



'Christ at the centre, children at the heart'

Our Lady of Walsingham Catholic Multi-Academy Trust will deliver outstanding educational, spiritual and moral outcomes for all children regardless of their faith or backgrounds within an ethos based on full inclusion, high expectations, innovation, outstanding teaching and learning, and a relentless focus on the needs and potential of every child. Our vision is that every Academy within the Trust has a reputation for excellence in their local communities and beyond.

**Our Lady of Walsingham Catholic TRUST**

**Company No: 08444133**

**Registered Office: Fordham Road, Newmarket, Suffolk, CB8 7AA**

**CODE OF CONDUCTPOLICY**

## OLW TRUST (THE TRUST) CODE OF CONDUCT POLICY

### General Statement

The Code of Conduct Policy is designed to help management, members of staff and their Trade Union Representative deal with such issues in the workplace. All staff, Governors, Directors and volunteers have a duty to keep pupils safe, promote their welfare and to protect them from sexual, physical and emotional harm. This duty is, in part, exercised through the development of respectful, caring and professional relationships between adults and pupils and behaviour by adults that demonstrate integrity, maturity and good judgement. Following this Code will help to safeguard staff, Governors, Directors and volunteers from being maliciously, falsely or mistakenly suspected or accused of misconduct in relation to pupils and the Required Professional Standards.

The Code of Conduct Policy has been drawn up to guide all staff, Governors, Directors and volunteers on how they should conduct themselves when carrying out their duties and responsibilities at work. It also covers off-duty behaviours where they are relevant to a person's employment within the Trust. Particular types of work may have special rules that apply to them. In such cases this policy will be supplemented by departmental codes, professional standards or national guidance. In some cases, it will be clear that the rules are directly applicable, for example the National Standards for Teachers, however where it is less obvious it will be the manager's responsibility to ensure that the employee is aware of them.

It is not possible to establish requirements that cover all situations and circumstances, so the contents of these standards should be considered as the basic principles staff should follow.

Staff, Governors, Directors and volunteers are expected to know and to follow the rules that apply to them. It is important that they acquaint themselves with the policies and procedures that apply to the activity and responsibility of their particular job. If they are not sure what rules apply to them, they should ask their line manager.

### Equal Opportunities

Managers must ensure that all reasonable adjustments or supportive measures are considered to allow equality of access and opportunity regardless of age, gender, ethnicity, sexual orientation, disability, faith or religion, gender identity, pregnancy or marital status.

### Scope

This policy applies to all staff, governors, directors and volunteers with reference to the appropriate national conditions of service, guidance set out in 'Keeping Children Safe in Education' (DFE April 2014) and the relevant current statutory guidance on dealing with allegations against staff.

### Associated Policies and Procedures

Local Academy's Safeguarding Policy

Local Academy's Performance Management and Appraisal (Capability) Policies and Procedures

OLW TRUST and Local Academy's Acceptable Usage Policy

OLW CTRUST Anti-Corruption Fraud and Bribery Policy

OLW CTRUST Data Protection Policy

OLW CTRUST Whistle-blowing Policy

OLW CTRUST No-Smoking Policy

Local Academy's Behaviour for Learning Policy

OLW CTRUST External Lecturing Policy

OLW CTRUST Additional Hours Policy

OLW CTRUST Employee Guidance on Conduct

OLW CTRUST Disciplinary Procedures

OLW CTRUST Contracts of Employment

### [Breaches of the Policy/Code](#)

It is not possible to cover all situations and circumstances. A list of examples of misconduct under this policy/code is available as a guide. **(See appendix - the list is not intended to be exhaustive and offences with similar seriousness would receive the same treatment.)**

### [Core Standards](#)

All staff, Governors, Directors and volunteers in carrying out their duties, must follow and uphold the standards (including the Required Professional Standards) and core standards of the Trust to ensure a quality service is provided at all times. This includes:

#### **Conduct at Work**

Each member of staff, governor, director and volunteer is expected to perform the duties of their post diligently and to the best of their ability. In doing so they must comply with the Trust and the local Academy's policies, procedures, guidance and practices, for example reading, engaging with and participating in safeguarding related CPD (including reading statutory documents such as 'Keeping Children Safe in Education'). Each member of staff, governor and volunteer is expected to support the Catholic ethos of the Trust & Academy and not behave in a way that is incompatible with, or prejudicial to, the religious character of the Trust, Academy or the precepts or tenets of the Catholic Church

Each member of staff, governor, director and volunteer is expected to behave in ways which are not likely to bring the Trust or Academy or the Church into disrepute

Each member of staff, governor, director and volunteer is expected to follow Trust and local Academy policies (including behaviour, anti-bullying and anti-racism) and show politeness, courtesy and respect to all members of the Academy community, stakeholders and visitors. Members of staff and volunteers must not use any form of degrading treatment to punish a pupil. The use of sarcasm, demeaning or insensitive comments towards pupils is not acceptable in any situation. Deliberately intimidating pupils by shouting aggressively, hectoring or overbearing physical presence is not acceptable in any situation.

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

Each member of staff, governor, director and volunteer is expected to behave in ways which are not likely to bring the Trust, Academy or the Church into disrepute

### **Equality and Mutual Respect of Opportunity**

Each member of staff, governor, director and volunteer must ensure that the dignity and rights of members of the local community, visitors, pupils and all other staff are recognised and protected at all times. Persons must be treated with fairness, equity and courtesy in accordance with both the Trust and local Academy policies and the law. Each member of staff, governor, director and volunteer must not allow prejudice or bias to influence their decisions in carrying out their work.

### [Use of the Trust and local Academy Resources](#)

### **Reporting Impropriety, Dishonesty or Fraud**

If any member of staff, governor, director or volunteer becomes aware of impropriety, dishonesty or fraud by another member of staff, governor, director or volunteer they are encouraged to draw this to the attention of the CEO or Headteacher.

A member of staff working for the Trust: -

- may be the first to realise that there could be something seriously wrong within the Academy or Trust
- may feel that speaking up would be disloyal to their colleagues or to the Academy or Trust
- may fear harassment or victimisation.

In such circumstances they may believe it is easier to ignore the concern rather than report what may just be a suspicion of misconduct. Staff, Governors, Directors and volunteers should be reassured at their induction that the Trust and local academies are committed to the highest possible standards of openness, integrity and accountability. The Trust expects members of staff, Governors, Directors and volunteers and others that it deals with, who have serious concerns about any aspect of its work, to come forward and voice those concerns. Everyone must fully recognise the duty to do so particularly in terms of child protection. Adults have a duty to report any child protection or welfare concerns to one of the designated members of staff in Academy. The member of staff, governor, director or volunteer should be encouraged to draw any other concerns to the attention of the CEO, Headteacher or member of the leadership team.

The Trust has a Whistleblowing Policy and Procedure, which makes it clear that employees can raise their concerns in confidence without fear of victimisation, subsequent discrimination or disadvantage.

### **General Resources**

Staff, Governors, Directors and volunteers must ensure they use the Trust and local Academies time, resources (such as equipment), property and benefits honestly, responsibly and efficiently at all times to ensure value for money to the Trust, Academy and pupils it serves.

Any resources or property, issued to the member of staff, governor, director or volunteer by the Trust or Academy, is for the purposes of effectively carrying out their duties (e.g. e-mail, internet access, mobile phones, and laptops and tablets). Any such items remain the property of the Trust and as such can be withdrawn at any time if it is considered in the best interests of the Trust.

## Technology

Telephones and, where issued, mobile devices (mobile phones, tablets and walkie talkies) are for members of staff use in connection with carrying out their duties of the post effectively. Private calls should not be made unless absolutely necessary. All calls should be kept as short as possible. Abuse of the use of telephones and mobile devices for private calls, may be viewed as misconduct and as such result in disciplinary action.

Members of staff, Governors, Directors and volunteers may access the internet on work premises for their own use, provided that this is before starting work or when work is finished, not excessive and observes the guidelines for 'Staff using Social Media' and the Trust and local Academies Acceptable Usage Policy. Failure to do so may be considered misconduct and could lead to disciplinary action being taken.

Members of staff, Governors, Directors and volunteers must not link their own blogs/personal web pages to the Trust website or a Trust Academy's website, unless expressly given permission by the CEO or Headteacher.

Members of staff, Governors, Directors and volunteers use (whether at work or outside of work) of devices or resources provided for work use is subject to monitoring to identify cases of inappropriate usage, which may constitute a disciplinary offence and, in some instances, a criminal offence.

Examples of such devices or resources are:

- Local academies' websites
- Social networking sites, for example Facebook
- Personal web logs (blogs), such as Twitter
- E-mail
- Telephone facilities
- Mobile phone,
- Smartphones, for example iPhone
- PDAs
- iPods
- Laptops/tablets
- Printers

All staff, Governors, Directors and volunteers are responsible for ensuring these devices and in addition memory sticks, are secured safely to avoid possible breaches of confidentiality and theft.

## Smoking at Work

Staff, Governors, Directors and volunteers are not allowed to smoke in any of the Trust's premises. They should consult the 'No Smoking Policy'.

## Gifts

It is against the law for public servants to take bribes. Staff, Governors, Directors and volunteers need to take care that they do not accept any gift that might be construed by others as a bribe, or lead the

giver to expect preferential treatment. There are occasions when pupils or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant\*\* value.

If, in the course of a member of staff's work, (s)he, or a member of their family is offered a reasonable\* gift, concession or some other benefit by an organisation, or member of the public, the member of staff must inform his/her line manager of this gift, concession or benefit. If the member of staff is offered a gift, concession or benefit of more than £25.00 in value, (s)he must seek approval of the local Headteacher before it can be accepted.

Minor items of a promotional nature such as diaries, calendars, mugs and other objects of a token value may be accepted. If in doubt, please speak to your line manager.

Personal gifts must not be given to pupils. This could be misinterpreted as a gesture either to bribe, or single out the young person. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a pupil should be consistent with the Academy's behaviour or rewards policy, recorded, and not based on favouritism.

\* reasonable means up to the value of £25.00

\*\* significant means over the value of £25.00

## Hospitality

Invitations to hospitality events should be politely declined unless the member of staff has received prior authorisation to attend from their line manager. In considering such invitations the line manager will have in mind whether there is a genuine need to impart information or represent the Trust or Academy at the event.

Under no circumstances should any gifts or hospitality be accepted from contractors who are potential tenderers in the period leading up to the tendering and awarding of a contract by the Academy or Trust.

When offers of gifts or hospitality are made, this may be construed as an action taken to gain advantage or favour. Any act of acceptance could be a criminal as well as a disciplinary offence. Any gift, hospitality or other benefit received by a member of staff, director or governor in public service from a person or organisation holding or seeking to obtain a contract will be deemed by the courts to have been received corruptly unless the member of staff, director or governor proves the contrary.

Members of staff and Governors or Directors are required to declare any gifts/hospitality received in the register held by the Trust CFO.

## Sponsorship

If a member of staff, director or governor is involved in the seeking or receiving of sponsorship for Academy or Trust activities, they must ensure that sponsorship is not accepted in circumstances where the integrity of the Academy or Trust may be seen to be compromised.

## Outside Commitments

Each member of staff's, governor's, director's and volunteer's off duty hours is their own concern, but their conduct at all times must not in any way bring the Academy or Trust into disrepute.

Some members of staff cannot undertake outside work or take up any additional appointment without the express consent of the Academy or Trust. If this applies to a member of staff, it will be

shown in their Contract or in the Conditions of Service. If the member of staff is in any doubt about their contractual obligations, they should seek the advice of the Headteacher or CEO.

The member of staff, governor, director and volunteer is expected to notify the Headteacher and CEO of any convictions incurred while employed by the Trust irrespective of whether the offence occurred on or off duty.

## Interests

### **Conflict of Interest**

All members of staff, Governors, Directors and volunteers have a duty to serve the pupils of the Academy and the Trust and their parents in a way that demonstrates impartiality and value for money. Members of staff should not, without authority, undertake activities unconnected with their professional role during working hours.

Staff may undertake work outside the Trust, either paid or voluntary, provided that it does not conflict with the interests of the Trust/Academy and is not to a level which may contravene the working time regulations or affect an individual's work performance.

Staff in full-time employment should inform the Headteacher where they are undertaking paid work which may impinge on their normal duties, including activities such as lectures, private tuition, publications, press articles or radio/TV appearances.

The payment of fees to teachers acting as examiners is covered by the specific provisions of the Burgundy Book and the regulations of Examining Bodies.

In this context the member of staff must not undertake any outside work if:

- their official duties and professional responsibilities overlap in some way with the proposed work,
- it causes an actual or perceived conflict of interest, for example working for another employer, breach of the working time regulations
- it involves the award of grant aid/sponsorship,
- it makes use of materials, facilities or contacts to which the member of staff has access by virtue of their position.
- It brings the Academy or Trust into disrepute

### **Pecuniary Interests (please refer to Appendix B and C)**

Orders and contracts must be awarded on merit and by fair competition against other tenders. Scrupulous care must be taken to ensure that the selection process is conducted impartially and in strict accordance with Contract Standing Orders. Members of staff who have both a client and contractor responsibility must remember the need for accountability and openness in the tendering process. Members of staff or Governors / Directors known to have a relevant personal interest must play no part in the selection. If the member of staff, director or governor becomes aware that the Academy or Trust has entered or proposes to enter into a contract in which they have a pecuniary interest; the member of staff, director or governor must declare their interest to the Headteacher and CEO.

### **Personal Interests (please refer to Appendix B and C)**

Members of staff and Governors / Directors must disclose any potential conflict of interest they are aware of to the Headteacher and CEO. The Trust CFO will keep a record of all notifications from members of staff Governors or Directors and take appropriate steps as necessary. Records must be readily accessible for audit purposes. Information may be shared between senior members of staff as appropriate. A range of situations could create potential conflicts of interest by virtue of a personal commitment, such as (this list is not exhaustive) include:

- A member of staff's, governor's, director's or volunteer's financial or non-financial interest in an activity or business that could be considered as a conflict with the Trust or Academy's
- interests, or which could bring into question a member of staff's, governor's, director's or volunteer's conduct.
- Any matters, which would normally be dealt with or accessed by a member of staff, governor, director or volunteer involving any individual companies or organisations, which the Academy or Trust does business with, in which a relative, friend or associate has a financial interest.

Membership of a voluntary body.

As a Justice of the Peace: in this case the member of staff, governor, director or volunteer should bear in mind the need not to sit as a Justice in any case in which there could be doubt about their judicial detachment.

Membership of an organisation not open to the public without formal membership and commitment of allegiance and which has secrecy about rules, membership or conduct (e.g. Freemasons): in this case the member of staff, governor, director or volunteer must record their membership by signing a register held by the Trust CFO.

### Confidentiality

Each member of staff, governor, director and volunteer has an obligation to respect the confidentiality of information acquired in the course of their work and must not disclose information about other members of staff, Governors, Directors or volunteers, pupils, parents/carers of pupils, Academy finances or any other Academy or Trust business either directly or by way of casual conversation. The member of staff, governor, director or volunteer must not use such information for their personal advantage or gain or pass it to others who may use it for their advantage or gain.

### Data Protection

The Trust is required by law to comply with the Data Protection Act 2018. All members of staff, Governors, Directors and volunteers must ensure that personal information is processed lawfully and fairly. Personal information is information relating to a living individual who can be identified. It is each member of staff's responsibility to handle all personal information properly no matter, how it is collected, recorded and used, whether on paper, in a computer, or on other material. A member of staff, governor, director or volunteer will not disclose personal information to others unless authorised to do so. All members of staff, Governors, Directors and volunteers must familiarise themselves with the Trust and local Academy's Acceptable Usage/Data Protection Policy.

### Political Affiliations/Neutrality

As an employee of the Trust, the member of staff's, Governor's, Director's or volunteer's personal political opinions should not interfere with their work or bring the Academy or Trust into disrepute.

## Personal Conduct

### **Relationships at Work**

Appointments to posts within the Trust are made on the basis of merit and the ability of the candidate to undertake the duties of the post. To avoid any accusation of bias the member of staff, director or governor should ensure that they are not involved in an appointment procedure where they are related to an applicant or have a close personal relationship with them outside work.

It is not acceptable for the member of staff to have a direct reporting relationship (such as line manager/subordinate) with a person who is a family member or somebody with whom they are either cohabiting or have an intimate personal relationship. Such relationships can give rise to challenges about integrity and suggestions of favouritism. It is therefore imperative that the Trust can ensure decisions around recruitment processes, disciplinary proceedings, pay, training, promotion or reimbursement of expenses are taken by individuals who have nothing more than a professional working relationship.

Members of staff must be open about the existence of a personal relationship within a direct reporting relationship and they are required to disclose the matter to their line manager who will inform the Headteacher and CEO. Failure to disclose any such relationship may result in disciplinary action. The line manager, in consultation with the Headteacher or CEO, will make such arrangements as are deemed necessary to ensure that there is no conflict of interest arising from such a situation. This may include re- allocation of duties of one or other of the parties in the interests of the Academy or Trust. The decision to move a member of staff will be made for business reasons and not on the basis of status.

Where members of staff develop close personal relationships over a period of time, and they are already in a direct reporting relationship, then the existence of the relationship should be reported as above.

### **Personal Appearance**

The issue of personal appearance is a sensitive one and the balance must be between personal freedom, comfort, the image of the Academy & Trust in the eyes of its pupils and the nature of the work the member of staff and volunteer does.

As a basic principle all members of staff, Governors, Directors and volunteers are expected to demonstrate good standards of personal hygiene and care of their appearance. It is expected that members of staff, Governors, Directors and volunteers will dress appropriately according to the nature of the work they are doing and in accordance with the principles outlined above. Members of staff, Governors, Directors and volunteers are expected to wear identification, protective clothing and equipment where they are provided. This may be required for the purpose of Health and Safety or for easy identification by other members of the Academy community and visitors. Sixth form students are also expected to wear identification when on Academy premises.

## Disciplinary Action

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

## Conclusion

This policy does not try to cover every situation. It tries to give an indication of the standards of behaviour or conduct that the Trust expects.

Anyone in doubt about how this applies to them should ask their line manager.

Finally, there are agreed policies, procedures and guidelines for dealing with allegations of misconduct. The Trust is determined that any misconduct is handled in a way that is fair and consistent.

## Appendix A

### List of Examples of Misconduct

**(The examples are not intended to be exhaustive and offences with similar seriousness would receive the same treatment).**

#### Gross Misconduct

This means that the employee does something that the TRUST is entitled to regard as a fundamental breach of the member of staff's contract of employment. If a member of staff did something like this, then the Academy or TRUST could not allow them to remain at work.

Any member of staff suspected of committing an act of gross misconduct would be suspended with full pay whilst an investigation is carried out. If, after proper investigation, under the disciplinary procedure, it was decided that the member of staff had committed an act of gross misconduct, they would be summarily dismissed without further warning, unless there were very exceptional mitigating circumstances.

List of examples: -

- Conduct incompatible with, or prejudicial to, the religious character of the TRUST, Academy or the precepts or tenets of the Catholic Church
- Conduct that is likely to bring the TRUST, Academy or the Church into disrepute
- Failure to uphold the safeguarding standards detailed in the latest copy of 'Keeping Children Safe in Education'
- Dishonesty.

Examples of which would include: -

- theft of property belonging to the TRUST, school, students, parents of students, or other members of staff. This could include abuse of a position of Trust.
- deliberate falsification of timesheets, expense claims, claims for financial gain etc. flagrant abuse of any flexitime scheme.
- demanding or accepting monies or other consideration as an inducement for the use of academy / TRUST property, provision of academy / TRUST services, placing of academy / TRUST orders/contracts or the showing of favour on behalf of the academy or TRUST.
- acceptance of any gift or reward for the performance of official duties unless specifically authorised by the Headteacher or CEO, or regarded by them as appropriate in the circumstances.
- false statements made when applying for appointment, especially in respect of qualifications which are a stated requirement of employment or which result in financial gain.
- failure to disclose unspent criminal convictions (or, in respect of postsexempt under the terms of the Rehabilitation of Offenders Act 1975, any conviction, irrespective of whether spent or not and whether incurred before or after appointment). This could include police cautions which form part of a criminal record.

- Deliberate and sustained refusal to carry out a reasonable, lawful, and safe instruction or the normal duties of the post which constitute a fundamental feature of the job.
- Gross negligence in failing to attend to, or carry out, the normal duties of the job.

For example: -

- inappropriate use of the Internet - see guidelines for use of the Internet and social media available on the intranet or on request from the line manager. Examples of this would include excessive use, accessing, posting (i.e. on Facebook) or downloading pornographic or other unsuitable material, publishing anything that may breach the equality act e.g. anything considered sexist, racist, ageist homophobic or anti faith, conducting bullying, harassment and victimisation via social networking channels, e.g. posting photographs or offensive or threatening comments about colleagues.
- unauthorised use of software e.g. uploading software in violation of copyright or downloading any software or electronic files.
- unauthorised access.
- abuse of the facility to use computers for private purposes.
- sending emails that could be reasonably construed by the recipient as offensive.
- inappropriate use or excessive use of texts, mobile telephones.

- Wilful serious infringements of safety rules or other negligent actions, which seriously place the health and safety of the member of staff or other persons at risk.
- Wilful unauthorised disclosure of information or misuse of a position of Trust in a manner which could be harmful to the TRUST, Academy, its students, or members of staff, or for financial or other gain.

For example: -

- the misuse of personal information on members of staff, students, etc.

- Serious misuse of the TRUST or Academy's property, including computers, telephones.
- Acts of violence or vandalism in the course of employment directed towards members of the public, students, parents, members of staff or Governors / Directors.

For example: -

- malicious damage to property belonging to others.
- actual physical violence to or assault of others or, in certain circumstances, threatened physical violence.
- physically or verbally abusive or threatening behaviour towards others

- Sexual misconduct at work, or sexual relationships with people for whom the TRUST has a responsibility of care, by those who have contact with them, in the course of work.

For example: -

- TRUST members of staff having sex on any school premises.

- Unlawful discrimination or acts of victimisation or harassment on grounds of race, gender, disability, sexual orientation age, religion or any other grounds. When investigating a racist incident, the TRUST will take as its starting point the Home Secretary's recommendation in the MacPherson report (1999) for such an investigation; detailed as follows: "A racist incident is any incident which is perceived to be racist by the victim or any other person."

#### Off-Duty Misconduct

This is behaviour, which in context of the nature of the employment fundamentally undermines the TRUST or Academy's confidence or Trust in the member of staff or there is a real risk of the TRUST or Academy being brought into disrepute. This does not relate solely to the reputation of TRUST or the local Academy but also to the suitability of the member of staff continuing in their job if the misconduct relates directly to employment.

For example: -

- drug offences, criminal offences or sexual misconduct by members of staff.
- a conviction for theft of any member of staff whose job involves handling cash or valuable goods, entering families' homes or access to sensitive information.
- any conviction for violent behaviour, for example affray, harassment, assault or criminal damage.
- inappropriate use of personal web pages and blogs, for example making defamatory remarks about the TRUST, the Catholic Church or local school within the TRUST, colleagues or students or their parents/carers, misrepresenting the TRUST / school, by posting false or inaccurate statements about the work of the TRUST or school, including any information, sourced from the TRUST or school, which breaches copyright, publishing any material or comment that could undermine public confidence in them as members of staff of the TRUST or school and/or in position of Trust within the community,
- revealing any information that is confidential to the TRUST or any local school or any third party or disclose personal data or information about any individual/colleague, which could be in breach of the Data Protection Act

All members of staff are expected to notify the Headteacher and CEO of any convictions incurred while employed by the TRUST or Academy, whether the offence occurred on or off duty.

## General Misconduct

Although this would be regarded seriously, it would not be seen as a major breach in employment relationship, and, for a first offence, a warning would normally be sufficient. Some more serious acts of misconduct might justify the issuing of a final warning in the first instance. The main purpose of any action taken by management would be to ensure the member of staff modifies their future behaviour. Only when a warning(s) has not been heeded would misconduct lead to action being taken, which could result in a member of staff's dismissal.

For example: -

Absenteeism and lateness: -

- unauthorised absence from work during working hours without good reason.
- frequent failure to attend punctually (or in accordance with any flexitime scheme, where applicable).
- failure to comply with procedures and regulations regarding the notification of sickness absence.

Dishonesty: -

- abuse of the facility to make private telephone calls.
- sending personal mail at the school's expense.
- failure to report any loss or damage to any property issued to (or used by) the member of staff, or to notify the appropriate officer of accidents occurring while driving a vehicle owned by the TRUST or any school within the TRUST.
- failure to report driving offences.

Other Misconduct:-

- failure to wear protective clothing, use protective equipment or adopt safe working practices where required by law or management.
- negligent use of the TRUST or school's property in such a way as is likely to cause serious damage or loss.
- unauthorised use of protective clothing or other comparable items of the TRUST or school's property while off duty.
- failure to comply with the TRUST or local school's policy, procedure and guidance e.g. 'no smoking', 'use of resources e.g. telephones (including mobile), printers, Internet (including Facebook), e-mails, iPods, etc.
- failure to carry out, without good reason, the obligations which the law or the contract of employment place on the member of staff.
- failure to comply with security guidelines e.g. computers, laptops, memory sticks.
- insubordination and/or failure to carry out a reasonable, lawful, and safe instruction or the normal duties of the post.

Inappropriate behaviour towards other people, whether members of the public, partner organisations, persons in care, students, other members of staff or Governors/Directors.

For example:-

- adopting persistently uncooperative or unhelpful attitudes, rudeness, abusive behaviour or offensive language and behaviour involving elements of discrimination, harassment or victimisation.

Undertaking additional employment, which would be detrimental to the interests of the TRUST or local Academy's and/or would conflict with the employee's own position, for example the Working Time regulations.

## **Appendix B – aide memoire for all staff**

### **When we speak to others we will:**

- use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.
- speak respectfully to other adults at all times, even if we disagree with them.

### **As professionals we will:**

- avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration.
- We all have a duty to take active steps to divert conversations away from this if we come across it.
- maintain confidentiality about anything that we see or hear in the school, so that parents and children can Trust us, and as a way of showing respect to our fellow professionals.
- work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.
- treat everyone with respect.
- dress appropriately, so that we set a good example for the children and to show that we are here to work. See Appendix 3 for staff dress code.
- behave in a positive way despite any personal problems that we may have, especially in front of the children.

## **Appendix C - from *Teachers' Standards Effective from 1 September 2012 (DfE)***

### **PERSONAL AND PROFESSIONAL CONDUCT**

All adults are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers and teaching assistants uphold public Trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Teachers and teaching assistants must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

## **Appendix D**

### **DEFINITION OF BUSINESS AND PECUNIARY INTERESTS**

When visiting Academies' auditors are often asked the difference between business interests and pecuniary interests and exactly who should be making what declarations.

#### **Business Interests**

A business interest is the involvement of an individual or their family members in any trade or profession, along with any direct interest they may have in any company providing goods or services to the TRUST or Academy. For example, if a Governor runs their own building company or provides training courses for teaching staff. When making a decision about what or what not to declare, the individual should consider how they may be challenged about their decision not to disclose information.

All members of the Directors, the Local Governing Bodies, the CEO, the Headteacher and any staff who influence financial decisions, are expected to declare any business interests that they or any family member may have. There is a template Business Interests form available as Appendix 2 in the Children's Services, Finance Procedure Manual. A register of the business interests should be made available in each Academy and there should be an annual review of this register. In addition, where a Director or Governor or member of staff has no business interests, they should complete a form saying 'No interests to declare'. New Governors, Directors or members of staff, influencing financial decisions, should be asked to complete a form on joining the Directors, Local Governing Body or Academy.

#### **Pecuniary Interests**

It is a common misconception that pecuniary interests are the same as business interests; however, pecuniary interest is a wider term. Pecuniary interests include personal financial interests, such as involvement in a Trust fund or investment, as well as potential interests, for example, where a member of staff's husband is applying for a vacancy in the Academy or where a teacher Governor is involved in the decision over the promotion of a colleague, and where they may be a potential candidate for the post made available.

Because of the nature of these interests, they cannot only be declared annually. All members of the Directors, Governing Bodies and all members of staff should be made aware of the need to declare these interests, as they arise. Declarations should be made in writing to the CEO, the Headteacher or the Chair of Governors or Chair of Directors and these should be filed in a register of pecuniary interests.

## Appendix E

Academy Trusts must pay no more than 'cost' for goods or services provided to it by the following persons ('services' do not include services provided under a contract of employment): any member or Trustee of the academy Trust; any individual or organisation connected to a member or Trustee of the academy Trust. For these purposes the following persons are connected to a member or Trustee:

- a relative of the member or Trustee. A relative is defined as a close member of the family, or member of the same household, who may be expected to influence, or be influenced by, the person. This includes, but may not be limited to, a child, parent, spouse or civil partner;
- an individual or organisation carrying on business in partnership with the member, Trustee or a relative of the member or Trustee;
- a company in which a member or the relative of a member (taken separately or together), and/or a Trustee or the relative of a Trustee (taken separately or together), holds more than 20% of the share capital or is entitled to exercise more than 20% of the voting power at any general meeting of that company;
- an organisation which is controlled by a member or the relative of a member (acting separately or together), and/or a Trustee or the relative of a Trustee (acting separately or together). For these purposes an organisation is controlled by an individual or organisation if that individual or organisation is able to secure that the affairs of the body are conducted in accordance with the individual's or organisation's wishes;
- any individual or organisation that is given the right under the Trust's articles of association to appoint a member or Trustee of the academy Trust; or anybody related to such individual or organisation;
- any individual or organisation recognised by the Secretary of State as a sponsor of the academy Trust; or anybody related to such individual or organisation.

**DECLARATION OF BUSINESS AND PECUNIARY INTERESTS AND CONFLICTS OF INTEREST**

**RETURNS (INCLUDING NIL RETURNS) ARE REQUIRED EACH YEAR**

NAME ..... POSITION .....

ADDRESS .....

Name and address of Business	Nature of the Business	Nature of the Interest	Date the Interest began	Details of any Interests of parent, spouse, civil partner, cohabitee or child

SIGNED ..... DATE ..... You may wish to discuss or clarify the above points with your Headteacher and record below

Discussion Notes	Outcome

SIGNED ..... DATE .....

SIGNED (Headteacher / CEO) ..... DATE .....