



Staff Code of Conduct

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Policy Version:	3

Version Control

Version	Reviewed	Changes since last version
2	November 2020	Minor change to add clarity in policy and addition of reference to anti-racist action plans.
3	November 2022	<p>Significant change to LBTH policy – I have used the base LBTH policy and merged our code of conduct statements in where relevant. The LBTH policy makes references to schools adding their own additional codes and requirements in – so this has been designed as a base policy. We have additional sections in our policy which I have added a comment next to - to explain where this is case.</p> <p>The teachers' standards have been referred to rather than included.</p> <p>The list of potential disciplinary offences has been removed as this has been updated and is in the most recent disciplinary policy.</p> <p>This new version also introduces and annual declaration from employees - to be included in annual induction process (start of each school year) for all staff.</p>

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1. INTRODUCTION

- 1.1 This Code of Conduct is based on key principles arising from the work of the Nolan Committee on standards in public life these are; selflessness, integrity, objectivity, accountability, openness, honesty and leadership. It outlines the minimum standards for all Mulberry Schools Trust employees (including Headteachers, teaching staff, support staff and casual workers) and for any other persons working with our children and/or on our school premises, paid or unpaid (for example, agency staff, volunteers, and contracted services).
- 1.2 The Trust expects all colleagues to comply with this Code, and any supplementary guidance on colleague conduct issued by individual schools.
- 1.3 Colleagues are responsible for their actions. It is the responsibility of colleagues to read the Code. The HR team is responsible for making the Code available to colleagues as part of induction process. If any of the provisions contained within this Code of Conduct, related codes of practice or any other policies are not fully understood colleagues must, in their own interests, seek clarification from their line manager or the HR team.
- 1.4 This Code does not contain a comprehensive list of acts of misconduct. There may be other acts of commission or omission committed by colleagues that the Trust also views as misconduct and/or gross misconduct. Examples of these can be found in the Trust Disciplinary Policy.
- 1.5 Pupils/students, colleagues, parents/carers, and governors/ trustees expect the highest standards of behaviour from School colleagues. Colleagues must not put themselves in a position where their honesty or integrity could be called into question.
- 1.6 Failure to observe this Code of Conduct, failure properly to perform their duties, serious misconduct or criminal offences committed during or outside working hours which bring the colleague or the Trust into disrepute may be dealt with under the disciplinary policy, and the most serious cases may result in dismissal.
- 1.7 Any measures applied in the code must be compatible with the conventions contained in the Human Rights Act.
- 1.8 The Code should be read in conjunction with a variety of other school policies/procedures, for which see 'Additional References' below.
- 1.9 Additional References

- Keeping Children Safe in Education (2022)
- Child Protection Procedure
- Trust Disciplinary Policy
- Trust Dignity at Work Policy
- E-Safety, Acceptable Use & Data Protection policy
- Home Visits Policy
- Intimate/Personal Care Policy
- Physical Intervention/Restraint Policy
- Procedure for Managing Allegations against Staff
- Relationships Education , Relationships and Sex Education (RSE) and Health Education Policy
- Teachers' Standards
- Whistleblowing Policy

Copies of the above can be accessed from the HR team and on the Trust website.

2. PUBLIC DUTY, PRIVATE INTEREST

2.1 General

- A colleague's Trust duties and private interests must not conflict. Colleagues must declare any private interests relating to their Trust duties. This may include, but is not limited to, membership of organisations which would be generally considered to conflict with their Trust duties.
- Colleagues must not behave in a way that could place pupils, their colleagues, or themselves at risk, and must have regard to the duty of care described in the Trust and/or schools Health and Safety Policies and act in accordance with safe systems of work and codes of practice.

2.2 Fraud & theft

- The Trustees and Governing Body members acknowledge the responsibility they have for the administration of public funds and emphasise to the public and colleagues the importance placed on probity, financial control, selflessness, and honest administration. They are also committed to the fight against fraud, whether perpetrated by colleagues, contractors, or the public. Trust colleagues must not use their position to obtain gain for themselves, business associates, friends, or family either directly or indirectly.
- Colleagues must use public funds responsibly and lawfully. They must work to ensure that the Trust use their resources prudently and within the law and that the local community gets value for money. The Trust's Financial Procedures and Regulations must be observed.
- Defrauding and stealing (or attempting to do so) from the Trust, or any person / organisation in any way will not be tolerated. This includes deliberate falsification of claims, e.g. time sheets, mileage, and travel/subsistence allowances with the intention of obtaining payment.
- The Trustees require colleagues to report genuine concerns relating to potential fraud, theft, or unethical behaviour to one of the named people listed in the Trust Whistleblowing Policy.. Further details about the process are contained in the Trust Whistleblowing Policy.

2.3 Financial inducements; Gifts & hospitality

- On no account must an employee accept a financial payment or other inducement from any person, body, or organisation, e.g. contractors, developers, consultants, etc. It is an offence for a colleague to accept any fee, gift, loan, or reward whatsoever, other than their proper remuneration.

- As a general rule, colleagues must refuse any gift or hospitality offered to them or their family that may be perceived to influence their judgement. Offers of hospitality must only be accepted when proper written authorisation has been received from the Headteacher or CEO. Further details are given below:
- Where a member of staff receives a gift from a pupil or from a parent, they should:
 - Declare the gift where there is a possibility it could be misconstrued. The Headteacher may, in her / his absolute discretion, require the member of staff to decline the gift
 - Decline the gift if it could be seen as a bribe or could create an expectation of preferential treatment.
- Where staff are thinking of giving a gift or reward:
 - It should be provided as part of an agreed reward system
 - The selection processes should be fair and
 - Gifts should be given openly and not be based on favouritism
- Decisions regarding entitlement to benefits or privileges such as admission to school trips, activities or classroom tasks should avoid perceptions of bias and or favouritism. The selection process must be based on transparent criteria.
- There is an expectation that in addition to declaring those gifts received, colleagues will also declare those which have been correctly refused. Each School is expected to maintain a gifts & hospitality register.

2.4 Colleague declarations of financial and other interests

- Colleagues must be aware that a personal relationship with another colleague could lead to a potential conflict of interest, particularly where there is an involvement in recruitment or a line management relationship, and/or where a member of the Senior Leadership Team. Colleagues should seek advice from their Headteacher or CEO as applicable where there is a potential conflict of interest of this nature.
- All colleagues have a statutory duty to declare any financial or other interest in any existing or proposed contract or an interest in, or association with, any organisation, services, activity, or person that may cause a direct or indirect conflict of interest with their Trust employment. Private interests may preclude colleagues from participation in any such activities, depending on the circumstances, such as their ability to affect critical

decisions in relation to the contract, organisation or individual, and the reasonableness of any perception of conflict of interest. All colleagues must abide by these regulations.

Where a colleague makes representations or applies for services in which they have significant influence by virtue of their employment position, on behalf of a relative, colleague, friend, or some other person with whom they have a close relationship, they must declare a personal interest

- Colleagues with such a conflict of interest must tell their Headteacher or Chair of Governors in writing. That person will then make alternative arrangements so that a colleague is not involved, or, where the colleague's skills are required, ensure appropriate supervision is provided so that undue influence or bias to their advantage is prevented. They will also review any such declarations annually.
- Colleagues in key roles may be asked to complete a 'declaration of interest form', even if they have not declared an interest.

3. RELATIONSHIPS WITH PROSPECTIVE OR CURRENT CONTRACTORS

- 3.1 If colleagues engage or supervise contractors, have an official relationship with contractors or a potential contractor, and/or have previously had or currently have a relationship in a private or domestic capacity with a contractor, they must declare that relationship to their Headteacher/ CEO.
- 3.2 All orders and contracts must be awarded on merit, by fair competition against other tenders. Colleagues must exercise impartiality and no favouritism must be shown to businesses run for example by friends, partners, relatives, or business associates. No section of the community should be discriminated against in the tendering, evaluation, and award processes.

Colleagues who are privy to confidential information on contracts for tender, or costs for either internal or external contractors, must not disclose that information to any unauthorised party or organisation.

- 3.3 Colleagues are expected to follow the Trust Anti-Slavery & Human Trafficking Policy

4. PERSONAL RELATIONSHIPS AT WORK WITH OTHER STAFF WITHIN THE SCHOOL

- 4.1 The school recognises that close and personal relationships may exist or develop within School. Whilst not all such situations raise any issues, there may be occasions where a perceived or actual conflict of interest exists between an Adult's role, as well as the interests of the School, public. It may also impact on the Adult's personal interests.
- 4.2 Close and personal relationships are defined as Adults who are married, dating, in a civil partnership or cohabiting arrangement; Immediate family members Adult e.g. parents, children, siblings including grandparents, grandchildren, step parents, step children and step siblings. The definition also includes other relations such as the extended family, e.g. aunts, uncles, cousins, nieces, nephews and any other individuals with whom there is a close personal relationship.
- 4.3 Adults must not allow a close and personal relationship with another colleague to influence their conduct at work and the professional standards set out in this Policy.
- 4.4 This is particularly important where there is a line management relationship between the Adult and the colleague with whom they have a personal relationship.
- 4.5 Failure to comply with the above requirements may result in disciplinary action.

5. INFORMATION TECHNOLOGY & DATA SECURITY

- 5.1 Colleagues must ensure that they follow the Trust security procedures in relation to the use of information technology (including but not limited to computers, tablets, mobile telephones, smart watches, and linked devices) and the proper management of computer-held information. Particular care must be taken to observe established procedures when using passwords and when logging on and off. Colleagues must never share passwords, which may lead to unauthorised access to the Trust systems. Where this practice is found, colleagues should be aware it may lead to disciplinary action.
- 5.2 All staff are required to read and sign the Trust IT Code of Conduct annually.

In respect of internet and intranet access, colleagues must comply with the Trust policy and codes of practice and relevant legislation such as the Regulatory and Investigatory Powers Act, Data Protection Act, Obscene Publications Act, Computer Misuse Act, and the Theft Act.

6. SOCIAL MEDIA

- 6.1 Social Media should be used responsibly, and colleagues should ensure that anything published does not bring the Trust into disrepute or constitute bullying or harassment of a colleague. Failure to do so may result in disciplinary action including the possibility of dismissal.
- 6.2 It is important that colleagues maintain a professional digital footprint and be aware that what they endorse on social media could be seen as bringing the Trust into disrepute if they can be identified as a member of staff and the content is in serious conflict with the school's values.
- 6.3 If a colleague sees something on social media posted by a colleague which they are uncomfortable with because it breaches this Code of Conduct, for example which they believe could bring the Trust into disrepute or which could constitute bullying or harassment of a work colleague, they are encouraged to pass evidence of this to their Headteacher, or another member of their senior leadership team.

7. USE OF SYSTEMS, PROPERTY, AND FACILITIES

- 7.1 The property provided within the workplace, or to support the effective operation of a colleague's work such as telephones, mobile phones, the internet, intranet, e-mail, stationery, photocopiers and other machines or tools, materials, offices, car parks and facilities, may only be used for the Trust business unless permission for private use is given by the Headteacher or CEO.

- 7.2 Trust telephones (mobile and land line) should not be used to make personal telephone calls or send personal texts, except in an emergency or where appropriate permission to make a call has been sought.
- 7.3 Any communications using Trust systems may be monitored. Any such monitoring will be in accordance with the law. Telephone call and e-mail/internet logging systems may be used to identify usage for private purposes.
- 7.4 Colleagues must adhere to all of the Trust specific system security measures that are currently in place or introduced in the future.

8. SECONDARY EMPLOYMENT

- 8.1 Any secondary employment (including voluntary work) undertaken must not conflict with the Trust interests or bring it into disrepute, must not interfere with the proper performance of a colleague's duties, and must only be undertaken outside the colleague's working hours. In such a case it is the responsibility of the individual to ensure that they meet with all the appropriate taxation, insurance and Working Time Regulations associated with being self-employed / an employee of another organisation.
- 8.2 Colleagues are expected to discuss any other paid work with their Headteacher prior to taking it up. Where voluntary work will take up a substantial amount of time this should also be discussed. It is strongly recommended that a written record of this discussion is kept.
- 8.3 Colleague appointments as Governors, Councillors, Trade Union officials, membership of the Territorial Army, as a Justice of the Peace or as a Member of the Employment Tribunal do not constitute secondary employment as described in this Code. Nonetheless the principles of staff making Headteachers aware of these duties and seeking appropriate time off in a reasonable and timely manner apply.
- 8.4 The Trust understands the value and importance to both individuals and schools of extending professional experience. Where a colleague wishes to provide their services on a consultancy basis, either to another organisation, or as a representative of another organisation, they should first obtain approval from their Headteacher and the Chair of their local Governing Body. In the case of Headteachers, approval should be sought through the CEO and Chair of the Trust s. Approval will be dependent on the needs of the Trust at that time.

- 8.5 Where the work takes place during normal working hours, any payments should be made to the Trust through an invoicing system. The individual will be entitled to claim reasonable travel expenses for providing the service, though no additional remuneration will be possible.
- 8.6 Where the work takes place outside the school day – evenings or weekends – this is viewed as ‘secondary employment’.
- 8.7 In such cases, approval must be obtained for the use of any materials owned by the Trust, or obtained through employment, therein. This is particularly important in relation to data protection and child protection.
- 8.8 While it is appreciated and understood that much good practice within education comes from sharing experiences and expertise, the Trust reserves the right to intellectual copyright over materials, research and innovative practices which have been developed in conjunction with or as a result of employment by the Trust. The Trust recognises that there may be situations where a member of staff has reasonable expectations on intellectual property rights and this clause is not intended to claim that the Trust has universal claim over them in all circumstances.

9. DISCLOSURE OF INFORMATION, CONFIDENTIALITY, AND REFERENCES

- 9.1 Colleagues should be fair and open when dealing with others and ensure that they have access to the information they need unless there is a good reason not to permit this.
- 9.2 Colleagues must act in accordance with, and observe, the law in handling all personal and other information. Special care must be taken in handling special category data, personal and confidential information, which must in no circumstances be inappropriately used. If any colleague is in doubt about their responsibilities, they must consult the HR team.
- 9.3 Confidential, personal, or financial information about any colleague, pupil, or parent/carer, must not normally be disclosed to any organisation person, or normally, to any external organisation/agency, without the express approval of the person concerned. There may be safeguarding or other circumstances where there is a justifiable reason to disclose without that approval. Colleagues seeking clarification about ‘authorised’ or ‘unauthorised’ persons or about disclosure without approval should seek the guidance of the HR team or appropriate SLT member who will take specialist advice on the matter.

9.4 Colleagues must not abuse their position by disclosing confidential information to any third party, this will include the unauthorised release of confidential information regarding:

- competitive tendering or tendering for work which may be beneficial to a third party.
- an employee or service user.

9.5 Colleagues must not use any information obtained in the course of their employment or tenure for personal gain or benefit or to attempt to obtain personal gain, nor pass it on to others who might use it in such a way.

9.6 If during the course of their employment colleagues are dealing with members of their family, partners, friends, or business associates this must be declared to their Headteacher/ CEO as set down in section 2 of this Code. Where such contact occurs, colleagues must be impartial and act in a professional manner.

9.7 References in relation to employment by the Trust should only be given by persons authorised to do so by the Headteacher/ CEO.

10. COMMUNICATIONS WITH THE MEDIA

10.1 It is the Trust's Policy that all media liaison relating Trust and any schools within the Trust is handled by the CEO/ Headteacher/ Director of Marketing and Communications. If a colleague has ideas for positive stories about School or Trust activities or is approached by a journalist, they should refer to the Headteacher before any information is given verbally, via e-mail or in writing.

10.2 Where a colleague is writing material for publication which does not refer specifically to the School or Trust but does relate to their profession/occupation e.g. articles in professional journals, the colleague should notify their Headteacher or line manager prior to publication.

10.3 Colleagues should be mindful that placing information into the public domain through social media such as (but not limited to) Facebook, Twitter, YouTube, Instagram and LinkedIn in relation to the Trust, their School, or their work in general could constitute communications with the media (see section 6 above).

10.4 Elected representatives of Trade Unions may have occasion to make independent public comment on matters relating to the school, and this would not normally be regarded as being outside this Code of Conduct.

10.5 The CEO is the only person authorised to speak or send any communication on behalf of the Trust or its schools to members of the press or broadcast media.

11. NEUTRALITY AND LANGUAGE

11.1 Colleagues must not allow their personal or political beliefs or opinions to interfere with their work.

11.2 Schools within the Trust also nourish and encourage freedom of expression

11.3 Whilst engaged at work for the Trust in any location, colleagues must take care to avoid wearing or displaying items that could be seen as conflicting with the Trust's equalities and anti-discrimination and bullying policies or might be reasonably seen as bringing the Trust into disrepute or conflict with their work.

11.4 Colleagues should ensure that they use appropriate language at all times. They should:

- Avoid words or expressions that have unnecessary sexual content or innuendo; avoid displays of affection either personally or in writing (for example, in birthday cards, text messages, emails, etc.)
- Avoid using threatening words
- Avoid the use of words or actions that could be deemed over-familiar
- Avoid swearing or using any sort of offensive language in the presence of children
- Avoid using sarcasm or derogatory words when disciplining pupils and unprofessional personal comments about colleagues. Sanctions imposed on pupils must be in accordance with a school's behaviour management policy

11.5 Colleagues need to be aware that aspects of a school's curriculum may give rise to sexually explicit subject matters. Care should be taken in subjects where boundaries are relaxed (for example, Drama). Staff should have clear lesson plans and take care to avoid over-stepping personal and professional boundaries.

11.6

12. THE COMMUNITY AND SERVICE USERS

- 12.1 Colleagues must always remember their responsibilities to the users of the Trust and ensure courteous, efficient and impartial service delivery to all groups and individuals within the community.
- 12.2 Colleagues are expected to be as open as possible about their actions and the work of the Trust, notwithstanding the needs of confidentiality.
- 12.3 Colleagues must always act in a way that preserves public confidence in the Trust.
- 12.4 Colleagues have a duty at all times, to uphold the law and relevant guidance bearing in mind the public's trust placed in the Trust colleagues.
- 12.5 The Trust will not tolerate a colleague's physical or emotional abuse, harassment, discrimination, victimisation or bullying of colleagues, pupils, governors, trustees parents/carers, contractors, or other members of the public. Such actions may be deemed to be misconduct or gross misconduct and may result in disciplinary action including dismissal. Colleagues must comply at all times with any additional policies issued by the Trust in relation to dignity at work (including harassment, discrimination, victimisation, and bullying).

12.6 The Trust recognises that members of staff may also be members of the community and recognises their citizenship rights. However, staff should be mindful about avoiding any conflict of interest or perception of it and take due care to separate their roles as member of staff from any other roles in the Trust or wider community.

13. SAFEGUARDING AND CHILD PROTECTION

13.1 Colleagues working with children and young people are in a particular position of great trust. Any breach of that trust, or which impacts the safety or welfare of children and young people, including but not limited to assault, sexual misconduct, or breach of the policies and procedures meant to safeguard pupils, will be regarded as potential gross misconduct. This may lead to disciplinary action including the possibility of dismissal without notice.

13.2 Colleagues, agency staff, contract service personnel and volunteers who work with children and young people are subject to the requirements of the Trust's Safer Recruitment policy. They must, in their own interests, read any and all codes of practice and conduct, in conjunction with this Code of Conduct and must observe current legislation including (but not limited to) the Children's Act 1989 and any other relevant Child Protection Procedures.

13.3 All colleagues must adhere to their School's local operating procedures in relation to safeguarding, child protection and PREVENT. This may include, but is not limited to, arrangements for private meetings with students, and caring for students who require assistance with personal care.

13.4 Any incidents involving assault, sexual offences or harassment, discrimination, or victimisation against pupils, must be dealt with under the School's Allegations of Abuse Against Staff Policy and the appropriate Local Safeguarding Children Board's Child Protection Guidance and Procedures, and may be reported to the police.

13.5 Colleagues who witness any behaviour which they consider to be detrimental to the safety and welfare of children and people within our school have a duty to report it to their Headteacher or to the Chair of Governors or Chair of the Trust if it

relates to the behaviour of the Headteacher, or to 'blow the whistle' (refer to the Trust's Whistleblowing policy).

- 13.6 Colleagues working in posts covered by the Disqualification under the Childcare Act 2006 (DFE 2018) ("relevant posts") are required to complete a declaration form prior to commencing employment, and on an annual basis thereafter. They are required to declare immediately anything which could render them disqualified and are not permitted to work in a relevant post if disqualified unless a waiver is granted by Ofsted. The Trust expects all colleagues to declare immediately to their Headteacher any criminal charges brought or caution / conviction acquired during their employment with us, and to discuss any relationship or association (in the real world or online) which may have implications for the safeguarding of children in the Schools so that an appropriate risk assessment can be carried out. In the event of such disclosures the Trust will always undertake a reasonable investigation, and no disciplinary or other measures will be applied without a consideration of all the relevant circumstances and a hearing where appropriate. Please seek advice from the School Safeguarding Lead and/or HR team if appropriate.
- 13.7 It is acknowledged that colleagues may have genuine friendships and social contact with parents of pupils, independent of the professional relationship. Colleagues should, however, exercise professional judgement and seek advice if necessary, and be aware that behaviour outside of school can impact on suitability to continue in employment with the Trust. Colleagues must not contact pupils (or parents on school-related business) from their private email address or social media accounts: everything must go via agreed work-based communication channels.
- 13.8 All staff are expected to comply with all Trust Safeguarding Policies and procedures in conjunction with KCSiE (2022).

14. RECRUITMENT AND OTHER EMPLOYMENT MATTERS

- 14.1 In accordance with the Trust's Equalities policies, colleagues must take care that they are not open to any charge of discrimination in recruitment or employment practices, by fully adhering to the Trust Safer Recruitment policy.
- 14.2 To avoid any possible accusation of bias, colleagues must not be involved in selection and appointment processes where they are related to an applicant or have a close personal or business relationship with them. They should declare an interest where there is a potential conflict of interest in such cases.
- 14.3 Work decisions should be objective and always based on merit. Colleagues must

not be involved in decisions relating to discipline, promotion or pay for any colleague who is a relative, or with whom they have a close personal or business relationship, although if they are a staff governor, they do not need to be excluded from decisions of a general nature relating to pay.

- 14.4 If there are exceptional reasons why 14.1 to 14.3 should not be complied with, or any doubt as to how to proceed, advice must be sought from the Director of HR, who will take professional advice before acting.

15. EQUALITY, DIVERSITY, AND INCLUSION

- 15.1 The Trust values variety and individual differences, and aims to create a culture, environment and practices at all levels which encompass acceptance, respect, and inclusion. Colleagues must ensure that they read and adhere to any related Trust policy or guidance, and adhere to all related legal requirements, such as the Equalities Act and the Human Rights Act.

- 15.2 All colleagues, pupils, governors, trustees, parents/carers contractors, partners, trade union representatives and members of the public must be treated equally and in a way that creates mutual respect, they must not be discriminated against on grounds of ethnicity, sex, pregnancy or maternity, disability, age, religion or belief, marriage or civil partnership status, gender identity or sexual orientation.

16. DRESS AND PERSONAL APPEARANCE

- 16.1 All colleagues act as ambassadors for the Trust and are role models to pupils/students. They must therefore maintain a professional standard of dress and appearance that is appropriate or required for the workplace and to the work being undertaken. Colleagues must be clean and tidy and ensure good personal hygiene.

- 16.2 Where particular clothing is provided for health, safety, and hygiene and/or uniform purposes it must be worn, this includes name badges.

- 16.3 Where a School in the Trust has adopted local guidelines on dress and personal appearance, this should be adhered to by all colleagues.

17. HEALTH & SAFETY

17.1 Colleagues are required at all times to observe and work to Trust Health and Safety Policies and in accordance with safe systems of work, regulations and codes of practice, and relevant Health and Safety law.

18. CRIMINAL CONVICTIONS

18.1 Under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013), colleagues must disclose details of any unspent convictions, cautions, reprimands, bind-overs and final warnings they may have, including any criminal proceedings pending against them, with the exception of any criminal history that is protected or “filtered. Failure to disclose such convictions and to comply with any of the above constitutes possible gross misconduct and may result in disciplinary action including the possibility of summary dismissal without notice.

18.2 Colleagues whose work involves driving must declare any motoring offences to their Headteacher.

18.3 Colleagues who have access to children or young people as part of their work are absolutely required to report any convictions whatsoever to their Headteacher. In this respect, colleagues must provide information of any pending criminal proceedings against them and subsequent cautions or convictions. See also section 13.

19. DRUGS AND ALCOHOL

19.1 Trust colleagues must attend work in a condition to undertake their duties in a safe manner.

19.2 The consumption of alcohol, illegal drugs or “legal highs” impairs performance and may constitute a health and safety risk and interfere with that person's health and/or work performance. Where it is evident during working time or on Trust premises that a person is under the influence or has detectably taken these substances or there is other substantial reason to believe this to be the case this will be regarded as potential gross misconduct. If the person has an underlying substance related problem this will be dealt with under the appropriate policy.

19.3 Any consumption of legal drugs (i.e. prescription or over the counter drugs) which impairs performance must be discussed with the Headteacher.

- 19.4 The Trust believes that consuming alcohol at any time when supervising young people or on school premises is inappropriate and may be regarded as an act of gross misconduct. Exceptions to this will be agreed in advance and notified to colleagues by the Headteacher/ CEO for events such as colleague end of term gatherings and other functions as approved.
- 19.5 Zero alcohol is the expectation when driving on any Trust business.
- 19.6 Likewise the use of illegal substances will not be tolerated and may result in the Headteacher or CEO reporting the matter to the police.
- 19.7 Smoking by colleagues is prohibited on any Trust site. If colleagues find it necessary to smoke, they are actively encouraged to do so away from school boundaries and out of sight of pupils and, wherever possible, parents and the public.
- 19.8 The use of electronic smoking devices (vaping) on any Trust site is prohibited and deemed to be covered by Section 19.7 of this policy.

20. GENERAL CONDUCT

- 20.1 Colleagues must obey lawful instructions and always act in a way that will not adversely affect the Trust's legal position. Colleagues are expected to promote the principles contained in this Code of Conduct by self-example and to demonstrate respect for others.
- 20.2 The Trust expects all colleagues to exercise sound personal judgement, to take account of the views of others and to take individual responsibility to decide a personal view on any issue arising in the course of their employment.
- 20.3 Colleagues requiring further information or requiring advice concerning the appropriate course of action to adopt in any situation, should contact their Line Manager or Headteacher.
- 20.4 Language Guidelines:
- Staff should ensure that they use appropriate language at all times. They should:
 - Avoid words or expressions that have unnecessary sexual content or innuendo; avoid displays of affection either personally or in writing (for example, in birthday cards, text messages, emails, etc.)
 - Avoid using threatening words
 - Avoid the use of words or actions that could be deemed over-familiar

- Avoid swearing or using any sort of offensive language in the presence of children
- Avoid using sarcasm or derogatory words when disciplining pupils and unprofessional personal comments about colleagues. Sanctions imposed on pupils must be in accordance with a school's behaviour management policy
- Be aware that aspects of a school's curriculum may give rise to sexually explicit subject matters. Care should be taken in subjects where boundaries are relaxed (for example, Drama). Staff should have clear lesson plans and take care to avoid over-stepping personal and professional boundaries.

20.5 This Code of Conduct should be read in conjunction with its appendices and with any other codes of practice or policies that relate to colleague conduct and/or workplace or system security policies and procedures.

21. REVIEW

The Code of Conduct will be viewed at least annually, and kept under review in the light of legislation, and recommendations and guidance issued nationally in relation to standards of conduct in public life and revised, as necessary.

21.1 physical restraint

I confirm that I have read and understood the above and agree to comply with the school's Code of Conduct as set out in this document

Signed:

Print name:

Date: