



## HULL COLLABORATIVE ACADEMY TRUST

# School Staff & Volunteer Code of Conduct

\* applies to all paid staff, volunteers, visitors and people on placements within HCAT

Hull Collaborative Academy Trust is a Restorative Organisation and we work in a collaborative way. We expect all our staff to uphold the restorative and collaborative principles, which have been developed throughout our organisation. The safety and wellbeing of our children is of paramount importance. For us to provide a consistent culture of Safeguarding; all staff (paid and volunteers) must actively follow procedures, understand policies and take responsibility for promoting a vigilant, safe and secure environment in which they always act in the best interests of children.

The aims are as follows:

- Help all staff establish safe and responsive learning environments which safeguard children and embody the values and culture of the trust.
- Reduce the risk of adults being unjustly accused of unprofessional, inappropriate or abusive conduct
- Help staff to work safely to protect pupils and themselves
- Ensure that all staff/adults are aware of what is regarded as appropriate or inappropriate conduct and practice
- Support Leaders in setting clear expectations for all adults in their respective roles

## Introduction

1. The code of conduct communicates to everyone what is acceptable, and what behaviour may cause concerns at work. This is good employment practice. The Trust has adopted this code of conduct and accepts that it may change from time to time in line with changes in legislation and good practice. Any changes will be discussed with and communicated to you. The code sets out the Trust's values, rules and principles, and ensures we have a common and shared culture, in line with our expectations. **It is not a complete list of what can and cannot be done, but its aim is to enable you to understand the ground-rules that everyone must observe.**
2. You will carry out your duties and responsibilities with respect for the pupils, your colleagues and the good name of the school and organisation, and pursue these core values and standards in all your activities. The pupils, their parents and the community rely on us to provide a high quality of education and they need to have confidence that this is our top priority.

## Who it applies to

3. This code applies to everyone working or volunteering within the Trust. It should also be read alongside the Trust's policies on Equality & Diversity, Confidentiality, Whistleblowing and the Grievance and Disciplinary Procedures.
4. Breaches of the code and the standards it expresses will normally result in disciplinary action. We expect you to operate within the law. Unlawful or criminal behaviour, **even away from work, may lead to disciplinary action being taken.**
5. Breaking some rules is so serious that it can lead to dismissal for a first offence without notice. It is your responsibility to read this code and work in accordance with it. If you have any doubt about any aspect of the code, check it with your line manager, from whom copies are available.

## Responsibility

6. You are responsible for keeping up to date with changes to the Code of Conduct. Likewise, the Headteacher and senior management team are responsible for making sure the up to date Code of Conduct is publicised and accessible.

## Confidentiality

7. All staff are responsible for working in line with the schools Data Protection Policy.
8. You should work within the rules of the General Data Protection Regulations 2018 when handling personal information.
9. Private and personal information about all pupils and any person working for the school, in whatever capacity, should remain confidential and available only to those with a clear 'need to know'. **You must not discuss Trust/school business, pupils or colleagues in public places or with others outside work**, unless a pupil is at immediate risk of harm or abuse.
10. Any breach of confidentiality will be investigated using the Disciplinary Procedure.
11. Where you feel compromised by information received from a pupil or other agency, you must inform the most senior member of staff as soon as possible.

## Records and Record Keeping

12. We will keep securely all records relating to personnel matters, pupils and staff and they will only be accessible to admin, teaching or management staff who are authorised.

13. Under GDPR You should not disclose any personal information about any person in the school to any party outside of the school, unless legally required to do so, except with full consent of the person concerned and the Headteacher.
14. If pupil records are to be used for statistical analysis purposes, then no personal details (names, addresses etc.) should be attached and the records should be double checked to make sure that they are accurate.
15. Information received from other agencies should be shared only with the consent of the other agency, and on a 'needs to know' basis.
16. You must comply with all Trust Policies including but not limited to; Data Protection, Safeguarding, Keeping Children Safe and Prevent.

#### Professional Relationships

17. You should demonstrate **respect** for all staff and volunteers, their work and all those who attend the school, so that everyone can work together without fear of victimisation or harassment. All adults should work using the principles of **Restorative Practice** . Any complaint of harassment will be taken very seriously and investigated by an appropriate senior manager.
18. Professional respect should be sensitive to different personalities, cultures and religions and should allow space for constructive criticism.
19. If you have a concern about another member of staff at the school, where this does not conflict with the Academy's Safeguarding Policy you should normally raise it constructively, informally and in a Restorative way with the person concerned, if you feel able.
20. Where disputes or grievances arise between staff which cannot be dealt with informally, they should be dealt with through the agreed grievance procedure. This will be done through a restorative process.
21. You must not allow professional working relationships to be affected by personal relationships between staff. Where difficulties arise, each party should be positive about resolving issues to continue to work together.

#### Punctuality

22. Once agreed and clear, working hours should be adhered to, and you should be reliable in starting work at the designated time.
23. If you are going to be late for work, for whatever reason, you should telephone the school office as soon as you realise. The office should ensure that the line manager is informed. If you are sick you should follow the sickness reporting procedure.
24. If you are attending a meeting, either in the school or outside, as a delegated representative of the school, you should be on time, stay for the full meeting and report back as appropriate. If any problems come up, you should inform the Headteacher and/or the person organising the meeting as soon as possible.

#### Politics, Religion and Culture

25. You are requested not to use the school for the purposes of seeking to convert others to your personal, religious or political views. Outside of work, you should ensure that any activity in these areas is not associated with your employment at the school.
26. The above also applies if you represent the school at any time.
27. You should, at all times, show sensitivity and proper respect for differing cultures represented within the school. You should encourage a culture that respects all people with different religious beliefs and those who have none.

### Prevent Duty

28. You have a duty to follow the guidelines and your training in the Prevent Duty. You must follow the schools safeguarding policy and the policy and training in promoting fundamental British values. As part of these duties you must report any behaviour which you consider may indicate a pupil, a colleague or a volunteer is being influenced by a radical group or is influencing others in a way which may lead to them being drawn into terrorism.

#### **As an employee of HCAT you have a responsibility to:**

29. understand what radicalisation means and why those within the school community may be vulnerable to being drawn into terrorism as a consequence of it;
30. know what measures are available to prevent those within the school community from becoming drawn into terrorism and how to challenge the extremist ideology that can be associated with it;
31. understand how to obtain support for those within the school community who may be being exploited by radicalising influences.
32. Engaging with any training provided by the school or academy trust., if you feel you need additional training then you should request this via your line manager.

### Telephone calls

33. You must always have the permission of the Headteacher prior to making use of the school's facilities for private calls. Any such calls will be charged to you based on the actual cost incurred. In exceptional circumstances, the Headteacher may use their discretion to waive the costs, e.g. for emergency or sensitive calls.

### Mobile phones

34. You are required to switch off your personal mobile phones when you are on duty, other than in exceptional circumstances, such as whilst on school trips. Disciplinary action may be taken if this rule is not followed.
35. If you are expecting, or need to make an important phone call whilst at work, you should make your immediate line manager aware of this at the beginning of the day, so that the facilities at the school can be used as described above. Managers should use their discretion in deciding on a case by case basis what is reasonable but should be consistent in their approach.

### Computers, Software and e-mails

36. We only purchase and use software in accordance with the terms of the author's licence. All software on the computers used by the organisation must be purchased by the organisation and registered in that name. Unless specifically authorised by a member of the senior management team, you may not install your own personal software on computers that belong to the school.
37. Antivirus software, as specified by the school, must be installed on all of its computers, including laptops.
38. When you use the computer system in the school, you should not deliberately attempt to tamper with, damage, or disturb the operation of the system.
39. You should not connect a computer, laptop or other device to the school network (that is not already part of the school's network) without specific and express permission from the manager responsible for ICT. You may not send or receive personal e-mails or check your personal e-mail accounts during school time.

40. Sending malicious messages by e-mail, hacking into computer systems, creating or knowingly sending computer viruses are all illegal and are all recognised as acts of gross misconduct and will be liable to summary dismissal in accordance with the school's disciplinary policy.
41. We will, from time to time, check e-mail usage to ensure that this policy is being complied with. This will be done with due regard to privacy and human rights legislation and be confined to monitoring the address and heading only. Information gathered will be handled as per the data protection policy. If the monitoring uncovers any unlawful activity, the evidence will be sent to the relevant authority.

#### Participation in Online Social Networking Websites and blogs.

42. The use of the various social networking sites should be done in your own free time. When posting onto a social networking web site such as facebook, - twitter or instagram, or contributing to an online blog or discussion forum, you should not at any time mention the school, the organisation or any person at or associated with the school by name or by inference whereby the name is easily deduced. Comments about your work or working day should not bring the school into disrepute and you should be aware of your responsibilities to protect pupils and colleagues via your work at the school.

#### Photocopying, Printing etc

43. Before photocopying or printing a document, you should consider your environmental responsibility, question whether a hard copy is needed, and then minimise the number of copies.
44. The school's photocopying and printing facilities, stationery or postage must not be used for personal reasons unless by agreement with the line manager or Headteacher. An appropriate charge will be made in such cases.

#### Finance

45. Considerable sums of money are involved in the running of the organisation and you must abide by the financial procedures put in place to control all areas of expenditure and the handling of money.
46. All financial transactions must be properly authorised by the budget holder or the Business, Finance Manager and be properly recorded.
47. At no time may you borrow money informally from petty cash; this would be dealt with as theft and considered as gross misconduct.

#### Working with pupils

48. We expect that all those who use the facilities within the school should be treated by our employees with dignity and respect, regardless of their sexuality, gender, race, nationality or disability in accordance with our Equal Opportunities Policy.
49. All services provided should be in the best interests of pupils and, where appropriate, changes to the delivery of learning and teaching should be the subject of consultation with individual students and their families.
50. All those who use services at our school should expect a professional service and have a right to complain.
51. All complaints will be treated seriously and reported in line with the school complaints procedure. This includes any complaints of harassment by students which are directed at staff or volunteers in line with the Equality Act 2010 or are examples of cyberbullying.

### Safeguarding Children

52. All adults , whatever their role, are jointly responsible for keeping children safe.
53. You must always act in a way that safeguards the pupils in our care in line with the Safeguarding Policy of the Trust. If you have any concerns about the actions or inactions of colleagues or others which may have put a child at risk it is your professional duty to report it to the Safeguarding Lead .

### Health and safety

54. All staff are responsible for assessing the risks associated with their duties and acting in a way that minimises the risk or eliminates it in line with the Health and Safety Policy. Where risks arise as part of your work you must discuss them with your line manager to get advice about ways to work safely in the interests of the students and yourself. You must at all times follow the Trust's Health and Safety Policy.

### Dress Code

55. **The way we dress sets an example for children, and should be appropriate to the job/duties at the time. The dress code shows respect for each other and those who study here and use the services at the school.**
56. Specific guidance will be given by the line manager in areas of the school where a particular dress code is required for health and safety reasons.

### Adult/Pupil Relationships

57. We do not normally encourage unofficial contact between students, past pupils and employees at the school, and you should report to the Headteacher any approach by a pupil to a member of staff outside of work. We recognise that some employees may also be parents and members of the community, and as such, should separate their duties as either a parent or parent and always use their professional judgement.
58. You must not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. That extends to the use of social networking sites such as facebook, Instagram, Twitter, text messages and e-mail. You should not 'friend' a pupil on social media. If you are wishing to use social media as a part of a program of educating the pupils you should set up groups or pages to do this (see facebook's guide on this at <http://facebookforeducators.org/>).
59. You may not borrow money from any pupil , make personal loans to a pupil (other than in exceptional circumstances to minimise a risk to a pupil and then only when a senior teacher is aware), buy items for pupils, or give pupils your own money or goods.
60. In exceptional circumstances, you should first ask the Business Manager/finance officer to provide money required by a pupil, so that it can be properly recorded and accounted for. If you give money to a pupil, it should be recorded and a request for reimbursement submitted to the school.
61. In no circumstances should you offer accommodation in your own home to pupils, except with the express permission of the Headteacher and the parent/s to cover an emergency situation.
62. You should not ask a pupil to carry out paid or unpaid work for you, unless this is part of an official school sanctioned event/program.
63. We would like to discourage the giving of gifts by pupils to the staff, although we realise that pupils or their families might want to give you small presents as a token of their appreciation at e.g. Christmas or end of the school year. You should notify your line manager of such gifts.
64. In cases where families insist on giving money, you should advise them to make a donation to the school. You should record all gifts of cash appropriately, and issue a receipt, by way of a thank you letter, on every occasion.

### Aggression, Violence, Drink and Drugs

65. The use of alcohol or drugs during working hours is strictly prohibited and you should not attempt to come to the school whilst incapacitated by alcohol, drugs or other substances.
66. We will not tolerate aggression, verbal or physical, towards staff members, students or families. The school will call for police help when at risk from any person who is aggressive (verbally or physically), affected by alcohol or drugs, or who damages school property. (Wherever possible the Headteacher should be consulted before this action is taken.)
67. Fire arms, knives (other than those provided by the school) or any other offensive weapons are not permitted on school premises.
68. If you need to use physical force for self-defence, or for restraint or for the protection of other pupils or staff, you should submit a full written explanation to the Headteacher, by way of the \*Record of Positive Handling Form as soon as possible

You are personally responsible for ensuring that any medication that you may bring in to school for your personal use, is handled and stored securely and out of the reach of pupils at all times. You must also inform your line manager of any underlying medical condition that you suffer from, or come to suffer from, which may affect medical treatment in an emergency for example diabetes, epilepsy, asthma etc.

### Contact with Other Organisations and the Media

69. If you have contact with any external agency, you should act professionally and sensitively, and with the aims and objectives of the school always in mind. Any harm to the reputation of the school could rebound on staff, job security and the services provided in the school. You should not criticise the work of the school or any person working there, when in contact with other agencies.
70. If criticism of the organisation/school is received from any agency, it must be dealt with constructively and effectively without delay in line with the complaints policy/procedure.
71. All contact with the media should be via the Headteacher. Should you be approached by any section of the media, you should re-direct the enquiry to the Headteacher, ensuring they are notified immediately.
72. The Headteacher may delegate the responsibility of spokesperson to another member of staff on occasion.
73. Any approach by the media to students during school hours must be with permission of the Headteacher, the parents/carers and the students themselves.

### External Activities

74. **You should not engage in activities outside of work which would damage the good name of the school, or the interests of those who use its services.** We regard any express criticism of the school by any member of staff at an external event as a very serious matter.
75. You must inform your Headteacher immediately, if an incident occurs, including when you are not at work, which could give rise to publicity or contact from an outside agency involving the Academy Trust or the school
76. You should devote your contracted hours to the work of the school, except where express permission has been granted otherwise.
77. You should not take a second job unless you have the express permission of the Headteacher. Where this is unlikely to affect your due diligence to the primary full time role at the school, permission is more likely to be given.
78. Some second jobs could present a conflict of interest, or have a negative impact on your ability to fulfil your role to the best of your ability. In this case we are likely to withhold permission.

## Seek Advice & Support

This guidance is not exhaustive and cannot provide specific advice for all situations. Therefore:

- If no specific advice, policies or guidelines exist for a specific situation, or if you are unsure consult a senior manager
- If you need to take a particular course of action in an unplanned circumstance, which may vary from policies or does not allow time for advice to be sought, record these actions with a senior manager
- **If at any time you are concerned that an action or comment by yourself may be misinterpreted or that a child behaves or makes a comment in a way that causes you concern in this respect, log your concerns immediately with the appropriate senior member of staff.**

## Staff Responsibilities

All staff have the following responsibilities in line with **Keeping Children Safe in Education (KCSiE) 2020** to ensure the safeguarding of children;

- Work and behave safely and responsibly at all times to fulfil your duty of care and not abuse in any way your position of trust.
- Respond to any concerns about a child's wellbeing that you may have or are brought to your attention in line with the Academy's Safeguarding Policy and Local Safeguarding Children Partnership procedures.
- Respond in the same way to concerns that involve the behaviour of other adults in the school by following the school procedures for 'Whistle Blowing' as outlined in the school Child Protection policy and Statutory Guidance.
- Review your own practice and follow school policies and procedures and seek advice when unsure.
- Understand that it is professionally, morally and in some cases legally unacceptable for staff not to carry out these responsibilities and failure to do so could result in disciplinary action
- Be aware of current Teachers' Standards Part Two (DfE) 2013

## School Responsibilities

In order for staff to carry out these responsibilities the school will ensure that as outlined in KCSiE 2020:

- all new and existing staff receive an adequate child protection related induction and continuing training
- all staff are made aware and regularly reminded of the school procedures for reporting child protection and other specific and wider safeguarding concerns
- staff concerns and opinions will be sought and taken into account in the regular review of related policies and procedures.
- all staff are aware of the 'Whistle Blowing' procedures by which adults can voice their concerns, made in good faith, without fear of repercussion
- managers strive to provide a safe working environment for staff and provide guidance about safe working practices.
- the Duty of Care to staff is fulfilled

### References

- Safer working Practice for Adults who work with Children & Young People in Education Settings (October 15 Safer Recruitment Consortium)
- Keeping Children Safe in Education (DfE) 2020
- Working Together to Safeguard Children HM Govt 2018
- Teachers' Standards (DfE) 2013
- Use of Reasonable Force (DfE) 2013
- Screening, Searching & Confiscation DfE-2014
- Facebook – Checklist Safer Internet Centre 2016 [www.saferinternet.org.uk/](http://www.saferinternet.org.uk/)
- The Prevent Duty - advice for schools and childcare providers DfE 2015
- Female Genital Mutilation: Multi-Agency Practice Guidelines HM Govt 2015
- What to do if you're worried a child is being abused HM Govt 2015
- Information sharing Advice for practitioners providing safeguarding services to children HM Govt 2015

### Related HCAT Policies include:

- Child Protection
- Behaviour & Positive Handling
- Whistleblowing
- Health & Safety
- Disciplinary Polciy and Procedure
- Sickness Reporting Procedure.
- Data protection Policy and GDPR guidelines

Date: