



MIDDLESEX
LEARNING
PARTNERSHIP

CODE OF CONDUCT FOR EMPLOYEES POLICY

APPROVED BY:	HR & Pay Committee
DATE:	September 2019
NEXT REVIEW DUE BY:	September 2022

1. Introduction

The Board of Directors of the Middlesex Learning Partnership Trust have set out a Code of Conduct for all employees. Trade Unions and Professional Associations have been consulted on this document.

In addition, all teaching members of staff are also subject to the Teachers' Standards issued by the DfE, including Part 2 which sets out the expectations for 'Personal and Professional Conduct'.

Staff should be aware that a failure to comply with the Code of Conduct can result in disciplinary action including dismissal.

2. Purpose, Scope and Principles

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe so that they know what is acceptable and unacceptable, and always stay on the right side of that line.

This Code of Conduct applies to:

- All staff who are employed by or work within the Trust, e.g. long term agency staff

The Code of Conduct does not apply to:

- School meals staff employed by an external contractor

Such staff are covered by the relevant Code of Conduct of their employing body.

3. Setting an Example

School staff are in a unique position of influence and must adhere to behaviour that sets a good example to all pupils/students within the school. Therefore:

3.1 All staff who work in schools set an example of behaviour and conduct which can be copied by pupils/students

3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same

4. Safeguarding Students

4.1 Staff have a duty to safeguard children from:

- Abuse
- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

4.2 The duty to safeguard children includes the duty to report concerns about a child to the school's Designated Senior Person (DSP) for Child Protection.

4.3 Each school clearly displays the names of staff to whom any safeguarding concerns should be reported

4.4 Staff must be fully familiar with the school's Child Protection & Safeguarding Policy and Whistleblowing Policy

4.5 Staff must not seriously demean or undermine children, their parents or carers, or colleagues

4.6 Staff must take reasonable care of the children under their supervision with the aim of ensuring their safety and welfare

5. Honesty and Integrity

5.1 Staff must maintain high standards of honesty and integrity in their work. This includes use of school property and facilities and, where it might arise, the handling and claiming of money

6. Conduct Outside Work

6.1 Staff must maintain high standards of honesty and integrity in their work. This includes use of school property and facilities and, where it might arise, the handling and claiming of money

6.2 Staff must not engage in conduct and discussions relating to the work environment outside work which could damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community

6.3 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable

6.4 Staff must exercise caution when using information technology and be aware of the risks to themselves and others (refer to Trust Social Media policy)

6.5 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance

6.6 Staff must not create or engage with materials or comments on electronic communication platforms (including but not limited to social media) that bring the reputation of Trust schools or Trust staff into question

7. Confidentiality

7.1 Where staff have access to confidential information about children or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student and according to the proper and relevant use of such data within their role

7.2 All staff are likely at some point to witness actions which need to be confidential. For example, where bullying takes place, this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the child's parent/carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

7.3 However, staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a child. Staff must **never** promise a student that they will not act on information that they are told by the child

8. Staff Dress

8.1 Staff will dress in a formal manner that exhibits the importance of the job that they do and which set the right example for children (See the Trust Staff Dress Code for more specific information on expectations)

Appendix 1

Extract from DfE TEACHERS' STANDARDS

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 and abilities.
 - 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 and the meeting of deadlines.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.