



Code of Conduct for Employees	
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1. Scope and purpose

This code of conduct sets out the Trust's requirements of its employees. However, all those carrying out work for or on behalf of the Trust/schools, temporary workers, interim staff, consultants and contractors are also required to adhere to the principles of the code.

The code of conduct is intended to ensure that all those working for the Trust are aware of standards expected of them and/or the Trust, specifically that they do not commit and are not open to allegations of inappropriate behaviour; favouritism, abuse of authority or conflict of interest.

The code of conduct and the associated guidelines should read in conjunction with the Seven Principles of Public Life, known as the Nolan Principles (see Appendix 4).

Teachers are also required to comply with the Personal and Professional Conduct requirements laid down in the Department for Education's most recent [Teachers' Standards](#) document in addition to the code of conduct.

The Trust's disciplinary procedure aligns with this code of conduct. **Failure to observe any of the standards in the code of conduct may lead to disciplinary action which could result in dismissal.** Breaches of the code by workers who are not directly employed by the Trust may be referred to their employer and they may be stopped from working for the Trust with immediate effect. The Trust may reconsider its contractual relationship with contractors/agencies who do not take appropriate action in the event that their workers breach the standards expected in this code.

Please note that throughout this procedure the Headteacher is defined as the officer to be notified. In cases where the Headteacher is the "worker" then the person to be notified is the Chair of Governors. Within the Trust team, the Headteacher refers to the Executive Principal.

2. Expectations

Everyone who carries out work for the Trust in any role is the face of the Trust, be they a permanent or temporary member of staff, a contractor, one of our partners or a volunteer.

Everyone working for the Trust:

- ✓ Is using Trust money and resources in their delivery or support of services to the Trust community.
- ✓ Must display high standards of behaviour and conduct to instil public confidence in the integrity of the Trust as a whole.
- ✓ Must act and be seen to act in accordance with the trust the public places in them.
- ✓ Is expected to perform their duties with honesty, impartiality and objectivity and be held accountable for their actions.
- ✓ Is expected to behave in a manner, both at and outside of work, which will not bring the Trust's reputation into disrepute.

- 2.1. It is the duty of all those working for the Trust to familiarise themselves with this code, seeking clarity if uncertain about any of its content.
- 2.2. All workers have a responsibility to act in a way which ensures public confidence in their honesty and integrity. Public confidence can be affected by an individual's behaviour. The Trust seeks to maintain the highest standards of public confidence and requires the highest standards of behaviour from its workers. Workers must not conduct themselves in any way which might create doubt about their suitability to work for the Trust, or which has the potential to bring the Trust into disrepute or damage its reputation. Being charged, convicted or cautioned for criminal offences may mean that a worker is unsuitable for employment, even where there is no direct link between the nature of the offence and the work they undertake.
- 2.3. Perceived behaviour is also important in ensuring public confidence and workers must therefore act in a way that also avoids the appearance of any improper conduct or displays a conflict of interest. Workers must be able to demonstrate that their judgment and actions at work are objective and impartial and are not affected or influenced by personal considerations arising from any commitments and/or activities outside work.
- 2.4. The Trust is responsible for overseeing this code: the code of conduct is available on the Trust's website and must be read by all new staff. The code will also be shared with all contractors/agency workers when they are engaged to provide services to the Trust.

3. Respect for others

Workers must at all times act with the respect that the public and their colleagues are entitled to expect. To develop and maintain a positive, productive and embracing work environment it is important that colleagues treat each other well.

Workers must treat others professionally and with respect at all times and unlawful discrimination will not be tolerated (see Appendix 1).

4. Reporting responsibilities

Like all organisations, we have a way of doing things at the Trust which we all need to adhere to because of government legislation - or simply because it's the way that the Trust has chosen to do business.

All governance-related advice makes it easy for you to do everything to standard and to escalate if something goes wrong.

- 4.1. Workers must ensure that they act at all times within their delegated authority as set out within the Trust's scheme of delegation. Workers must not make decisions (financial or non-financial) where they have no delegated authority to do so.
- 4.2. In addition to declaring interests (as in 4 above) all workers **must** immediately inform the Headteacher (or Executive Principal if it is the Headteacher that is the worker or Chair of the Trust Board if it is the Executive Principal) in writing of all police cautions, warnings, reprimands, arrests and/or convictions received during their period of employment/engagement with the Trust. This information will be treated in confidence and used to assess any impact on the worker's job, including the appropriateness for the

worker to continue in their role. A caution, warning, reprimand, arrest or conviction will not automatically mean that a worker is unable to continue in their job. Whether there is a conflict with the workers job will depend on a number of factors including the nature of the offence, the type of job, the seniority of the worker and the extent to which the Trust's reputation or interests are damaged.

- 4.3. All workers have a duty to report any suspicion of fraud, theft, corruption, bribery or other wrongdoing by members of the public or Trust workers including colleagues, managers, contractors, volunteers or partnership workers. Suspicions should be reported to the Executive Principal or in absolute confidence by following the Trust's whistleblowing procedure.
- 4.4. The Trust will not treat anyone less favourably because they have reported or intend to report wrongdoing. Workers treating colleagues unfavourably will be liable to disciplinary action which could result in dismissal, as will workers who make malicious allegations. Non-Trust employees will be referred to their employer and/or their services stopped.

5. Political neutrality and activity

The following conditions apply to all those working for or on behalf of the Trust:

- 5.1. Personal political opinions must not interfere with providing balanced professional advice by/to Managers. Workers must not allow their political views to influence service delivery, nor must they impose those views on service users or colleagues.
- 5.2. Workers who intend to undertake political activities should ensure that they are not in a role which forbids their proposed activities. If in doubt about the status of their role or about whether an activity is restricted, workers should seek written confirmation (email is considered sufficient) from their Headteacher/Governance Manager.
- 5.3. If a trustee or member of staff intends to stand for election as a member of parliament or a Councillor for any authority they should advise the HR Manager* in writing.

** If the HR Manager intends to stand they should inform the Executive Principal of the Trust.*

6. Misuse of position

All workers must maintain the highest standard of integrity in all relationships both inside and outside the Trust.

- 6.1. Anyone working for the Trust must not, either in their professional or personal capacity, use their position improperly to gain an advantage or disadvantage any person or organisation.
- 6.2. If a worker is in a position to influence any decisions which are taken by, or on behalf of, the Trust and they have any interest in that decision, however remote, they must declare it; this includes membership of voluntary bodies who could be receiving Trust grants.

- 6.3. No special favour may be shown to current or former colleagues or their partners, friends, relatives or associates when awarding contracts to private or other businesses run by them or who employ them in any capacity.
- 6.4. Workers must ensure that they declare to their Headteacher any personal interest which may impinge on their impartiality to apply these regulations. Any arrangements which might, in the long term, prevent (or be seen to prevent) the effective operation of fair competition must be avoided.

7. Safeguarding

The Trust is committed to safeguarding children and vulnerable adults and expects exemplary behaviour and work in relation to safeguarding. All workers have a duty to safeguard and promote the welfare of children, young people and adults at risk.

- 7.1. When recruiting to posts affording access to children and vulnerable adults managers must follow the Trust's procedures to ensure safe recruitment.
- 7.2. All workers are required to ensure they are familiar and compliant with the relevant codes of practice and legislation related to their job including data protection, safeguarding and child protection.
- 7.3. All workers are expected to report any concerns of a safeguarding matter or acts/suspicion of abuse against children or vulnerable adults irrespective of whether this is inside or outside of work.

8. Finances and the use of Trust and other public resources

Workers must use Trust funds responsibly and lawfully and only for their designated purposes.

- 8.1. It is a criminal offence to defraud the Trust or its customers or partners: any such activity will be reported to the relevant authority (such as the police or HMRC) and the worker will be subject to disciplinary action which may result in dismissal.
- 8.2. Trust facilities may not be used for workers' personal or outside interests without prior agreement. This includes, but is not limited to, funding, buildings, vehicles, furniture, tools, telephone lines and internet connections, ICT equipment. Minimal personal use of low value resources, for example making an occasional short telephone call, is allowed.
- 8.3. Intellectual property, including research, reports, designs, drawings, software, etc created for work purposes are the property of the Trust. They should never be removed from the workplace without the permission of the Headteacher. The only exception to this is when staff take things home in order to work on them, which is permissible so long as the property is returned to the school upon completion of the work.
- 8.4. All workers have a general responsibility for ensuring that the Trust's assets under their control are secure and that use of these assets is legal, properly authorised and achieves good value for money. All expenditure incurred should be compliant with the Academy Trust Handbook.

9. Communications, electronic media and social networking

The Trust uses a variety of methods to communicate with its workers, students, service users and the community and to deliver services, including external and internal post and telephones, photocopying and printing, fax, email, internet, 'Fronter' or social media. These facilities are provided for Trust business purposes only.

Communications using Trust facilities may be intercepted, recorded and monitored for business use and where appropriate for the detection and prevention of crime. This includes, but is not limited to, telephone calls, internet use, email and post.

The standards set out in this code apply to the use of electronic media such as email, internet, blogs and social networking sites the same as they would to traditional media such as newspapers, television and radio.

9.1. Workers must abide by Trust policies and procedures relating to the security of information, data protection and use of electronic media, including email and the internet.

9.2. Any use of social media such as Facebook, X (formally Twitter), LinkedIn, etc, during working time should be restricted to work related use only. Limited personal use of these types of sites and access to personal email is allowed during worker's break periods only but the standards set out in this code apply.

9.3. Whether at work or not, workers must not use social media to:

- Post information which is confidential or which constitutes intellectual property.
- Make negative comments about the Trust, its services, workers, customers or anyone linked to the Trust.
- Harass or bully other workers (cyber bullying).
- Make discriminatory comments of any kind about anyone linked to the Trust.
- Post pictures or details of Trust students or colleagues without their express permission.
- Communicate with students.

9.4. Workers must not:

- Use their personal telephones (mobile or landline) to communicate with students and should only use Trust systems for any such communication.
- Provide students with their personal telephone numbers.

Unless given express consent to do so by their Headteacher.

9.5. Workers must notify the Headteacher immediately if a student attempts to contact them on their personal telephone or via a social network.

10. Confidentiality and data protection

The definition of what constitutes a confidential document is wide. Workers are required to take their duty of confidentiality seriously and ensure the confidentiality of all information. All workers

need to be mindful of the requirements of the Data Protection Act and should familiarise themselves with the Trust's policies in this regard which are available on request.

- 10.1. The confidentiality of all information received at work must be respected and never be used for personal advantage or gain. Information given out in the course of a worker's duty must be true and not misleading.
- 10.2. Workers with access to confidential information should not disclose that information to any other party or organisation unless authorised to do so. This is particularly important in the case of information relating to action taken in relation to conduct, capability, procurement, tender and contract costs (including those for in-house providers).
- 10.3. Access to information may be allowed to those who have a legal entitlement; such as the police as part of a criminal investigation. Workers providing such information have a duty to verify the identity of the person or organisation requiring the information.
- 10.4. If a worker is unsure whether information can be disclosed they should seek confirmation from the Headteacher.
- 10.5. Workers must not transfer confidential information to their private email addresses without the prior knowledge or consent of their manager.
- 10.6. Workers have a responsibility to ensure that electronic and paper data and information is kept secure at all times. Confidential information should not:
 - Be left unattended if being taken between home and work or between work places.
 - Be taken to entertainment or public places, such as cafés, restaurants, pubs and cinemas.
 - Be discussed where there is a possibility of being overheard.

Loss and misuse of information and data is a serious offence and is likely to result in disciplinary action which may lead to dismissal.

- 10.7. Misuse by a worker on leaving the Trust will be addressed through legal routes. (see also section 17 for contact with the media).

11. Personal financial affairs, data and pay

- 11.1. Workers must not conduct their personal financial affairs so that the Trust or another public body is defrauded or is otherwise denied the income and/or other resources to which it is entitled by law.
- 11.2. Workers have a responsibility not to be in debt to the Trust for any reason. In the event that such debt arises through genuine error or mistake, workers are required to make arrangements acceptable to the Trust for repayment of the debt.
- 11.3. Workers should check their pay on every payment occasion, reporting any anomalies to their Headteacher and payroll provider immediately. Overpayments and underpayments will be rectified or made good. It is in the worker's interests to have this arranged as soon as possible.

- 11.4. Income tax is a personal responsibility and the Trust will not be liable for any underpayment of tax. It is each individual's responsibility to ensure that the tax code on their pay slip is correct and any errors should be reported to the payroll provider as soon as possible.
- 11.5. It is the personal responsibility of every worker to ensure the Trust has their up-to-date personal contact details. Personal contact details may be needed for a variety of business reasons including consultation, informing of contractual changes, contact during periods of absence and/or in an emergency. The Trust will not be held responsible for a worker's failure to update their own information. Changes should be done on the appropriate electronic system or through the appropriate school officer if the worker does not have access to that system.

12. Relationships

Workers are expected to develop and maintain a co-operative and professional working relationship with, colleagues, contractors, suppliers and service partners at all times.

Personal relationships often develop in the workplace and these can cause a number of issues for the Trust, the wider workforce and the individuals concerned. All our workers should feel confident of fair and consistent treatment without the fear that a relationship will influence their or other workers' treatment or wider working relationships.

Contractors and suppliers

- 12.1. Workers must declare any external relationships of a business or private nature with external contractors or suppliers or potential contractors and suppliers to the monitoring officer.
- 12.2. Workers who authorise, engage or supervise contractors or have any other official relationship with contractors and have previously had or currently have a business or private relationship with a contractor who is engaged or who is proposed to be engaged by the Trust, should declare that relationship to the monitoring officer as soon as practicable. The monitoring officer should declare any interests to the Headteacher.

Parents, carers, students (service users) and the community

- 12.3. Workers should always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within that community.

Workers must maintain professional boundaries and avoid developing inappropriate personal relationships with service users. In particular, the development of unprofessional personal relationships or friendships with vulnerable service users, such as borrowing and lending money, giving and receiving monetary or extravagant gifts, sexual intimacy, or showing preferential treatment to service users will be regarded as a misuse of position no matter how well-intended.

Work colleagues

Personal relationships (such as family, intimate or close personal friends) between people in the same team, division or department, or between a line manager and one of their team or other

person they may have influence over, are potentially problematic and should be avoided where possible, or managed appropriately where it cannot be avoided.

- 12.4. Relatives, spouses, partners or close personal friends are not allowed to be involved in the processes and decisions relating to employment issues, including but not limited to: appointment, performance; discipline; authorising financial payments; determining pay or conditions of employment.
- 12.5. Workers responsible for the appointment of staff must ensure that decisions are based on merit and not on anything other than ability to do the job. Similarly, they must not canvass on behalf of any applicant. If a candidate is known to a worker but is not a relative, spouse, partner or close personal friend, they may sit on the interview panel, but must declare the relationship to other members of the panel prior to the interviews. This applies to the appointment of permanent and temporary staff, including agency workers and consultants.
- 12.6. Workers must declare any personal relationships that exist or develop, in the circumstances detailed in 12.4 and 12.5 above, to the Trust.
- 12.7. Abuse or misuse of a relationship is likely to invoke disciplinary action, which may lead to dismissal.

13. Business expenses

The environmental and cost impact of different modes of transport must be considered when deciding whether to attend off site meetings.

- 13.1. Trust workers are permitted to claim limited reasonable expenses for certain travel and related costs incurred in the course of their employment as detailed in the Trust's procedures.
- 13.2. Workers are responsible for ensuring that any expenses incurred during the course of their work are kept to a minimum and are authorised in advance unless it is impractical to do so. When travelling by public transport, workers are expected to travel using the cheapest fare available, unless authorised otherwise in advance. Under no circumstances should workers claim for home to work travel.
- 13.3. The standards relating to expenses apply in the same way irrespective of whether the expenses incurred are funded externally.
- 13.4. Workers who are provided with mobile phones are responsible for identifying and paying for all call charges relating to any personal use of the equipment.

14. Alcohol and drugs

- 14.1. Workers in possession of illegal drugs or using illegal drugs whilst at work will be reported to the police and subject to disciplinary action, which may result in dismissal.
- 14.2. The use of alcohol and/or drugs must not impair the performance of contractual duties and safe, efficient and effective service delivery.

- 14.3. With the exception of work-related events, where provision of alcohol has been authorised, alcohol must not be consumed during working hours.
- 14.4. Alcohol, drugs or substances consumed outside of or during working hours must not affect a worker's ability to do their job or have the potential to damage the Trust's reputation or the worker's own credibility. Presenting for work with clothing or breath smelling of alcohol or drugs is likely to raise reputational concerns that may lead to disciplinary action.
- 14.5. Workers deemed to be under the influence of any substance likely to compromise safety or service delivery may be subject to drug and alcohol testing and/or disciplinary action which may result in dismissal.
- 14.6. Workers who suspect a colleague of being under the influence of alcohol and/or drugs at work must report this to their line manager or to a more senior manager if it is their line manager under suspicion.

15. Smoking

- 15.1. The Trust recognises that the health, safety and welfare of children, workers, sub-contractors and anyone else directly affected by the Trust's operations are of prime importance. The Trust also recognises that employees are often seen as role models to pupils.
- 15.2. Smoking is, therefore, strictly prohibited on all parts of the Trust and schools' premises, including at entrances or anywhere on its grounds during school core hours (whilst pupils are on site). This includes areas that are outside but that form part of the school's premises. Staff must not smoke in the company or view of pupils, or share cigarettes and lighters.
- 15.3. The Trust does not permit workers to smoke in school vehicles.

E-Cigarettes

- 15.4. Although they fall outside the scope of smoke-free legislation, the Trust prohibits the use of e-cigarettes in the workplace and the same restrictions on smoking will also apply to e-cigarettes.

The Trust's rationale for a ban on e-cigarettes is that:

- Although they do not produce smoke, e-cigarettes produce a vapour that could provide an annoyance or health risk to other workers.
- Some e-cigarette models can, particularly from a distance, look like real cigarettes, making a smoking ban difficult to police, and creating an impression to all that it is acceptable to smoke.
- The NHS offers a range of free services to help smokers give up. Staff can call the NHS Smoking Helpline on 0300 123 1044 for details. Alternatively, text 'TIPS' to 63818 to find details of your local NHS Stop Smoking service.

16. Additional work

Off duty hours are the personal concern of individual workers but they should not allow their private interests to take priority over their work interest. Workers should not put themselves in a position where their duty and private interests conflict.

Private interests in this regard include activities of a voluntary nature as well as business or recreational interests. This does not preclude tuition outside of school hours.

It is not the intention of the Trust to prevent workers from undertaking additional employment unless that employment conflicts with or detrimentally affects the Trust's interests, weakens public confidence in the conduct of the Trust's business, or affects a worker's ability to undertake their work.

- 16.1. Workers should not undertake outside work related to any matter which is or could be undertaken by the Trust, without the permission from their Headteacher.
- 16.2. A worker who wishes to take on any kind of additional work, paid or unpaid, in any capacity, must ensure that:
 - a) Where there is a potential conflict of interest for the Trust they inform their Headteacher in writing for assessment.
 - b) Their combined working arrangements do not exceed the provisions of the working time regulations for weekly working hours, allow for the daily and weekly rest required by working time regulations or cause other concern in terms of health and safety at work.
 - c) The work does not place them in a position where their Trust duties and private interests conflict.
 - d) The work does not damage public confidence in the Trust's conduct or business.
 - e) The work does not involve being in direct competition with the Trust for contracts/work.
 - f) Any potential employer is made aware that they are already employed by the Trust.

17. Contact with the media

Although an open and transparent organisation, the Trust restricts workers from making public comment on issues relating to the Trust as they might be deemed to have been made on behalf of the Trust.

- 17.1. Workers are not allowed to discuss issues with the press or public or disclose information or documents on Trust business unless expressly authorised to do so by Executive Principal. Unless authorised to do so, workers must not speak, write or give interviews to the media. If approached by the media, workers should refer the enquiry to the Executive Principal.
- 17.2. Trust workers should not bring the Trust's name into disrepute by publicising any material which is against the interests of the Trust or is defamatory to representatives, partners, pupils or work colleagues.
- 17.3. The standards set out in this document apply in the same way to information published and comments made through electronic media including email, the internet, social

networking sites and blogs, as they do to traditional written media, newspapers, radio and television.

18. Further information

- 18.1. If you are in any doubt with regard to the provisions of this code of conduct and how they apply in any particular situation, you should seek advice from your Headteacher and/or the HR Manager for the Trust.

Person responsible for updating this Code of Conduct for Employees

HR Manager

Appendix 1: Standards of behaviour

All Trust workers are required to be aware of the Trust's equalities and diversity policies and to comply with and implement them in all aspects of their work.

All workers, volunteers and customers are entitled:

- To be treated with dignity, respect, courtesy and fairness.
- Not to be bullied, harassed or victimised.
- Not to experience any form of unlawful discrimination.

The Trust will not tolerate unfair, offensive or unlawful discriminatory behaviour or bullying. Workers must not engage in such behaviour, which may be regarded as a serious disciplinary offence which could lead to dismissal.

Discrimination and offensive behaviour

By law people are protected from discrimination on the grounds of protected characteristics listed in the Equality Act 2010:

- Race.
- Sex.
- Disability (or because of something connected to a disability).
- Religion or belief.
- Age.
- Sexual orientation.
- Gender reassignment.
- Pregnancy or maternity.
- Being married or in a civil partnership.

Discrimination can take a number of different forms:

- Treating a person **worse** than another person because of a protected characteristic (this is called **direct discrimination**).
- Doing something which has (or would have) a worse impact on a person and on other people who share a particular protected characteristic than it has on people who do not have the same characteristic. This form of discrimination may not be unlawful if it can be shown to be **objectively justified**.
- Treating a person **unfavourably** because of something connected to their disability where you cannot show that what you are doing is **objectively justified**. This is called **discrimination arising from disability**.
- Treating a person worse than another person because they are **associated with** a person who has a protected characteristic.
- Treating a person worse than another person because you think they have a protected characteristic (**perception**).
- Treating a person badly or **victimising** them because they have complained about discrimination or helped someone else complain or have done anything to uphold their own or someone else's equality law rights.

- **Harassment:** often related to bullying, this is unwanted behaviour towards another person, that:
 - Has the effect of violating that person's dignity.
 - Creates, for that person, an intimidating, hostile, degrading, humiliating or offensive environment.

The unwanted behaviour may be related to a protected characteristic or be of a sexual nature. It may also be less favourable treatment because of submission to, or rejection of, previous sex or gender reassignment harassment.

Any unwanted, unwelcomed and unreciprocated behaviour which undermines a person's dignity/feelings at work is unacceptable to the Trust. This includes behaviour which might unreasonably threaten a person's job security or promotion prospects or create an intimidating working environment.

If any behaviour towards a person working for the Trust from another person at work including a customer or contractor has overtones which the recipient reasonably finds offensive, the recipient has the right to have it stopped.

Unacceptable behaviour can take many different forms and can range from physical attack to more subtle conduct. This includes actions, jokes, or suggestions which might create a stressful working environment and the production, distribution, display or communication and discussion of material such as books, posters, magazines, newspaper articles, photographs, videos, computer generated imagery, etc. which may give rise to offence.

Unacceptable behaviour does not include legitimate actions by a manager to encourage a worker to perform their duties or manage their performance. It also excludes legitimate actions taken within disciplinary or other formal procedures. It does not exclude persons in authority who use their position to bully, abuse or harass others, or who assume a threatening or intimidating management style.

There is no definitive explanation of what constitutes offensive behaviour. The effect it has on the recipient is what defines it as offensive. This following list can therefore only be used as a guide to help workers understand what behaviour could be deemed offensive, whether it is intentional or not. The examples are indicative and not exhaustive.

Type	Description	Examples
Sexual harassment	Unwelcome sexual advances, requests for sexual favours or other conduct of a sexual nature which makes the recipient feel threatened or compromised. This means any harassing conduct based on gender or sexuality.	Gestures, leering, getting too close, hanging pin-ups, bringing in offensive publications, writing offensive letters or memos, giving unwanted gifts, using suggestive language, making unwanted propositions, telling sexually explicit jokes, using affectionate names, asking personal questions, groping, touching, using innuendos, indecent exposure and/or screen savers.
Racial harassment	Derogatory remarks, racially explicit statements, graffiti, jokes or any other action of a racist nature which results in the recipient(s) feeling threatened or compromised.	Gestures, facial expressions, offensive publications, graffiti, threats, racial abuse, racist jokes, nicknames, labels, assault.
Disability harassment	Derogatory remarks, staring, mimicking, invasive personal questions, ostracising or patronising which is directed at any individual with a disability, or	Mimicking, ignoring wishes or feelings, ostracising, staring, laughing at a disability, copying a speech impairment, inappropriate terminology (e.g. cripple or spastic, personal questions, jokes, patronising comments, nicknames, unwanted moving of a

Type	Description	Examples
	groups of disabled people, which results in their feeling threatened or compromised.	wheelchair, hiding a disability aid, touching a visually impaired person.
Religious belief harassment	Behaviour which fails to acknowledge and respect the rights or needs have people's religious beliefs or practices.	Mimicking, staring, drawing offensive symbols, hanging offensive images, making fun of headgear (e.g. skull cap, turban, hijab) criticism for taking religious holidays off, offensive name calling, assault, removing religious objects.
Equality-related conflict	<p>The Trust recognises that people have the right to hold different religions and beliefs and will make reasonable provisions to help employees practice their religion or belief e.g. through flexible working hours and providing a quiet area for prayer.</p> <p>Practicing a religion or belief at work in a way that may cause offence or treats people differently because of their protected characteristic is unacceptable and may also be unlawful.</p>	<p>An employee shares a workstation with a gay man who openly discusses his lifestyle and relationship with another man. The employee requests to move on the basis that her religion regards such behaviour as sinful and contrary to the laws of her God. Such a request may be perceived as offensive towards the gay man.</p> <p>Some individuals may be guided by their religion or culture not to shake hands as a greeting. To avoid causing offence individuals should ensure that they greet all people in the workplace in the same way, irrespective of their race, gender, age, religion, sexual orientation, etc.</p> <p>A counsellor declines to provide a service to a same-sex couple on the grounds that such relationships are immoral according to his religion. Such behaviour conflicts with the Council's statutory duty to eliminate discrimination and promote equality and is not acceptable.</p>
Age harassment	Ridiculing or demeaning behaviour focused towards people because of their age.	Mimicking, excluding from social functions/information, making fun of age, questioning ability, setting unrealistic challenges, deliberate body contact.
Sexuality harassment	Behaviour which condemns or ridicules people because of their sexuality.	Offensive letters/memos, threats, insults, jokes or comments, personal questions, gestures, starting fights, deliberate body contact, practical jokes, verbal abuse
Harassment related to gender reassignment	Behaviour which condemns or ridicules people because of their gender reassignment.	A transsexual woman is subjected to offensive 'banter' at work, relating to her gender reassignment. This creates a hostile and offensive atmosphere for her, and is likely to be harassment.
Bullying/singling out	Bullying often results from a misuse of management power, but it can also be the misuse of any form of individual power, such as physical strength, personality or age, or collective power through strength of numbers. More than a strong or authoritarian management style, it is destructive rather than constructive, it is criticism of a person rather than their mistakes, it publicly humiliates	Ostracising/freezing out, withholding essential information, resources or training, setting impossible tasks, needlessly changing priorities or objectives, unreasonable allocation of duties, deliberate wrongful attribution of blame, shouting, swearing, abuse, nicknames, malicious gossip, public reprimanding or humiliation, belittling or patronising comments, persistent reminders of past failures, unnecessary phone calls to someone's home, hitting or grabbing a person, pushing, jostling, practical jokes, initiation ceremonies, damaging or stealing property.

Type	Description	Examples
	rather than privately corrects them and it results in them feeling threatened or compromised.	
Victimisation	Where a person is treated less favourably than another because he/she has brought proceedings, given evidence or information, rejected advances or complained about the behaviour of someone who has been harassing, discriminating against, or in some other way intimidating them.	A worker helps a colleague with a sexual harassment complaint against another worker. Because of this, their manager marks them down at their annual appraisal on the basis they are 'not very loyal'.

How to Complain

If a worker is personally subject to or witness behaviour which is against the Trust's standards of behaviour they should discuss this with the person concerned to try to resolve the issue informally. If a worker feels that informal resolution is not possible or appropriate they may raise a formal complaint can be raised via the Trust's grievance procedure. The complaint will be investigated and disciplinary action taken if the allegation is proven.

If a worker witnesses behaviour which is against the Trust's standards of behaviour they should initially try to resolve the matter informally with the person concerned. If they do not feel that informal resolution is possible or appropriate they should raise the matter with a senior manager such as the Headteacher.

Responsibilities

It is the Trust's responsibility to:

- Review, amend and ensure implementation and monitoring of policies and procedures.

It is the Headteachers' responsibility to ensure that:

- The Trust's commitment to equalities and diversity is communicated.
- They and their staff comply with the Trust's standards of behaviour.
- All managers apply policies and practices fairly and consistently.
- Services provided are available to all members of the community.
- Speedy and appropriate action is taken to deal with offensive behaviour.

It is all workers' responsibility to:

- Understand what the standards of behaviour require of them.
- Ensure that their own conduct does not cause offence or misunderstanding.
- Stand up to behaviour that they find unacceptable.
- Support colleagues who are being harassed, bullied, victimised, or being discriminated against.

It is all managers' responsibility to:

- Treat all workers and customers with dignity and respect and be alert to, and correct, unacceptable behaviour within the workplace.

- Ensure that all workers and volunteers are aware of the standards of behaviour required of them and know how to raise issues.
- Support workers if they witness unacceptable behaviour by customers by explaining politely but firmly that such behaviour is unacceptable.
- Deal with any complaints or allegations which come to their attention appropriately, effectively and confidentially, respecting the rights of all relevant parties.
- Ensure that complainants are not victimised or retaliated against for complaining.

Appendix 2 – Acceptable standards of appearance

Overview

As a representative of the Trust, a worker's appearance impacts on the Trust's image. Inappropriate dress can suggest that workers have little regard for their service delivery or their customers; consideration should always be given to public perception.

The Trust imposes a particular style of dress only where protective clothing and uniforms are required. Whilst there is no desire to impose a style of dress elsewhere, standards appropriate to the effective delivery of our services are necessary.

The Trust recognises that it employs workers from a wide range of backgrounds, cultures, ages and tastes, who wish to exercise choice in the way they dress. The Trust accepts that adjustments may sometimes be necessary due to health, cultural or religious considerations.

Scope

1. This standard applies to all those working for the Trust (employees, agency and interim staff, consultants, partners, contractors and volunteers), including those who do not frequently meet the public. Those required to wear uniforms or protective clothing are equally required to comply.
2. It is recognised that conventional business dress may not be appropriate to the Trust environment.
3. This standard forms part of the contract of employment so must be adhered to. An inappropriately dressed worker may be sent home to change. Repeated breaches of the standard may lead to disciplinary action being taken. Workers who are sent home to change will be deducted pay for the time taken to do this, subject to the application of the disciplinary procedure.
4. Workers may follow the traditions of their cultural/ethnic/religious background provided they are safe and appropriate to the job.

Standards of appearance and dress applicable to all workers at all times

- A high standard of cleanliness and personal hygiene.
- A standard of dress which promotes the professionalism of the organisation and is appropriate for the work being carried out.
- School name/I.D. badge worn visibly at all times, as directed by the Headteacher.

Workers who are required to wear uniforms or protective clothing

- Only uniforms or protective clothing issued by the Trust may be worn. No substitutes are to be made. Any alterations for religious or health reasons must be agreed with the line manager and must be compatible with the colour and style of the uniform as well as offering the same level of protection.
- It is the duty of each worker to keep all items of their own uniform and protective clothing clean, pressed and in good repair.
- Workers must not allow anyone else to wear their uniform and/or protective clothing and must return all items when they leave the Trust.

- The uniform/protective clothing must not be worn outside work hours, except when travelling directly to and from work.
- Managers are responsible for ensuring that replacement of uniform/protective clothing is made available when given reasonable notice.
- Breaches are likely to lead to the worker being sent home to change into their correct uniform/collect their protective clothing. This is likely to be unpaid time and disciplinary action will be considered (see also paragraph 3 above).

Workers who are not required to wear uniforms or protective clothing

- The standard allows for both formal and informal business dress.
- The choice of formal or informal business dress should be made by each worker according to the requirements of each working day.
- There will be occasions when formal business attire is required for some workers; for example when meeting visitors/representatives from other organisations. This does not necessarily mean a suit but does mean smart business attire.
- Suitable footwear is to be worn.
- Staff in pupil facing roles, who may be called upon to support in situations requiring positive handling, are advised to avoid wearing ties or scarves within their day-to-day practice.
- Whilst the Trust wishes to be flexible, the following are examples of items which are **not considered acceptable**:
 - Very short skirts/dresses.
 - Cropped tops or tops which expose the midriff.
 - Low-cut dresses or tops.
 - Any clothing bearing political or potentially offensive messages or logos.
 - Clothing with rips/tears.
 - Beachwear such as vest tops.
 - For student facing staff, no sandals should be worn.

It may be acceptable in some circumstances for casual clothing and/or sportswear to be worn at work, for example:

- Staff who are primarily engaged as Sports Instructors or to teach PE.
- Staff who are delivering, or assisting in the delivery of, a PE lesson.
- When attending work social events or preparing for accommodation moves/housekeeping.
- When participating in exercise before and/or during the working day, bringing a change of clothing, as appropriate.
- Where there is a local agreement that casual clothing and/or sportswear improves accessibility with service users.
- When attending some off site training courses.
- Where there is a local agreement to allow periodic 'dress down' days in the workplace.

If in doubt, please check with your manager regarding what is acceptable.

Appendix 3 – Additional staff expectations

All staff who work at Alternative Learning Trust will be subject to the code of conduct. In addition, individual schools within the Trust may have additional expectations that are specific to their setting.

All staff at Alternative Learning Trust are firmly committed to ensuring the best possible outcomes for children and young people, through a respect of the individual's right to learn in a safe, caring and inclusive environment. We work in challenging circumstances; we will always support and lift our colleagues to enable our team to deliver an excellent service.

- **Code**

Colleagues are expected to dress appropriately for their respective duties, e.g. classroom teaching, home visits, formal training or business meeting. Clothing should be smart and free from slogans and pictures. No ripped denim. Footwear should be appropriate for the environment, e.g. kitchen, teaching and experiment involving chemicals or driving the minibus. For student facing staff, no sandals should be worn and toes should always be covered and for all other staff - no backless sandals and nails are to be kept short. This is a recommendation from the Health and Safety Executive.

- **Procedures for lateness/staff absence**

Alternative Learning Trust is committed to providing effective services and managing absence is essential in achieving this aim. If you are unable to come to work because you are sick you must make every effort to telephone (not text or email) the designated absence contact and follow the correct procedure agreed in your school. You should make the telephone call yourself and only ask someone to make contact on your behalf in extreme circumstances. It is important that the school knows what is wrong and how long you are likely to be away, if known, so that the school know how best to support you.

- **Safeguarding**

Staff should only use their school email accounts for work purposes, and never their personal email accounts. School mobile phones should be used when offsite with students.

- **Behaviour with pupils**

You must not allow yourself to be drawn into inappropriate attention-seeking behaviour (e.g. 'play fighting'), or make suggestive or derogatory remarks or gestures in front of children. Demeaning or insensitive comments towards children and young people is not acceptable in any situation. Any sanctions or rewards used should be part of behaviour management procedures, which are widely publicised and regularly reviewed.

- **Transporting children and young people**

Staff should follow minibus, vehicle policy when taking students offsite.

- **Relationships with parents/carers**

Care needs to be exercised in those situations where the parent comes to depend upon the adult for support outside their professional role. This situation should be discussed with senior management

and where necessary referrals made to the appropriate support agency. Staff should value the opinions of parents/carers and remain supportive.

- **Smoking**

All Trust/school sites are non-smoking areas during school core hours. Smoking is only permitted beyond the confines of the site. Staff must not smoke in the company or view of students, or share cigarettes and lighters.

- **Parking**

Staff park on school sites at their own risk.

- **General**

You must not 'take a chance' when common sense, policy or practice suggests another more prudent approach.

Appendix 4 – Nolan Principles

The seven principles of public life (Nolan Principles)

Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life and to make recommendations.

Selflessness – Holders of public office should act solely in terms of the public interest.

Integrity – Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity – Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability – Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness – Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty – Holders of public office should be truthful.

Leadership – Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.