

# EQUITAS ACADEMIES TRUST



**EQUITAS**  
— ACADEMIES TRUST —

## STAFF BEHAVIOUR (CODE OF CONDUCT) POLICY

**Review Date:** March 2021  
**To be Reviewed:** March 2023  
**Agreed:** F&GP Committee  
**Policy Lead:** HR Manager

**STAFF BEHAVIOUR (CODE OF CONDUCT) POLICY**

<b><u>CONTENTS</u></b>	<b><u>PAGE(S)</u></b>
<b>1. <u>Purpose</u></b>	<b>3</b>
<b>2. <u>Scope</u></b>	<b>3</b>
<b>3. <u>Safeguarding and Promoting the Welfare of Children</u></b>	<b>3</b>
<b>4. <u>Duty of Care</u></b>	<b>4</b>
<b>5. <u>Health and Safety</u></b>	<b>5</b>
<b>6. <u>Honesty and Personal Integrity</u></b>	<b>5</b>
<b>7. <u>Tackling Discrimination</u></b>	<b>6</b>
<b>8. <u>Professional Boundaries and Relationships</u></b>	<b>6</b>
<b>9. <u>Confidentiality and Data Protection</u></b>	<b>6</b>
<b>10. <u>Physical contact with students</u></b>	<b>7</b>
<b>11. <u>Behaviour Management</u></b>	<b>8</b>
<b>12. <u>Social contact with students</u></b>	<b>8</b>
<b>13. <u>Photography, videos and other images/media</u></b>	<b>9</b>
<b>14. <u>Working one to one with students</u></b>	<b>9</b>
<b>15. <u>Curriculum</u></b>	<b>10</b>
<b>16. <u>Dress and appearance</u></b>	<b>10</b>
<b>17. <u>Gifts and hospitality</u></b>	<b>10</b>
<b>18. <u>Keeping within the law</u></b>	<b>11</b>
<b>19. <u>Conduct outside of work and at work related functions</u></b>	<b>12</b>
<b>20. <u>Agency workers</u></b>	<b>11</b>
<b>21. <u>Use of equipment for non-work purposes</u></b>	<b>11</b>
<b>22. <u>Private telephone calls</u></b>	<b>13</b>

### **Staff Behaviour (Code of Conduct) Policy**

#### **1. PURPOSE**

1.1 The aim of this Staff Behaviour (Code of Conduct) Policy is to set out the standards of conduct expected of all staff and to provide further information for employees. This should be read in conjunction with the Trust's disciplinary procedure, Whistleblowing Policy, guidance for Safer Working Practices 2020 and the statutory guidance Keeping Children Safe in Education

1.2 This Code should make clear to employees the expectations the Trust has of them. Employees should note that this Code is not exhaustive in defining acceptable and unacceptable standards of behaviour and conduct and employees must adhere 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 a member of the senior leadership team.

1.3 This Code does not form part of any employee's contract of employment and it may be amended at any time.

#### **2. SCOPE**

2.1 The Code applies to all employees regardless of length of service including those in their probationary period. It also applies to volunteers, agency workers and self-employed contractors (referred to as 'Staff' for the purpose of the policy) although, unlike employees, breaches of the Code will not be managed through the disciplinary procedure.

2.2 As recognisable figures in the local community the behaviour and conduct of staff of the Trust outside of work can impact on their employment. Therefore, conduct outside work may be treated as a disciplinary matter if it is considered that it is relevant to the employee's employment. The behaviour and conduct of volunteers, agency staff and self-employed contractors outside of work can also impact their future assignment with the Trust, if deemed inappropriate in meeting the standards and underpinning principles of this policy.

#### **3. SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN**

3.1 All Staff are responsible for safeguarding children and promoting their welfare. This means that 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 outcomes.

3.2 All staff should be prepared to identify children who may benefit from early help. Early help means providing support as soon as possible a problem emerges at any point in a child's life, from the foundation years through to the teenage years.

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

## **Equitas Academies Trust**

3.4 To do this, staff must have fully read and understood the Trust's Safeguarding and Child Protection policy, and Keeping Children Safe in Education guidance document, be aware of the systems for keeping children safe, such as the Whistleblowing Policy and must follow the guidance in these policies at all times.

3.5 The Trust will ensure that if no trained DSL is on site, a senior member of staff is identified to lead on safeguarding issues.

3.6 The Trust will update and amend the Child Protection Policy and other safeguarding policies considering the DfE guidance on safeguarding children during the COVID pandemic.

3.7 All staffs must cooperate with colleagues and with external agencies where necessary and are expected to complete annual safeguarding training (online or classroom based).

### **4. DUTY OF CARE**

4.1 Staff must:

4.1.1 Understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached

4.1.2 Understand how to raise a concern and contact designated staff or partner agencies if they have a concern about a child; particularly if the normal arrangements have been amended.

4.1.3 Always act, and be seen to act, in students' best interests

4.1.4 Avoid any conduct which would lead any reasonable person to question their motivation and/or intentions

4.1.5 Take responsibility for their own actions and behaviour.

4.2 All employees, volunteers, agency workers and self-employed contractors (where applicable) should speak to pupils/students using a positive, respectful and encouraging tone at all times.

4.3 Where it is necessary to challenge inappropriate behaviour or to get students' attention, it is reasonable for staff to raise their voices and/or use an authoritative tone. However, it is not appropriate for staff to shout at students habitually or speak to them disrespectfully.

4.4 Staff should never set out to cause a pupil/student to feel frightened, ashamed or humiliated. Admonishments should focus on behaviour rather than the pupil/student's personality or character and targets for desired behaviour should be described by the member of staff.  
responding to disclosure of abuse or neglect by a child

4.5 All staff should refer to students by name.

4.6 Disrespectful nicknames, words and terms should be avoided.

4.7 Staff should exercise caution in referring to students by affectionate nicknames and more general terms of endearment or familiarity such as 'Dear, Love, Petal, Mate, Dude' and must avoid terms associated with grooming such as 'Sweetheart, Princess, Angel, Darling'.

4.8 Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for and work with children.

4.9 Employees accompanying pupils/students on offsite and residential visits should remain mindful of and work in accordance with this policy, safeguarding and whistleblowing procedures, visit briefings and risk assessments at all times.

4.10 Employees should acknowledge that deliberately invented/malicious allegations are extremely rare.

## **Equitas Academies Trust**

### **Reporting concerns**

- 4.11 Employees are expected to report all concerns about possible child abuse by colleagues and/or poor practice including any breach of this policy to the headteacher, recording their concerns using blue forms.
- 4.12 Concerns or complaints about the headteacher should be reported to the CEO of the Trust.
- 4.13 Can also contact the Designated Officer in the Local Authority (LADO), who is responsible for the co-ordination of responses to allegations against people who work with children. For staff who do not feel able to raise concerns internally, relevant contact details for the LADO and the NSPCC whistleblowing helpline 0800 028 0285 are displayed in the staff room.

## **5. HEALTH & SAFETY**

- 5.1 All employees must ensure that they:
  - 5.1.1 Familiarise themselves with Health and Safety requirements as outlined by the Trust
  - 5.1.2 Read and understand the Trust's Health and Safety Policy
  - 5.1.3 Comply with Health and Safety Regulations and use any safety equipment and protective clothing supplied to them by the Trust
  - 5.1.4 Comply with any hygiene requirements
  - 5.1.5 Comply with any accident reporting requirements
  - 5.1.6 Never act in a way which might cause risk or damage to any other members of the Trust, community or visitors
  - 5.1.7 Inform their line manager of any paid work undertaken elsewhere. This is to comply with the Working Time Regulations, which are a Health and Safety initiative.

## **6. HONESTY AND PERSONAL INTEGRITY**

- 6.1 Staff 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 behaviour and conduct at the Trust.
- 6.2 Staff must comply with any lawful or reasonable instructions issued by managers or the Trust Board
- 6.3 Staff uphold public trust in the Academy at which they work and maintain high standards of ethics and behaviour, within and outside the Academy, by:
  - 6.2.1 Treating students, parents/carers, colleagues and outside agencies with dignity at all times, building relationships always rooted in mutual respect and observing proper boundaries appropriate to their professional position
  - 6.2.2 Having regard for the need to safeguard students' well-being, in accordance with statutory provisions
  - 6.2.3 Showing tolerance of and respect for the rights of others
  - 6.2.4 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
  - 6.2.5 Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.

## **Equitas Academies Trust**

6.4 Staff must have proper and professional regard for the ethos, policies and practices of the Trust and maintain high standards in their own attendance and punctuality. Staff must treat all colleagues with respect, dignity, fairness and courtesy at all times.

6.5 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of Trust property and facilities.

## **7. TACKLING DISCRIMINATION**

7.1 Staff are required to understand the types of discrimination and bullying that students and colleagues may be subject to. Employees are required to have read and understood the Trust's equality policies, which includes Anti-bullying and Harassment

7.2 Staff must not ignore any form of discrimination. This includes inappropriate jokes and banter. Staff must positively promote equality, diversity and inclusion at all times.

## **8. PROFESSIONAL BOUNDARIES AND RELATIONSHIPS**

8.1 Staff are in a position of trust in relation to the students they teach which means that the relationship between an employee and a student is not one of equals. It is a specific offence for a person aged 18 or over (e.g. teacher, youth worker) to have a sexual relationship with a child under 18, where that person is in a position of trust in respect of that child, even if the relationship is consensual.

8.2 Staff must ensure that they avoid behaviour which might be misinterpreted by others and report any such incident to a senior manager. This is as relevant in the online world as it is in the classroom; employees engaging with pupils and/or parents online have a responsibility to model safe practice at all times. This includes any type of communication that they may have with students.

8.3 Staff must not make sexual remarks to any student or discuss their own sexual relationships with, or in the presence of students. Employees must not discuss a student's sexual relationships in inappropriate settings or contexts. Any sexual behaviour by a member of staff towards any student is unacceptable and illegal.

8.4 Staff must ensure that professional boundaries are maintained at all times. This means that employees should not show favouritism to any student and should not allow students to engage in any type of behaviour that could be seen to be inappropriate. Students are not employees' friends and should not be treated as such.

8.5 Staff should be aware that it is not uncommon for students to become strongly attracted to a member of staff or to develop an infatuation. If any member of staff becomes aware of an infatuation, they should discuss it with a member of the Senior Leadership Team immediately so that they can receive support on the most appropriate way to manage the situation.

8.6 For staff who are in a relationship with a colleague, parent or carer, or any other person associated with the Trust it is expected that they identify this to the Headteacher and ensure that this does not create a conflict of interest or affect their professional judgement or responsibilities in any way. Where an employee has managerial authority over another employee with whom they are in a close personal relationship, the Trust reserves the right to transfer one or both employees

## **Equitas Academies Trust**

to another role in the Trust following appropriate consultation with both employees in order to seek agreement to the transfer.

### **9. CONFIDENTIALITY AND PROTECTION OF DATA**

9.1 Members of staff may have access to confidential information about students, colleagues or other matters relating to the Trust. This could include personal and sensitive data, for example information about a student's home life. Employees should never use this information to their own personal advantage, or to humiliate, intimidate or embarrass others. Employees should never disclose this information unless this is in the proper circumstances and with the proper authority.

9.2 If an employee is ever in doubt about what information can or can't be disclosed they should speak to the Data Protection Officer .

9.3 The Trust will comply with the requirements of **Data Protection Legislation** (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). Staff are expected to comply with the Trust's systems as set out in our Data Protection Policy. If any staff becomes aware that data is at risk of compromise or loss, or has been compromised or lost they must report it immediately to the Data Protection Officer, in order (where applicable) for relevant breaches to be reported to the Information Commissioners Office within 72 hours.

9.4 Staff must ensure that they have read and understood the Data Protection Policy and other relevant policies including in relation to criminal records information, recruitment and safer recruitment, internet, email and communications information security, copies of which are available in the Teams shared area (HR Policies and Forms channel)

### **10. PHYSICAL CONTACT WITH STUDENTS**

10.1 There are occasions when it is entirely appropriate and proper for staff to have physical contact with students. Staff must ensure that they only do so in ways that are appropriate to their professional role and in response to the student's needs at the time. This should be of limited duration and appropriate to the age, stage of development, gender and background of the student. Staff should always be able to explain why they have made physical contact with a student. Staff should ensure that they have read and understood the Trust's Care and Control Policy.

10.2 There may also be occasions where a student is in distress and needs comfort and reassurance which may include age appropriate physical contact. If an employee is in this position then they should consider the way in which they offer comfort, ensuring that it is not open to misinterpretation and is always reported to the Designated Safeguarding Lead (DSL).

10.3 Physical contact should be minimal, time limited, age-appropriate and able to be justified. Staff may legally physically intervene with students to prevent them from committing a crime, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Physical contact must always be reasonable

## **Equitas Academies Trust**

and proportionate in the circumstances and in order to achieve the objective; only used when all non-physical strategies to manage the situation have been exhausted or will not be successful in time to prevent harm or serious damage/disruption; and must never be used as a sanction. All incidents of physical intervention must be recorded clearly and reported in accordance with Trust policy.

10.4 Sexual contact, including grooming patterns of behaviour, with students is unlawful and unacceptable in all circumstances.

10.5 Physical contact should only take place in one of the following four circumstances:

10.5.1 Legitimate physical reassurance when a student is distressed (only if a student clearly wants that, it is exceptional, another member of staff is present and never when the individual is alone with a student;

10.5.2 As an agreed part of the curriculum (e.g. drama, musical tuition, sports/ PE) – with consent and only if absolutely necessary;

10.5.3 Physical intervention to keep a student or others safe only if all other strategies to maintain safety are ineffective. This must also be in the wider context of a relational approach to behaviour management; and/or

10.5.4 As part of an agreed care plan in which intimate/personal care is necessary to meet a student's needs.

## **11. BEHAVIOUR MANAGEMENT**

11.1 All students have a right to be treated with respect and dignity even when they display difficult or challenging behaviour.

11.2 Corporal punishment and smacking are unlawful in all Academies and early years' settings;

11.3 Staff should not use any form of degrading treatment to punish a student including the use of sarcasm, demeaning or insensitive comments towards children and young people; and any approach to behaviour management that seeks to persuade children to conform as a result of feeling shame and/or humiliation is completely unacceptable.

11.4 Where students display difficult or challenging behaviour, employees should follow the Trust's Behaviour and Pupil Discipline policy using strategies appropriate to the circumstance and situation.

## **12. SOCIAL CONTACT WITH STUDENTS**

12.1 Staff should not establish or seek to establish social contact, via any channels (including social media), with students for the purposes of securing a friendship or to pursue or strengthen a relationship. Staff should use their work provided equipment only for communicating electronically with students. If there are any circumstances in which an employee has had to provide their personal contact details, including phone numbers, email address etc., to any student then they should report this to the Headteacher and the Designated Safeguarding Lead.

12.2 The Trust's advice to staff is not to connect to students via personal social media accounts or other personal communication channels unless this is for professional purposes and the employee can

## **Equitas Academies Trust**

demonstrate that this is the case, and they have notified the Headteacher and Designated Safeguarding Lead.

- 12.3 Each Academy within the Trust is part of a wider community and it is recognised that, as members of the community, employees will come into contact with students outside of the Academy at which they work. It is expected that staff use their professional judgement in such situations and to report to the Designated Safeguarding Lead any contact that they have had with a student, outside of school, that they are concerned about or that could be misinterpreted by others.
- 12.4 Appropriate social contact between staff, students and their families (e.g. when a staff member and parent are part of the same social circle or extended family) should be easily recognized, openly acknowledged and declared in writing to the headteacher.
- 12.5 Unless social relationships have been declared in writing to the headteacher, staff should not engage in any electronic or telephone communication with students or their parents/carers using personally owned ICT or telephone equipment or personal telephone or social media accounts/platforms. This includes texting, messaging, video chat, social networking sites etc. All communication must be open, transparent, through school systems/accounts and using school owned equipment.
- 12.6 However, in some circumstances, mobile phone personal devices maybe used where communication is managed through secure school systems. Also, with authorisation from the Headteacher and/or a member of SLT.
- 12.7 Any other out of school contact including staff undertaking independent tutoring or sports coaching which may bring them into contact with pupils/students and their families should be planned and agreed with the headteacher and parents/carers”.
- 12.8 Staff should read and understand the Trust’s Acceptable use of IT, Email, Internet and Social Media policy.

## **13. PHOTOGRAPHY, VIDEOS AND OTHER IMAGES/MEDIA**

- 13.1 Many educational activities involve recording images. These may be undertaken or displays, publicity, to celebrate achievement and to provide records of evidence of the activity. Under no circumstances should employees use their personal equipment to take images of students at or on behalf of the Trust.

## **14. Working one to one with students**

- 14.1 There will be times where an employee is working one to one with a student and this is acceptable. Staff need to understand that this means that they may be more vulnerable to allegations being made against them. Therefore, it is important that staff:
- 14.1.1 Work one to one with a child only where absolutely necessary and with the knowledge and consent of senior leaders and parents/carers, beforehand
  - 14.1.2 Be aware of relevant risk assessments, policies and procedures
  - 14.1.3 Avoid meeting on a one to one basis in secluded areas of the Academy
  - 14.1.4 Ensure that wherever possible there is visual access and/or an open door to the room
  - 14.1.5 Inform a colleague or line manager of the meeting, preferably beforehand

## **Equitas Academies Trust**

14.1.6 Always report any situation where a pupil becomes distressed, anxious or angry to their line manager

14.1.7 Avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy

14.2 Staff should not offer transport to students outside agreed arrangements. Staff must never offer transport to a pupil/student if on their own except where doing so is the only way to prevent harm. Any impromptu or emergency arrangements should be recorded and should be able to be justified".

## **15. Curriculum**

15.1 Only areas of the curriculum approved by the senior leadership team should contain any sexual or other sensitive material. Otherwise, staff should not engage in conversations with students about sexual matters. Some areas of the curriculum can also include or raise subject matters of a political or sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This can be supported by developing ground rules with students to ensure sensitive topics can be discussed in a safe learning environment. This plan should highlight particular areas of risk and sensitivity and care should especially be taken in those areas of the curriculum where usual boundaries or rules are less rigorously applied e.g. Health and Social Care, PSHE, Drama.

15.2 The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political or otherwise sensitive nature. Responding to children's questions requires careful judgement and staff should take guidance in these circumstances from the Designated Safeguarding Lead.

15.3 Senior staff should be consulted if there is any possibility of misinterpretation by students or parents/carers.

## **16. DRESS AND APPEARANCE**

16.1 Staff are role models to students and how they present themselves is important. The expectation is that staff are decently, appropriately and professionally dressed in work at all times. Staff are expected to wear clothing and/or footwear that are appropriate for the workplace and/or an individual's job role. Clothing and/or footwear that risk safety, are revealing, allow underwear to be seen, have offensive logos or writing, or are ripped or torn are not permitted at any time. If an employee is unsure whether any item of clothing/footwear is inappropriate, then they should not wear it to work. This also applies to online or virtual teaching or when working with small groups on site.

16.2 Staff should wear clothing that:

- a. Promotes a positive and professional image
- b. Is appropriate to their role
- c. Is not likely to be viewed as offensive, revealing, or sexually provocative
- d. Does not distract, cause embarrassment or give rise to misunderstanding
- e. Is absent of any political or otherwise contentious slogans
- f. Is not considered to be discriminatory
- g. In online engagement, is similar to the clothing they would wear on a normal school day

## **Equitas Academies Trust**

16.3 Staff can always speak to their line manager if they are unsure. Staff will be discreetly informed if their clothing or footwear is deemed to be unacceptable.

## **17. GIFTS AND HOSPITALITY**

17.1 For many staff there will be a limited opportunity to accept gifts and hospitality, but all staff must be aware that it is not acceptable for staff to accept bribes. Therefore, any gift, promotional offer or hospitality, intended either for the employee or for the Academy that exceeds a nominal value of £15.00 must be declared to the [Chief Operations Officer] and permission must be obtained before accepting. If an employee is ever unsure, then the best course of action is to politely decline the offer.

17.2 It is traditional for students and their parents or carers to give gifts as a small token of appreciation or as a thank you to members of staff at certain times throughout the academic year. This Staff Behaviour Code of Conduct is not designed to stop that practice. Staff may accept gifts from students and their parents or carers provided that they meet this definition. Any member of staff receiving a gift with a value greater than £15.00 should inform the [Chief Operations Officer] who will decide whether the gift can be accepted. Staff should make the Designated Safeguarding Lead aware of any student who is giving them gifts on a regular basis, or any student or parent or carer who expects something in return for a gift, as this would not be acceptable.

17.3 Staff should not give gifts to students unless this is part of a recognised practice. Rewarding students should be part of the Trust's recognised practice with agreement from the relevant Senior Leadership Team.

## **18. KEEPING WITHIN THE LAW**

18.1 Staff are expected to operate within the law. Unlawful or criminal behaviour, at work or outside work, may lead to disciplinary action, up to and including dismissal. However, being investigated by the police, receiving a caution or being charged will not automatically mean that an employee's employment is at risk.

18.2 Employees must ensure that they:

18.2.1 Uphold the law at work

18.2.2 Never commit a crime away from work which could damage public confidence in them or the Trust, or which makes them unsuitable for the work they do. This includes, for example:

- a. submitting false or fraudulent claims to public bodies (for example, income support, housing or other benefit claims)
- b. breaching copyright on computer software or published documents
- c. sexual offences which will render them unfit to work with children or vulnerable adults
- d. crimes of dishonesty which render them unfit to hold a position of trust.

18.2.3 Write and tell the Headteacher (Chair of the Trust Board if they are the CEO / Headteacher) immediately if they are questioned by the police, charged with, or convicted of, any crime whilst they are employed at the Trust (this includes outside of their working hours). The Headteacher and/or Trustees will then need to consider

## **Equitas Academies Trust**

whether this charge or conviction damages public confidence in the Trust or makes the employee unsuitable to carry out their duties.

18.2.4 Driving offences should be reported if an employee transports student in any way. Employees must also ensure their car has up to date TAX and MOT. Driving convictions should be declared to the HR department.

## **19. CONDUCT OUTSIDE OF WORK AND AT WORK RELATED FUNCTIONS**

19.1 Unlike some other forms of employment, working at Equitas Academies Trust means that an employee's behaviour/conduct outside of work could have an impact on their role.

19.2 Staff must not engage in behaviour/conduct outside of work or via the internet and/or social media which could seriously damage the reputation and standing of the Trust or the employee's own reputation or the reputation of other members of the Trust community. Employees should be aware that any behaviour/conduct that could impact on their role within the Academy at which they work or affect the Academy's reputation will be addressed under the Trust's disciplinary procedure. It is expected that employees make a member of the Senior Leadership Team aware immediately of any such situations.

19.3 Staff are required to demonstrate responsible behaviour at work-related functions and workrelated social events that take place outside normal work hours and to act in a way that will not have a detrimental effect on the Academy's reputation.

19.4 Staff must not behave in a way outside work that may impact on their suitability to work with children. This includes behaviour which does not directly involve a child / children. Should we become aware of any such incident or behaviour, we may treat the issue as a safeguarding matter and manage it in accordance with the Keeping Children Safe in Education statutory guidance document. Staff should be aware that any behaviour that we consider may impact on an employee's suitability to work with children will be addressed under our disciplinary procedure and may lead to a referral to the Disclosure and Barring Service (DBS) and the Teaching Regulation Agency (where appropriate).

19.5 We, therefore, expect staff to make the Headteacher aware immediately of any such situations that have happened outside of the Academy Trust.

## **20. AGENCY WORKERS**

20.1 We will investigate allegations made against agency workers with the cooperation of the agency. Whilst we may decide to cease using the services of an agency worker, this will not prevent us from investigating allegations and liaising with the Local Authority Designated Officer (LADO) to determine a suitable outcome. We expect agency workers and agencies to cooperate with our investigations and with external agencies where applicable.

20.2 We will discuss with the agency whether it may be appropriate for them to consider suspending an agency worker, or whether we are prepared to redeploy an agency worker during an investigation.

## **Equitas Academies Trust**

### **21. USE OF EQUIPMENT FOR NON-WORK PURPOSES**

21.1 The Trust will allow employees reasonable use of equipment and facilities, provided that authorisation has been obtained on every occasion, that the use does not interfere or conflict with the work of the Trust, and that any costs are met by the individual.

### **22. PRIVATE TELEPHONE CALLS**

22.1 Employees may use telephone facilities to make occasional private calls for essential or emergency matters. Private international calls are not permitted without prior authorisation from the Headteacher. Employees who have been provided mobile phones must reimburse the Trust for the use of these phones for private calls and texts etc.

### **23. USE OF I.T. EQUIPMENT, INTERNET AND SOCIAL MEDIA**

23.1 Users of the Trust's I.T. and the internet facilities must behave reasonably towards other users and the facilities and in public areas they must behave appropriately. This means whilst using this type of equipment employees should;

- a. adhere to the Trust's policy
- b. be fully dressed
- c. ensure that a senior member of staff is aware that the online lesson / meeting is taking place and for what purpose
- d. avoid one to one situation – request that a parent is present in the room for the duration, or ask a colleague or member of SLT to join the session
- e. only record a lesson or online meeting with a pupil where this has been agreed with the head teacher or other senior staff, and the pupil and their parent/carer have given explicit written consent to do so
- f. be able to justify images of pupils
- g. only record online meetings with colleagues where consent is obtained, and this has been agreed with the head teacher or other senior staff

23.2.1 Photographs and video films of students must only be taken with parental consent, for school purposes and using school-owned equipment. They will remain the property of the school and must only be stored on school-owned equipment. They can only be published with the express consent of parents/carers.

23.3 Users who do not behave reasonably and appropriately may be subject to disciplinary action. Employees may use Academy internet facilities for occasional personal matters but must not access social media for personal purposes in working hours.

### **24. REVIEW OF POLICY**

24.1 This policy is reviewed and amended every 2 years by the Trust. We will monitor the application and outcomes of this Staff Behaviour (Code of Conduct) Policy to ensure it is working effectively.

**Equitas Academies Trust**

The policy is updated in line with the DfE - approved 'Guidance for Safer Working Practice' (Safer Recruitment Consortium May 2019).

<b>Approved by:</b>	<b>Date approved:</b>	<b>Next review date:</b>
<b>F&amp;GP Committee</b>	<b>22/03/2021</b>	<b>March 2023</b>

**I agree to the terms of this Staff Behaviour (Code of Conduct) Policy:**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_