



Uplands Junior L.E.A.D. Academy  
A L.E.A.D. Academy



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**A Community that Lives, Learns  
and Laughs Together**

# **Code of Conduct Policy**

**Reviewed March 2018  
Annual review March 2019**

## Introduction

All members of staff (and volunteers) should be aware of the standards of conduct expected of them by their employer. Although it is impossible to lay down rules to cover all eventualities, this Code sets out the key areas where concerns are likely to arise and staff awareness is necessary. The Code applies to all staff working in academies.

Staff must comply with requirements of their contract of employment, conditions of service, L.E.A.D. Multi-Academy Trust (MAT) Handbook and relevant local/national policies. The Code is supplementary to documents detailing terms and conditions of employment, including statutory provisions, relating to employment.

Failure to observe the provisions of the Code may be relevant in considering action under disciplinary procedures. Should this occur, full consideration will be given to all the relevant facts and circumstances of the case in accordance with the principles of natural justice and following agreed procedures, in line with the MAT Disciplinary Policy.

Conduct in relation to pupils

☒ Schools based staff act in loco parentis in respect of pupils in their charge as set out in the Children's Act of 1989 and must act in the role of a reasonable parent in the academy context.

☒ Through their actions staff must act in accordance with this duty of care to ensure at all times that the safety and welfare of pupils is accorded the highest priority. In this and other ways staff should always maintain standards of conduct which sustain their professional standing and that of the academy.

☒ Interaction with pupils should always be appropriate to their age and gender. Staff should not touch pupils, however casually, in ways or on parts of the body that might be considered indecent, unnecessary or familiar and must not use inappropriate language. Particular care may be necessary when supervising pupils who are particularly vulnerable, and when engaged in out of academy activities with any pupils.

☒ Teaching materials should be appropriate to the age and gender of pupils.

☒ When holding meetings with pupils on sensitive issues, staff should exercise proper professional judgement over the arrangements for the meeting. They should safeguard their own position by, for instance, considering the need for a second adult to be present, ensuring the meeting takes place in a visible area of the academy.

☒ Corporal punishment, defined as any intentional application of force as punishment, is illegal and may render a member of staff liable to criminal action as well as action under the MAT's disciplinary procedures. Corporal punishment includes any form of physical chastisement.

☒ Physical intervention will not constitute corporal punishment where its purpose is to avert an immediate danger of injury to, or an immediate danger to the property of, any person including a pupil. In such circumstances, the element of restraint should be the minimum necessary to prevent injury or remove the risk of harm, in accordance with academy policy.

☒ Where physical contact is necessary (e.g. in teaching PE), that contact should be the minimum necessary for the purpose and any contact must comply with accepted good practice. Particular care should be taken in helping pupils with physical or other disabilities (e.g. in lifting).

☒ All individual academies will follow a policy on first aid and have sufficient members of staff appropriately trained in its application, and in any event must always have a first aider on the premises. The academies policy should indicate the recording process for any incidents or accidents and should be clearly linked to the MAT's Health and Safety Policy.

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☒ Following any incident where a member of staff has reason to believe that their actions may be open to misinterpretation, the Head Teacher should be immediately notified and a written report submitted as soon as possible following the incident. Head Teacher's should follow Safeguarding Board guidance and contact the HR Department where necessary.

☒ All staff should be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection. All staff should maintain an attitude of 'it could happen here' where safeguarding is concerned. Staff members should always act in the best interest of the pupil when concerned about the welfare of a pupil.

☒ If a member of staff has concern about a child, there should be a conversation with the designated safeguarding lead to agree the course of action, although any staff member can make a referral to children's social care. Further reference should be made to Part One of Keeping Children Safe in Education, which is included in all staff inductions.

☒ Agreed guidelines on procedures where staff are accused of physical or sexual abuse of pupils are contained in the child protection and safeguarding policy.

☒ It is the responsibility of all members of staff working in academies to ensure that they are up to date on all relevant policies and procedures.

#### Conduct in relation to the academy

☒ Staff should make sure that they do not disclose confidential information to anyone who has no right to receive it and that they do not say or write anything that would constitute a breach of confidence.

☒ Confidential information relating to employment or the academy should only be communicated on a need to know basis or with the specific prior permission of the Head Teacher. Please see the MAT E-Safety Policy for guidance about the use of social networking.

☒ Use of materials and equipment provided by the academy should not be used for purposes unconnected with employment. Staff should always use public funds and resources to the best advantage of the academy and community, and adhere to high standards of probity in their use.

☒ All staff have a duty to report to the Head Teacher or other relevant person any indirect or direct financial interest in any contract or other matter involving the MAT or the academy. This is particularly relevant in cases of tendering or in the selling of surplus equipment or property. Head Teacher's should disclose such interest to the Chair of Governors or in case of doubt to a Director of the MAT.

☒ Staff should not solicit or accept any gift, loan, fee, hospitality or other reward which influences the way in which they carry out their duties. They should not influence or be influenced unfairly in the way they carry out their duties by ties of kinship or friendship, or by any other association or loyalty.

☒ Care should be taken to avoid any conflict of interest between activities outside the academy and professional responsibilities. Staff should not undertake work or engage in activities in their own time through which they seek to exercise unfair advantage by virtue of their position. In no case should outside activities be of a nature that they may bring the academy into disrepute.

☒ Staff should not, without authority or prior approval, undertake activities unconnected with their professional role during working hours. Policies relating to Absence should be followed.

☒ Staff in full-time employment should inform their Head Teacher where they are undertaking other paid work which may impinge on their normal duties, including activities such as lectures, private tuition, publications, press articles or radio/TV appearances. Where work is undertaken in the employee's own time any fees paid may be retained by the employee. However, where the event, or preparation for it, takes place in working time and/or involves the use of academy

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resources, it is necessary to seek approval do so or to use such resources and the employee and the academy must agree the proportion of any fee to be paid to the academy for such use.

☒ In addition to financial interests, staff should exercise professional judgement when considering the need to disclose to the Head or their line manager, non-financial interests which may conflict with the interests of the academy or the MAT. Such disclosure will depend upon circumstances (e.g. in making recruitment decisions) and may include personal acquaintances, membership of voluntary or other organisations or any other official position or public appointment.

☒ All staff should abide by the 7 principles of public life (the 'Nolan principles'):

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

Further information regarding these principles can be found by visiting <https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>

☒ To dress professionally shows pride, effort, respect for oneself and one's profession. Adults in Academy are role models for learners in the academy; therefore they have a responsibility to model appropriate dress and appearance. The image that we project as professionals is associated with how we present ourselves; the image of the academy in the community is related to how all adults in the academy dress. It is therefore important to dress appropriately when acting in a professional capacity.

Adults should be neat, clean, smart and tidy, wearing clothes, including shoes, which are commensurate with their post in the academy. The staff dress code is smart rather than casual. This is not a policy meant to detail every eventuality, it is up to individual staff to decide whether their

appearance is appropriate guided by the principles above. However, denim, flip flops and revealing clothes, such as short skirts or low cut tops, should be avoided. The suitability of tattoos that show whilst in uniform will be assessed at the discretion of management. You may be asked to keep them covered whilst at work.

☒ Extreme haircuts, including unnatural colours, are not permitted. For health and safety reasons jewellery should be kept to a minimum and be appropriate to the role. All employees should wear ID badges.

☒ L.E.A.D. Multi Academy Trust is committed to promote diversity and will therefore respect individual preference in terms of customs, culture, religion and tradition.

☒ In accordance with the MAT's equality and diversity policy employees must ensure that they do not discriminate in recruitment and employment practices or in the delivery of services. They must also ensure that in their dealings with the local community, all members of the public are treated with respect and fairness.

☒ Serious misconduct and/or criminal offences committed during or outside of working hours which bring employees, the academy or the MAT into disrepute will be the subject of disciplinary action which could lead to dismissal.

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This Code of Conduct cannot cover every eventuality. Its purpose is to alert employees / volunteers to some of the matters about which queries are received. It does not replace the general requirements of the law, common sense and good conduct. This policy is non contractual and is reviewed in line with contextual changes.

Together with your Line Manager, confirmation that you have read and understood the academy code of conduct must be recorded on the Induction Checklist.