

Sept  
2019



**The Levels Academy Trust**

**Raising Aspirations, Realising Potential TOGETHER**

# Code of Conduct for Employees

Responsibility:- Trustees

Agreed on:- September 2019

Signed:- \_\_\_\_\_

To be reviewed: July 2020

# Code of Conduct for Employees

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## CODE OF CONDUCT

### Introduction

- 1.1 This Code describes the standards of conduct and behaviour expected from our staff and any staff seconded or engaged from other organisations to undertake work in the Levels Academy Trust. It also highlights some types of behaviour or conduct which might be considered incompatible with being an employee here. It is intended to help you by describing the standards expected of you and has been approved by the Governors following consultation with the appropriate Trade Unions. Please take time to read it and ensure your conduct meets these requirements. If you are at all uncertain about what is expected please seek further clarification from your Line Manager or the Headteacher so that you do not unwittingly contravene this Code or otherwise act against the Trust's interests.
- 1.2 Contravening or failing to act within the spirit of the Code, or behaving in a manner which could bring the good name of the Levels Academy Trust into disrepute, whether or not within the workplace or working time, might be seen as a breach of discipline and could lead to action being taken against you under the appropriate procedure.
- 1.3 While workers who are not employees of the Levels Academy Trust are expected to comply with the spirit of the Code, any action that may be taken in response to a breach will depend on the precise nature of their working relationship with this Trust.
- 1.4 This code relates to all staff working for LAT Primary Schools. Teachers must be aware that there are also published *Teachers' Standards* (<https://www.gov.uk/government/publications/teachers-standards>) and are advised to familiarise themselves with the requirements of these.

### Guiding Principles

- 2.1 As an employee within the Levels Academy Trust, you should put the well-being, development and progress of children and young people first. You should recognise that you are in a position to influence children and young people through your slightest actions, comments or behaviour.
- 2.2 To the public you are a representative of the School and the Levels Academy Trust. You are expected to maintain the highest standards of professional competence, knowledge, integrity, confidentiality, financial propriety and personal conduct. Contact with all members of the community, including parents and outside visitors, should be courteous, efficient and impartial to all groups and individuals. You must also familiarise yourself with, and adhere to other policies in place for the School or in your particular role and you should comply with all reasonable requirements or instructions from your line manager (e.g. The Headteacher.)
- 2.3 It is not appropriate for you when working within your role as an employee to oppose the stated aims and policies or to undermine the performance of its duties and responsibilities. It is important for all employees to present a unified image to the public.

- 2.4 You should ensure that your relationships with your fellow employees and with pupils are always conducted in a professional and courteous manner; you should not censure other colleagues or criticise their work in the hearing of a pupil or parent/carer. It is not acceptable to use sarcasm or make jokes at the expense of pupils, embarrass or humiliate pupils, or discriminate against or favour pupils. It is also not acceptable to discuss personal or sexual issues with pupils outside of agreed curriculum parameters.
- 2.5 It is not acceptable for you to publicly criticise or blame management, colleagues, School or Trust through any medium including internet 'blogs', websites or social networking tools such as Facebook or Twitter and you must be aware that the laws governing defamation, breach of copyright, etc. apply equally to 'blogging' as to other forms of communications. Offensive, defamatory, discriminatory or otherwise inappropriate comments will not be tolerated and may constitute a disciplinary and/or criminal offence, as could the disclosure/publication of any confidential or personal information about the Trust, School, its staff, pupils or other members of the community.
- 2.6 Any disagreement involving the interpretation or application of the Code as it applies to you should be discussed with your Line Manager or the Headteacher in the first instance. However, if you feel the Code is being applied unreasonably you may be able to seek redress through the Grievance Procedure.

### **Staff/ Student Relationships**

- 3.1 You are expected to treat pupils with dignity and fairness, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a person in a position of trust. You should comply with safe working practices, outlined in the guidance document "Keeping children safe in education" (<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>)
- 3.2 You must not communicate personally with students via email, mobile phone or internet other than on school-related matters in line with school policy.
- 3.3 You must not arrange to meet students outside of the school day or off the school site at any time without the express permission of the Headteacher.
- 3.4 Any physical contact with pupils should be in accordance with any agreed procedures, such as the intimate care policy or positive physical intervention. Any inappropriate physical contact, such as tickling, rough play, cuddling or sitting a child on your lap may be viewed as misconduct and lead to disciplinary procedures, dependant on circumstances.

## Personal Interests

- 4.1 The interests of the Trust / School or the way you do your job must not be influenced by personal interests or those of relatives, friends or membership of external organisations or societies. There should be no grounds for suspicion that you are using your position with or knowledge of the Trust / School for personal gain or that you could be influenced by improper motives. If you belong to outside organisations, including voluntary organisations, there must be no conflict with your job or other School interests. You should advise your Headteacher or CEO in writing about anything which could give this impression.
- 4.2 **For staff who have responsibility for placing orders and School expenditure, please see more detailed guidance in Section 20.**

## Private work

- 5.1 School premises, equipment, working time or other resources must not be used to undertake private work.
- 5.2 The Trust / School needs to be aware if its employees undertake private work or voluntary activities in their own time to ensure that there is no conflict of interests with the Trust / School and to meet its obligations under Health and Safety legislation. Therefore, to protect yourself and the Trust / School from potential criticism you should not put yourself in a position where there is an actual or perceived conflict of interests. You should be aware that outside work or activity, whether or not you receive payment, could reduce your ability to safely and effectively carry out your employment with the Trust / School, e.g. through tiredness, and would be considered unacceptable.
- 5.3 You must advise your Line Manager before engaging in any other work especially if it could reasonably be seen to conflict with your employment with the Trust / School or lead to misunderstanding or criticism (for example, private tutoring of students from your school).
- 5.4 You must not undertake private work for any individual, organisation, department or establishment which otherwise would be undertaken as part of your normal duties. Any charge raised as a result of undertaking work within another school or other establishment whilst in your normal working hours should be paid to the School.
- 5.5 You must not undertake private work when on sick leave without the express knowledge and prior written approval of the Headteacher or CEO and subject to appropriate medical advice.
- 5.6 You must not undertake private work for any school or establishment during a period of paid leave or suspension.

## Expressing concern about irregularities and tackling malpractice

- 6.1 If you feel there is something seriously wrong at work please tell an appropriate person (see paragraph 5.3) as a 'voice of concern'. It might be, for example, the conduct of another employee, the way a contractor is behaving, a work practice, something that is endangering the safety of pupils or staff. You might be the first to notice it and your intervention could stop things getting worse.
- 6.2 No matter how reticent you may feel, you should raise any serious concern - e.g. a suspicion of fraud or corruption or reasonable belief that a child or adult's health, safety or well-being are in danger - with the Headteacher so that potentially serious problems or malpractice can be addressed without undue delay. If this is not appropriate, then you should contact either the Chair of Governors or HR Consultancy for Schools. If you do raise a genuine concern in good faith all reasonable steps will be taken to respect your confidence and protect you from possible reprisals (see Confidential Reporting (Whistleblowing) Policy).
- 6.3 The Trust / School takes this issue very seriously and will investigate and address any problems genuinely raised. However, any frivolous, malicious or mischievous use of the Confidential Reporting Policy will be treated as a serious disciplinary matter.

## Copyright

- 7.1 You should be aware that 'intellectual property' such as software, ideas, documents, etc. created during your employment belongs to the Trust. All files, materials, the media upon which they are located and all software programmes or packages which are utilised or developed solely for or in connection with your job remain the property of the School.

## Confidentiality

- 8.1 You may sometimes acquire information at work which has not been made public or is confidential. Examples include information about a pupil or family, a colleague, information on tenders or costs, the proceedings of confidential meetings.
- 8.2 You must ensure that sensitive and/or confidential information is properly secured and safeguarded at all times especially if being transported in paper or electronic formats. Particular care must be taken with information stored on portable electronic media such as laptops and memory devices which are often targeted for theft due to their high intrinsic value.
- 8.3 Confidential information which comes into your possession must not be used for personal benefit or divulged to other parties except in the proper course of duty, for example to other professionals working with the same child. If you have any doubt whether or not disclosure is appropriate, you must check with the Line Manager, DSL or Headteacher before releasing confidential information.

- 8.4 Some information can be extremely valuable in business and commerce and its publication loss or misuse could seriously disadvantage the Trust, School and its employees. Therefore, it is important that you do not, deliberately or inadvertently, pass on information, including software, during or after your employment with the Trust, to anyone who has no right to receive it. You must not discuss, disclose, publicise or use such information for your own or anyone else's personal interest or advantage.
- 8.5 You must decline any approaches or offers made asking for information which could be detrimental to, or help others to gain a contract, grant or any other advantage from the Trust / School and/or its employees, e.g. a potential contractor could offer a financial reward for information leading to the award of a major contract. Approaches or offers of this kind must be declared to the Headteacher or CEO without delay.
- 8.6 You must not criticise the Trust or School, its policies or staff in open media such as internet 'blogs', websites, social networking sites, etc. where it may be seen by parents, children or others in the community.

### Contact with the media

- 9.1 Unless you are properly authorised to speak with, write or give interviews to the media you should refer any enquiries from the media on work related matters to the Headteacher or CEO.

### Information Technology, Social Media and Data Protection

- 10.1 Everyone using computing equipment has a duty of care to use it according to prescribed arrangements, e.g. to avoid introducing computer viruses, to comply with the Data Protection Act 2018 (<https://www.gov.uk/data-protection>), and to safeguard and ensure the security of information.
- 10.2 You must familiarise yourself with the Trust ICT policies, including use of the internet. In particular, all use of the internet and email facilities must be authorised, legal, appropriate and in accordance with the provisions of the School's policies. Personal use of any facilities – including laptops – must be authorised and only undertaken at times deemed appropriate by the Headteacher.

#### **Users shall not use the internet or email for the following:**

- **to knowingly break the law**
- **to fail to comply with existing Trust or School policy**
- **to compromise the integrity of any network of system**
- **to access, display or transmit any kind of sexually explicit material or any offensive or discriminatory material of any kind**
- **to make unauthorised contact with outside bodies**
- **to download software or play games**
- **to bet or gamble**
- **to disclose private or confidential information.**

**Failure to comply with the policies in force or any unauthorised use of such facilities will be dealt with in accordance with relevant disciplinary procedure.**

**Employees should also take account of policies on cyber bullying.**

- 10.3 Employees should also be aware when they are using personal IT equipment for undertaking school related business that the same rules apply. Please refer to Acceptable Use Policy for a copy of the full policy on appropriate use of IT.
- 10.4 You must not photograph pupils using your own photographic equipment or mobile phone.
- 10.5 You should not use social media in any way that might bring your professional status or the Trust / school into disrepute or undermine the policies or ethos of the school. You must not share confidential information or mention specific students or members of staff on a social media site. You should not accept pupils as 'friends' or 'followers' and should not 'follow' or have any personal connections with pupils on any social media or other internet sites. If you are a 'friend' of a parent of a pupil at a Trust school, you should be particularly careful not to share information about pupils, staff or working practices. You should ensure that full privacy settings are applied to all your social media accounts.

#### **Gifts, inducements, hospitality and sponsorship (see also Notes 1 and 2 below)**

- 11.1 You must not accept any commission, discount, allowance, direct or indirect profit, inducement, payment, perk or benefit in connection with any professional work undertaken, other than any fee recoverable on behalf of the Trust or School.
- 11.2 Minor gifts and hospitality are sometimes part of the normal courtesies of life: the parent of a pupil may offer a modest gift, especially at Christmas or as a token of appreciation, and in an office situation simple items such as diaries and calendars are often distributed as advertising matter. As a guideline, any gift or hospitality with a value of **£25.00** or more is highly unlikely to be viewed as a 'token'. With the exception of these 'tokens' and any special schemes (e.g. travel or discount schemes) arranged by the School, all gifts, vouchers, fees, special discounts, rewards or preferential treatment must be refused. Collection of reward card points such as Nectar and Clubcard on a personal account in respect of school or council purchases is a benefit in kind which should be reported to HMRC and subjected to deduction of Income Tax. In situations where refusal is difficult or might offend you must inform your Line Manager or Headteacher who will decide on the appropriate action.
- 11.3 Where an outside organisation wishes to sponsor any activity or make a donation to the School, the basic principles relating to personal interests and the acceptance of gifts or hospitality apply.
- 11.4 You must not give gifts to particular pupils other than as part of an agreed reward strategy or given to all pupils equally, with the knowledge and permission of your Line Manager or Headteacher.



## Use of School resources and equipment

- 12.1 Facilities, equipment, vehicles, materials and other resources provided by the School for use in your work must not be used for any other purpose without permission or appropriate payment, e.g. photocopying, private telephone calls. Mobile telephones are provided exclusively for business use and must not be used to make private calls. In this context a call 'home' to advise that you have been unavoidably delayed because of work would not be considered a private call.

## Transporting Pupils

- 13.1 Any school policy on transporting pupils should be adhered to at all times. Circumstances where it is appropriate to transport pupils, e.g. for sports' matches, should always take place with the full knowledge and consent of the Headteacher and the pupils' parents/carers.
- 13.2 Any legal requirements must be adhered to, such as ensuring the vehicle is roadworthy, business insurance is in place, seat belts are worn, car seats are used for younger children and the maximum capacity is not exceeded.
- 13.3 Wherever possible, there should always be at least one adult additional to the driver as an escort and children should be seated in the back of the vehicle.
- 13.4 It is inappropriate for adults to offer lifts to pupils outside their normal working duties, unless this has been previously arranged with the parent/carer and the Headteacher is aware of the arrangement.

## Overseas travel on official business

- 14.1 Any proposal to travel overseas on official business must be approved by the Governing Body before the travel takes place.

## Equality issues

- 15.1 All members of the community, including pupils, families and other employees have a right to be treated fairly and with dignity. You must make yourself aware of and comply with the School's Equality and Diversity Policies and procedures.

## Standards of appearance

- 16.1 The Trust or School does not impose particular dress standards but staff are expected to present a reasonable and professional appearance and to dress appropriately to the circumstances within their working environment, bearing in mind that you are working with children and young people. Dress should not be offensive, revealing or sexually provocative and should not display political or other contentious slogans.

- 16.2 Where uniform or protective clothing is issued it must be worn as required when at work or representing the Trust or School. When wearing uniform or other items which identify you as an employee of the Trust or School you must maintain appropriate standards of conduct whether or not on duty, e.g. when travelling to and from work.

### **Relatives and close personal relationships within the workplace**

- 17.1 In order to avoid any possible accusation of bias you should endeavour not be directly involved in the appointment, promotion, discipline or other employment decision relating to another employee to whom you are related or with whom you have a close personal relationship. If a situation arises in which you feel you may be in such a position, please seek the advice of your Line Manager or Headteacher in the first instance or Human Resources.
- 17.2 If you work in close proximity with other employees or pupils to whom you are related or have a close personal connection you must maintain a strictly professional relationship at work. You should also be aware that if any relationship leads to disruption in the workplace, unacceptable conduct or performance or situations involving undue favouritism or detriment, action will be taken under the appropriate procedure which could lead to you being redeployed or your contract terminated.

### **Smoke free environment**

- 18.1 All School buildings, workplaces and vehicles are smoke free areas. Since July 2007, it has been against the law to smoke in workplaces; failure to comply is now a criminal offence.

### **Drugs and alcohol**

- 19.1 Employees must not take drugs, alcohol or any other substance before work, during a break or at lunch time that is capable of causing their behaviour, judgement or performance at work to be affected. This is particularly important for employees who drive, operate machinery, have responsibility for children or vulnerable adults and who come into contact with members of the public and/or visitors. (N.B. It is equally inappropriate for those working in close proximity to children and vulnerable adults to have alcohol on their breath even though this may not amount to drunkenness.)

### **Health and Safety**

- 20.1 Unsafe working can endanger you, your colleagues and members of the public. You must familiarise yourself with the Health and Safety Policy and guidelines for your particular work. You must follow the rules, codes and safe practices they describe including reporting any accidents, incidents or near misses you have at work. For further information, see the Health and Safety and First Aid Policies.

## Criminal charges, cautions and convictions

- 21.1 You must advise your Headteacher immediately if you are charged with or cautioned or convicted of any criminal offence whilst you are an employee of the School. While such proceedings will not necessarily affect your employment, the Headteacher needs to be sure there are no implications for the Trust, School, its reputation, safety of children or in relation to the role you undertake.
- 21.2 You must also advise your Headteacher / CEO immediately if you have been arrested or appeared in court and released on bail in circumstances where bail conditions have been applied which could have consequences for your work, e.g. you are constrained from having contact with children. If you are in any doubt about whether you should report bail conditions, especially where safeguarding could be an issue, you must discuss it with your Headteacher / CEO so that any concerns can be addressed from the outset. Failure to report such conditions would be considered as serious misconduct and could potentially lead to breach of bail.
- 21.3 If you live with anyone who is on the sex offenders' register; has any offences against or involving children or is being investigated for offences against children, you must report this to your Headteacher immediately, who will seek further advice from the Local Authority Designated Officer (LADO).

## Specific standards for staff with responsibility for expenditure

### 22.1 Personal interests:

- 22.1.1 The interests of the Trust or School must not be undermined by personal interests. The way you do your job must not be influenced by personal interests or those of relatives, friends or membership of external organisations or societies. There should be no grounds for suspicion that you are using your position with, or knowledge of, the Trust or School for personal gain or that you could be influenced by improper motives. If you belong to outside organisations, including voluntary organisations, there must be no conflict with your job.
- 22.1.2 All orders, contracts and grants must be awarded on merit following fair competition. No favour should be shown because of personal interests and no part of the community should be discriminated against.
- 22.1.3 You must advise your Line Manager in writing about anything which could give the impression that you may be acting for personal gain, financial or otherwise, or in the interests of another person or organisation; or you are involved as an employee in matters which might reasonably be regarded as affecting the well-being or financial position of yourself, your spouse, partner, relative, a close friend or any person with whom you have a close association, e.g. if any of those persons
- hold an office or employment with
  - have any connection or influence with
  - have any financial interest in
- any company or organisation doing or seeking to do business with, or requesting grants or other funding from the Trust / School.

- 22.1.4 You should avoid being involved as an employee in matters which might reasonably be regarded as affecting the well-being or financial position of yourself (or the persons, companies or organisations referred to above) so significant that it is likely to prejudice your judgment of the Trust, School or public interest.
- 22.1.5 You must advise your Line Manager of any personal dealings of a business or private nature with existing or potential suppliers, consultants or contractors who you know (or could reasonably be expected to know) to have dealings with the School.
- 22.1.6 If you engage or supervise contractors or consultants on behalf of the Trust / School or have any other official relationship with them you must advise your Line Manager, prior to any contractual relationship beginning or work being undertaken, if you have or intend to have any private or domestic relationship with them or any of their employees.
- 22.2 Gifts, inducements, hospitality and sponsorship:  
(see also Notes 1 and 2 below)
- 22.2.1 See information in 10.2 regarding the acceptance of gifts. As a guideline, a gift with a value of more than **£25** is unlikely to be seen as only a 'token', so needs to be referred to your Line Manager or Headteacher.
- 22.2.2 Offers of hospitality, even if of a seemingly minor nature, must be treated with particular caution as they can leave both individuals, Trust and the School open to all manner of allegations of impropriety. The timing of offers of hospitality, e.g. in relation to purchasing, the award of contracts, granting of applications or other decisions, should be considered equally to the generosity of the hospitality offered. Accepting hospitality must be justified in the public interest, e.g. when there is a genuine need to represent the School. You must inform the Line Manager or Headteacher of an invitation or offer of hospitality before it is accepted.
- 22.3 Personal purchases:
- 22.3.1 You should be aware of possible conflicts of interest when you buy goods or use the services of firms which have dealings with the Trust or School and follow any procedures relating to the disclosure of any such transactions. You should neither seek, because of your position, nor accept, because of an organisation's dealings with the Trust or School, preferential rates, reductions or any other favourable treatment in the purchase of goods and services. This does not apply to generally available schemes or discount schemes arranged by the Trust for all staff.
- 22.4 Procurement of goods and services and disposal of property:  
(see also note 2 below)
- 22.4.1 Procurement procedures must be strictly adhered to and you must not accept any inducement or preferential treatment if you are responsible for procuring goods or services for the Trust / School or disposing of surplus property.

## Conduct and Performance

- 23.1 Unacceptable behaviour and/or failure to maintain satisfactory standards of conduct or performance will lead to action being taken against you under the appropriate procedure. This includes specifically the failure to behave at all times in accordance with the Trust and School's stated values.
- 23.2 You must ensure you understand the requirements of this Code of Conduct, the Safe Working Practice for Staff guidance and any terms and conditions, rules, standards and requirements that apply to you and your job (see also note 2 below). Any of the examples of unacceptable behaviour listed below may be considered as misconduct or gross misconduct depending on the relevance to your role, your seniority, the seriousness of the act and particular circumstances. Those underlined normally will be considered as gross misconduct. The list is not exhaustive and other unacceptable behaviour not specifically listed nevertheless may be considered as misconduct or gross misconduct:
- (a) any form of unjustifiable discrimination, harassment, threatening or bullying behaviour, e.g. on the grounds of race, sex/gender, sexual orientation, marital status, disability, age, religion or belief; whether or not the subject of current legislation;
  - (b) any physical, emotional or sexual abuse of a child or other vulnerable person
  - (c) possession, displaying, viewing or downloading of offensive or extremist materials, playing or downloading games, accessing 'unacceptable' websites, e.g. websites of a sexual nature, gambling, betting or gaming, in the workplace or via any portable device, e.g. laptop, mass storage, which is the property of the School and has been provided in connection with the postholder's work;
  - (d) undertaking private activities during working hours;
  - (e) unpunctuality, misuse of time and time recording, unauthorised absence from work;
  - (f) refusing to comply with reasonable orders and instructions;
  - (g) deliberately causing damage to Trust property;
  - (h) harming or endangering other persons or property, e.g. by contravening safety rules;
  - (i) neglect of duty/lack of due care or diligence, disruptive behaviour, poor attitude;
  - (j) fighting, threatening or actual violence towards, physical assault or abuse of another person whilst at work (NOTE: this does not include reasonable physical restraint necessarily carried out in the course of duty);

- (k) theft, unauthorised removal, misappropriation, improper or unauthorised use of School or other property, systems (including telephones, IT, email and internet), vehicles, equipment, name or other resources. This may include loss by failing to properly secure or safeguard;
- (l) failure to report criminal convictions, particularly those which may be relevant to the type of work undertaken, e.g. driving convictions where the work necessitates driving on school business, indecent assault where working with children or vulnerable adults;
- (m) fraudulent or misleading practices and/or omissions in connection with official duties, e.g. deliberately falsifying School documents, reports, etc.;
- (n) fraudulent or false claims for payment of salary, expenses and/or allowances, etc. or seeking financial gain by deception;
- (o) acts involving bribery or corruption;
- (p) any action for which it would be appropriate for the School as an employer to take legal proceedings (irrespective of whether such proceedings are taken);
- (q) sexual misconduct at work;
- (r) wilfully breaching any School policy or procedure;
- (s) drunkenness, being unable to carry out duties through the influence of any substances including drugs, whether or not prescribed, and alcohol, or for any other avoidable reason. (N.B. It is equally inappropriate for those hosting visitors or working in close proximity to children and vulnerable adults to have alcohol on their breath even though this may not amount to drunkenness.);
- (t) possession, buying or selling of weapons, illegal substances or materials at work;
- (u) any breach of trust or security in respect of information or procedures;
- (v) obtaining or attempting to obtain access to any information (including information held or stored by electronic means) to which the employee is not entitled;
- (w) any action which may bring the good name of the School into disrepute;
- (x) as an employee, public opposition to the stated aims and policies of the School, criticism or blame of School management or colleagues, through any medium including internet 'blogs', websites, social networking sites, etc.;

- (y) any action unconnected with work which brings in to question your suitability as an employee of the Trust;
- (z) failing to report serious misconduct, aiding or inciting another employee to undertake any of the above actions or other act of wrongdoing.

**Note 1:**

Personal interests as set out in paragraph 4 (e.g. in contracts/procurement), other potential conflicts of interest and any offer of gifts and/or hospitality as set out in paragraph 11 or paragraph 22, other than of a minor 'token' nature, are to be notified in writing to your Headteacher.

**Note 2:**

Under the Bribery Act 2010 it is a criminal offence if a person fails to prevent bribery, bribes another person with the intention of obtaining or retaining a business or a business advantage, or receives a bribe, whether or not unwittingly.

## Appendix 1 – Expectations of personal conduct in the workplace

### When we speak to others we will:

- use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.
- speak respectfully to other adults at all times, even if we disagree with them.

### As professionals we will:

- avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.
- work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.
- treat everyone with respect.
- dress appropriately, so that we set a good example for the children and to show that we are here to work.
- behave in a positive way despite any personal problems that we may have, especially in front of the children.

## Appendix 2- from Teachers' Standards Effective from 1 September 2012(DfE)

### PERSONAL AND PROFESSIONAL CONDUCT

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position
  - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
  - showing tolerance of and respect for the rights of others not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
  - Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.