



Personal and Professional Conduct of Staff (including Dress Code)

Date of Review: December 2017
Approved by: Trust Board
Next Review Date: June 2020

1 Professional Conduct of Staff

1.1 At The Rodillian Multi Academy Trust all staff are 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 career at The Rodillian Multi Academy Trust.

1.2 Failure to follow this code of conduct may lead to disciplinary action being taken against staff, in line with the RMAAT Disciplinary Policy and Procedure.

1.3 Staff should uphold public trust and maintain high standards of ethics and behaviour, within and outside the academy, by:

- treating pupils with dignity, and at all times observing proper boundaries appropriate to a teacher's professional position, as outlined in the Safe Working Practice policy;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions and the Safeguarding and Child Protection Policies;
- staff should always set clear professional and personal boundaries for our students acting as role models;
- staff must not communicate with students or former students through the use of social networking sites;
- staff should behave in a professional manner towards students and each other at all times;
- staff must not embarrass, intimidate, threaten, coerce or undermine students or each other;
- staff should follow the guidelines regarding social net-working and having their own security on the highest settings possible;
- staff must not identify their employer on any social networking/internet sites;

- staff should not post any comments or photographs onto the internet which may bring the academy into disrepute;
 - showing tolerance of and respect for the rights of others whilst exemplifying and promoting their responsibilities;
 - 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 that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law;
 - ensuring they are fully capable of carrying out their duties in a safe and responsible manner at all times. Staff must not report for duty or carry out any work-related activity on or off site whilst under the influence of alcohol or drugs. Where prescription drugs may cause side-effects e.g. drowsiness, HR should be informed. Limited consumption of alcohol may be allowed on occasion for example at a social event outside of school hours, provided risk-assessed ratios are not impacted upon and with the express permission of the Head of School/Executive Headteacher;
 - a member of staff should not deliberately behave in such a way as to bring his or her school in disrepute.
- 1.4 All staff must have proper and professional regard for the ethos, policies and practices of the Trust, and have high standards in their own attendance and punctuality.
- 1.5 All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- 1.6 Staff should meet deadlines set within the Trust, wherever possible. If there is foreseeable issue they should alert their line manager.
- 1.7 Teachers should fulfil their weekly duties; before, during and after the end of the school day. Alternative arrangements should be made if an absence is foreseen.
- 1.8 All staff should observe confidentiality in respect of any discussions with other members of staff about their professional problems and difficulties.
- 1.9 If a members of staff experiences any concern or dissatisfaction in relation to a colleague's conduct or standard of work they should discuss the issue with their Senior Leader line manager in line with the Trust's Discipline Policy.
- 1.10 Staff should not denigrate their colleagues in the presence of third parties: nor should a member of staff adversely criticise a colleague in the presence of others save in the context of appropriate procedures. This includes on social networking sites.

- 1.11 Effective consultation between staff takes place in an atmosphere of mutual respect for the professional expertise and a recognition and understanding of the various responsibilities, of those involved. Staff should be able to express freely their considered professional opinions while recognising the responsibilities borne by colleagues.
- 1.12 Staff members have access to confidential information which may be provided by any one of, or combination of, a number of resources. All staff must use their professional judgement regarding the confidentiality of such information, bearing in mind the requirements of the law and the best interests of the children. The Head of School should be consulted before decisions are taken concerning the divulgence of confidential information.
- 1.13 Staff are not permitted to digitally record any meetings or informal discussions without the explicit permission of those involved. Any staff found to be covertly recording meetings or informal discussions will face disciplinary action.
- 1.14 If staff have any concerns with regards to the conduct of another colleague or adult working with a student within the Trust this must be reported directly to the Head of School (or the Chair of the Trust Board) as outlined in the Child Protection Policy.

2 Child Protection

2.1 Some points to bear in mind if a child discloses to you:

- listen carefully and always take her/him seriously;
- be open minded but do not question the child or provide possible interpretations, as this could prejudice evidence that may be needed later for Police/Social Services investigation;
- do not make promises you cannot keep e.g. I will keep this a secret. It is your duty to pass on information given to a Designated Child Protection Officer who will discuss it with the appropriate authorities;
- reassure the child that she/he was right to tell you;
- ensure that you tell the Designated Child Protection Officer within your Academy as soon as possible after the disclosure. No CP issues should be emailed.

3 Dress Code

3.1 Purpose

3.1.1 We encourage everyone to maintain an appropriate standard of dress and personal appearance at work and to conduct themselves in a professional manner. The purpose of our dress code is to establish basic guidelines on appropriate clothing and appearance at our workplace, so that we:

- (a) promote a positive image and staff look professional;
- (b) respect religious, racial and gender-specific clothing requirements and those of staff with disabilities where possible;
- (c) take account of health and safety requirements; and
- (d) help staff decide what clothing it is appropriate to wear to work.

3.1.2 Different departments may have specific requirements that result in particular clothing demands, for example, because their work raises health and safety risks. It is important that all staff dress in a manner appropriate to their working environment and the type of work they do.

3.1.3 We expect staff to take a common sense approach to the dress code. Any enquiries regarding the operation of our dress code (including whether an article of clothing is suitable to wear to work) should be made to your line manager.

3.2 Appearance

3.2.1 While working for us you represent us. Your appearance contributes to our reputation.

3.2.2 All members of staff are supplied with an identity badge that must be worn and visible at all times when you are at work.

3.2.3 Clothing must be professional attire, not casual wear.

3.2.4 Male staff must wear a shirt, trousers and shoes/boots (but not casual boots such as Dr Martens). Shirts must be tucked in.

3.2.5 Female staff must wear a smart formal top/blouse/jumper/dress/skirt/trousers and shoes, which may include boots in cold weather. Skirts must be between 2cms above knee (starting from the top of the knee) and above ankle in length. Leggings/footless tights under garments are not acceptable.

3.2.6 Footwear must be safe and clean and take account of health and safety considerations. Trainers, (the teaching of Physical Education is the exception here and PE/Dance staff will be allowed to wear trainers) and flip-flops are not acceptable. Open-toed sandals are appropriate if they are structured and secure on the foot.

3.2.7 Where we provide safety clothing and equipment, including protective footwear and aprons, it should be worn or used as appropriate and directed.

3.2.8 When on trips and during Training Days, the principle of 'casual but not revealing' will be adhered to.

3.2.9 Maternity wear, while often more 'casual', must adhere to the professional standard.

3.2.10 The following may be helpful in clarifying what is **not** appropriate:

- Denim;
- Revealing clothes;
- Sports t-shirts (except PE and Dance staff) – PE and Dance staff do not need to change shirts when moving into classroom based teaching. Tops should not carry wording or pictures that might be offensive or cause damage to our reputation;
- Shorts (except PE staff);
- Inappropriate footwear e.g. flip flops & trainers (except PE and Dance staff) – PE staff will not need to change trainers when moving into classroom based teaching;
- Ladies tops may be sleeveless but should not be 'strappy' (i.e. have narrow shoulder straps), strapless or reveal cleavage. Casual t-shirts are not acceptable however more formal tops made out of the same material are wholly appropriate;
- Any cropped trousers must be formal and tailored.

3.3 Religious and cultural dress

3.3.1 Staff may wear religious and cultural dress including clerical collars, head scarves, skullcaps and turbans unless it breaches this policy or compromises the health and safety of the wearer, their colleagues or any other person.

3.3.2 Any questions regarding dress should be directed to your line manager who will advise accordingly.

3.3.3 Priority is at all times given to health and safety requirements. Where necessary, advice will be taken from the Health and Safety Policy.

3.4 Implementing and reviewing our dress code

3.4.1 Managers are responsible for ensuring that staff observe the standards set by this dress code.

3.4.2 Failure to comply with the dress code may result in action under our Disciplinary Procedure.

3.4.3 We will review the dress code periodically to ensure that it meets our demands, in particular with regard to health and safety of our staff and all those they deal with.