



Staff and Volunteer Code of Conduct

Approval Level:	Governing Body
Date Agreed:	September 2024
Next Review:	September 2025
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1. Objectives, Scope and Principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all academy employees and volunteers are expected to observe.

Academy employees and volunteers are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils within the academy. As a member of an academy community, each employee and volunteer has an individual responsibility to maintain their reputation and the reputation of the academy, whether inside or outside working hours.

This Code of Conduct applies to all employees and volunteers of the academy. This Code of Conduct does not form part of any employees' contract of employment.

In addition to this Code of Conduct, all employees engaged to work 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.

For the purposes of this policy, all employees and volunteers are referred to as 'staff'.

The academy will continually monitor and review practice to ensure this guidance is followed.

2. Core Principles

- a) All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. Staff must therefore, for example, avoid using inappropriate or offensive language at all times.
- b) All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.
- c) All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- d) This Code of Conduct helps all staff to understand what behaviour is and is not acceptable, regard should also be given to the disciplinary rules set out in the academy's Disciplinary Policy and Procedure.
- e) All staff are expected to familiarise themselves and comply with all academy policies and procedures.
- f) Staff should work and be seen to work in an open and transparent way.

- g) Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation.
- h) Staff should not consume or be under the influence of alcohol or any substance including prescribed medication which may affect their ability to care for children.

3. Safeguarding Pupils

Staff have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse and neglect. The welfare of the child is paramount.

The duty to safeguard pupils includes the duty to report concerns about a pupil or colleague to the academy's Designated Safeguarding Lead (DSL).

The academy's DSL is Mrs Melanie Dodwell. The Alternate DSL's are Miss Emma Churchman (Headteacher) Miss Lily Hudson (SENDCO / SLT).

Staff are provided with personal copies of the academy's Safeguarding and Child Protection Policy and Whistleblowing Policy and staff must be familiar with these documents.

Staff should treat children with respect and dignity at all times and must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of pupils, embarrassing or humiliating pupils, discriminating against or favouring pupils.

Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

4. Relationships with Pupils and Parents

Staff must declare any relationships that they may have with pupils outside of the academy; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the academy is aware of any such connections. A declaration form may be found in Appendix 1 of this document that needs to be completed and given to the Office Coordinator and this is kept on your file. Please update as and when needed.

Relationships with pupils must be always professional, physical relationships with pupils are not permitted and may lead to a criminal conviction.

Staff should not discuss their personal or sexual relationships with or in the presence of pupils. Staff should not make or encourage others to make sexual remarks to or about a pupil.

Staff should not make or encourage others to make unprofessional personal comments, which scapegoat, demean, discriminate or humiliate, or might be interrupted as such.

Contact with children must be via academy authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with children.

If contacted by a child by an inappropriate route, staff should report the contact to the Head Teacher immediately.

If staff have relationships with parents outside of school, they must ensure confidentiality of any school related issues. Staff should always use the school communication system to contact parents regarding school issues. **They should not use own phones / social media to have school related discussions.**

5. Pupil Development

Staff must comply with academy policies and procedures that support the well-being and development of all pupils.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of all pupils.

Staff must follow reasonable instructions that support the development of all pupils.

6. Honesty and Integrity

Staff must 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.

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the whistleblowing procedure for the academy.

There are occasions when children or parents/carers wish to pass on small tokens of appreciation to staff, e.g. at the end of the school year and this is acceptable. It is unacceptable to receive gifts on a regular basis or of any significant value. Other gifts from suppliers or associates of the academy must

be declared to the Head Teacher, with the exception of “one off” token gifts from children or parents, e.g. end of year. A record will be kept of all gifts received.

Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted and may lead to disciplinary action. Any gifts to individual children from employees or volunteers will be part of an agreed reward system. Gifts from staff to children will be given equally and will be of insignificant value.

7. Conduct Outside of Work

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the academy or the employee's own reputation or the reputation of other members of the academy community.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

Staff are required as part of the pre-employment check and then annually to complete a 'Disqualification Declaration', confirming their suitability to work with children. Staff have a legal duty to inform the Head Teacher if their situation changes or if their suitability to work with children could be affected.

Staff may undertake work outside academy, either paid or voluntary, provided that it does not conflict with the interests of the academy nor be to a level which may contravene the working time regulations or affect an individual's work performance in the academy.

8. Online Safety and Internet Use

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the academy's Online Safety and ICT Acceptable Use Policy at all times both inside and outside of work.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the academy, academy community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.

Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter pupils either with their own profile or acting covertly.

Contact with pupils should only be made via the use of academy email accounts or telephone equipment when appropriate.

Photographs/stills or video footage of pupils should only be taken using academy equipment, for purposes authorised by the academy. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the academy's procedures on academy equipment.

9. Mobile Phones

The following rules apply for the use of personal mobile phones:

- Children in Year Six may bring mobile phones to school on the proviso that they are handed into the school office upon arrival and are not brought into class. The phones will be collected from the school office at the end of the day. Teaching Teams you need to ensure that this happens.
- The school accepts that staff will bring their mobile phones to work.
- As a general rule, staff are not permitted to make/receive calls/texts during work time (excluding break times if not on duty).
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground, etc.) There are designated 'Mobile Phone Safe Zone' spaces where phones can be used during the hours of the school day (i.e. staff room).
- Staff should ensure that mobile phones are turned off or on silent at all times while on school premises. They should be kept in a drawer or bag and not be left on display or carried in pockets during work time.
- In the event that a staff member has a particular reason for a specified period of time, they may request via the Head Teacher that they leave their phone on during working hours.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children.
- When making or receiving personal calls at break times staff should be mindful of others.
- Staff should ensure that their use of technologies could not bring the academy in to disrepute.

- Staff should not discuss or share data relating to children, parents or carers in staff social media groups.
- The school, wherever possible will provide devices such as cameras or mobile phones rather than expecting staff to use their own.

10. Confidentiality

Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil. Staff will sign a Confidentiality Agreement as part of the induction process.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (or by a member of staff), 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 parent or carer, nor with colleagues in the academy except with a senior member of staff with the appropriate authority to deal with the matter.

However, staff have an obligation to share with their manager or the academy's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a pupil. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.

11. Dress and Appearance

All staff must dress in a manner that is appropriate to a professional role and which promotes a professional and positive image.

No aspect of an employee's dress or appearance should be politically motivated, sexually provocative, revealing, discriminatory, insensitive or offensive.

Staff should dress in a manner that is absent from political or other contentious slogans.

Jewellery and piercings should not be worn excessively nor amount to an unacceptable risk either to the employee or to the pupils.

Hair should be kept tidy and out of an employee's face and nails should be kept at a length where they are unlikely to amount to a risk or cause harm to pupils.

If visible, tattoos must not cause offence to others; if tattoos are likely to cause offence, they must be covered up whilst at work.

Dress codes may be relaxed in certain circumstances such as outdoor/adventure visits, training days, charity days and hot weather – in these circumstances, common sense should prevail at the Head Teacher's discretion.

With the exception of the above, denim should not be worn. In hot weather flip flops are not permitted. Clean, smart and suitable for your role with children. Please ensure that underwear is not on display (e.g. trousers are pulled up / bra straps, clothing is of a suitable and appropriate length.)

Open toed shoes are not permitted.

12. Physical Contact

Staff should be aware that even well-intentioned physical contact maybe misconstrued by the pupil, an observer or any person to whom this action is described.

Staff should never touch a pupil in a way which may be considered indecent.

Staff should ensure the way they offer comfort to a pupil is age appropriate.

Be aware of cultural or religious views about touching and be sensitive to issues of gender.

All staff will adhere to the Intimate Care Policy. [MPA Intimate Care Policy](#)

13. Disciplinary Action

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including but not limited to dismissal.

14. Compliance

All staff must sign on My Concern to confirm they have read, understood and agreed to comply with this code of conduct.

15. Professional Responsibilities

When using any form of ICT, including the Internet, in academy and outside academy, for your own protection, we advise that you:

- Ensure all electronic communication with pupils, parents, carers, staff and others is compatible with your professional role and in line with academy policies.

- Do not talk about your professional role in any capacity when using social media such as Facebook and You Tube.
- Do not put online any text, image, sound or video that could upset or offend any member of the whole academy community or be incompatible with your professional role.
- Use academy ICT systems and resources for all academy business. This includes your academy email address, academy mobile phone and academy video camera.
- Academy ICT systems and resources includes your academy email address, academy mobile phone and IT equipment are solely for use for academy business.
- Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.

Personnel & Pay

You will be given a contract, along with terms and conditions, detailing your contracted hours and the weeks you are required to work per year.

Pay day is the 21st monthly. If this falls on a weekend or Bank Holiday, you will be paid on the last working day before the holiday.

Additional hours above and beyond your contracted hours per week must be approved before they are worked. Once approved & worked, you should complete the overtime/extra hours claim form which is available from Nina.

Overtime sheets must be signed by the Headteacher and returned to the Office for processing on the morning of the last working day of each month. Overtime must not be carried over as this can have a negative impact on the budget.

Overtime carried out for different tasks must be listed on separate lines and totalled. An overall total must then be added to the bottom of the claim form.

Any additional hours will be paid in your salary of the following month as long as your form is handed in on time.

Please inform the Office Coordinator of any changes in your circumstances e.g. a house moves, telephone number etc. to ensure our records are correct.

If you are unable to attend school due to illness, please follow the absence protocol and let the school know as soon as possible to enable cover to be arranged as appropriate.

Please advise the school daily if your absence continues.

Should you be absent due to ill health for longer than 7 days, a doctor's fitness note will be required and presented to the office coordinator earliest time.

When you return from sickness absence a Return-to-Work meeting will take place, with your Line Manager, to assess any further needs you may have. We may refer you to Occupational Health for further support. Your absence will also be annotated on the Staff Absence spreadsheet.

Working in a school does mean that holidays can only be taken during the official school holidays. Should you need time off, for exceptional circumstances, you will be required to complete a [Leave of Absence form](#).

This form should also be completed by staff, who are contracted to work during the school holidays / school closure periods and who would like / need to take time off during these periods.

Your request will be assessed by the Headteacher who will also take into consideration the operational needs of the school. This means that there may be occasions when it will not be possible for your leave request to be approved.

Failure to complete and submit a Leave of Absence form will prevent your leave request from being considered.

If your request for leave is authorised, the Head will authorise it either as paid or unpaid leave depending on the circumstances. Any authorised requests for leave should then be given to the office staff for processing as soon as possible, especially if your role needs to be covered by agency staff.

Medical appointments letters must be copied and attached to the Leave of Absence Request Form.

5. Any absence other than your own medical appointments, that cannot be arranged outside school time, will be taken as unpaid leave.
6. Compassionate* leave will be paid for up to 5 days for events relating to your immediate family only (your partner, children & parents).
7. All other instances may be requested but will be unpaid leave if authorised.
8. All leave must be authorised by the Head before leave is taken.

* Compassionate leave in this instance is defined as time off to deal with one off sensitive and upsetting life events. Examples include the bereavement of close family (partner, child, or parent), the terminal illness of close family member (partner or child) or the involvement of close family member in a serious incident. It does not apply to time off required for more routine life events for example: breakdown in childcare/ care arrangements, delivery of items or minor childhood illness. For life events of this kind, staff are entitled to a reasonable amount of unpaid leave to be determined on a case-by-case basis by the Headteacher.

Remember

Absence during term time & absence for staff contracted to work during the school holidays / school closure periods are authorised at the Head's discretion

Sickness Absence Protocol

To ensure the smooth running of the school, please adhere to these instructions.

All absence must be phoned through texts & emails are not acceptable.

Failure to follow the staff absence policy may result in disciplinary action.

TEACHERS

9. On the first day of absence phone Emma on 07855180635 between 6.30 and 7.00 so cover can be arranged.
10. **Contact Emma or Nina at school 01473624409 by 2pm** at the latest to advise whether you will be in the next day. This must be done each day you are absent, unless you have a doctor's fit note indicating the period of absence.

LEARNING SUPPORT ASSISTANTS

1. On the first day of absence phone Emma on 07855180635 between 6.30 and 7.00
2. If Emma does not answer please leave a voicemail and Emma will phone you back. If you do not hear from Emma please contact the School Office.
- 3.
4. On subsequent days follow the procedure as for teachers.
5. *Out of courtesy, please also text/call your class teacher.*

ADMINISTRATION STAFF

1. On the first day of absence contact Nina on 07549302218 between 6.30 and 7.00
2. On subsequent days follow the procedure as for teachers.

Catering Team

1. On the first day of absence contact Nina on 07549302218 by 8.00am

2. On subsequent days follow the procedure for the rest of the team.

MDSA Team

1. Call Carol on first day of absence before 7.30.
2. Make contact with Carol daily unless you have a doctor's note.

SITE TEAM

1. Contact Nina between 6:00-7:00am.
2. On subsequent days follow the procedure as for teachers.

Please remember, if you are employed to work two different roles, please follow both procedures above to ensure all line managers are aware of your absence.

Working Hours

The office is open from 8.00 - 4.15. These are the hours that the office team work and will support staff and families.

The LSA team are contracted to start work at 8.30 and contracted to work until 3.30pm. LSA's start each day with the class teacher planning for the day ahead. On Monday staff meeting is from 3.30 - 4.45 which the LSA team are paid to attend.

Non-teaching staff get 30 minutes for lunch.

Teaching staff need to be ready for the day ahead. At MPA we ask teachers to be in school for 8.10am. No teacher can leave the school until children have left the building at the end of the school day.

Site Team – 0800-1400 Monday to Friday

Relationships with pupils outside of work declaration

It is recognised that there may be circumstances whereby employees of the academy are known to pupils outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of academy that they may have with pupils.

Employee Name	Pupil Name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of academy with pupils in line with this policy.

If I am tutoring a pupil outside of academy I am aware that the following must be adhered to:

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the academy
- No monies come through the academy at any point, informally (e.g. via the child) or formally
- No private tutoring is to take place on the academy premises

I confirm that if these circumstances change at any time I will complete a new form to ensure the academy are aware of any relationships.

Employee Name:

Signed:

Date:

Once completed, signed and dated, please return this form to the Head Teacher