

## Code of Conduct for all adults

Status  
Consulted, not agreed

Church schools serving their communities through excellence,  
exploration and encouragement within the love of God.

The diocese of Lincoln is called to faithful worship, confident discipleship and joyful service and our church schools bear witness to our belief that every child is made in the image of God and loved by Him. They were founded for the good of their local communities so that children can be educated through the values and stories of Christianity.

## **1. Introduction**

- 1.1 The Code sets out the professional standards expected and the duty upon adults to abide by it. All adults have a duty to keep pupils safe, promote their welfare and to protect them from radicalisation (the Prevent Duty), abuse (sexual, physical and emotional), neglect and safeguarding concerns. This duty is, in part, exercised through the development of respectful, caring and professional relationships between adults and pupils and behaviour by adults that demonstrates integrity, maturity and good judgement. Following this Code will help to safeguard adults from being maliciously, falsely or mistakenly suspected or accused of misconduct in relation to pupils.
- 1.2 For the purposes of this Code the term and references to 'adult' means the following: Local Board members and Directors, all teaching and other staff (whether or not paid or unpaid, employed or self-employed and whether or not employed directly by the trust, external contractors providing services to pupils on behalf of the trust, teacher trainees and other trainees/apprentices, volunteers and any other individuals who work for or provide services to pupils on behalf of or for the trust to include but not limited to all those detailed in the single central record. For the purposes of this code 'young person/people', 'pupils' and 'child/ren' includes all those for whom the Trust provides education or other services.
- 1.3 All adults within the Lincoln Anglican Academy Trust are required to have regard to the Christian character of the Trust and to undertake not to do anything in any way contrary to this.
- 1.4 This code takes account of the most recent versions of the following guidance (statutory and non-statutory); 'Keeping Children Safe in Education' Department of Education ('DfE') (statutory), Working together to safeguard children' HM Government (statutory) and 'Guidance for safer working practice for those working with children and young people in education settings' (non-statutory). This Code cannot provide an exhaustive list of what is, or is not, appropriate behaviour for adults. However, it does highlight behaviour that is illegal, inappropriate or inadvisable in relation to the required professional standards. There will be occasions and circumstances in which adults have to make decisions or take action in the best interests of the pupil where no specific guidance has been given. Adults are expected to make responsible and informed judgements about their own behaviour in order to secure the best interests and welfare of the pupils.
- 1.5 Every adult will be asked to read this code and date and sign that they have read and understood the document as part of their induction. This code will be reviewed annually and updated as and when necessary, and employees will be informed of any amendments. If adults have any questions about the requirements of this code, then advice should be sought from their line manager or the HR service.

## **2. Principles**

- 2.1 This code of conduct should be read in conjunction with the Induction policy and Disciplinary policy where appropriate.
- 2.2 Any behaviour in breach of this Code by employees may result in action under our Disciplinary Procedure. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal.
- 2.3 Each adult has a duty to ensure that the appropriate standards of conduct are upheld both by themselves and by colleagues.
- 2.4 As recognisable figures in the local community the behaviour and conduct of adults outside of the Trust outside of work can impact on their employment or role/work within School. Therefore, conduct outside of work may be treated as a disciplinary matter if it is considered that it is relevant to the employee's employment (see disciplinary rules).
- 2.5 Adults should note that this Code is not exhaustive in defining acceptable and unacceptable standards of conduct and they must use common sense in adhering to the underpinning principles. If anyone is ever unsure what the expectations are in any given circumstance, they should speak to the Headteacher / Line Manager.
- 2.6 This Code does not form part of any employee's contract of employment and it may be amended at any time in consultation with the recognised trade unions.

## **3. Safeguarding and promoting the welfare of children**

- 3.1 All adults are responsible for safeguarding children and promoting their welfare. This means that they are required to take action to protect children from maltreatment, prevent impairment of children's health or development and ensure that children grow up in circumstances consistent with the provision of safe and effective care. This will enable all children to have the best outcomes.
- 3.2 All adults must be aware of the signs of abuse and neglect and know what action to take if these are identified.
- 3.3 Where any adult has any safeguarding concerns about another adult these concerns must be reported immediately to the designated safeguarding lead and Head Teacher or Senior Manager.

3.4 All adults must be aware that it is a criminal offence under the Sexual Offences Act 2003 (as amended) for anyone to engage in a sexual relationship or grooming for such a relationship with a child and young people aged under 18 with whom they are in a position of trust. It is vital that adults work within appropriate professional boundaries at all times with children and young people with whom they are in a position of trust. If adults, are unsure about what action to take or how they should respond to any situation they must immediately contact the designated safeguarding lead/Head Teacher. Any concerns about an inappropriate relationship between any adults and a child or young person (irrespective of their age) will be fully investigated under the disciplinary procedure and reference Allegations against staff policy and part four of Keeping Children Safe in Education. Such allegations may have the potential to be treated as gross misconduct under the disciplinary policy.

3.5 Adults must fully read and understand our child protection / safeguarding policies, be aware of our systems for keeping children safe and must follow the guidance in these policies at all times.

3.6 All adults must cooperate with colleagues and with external agencies where necessary.

#### **4. Duty of care**

4.1 Adults must:

- a) Understand the responsibilities which are part of their employment or role, and be aware that sanctions may be applied if these are breached
- b) Always act, and be seen to act, in our pupils' best interests
- c) Avoid any conduct which would lead any reasonable person to question their motivation and/or intentions
- d) Take responsibility for their own actions and behaviour.

#### **5. Health & Safety**

5.1 It is the responsibility of all employees, governors and visitors to the school or LAAT building to take reasonable care for the health and safety of themselves and others and to assist in the creation of a safe work environment.

5.2 All adults must ensure that they:

- a) Familiarise themselves with the Health and Safety statements produced by the Trust
- b) Read and understand the Trust's Health and Safety Policy
- c) Comply with Health and Safety Regulations and use any safety equipment and protective clothing which is supplied to you by the Trust
- d) Comply with any hygiene requirements
- e) Comply with any accident reporting requirements
- f) Never act in a way which might cause risk or damage to any other members of the Academy/Trust community or visitors.
- g) Inform their line manager of any paid work undertaken elsewhere. This is to comply with the Working Time Regulations, which are a Health and Safety initiative.

5.3 Adults have a responsibility to inform the Head Teacher / Senior Manager of any medical condition/illness they have during the course of their employment/time in School which may impact on their fitness to undertake their duties/role or on the health and safety of themselves, pupils, other employees, governors of the school.

#### **6. Honesty and personal integrity**

6.1 All adults 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 at LAAT.

6.2 Adults uphold public trust in our Trust and maintain high standards of ethics and behaviour, within and outside school, by:

6.3. Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position

6.4 Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions

6.5 Showing tolerance of and respect for the rights of others

6.6 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

6.7 Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

6.8 All adults must have proper and professional regard for the ethos, policies and practices of our Trust and maintain high standards in their own attendance and punctuality.

6.9 Adults must maintain high standards of honesty and integrity in their work/role. This includes the handling and claiming of money and the use of LAAT property and facilities.

## **7. Expected Professional Standards**

7.1 All adults as appropriate to the role and/or job description of the individual, must:

- a) place the well-being and learning of pupils at the centre of their professional practice.
- b) have high expectations for all pupils, be committed to addressing underachievement, and work to help pupils progress regardless of their background and personal circumstances.
- c) treat pupils fairly and with respect, take their knowledge, views, opinions and feelings seriously and value diversity and individuality.
- d) model the characteristics they are trying to inspire in pupils, including enthusiasm for learning, a spirit of enquiry, honesty, tolerance, social responsibility, patience and a genuine concern for other people.
- e) respond sensitively to the differences in the home backgrounds and circumstances of pupils, recognising the key role that parents and carers play in pupils' education.
- f) seek to work in partnership with parents and carers, respecting their views and promoting understanding and co-operation to support the young person's learning and well-being in and out of school.
- g) reflect on their own practice, develop their skills, knowledge and expertise and adapt appropriately to learn with and from colleagues.
- h) ensure that the same professional standards are always applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.

7.2 Teachers are required to comply with Teachers Standards and in particular Part 2 Personal and Professional Standards.

7.3 All adults must be familiar with and act in accordance with the most recent versions of the following documents:

- a) Part 1 of Keeping Children Safe in Education DfE (statutory)
- b) LAAT Safeguarding and Child Protection Policy
- c) Working Together to Safeguard Children HM Government (statutory)
- d) Prevent Duty Guidance HM Government (statutory)
- e) 'The Prevent duty departmental advice for schools and childcare providers' DfE
- f) 'Guidance for safer working practice for those working with children and young people in education settings' (non-statutory).

7.4 An employee who fails to bring a matter of concern to the attention of senior management and/or the relevant agencies is likely to be subject to disciplinary action.

## **8. Tackling discrimination**

8.1 The LAAT is committed to equality and will not tolerate any harassment, intimidation, unfair discrimination or victimisation, by any adults in school against pupils, colleagues, parents, governors and other visitors. Adults should not through their manner or speech be discriminatory with regards to another person's age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

8.2 Adults are required to understand the types of discrimination and bullying that pupils and colleagues may be subject to. Employees are required to have read and understood our Equality and Diversity policy / Dignity at Work policy.

8.3 No adult should ignore any form of discrimination. This includes inappropriate jokes and banter. It is the responsibility of all adults to positively promote equality and diversity and inclusion at all times.

## **9. Professional boundaries and relationships**

9.1 Adults in our Trust are in a position of trust in relation to our pupils which means that the relationship between an adult and a pupil is not one of equals. All adults in our schools should act in a courteous and impartial manner towards all individual pupils, groups of pupils, employees and individuals. Adults must always treat pupils with dignity, building relationships rooted in mutual respect, observing proper boundaries appropriate to their position.

- 9.2 All adults must ensure that they avoid behaviour which might be misinterpreted by others. This includes any type of communication that they may have with pupils.
- 9.3 Adults must ensure that professional boundaries are maintained at all times. This means that they should not show favouritism to any pupil and should not allow pupils to engage in any type of behaviour that could be seen to be inappropriate. Pupils are not their friends and should not be treated as such.
- 9.4 It is the policy of the Trust that there will be no personal contact other than in certain exempted circumstances, between adults and current / former pupils of school age outside the normal school/work environment. Any contact should be agreed, recorded and monitored. Unexpected contact with pupils must be reported and recorded as soon as is reasonably practical after the unexpected contact.
- 9.5 Correspondence received by an adult from former pupils, the public or parents should always be discussed with their line manager / Head Teacher and filed with any response in the appropriate school records system.
- 9.6 No adult should make sexual remarks to any pupil or discuss their own sexual relationships with, or in the presence of pupils. They must not discuss a pupil's sexual relationships in inappropriate settings or contexts. Any sexual behaviour by an adult towards any pupil is unacceptable and illegal.
- 9.7 Adults should be aware that it is not uncommon for pupils to become strongly attracted to those who hold positions or roles in schools or to develop an infatuation. If any adult becomes aware of an infatuation, they should discuss it with the Headteacher, line manager or DSL immediately so that they can receive support on the most appropriate way to manage the situation.
- 9.8 Where former pupils who are under the age of 18 and still in receipt of education, in whatever educational setting, make contact with any adult, they should discuss their response to any such significant contact with their current line manager / Head Teacher.
- 9.9 Any adult who is in a relationship with a colleague, parent or carer, or any other person associated with the Trust is expected to make the Headteacher / CEO aware and ensure that this does not create a conflict of interest or affect their professional judgement or responsibilities in any way.

## **10. Confidentiality and protection of data**

- 10.1 Adults in school may have access to confidential information about pupils, colleagues or other matters relating to the Academy/Trust. This could include personal and sensitive data, for example information about a pupil's home life. This information should never be used to their own personal advantage, or to humiliate, intimidate or embarrass others and should never be disclosed unless this is in the appropriate circumstances and with the proper authority.
- 10.2 Adults must not disclose information given to them in confidence without consent except for that relating to safeguarding of a child which must be passed on. Advice should always be sought from their line manager or Head Teacher as appropriate on the appropriate use of school data and disclosure of school information.
- 10.3 All adults should be mindful that requirements in relation to maintaining the confidentiality of pupils, their families, colleagues and any matters relating to the school itself apply to all forms of communications, including social networking sites.
- 10.4 If an employee is ever in doubt about what information can or cannot be disclosed they should speak to the Head Teacher or the HR service.
- 10.5 The Trust holds and processes data that is protected under the GDPR guidance. All adults will be provided with the relevant privacy notice on and are expected to comply with the Trust's systems for collecting, storing and using data. If anyone becomes aware that data is at risk of compromise or loss, or has been compromised or lost, they must report it immediately to the Trusts Data Protection Officer.
- 10.6 Any adult who has access to IT must ensure that they have read and understood all of our policies that relate to data including our IT policies.

## **11. Physical contact with pupils**

- 11.1 There are occasions when it is entirely appropriate and proper for some adults to have physical contact with pupils. Adults must ensure that they only do so in ways that are appropriate to their professional role and in response to the pupil's needs at the time. This should be of limited duration and appropriate to the age, stage of development, gender and background of the pupil. Adults should always be able to explain why they have made physical contact with a pupil and report this to the Headteacher/DSL as soon as is reasonably practical.
- 11.2 There may also be occasions where a pupil is in distress and needs comfort and reassurance which may include age appropriate physical contact. If an adult is in this position then they should consider the way in which they offer comfort, ensuring that it is not open to misinterpretation and is always reported to the Head Teacher/DSL.
- 11.3 Adults, in some circumstances may legally physically intervene with pupils to prevent them from committing a crime, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Physical force should never be used as a form of punishment.
- 11.4 Sexual contact, including grooming patterns of behaviour, with pupils is unlawful and unacceptable in all circumstances.

## **12. Social contact with pupils**

- 12.1 No adult should establish or seek to establish social contact, via any channels (including social media), with pupils for the purposes of securing a friendship or to pursue or strengthen a relationship. Adults should use their work provided equipment only for communicating electronically with pupils, referencing appropriate contact in line with the ICT User Policy. If there are any circumstances in which an employee has had to provide their personal contact details, including phone numbers, email address etc., to any pupil then they should report this to the Head Teacher.
- 12.2 Adults should be extremely cautious when using social networking sites outside of work and avoid publishing, or allowing to be published, any material, including comments or images that could damage their professional reputation and/or bring the school / LAAT into disrepute. It is strongly advised that profiles on social media sites should be set at 'private' and under no circumstances should employees allow access to pupils, their families and or carers, except in exceptional circumstances and with the awareness of the Headteacher.
- 12.3 The Trust's advice is not to connect to pupils via social media or other communication channels unless this is for professional purposes. Please refer to the IT User Policy.
- 12.4 Our Trust is part of our community and we recognise that, as members of the community, will come into contact with pupils outside of the school. We expect adults to use their professional judgement in such situations and to report to the Headteacher any contact that they have had with a pupil, outside of school, that they are concerned about or that could be misinterpreted by others.

## **13. Working one to one with pupils**

- 13.1 There will be times where an adult is working one to one with a pupil and this is acceptable. All adults need to understand that this means that they may be more vulnerable to allegations being made against them. Therefore, it is important that they:
- a) Avoid meeting on a one to one basis in secluded areas of the school
  - b) Ensure that the door to the room is open or that there is visual access into the room
  - c) Inform a colleague or line manager of the meeting, preferably beforehand
  - d) Reports to their line manager, DSL or Headteacher if the pupil becomes distressed or angry.

## **14. First Aid and Medication**

- 14.1 Employees should have regard to the statutory guidance 'Supporting pupils at school with medical conditions' (DfE December 2015) which includes advice on managing medicines. All settings must have an adequate number of qualified first aiders/appointed persons. Employees must have had the appropriate training and achieved the necessary level of competency before administering first aid or medication or taking on responsibility to support pupils with medical conditions. If an adult is concerned or uncertain about the amount or type of medication being given to a pupil this should be discussed with the Designated Safeguarding Lead.
- 14.2 Adults taking medication that may affect their ability to care for children should seek medical advice regarding their suitability to do so and should not work with pupils whilst taking medication unless medical advice confirms that they are able to do so. Adult medication on the premises must be securely stored out of the reach of children.

## **15. Transporting Pupils**

- 15.1 In certain situations e.g. out of school activities, adults may agree to transport pupils. Transport arrangements should be made in advance by a designated employee who will be responsible for planning and overseeing all arrangements and respond to any concerns that may arise. Wherever possible and practicable transport should not be provided in private vehicles. There should always be one adult in addition to the driver acting as an escort.
- 15.2 Adults should ensure that the transport arrangements and the vehicle meet all legal requirements. They must ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded. It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so. The driver should be aware of the current legislation concerning the use of car seats for younger children where applicable. It is illegal to drive using hand-held phones or similar devices and the driver must ensure that they adhere to all driving regulations.
- 15.3 It is inappropriate for adults to offer lifts to a pupil, unless the need has been agreed with a manager and, if this falls outside their normal working duties, has been agreed with parents/carers.
- 15.4 There may be occasions where a pupil requires transport in an emergency situation or where not to give a lift may place a pupil at risk. Such circumstances must always be recorded and reported to a senior manager and parents/carers.

## **16. Curriculum**

- 16.1 Some areas of the curriculum can include or raise subject matter which is sexually explicit, of a political, cultural, religious or an otherwise sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This plan should highlight particular areas of risk and sensitivity.
- 16.2 The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political, cultural, religious or otherwise sensitive nature. Responding to pupils' questions can require careful judgement and adults must take guidance

in these circumstances from the Designated Safeguarding Lead. Adults must not enter into or encourage inappropriate discussion about sexual, political or religious activity or behaviour or, discussions which may offend or harm others. Adults should take care to protect children from the risk of radicalisation and should act in accordance with advice given under Part 1 of Keeping Children Safe in Education DfE and accordingly must not express any prejudicial views or, attempt to influence or impose their personal values, attitudes or beliefs on pupils.

## **17. Dress and appearance**

17.1 Working in our schools, all adults are role models to our pupils and how they present themselves is important. Our expectation is that adults are decently, appropriately and professionally dressed in work at all times. We do not permit the wearing of clothes that are revealing, allow underwear to be seen, have offensive logos or writing, or are ripped or torn at any times. If anyone is unsure whether any item of clothing is inappropriate, then they should not wear it to work. Where we identify that an adult is wearing clothing that we do not find acceptable they will be informed.

## **18. Gifts and hospitality**

18.1 For many of our adults in school there will be a limited opportunity to accept gifts and hospitality. However, it is not acceptable for any adult to accept bribes. Therefore, any gift, promotional offer or hospitality, intended either for the adult or for the academy that exceeds a nominal value of £25.00 must be declared to the Head Teacher / Senior Manager and permission must be obtained before accepting. If an adult is ever unsure, then the best course of action is to politely decline the offer and to make the Headteacher/I Senior manager aware.

18.2 It is traditional for pupils and their parents or carers to give gifts as a small token of appreciation or as a thank you to adults at certain times throughout the academic year. This Code of Conduct is not designed to stop that practice. Gifts may be accepted from pupils and their parents or carers provided that they meet this definition. All adults should make the Head Teacher / Senior Manager aware of any pupil who is giving them gifts on a regular basis, or any pupil or parent or carer who expects something in return for a gift, as this would not be acceptable.

18.3 No adult should give gifts to pupils unless this is part of a recognised practice in line with school procedure and policy.

## **19. Conflict of Interest**

19.1 Adults should declare any personal interest that could bring conflict with the LAAT's interests and must declare to the Head Teacher or relevant Manager any financial interest or non-financial interest which could or could be perceived to conflict with their role within the school

19.2 Employees are required not to take outside employment which conflicts with the LAAT's interests: any employee intending to work for outside organisations should seek permission from the Head Teacher or Senior Manager as appropriate.

## **20. Use of personal mobile phones, laptops and tablets**

20.1 All adults in school are required to place any personal equipment capable of photographing children in a locked drawer / locker where appropriate and such items should not be taken into the classroom. Such personal equipment is not to be used at any time, unless agreed by the Head Teacher, during contact with pupils.

20.2 If there is a requirement to take photographs of children for school purposes this must be carried out using school equipment that will be provided and with the agreement of the Head Teacher and in line with the agreed school procedure.

## **21. Use of school premises or facilities for work not connected with the school**

21.1 Adults must not use the school's premises or facilities for activities which are not connected with their employment/ role at the school, without agreement from the Head Teacher. This includes the personal use of the school email, telephones, computers, photocopiers or other equipment.

21.2 Internal email systems and school computer equipment should always be used in accordance with the appropriate school policies.

## **22. Keeping within the law**

22.1 All adults within schools are expected to operate within the law. Unlawful or criminal behaviour, at work or outside work, may lead to disciplinary action, including dismissal, being taken. However, being investigated by the police, receiving a caution or being charged will not automatically mean that an employee's employment is at risk.

22.2 Adults must ensure that they:

- a) Uphold the law at work
- b) Never commit a crime away from work which could damage public confidence in them or the Trust, or which makes them unsuitable for the work/role they do. This includes, for example:
- c) submitting false or fraudulent claims to public bodies (for example, income support, housing or other benefit claims)
- d) breaching copyright on computer software or published documents

e) sexual offences which will render them unfit to work with children or vulnerable adults

f) crimes of dishonesty which render them unfit to hold a position of trust.

22.3 All Adults must inform the Head Teacher, or the or CEO and Chair, if they are the Head Teacher, immediately if they are questioned by the police, charged with, or convicted of, any crime whilst they are employed at the Trust (this includes conduct outside of their working hours). The Head teacher and/or CEO may need to consider whether this charge or conviction damages public confidence in the Trust or makes the employee unsuitable to carry out their duties.

### **23. Conduct outside of work**

23.1 Unlike some other forms of employment, working at our Trust means that adults conduct outside of work could have an impact on their role.

23.2 No adult should engage in conduct outside of the School which could seriously damage the reputation and standing of the Trust or their own reputation or the reputation of other members of the Academy's community. Adults should be aware that any conduct that we become aware of that could impact on their role within the Trust or affect the school / Trust's reputation may be addressed under our disciplinary procedure where relevant.

23.3 We therefore expect them to make us aware immediately of any such situations that have happened outside of the school .

### **24. Review**

24.1 This Code will also be reviewed every three years in consultation with the recognised Trade Unions.



**LAAT - Code of Conduct**

Please sign and return this page only once you have read and understood the policy. You should retain your copy of the policy:

Signature : \_\_\_\_\_

Full Name : \_\_\_\_\_

Job Title / Role : \_\_\_\_\_

Date : \_\_\_\_\_