, rules, procedures and good practice.

### **15.0 Disclosure of Information and Confidentiality**

Employees may, in the course of their employment become aware of personal or other confidential information, some of which may fall within the scope of the General Data Protection Regulations. BPET requires that the confidentiality of this information be respected.

Employees must not use information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way unless it is necessary and within the law to do so i.e. where a police investigation is necessary.

Information concerning an employee's private affairs will not be supplied to any person outside of the School unless the consent of the employee is obtained first. This includes use of social networking websites such as Facebook.

### **16.0 Commercial Practices including Gifts and Hospitality**

The principal aim of the Code of Conduct on Commercial Practices is to ensure that the School's

business is conducted in accordance with the very highest standards. Employees should never use their position for personal gain and should seek to uphold and enhance the reputation of the School by:

- maintaining a high standard of integrity in all professional relationships;
- fostering the highest possible standards of professional competence amongst those for whom they are responsible;
- complying both with the letter and the spirit of:
  - i. the law;
  - ii. the Trust's Standing Orders;
  - iii. any additional guidance supplied by the Trust;
  - iv. the Conditions of Service of Employees of the Trust.
- rejecting any business practice which might reasonably be deemed improper.

### **17.0 Raising Concerns in the Workplace – Grievances and Whistleblowing**

Employees should report any significant concerns they may have about any aspect of service provision, or the conduct of employees, or others acting on behalf of the School without fear of victimisation.

In the first instance, employee concerns should be raised via the Schools internal complaints procedure. Where concerns have not been addressed satisfactorily through the internal complaints procedure, employees can report unresolved issues under the [BPET Whistleblowing Policy](#).

If an employee has a concern regarding their own employment they should raise this under the BPET Grievance Policy.

### **18.0 Respect for others**

All staff must:

- treat others with respect
- not discriminate unlawfully against another person and treat others equally regardless of ability, gender, age, race, position in school or any other protected characteristic.

Staff must not single out another for treatment where they feel threatened, humiliated or patronised. This type of behaviour could be seen as harassment or, in serious cases, bullying. Please refer to the Anti-Harassment and Anti-Bullying Policy for guidance on how to deal with such allegations.

### **19.0 Close Personal Relationships at Work**

BPET will not interfere unduly in the private lives of employees but with the public interest in mind will take legitimate action when close personal relationships at work have an actual or potential impact on School services. They will regard as wholly unacceptable any close personal relationship between an employee and a child or young person who is under the age of 18 (19 if still at school), whom they meet as a result of their employment. Issues involving close personal relationships at work will be approached sensitively and managed promptly, effectively, fairly and lawfully.

### **20.0 New Appointments**

Appointments of new staff are made on the basis of merit alone. There is a strong risk of illegality if an appointment is based on anything other than the ability of the applicant to undertake the duties of the post. To avoid accusations of bias, employees will not be involved in appointments where they are related to an applicant or otherwise have a close personal relationship with them or have knowledge of them in another context e.g. business associates.

Similarly, employees will not be involved in decisions relating to discipline, promotion, recruitment or pay and conditions for any other employee who is a relative, partner, close friend etc. All applicants will be asked to declare any relationship to the Headteacher for school based staff or the Chief Executive for Headteachers and the central trust team and if they fail to do so, any offer of appointment may be withdrawn or they may be dismissed if already appointed.

Further guidance with regard to recruitment can be found in the BPET Safer Recruitment Policy.

#### **21.0 Private use of School Facilities**

Employees are not to use official stationery for private purposes and must not carry out private correspondence during working time. Employees are allowed to make private essential telephone calls that cannot be made outside working hours but this must not be abused and the duration of all calls must be kept to a minimum. Where it is felt that employee's are abusing the use of school telephones the matter will be investigated and where appropriate dealt with under the school's disciplinary procedure.

Employees must obtain prior approval from their manager to borrow School property for use to work at home, e.g. laptop computer, printer, etc. When removing School property from the building they may be asked to show evidence of their manager's consent.

#### **22.0 Adherence to SMSC**

BPET Schools offer a rich and diverse curriculum ensuring that there is high quality provision for the spiritual, moral, social and cultural development of our pupils. BPET schools seek to promote equality and respect for the values of all employees, however we will not tolerate extremist views which could seek to radicalise pupils at the school. Any staff members (including those who undertake responsibility for extracurricular activities) openly showing partisan political, racial or religious views will be subject to disciplinary procedures outlined in the BPET Disciplinary Policy.

#### **23.0 Breach of the Guidance on Code of Conduct**

Failure to comply with this guidance and associated School policies may result in disciplinary action being taken. The Trust reserves the right to take legal action against employees where breaches of the guidance warrant such action.

#### **24.0 Approval by the Bellevue Place Education Trust Board**

This policy has been formally approved and adopted by the BPET Board.