



**Inspiring Futures  
Through Learning**

Inspiring Futures Through Learning

## **IFtL Staff Code of Conduct - Core Values**

Valid From: September 2020

Review Date: September 2021

*At Inspiring Futures through Learning, we are driven by our pursuit of excellence every day. We have high expectations of learning, behaviour and respect for every member of our community. We create independent, articulate thinkers and learners who have confidence in, not only their individual ambitions, but also those of the Academy and The Trust as a whole. We have collaboration at the heart of everything we do and our vision is to nurture exciting, innovative, outstanding Academies who embrace change and provide a world-class education for all it serves.*

**Including all IFtL Schools, Milton Keynes Teaching School Alliance and Two Mile Ash Initial Teaching Training Partnership**

<b>Policy name:</b>		Staff Code of Conduct – Core Values
<b>Version:</b>		V3
<b>Date relevant from:</b>		September 2020
<b>Date to be reviewed:</b>		September 2021 <i>This policy will be reviewed every year unless legislation dictates otherwise. Recent changes in Legislation will need to be read and used to review this Policy.</i>
<b>Role of reviewer:</b>		IFtL HR Co-ordinator
<b>Statutory (Y/N):</b>		Y
<b>Published on website*:</b>		2C

<b>Policy level**:</b>	2
<b>Relevant to:</b>	All employees through all IFtL schools and departments
<b>Bodies consulted:</b>	School / department governance bodies
<b>Approved by:</b>	IFtL Board of Trustees
<b>Approval date:</b>	28 <sup>th</sup> September 2020

**Key:**

**\* Publication on website:**

IFtL website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
3	Not required	C	Not required

**\*\* Policy level:**

1. Trust wide:
  - This one policy is relevant to everyone and consistently applied across all schools and Trust departments with no variations.
    - *Approved by the IFtL Board of Trustees.*
2. Trust core values:
  - This policy defines the values to be incorporated fully in all other policies on this subject across all schools and Trust departments. This policy should therefore form the basis of a localised school / department policy that in addition contains relevant information, procedures and / or processes contextualised to that school / department.
    - *Approved by the IFtL Board of Trustees as a Trust Core Values policy.*
    - *Approved by school / department governance bodies as a relevantly contextualised school / department policy.*
3. School / department policies
  - These are defined independently by schools / departments as appropriate
    - *Approved by school / department governance bodies.*

# **IFtL Staff Code of Conduct Core Values**

## **Vision**

At IFtL Trust Schools, we are relentlessly driven by our pursuit of excellence and high expectations of learning, behaviour and respect for every member of our IFtL community. We strive to ensure consistently high expectations for all, with every member of staff being an excellent role model for the children and the local and wider community, contributing positively to our aspiration for being a Trust that provides a world class education.

## **Aspirations**

We aspire to ensure that every member of staff within IFtL strive for excellence and children are at the core of everything we do. Our core aim is to achieve centres of excellence in education and foster good employee relations, this procedure aims to outline what behaviour is and is not acceptable.

## **Core Values**

We believe everyone within the IFtL community has the right:

1. To learn.
2. To be respected.
3. To be safe and supported.

Our Staff Code of Conduct aims underpin the culture: principles of respect, understanding rights and responsibilities, fairness, tolerance and understanding for all. This code of conduct sets out the core principles for the creation and maintenance of a safe and conducive learning culture across all areas of the Trust.

To enable this to occur all staff need to:

- Have consistently high expectations for themselves and others.
- Take pride in their work, their environment and the community and ensuring respect for all is a non-negotiable expectation for all stakeholders.
- Follow and adhere to the policies and procedures at both a Trust and a school level.
- Equality and respect are irrespective of background, race, gender or culture.

## **Success indicators**

All schools within the trust will implement the following indicators:

- All staff are proud to be members of IFtL and exhibit consistently high expectations.
- Staff foster and nurture a positive environment where all exhibit a sense of pride within their school and the IFtL Trust.
- High and consistent expectations that everyone, irrespective of gender, race or culture, feels safe, secure and has respect and empathy for one another.
- All staff believe and adhere to the vision and ethos of their school and the IFtL Trust.

# **IFtL CODE OF CONDUCT**

## **Introduction**

This Code of Conduct applies to all employees (teaching and support staff) and volunteers who work within the IFtL Academy Trust. IFtL and each school expect all its employees to recognise their obligations to their Academy, the public, pupils and other employees and to conduct themselves appropriately at all times.

All Academy staff have a duty to behave in a way that reflects positively on the Academy, provides positive role models for the children and works within the law and policies set by each of the schools and IFtL Trust.

As a member of an academy community, each adult has an individual responsibility to maintain their reputation and the reputation of the schools and the Trust, whether inside or outside working hours. This policy relates both to conduct at work and instances where conduct outside work has a direct relationship to the employee's duties. This includes conduct that is likely to bring the school or Trust into disrepute or raises concerns about an employee's suitability to continue to work in a position of trust.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

There is no place for extremist views of any kind in any of our schools or Trust. Any extremist views, including derogatory language, displayed by staff will always be challenged and where appropriate dealt with in line with IFtL Trust's Staff Code of Conduct and Disciplinary Policies. Where misconduct by a teacher is proven, the matter will be referred to the National College for Teaching and Leadership for their consideration as to whether to a Prohibition Order is warranted.

## **General principles**

This Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe. The following points are not exhaustive and do not replace the general requirements of the law, common sense or conduct:

- Staff are committed to safeguarding and promoting the welfare of all children and must take reasonable care of children under their supervision with the aim of ensuring their safety and welfare.
- All staff need to be aware of the policy and procedures for Child Protection within their school or setting and adhere to legislation and MKSCB recommendations at all times.
- All concerns will be investigated thoroughly and confidentially, and appropriate action taken.
- Staff know and follow their schools and the Trust's vision statement. All work supports the vision and adults take responsibility for their own part of living that vision.
- All staff in academies set examples of behaviour and conduct which can be copied by children. Staff must therefore never use inappropriate or offensive language at all times.

- Staff must not promote or share extremist views, derogatory language or support extremism.
- Staff are positive role models for children at all times and must, therefore, demonstrate high standards of conduct in order to encourage our children to do the same.
- All staff are expected to follow social distancing guidelines in relation to Covid-19, as advised by the Government and according to school and Trust procedures.
- All staff are expected to behave professionally and exercise confidentiality. Where staff have access to confidential information about children or their parents or carers, they must not reveal such information except to those colleagues who have a professional role in relation to the child.
- Staff should seek to establish a good and open relationship with parents/ carers and aim to create a welcoming and open relationship. All parental/ carer concerns should be treated seriously and dealt with promptly.
- Staff treat others equally well, avoiding all forms of discrimination, with professional courtesy and respect. Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference, and working together to build a climate of continuous improvement. Politeness and respect are essential ingredients: where differences occur, they should be dealt with calmly and fairly.
- All staff are expected to follow the school's policies: including behaviour; anti-bullying; anti-racism in all interactions in school.
- Staff must not seriously demean or undermine children, their parents, carers or colleagues.
- Staff are punctual and fully prepared for work.
- Staff must maintain high standards of honesty and integrity in their work and respect and safeguard academy property and resources.
- Staff will dress modestly and appropriately for working with children. Business dress should be worn at all appropriate times. Additional guidance can be found in Appendix 1.
- All staff should take care of their physical and mental wellbeing. All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance.
- Staff will follow and adhere to health and safety guidelines.
- All staff should treat resources responsibly, and exercise due financial care.
- Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school, Trust or the staff member's own reputation or the reputation of other members of the school and Trust community.
- Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, the IFtL Trust or the wider community into disrepute.
- All staff should avoid shouting at individual pupils unless there is a Health and Safety risk and a raised voice is therefore used to attract attention urgently.
- All staff should be aware of what physical contact with pupils is appropriate. Staff should only exercise physical restraint as a last resort to prevent injury. Adults should not initiate any physical contact unnecessarily, and there should be clear boundaries:
  - Children should not be picked up. (unless medically necessary or being restrained)
  - Children should not sit on an adult's laps unless extremely distressed and the child initiates the contact. The child should be removed at the earliest convenience without causing additional distress to the child.
- Adults should avoid being in a room alone with a child where the door is closed. If you need to talk to a child, position yourself within sight of the door, or ask another adult to be present.

## **MKSCB Code of Conduct:**

All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct. The Code of Conduct below is recommended by Milton Keynes Safeguarding Board (MKSCB) to help support staff to protect themselves, the children and their families and the wider community.

IFtL and all the staff within the Trust adhere to the code of conduct as recommended by the MKSCB.

This code of conduct is principally designed to safeguard children and young people involved in any activity but will help you by identifying required standards of behaviour as you carry out your role as a worker or volunteer.

Following this code of conduct will reduce the likelihood of any misinterpretations of your actions. It is key for you to remember that you have been allocated a position of trust and responsibility and you must act in accordance with this.

- DO treat all of those involved equally with respect and dignity – offensive, discriminatory or aggressive behaviour will not be tolerated.
- DO understand your role in any policies and procedures e.g. child protection, health and safety – be clear about what you should do if a concern about the safety or welfare of a young person arises.
- DO co-operate fully with other volunteers and professionals.
- DO consistently display high standards of behaviour and appearance.
- DO show respect for your peers and participants and treat them how you would want to be treated yourself.
- DO understand that inappropriate behaviour will be followed up by the Designated Safeguarding Lead in consultation with the Local Authority Designated Officer.
- DO act as a role model for other young people, your behaviour may influence others.
- DO ensure that permission is sought from parents for any photographs or video of children or young people. These may only be captured using the settings equipment.
- DO remember that your behaviour towards participants to whom you are in a position of trust should reflect your role. Sexual relationships with anyone under the age of 18 in your care will be treated as an abuse of trust and dealt with through the disciplinary procedures.
- DO be vigilant of changes in behaviour and inappropriate conduct in other workers and volunteers and report to your Designated Safeguarding Lead.
- Do remember that you are a professional and maintain professional boundaries with all children and parents that you work with.
- Never take children to your home.
- Never engage in rough, physical or sexual provocative games.
- Never allow or engage in any form of inappropriate touching or physical abuse.
- Do not take part in or tolerate behaviour that frightens, embarrasses or demoralises a child or young person or affects their self-esteem.
- Never make sexual suggestive comments to a child, even in fun.
- Do not allow allegations made by a child to go unchallenged, unrecorded or ignored.
- Never make a child cry as a form of control.
- Do not do things of a personal nature for children or vulnerable adults that they can do for themselves.
- Do not contact children or families individually via Facebook or any other social media including mobile phones.

- Don't make promises that you cannot keep. All allegations or disclosures on child protection issues must be reported on.
- Avoid favouritism and special friendships.
- Do not take pictures of the young people using personal equipment.

This code of conduct protects the children and young people we work with, you as a worker or volunteer and the organisation, by reducing the risk of anyone working with us, using their role to access children to cause harm. It also helps to identify practice that could be misinterpreted and may lead to a false allegation being made

Any breach of the code of conduct may lead to disciplinary action being taken. Serious breaches may result in a referral to Police, Social Services or the Local Authority Designated Officer (LADO). All workers or volunteers are expected to report any breach to the Designated Safeguarding Lead.

## **Disciplinary Action**

Employees should be aware that a failure to comply with any aspect of the Staff Code of Conduct could result in disciplinary action, including dismissal.

If you are unclear whether any conduct is acceptable or not, it is important that you seek advice from the Head Teacher or senior member of staff within your school or for the CEO or senior member of staff within the IFtL.

## APPENDIX 1: Staff Dress Code

### General Principles

- Staff must abide by the dress code and dress appropriately for their particular role.
- Clothing should be clean and in a good state of repair.
- The Head teacher has the final say on whether clothing and appearance is appropriate.
- If a staff member's clothing or appearance is not deemed appropriate, the Head teacher or other member of SLT will speak to the staff member concerned to discuss any concerns.

### Information for all staff

- Clothing must be professional attire, not casual wear.
- 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.
- Hair should be neat and tidy. No extreme hairstyles are allowed.
- Visible tattoos are discouraged and must be discreet.
- Jewellery should be discreet. Single nose studs may be worn for reasons of culture or religious observance. Rings which could harm children should be removed.
- On formal occasions (such as parents' evenings) all staff attending must dress in a professional manner befitting the event.

### The following may be helpful in clarifying what is and what is not appropriate:

- No denim.
- No revealing or excessively tight clothing.
- No shorts (except PE staff).
- No combat or cargo trousers.
- No leggings unless under an appropriate length skirt or dress.
- No inappropriate footwear e.g. flip flops and trainers (except for PE) which may contravene Health & Safety guidelines.
- Women's tops may be sleeveless but should not be 'strappy' (i.e. have narrow shoulder straps) or be strapless.
- No large logos.
- No clothes that are excessively worn or faded.
- No clothes with rips or tears.