



# Personal and Professional Conduct of Staff

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**Author:** Director of HR

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## 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 RMAT 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 their professional position, as outlined in the Safe Working Practice policy and other professional standards/protocols;
  - 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 must only communicate with students through their Trust email accounts (where deemed necessary), and all communication must be appropriate and professional;
  - 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 must not use their status and standing to form or promote personal relationships with students or staff;
- staff will not make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such;
- 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;
- notifying their line manager and HR if they develop a medical condition or illness that may affect their ability to fulfil their role or attend work. Where necessary a risk assessment/PEEP can be undertaken and support can be considered;
- notify their Head of School if a member of their family becomes a student on roll any of the academies within the Trust;
- 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.
- 1.5.1 All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities. All staff who are members of the Leadership within the Trust must adhere to the Trust Leadership Protocols.
- 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.

- 1.15 Staff must notify their Head of School and HR, if during the course of their employment they become subject to a Police investigation, are charged with an offence, received a caution or a conviction not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 \*(as amended in 2013);
- 1.16 Staff must notify their Head of School and HR if during the course of their employment they take up additional employment with any other employer (including self-employment). Additional employment must not affect their ability to perform the required standards in relation to their contractual responsibilities within the Trust. Any additional employment must not come into conflict with the undertakings of the Trust.

## **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.