

## Code of Conduct and Dress Code

Policy Code:	HR29
Policy Start Date:	July 2022
Policy Review Date:	July 2023

Please read this Code of Conduct and Dress Code in conjunction with all Trust policies which can be found on the Trust website.

## **1 Policy Statement**

- 1.1 Each setting within The Priory Federation of Academies Trust (the Trust) works towards a shared vision and ethos, and achieves its outcomes in a way which is most appropriate to the needs of the individual Academy and the context it serves. The Trust also has an overarching ethos that is articulated through a Motto; a Mission; and a set of Values. There is, therefore, an open, conscious and emotional ‘buy-in’ to the Trust from its Academies. The Trust’s expectation is that all staff support ‘The Priory Ethos’, details of which can be found on the Trust’s website.
- 1.2 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Apprenticeships and Lincolnshire SCITT.
- 1.3 The Trust’s Code of Conduct is applicable to all volunteers, trainee teachers, work experience, agency staff and consultants who work onsite.
- 1.4 This policy does not form part of any member of staff’s contract of employment and it may be amended at any time.

## **2 Roles, Responsibilities and Implementation**

- 2.1 The Pay, Performance and HR Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Trusts Human Resources Lead.
- 2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success.
- 2.3 By accepting a post or engagement with the Trust, an individual agrees to adhere to our Code of Conduct, a copy of which is issued to all members of staff and volunteers for signature and is reviewed by all, on an annual basis, during the September Safeguarding and Compliance checks. This is the Trust’s expectation of how staff and volunteers conduct themselves (both in and out of the workplace), including the way 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 Academy/Service Lead for clarification. Failure to comply with the standards could lead to disciplinary action in line with the Trust’s HR12 Staff Disciplinary Policy.

## **3 Aims**

- 3.1 To set and maintain standards of conduct that is expected of adults working with/for the Trust.
- 3.2 To ensure a culture of safety and respect.

## **4 Expectations**

### 4.1 It is expected that all staff:

- a) have read and understood all Trust policies, and adhere to and accept these policies, copies of which are available on the Trust's website.
- b) support all pupils and learners to achieve their full potential. We strive to inspire young people and to enhance and enrich pupils' lives, enabling them to experience as wide and as full a range of learning opportunities as possible and to improve the life chances of our pupils so they become true citizens of the world. It is assumed that staff will use their expertise and enthusiasm for the benefit of our pupils and learners.
- c) are helpful, polite and courteous whilst representing the Trust, including with visitors, parents/carers, colleagues, pupils and learners.
- d) differentiate between the unacceptable actions of the pupil and learner and the pupil and learners themselves. The action should be condemned, not the pupil. Staff should never humiliate a pupil or learner, either privately or publicly. Sarcasm should not be used and, where practicable, pupil or learner issues should be dealt with away from a collective group. Overly familiar or inappropriate language should not be used.
- e) Members of staff should be referred to in a professional manner at all times, using their preferred honorific title and personal pro nouns (or using their preferred title and surname). Staff in Early Years Foundation Stage and at Willoughby Academy can choose to be referred to by their first name.
- f) 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 pupils, learners and parents. They should be conscious of maintaining an appropriate level of professionalism at all times. As detailed in the Trust Safeguarding Training, staff are particularly reminded that overly familiar and personal relationships with pupils/learners (under the age of 18) are not permitted and sexual activity with a pupil is forbidden by law, no matter what the age of the pupil.
- g) should be conversant with the Terms and Conditions of Employment or engagement.. A contract is signed by all members of 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.
- h) should declare any personal relationship with a colleague that may give rise to a conflict of interest. The Trust understands a member of staff's right to a private life and understands that personal relationships may form with colleagues or contractors; however, the member of staff has a responsibility to declare any personal relationships or conduct that could give rise to a conflict of interest or breach of confidentiality.
- i) Any staff/volunteer/trainee teacher related to, or who are the carer of a pupil and/or learner, are expected to separate their familial and employment role. Staff must not show

or provide preferential treatment to them or become involved in their education or care beyond their specific role as a member of staff/volunteer or their role as a parent/carer/relation.

- j) 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/provides a service to the Trust. Declaration of Business Interest forms are available from the Clerk to the Trustees and the Clerks to the Governors.
- k) will make the Head of Academy/Service Lead aware if they have any personal links to existing pupils, e.g. family members; friendship with a pupil and/or learner from having previously been at school with them. Permission must be sought from the Head of Academy/Service Lead for continued contact.
- l) will make the Head of Academy/Service Lead aware if they hold a Governor/Trustee/Parent Teacher Association or equivalent position with another educational establishment.
- m) treat all Trust equipment / property with due care and respect. Damage should always be reported immediately to the member of staff's line manager.
- n) seek permission from the Head of Academy/Service Lead to undertake additional employment. The Trust expects all staff to fulfil their obligations to our pupils and learners, 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 Academy/Service Lead should always precede the application for additional employment. If, during recruitment, a candidate already holds a further post, or volunteers as a Governor/Trustee/Parent Teacher Association or equivalent at another educational establishment this should be declared at the interview.
- o) inform the Head of Academy/Service Lead, in advance, of a decision to apply for a post elsewhere. As the Academy or Trust will generally be asked to provide a reference, it is both courteous and sensible for the application to have been discussed with the Head of Academy/Service Lead. Staff who have attended an interview are asked to inform the Head of Academy/Service Lead of the outcome on the morning following return to work.
- p) notify the Head of Academy/Service Lead or the Trusts Human Resources Lead of any criminal investigation (inclusive of voluntary questioning), any behaviour that could indicate that you may not be suitable to work with children, or any caution or conviction immediately whilst in the employment of the Trust. A decision as to whether there has been a breach of any Trust policy will be made. The Trust acknowledges that a member of staff charged with an offence is innocent until proven guilty. However, special considerations will apply if the offence is included on the list of offences relevant to safeguarding or if an employee is imprisoned on remand pending trial. In such cases, consideration may be given as to whether dismissal may be appropriate. Each case will be considered independently.

- q) adhere to, and accept, the Trust's HR5 ICT Acceptable Use Policy, ICT2 Online Safety (Staff) Policy and HR22 Social Media Policy. Social networking sites and blogging are extremely popular. Staff must not post material which could damage the reputation of the Trust or cause concern about their suitability to work with children and young people. Those who post material that could be considered as inappropriate or who indicate their agreement with such material posted by others, could render themselves vulnerable to criticism or allegations of misconduct.
- r) will not allow their own personal or political opinions to interfere with their work and will at all times perform their duties in an objective manner. Individuals must remain politically impartial and are prohibited from promoting partisan political views.
- s) adhere to the Trust's strict HS1 No Smoking Policy.
- t) ensure that they wear their ID Badge and designated lanyard at all times whilst on Trust premises, for both identity and safeguarding purposes. Staff must not loan their ID badge and/or lanyard to anyone else at any time. Staff ID badges and Lanyards should never be given to pupils or learners to provide access or printing.
- u) maintain private and confidential information and ensure that they adhere to the Trust's HR6 Data Protection Policy, the Trust's HR33 Record Management Policy and the Trust's HR6a Data Breach Policy. Staff must adhere to the Data Protection guidance given to them at Induction and/or through training.
- v) declare any gifts in line with correct procedures as outlined in the Trust's Finance Manual and the F2 Policy for Gifts, Hospitality, Awards, Prizes and other benefits.
- w) will adhere to the section entitled 'Taking photographs/videos of children and young people' in the Trusts SW5 Safeguarding and Child Protection Policy. Staff will not use devices (e.g. phones/tablets/smart watches) for personal use during lessons or whilst supervising children and should not make or receive personal calls at any time that they are supervising pupils, unless in an emergency situation. Content stored on devices brought into the academy must be appropriate and it is strongly recommended that devices are password protected. Staff are not allowed to wear a smart watch or equivalent device when delivering intimate care and any device (work or personal) will not be taken into the room/area where intimate care is taking place.
- x) will not give out their personal contact details to pupils, learners and/or parents/carers and will only use professional communication methods, e.g. work email.
- y) ensure that the consumption of alcohol does not adversely affect their work performance, and that, in accordance with their obligations under Health and Safety legislation, they take reasonable care of the Health and Safety of themselves and other workers whilst at work. The Trust will not tolerate employees or volunteers arriving at work under the influence of alcohol or illegal drugs or who are consuming alcohol or illegal drugs whilst

at work. At the Head of Academy/Service Lead discretion, staff may be permitted to have an alcoholic beverage at an after-school celebration event when the working with and supervision of children is not taking place. In these circumstances the Trust would still expect staff to behave in an appropriate manner to avoid bringing the reputation of the Trust into disrepute.

- z) Will not deal directly with the press or media unless required to do so as part of their duties, or alternatively have been given express authority to do so by the Headteacher/Head of Setting, Communications Manager or CEO.

## **5 Job Descriptions and Professional Standards**

- 5.1 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.
- 5.2 All teaching staff are expected to carry out the professional duties of a teacher as outlined in the School Teachers' Standards and School Teachers and the Teachers Pay and Conditions Document (latest version).

## **6 Equality Act 2010**

- 6.1 The Equality Act of 2010 makes it unlawful to discriminate against anyone under the nine protected characteristics: race, gender, disability, religion or belief, pregnancy and maternity, age, marriage and civil partnership, gender reassignment or sexual orientation. The Trust supports the Act's principles and is committed to creating an inclusive work environment where equal opportunities and non-discrimination are supported for all. As outlined in the HR&A Equal Opportunities and Diversity Policy for Staff, we believe the diversity of employees adds to the strengths of our Trust.

## **7 Copyright**

- 7.1 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 intellectual property of the Trust.

## **8 Policy Change**

- 8.1 This policy may only be amended or withdrawn by the Priory Federation of Academies Trust.

## Appendix A

### Dress Code

The Priory Federation of Academies Trust provides a professional working environment. We therefore expect staff to wear clothing appropriate to that environment. This includes all staff employed by any of the Trust sites, some staff, depending upon their role may be supplied with a uniform by their Academy.

It is a condition of employment that all staff comply with the Trust'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, to be decided at the discretion of the Trust. Staff need to be mindful that, although there is a difference in circumstances, pupils 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. A useful comparator is the standard and type of dress commonly worn in an educational/ professional formal office environment.

Where religious clothing is work evidence shows that visual stimuli and non-verbal signals that are read by looking at human faces are an important part of the way children/pupil learn to communicate. Therefore, staff who have regular contact with pupils should avoid any item of clothing which obscures either wholly or partially their face, this would include the niqab and burqa. Should staff have any further questions relating to the wearing of religious clothing please speak to the Trusts Human Resources Lead.

The Dress Code must be adhered to.

The Trust's dress code applies on all occasions when staff are working (unless otherwise advised by the Head of Academy/Service Lead), and when pupils are on site. For some formal occasions such as prize-giving staff will be required to wear formal academic dress, for example, gowns which are provided by the Trust.

Staff should be aware of the following:

- Smart suits or separate jacket/trouser/skirt/dress combinations are standard, with skirts/dresses not being immodestly short, this will be decided at the discretion of the Trust. If a male suit is worn a tie must be worn with the shirt.
- Jackets should be available to be worn at all times dependent upon the climate and environment in which you are working; cardigans are permitted but are not a substitute for jackets.
- Footwear should be smart and formal. Sandals are not permitted for Health and Safety reasons and toes and heels should be covered.
- If face coverings are advised or are required for health reasons they should be worn in line with medical or Government guidance.

- Care and precaution should also be taken when using machinery with any item of clothing.
- Staff working from home should wear appropriate professional clothing whilst on video calls.
- 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.
- Staff regularly undertaking moving and handling and/or physiotherapy of pupils as part of their role are permitted to wear suitable clothing and footwear or protective wear in order to carry out this activity. Nails should be an appropriate length, rounded and only gel additions (no acrylics).
- 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).
- Staff hairstyles and colour should be in accordance with smart business dress.
- Jewellery, if worn, should be worn in accordance with smart business dress.
- Staff ID Badges issued by the Trust should be worn on all Academy premises at all times.

The following are not appropriate forms of dress or appearance and should be discussed with the Head of Academy/Service Lead if you require any further guidance:

- Leisure or sportswear, including sports footwear (except for PE or sports events)
- Denim wear
- Leggings or shorts
- Visible body piercings (other than discreet and moderate sized earrings)
- Vest tops
- T-shirts/vest tops with a heavily patterned design or logo
- Clothing made of sheer fabric exposing underwear
- Hats (unless staff working outdoors)
- Low-cut tops
- Visible tattoos
- Thick patterned tights
- Footless tights
- Sandals/flip flops - toes and heels should be covered
- Where cardigans are worn, they must not be worn as a substitute for a suit jacket.

This code is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff must use common sense, adhering to the principles underpinning this document. Where staff are unsure, they should speak with their Head of Academy/Service Lead.

Staff considered to be in breach of the Dress Code will be advised by their line manager. Disagreements over the appropriateness of specific items of clothing or footwear will be referred to



the Head of Academy or the Trusts Human Resources Lead (as appropriate), who will be the final arbiter on such matters.

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

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



# The Priory Federation of Academies Trust

## Code of Conduct

This Policy has been approved by the Pay, Performance and HR Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.