

Ninestiles Academy Trust Mission Statement

Ninestiles Academy Trust will be nationally and internationally acknowledged as a high achieving, innovative and exciting group of schools which recognise and respect the richness and diversity of their communities. The trust will be structured and resourced to meet the needs of 21st century students and pupils. Within a caring environment, we will develop and reinforce the values, skills and attributes which promote good citizenship and lifelong learning. Parents, directors and academy councillors, and the wider community will work in partnership with our committed, appropriately skilled workforce and our students and pupils, to ensure that high quality learning takes place.

Outcomes will be outstanding.

Policy title	Staff Code of Conduct
<p>Rationale</p>	<p>School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the students within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.</p> <p>This Code of Conduct applies to all staff who are employed by the school, including the Principal.</p> <p><i>(In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct. Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.)</i></p>
<p>Policy statement</p>	<p>SETTING AN EXAMPLE</p> <p>All staff who work in the Ninestiles Trust set examples of behaviour and conduct which can be copied by students. Staff must therefore avoid using inappropriate or offensive language at all times.</p> <p>All staff must, therefore, demonstrate high standards of conduct in order to encourage our students to do the same.</p> <p>All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.</p> <p>This Code helps all staff to understand what behaviour is and is not acceptable.</p>

SAFEGUARDING STUDENTS

Staff have a duty to safeguard students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard students includes the duty to report concerns about a pupil/student to the school’s named Designated Senior Person (DSP) for Child Protection.

Staff are provided with electronic copies of the Trust’s Safeguarding and Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.

Staff must not seriously demean or undermine students, their parents or carers, or colleagues.

Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.

STUDENT DEVELOPMENT

Staff must comply with school policies and procedures that support the well-being and development of students.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students.

Staff must follow reasonable instructions that support the development of students.

HONESTY AND INTEGRITY

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

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools.

Gifts from suppliers or associates of the school must be declared to the Principal, with the exception of “one off” token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

CONDUCT OUTSIDE WORK

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee’s own reputation or the reputation of other members of the school community.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

	<p>Staff must exercise caution when using information technology and be aware of the risks to themselves and others.</p> <p>Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.</p> <p>Staff must not engage in inappropriate use of social networking sites which may bring themselves, the school, school community, employer or students into disrepute.</p> <p>CONFIDENTIALITY Where staff have access to confidential information about students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student.</p> <p>All staff are likely at some point to witness actions which need to be confidential. For example, where a student is bullied by another student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.</p> <p>However, staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must never promise a pupil/student that they will not act on information that they are told by the pupil/student.</p> <p>DISCIPLINARY ACTION All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action in line with the Trusts Discipline Policy, including dismissal.</p>
Monitoring and review	Staff conduct will be monitored by individual Principals and their leadership teams.
Links	All school policies
Staff responsible	All staff
Committee responsible	Ninestiles Trust Board of Directors
Date approved	October 2015
Review date*	October 2017

**Please note that should any further national guidance be issued by external agencies that are relevant to this policy, it will be updated accordingly prior to the review date shown above and referred to the next academy council meeting*