

## Employee Code of Conduct

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Reviewed and ratified by: ..... Personnel and Pay Committee

Signed by Trust/Committee Chair:

A handwritten signature in black ink, appearing to be 'D. Chahal', written over a horizontal line.

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## Contents

1.	Introduction.....	3
2.	Who is covered by the code? .....	3
3.	Breach of this code.....	3
4.	Standards .....	3
5.	Personal Conduct.....	3
6.	Working with Pupils, Parents/Carers and other service users .....	4
7.	Responsibilities when managing others .....	5
8.	Appropriate dress .....	5
9.	Personal Interests.....	6
10.	Protecting Confidential Information.....	6
11.	Other and outside work .....	6
12.	Intellectual Property.....	7
13.	Customer Facing roles – fluency in English.....	7
14.	Disclosure of Criminal Convictions during employment.....	7
15.	Diversity and equality .....	7
16.	Gifts and hospitality .....	7
17.	Handling the Trust’s Money and sponsorship.....	7
18.	Using the Trust’s equipment, materials, and property .....	8
19.	Health & Safety .....	8
20.	Corrupt Practices.....	8
21.	Use of social media and social networking.....	8
22.	Alcohol and illegal drugs.....	9

# Employee Code of Conduct

## 1. Introduction

Parents, pupils, and the public are entitled to expect the highest standards of conduct from all employees who work for and on behalf of the Trust

*If there is any part of the code that staff do not understand, they should contact their Headteacher to seek guidance.*

## 2. Who is covered by the Code?

This Code sets out the responsibilities and standards required of all who work for and on behalf of the Trust, including consultants, interims, agency workers (including Supply Teachers) and Trust employees who are seconded to other organisations. This Code is supported by a range of Policies.

## 3. Breach of this Code

Breaches of this Code will be investigated and may result in disciplinary action. Serious breaches of the Code may be considered gross misconduct and result in dismissal.

## 4. Standards

Parents/carers, pupils and the public are entitled to expect the highest Trust.

When working on behalf of the Trust you must:

- Act in the interests of the Trust
- Comply with the law, this Code, the Trust's Policies and Procedures and other professional and/or statutory standards which apply to your role
- If you are concerned about any activities which you think may conflict with this Code or any activity which you believe is illegal, improper, unethical, dangerous, or a serious breach of policy, you must raise the matter with your Headteacher, Chair of Academy Committee, CEO, or Chair of the Trust Board - the Trust's whistle-blowing policy gives protection to those who raise concerns of this nature that are in the public interest
- Ask your line manager or Headteacher if you are unsure what is required of you in respect of your work, the Trust's Policies and Procedures, and the matters set out in this Code.

## 5. Personal Conduct

In your personal conduct you must:

- behave politely and reasonably
- maintain acceptable standards of appearance and personal hygiene, including appropriate clothing
- demonstrate your commitment to valuing diversity and equality as outlined in the Trust's Equal Opportunities Policy, and not discriminate unfairly in undertaking your work, in employment practices, or in the provision of Trust facilities or services

- attend work in accordance with the terms of your contract of employment and comply with sickness and other absence policies
- wear your identification badge whilst representing the Trust
- comply with the Trust's policy relating to personal relationships, keeping relationships with pupils, parents/carers and any other service users, other employees, Trustees, Academy Committees, contractors, potential contractors, or employees of partner organisations, on a professional basis
- give appropriate and impartial advice to Academy Committees or Trustees, or others if delegated to do so
- remain politically neutral and objective in your work role
- avoid damage to the Trust's reputation or services

You must not:

- engage in any conduct that is harmful to the Trust or its interests, or which brings the Trust into disrepute or exposes it to legal action
- be under the influence of alcohol or un-prescribed drugs so as to adversely affect your role
- misuse your official position or information obtained in the course of your work, for personal interest or the interest of others
- allow your own personal or political opinions to interfere with or influence your work

## **6. Working with Pupils, Parents/Carers and other Service Users**

When working with pupils, parents/carers and any other service users, you should be familiar with the Trust's policies, procedures and practices, and with professional and/or statutory standards and requirements as they relate to your role.

You must:

- work to the highest standards of Safeguarding pupils at all times
- accept and fulfil your duty of care to pupils and any other service users to the highest standards
- report immediately any concerns about the care or Safeguarding of pupils and any other service users to the Headteacher or, in their absence, another appropriate person
- keep all service users' money, personal records, information and correspondence secure in accordance with the Trust's policies, Caldicott principles and the Data Protection Act
- make sure pupils' and other service users' money and personal belongings are handled safely and in accordance with the Trust's policies

You must not:

- give any information to anyone except those authorised to receive it, particularly information on pupils, parents/carers, other staff or financial matters
- form inappropriate personal relationships with pupils, parents/carers and any other service users, their relatives or friends

If staff are unclear of their Safeguarding responsibilities, they should contact their Headteacher/line manager to seek guidance immediately.

The Trust also discourages close personal relationships between employees and ex-pupils, ex-parents/carers or other ex-service users. If there is a prospect of a close relationship developing, the matter must be discussed with the Headteacher/line manager and advice must be sought.

## **7. Responsibilities when Managing Others**

If you are responsible for managing other staff, your leadership skills are key elements to your role.

You must:

- carry out the full requirements of your management role, aligned to your contract of employment and the Trust's policies; maintain an environment of respect, recognition and support and to induct all new employees to their role
- make appointments, if delegated to do so, only on the basis of merit and capability to carry out the role
- make sure decisions, if delegated to make them, relating to discipline, promotion and pay are objectively justified
- identify and assess all risks and ensure they are managed appropriately
- ensure business continuity arrangements are in place to enable continued delivery of the Trust's services
- exercise a duty of care to employees, partners, pupils, parents/carers, other service users and others, ensuring health and safety requirements are met

You must not:

- be involved in the appointment process or in decisions relating to discipline, promotion or pay, if you are related to an applicant or in a close personal relationship with them or a member of their immediate family

Candidates for any appointment at the Trust, when making application, must disclose in writing to the Headteacher, the Academy Committee or Trustees whether to their knowledge they are related to any Academy Committee or Trustee or employee of the Trust.

A Candidate who fails to do so shall be disqualified from such appointment and if appointed shall be liable to dismissal without notice.

Any applicant who directly or indirectly seeks the support of a Trust employee, Academy Committee or Trustee for any appointment within the Trust will be disqualified.

## **8. Appropriate Dress**

Employees are expected to ensure that the way they dress is appropriate for the type of work they do. While at work employees represent the Trust and

all employees should ensure that they project an efficient, positive and appropriate image through a clean and tidy appearance.

The Trust recognises that its employees are of a wide range of backgrounds, cultures, ages and tastes and naturally wish to exercise choice in the clothing they wear for work. The Trust has no desire to impose a particular style of dress or appearance but rather expects standards appropriate to the effective delivery of services.

Where uniforms or protective clothing are supplied, they must be worn and any health and safety requirements such as wearing special footwear must be complied with.

## **9. Personal Interests**

Specific obligations apply to all Trust employees to declare certain financial or non-financial interests and/or any other potential or actual conflicts of interest. These obligations are set out in the Trust's declaration of interests' policy relating to these matters.

## **10. Protecting Confidential Information**

Maintaining confidentiality of sensitive information is essential.

You must:

- comply with the Trust's Data Protection and ICT policies and supporting standards
- report any suspected breach of information security
- label and store information documents to allow access to authorised users and restrict unauthorised users
- refer any media or press enquiries to the Headteacher immediately and without commenting, and follow the Headteacher's instructions

You must not:

- divulge any confidential information, including any information about pupils, unless it is legitimately required, professionally appropriate to do so and in accordance with Safeguarding requirements
- disclose your password to anyone
- use information or facilities provided, for unauthorised personal use, improper or commercial gain, or for fraudulent or malicious activities; compromise the security of the Trust's information, for example by installing unauthorised software, inappropriately securing information or interfering with standard security settings

## **11. Other and Outside Work**

Off duty hours are an employee's personal concern. However, employees are required to ensure that there is no conflict of interest with their responsibilities

to the Trust. If you propose to undertake any paid or unpaid work in addition to your substantive role at the Trust, you must comply with the requirements of the Trust's Schedule which is part of your employment contract.

**12. Intellectual Property**

The work you do on behalf of the Trust is called 'intellectual property'. All creative designs, writings, drawings and inventions produced by staff in the course of their normal duties remain the property of the Trust.

**13. Customer Facing Roles – fluency in English**

Public Authorities have a statutory duty to ensure that employees with customer facing roles speak English fluently. If you are in such a role, then you must reach the standard expected by the Trust.

**14. Disclosure of Criminal Convictions during employment**

Should you be convicted or cautioned for any offence during your employment with the Trust, you are required to immediately notify the Headteacher or CEO/Trustees in writing of the offence and the penalty. This includes motoring offences/fines, which result in court action and licence penalty points, but not parking offences/fines where no penalty points are incurred.

**15. Diversity and Equality**

Demonstrating your commitment to equality and diversity is an integral part of your role at the Trust as outlined in the Trust's Equal Opportunities Policy.

You must:

- treat others with respect and value diversity
- seek to review all work, policies, procedures, and services under your responsibility to assess whether any group is being unfairly discriminated against
- take steps to eliminate discrimination and remove barriers to fair treatment

You must not:

- discriminate unfairly in undertaking your work, in employment practices, or in the provision of Trust facilities or services.

**16. Gifts and Hospitality**

There are very strict rules relating to the receipt of gifts and hospitality which apply to all employees. The rules are set out in the Trust's Policy relating to these matters.

**17. Handling the Trust's Money and Sponsorship**

The Trust is a publicly funded organisation and as such you must:

- be familiar with and comply with the Trust's Financial procedures/ rules (seeking advice where necessary)
- use the Trust's funds in a responsible, accountable, and lawful way and seek value for money
- where your role involves procuring, managing, or using the Trust's contracts, comply with the Trust's contracts procedure rules and not

discriminate against any part of the local community in the tendering and contracting process

- comply with any Trust policy or procedure issued in respect of pupils' or other service users' money
- make sure that any sponsorship accepted is related to, and appropriate to, the Trust's business
- make sure you do not benefit from any contract or sponsorship the Trust may receive, or show any favour to a partner, spouse, relative, friend, associate, parent/carer or pupil where the Trust wishes to sponsor an event or service.

## **18. Using the Trust's Equipment, Materials and Property**

The facilities and equipment provided as part of your work belong to the Trust.

You must:

- comply with health and safety regulations and use personal protective equipment as required
- take care of the
- Trust's property or equipment, keeping it secure and reporting any breakages or breaches in security
- use equipment and facilities for authorised purposes only
- hold and maintain a full, valid driving licence enabling you to drive in this country if you drive a Trust vehicle or use your own vehicle for Trust business
- have insured your own vehicle for business use if you use that vehicle for Trust business
- drive safely in accordance with the Highway Code at all times if you drive a Trust vehicle or use your own vehicle for Trust business

You must not:

- use the Trust's equipment or property for personal gain or fraudulent activity, or for unauthorised personal use
- use the Trust's vehicles for unauthorised purposes

## **19. Health and Safety**

You must comply with the health and safety responsibilities as laid down in the Trust's Health and Safety Policy.

## **20. Corrupt Practices**

You must not accept or request any incentive, financial or other, from any person where this is intended to persuade you to take (or not take) a course of action that would not be your normal practice and where that person, or another (for example a pupil), would gain an unfair benefit or advantage from your services.

## **21. Use of Social Media and Social Networking**

Specific obligations apply to all Trust employees who use social media. These obligations are set out in the Trust's IT Acceptable Use Policy.

Employees using social networking websites must:

- refrain from identifying themselves as working for the Trust or individual School
- ensure that they do not divulge any confidential information, including any information about, or photos of, pupils - including pupil names or nicknames or anything else which could identify a pupil or a member of staff
- ensure that they do not conduct themselves in a way that is detrimental to the employer
- take care not to allow their interaction on these websites to damage working relationships between members of staff or other stakeholders of the Trust
- not bring the Trust, or themselves as employees, into disrepute.

## 22. **Alcohol & Illegal drugs**

The Trust prohibits employees keeping at work or consuming alcohol and /or illegal drugs at any time whilst employees are in the workplace or undertaking work for the Trust.

### **Scope**

The Code applies to all employees of the Trust.

The term 'Employee' refers to any member of staff whether teaching or support staff employed to work by SECAT either within a School or wider Trust

The term 'Headteacher' refers to Headteacher/Executive Headteacher/CEO

### **Delegation**

As agreed by the Trust.