



ATLAS ACADEMY

Astrea Academy Trust

INSPIRING BEYOND MEASURE

Atlas Academy Code of Conduct

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Date	September 2023
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FOR TEACHING AND NON-TEACHING STAFF

INTRODUCTION

This Code of Conduct is intended as a guide and a help to all school staff. It sets out standards of conduct which staff are expected to maintain, to follow when within, or representing the School. This code is not exhaustive but is written to assist staff and it is important that staff should take advice and guidance if necessary.

The underlying purpose is to ensure that the School provides a high-quality service to its pupils, parents and other stakeholders in accordance with the school's values and to promote public confidence in the integrity of the School.

It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the School, its staff and its stakeholders.

It has been drafted to comply with School Policies and Procedures and staff should make themselves familiar with school policies which are to be found on the website.

Staff are requested to read this Code carefully and consider the issues which it raises.

The Principal should also ensure that all staff are aware of the Code's contents and are fully briefed on its implications.

Reference to this Code will be made in all contracts of employment, and copies will be given to all staff. In addition, the induction programme for all new staff will reinforce the principles of this Code.

Investigations of alleged breaches of this Code will be covered under the School's Disciplinary procedures and related codes of practice.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the Astrea [Teachers' Standards](#)

School staff have an influential position in the school, and will act as role models for pupils 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 Astrea Teachers' Standards.

We expect all support staff, TMB 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 our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

CODE OF CONDUCT

Staff's off-duty hours are their personal concern, but they should avoid a position where duty and private interests conflict. This includes:

- Staff members making online associations/friendships with current pupils via social networking sites such as Facebook and other similar social networks.
- Staff members using texting/email facilities on either their mobile phone or PC/Mac to communicate with current pupils.

The above amendments have been included to safeguard the welfare of pupils and the safety and professional integrity of school staff.

The School does not seek to preclude staff unreasonably from undertaking additional employment but you are required to devote your full time, attention and abilities to your duties during your working hours and to act in the best interests of the School at all times. Accordingly, you must not, without the written consent of the TMB, undertake any employment or engagement which might interfere with the performance of your duties or conflict with the interests of the School.

It follows that, regardless of whether you are employed on a full-time or fractional contract, you are required to notify the TMB and Principal of any employment or engagement which you intend to undertake whilst in the employment of the School. (Including any such employment or engagement which commenced before your employment began with the School).

SPECIFIC ASPECTS

Discrimination: Staff must at all times observe the School's Equal Opportunities policies for staff and pupils and treat pupils, parents and other stakeholders in accordance with those policies.

Health and Safety: Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All staff must comply with the requirements of the School Health and Safety policy and relevant legislation and regulations, and also ensure that pupils do likewise.

Fire: Staff must familiarise themselves with the fire precautions, procedures and drill routines. They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by pupils as an essential precaution to prevent risk of injury or fatality.

Business Practice: Staff must maintain an impeccable standard of integrity in all their professional relationships.

Media: Other than on matters of publicity, only the Principal is authorised to speak or send any communication on behalf of the School to members of the press or broadcast media. This decision is to avoid any embarrassment or unfair pressure on staff. This authorisation may be extended by the Principal to other staff members.

Copyright: Staff shall observe copyright laws on computer software, audio-visual and printed material.

Data Protection Act: It is the responsibility of all employees to ensure the School's compliance with the Data Protection Act. Personal data must only be used to assist you to carry out your work; it must not be given to people who have no right to see it. All staff should maintain the security of all computerised databases of information on individuals, whether they are staff, pupils or members of the general public. Staff should refer any queries to the Principal.

GENERAL POINTS

Staff should display the highest possible standards of professional behaviour that is required in an educational establishment (see also Appendix 1).

Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them and their line manager, and enable effective communication throughout the School.

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 pupils, and will not exploit pupils' vulnerability or might lead them to break the law

Understand the statutory frameworks they must act within.

Staff should not use their position in the School for private advantage or gain.

Staff should avoid words and deeds that might bring the School into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).

Staff should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.

Staff should be aware of, and should follow School policies systems and procedures. They should normally communicate through the line management structure, and should ensure pupils do likewise.

Continuing professional development and support shall be provided by the School and will be based on the priorities in the School Development Plan, targets for improvement and the development priorities for staff. Periodically, employees will be required to attend certain training activities.

Staff should attend their place of work punctually in accordance with their conditions of service and at the times agreed with their line manager. Those unable to avoid being late or absent should, whenever possible, give as much notice to the Principal or their representative so that alternative cover arrangements may be made.

Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes. Gifts that are worth more than £25 must be declared and recorded on the gifts and hospitality register.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

Safeguarding

All those working with children have a responsibility to know, understand and comply with the relevant statutory and organisational provisions relating to the safeguarding of children, and have a responsibility to know how and when to report any matters of concern to senior leadership and/or other agencies where a child's welfare is jeopardised.

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Staff will familiarise themselves with our 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 in the staff room and from the school office, these are continually monitored and reviewed and Staff will also be given copies.

The safe practice of workers is continually promoted through training, supervision and academy expectations.

Staff will ensure they do not form relationships with a child or young person that are of an intimate or sexual nature or which might reasonably be seen to be developing or have developed in such a way.

Staff **will not** use their position to exploit, bully, humiliate, threaten, coerce or undermine children.

Staff **must** make judgements about their own behaviour in order to secure the best interests and welfare of the child/young person.

Staff **must** maintain appropriate and professional boundaries and avoid behaviour which might be misinterpreted by others.

Staff **will** ensure that they do not post any images online that identify children who are pupils at the school without parental consent.

Staff **must** be vigilant of maintaining their own privacy and mindful of the need to avoid placing themselves vulnerable situations.

Staff **must not** share their personal details with a child or young person, including the mobile phone or other telephone numbers, home address or email addresses, unless there is a professional need to do so which must then be agreed by Senior Leadership and parents.

Staff **must not** share images or literature of a sexual or violent nature with children, or expose them to such images or literature, staff must also not download, access or possess other such images of an indecent nature or images constituting as pornography, as defined by law.

Staff **must not** share or expose children to images or literature that is likely to expose them to the risk of radicalisation or exploitation.

Staff must seek approval from senior leaderships in advance of any planned social contact with children or young persons.

Staff must advise Senior Leadership of any planned or unplanned social contact with children that may have occurred, this includes through the use of social media or any other form of electronic communication.

Staff must adhere to the Trust's intimate care policy should the need arise to provide personal or intimate care.

Staff must be aware of the **mandatory reporting** of incidents that concern Radicalisation and Female Genital Mutilation (FGM), they must understand their duty to recognise and protect children against the risks of the above and follow the Trust and Local Safeguarding policies/procedures if they have concerns that a child or group of children are thought to be at risk.

Reporting an incident

Any incidents of concern should always be reported to one of the Designated Safeguarding Leads, these are indicated on posters throughout the school and are also identified on commencing work or placement within the trust.

In cases where there is an allegation or risk of harm the Local Authority Designated Officer (LADO) will be informed and the Whistle blowing policy must be adhered to.

Legislation and Guidance

We are required to set out a staff code of conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

This policy also complies with our funding agreement and articles of association.

ADMINISTRATIVE DUTIES

Teaching staff shall maintain and properly complete a register for all classes. In order to ensure safeguards both for staff and pupils, staff must obtain permission from the Principal:

- Before taking pupils off the School premises;
- Before arranging for any visiting speakers;
- Before incurring any expenditure on behalf of the School.

CONFIDENTIALITY

2.5.1 Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the School community which could cause distress to School staff, pupils or parents.

Links with other policies

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff grievance procedures
- Safeguarding
- Gifts and hospitality
- E-safety

1.2 WHEN IN DOUBT, ASK!

1.2.1 If any member of staff is in any doubt with regard to the guidelines of this Code, and how they apply in any particular situation, then please consult with the Principal or their representative. It is re-emphasised that this Code is intended to be a help and to enable fairness and equity between all staff.

APPENDIX 1 PROFESSIONAL BEHAVIOUR

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as:

- acting in a fair, courteous and mature manner to pupils, colleagues and other stakeholders;
- co-operating and liaising with colleagues, as appropriate, to ensure pupils receive a coherent and comprehensive educational service;
- endeavouring to assist the School achieve its aims and objectives – in particular, by adopting a positive attitude to developments and the achievement of quality and equality;
- respect for School property;
- maintaining the image of the School through standards of dress, general courtesy, correct use of School stationery, etc.;
- taking responsibility for the behaviour and conduct of pupils in the classroom and sharing such responsibility elsewhere on the premises;
- being familiar with communication channels and School procedures applicable to both pupils and staff;
- ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;
- Respect for the rights and opinions of others.

This list is not exhaustive but the examples are given as a summary.

APPENDIX 2

The following are examples of behaviour which the School finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances.

- Any form of physical/verbal violence towards pupils.
- Physical violence, actual or threatened
- Sexual offences, sexual insults or sexual discrimination
- Racial offences, racial insults or racial discrimination
- Theft of School, colleagues or visitors monies or property. Removal from School premises of property which is not normally taken away without the express authority of the Principal or of the owner of the property may be regarded as gross misconduct.
- Deliberate falsification of documents such as references, subsistence and expense claims for the purpose of gain.
- Acceptance of bribes or other corrupt financial practices.
- Wilful damage of School property or of property belonging to other staff or visitors to the School.
- Wilful disregard of safety rules or policies affecting the safety of pupils, other staff or visitors to the School.
- Any wilful act which could result in actionable negligence for compensation against the School.

- Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
- Gross neglect of duties and responsibilities.
- Unauthorised absence from work.
- Being untruthful and/or engaging in deception in matters of importance within the School community.
- Deliberate breaches of confidentiality particularly on sensitive matters.
- Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
- Conduct which substantially brings the name of the School into disrepute or which seriously undermines confidence in the employee.

The following are examples of behaviour which could lead to formal disciplinary warnings.

- Neglect of safety rules and procedures. Some offences of wilful neglect may be regarded as gross misconduct.
- Breaches of confidentiality. Deliberate breaches on sensitive matters maybe regarded as gross misconduct.
- Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.
- Behaviour towards other employees, pupils, and visitors which gives justifiable offence. Certain behaviour giving rise to offence may be regarded as gross misconduct.
- Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour. In certain circumstances such behaviour may be regarded as gross misconduct.
- Conduct which it is considered adversely affects either the reputation of the School or affects confidence in the employee. Certain conduct may be regarded as gross misconduct.