



DUDLEY ACADEMIES TRUST

Professional Code of Conduct Policy

1. Purpose

This policy aims to set and maintain standards of conduct for Dudley Academies Trust.

This professional code of conduct provides guidance for all staff with regard to maintaining high standards of conduct in order to maintain the confidence and respect of the public in general and all those with whom they work. Staff should understand and acknowledge the responsibilities and trust inherent in their role in Dudley Academies Trust.

A relationship between a member of staff and learners cannot be a relationship between equals. Staff should always maintain appropriate professional boundaries and adhere to the guidance for all staff working with young people at all times.

It is therefore expected that staff will in order to maintain the confidence and respect of the public in general, learners, parents and colleagues. Staff should be aware that this also involves using judgement and integrity about behaviours in places other than with the Trust.

Staff should be advised that any breach of this code of conduct is likely to result in disciplinary action.

2. Scope

This professional code of conduct applies to all staff and associates of Dudley Academies Trust and assists them in ensuring that they understand and act in accordance with the Trust's vision, mission, values, and standards.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff / associates will use their professional judgement and act in the best interests of the Trust and its learners.

3. Safeguarding and Prevent

Staff have a duty to safeguard learners and operate in accordance with the Guidance for all Staff Working with Young People and Keeping Children Safe in Education 2020.

All staff have a duty to report concerns about students to the Designated Safeguarding Lead and should familiarise themselves with the statutory and the Trust's safeguarding and prevent policies, procedures and guidance.

All staff are required to attend annual safeguarding/prevent training/briefing sessions.

4. Dress Code

All staff are expected to dress to a high standard at all times. Work wear must be professional, smart and in keeping with that of a professional office environment.

Footwear should be appropriate and trainers will not be acceptable with the exception of those delivering physical education or dance.

Where a uniform or personal protective equipment is provided this must be worn.

Body piercing and visible tattoos are discouraged and apart from small earrings should be covered wherever possible.

5. Equipment

Staff are responsible for the use of Trust IT equipment while in their possession and should ensure they adhere to the Trust's IT Acceptable Usage policy and GDPR policy at all times.

Staff should ensure that no learners are provided with access to staff machines.

The use of mobile phones by staff is not allowed in the classrooms during lessons or during the supervision of learners unless in an emergency situation as sanctioned by the Principal.

All contact with learners or parents must be made using a Trust phone, mobile phone or e-mail address.

Staff must not use Trust equipment for personal activities without prior agreement of their Principal. This includes the personal use of e-mail, IT equipment and phones.

6. Declaration of Interest

Staff should declare any personal interests that could bring about conflict with the Trust's interests to their Principal. This includes any financial or non-financial interest which could be perceived to conflict with their role within the Trust.

Any staff wishing to undertake work in addition to their role with the Trust must seek prior approval from the Chief Executive Officer.

7. Conduct Outside of Work

Staff must not engage in conduct outside of work which could damage the reputation or standing of the Trust or the employee's own reputation.

Staff charged or convicted of any offences including but not limited to violence (including domestic), possession or misuse of drugs, or sexual misconduct should declare this immediately to their Principal.

If during the course of employment with the Trust an employee is charged, convicted, cautioned or reprimanded in relation to a criminal offence then this must be reported to their Principal at the earliest opportunity. This may result in disciplinary action or a referral in accordance with Keeping Children Safe in Education if required.

8. Confidentiality and GDPR

All staff are required to keep necessary learner and Trust information confidential, ensuring that they do not disclose information that is not in accordance with the Trust safeguarding/prevent policy and GDPR policy.

9. Smoking/Alcohol/Drugs

Dudley Academies Trust operates a no smoking policy and staff are not permitted to smoke on any Trust premises, this includes the use of any electronic products. Alcohol is not permitted to be consumed during working hours and staff must attend work in a fit state to carry out their duties. Staff believed to be under the influence of drugs or alcohol will be deemed unfit to work and may be subject to disciplinary action.

10. Driving for Work

All staff who drive for work, including to attend professional development or meetings must ensure that they hold the appropriate level of insurance. Staff must ensure that the PA to the Principal holds their car registration number, a copy of a valid MOT certificate (if required), copy of valid driving licence and copy of valid insurance certificate.

For their own protection, staff should never transport a learner in their own car without the prior agreement of their Principal.

11. Social Media

The access of social media sites is prohibited on Trust premises other than for authorised Trust accounts.

Staff are encouraged to ensure that all of their personal social media network settings are made private.

No learners or former learners may be added to a staff members' social media network and social media networks must not be used as a form of communication with any Trust learners, families, carers or former learners.

Staff are personally responsible for what they communicate on social media and must bear in mind that what is published may be seen by the Trust, learners, the general public or former learners. Staff must ensure that their online profiles are consistent with the professional image expected of the Trust and should not post any content which damages the reputation of the Trust or which causes concern about their suitability to work with young people. Any such posts may be dealt with in accordance with the Trust's disciplinary procedure.