



South Gloucestershire and Stroud Academy Trust

Staff Code of Conduct

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Approved by:	SGSAT Trust Board
Date:	13/10/2021

1. Policy Intent

- 1.1. Throughout their employment with the SGS Academy Trust, staff are expected to act in the best interests of the Trust, and SGSAT students, at all times. SGSAT staff are role models who are in a position of influence and they therefore must adhere to behaviour that sets a good example to all students within the trust. As a member of the trust community, each employee has an individual responsibility to maintain their reputation and the reputation of the trust, whether inside or outside working hours.
- 1.2. SGS Academy Trust endeavours to create and embed a culture of openness, trust and transparency in which the Trust's values and expected behaviour as set out in this staff code of conduct are consistently lived, monitored and reinforced by all staff.
- 1.3. The purpose of this code of conduct is to clarify the nature of professional behaviour expected of all employees in support of the Trust's mission and values:

Our Mission:

The SGS Academy Trust will aim to focus on the development of the whole child by involving and effectively engaging with pupils, parents / carers, staff and the community in a supportive, aspirational and caring environment. We will aim for excellence in our teaching and all learning experiences and I positively promote and nurture the academic, moral, social, physical and creative growth of the children in our care.

Our Values:

We provide an essential service for our communities and will act with honesty, respect, responsibility and care.

2. Scope

- 2.1. This Code of Conduct applies to all academies / free schools / studio schools and University Technical Colleges (UTCs) across the SGSAT. Throughout this document use of the term SGSAT refers directly to the educational establishments within the Trust.
- 2.2. This Code of Conduct also applies to volunteers and those on work placements in addition to employees of the SGSAT and the same expectations and obligations apply to all wherever the term 'employee' is used in this document. It is the responsibility of everyone to familiarise themselves with, and follow all of the SGSAT rules, policies and procedures.
- 2.3. In addition to this policy, all qualified teaching staff employed under SGSAT Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards' and in relation to this document, Part 2 of the Teachers' Standards – Personal and Professional Conduct.
- 2.4. The standards outlined in this document are representative of the standards of performance and behaviour that are expected of employees and are not intended as an exhaustive list. Specific expectations and obligations in relation to many of the topic areas that follow are covered in SGSAT contracts of employment.

3. Procedure

3.1. Setting an example

- 3.1.1. All staff who work in SGSAT set examples of behaviour and conduct which can be copied by students.
- 3.1.2. Staff must avoid using inappropriate or offensive language at all times.
- 3.1.3. All staff must, demonstrate high standards of conduct in order to encourage our **students to do the same.**
- 3.1.4. All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct

3.2. Student development

- 3.2.1. Staff must comply with SGSAT policies and procedures that support the well-being and development of students.
- 3.2.2. Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students.
- 3.2.3. Staff must follow reasonable instructions that support the development of students

3.3. Safeguarding students

- 3.3.1. Staff have a duty to safeguard students from:
 - physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
- 3.3.2. The duty to safeguard students includes the duty to report concerns about a student to the Designated Safeguarding Officer (DSO) for Child Protection in each academy/free school/studio school/UTC.
- 3.3.3. Staff have access to copies of the academy/free school/studio school/UTC's Safeguarding and Whistleblowing Policy and staff must be familiar with these documents.
- 3.3.4. Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues or members of the wider community.
- 3.3.5. Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.

3.4. Alcohol and Substance Abuse

- 3.4.1. Employees must not attend work under the influence of any substance, including alcohol, illegal drugs or solvents. Employees who have been prescribed medication by a healthcare professional must inform their line manager immediately if the medication has, or could have, an adverse effect on the employee's ability to carry out their duties.

3.5. Attendance and Timekeeping

- 3.5.1 Employees' attendance at work is expected to be punctual. Instances of lateness should be explained by the employee to their line manager who will monitor the situation and take action as appropriate.
- 3.5.2 The SGSAT absence management policy and procedure outlines the procedures that should be followed during any period of absence. It also provides details of how the SGSAT will address and manage all issues related to employee absence.

3.6. Bribery, Fraud and Financial Regulations

- 3.6.1 In accordance with its anti-bribery policy, the SGSAT prohibits the offering, giving, solicitation or acceptance of any bribe, whether cash or any other inducement. Individuals should discuss with their line manager if at any time they are in doubt as to whether an act may constitute bribery.
- 3.6.2 Employees must not accept any gifts, fees or inducements for any service connected with their employment, with the exception of minor gifts, inexpensive marketing materials and cards. Individuals should act in accordance with the SGSAT Financial Regulations if they are offered any substantial gifts or if they require further clarification.
- 3.6.3 All employees have an individual responsibility to act in accordance with the SGSAT Financial Regulations when dealing with the invoicing and procurement of goods and services on behalf of the SGSAT.

3.7. Bullying and Harassment, Discrimination and Prejudice

- 3.7.1 Every member of the SGSAT community has the right to be treated with consideration, respect and dignity, and the SGSAT is committed to creating and maintaining a working environment free from discrimination, harassment, bullying, intimidation and victimisation.
- 3.7.2 Discrimination, extremism and prejudice will not be tolerated by the SGSAT and all staff should be aware of their and the SGSAT's obligations under the Prevent Duty with regard to ensuring students are not at risk of radicalisation. Staff have a statutory duty to 'actively promote' the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.
- 3.7.3 Staff also have the responsibility to manage any external speakers they may invite in, to ensure no extremist opinions are promoted. The Prevent duty defines extremism as "vocal or active opposition to fundamental British values [see 6.2]. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas."
- 3.7.4 Any instance of bullying or harassment at work, or outside work if it has a bearing on the working relationship, is unacceptable and will not be tolerated. Incidents will be dealt with according to the SGSAT's bullying and harassment policy.

3.8. Confidentiality

- 3.8.1 All staff have a personal responsibility to protect and maintain the confidentiality of both SGSAT and student information. The disclosure of confidential information is prohibited, except as authorised or required by the law or in

accordance with an employee's duties under their contract of employment or when making a protected disclosure under the Public Interest Disclosure Act.

3.8.2 If employees are unsure as to whether they should disclose information which they consider to be confidential, for example in a safeguarding context, they should seek guidance from their line manager.

3.8.3 Any confidential data taken off-site must be securely stored.

3.8.4 Further information may be found in the SGSAT Data Protection Policy and the SGSAT Safeguarding Policy.

3.9. Declaration of Interests

3.9.1 In order to uphold fairness and consistency, and to comply with SGSAT regulations, employees must disclose any interests or relationship that they have with any person, company or other organisation involved with the SGSAT, or its business or activities, which may give rise to conflict or compromise.

3.9.2 Further information may be found in the SGSAT Declaration of Interests Policy & Procedure.

3.10. Paid and voluntary work

3.10.1 Prior to employees undertaking work outside of SGSAT, either paid or voluntary, authorisation is required as per the contract of employment.

3.11. Disclosure and Barring Service (DBS)

3.11.1 For all roles it is a requirement to obtain an enhanced disclosure certificate from the DBS before commencing work with the SGSAT. For regulated activity an DBS with barred checks will be undertaken.

3.11.2 Employees must inform the SGSAT (via the Head of Human Resources) of any incidents or actions that may or do result in a caution or conviction being lodged against them after the certificate has been provided.

3.11.3 Failure to provide this information to the SGSAT within one week of the incident or action without providing a reason acceptable to the SGSAT may result in the termination of your employment with the SGSAT.

3.12. Dress and Appearance

3.12.1 All employees must wear a SGSAT lanyard and identification card.

3.12.2 Employees should wear clothes and footwear that are professional and appropriate for their role, take account of their safeguarding responsibilities and project a professional image to students, parents and other stakeholders.

3.12.3 The SGSAT dress code takes into account the wide variety of different roles staff undertake. All staff must abide by the dress code and dress appropriately for their particular role. If a staff member's clothing or appearance is not deemed appropriate, a senior member of SGSAT will speak to the staff member concerned to discuss any concerns.

3.12.4 For some roles it is necessary to wear items of protective clothing in the interests of health and safety. Such items should be worn at all times as required.

- 3.12.5 If unsure about the suitability of their clothing for their role an employee should seek advice from their line manager.

3.13. Educational Study Visits or Residential Visits

3.13.1 Staff should at all times be aware of how their actions could be perceived by others, including students. In particular, when visiting other countries, they should take steps to understand the culture as preparation for the trip, so that they do not accidentally cause offence or break a law. What is acceptable behaviour in the UK may not be acceptable in other countries.

3.13.2 Potential breaches of the Code of Conduct on Study or Residential Visits:

- Being under the influence of alcohol or recreational drugs
- Possession of drugs
- Possession / use of alcohol if under 18 years of age
- Behaving in a disruptive, aggressive, abusive, intimidating, or anti-social way
- Threatening or violent behaviour to another person
- Breach of guidelines given for specific venues or events, which may include drinking if under 18
- Any sexual or intimate relationship
- Any act or omission that risks, or potentially risks, the safety of students
- Any act or omission that leaves the employee in a position of responsibility unable to deal with an emergency (e.g. if intoxicated)
- Behaviour inconsistent with the SGSAT's values
- Behaviour inconsistent with the SGSAT's legal duties in relation to Equality and Diversity

3.14. Health and Safety

3.14.1 The SGSAT is committed to promoting and implementing all relevant health and safety legislation and employees must ensure that the highest priority is given to safe methods of work at all times.

3.14.2 Employees must not behave in a way which could endanger their own health and safety or the health and safety of others.

3.15. Personal Relationships

3.15.1 The SGSAT does not normally consider it appropriate, particularly in a supervisory or line manager capacity, for family members or those with close personal relationships to work together.

3.15.2 However, where relationships exist or develop, these should be brought to the attention of the employees' line manager(s) and the Head of HR.

3.16. Relationships with Students

3.16.1 Under the Sexual Offences (Amendment) Act 2003, if a professional in a 'position of trust' has sexual relations with any of their charges under 18 they could face a prison sentence and risk being placed on the sex offenders'

register. Refer to the SGSAT Abuse of Trust Policy and Procedure for further detail.

- 3.16.2 The guidelines on maintaining professional boundaries provides advice and guidance on appropriate working relationships with students. Those guidelines apply to interactions with students at all times, regardless of location.

3.17. Social Networking

3.17.1 Employees are expected to apply good judgement in their use of social networking and internet forums. They must ensure that nothing they post, or enable access to, can cause a detriment to the SGSAT, its students or staff.

3.17.2 Refer to the SGSAT IT Acceptable Use Policy – Social Networking (Staff) for more detail.

3.18. Use of SGSAT Email and IT Systems

3.18.1 The use of the SGSAT's email and IT systems is subject to various controls and restrictions designed to protect the security of data and the SGSAT's reputation. Refer to the IT 'acceptable use' policies for more detail.

3.19. Sharing Concerns

3.19.1 The SGSAT promotes a culture in which any concern / allegation about Staff, even a sense of unease or a nagging doubt about something, is shared responsibly and with the right person, to be recorded and dealt with appropriately.

3.19.2 The SGSAT strives to encourage all staff to identify concerning, problematic or inappropriate behaviour early; to minimise the risk of abuse; and ensure that staff working in or on behalf of The SGSAT are clear about professional boundaries and act within these boundaries, and in accordance with the mission and values of The SGSAT.

3.19.3 All staff are expected to read and understand the SGSAT Safeguarding Policy and Procedures, following the correct reporting channel for any concerns, no matter how small.

3.19.4 The SGSAT will review concerns raised on a case by case basis and in conjunction with the appropriate policy – this list is not exhaustive:

- [SGSAT Safeguarding Students and Child Protection Policy](#)
- [Disciplinary Policy \(Staff\)](#)
- [SGSAT Abuse of Trust Policy & Procedure](#)
- [Guidelines for Maintaining Professional Boundaries](#)

3.19.5 [The Safeguarding Policy and Procedure](#) provides further guidance and information on how to report concerns.

3.19.6 All instances or concerns must be recorded on [My Concern](#). A designated safeguarding officer will discuss this with the member of staff and their line manager (if relevant)

4. Policy Implementation

4.1. The SGSAT is responsible for ensuring the implementation of the policy.

5. Enforcement

5.1. Failure to comply with the standards of performance and behaviour outlined in this document may result in disciplinary action in accordance with the SGSAT's disciplinary policy and procedure. Such disciplinary action may result in dismissal depending on the circumstances.

5.2. If an employee is ever unsure about what action is appropriate to a particular situation, they should seek advice from their line manager.

6. Related Policies, Procedures, Charters, Plans, Guidance and Legislation

6.1. Related SGSAT policies, procedures and guidance can be found on SharePoint and include:

- [SGSAT Abuse of Trust Policy & Procedure](#)
- [SGSAT Absence Policy](#)
- [Anti-bribery, Anti-Corruption and Anti-Fraud Policy](#)
- [SGSAT Anti-Bullying \(Student\) Policy & Procedure](#)
- [SGSAT Anti- Bullying \(Staff\) Policy & Procedure](#)
- [Data Privacy & Protection Policy](#)
- [Declaration of Interests Policy](#)
- [Disciplinary Policy \(Staff\)](#)
- [Educational Visits Policy](#)
- [Health and Safety Policy](#)
- IT acceptable use policies (various)
- [SGSAT Safeguarding Students and Child Protection Policy](#)
- [Guidelines for Maintaining Professional Boundaries](#)

7. Impact

7.1. The impact of this policy and related procedures is to ensure all staff adhere to the Code of conduct and expectations of all staff to act in the best interests of the SGSAT at all times.

7.2. It is also to ensure all staff are aware of the expectations in supporting the SGSAT's mission and values and that any concerns are acted on in accordance with this policy and related legislation and guidance.

8. Additional useful information

8.1. The Head of Human Resources will review and monitor the policy and procedures and will recommend and implement approved changes where necessary.

9. MANDATORY INITIAL IMPACT SCREENING



Completed by:

Name: Helen Edmunds Title: Head of Human Resources 13/08/2021

I have read the guidance document: Completing a Policy Impact Assessment?	✓
If this policy has been up-dated, please tick to confirm that the initial impact screening has also been reviewed:	✓

EQUALITY AND DIVERSITY IMPACT ASSESSMENT

Characteristic	This policy seeks to:	
Age	Supports staff and learners to recognise that prejudice and discrimination on the grounds of age are unacceptable in an educational establishment	
Disability	Encourage and promotes individuals with disabilities and aims to eliminate attitudes, practices and procedures that discriminate against people on the grounds of disability and/or learning difficulties/disabilities.	
Faith or Belief	Supports staff and learners to recognise and address religious or racial discrimination and incitement to religious hatred	
Gender	Protect staff and learners from sexism in all forms	
Race or Ethnicity	Ensure that staff and learners are equipped to recognise racial and ethnic diversity and to challenge racial and ethnic discrimination	
Orientation	Eliminate discrimination on the grounds of sexual orientation and promote equality of opportunity through a supportive, inclusive environment	
Gender reassignment	Oppose sexism and be committed to taking positive action to identify and remove sexism from College life	
Economic disadvantage	No appreciable impact	
Rural isolation	No appreciable impact	
Marriage	Support staff and learners to recognise and challenge discrimination on the basis of marriage	
Pregnancy & maternity	Promote equality of opportunity through a supportive, inclusive environment	
Carers & care leavers	Supporting staff and learners to recognise and challenge any inequality or discrimination associated with the status of being in care or a care leaver.	
Vulnerable persons	Use available resources to identify and address any issues of inequality as a result of being a vulnerable person. Supporting learners both academically and pastorally in order to be successful.	
Please identify any sections of the policy that specifically seek to maximise opportunities to improve diversity within any of the Trust's stakeholder groups:		
Please identify any sections of the policy that specifically seek to improve equality of opportunity within any of the Trust's stakeholder groups:		
Is there any possibility that this policy could operate in a discriminatory way?	☐	✖
		If you have ticked yes (red), which characteristic will be most affected? Choose an item.
If yes please confirm that the Policy has been sent for a full Equality & Diversity Impact Assessment, and note the date:		☐ Click or tap to enter a date.

Note: if the policy does not seek to increase diversity or improve equality you should go back and review it before submitting it for approval.

MAPPING OF FUNDAMENTAL RIGHTS

Which United Nations Convention on the Rights of the Child (UNCRC), Right does this policy most protect:	Art. 2 Non-discrimination Arts. 34/35/36 Protection from sexual and other exploitation Choose an item.
Which Human Right (HRA) does this policy most protect:	Art. 14 Prohibition of discrimination Choose an item.

DATA PROTECTION & PRIVACY BY DESIGN SCREENING

Tick to confirm that you have considered any data protection issues as part of the design and implementation of this policy; and, that implementing this policy will <u>not</u> result in the collection, storage or processing of personal data outside of official Trust systems:	✓
Tick to indicated that this policy has or requires a Data Privacy Impact Assessment:	☐