

# **The Priory Federation of Academies Code of Conduct and Dress Code**

## **1 Introduction**

- Each Academy within the Priory Federation works towards the Trust's shared vision and ethos and achieves its outcomes in a way which are most appropriate to the needs of the individual Academy and the context it serves. All students, parents and member of staff are made fully aware of The Priory Ethos before they join.
- It is the Federation's expectation that all those linked to the Academy support 'The Priory Ethos'. This comprises the Ethos, Charter and Contract, as well as the various Priory Codes. Full details of these can be found on the Trust's website.
- By accepting a post with The Priory Federation of Academies, you are also agreeing to adhere to our code of conduct, a copy of which is issued to all staff. This is the Trust's expectation of how staff conduct themselves (both in and out of the workplace) including the manner in which they dress whilst in work. Staff are expected to conduct themselves at all times in such a way that no discredit could be brought upon the Trust. It is important that staff familiarise themselves with the expectations and where there is doubt, speak to the Head of Human Resources or a member of the Senior Leadership Team for clarification. Failure to comply with the standards could lead to disciplinary action, and in cases of serious or persistent breach, dismissal.

## **2 Expectations**

It is expected that all staff:

- a) Are familiar with all Trust policies, and adhere to and accept these policies, copies of which are available on the Trust's website.
- b) Support all students to achieve their full potential. We strive to inspire young people and to enhance and enrich students' lives, enabling them to experience as wide and as full a range of learning opportunities as possible. It is assumed that staff will use their expertise and enthusiasm for the benefit of our students.
- c) Are helpful, polite and courteous, whilst representing the organisation including, visitors, parents, colleagues and students.
- d) Differentiate between the unacceptable actions of the student and the student themselves. The action should be condemned, not the student. Staff should never humiliate a student either privately or publicly. Sarcasm should not be used and where practicable, student issues should be dealt with away from a collective group. Familiar or inappropriate language should not be used. Male

staff should be referred to as Sir and female staff as Miss (or Mr / Mrs when using a surname).

- e) Are aware of their conduct outside of school and of the responsibility to maintain the integrity and the good name of themselves and the Trust. Staff are often recognised by both students and parents. They should be conscious of maintaining an appropriate level of professionalism at all times. Staff are particularly reminded that intimate personal relationships with students are forbidden by law, no matter what the age of the student.
- f) Should be conversant with the Conditions of Service under which they are employed. A contract is signed by all staff and individuals are responsible for ensuring that they are aware of the specific requirements of their post. If in doubt, clarification should be sought.
- g) Carry out duties and responsibilities at all times with honesty and integrity. Positions of authority should never be used for personal gain. Staff must declare if they have any interest or connection with any business or organisation that supplies the Trust. Declaration of Business Interest forms are available from the Clerk to the Trustees.
- h) Treat all Trust equipment with due care and respect. Breakages should always be reported immediately to the employee's line manager.
- i) Seek permission in writing from the Headteacher to undertake additional employment. The Trust expects all staff to fulfil their obligations to our students, and reserves the right to make a judgement as to whether undertaking additional work would be prejudicial to that outcome, or bring The Trust into disrepute. A discussion with the Head of Human Resources / Headteacher should always precede the application for additional employment. If, on appointment, a member of staff already holds a further post, this should be declared at the interview.
- j) Inform the Headteacher, in advance, of a decision to apply for a post elsewhere. As the Academy will generally be asked to provide a reference, it is both courteous and sensible for the application to have been discussed with the Headteacher. Employees who have attended an interview are asked to inform the Head of Academy of the outcome on the morning following return to school.
- k) Notify the Headteacher of any criminal reprimand, caution or conviction whilst in the employment of the Trust. A decision as to whether there has been a breach of any Trust policy will be made. In such cases, consideration may be given as to whether dismissal may be appropriate. Each case will be considered independently.



- l) Adhere to, and accept the Trust's ICT Acceptable Use and Social Media Policy.
- m) Will not allow their own personal or political opinions to interfere with their work and must at all times perform their duties in an objective manner.
- n) Must adhere to the Trust's strict No Smoking Policy, and Misuse of Drugs Policy.
- o) Must ensure that they wear their ID Badge and designated lanyard at all times, for both identity and safeguarding purposes.
- p) Must maintain private and confidential information and ensure that they adhere to the Trust's Data Protection Policy.
- q) Must declare any gifts in line with correct procedures as outlined in the Trust's Finance Manual (Section 6).

### **3 Job Descriptions and Professional Standards**

All employees are expected to carry out duties as outlined in their job description, as well as any other duties deemed suitable to their role.

All teaching staff are expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document 2014.

### **4 Equality Act 2010**

The Equality Act of 2010 makes it unlawful to discriminate against anyone on grounds of race, colour, nationality (including citizenship), ethnic or national origin, gender, disability, faith or sexual orientation. The Trust supports the Act's principles and is committed to the values of equality of opportunity and non-discrimination. The Trust believes the diversity of employees adds to the strengths of our business.

### **5 Copyright**

All records, documents, ICT solutions and other papers that staff compile or acquire in their role which are related to the work of the Trust are the property of the Trust together with the copyright.

### **6 Standards of Dress**

The Priory Federation of Academies Trust has a professional working environment and, as part of this approach, we expect staff to wear appropriate clothing that supports this profile. This includes all staff employed by any of the Academies within the Federation, apart from staff who are supplied with a uniform by their Academy.

It is a condition of employment that all staff comply with the Federation's dress code. Accordingly, all staff are expected to dress in a professional business-like manner appropriate to their role. Clothing needs to reflect the professional environment in which we work and maintain high standards of modesty, style and taste. Staff need to be mindful that, although there is a difference in circumstances, students will always compare what staff are wearing with what they are prohibited from wearing. Staff need to be aware that they are regarded as role models and consistent standards of professional attire help set a purposeful and business-like manner.

On signing the Federation's Code of Conduct, you agree to follow the dress code. The dress code must be adhered to.

A useful comparator is the standard and type of dress commonly worn in a professional formal office environment. Smart suits or separate jacket/trouser/skirt/dress combinations are standard, with trousers being full length and skirts not being immodestly short. Footwear should be smart and formal. Men are expected to wear a tailored shirt with collar and tie. Jackets should be worn at all times, cardigans are permitted but are not a substitute for jackets.

For certain areas, for example primary school sites, clothing should be worn which is appropriate to the environment in which staff work and as agreed by the Academy.

For further guidance on appropriate dress please see Appendix A for further guidance.

- a) The Trust's dress code applies on all occasions when staff are working, (unless otherwise advised by the Head of Academy), and when students are on site. It is expected that teaching staff will wear formal academic dress, for example, gowns which are provided by The Trust, at some occasions such as prize giving evenings.
- b) Staff involved in the teaching of practical or sporting subjects, for example Drama and PE, are expected to wear suitable clothing or protective wear. However, they are expected to change into business attire where and when appropriate.
- c) On CCF and ACF parade and field days, Officers and SSI should wear their respective uniforms correctly. (Berets and hats should not be worn during the Academy day).

Hairstyles for male and female staff should be in accordance with smart business dress.

Jewellery should be kept to a minimum.

Name badges and house badges issued by the Trust should be worn on all Academy premises at all times.

This policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff must use common sense, adhering to the principles underpinning the policy.

Staff considered to be in breach of the dress code will be advised by their line manager and given the opportunity to conform. Disagreements over the appropriateness of specific items of clothing or footwear will be referred to the Senior Leadership Team, Academy Head of Chief Executive Officer (as appropriate) who will be the final arbiter on such matters.

Persistent failure to comply with this code could result in disciplinary action.

It is impossible to itemise all permitted and non-permitted items; however, in working for the Academy you are accepting that the Trusts decision on what constitutes acceptable appearance is final and binding and will be decided on an individual case-by-case basis.

I have read and accept The Priory Federation of Academies' Code of Conduct.

Signed: .....

Name: .....

Date: .....



## Appendix A

The following are not appropriate forms of dress or appearance

- Leisure or sportswear (except for PE or sports events)
- Denim wear
- Leggings or shorts
- Visible body piercings (other than discreet earrings)
- T-shirts/vests/vest tops with heavily patterned logo
- Clothing made of sheer fabric exposing underwear
- Hats (unless site staff working outdoors)
- Low cut tops
- Visible tattoos
- Thick patterned tights
- Footless tights