

Conduct of staff statement

Introduction

Our professional and personal standards, not just our contractual obligations, guide our conduct and behaviour to our customers, clients, students and our colleagues.

This document makes explicit our common understanding of these matters and compliments official standards within our organisation.

This Conduct of staff document contains:

- **Statement of values:** which are intended to represent the shared values of the Inspire Academy Trust.
- **Code of Conduct:** which provides guidance on the standards of conduct required of all staff and Trust protocols.
- **Staff rules:** which describe the responsibilities of all members of staff in relation to their individual conduct. These rules may be revised or amended from time to time in the light of experience or changing circumstances. Breaches of the rules may lead to disciplinary action being taken under the Trust Disciplinary Procedures.
- **Support for staff and resolution of difficulties:** which provides guidance about how staff will be supported to meet the standards set out in the Code of Conduct and its application.

The purpose of the Code and Rules of Conduct is to ensure that all Academies:

- act in accordance with the guiding principles of probity, transparency and high standards of conduct in the public sector.
- provides a supportive working culture for staff and students.
- provides a high quality service to its students and customers.

Statement of values

We, the staff of Inspire Academy Trust, aim to have a shared view about how we should behave and how we conduct ourselves when carrying out our professional duties.

Our values will be reflected clearly in the way we:

- conduct ourselves at work.

- relate to colleagues, students and other members of the community involved with the work of the academy's.
- organise our time and manage other staff.

Our values will guide decision-making at all levels.

We value each individual member of the Trust community and will be committed to:

- equality of opportunity and ensuring that everyone is treated equitably and with dignity.
- displaying courtesy and respect when working with students and meeting and dealing with people, considering their needs at all times.
- making every effort to praise good performance and to appraise and constructively support other performance when managing people.
- be open and communicative at all levels, and thereby aiming to gain the trust of those we are dealing with.
- valuing and respecting our colleagues.

We value ourselves and aim to:

- take an active role in the planning of our own personal and professional development.
- be honest, loyal to the Trust and colleagues and have personal integrity.
- improve by learning from our mistakes.
- avoid putting our health and safety at risk.

We value Inspire Enterprise Academy/IOW Studio School and aim to:

- avoid actions and comments which might undermine others' positive perception of the Trust or conflict with our professional responsibilities.
- actively promote the Academy's achievements.
- contribute to the success of the Academy's, by helping it to fulfil its purposes and to maintain the standards set out in its Charter.
- contribute to the design and implementation of Trust policies.
- understand that it is our duty to do all we can to help the Trust carry out its strategic objectives.

Code of Conduct

As an employee of the Trust, you have a responsibility to:

- carry out the duties assigned to you in a diligent manner and inform your manager of any difficulties you may encounter;
- familiarise yourself with, and adhere to, academy systems, procedures and policies;
- act in a fair and courteous manner to all others with whom you come into contact as a result of your Academy duties.

- treat the Academy's environment and its associated resources with respect and ensure that others exercise the same degree of care and respect for our environment;
- respond promptly to requests for information from colleagues;
- make yourself clearly identifiable as a member of staff to students, visitors and your colleagues by wearing your name badge and using the correct procedure to identify yourself and your team when answering the telephone;
- manage the behaviour and conduct of students, in exercising such responsibility you are expected to deal firmly but politely with any minor incidents of undesirable student behaviour, whether or not the students are known to you. On the rare occasions where more major incidents occur, you should inform an appropriate Academy manager/Headteacher or Principal at the earliest possible opportunity;
- care for the health and well-being of students, visitors and your colleagues. This encompasses the responsibility to rigorously enforce the rules regarding not smoking within the Academy environment and to set a good personal example for students;
- maintain a proper, professional relationship with our students. Staff must have regard to the professional difficulties and damage to the Academy's reputation which may result if an appropriate distance or boundaries are not maintained with students, both inside and outside the Academy. This includes all social media. Staff must recognise that they are not in an equal relationship with students but in a position of trust and authority, which must not be abused. Staff should be aware of the problems which may arise if they engage in sexual and inappropriate emotional relationships with students. The academy will view any breach of the boundaries of a proper professional relationship with students as misconduct and this will lead to disciplinary action.
- act in accordance with the Trust position on drug, alcohol and other substance misuse. You should take appropriate action in accordance with Trust policy in the case of any student whom you believe to be under the influence of alcohol, illegal drugs or other incapacitating substances or in possession of alcohol or illegal substances;
- be aware of the influence which we exert on our students and others with whom we come into contact as a result of our Academy duties. Therefore, staff should exercise caution with regard to the expression of personal ideological views such as those of a political or religious nature.
- Act in accordance with the policy on social networking. You should also be aware of the professional use of electronic mail when conducting school business.

Rules of conduct for staff

- **Code of Conduct** In all your actions as an employee, you must have regard to the Trust values and the Code of Conduct for staff.
- **Compliance with Financial Regulations** You are responsible for compliance with the Trust financial regulations and for the efficient use of any resources over which you have influence or control; and to manage any staff under your control to ensure that such regulations and procedures are followed.

- **Academy Information and Communication Systems** The Academy information systems e.g. telephone, post, internet and email are the property of the Trust and may only be used for authorised purposes. In the use of these systems staff have no right to privacy, and the Trust has the right but not the duty to monitor such communications at any time.
- **Health and Safety** You must comply with the requirements of the Academy Health and Safety policies, together with relevant legislation and regulations, and ensure the compliance of students and visitors to the Academy.
- **Trust Whistleblowing procedure** In the event that you become aware of or suspect any wrong doing, you have a duty to take action to disclose it in accordance with the Trust whistleblowing procedure.
- **Equal Opportunities** You must observe the Trust's Equality and Diversity Policy and Policy against Harassment.
- **Rules of Conduct** You must ensure that you are familiar with the rules of conduct as outlined in the teaching standards document.
- **Personal Appearance and behaviour** You must always present a professional appearance and act as a positive role model to our students. Whilst dress is a matter of personal taste, it is normally expected that staff will wear clothes which are generally accepted as appropriate for a professional working environment.
- **Attendance and timekeeping** You must attend regularly and punctually.
- **Alcohol and illegal substances** You must always present yourself as fit for duty - this encompasses the responsibility of not being under the influence of alcohol or illegal drugs or being adversely affected as the result of prior consumption of alcohol. You must not consume or be in possession of illegal substances and you must report to a member of Academy senior management any cases where you have reason to believe that a student, colleague or visitor to the Academy is under the influence of or in possession of alcohol or illegal substances.
- **Smoking** You must only smoke in the designated areas.
- **Food and drink** You must comply with Academy and Trust policies regarding areas where food and drink may be consumed, and ensure the compliance of students and visitors to the Academy.
- **Confidentiality** You must familiarise yourself with and observe your contractual obligation with regard to confidentiality.

- **Contact with the Media** You may only communicate with members of the press or broadcasting media on behalf of the Academy or in respect of any matters connected with the Trust, with the express permission of the Executive Principal.
- **Copyright, Employee Inventions and Post-termination Restrictions** You are required to observe your contractual obligations with regard to the above matters.
- **Declaration of Interest** If you have a financial interest or involvement in a contract, potential purchase or any similar issue being considered by the Trust, then you must report this in writing to the Finance Manager and the Executive Principal.
- **Declaration of Fees** You must declare any fee from another body for work related in any way to your Trust employment. In the event of a fee being offered or paid, you may be required to surrender this to the Trust.
- **Gifts and Hospitality** It is important to exercise particular discretion with regard to the acceptance of gifts and hospitality. You are in a position of trust and should be careful not to foster any suspicion of a conflict of interest. You should always have in mind the need to behave in a manner that avoids giving the impression that you have been influenced in your dealings with others by any gift or consideration.

The following are examples of what is normally acceptable:

- occasional gifts, such as small gifts from groups of students on completion of their courses, or inexpensive seasonal gifts, such as diaries, calendars and so on;
- conventional hospitality, provided it is normal and reasonable in the circumstances.

If you are in any doubt about the acceptability of gifts or hospitality, you should raise the matter with your manager **before** accepting it.

- **Criminal convictions or formal police cautions** You are required by law to report to the Principal in writing any criminal convictions or formal police cautions which are recorded against you.

Support for staff and resolution of difficulties

As a member of Trust, you are expected to:

- support the values stated in this document.
- act in accordance with the guidance provided by the Code of Conduct.
- comply with the specific rules of conduct.

In managing the performance of staff for whom they are responsible, line managers will support staff in comprehending and meeting the standards demanded by the rules set out in Trust policy and in line with this Code of Conduct.

Specific training will be made available through various professional development programmes, including induction training for new staff.

If you are in any doubt with regard to complying with this Code, or its application in any particular situation, you should discuss the matter with your line manager or an appropriate Senior leader.

Social networking websites, social contact and Online E-Safety

- Adults must ensure they are familiar with, and promote, the policy on Online e-safety.
- Adults working in school should not seek or establish e-relationships with children/parents through Social networking sites.
- Internal e-mail systems should only be used in accordance with the organisation's E-Safety Policy. This is for school emails that may contain sensitive data.
- Adults working in school should adhere to the Trust's guidelines regarding their personal use of social networking sites, this is within the school's E Safety Policy.
- Adults are strongly advised, in their own interests, to take steps to ensure that their personal data is protected from anybody who does not have permission to access it.

- This means that adults should:
 - refrain from identifying themselves as working for the school in a way which has the effect of bringing the school into disrepute.
 - not identify other employees or children without their consent.
 - not make any defamatory remarks about the school, its employees, children, parents or any other school community members.
 - not disclose data or information about the school, employees or, children that could breach the Data Protection Act 1998, for example, posting photographs or images of children or young people.
 - not allow pupils to access their personal social networking accounts.
 - ensure that personal social networking sites are set as private and pupils are never listed as approved contacts.
 - never access the social networking sites of pupils.
 - not give their personal contact details to children including their mobile telephone number.
 - not use internet or web-based communication channels to send personal messages to a child/young person.

- Adults who work with children should not seek to have social contact with the families of children they work with, unless the reason for this contact has been firmly established and

agreed with senior leaders.

- Failure to comply with the guidelines on staff use of social networking sites may lead to disciplinary action being initiated.