



CODE OF CONDUCT FOR STAFF

Our school is part of the Embark Federation.

The shared vision for our trust is to “create schools that ‘stand out’ at the heart of their communities.” Our trust has four core beliefs; Family, Integrity, Teamwork and Success which are integral to everything we do. The purpose is to enable everyone to be able to ‘Love Learning, Love Life.’

Our policies are underpinned by our vision, beliefs and purpose



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Signed:	<i>Sarah Armitage</i>	Date:	September 2023
Name:	Sarah Armitage	Chair of Governors/Trustees	

1 Introduction

The Embark Federation and our family of schools values and respects all members of the community. Colleagues are expected to work in co-operation and collaboration, within an ethos of mutual trust and confidence. All employees and volunteers must be committed to promoting the safety, welfare, and interests of children (pupils/students) as paramount. Staff are expected to place the wellbeing, development, and progress of children/young people at the heart of their professional practice.

- 1.1 The public is entitled to expect the highest standards of conduct from all the EMBARK employees. To serve the school and the Embark Federation, you should share the Trust's core beliefs, vision, and implement its policies and perform your duties, with integrity, honesty, impartiality and objectivity.
- 1.3 The purpose of the Code is to assist you in carrying out your job by making clear the standards of behaviour the Trust requires you to meet. It incorporates the existing laws, regulations and conditions of service you should be most aware of in your work for the Trust.

2 Scope

- 2.1 The Code applies to all employees of the Embark Federation and the schools they work in. Governors, volunteers, student/work experience and visitors have a separate agreement.
- 2.2 You should read the Code in conjunction with professional standards, other Trust & school policies, requirements and guidance regarding standards of conduct in particular areas of work. This list is not exhaustive, and you should familiarise yourself with any relevant guidance which may be provided in relation to your particular area of work. You should address any further queries you have to your line manager.

These policies are detailed in appendix 1,2 & 3 below

Appendix 4 for teaching staff

3 Accountability

- 3.1 As an employee, you must act in accordance with the principles set out in this Code, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
- 3.2 If you fail to comply with the Code's provisions, this may result in action under the Trust's Disciplinary Procedure.

4 Maintenance of Standards – Whistleblowing Procedures

4.1 You should inform your line manager in the first instance if you identify any deficiency in the service provided by the Trust or School, resulting from breaches of this Code. If you have concerns about raising the deficiency with your line manager, and wish to maintain confidentiality, you can use the Trust’s Whistleblowing Procedures.

4.2 Honesty and Integrity

You must maintain high standards of honesty and integrity in your work.

You should treat all pupils/students, colleagues, parents/carers and visitors with respect and professional courtesy.

You should maintain professional boundaries and avoid behaviour which may lead any reasonable adult to question your behaviour, motivations or intentions.

4.3 In order to maintain high standards of working practice with and/or around children, you are expected to comply with ‘safe working practice’ guidance.

Safeguarding Pupils/Students

You have a duty to safeguard pupils/students from:

Physical abuse

Sexual abuse

Emotional abuse

Neglect

Specific safeguarding issues as outlined by the DfE guidance, Keeping Children Safe in Education, which includes responsibilities in relation to Prevent.

You must take reasonable care of pupils/students under their supervision with the aim of ensuring their welfare and safety. Failure to do so may be regarded as neglect.

You must comply with Embark Federation and School policy that supports the wellbeing of pupils, and this includes co-operation and collaboration with external agencies that support the welfare of children/young people.

There is a duty to safeguard pupils/students includes the duty to report any concerns about a pupil/student and to have a working knowledge of the procedures in place for this. You have a professional responsibility to inform an appropriate person if it is believed that a colleague is behaving in a way that compromises the wellbeing and safety of any child/young person or group of children or young people. You should know about and use the Embark Whistleblowing Procedure and Managing Allegations of Abuse & Low-level concerns against School Staff.

There may be situations you find yourself in as an employee of Embark where you would need to self-refer e.g. situations with individuals that could be mis interpreted and/or may appear compromising to others.

4.4 Setting an Example

All staff who work in the Embark Federation set examples of behaviour and conduct which can be copied by pupils/students.

You must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same and avoid putting yourself at risk of allegations of abusive or unprofessional conduct.

You must follow guidance in line with safer working practices.

You must not have any electronic communication, other than via the trust/school's platforms, and/or accept as friends, pupils/students under the age of 18 including ex pupils, this includes the use of personal mobiles, and or social networking sites or media.

Expectations in relation to staff use of electronic devices & communication, including the internet, are detailed in the Trust's EMBARK Staff & Volunteer IT User-Agreement-Policy & Online Safety policy. You have a responsibility to familiarise yourself with the policy and adhere to the requirements entailed.

4.5 Dress and Appearance

Your appearance, dress and behaviour are expected to promote appropriate boundaries and working relationships between the pupils and the staff/volunteer body, as role models and responsible adults in a position of trust. You should dress in ways that are appropriate and relevant to your role in particular, staff should aim to confine sportswear to the specific, relevant parts of the timetable. You should dress in ways that are not likely to cause offense, embarrassment, distract or give rise to misunderstanding.

4.6 Conduct Outside Work

You must not behave in a manner which any reasonable adult would question your suitability to work with children or young people.

You must not engage in conduct outside work which could easily damage your own reputation and that of the Embark Federation and School, this is especially important in and around our immediate local community.

5 Disclosure of Information

5.1 The Trust is committed to open government and to rights of public scrutiny and participation. Legislation, including the Freedom of Information Act 2000 and the Data Protection Act 1998, requires that certain types of information must be made available to the public and other recognised third parties and to employees. Advice and guidance on the requirements of the Freedom of Information and Data Protection Acts is available from the Legal Services' Division at County Hall and requests may be made through the Trust & Headteacher.

5.2 You have a responsibility to safeguard the security and confidentiality of personal information you hold, and you should ensure that only the appropriate amount of information required is provided to those who have a clearly established and legitimate need to use it. Advice and guidance on existing statutory or common law obligations regarding confidentiality is also available to the school from the Legal Services' Division at County Hall and through the Trust's legal partners.

- 5.3 You should not use any information obtained in the course of your employment for personal gain or benefit, nor should you pass it on to others who might use it in such a way.

6 Relationships

6.1 The Local Community, Trust, School Users and Other Employees

- 6.1.1 You should always remember your responsibilities to the community you serve and ensure courteous, efficient, and impartial service delivery to all users, groups, and individuals within that community. These responsibilities apply equally to your conduct with fellow employees, contractors, agency staff, volunteers, and those on student/work experience placements.
- 6.2 You are expected to work as part of a whole school team.
- 6.3 You should take positive steps to understand the roles of other colleagues in the children's workforce. You are expected to cooperate with other professional colleagues who have a role in enabling children/young people to thrive and succeed.
- 6.4 You should follow the Trust & school's ethos and approach in any communication with parents and carers.

6.2 Contractors

- 6.2.1 If you engage in the provision of work under contract or supervise contractors or have any other official relationship with contractors or have previously had or currently have a relationship in a private or domestic capacity with contractors, you should formally declare that relationship to your line manager - Trust Leader/Headteacher/Chair of Governor.
- 6.2.2 Orders and contracts must always be awarded on merit, in accordance with Financial Regulations and Standing Orders in Relation to Contracts, and no special favour should be shown to businesses run by, for example, friends, partners or relatives in the tendering process. No part of the local community should be discriminated against.
- 6.2.3 As a private citizen, you should be aware of possible conflicts of interest when you buy goods or use the services of firms who have dealings with the School/Trust, and you should follow official procedures relating to the disclosure of any such transactions.

7 Equalities

- 7.1 You must comply with the Trust's Equalities Policy and legal requirements relating to equality issues. The Trust is committed to promoting equality of opportunity, preventing unlawful discrimination in all of its activities and to valuing diversity.

8 Appointment and other Employment Matters

- 8.1 If you are involved in the appointment of employees, you should be aware that it is unlawful for you to make an appointment based on anything other than the ability of the candidate to undertake the duties of the post. To avoid any possible accusation of bias, you should not be involved in an appointment where you are related to an applicant or have/have had a close association with the applicant.
- 8.2 You should not be involved in decisions relating to discipline, promotion or pay and conditions adjustments for another employee who is a relative or with whom you have/have had a close association.

- 8.3 Where you have been provided with a “benefit in kind” or other untaxed income, whether this has been funded from the school’s delegated budget, private school fund or parental contributions this must be formally recoded within the school for notification to the County Council. Where you are uncertain about whether you need to declare a “benefit in kind” or untaxed income you should discuss this with your Head teacher, who should consult with the County Council’s Shared Service Centre.

9 Taking Other Employment

- 9.1 You should not undertake additional employment (paid or unpaid), or allow your name to be put forward for consideration for such work, if your proposed additional work either will or has the potential to:

- Create a conflict of interest.
- Overlap with official duties.
- Make use of material to which you have access by virtue of your position.
- Weaken public confidence in the School/Trust.

You should, in any case, inform your Head teacher (or Trust Leader if part of the Central Team) of any proposed secondary employment if you consider that any of the bullet points above apply. In general, there is no reason why someone should not be able to work simultaneously in two or more schools. This would not in itself create a conflict of interest and, therefore, the permission of your current employer is not required in order for you to seek additional employment, provided that none of the specific issues set out in the bullet points above would apply.

9.2 **For supply staff only.**

If you have or are seeking additional employment either paid or unpaid in other establishments, or allow yourself to be considered for such work, the work in question should not.

- Create a conflict of interest.
- Overlap with official duties.
- Make use of material to which you have access by virtue of your position.
- Weaken public confidence in the School/Trust.

When you consider any proposed other employment, which may conflict with these requirements, you should inform your line manager(s) and you may be required to seek the agreement of Head teacher/Governing Board to the proposed additional employment. Supply teachers do not need the permission of a school that they are working with in order to seek additional employment, provided that none of the bullet points above would apply. In normal circumstances there would not be a conflict of interest.

10 Personal Interests

- 10.1 Personal interests must not conflict with your public duty. An official position or information acquired in the course of your employment must not be used to further personal interests or for the interests of others.
- 10.2 You must declare to your Headteacher/Chair of Governors (or Trust Leader if part of the Central Team) any:

- External financial or non-financial interest in any existing or proposed contract with the school or other organisational decision.
- Membership of any organisation which could conflict with the School/Trust interests.

10.3 You should make any such declaration in writing to your Headteacher (or Trust Leader if part of the Central Team). Any such declaration by a Headteacher should be made in writing to the Chair of Governors.

11 Stewardship

11.1 You must ensure that you use public funds entrusted to you in a responsible and lawful manner and must not utilise property, vehicles or other facilities of the school for personal use unless authorised in advance to do so. You should strive to ensure value for money to the local community and to avoid legal challenge to the school.

11.2 Personal Use of Internet and Email – any personal use must be in accordance with the EMBARK Staff & Volunteer IT User-Agreement-Policy.

11.3 Personal Telephone Calls:

- Personal mobile phones should be used for any outgoing personal telephone calls, other than in exceptional circumstances (e.g., no signal available). In these circumstances the school telephone may be used, following the school's procedure for such use, recording and payment.
- Such outgoing calls/texts and personal incoming calls should occur infrequently and be kept as short as possible. For those working with children, calls/texts should not be made/taken during lessons, except in emergencies. As stated in the Acceptable Use of IT, Internet & Electronic Communication, 'Staff should not engage in 'recreational' chatting during working time, on email or through instant messaging, that results in lost productivity or distracts other employees from their work.'
- School mobile phones should not be used for personal use, except in emergency.

11.4 Intellectual Property is property which enjoys legal protection and is a result of intellectual effort, including patents, copyright, trademarks, designs and software. Where developed in the course of your duties, such intellectual property is the property of the School & Trust. You should not make use of the Trust or school's intellectual property to conduct private work.

11.5 Any copies of material taken for use within a School or Trust setting must only be as allowed under the Copyright Act and under the appropriate licensing agreement.

12 Corruption

12.1 You must be aware that it is a serious criminal offence for you to corruptly receive or give any gift, loan, fee, reward or advantage for doing or neglecting to do something or showing favour or disfavour to any person in your official capacity.

13 Hospitality and Gifts

The offer of any gift or hospitality, whether from outside or inside the Trust/School, which might be interpreted as an attempt to influence an employee in his or her conduct

towards pupils, parents or other employees or influence a decision around provision of a service must be treated with caution. Employees should seek advice if in any doubt. The Trust acknowledges that pupils, parents or fellow employees often wish to make small gift to employees on specific occasions (such as Christmas or at the end of the school year) and sees the spirit of giving as one to be nurtured in children and which demonstrates the Trust's values.

Any offer of a gift or inducement above the value of £50, whether made at specific occasions or casually, should be declared **via appendix 5** to the Trust/School, if the gift is made by, or indirectly by, a person, firm or organisation which, to the knowledge of the employee, has, or seeks to do, business of any kind with the Trust/School or to have an interest in its decisions.

The receipt of minor articles, often by way of trade advertisements, as unsolicited gifts for the Trust/School rather than for personal use (e.g., diaries, calendars, office requisites, etc., which are customarily distributed at Christmas and, occasionally, at other times) is acceptable.

Where there is any doubt, employees should seek guidance from the Trust before accepting any gifts or hospitality offered.

Staff should also take advice before making any gifts to external organisations, or to the employees of such organisations, which either provide services to the Trust/School or which are potential providers of such services. They should recognise that gifts could put themselves and/or the employees of those organisations in a difficult position.

14 Sponsorship

The Trust Board is responsible for approving all sponsorship and will provide guidance to staff on their involvement with any sponsorship, actual or proposed. Staff approached directly by actual or potential sponsors should refer any proposals to their line manager or head teacher for determination in the first instance.

Where the Trust or a Trust school sponsors an event or service, such sponsorship must comply with the Academies Financial Handbook and any other ESFA financial regulations, so that there is no improper benefit to the Trust or its trustees, staff and pupils, including any partner, spouse or relative of any trustee, pupil or employee of the Trust.

15 Contact with the Media

15.1 Any enquiries from the media on work-related matters should be referred to the Headteacher and Chair of Governors who should then contact the Trust Leader. You should seek formal authorisation from the Headteacher (or Trust Leader if part of the Central Team), who should consult the Trust's Public Relations Advisers, before you speak, write, or give interviews to the media.

15.2 If you wish to publish books, articles or letters you have written in connection with your duties, you must first consult your Headteacher (or Trust Leader if part of the Central Team) who will consult with the Governing Body or Trustees and take legal advice.

Appendix 1 Staff Induction & Policy CHECKLIST

I have read, understood and agree to abide by the following policies/procedures.

This list is not exhaustive, and you should ensure that you familiarise yourself with any relevant guidance which may be provided in respect of your particular area of work. Any queries in this respect should be addressed to your line manager or the Headteacher.

All policies are available on the school website & office 365 platform or can be printed via the school office.

<ol style="list-style-type: none"> 1. Behaviour & Anti Bullying Policy 2. Vision & Values of the school 3. Authorised Leave of Absence Policy 4. School Improvement Plan Overview 	
<ol style="list-style-type: none"> 5. Child Protection Policy including <ol style="list-style-type: none"> a. Keeping Children Safe in Education September 2023 (Section 1 in detail Section 2 if SLT or governor) b. Working Together to Safeguard children 2018. c. Safer working Practice 2020 d. What to do if you are worried a child is being abused e. Information Sharing 2018 f. Prevent Duty June 2015 g. How to report concerns on My Concern – Online reporting System 	
6. Whistle Blowing Procedure	
7. Online Safety & Embark Federation Acceptable use of the Internet and Electronic Communication	
8. Equal Opportunity Policy	
<ol style="list-style-type: none"> 9. GDPR Regulations on the School & Embark Federation website paying particular attention to <ol style="list-style-type: none"> a. Data protection policy b. Privacy Notices on EMBARK Website relevant to my role. c. GDPR Regulations and 20 Key Issues for Staff 	
10. Disciplinary Procedure	
11. Grievance procedure	
12. Freedom of Information Act	
13. Managing Allegations of Abuse & Low-level concerns against School Staff	
14. Financial Regulations on the Embark Federation Website	
<ol style="list-style-type: none"> 15. School's Information Handbook 16. Stress Management Guidelines for staff 	
Training Complete Annual Mandatory Flick Training	
Fire Procedures <ul style="list-style-type: none"> • Procedure to follow in the event of a fire and in particular where to report on vacating the building - Procedure for signing in and out. • Fire Evacuation Attendants, emergency exits, notices, fire doors and extinguishers. • Tour of the building, to identify fire evacuation routes and location of fire extinguishers, and fire alarm points. • Special evacuation arrangements for disabled employees 	

<p>Safety</p> <ul style="list-style-type: none"> • Lockdown Policy • Health and Safety Policy • I have read all the relevant Risk Assessments to my role and will follow them when carrying our related activities. • Educational Visits Policy 	
<p>First Aid I know the Name(s) and location(s) of designated First Aiders, Location for First Aid Room/Box</p>	
<p>Accidents I know the requirement to report ALL accidents/ incidents./near misses, no matter how minor and how, who to report them to.</p>	
<p>Welfare I know the Location of staffroom, toilets, cloakroom and similar facilities</p>	
<p>Daily Procedures I will wear the correct lanyard & badge. I will sign in and out of school using the school procedure for this. I will inform the nominated person if I am unable to come to work for any reason</p>	
<p>Induction I know who my line manager/mentor</p>	

Signed:

Print Name:

Role:

Date:

Appendix 2 - Confidentiality Policy & Agreement

I will not share pupil / staff information with anyone other than those who are directly involved.

Examples of confidential information are (but not limited to):

- Information about staff and pupils.
- Information about actions of the Governing Body that are not published In Governing Body minutes.
- Information accessed by 'privilege' e.g., notices on staff noticeboard.
- Information about future school plans / actions than have not been disclosed to parents.

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private. I further understand that disclosure of confidential information may result in termination of contract.

If I breach confidentiality, I understand that I may be in breach of the Data Protection Act 2018 and could face external sanctions.

Appendix 3 - Acceptable Use / Bring Your Own Device

Embark Federation and our schools recognise that many staff choose to access school information from their own devices.

Any member of staff wishing to do this must be aware that they have a direct personal responsibility for ensuring that the device they choose to use has the benefit of encryption, that is above and beyond a simple password protection.

Staff must ensure that personal devices such as mobile smart phones, tablets and other portable electronic equipment are set to lock and only open with encrypted passcodes to prevent unauthorised access.

School will support and enable staff to ensure that their devices are compliant.

If any member of staff uses a device without these safeguards in place it will be a disciplinary breach if data is unlawfully accessed by a third party.

Encryption protection will be available for staff and suitable advice provided.

Own Device Usage Acceptance

I understand and accept that should I choose to access school data on any personal device that I use or own must have, and use, suitable encryption to secure the data. Any unlawful access of data on such a device will be my responsibility. I will report any theft or loss to the **school office** as soon as is practicable.

When exchanging, gifting, upgrading or selling the device I shall ensure that access to any school data is removed and data that relates to school is securely deleted.

Appendix 4

Teachers' Standards 2012

The section from the document relating to conduct, as opposed to teaching practice, is copied below.

Preamble

Teachers make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct.

Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Part Two: 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 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.

Appendix 5 – Gifts and Hospitality Declaration

Upload to School TEAMS folder/Finance/Gifts and Hospitality

DATE	NAME	DESCRIPTION OF GIFT/HOSPITALITY AND APPROXIMATE VALUE	PARTY OFFERING GIFT/HOSPITALITY	ACCEPTED/REJECTED	APPROVED BY