

# CODE OF CONDUCT (Employee)

**Document Owner:** HR Director

**Date:** November 2023

**Status:** Statutory



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<b>Document Type</b>	Employee Code of Conduct				
<b>Reference/Version Number</b>	CLT-COC-V1.6				
<b>Summary</b>	The Code of Conduct has been adopted by the Board of Trustees to enable it to discharge its functions under the Academy Staffing (England) Regulations 2009 (the "Regulations") in relation to its duty under Regulation 7, keeping children safe in education and working together to safeguard children.				
<b>Associated Documents</b>	<ul style="list-style-type: none"> <li>Safeguarding and Child Protection Policy</li> <li>Disciplinary Policy</li> <li>Health and Safety Policy</li> <li>Gifts and Hospitality Policy</li> <li>Safer Recruitment Policy</li> <li>Equality &amp; Diversity Policy</li> </ul>		<ul style="list-style-type: none"> <li>Attendance (Employee) Policy</li> <li>Data Protection (GDPR) Policy</li> <li>Capability Policy</li> <li>Curriculum Policy</li> <li>E-Safety Policy</li> </ul>		
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## VERSION CONTROL

Version No:	Type of change	Date	Revisions from previous version
0.1	New Document	April 2020	New Policy
1.1	Annual Review	Sept 2020	Update to elements of dress code and corporate format
1.2	Annual Review	Sept 2021	Section 5.2.1.e - final sentence added Section 9.d - updated Section 9.2 and 9.3 added Section 22 - added Section 26.7 - added
1.3	Annual Review	Sept 2022	Annual review, no changes
1.4	Interim Review	Dec 2022	Section 25.d / 27.3 / 27.5.vii & xix updated
1.5	Annual Review	Nov 2023	Section 21.1 relating to Driving added Section 24 updated to include e-cigarettes Section 27.6.a.ii - update to wording for Tattoos
1.6	Update	Nov 2023	Section 12.1.1 updated following PPWG review meeting

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# 1. STATUS

- a. Statutory.

# 2. INTRODUCTION

- a. The following code of conduct has been adopted by the Board of Trustees to enable it to discharge its functions under the Academy Staffing (England) Regulations 2009 (the "Regulations") in relation to its duty under Regulation 7, keeping children safe in education and working together to safeguard children, to establish procedures for the regulation of the conduct of employees at the Academy.
- b. This code of conduct applies to all employees in the Trust. All Academies are entitled to demand a level of conduct from employees which is of the highest standard. In the case of teachers, it applies in conjunction with Part B of the Teachers' Standards.

# 3. PURPOSE AND SCOPE

- a. A code of conduct is promoted with the aim of creating a cooperative workforce, where employees work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity. It is therefore ensured that all practitioners:
  - i. have a clear understanding of what constitutes misuse;
  - ii. know how to minimise risk;
  - iii. avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations;
  - iv. understand the need for professional boundaries and clear guidance regarding acceptable use;
  - v. are responsible for self-moderation of their own behaviours;
  - vi. are aware of the importance of reporting concerns promptly.
- b. It is fully recognised that studies consistently indicate that imposing rigid regulations and/or 'bans' on the actions of others can be counterproductive, leading to a culture of suspicion, uncertainty and secrecy.
- c. The imposition of rigorous, inflexible rules is therefore avoided, unless the potential risks of not enforcing them far out-weigh the benefits.
- d. As an employee, you must not put yourself in a position where duty and private interests conflict and you must not make use of your employment to further your private interests.

# 4. GENERAL PRINCIPLES

- a. As an employee of the Trust, you are expected to carry out your duties in accordance with the Trust and local Academy's policies and procedures.

## 4.1 You Are Expected to Uphold the Following Principles

- a. **Selflessness:** Your decisions must be taken in terms of the values and mission of the Academy and not in order to gain financial or other material benefits.
- b. **Integrity:** You must not place yourself in a situation where your position is compromised. **Objectivity:** all decisions must be made on merit alone.
- c. **Accountability:** You must accept accountability for your decisions and actions.
- d. **Openness:** You should be as open as possible about all your decisions and actions.
- e. **Honesty:** You should declare any private interests relating to your duties and take lawful steps to resolve any conflicts to ensure that public interest is protected.
- f. **Leadership:** You must support and promote these principles by example.
- g. **Conduct:** You must avoid bringing the Trust, into disrepute (e.g.by the use of social networks or the internet).
- h. **Respect:** You must treat others with respect.

## 5. GENERAL CODE OF CONDUCT

### 5.1 Application and Intent

- a. You will be expected to act in accordance with the Code. The Code has been designed so that you are not left in any doubt as to what is acceptable or unacceptable behaviour. The Code of Conduct places rules and regulations on certain activities and any breach of these prohibitions may lead to disciplinary action.

### 5.2 Relationships

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#### 5.2.1 With Students

- a. While students are in our charge, our status is 'in loco parentis'. It is important that employees constantly provide students with positive role models on how to behave and respond to others, by displaying positive behaviours, even under challenging circumstances. For example, employees should not chew gum in front of students and should set a good example to students by not unnecessarily talking in assemblies, exam rooms and during fire drills.
- b. It is therefore paramount for employees to treat students with dignity, to build relationships rooted in mutual respect, and at all times to observe proper boundaries appropriate for their professional position. Employees must have regard for the need to safeguard students' well-being in accordance with statutory provisions and fundamental British values, such as democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. In addition, employees should ensure that their personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law. Employees should be mindful not to show favouritism to any student.
- c. Employees must never allow themselves to be compromised by forming personal relationships with students or by taking advantage of their relationship with students. Depending on the circumstances, relationships with former students will also be considered in this context. Students are not employees' friends and should not be treated as such.
- d. Employees who have personal connections with students outside school (e.g. relatives, neighbours, members of local community/sports/religious/political etc.), will need to be particularly mindful to maintain relationships/boundaries which do not compromise professional standards and responsibilities. Activities which will lead to disciplinary action being taken include the following:
- i. Sexual relationships with a student;
  - ii. Sexual advances or sexual innuendo;
  - iii. Socialising with or engaging with students in your own, personal time, unless authorised by the Headteacher/Principal/Nominated Person of Academy (or the CEO for central office staff or the Board of Trustees for the CEO);
  - iv. Failure to adhere to professional boundaries, e.g. sending or storing images of students or engaging in private written or electronic communication with them, sharing personal contact details, sharing what is reasonably considered as too much personal information about you/your family/your personal life, engaging with students through social media, chat rooms, messenger devices, blogs, personal e-mail, text/multimedia message or video call;
  - v. Providing personal loans, lending money or goods to students;
  - vi. Borrowing goods or money from students;
  - vii. Asking students to carry out paid or unpaid private work or services;
  - viii. Knowingly purchasing from or selling an item to a student directly or through an auction or selling website;
  - ix. Allowing unauthorised and/or unsupervised usage of Trust property or facilities.
- e. Private tuition of students within the same Academy might cause a conflict of interest and employees are discouraged from tutoring students from within the Academy at which they teach. Employees that carry out tuition, such as music lessons, do so at their own risk and must be mindful that allegations raised against them whilst tutoring may impact on their employment with the Trust. Any allegations made against any member of staff outside the Academy must be notified to the Headteacher/Principal.

- f. Employees should be aware that it is not uncommon for students to become strongly attracted to an employee or to develop an infatuation. Employees should make every effort to ensure their own behaviour cannot be brought into question, does not appear to encourage this and be aware that such infatuations may carry the risk of their words or actions being misinterpreted. If an employee becomes aware of an infatuation, they should discuss it with the Designated Safeguarding/Child Protection Lead of their Academy immediately so that they can receive support on the most appropriate way to manage the situation. Please refer to the Safeguarding and Child Protection policy for further information.
- g. There are occasions when it is entirely appropriate and proper for employees to have physical contact with students, e.g. where a student is in distress and needs comfort/reassurance. Employees 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 student's age, stage of development, gender and background of the student. Employees should always be able to explain why they have made physical contact with a student.
- h. Employees may physically intervene (but are not expected to do so, if they believe they may be injured in the process; sending for help is an appropriate alternative) 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 maintain good order and discipline. Physical force must never be used as a form of punishment.
- i. There will be times where an employee is working one-to-one with a student and this is acceptable. Employees need to understand that this means that they may be more vulnerable to allegations being made against them. For this reason, it is important that employees:
  - i. Avoid meeting on a one-to-one basis in secluded areas of the respective Academy;
  - ii. Ensure that the door of the room is open or that there is visual access into the room;
  - iii. Inform the Line Manager and/or colleague of the meeting, preferably beforehand;
  - iv. Report to their Line Manager, if the student becomes distressed or angry.

### **5.2.2. With Colleagues**

- a. Inevitably within a large organisation disagreements/misunderstandings will occur. It is important to operate on the principle that all colleagues have the interests of students and the Trust at heart, and have a common purpose even when we disagree about methods; conflict can be constructive if handled professionally.
- b. Employees should follow the accepted professional practice of raising concerns or criticism directly with the colleague concerned, with the objective of a positive resolution. Dealing with a concern person to person in order to resolve an issue is preferable and helps maintain positive working relationships. Until the colleague is informed of concerns, one cannot assume that from their perspective they are aware there has been an issue. Public discussions, or criticism of a colleague, exacerbate problems and can lead to formal disputes or grievances. Please refer to the Grievance policy for further information.
- c. Employees should clearly not discuss matters relating to a colleague with students. This covers professional and private issues. Distress can be caused by well-intentioned, but misguided, information, e.g. telling students an employee is leaving or pregnant, or of their home circumstances, is not acceptable.
- d. The duty to safeguard students includes the duty to report concerns about a pupil/student to the Academy's Designated Safeguarding Lead (DSL) for Child Protection. The Academy's DSL can be found in their Child Protection Policy.
- e. Employees are provided with access to personal copies of the Academy's Safeguarding and Child Protection Policy and Whistleblowing Procedure and employees must be familiar with these documents.

## **6. PERSONAL INTEREST**

- a. You must not in your official capacity:
  - i. Allow your personal interests to conflict with the Trust's requirements;
  - ii. Use your position improperly to confer an advantage or disadvantage on any person.
- b. You must:
  - i. Not disclose information given to you in confidence, or information acquired which is of a confidential nature, without the consent of a person authorised to give it;
  - ii. Not prevent another person from gaining access to information to which that person is entitled by law;
  - iii. Ensure that your relationships with Students, Parents, Governors, Employees and any other people with whom you may come into contact with in the course of your duties are professional at all times.



## 7. GIFTS AND HOSPITALITY

- a. The Trust seeks to maintain the highest standards of conduct and probity in its business.
- b. The acceptance of gifts and/or hospitality by employees must be treated with extreme caution. No offer of a gift or inducement, whether made at specific occasions (e.g. at Christmas) or casually, should be accepted when the gift is made by, or indirectly by, a person, firm or organisation which, to the knowledge of the employee, has or seeks to do business of any kind with the Trust which maintains the Academy or to have an interest in its decisions.
- c. The receipt of minor articles, often by way of trade advertisements, which will be used on the Academy's business (e.g. diaries, calendars, office requisites, etc., which are customarily distributed at Christmas and, occasionally, at other times) is acceptable.
- d. If you are in any doubt, you should seek guidance from your Principal/Headteacher before accepting any gifts or hospitality offered.
- e. Employees should also refrain from making any gifts to external organisations or to the employees of organisations which provide services to the Trust or which are potential providers of such services.

## 8. SPONSORSHIP

- a. Where the Trust, or parties to the Trust, sponsors an event or service, you, or any partner, spouse or relative must not benefit from the sponsorship.
- b. You must seek guidance from your Headteacher/Principal/Nominated Person if you are involved with any event or service that the Academy proposes to sponsor.

## 9. GENERAL CONFIDENTIALITY

- a. You must not:
  - i. Pass on any information received or obtained through your employment to anyone who is not entitled to have that information;
  - ii. Use information for personal advantage.
- b. You must:
  - i. Work within the requirements of the General Data Protection Regulations 2018, retained as the UK GDPR, which applies alongside the Data Protection Act 2018 and the Freedom of Information Act 2000;
  - ii. Observe the Trust's procedures for the release of personal information held about other employees or members of the public;
  - iii. You must not misuse your position by seeking information which you do not need to know to carry out your duties;
  - iv. Where employees have access to confidential information about students or their parents or carers, employees must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.
- c. All employees are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by an employee), this needs to be reported and dealt with in accordance with the appropriate Academy procedure. It must not be discussed outside the Academy, including with the pupil's/student's parent or carer, nor with colleagues in the Academy except with a senior employee with the appropriate role and authority to deal with the matter.
- d. However, employees have an obligation to share with their Headteacher/Principal/Nominated Person any information which gives rise to concern about the safety or welfare of a pupil/student. Employees must never promise a pupil/student that they will not act on information divulged to them by the student/parent.

### 9.1 Examples of Abuse of Confidence Include:

- a. Ill-considered gossip whether with colleagues or outsiders which may be misconstrued and re-quoted.
- b. Exploitation of confidential information for personal gain.
- c. Premature and/or unauthorised disclosure to other parties of policy proposals, with the object of generating adverse publicity e.g. to the press, interest groups.



## 9.2 Safeguarding Concerns

- a. Any allegation of concern about a member of staff regardless of how small must be shared with the Headteacher/Principal/Nominated Person.
- b. The allegations management procedure will be used in all cases where it is alleged that a staff member, has:
  - i. Behaved in a way that has harmed a child, or may have harmed a child
  - ii. Possibly committed a criminal offence against or related to a child
  - iii. Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children
  - iv. Behaved or may have behaved in a way that indicates they may not be suitable to work with children

## 9.3 Low Level Concerns

- a. Are concerns that cause a sense of unease or a nagging doubt that an adult working in an academy may have acted in a way that:
  - i. Is inconsistent with the Trust's Code of Conduct, including inappropriate conduct outside of work
  - ii. Doesn't meet the 'harm' allegation threshold or is otherwise not considered serious enough to refer to the Local Authority Designated Officer

## 10. DEALING WITH THE ACADEMY'S MONEY

- a. You must:
  - i. Ensure that public funds are used in a responsible and lawful manner;
  - ii. Strive to ensure value for money to the Academy and to avoid legal challenge to the Academy;
  - iii. Ensure compliance with the Academies Financial Handbook and Financial Regulations Manual;
  - iv. Maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of Academy property and facilities.

## 11. CRIMINAL CHARGES AND CONVICTIONS

- a. In accordance with the Independent Academy Standards Regulations, the Trust requires all applicants to disclose criminal convictions, whether committed in the UK or elsewhere.
- b. You must:
  - i. Notify the Academy in writing if charged with any criminal offence or if convicted of any criminal offence, this includes cautions;
  - ii. If charged with an offence, advise the Academy as your employer immediately after you are charged (i.e. next working day);
  - iii. It should be noted that the term 'conviction' includes a finding of guilt, regardless of whether or not a conviction is recorded. Failure to notify the Academy in either case will constitute grounds for disciplinary action;
  - iv. Declare any driver's convictions if you drive the Academy minibus.

## 12. POSITION OF TRUST

- a. 'Position of Trust' Offence: Sexual Offences Act (2003).
- b. Employees are to be aware of the following: Abuse of position of trust: sexual activity with a child.
- c. A person aged 18 or over (A) commits an offence if:
  - i. he/she intentionally touches another person (B);
  - ii. the touching is sexual;
  - iii. A is in a position of trust in relation to B;
  - iv. where subsection (2) applies, A knows, or could reasonably be expected to know, of the circumstances by virtue of which he/she is in a position of trust in relation to B, and;
  - v. either:
    - B is under 18 and A does not reasonably believe that B is 18 or over, or;
    - B is under 13.
- d. <http://www.legislation.gov.uk/ukpga/2003/42/part/1/crossheading/abuse-of-position-of-trust>

## **13. OTHER EMPLOYMENT**

- a. In some instances, your contract of employment may prevent you from undertaking other employment without the written permission of your Headteacher/Principal/Nominated Person. This will be stated within your individual contract.
- b. It is important that you ensure that any additional employment does not conflict with the interests of the Academy or affect your ability and credibility to do your job.
- c. Where you have more than one job, both the Academy and your other employer(s) are responsible for ensuring that the 48-hour week is complied with. You should therefore ensure that you inform your Principal/Headteacher about any work you undertake for other employer(s). (You may opt to work more than 48 hours per week and should you wish to do so, you will need to complete the form 'Working Time Regulations Opt Out Agreement' under Supporting Documents and submit it to your Principal or Headteacher)
- d. You must ensure that Academy time and equipment are not utilised in connection with any other employment.
- e. If in doubt, the best thing to do is to discuss the circumstances with your Headteacher/Principal/Nominated Person.

## **14. INTELLECTUAL PROPERTY AND COPYRIGHTS**

- a. All intellectual property rights, (that is copyright, design rights and the right to patent inventions) relating to anything created or invented by you in the course of your duties belongs automatically to the Trust, unless otherwise agreed, you cannot exploit the rights to any such thing without written permission from the Trust.

## **15. PUBLICATIONS AND DEALING WITH THE PRESS**

- a. You must not:
  - i. Publish any material which comments on the activities, policies etc. of the Trust without the consent of your Headteacher/Principal/Nominated Person;
  - ii. Make comments to the press or media unless specifically authorised to do so;
  - iii. Where requests for comments are received they should be passed on to the Principal/Headteacher.

## **16. EQUIPMENT AND MATERIALS**

- a. You must:
  - i. Not use the equipment and premises of the Academy or of other places where you work during your contract of employment for unauthorised purposes;
  - ii. Only make personal telephone calls and emails when necessary and within reason;
  - iii. Only use the internet for personal use in your own time;
  - iv. Follow the internet usage monitoring and procedures policy.

## **17. EQUAL OPPORTUNITIES**

- a. The City Learning Trust is committed to the promotion and implementation of equal opportunities both internally and externally.
- b. The Trust aims to ensure that everyone who comes into contact with it is treated equally and not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations, as defined in the Equality Act 2010.
- c. The Trust will recognise the differences which exist and will seek to understand the needs of people within the groups which are afforded protection or assistance through this policy.
- d. The Trust expects all its employees to uphold its Equal Opportunity in Employment Policy and to accept the duty not to discriminate, either in employment practices or in the provision of facilities and services by reference to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

## **18. EMPLOYMENT MATTERS**

- a. If you are involved in making appointments, you must:
  - i. Ensure that such appointments are made on the basis of the candidate's ability to do the job;
  - ii. Ensure that your personal preferences should not influence judgements made;
  - iii. Declare your interest where you are related to an applicant or have a close personal relationship outside work with him/her;
  - iv. Safer Recruitment - Ensure that at least 1 panel member has completed safer recruitment training.

## **19. DISCRIMINATION, HARASSMENT AND VICTIMISATION**

- a. You must treat all other employees, students, parents, and people with whom you come into contact with courtesy and respect, and must not make any remarks or gestures relating to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation which may cause offence.
- b. Any complaint of discrimination, harassment, or victimisation or complaints made on the grounds of any of the protected characteristics listed above, will be taken seriously and will be the subject of a thorough investigation.

## **20. FITNESS FOR WORK**

- a. If you are a Principal/Headteacher and have any concerns in relation to an employee's ability to work, HR advice should be sought immediately. This includes any concerns in relation to disability.
- b. If you are a Principal/Headteacher and have any concerns about alcohol misuse, advice must be sought from HR immediately.
- c. Employees must not consume or be under the influence of alcohol, use illicit drugs or other illegal substances while at work.
- d. Ensure that the use of alcohol, illicit drugs or other illegal substances out of work does not adversely affect the work performance and safety of yourself and others and does not bring the Trust into disrepute.
- e. If taking medication, you must seek the advice of your doctor to ensure that such medication will not impede your ability to do the job (e.g. operate machinery).
- f. Inform your Principal/Headteacher of any situations where a risk to yourself or others may arise because of this.
- g. If you are a Principal/Headteacher consider the options available for assisting employees who are required to take legally prescribed drugs and whose levels of performance has been impaired. In these circumstances a risk assessment should be undertaken.
- h. Any stress related problems should be referred to HR or HR and Occupational Health advice should be sought immediately.

## **21. HEALTH AND SAFETY**

- a. You have a duty to take reasonable care of yourself and to cooperate with management under the Health and Safety at Work Act 1974. These responsibilities are identified in the Academy's Health and Safety policy.
- b. You are required to act at all times in accordance with this policy and generally to act in such a way to ensure your own safety and that of others.
- c. Any action which potentially puts at risk the health and/or safety of yourself or others will be viewed seriously and may result in disciplinary action being taken.
- d. The children of employees (whether they attend the Academy or not), are not permitted to be in the building outside of normal Academy hours without the agreement of the Principal/Headteacher.

### **21.1 Driving At Work**

- a. Trust employees will be deemed to be driving on Trust business if they are:
  - i. Driving between City learning Trust sites for work purposes;
  - ii. Travelling to and from a place of work where mileage is payable by the Trust.

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### **21.1.1 Driver Responsibilities**

- a. The use of private vehicles whilst on Trust business (including travel between academies) is deemed 'business use' and as such the driver's personal vehicle insurance should reflect this i.e. Class 1 Business Use.
- b. The driver must also ensure that they hold a full driving licence and that the vehicle is insured and has a valid MOT at all times. It is recommended that driving licences, MOT and insurance documents are uploaded to the HR system annually by employees who are driving on Trust business;
- c. HR should be informed of any health and safety issues (where known) which may affect an individual's driving competency. This includes the use of medications;
- d. The staff member should advise the Trust immediately of any changes relating to their driving licence including any convictions.

## **22. EMPLOYEES USING CONTROLLED MEDICATION**

- a. To ensure that controlled medication is kept away from children and young people it is important that all employees understand that they have a responsibility under Health & Safety at work Act for their own safety and the safety of those around them, additionally it is a safeguarding statutory requirement to ensure that no pupils can access any medication and must be accounted for at all times when on CLT sites.
- b. Employees must ensure that if they have been prescribed controlled medication, and it is necessary to take it throughout their working hours, they must notify both the Headteacher/Principal and HR.
- c. Medication must be kept in the original packaging with the name, address and prescribed routine clearly visible. The employee must ensure that the medication is in a safe and locked unit, that cannot be accessed by any unauthorised personnel. At no time must controlled medication be kept on a person, in desks or lockers.
- d. Employees must ensure that if medication requirements change again or they cease their medication, they report any changes to the Headteacher/Principal and HR.

## **23. ATTENDANCE**

- a. Your contract of employment contains the main terms and conditions of your employment with the Trust.
- b. It is expected that you are available for work during these hours and take an unpaid lunch break.
- c. You must record your attendance in accordance with your workplace time recording system.

## **24. SMOKING (including Electronic Cigarettes)**

- a. Each Academy is a non-smoking site.
- b. You are not permitted to smoke in any of the Academy's offices, or any other building or grounds owned or occupied by the Academy, at any time. Smoking whilst on the Academy's premises may be subject to disciplinary action.

## **25. PERSONAL MOBILES**

- a. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting environment, which is agreed by all practitioners.
- b. Employees are not permitted to make/receive calls/texts during work time where students are present. (excluding break times)
- c. Employees should ensure that mobiles are on silent at all times whilst in classrooms with students and in staff-rooms. They should not be left on display.
- d. Employees using their own device for recording must ensure that they are adhering to the UYOD policy at all times, paying particular attention to encryption and deleting materials as soon as possible.
- e. Employees are not permitted to use their mobile phone to engage with social media sites whilst they are responsible for the supervision of students.
- f. Employees must not record anything related to the Academy or students on any personal device.

## 26. MICROSOFT TEAMS/ON LINE MEETINGS

- a. The Trust will use Microsoft Teams as our platform which is a professional and secure system. We will use the following protocols:
  - i. A meeting invite will be sent out to all participants – once this is in your electronic diary you can click the link to join the meeting;
  - ii. Each meeting will have a Chair;
  - iii. All members of the meeting will use the 'chat' function in teams, available via the on-screen menu, to raise questions or make comments, this will ensure that all voices are considered;
  - iv. Documents can be explained and reviewed on-screen using the 'share' function;
  - v. Meetings are to be a maximum length of 2 hours, meetings online tend to be intense and sharply focused and should need less time;
  - vi. Participants should keep their microphones muted as they join the meeting and during the meeting, unless they are making a contribution. Prevents noise interrupting the meeting and also minimises the risk of electronic feedback affecting the call quality;
  - vii. Participants should be mindful that they are joining a professional meeting where confidential material may be shared. Choosing a location to join the meeting from is therefore important.

## 27. DRESS CODE

- a. It is important that the image projected via the standard of dress of professionals reflects the high expectations of the City Learning Trust. We understand and value the public's perception of our roles as mentors and role models for students.
- b. The Trust values and welcomes the ethnic diversity of its workforce and therefore dress codes will take account of ethnic and religious dress requirements with sensitivity ensuring that employees are free to observe them.
- c. Employees need to be mindful that although there is a difference in circumstances, students will always compare what employees are wearing with what they are prohibited from wearing. Employees need to be aware that they are regarded as role models and consistent standards of professional attire help set a purposeful and business-like manner.

### 27.1 Purpose

- a. The purpose of this dress code is to:
  - i. Present a professional and positive image of the Academy at all times (including external training courses);
  - ii. Avoid unintentional injury to employees or students;
  - iii. Avoid being offensive to people of different cultures or beliefs;
  - iv. Present positive role models for students;
  - v. Ensure that employees dress is such that it inspires the confidence of parents and the wider community;
  - vi. Contribute to high standards of health and safety.

### 27.2 Implementation (Roles & Responsibilities)

- a. All employees are expected to dress in a smart and business-like manner, using their professional judgement. Employees should look clean, tidy and well-groomed and should have a good standard of personal hygiene. Employee appearance should reflect the professional environment in which we work and maintain high standards of modesty, style and taste.
- b. For Secondary Academies jackets should be worn in meetings with any external stakeholders or visitors. It is expected that on all formal events, employees will dress formally and appropriately (for e.g. 'parents evenings', INSET and external courses etc.). In secondary academies jackets may be taken off when teaching but, have to be worn when circulating the Academy.



## 27.3 Guidance

- a. Clothing must be professional attire, not casual wear.
- b. Footwear must be professional, not casual.
- c. Other support staff and non-teaching staff (e.g. technicians, canteen staff, premises manager, site staff) should dress smartly and appropriately for their role taking into account health and safety issues/the physical nature of their role.
- d. Hair should be neat and tidy. No extreme hairstyles, patterns or colours are allowed.
- e. Visible tattoos are discouraged and must be covered wherever possible.
- f. Nails should be kept to a manageable length and should not have any jewellery or artificial adornments attached.
- g. Clothing should not restrict movement nor should it prevent a task from being undertaken with dignity. Protective/appropriate clothing and footwear is provided as appropriate by the Academy and should be worn as required.

## 27.4 PE / Dance / Performing Arts

- a. When teaching PE, employees should wear sportswear that is commensurate with their role:
  - i. Plain sports shorts, tracksuit bottoms or sports leggings (not fashion leggings);
  - ii. Smart sports t-shirts/tops (without excessive branding-small logo only);
  - iii. Suitable sports trainers;
  - iv. Sportswear that is excessively branded or includes slogans should not be worn.
- b. Employees should change back into appropriate clothing after teaching PE when feasible, in keeping with the main body of employees for other lessons, parents' evenings, meetings with parents/carers/stakeholders, open days/evenings/leading assemblies etc.

## 27.5 Restrictions

- a. While employees are encouraged to exercise their own professional judgement on their appearance, there are some items which are deemed unacceptable, these are:
  - i. Leisure or sportswear (except for PE or sporting events);
  - ii. Denim jeans/skirts, jackets/jean styled trousers;
  - iii. Trainers (except for PE);
  - iv. Flip flops or open slip on shoes that do not fasten (for health and safety reasons);
  - v. Leggings or shorts (except for PE or Primary academies where appropriate);
  - vi. Visible body piercings other than earrings.
  - vii. Tattoos must be covered where possible;
  - viii. Casual/loose fitting t-shirts;
  - ix. Clothing made from sheer fabric exposing underwear;
  - x. Hats;
  - xi. Clothing which exposes too much flesh;
  - xii. Clothing which is tight exposing outline of underwear;
  - xiii. Skirts/dresses that are shorter than just above the knee;
  - xiv. Tops/dresses with very thin straps unless covered by shirt or jacket;
  - xv. Clothes showing slogans or feature designs;
  - xvi. Hijabs that cover the face;
  - xvii. Extreme hair styles and colour of hair;
  - xviii. Low cut tops;
  - xix. Jumpers/cardigans - unless it is cold when fine knitwear can be worn under jackets;
  - xx. For health and safety purposes, hot drinks should not be carried around the Academy during lesson change over, break, lunch or before and after the Academy day when corridors are busy, without a secure screw on lid;
  - xxi. Jewellery should be discreet with visible piercing restricted to ears. Single nose studs may be worn for reasons of culture or religious observance only. Employees should be mindful of Health & Safety when wearing jewellery;

## **27.6 Where Normal, Professional Dress Would Be Inappropriate**

- a. When employees are on school visits or where normal professional dress would be inappropriate, should remember that they are still 'on display' and acting as role models and ambassadors for the school. On such occasions the dress code can be relaxed however the following will apply:
  - i. No visible body piercings other than earrings;
  - ii. Tattoos to be covered at all times, where appropriate;
  - iii. No clothing that exposes too much flesh;
  - iv. No clothing which is tight exposing outline of underwear;
  - v. No clothes showing offensive slogans or feature designs;
  - vi. No hijabs that cover the face.

## **27.7 Hot Weather**

- a. It is permissible for employees to remove jackets in classrooms during periods of hot weather however staff should be mindful that their appearance must remain professional at all times.
- b. The policy is not exhaustive in defining unacceptable standards of dress and appearance and employees must use common sense in adhering to the principles underpinning the policy.

## **27.8 Equality and Diversity**

- a. The City Learning Trust values and recognises the diversity of cultures, religions and disabilities of its employees and will take a sensitive approach when this affects dress requirements. Hijabs worn for religious purposes must not cover the face. Turbans, Kippots and Headscarves are supported on religious grounds but must not compromise health and safety.

## **27.9 Disputes**

- a. Employees considered to be in breach of the dress code will be advised by the Headteacher/Principal/Nominated Person and will be given the opportunity to conform. Disagreements about the appropriateness of specific items of clothing or footwear will be referred to the Executive Leadership Team / Principal/Headteacher who will be the final arbiter on such matters.
- b. Persistent failure to comply with the dress code may result in disciplinary action.
- c. Links to other policies / relevant documentation. The policy should be read in conjunction with:
  - i. Equal Opportunities Policy;
  - ii. Health and Safety Policy;
  - iii. Educational visits Policy;
  - iv. Staff Discipline, Conduct and Grievance Policy.
- d. We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age, disability, ethnicity, gender, transgender, maternity, religion and sexual identity. We welcome our duty under the Education and Inspections Act 2006 to promote community cohesion.
- e. We recognise that these duties reflect international human rights standards as expressed in the UN Convention of the Rights of the Child, the UN Convention on the Rights of People with Disabilities and the Human Rights Act 1998.

## **27.10 Identity Badges**

- a. Employees issued with identity badges should wear them at all times. Where it is decided that it is not practical to wear identity badges then you should have them available for inspection at all times. If you lose your identity badge or entrance fob (if used), please inform a member of the SLT immediately.



## **28. DISCIPLINARY RULES**

- a. The Trust has a disciplinary procedure.
- b. The disciplinary procedure is concerned with instances of alleged misconduct, either ordinary or gross. It is anticipated that the vast majority of breaches will be of a minor nature and that they can be resolved without recourse to a formal procedure. Some breaches will be more serious or there may be circumstances where there is repetition of a minor breach. In such circumstances the matter will be formally investigated and progressed under the formal procedure.
- c. The Trust also has a separate capability procedure which provides a framework for Headteacher/Principal/Nominated Person and employees to cope with issues of poor performance. The underlying intention of the Procedure is to give the employees who are falling below the established acceptable standards the opportunity to improve.

## **29. CONTRACT OF EMPLOYMENT**

- a. Your contract of employment is an agreement between the Trust and you which sets out your employment rights, responsibilities and duties and this includes the Code of Conduct.

## **30. GENERAL DATA PROTECTION REGULATIONS 2018**

- a. The General Data Protection Regulations 2018, retained as the UK GDPR protects personal data which relates to living identifiable individuals and deals with the way in which personal information is collected, held, recorded and used.
- b. It works in two ways:
  - i. It gives you certain rights;
  - ii. It states that those who record and use personal information must be open about how the information is used.

## **31. FREEDOM OF INFORMATION**

- a. The Freedom of Information (FOI) Act (2000) gives significant rights of access to information held by all public authorities.

## **32. SOCIAL MEDIA**

- a. CLT/Academy employees are subject to the procedure outlined below when contributing to social networking sites and when using CLT/Academy ICT hardware and/or the CLT/Academy network.
- b. In addition, when identifying themselves as an employee of CLT, whether using CLT hardware and/or network, or when using personal ICT hardware and/or internet connection, (other than as an incidental mention of place of employment in a personal blog on topics unrelated to CLT) any comment must be identified as personal, and not representative of the view or opinion of CLT.
- c. Only individuals who have agreed authority to speak on behalf of the Trust may comment on social networking sites in respect of CLT.

### **32.1 Confidential information**

- a. It is strictly forbidden to publish confidential information about, or in relation to, CLT on company or personal social networking sites or blogs.
- b. Confidential information includes unpublished details of current projects, financial information, Academy material, and student information. If you are in doubt as to whether the information is confidential or not, it should not be published.

### **32.2 Protecting Privacy**

- a. Privacy settings on social networking sites that might allow others to post information, or see information that is private or personal, should be set to limit access to trusted parties only. At all times, employees must be mindful of posting information that you would not want the general public to see.
- b. What you publish may be around for a long time, so consider the content carefully and be especially cautious about disclosing personal details in your posts and blogs.

### **32.3 Copyright**

- a. You should never quote more than short excerpts of someone else's work, and always attribute such work to the original author/source. It is good general practice to link to others' work rather than reproduce it.

### **32.4 Honesty, Transparency and Integrity**

- a. It is recommended that you use your real name and be clear who you are when using social media sites.
- b. Do not say anything that is dishonest, untrue, or misleading. If you have a vested interest in something you are discussing, point it out.
- c. If you make an error, be up front about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so.

### **32.5 Respecting Your Audience**

- a. The public in general, and CLT employees and customers, reflect a diverse set of customs, values and points of view. Don't be afraid to be yourself, but do so respectfully. This includes not only the obvious (i.e. no ethnic slurs, offensive or defamatory comments, personal insults or obscenities), but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory - such as politics and religion.
- b. Use your best judgment and be sure to make it clear that the views and opinions expressed are yours alone and do not represent the official views of CLT.

### **32.6 Protecting Our Partners**

- a. Partner Academies or Students should not be cited, or obviously referenced without their prior approval.
- b. Never identify a partner or student by name without permission and never discuss confidential details of partner/supplier engagement.
- c. Employees should not befriend students who are currently at the Academy or the 6<sup>th</sup> Form and should exercise common sense and mature judgments when befriending ex-students, taking into account the age, maturity and behaviour whilst they were at the Academy. Employees should take into account if the ex-student has siblings currently at the Academy or 6<sup>th</sup> Form and should not befriend if this is the case.

### **32.7 Misrepresentation and Disclaimers**

- a. If you see misrepresentations made about CLT you should make your Line Manager aware at the earliest opportunity.
- b. If you speak about others, make sure what you say is factual and that you do not resort to criticism of that party.
- c. Avoid online arguments. Don't try to settle scores or goad fellow bloggers, competitors or others into inflammatory debates.
- d. Many social media users include a prominent disclaimer saying who they work for, but that anything that they publish is their personal opinion, and not necessarily the opinion of the company they work for (i.e. CLT).

### **32.8 Use at Work**

- a. Social networking, including blogging, must not interfere with your responsibilities and tasks during working hours.
- b. It is permitted to use social networking sites only in designated break and lunch times, and in accordance with this procedure.

### **32.9 Disciplinary Action**

- a. Using your blog or social media micro-site to publicly criticise, spread false rumours about CLT, our partners, or your co-workers may lead to disciplinary and/or legal action.
- b. Violation of the use at work section of this procedure may result in disciplinary action, up to and including termination of an employee's contract of employment.

## **33. ICT USAGE**

### **33.1 Internet Access**

- a. The Trust provides a secure gateway that must be used for all internet access.
- b. This interface consists of a number of levels of security including a firewall, an internet proxy server and computer virus protection. This configuration ensures the security of the internal network whilst optimising the performance of all www and ftp traffic. All authorised users will be given an email address that enable the sending and receiving of external email.
- c. All internet activity is logged in detail and all incoming and outgoing email is copied and stored prior to delivery in or out.
- d. The internet provides the Trust with the means to send information to, receive information from and access resources outside the company's network. As with all internal email messages, internet messages can be forwarded without the knowledge or consent of the original author. Users, therefore must exert caution in the transmission of messages outside the Trust and must comply with any appropriate legislative requirements.

### **33.2 Purpose of Use**

- a. The use of the Trust's email and internet resources are supplied for business purposes. Incidental and occasional personal use of the internet may occur when such does not generate a direct cost to the Trust subject to the following provisos:
  - i. Any such use is subject to the provisions of this policy;
  - ii. File attachments to such messages are strictly prohibited without prior agreement;
  - iii. Personal use of the email/internet resources is a privilege, not a right and as such its use must be limited to before and after employees' regularly scheduled working hours.

### **33.3 Prohibited Purposes**

- a. Personal use within working hours must be limited and personal use that creates a direct cost for the Trust is prohibited.
- b. Use at any time for personal monetary gain or for commercial purposes that are not directly related to the Trust.

### **33.4 Other Prohibited Uses**

- a. Other prohibited uses of email/internet resources include but are not limited to:
  - i. Inclusion of the work of others into electronic communications in violation of copyright laws;
  - ii. Use of internet to harass or intimidate others, or to interfere with the ability of others to conduct CLT business;
  - iii. Use of the internet for any purpose that is restricted or prohibited by laws or regulations;
  - iv. 'Spoofing' – constructing an electronic communication in such a way that it appears to be from someone else;
  - v. 'Snooping' – obtaining access to the files or electronic mail of others for the purpose of satisfying idle curiosity with no substantial purpose;
  - vi. Attempting to breach security measures on any internal or external system;
  - vii. Attempting to intercept electronic communications without authorisation;
  - viii. Use of bulletin or notice boards for personal advertising or any non-business purpose;
  - ix. Accessing, sending or receiving or storing information or pictures with pornographic or paedophilic content;
  - x. Accessing, sending or receiving or storing information or pictures of a sexually or racially discriminating nature;
  - xi. Accessing, sending or receiving or information of a defamatory or libellous nature about any person or organisation.
- b. The Trust reserves the right to monitor internet access and email usage as a routine matter to the extent permitted by law. To this end, all in bound and out bound internet activity, including emails and their contents, are logged and regularly reported on. When using internet services, as provided by the Trust, you agree to the monitoring and logging of all internet communications.

### **34. CONDUCT OUTSIDE OF WORK**

- a. Employees must not engage in conduct outside work which could damage the reputation and standing of the Academy or an employee's own reputation or the reputation of other members of the Academy community.
- b. Employees should be careful to ensure that nothing they say or do brings the Academy's name into disrepute. Gossip in local communities can damage a reputation that has taken a considerable amount of time to establish.
- c. This document is to be read in conjunction with the following policies:
  - i. Safeguarding and Child Protection Policy;
  - ii. Disciplinary Policy;
  - iii. Health and Safety Policy;
  - iv. Gifts and Hospitality Policy;
  - v. Safer Recruitment Policy;
  - vi. Equality & Diversity Policy;
  - vii. Attendance (Employee) Policy;
  - viii. Data Protection (GDPR) Policy;
  - ix. Capability Policy;
  - x. Using your own device for work Policy;
  - xi. Curriculum, Blended Learning and Online Communication Policy Suite.

### **35. MONITORING AND REVIEW**

- a. This policy has been approved by the Board of Trustees. It will be reviewed by the Policy Administration Group on an annual basis to ensure continuing compliance.