



Policy:	Employee Code of Conduct and Professional Expectations
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TDET Employee Code of Conduct and Professional Expectations

1 Introduction

- 1.1 This policy aims to set and maintain standards of conduct that we expect all staff to follow when fulfilling all professional duties and roles.
- 1.2 TDET's aim is to ensure that our Academy's are environments where everyone is safe, happy and treated with respect.
- 1.3 All employees of TDET are role models for the Trust learners. It is therefore expected that employees demonstrate high professional and personal standards at all times, as well as being committed to the Trust values.
 - **TRUST** – we are honest and supportive
 - **DIVERSITY** – we celebrate individual differences and needs
 - **EXCELLENCE** – we want the very best and never give up
 - **TRANSFORMATION** – we embrace innovation and collaboration
- 1.4 We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.
- 1.5 We expect all support staff, trustees, committee members and volunteers to act with personal and professional integrity, respecting the safety and wellbeing of others.
- 1.6 Failure to follow the code of conduct and professional expectations may result in disciplinary action being taken, as set out in the TDET Disciplinary Procedure.

2 Purpose

- 2.1 In line with the statutory safeguarding guidance '*Keeping Children Safe in Education*', TDET should have an employee code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.
- 2.2 This policy should be read in conjunction with the TDET ICT and Internet Acceptable use Policy, TDET Gifts and Hospitality and Academy Safeguarding Policies.

3 Code of Conduct

3. General Responsibilities

- 3.1 All employees have an obligation to set an example to all pupils in our academies. They will:
 - Maintain high standards in their attendance and punctuality
 - Never use inappropriate or offensive language in school
 - Treat the pupils and others with dignity and respect
 - Show tolerance and respect for the rights of others
 - Not undermine fundamental British Values – including democracy, the rule of the law, individual liberty, and mutual respect, and tolerance of those with different faiths and beliefs.
 - Understand the statutory frameworks they must act within

4 Safeguarding

- 4.1 All employees have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

- 4.2 All employees will familiarise themselves with the academy safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

5 Staff/Pupil relationships

- 5.1 All employees will observe proper boundaries with pupils that are appropriate to their professional position.
- 5.2 All employees will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.
- 5.3 If employees and pupils must spend time on a one-to-one basis, employees will ensure that:
- This takes place in a public place that others can access
 - Others can see in the room
 - A colleague or line manager knows this is taking place
- 5.4 Employees should avoid contact with pupils outside of school hours if possible.
- 5.5 Personal contact details should not be exchanged between employees and pupils. This includes social media profiles.
- 5.6 Whilst we are aware many pupils and their parents wish to give gifts to staff, for example at the end of the school year, gifts from staff to pupils are not acceptable.
- 5.7 If an employee is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the Principal.

6 Confidentiality

- 8.1 In the course of their role, employees are often privy to sensitive and confidential information about the academy, staff and pupils and their parents.
- 8.2 This information will never be:
- Disclosed to anyone without the relevant authority
 - Used to humiliate, embarrass or blackmail others
 - Used for a purpose other than what it was collected and intended for
- 8.3 This does not overrule employees duty to report child protection concerns to the appropriate channel where employees believe a child is at risk of harm.

7 Conduct outside of work

- 9.1 Employees will not act in a way that would bring the Trust and its academies, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the Trust and its academies on social media.

8 Professional expectations

- 10.1 Everyone's contribution is valued** - We recognise that the employees are TDET's most important asset and we are committed to developing appropriate, positive relationships with all those with whom our work brings us into contact.
- 10.2 Everyone treated with courtesy and respect** - When meeting and dealing with people, all employees should display courtesy and respect, taking care to use language that is appropriate to each situation. A personal responsibility to demonstrate self-control, calmness and restraint even in stressful situations.
- 10.3. Commitment to high standards, both personally and professionally, and quality services** - We are committed to continuous improvement in its widest sense. We aim to avoid actions and comments which might undermine others' positive perception of TDET.

- 10.4 Commitment to equality of opportunity and valuing diversity** - We are committed to equality of opportunity and we ensure that everyone is treated equitably and with dignity. All employees are expected to demonstrate a willingness to work positively with people of different backgrounds and to respect and value diversity.

9 Employee Dress Code

- 9.1 A person's dress and appearance are matters of personal choice and some individuals will wish to exercise their own cultural customs. However, staff should select a manner of dress and appearance appropriate to their professional role and which may be necessarily different to that adopted in their personal life. For example, jeans, leggings, trainers, flip flops, short skirts or any clothing revealing underwear are not considered professionally appropriate. Footwear such as high heels or sandals may expose employees to health and safety risk therefore can be worn on their own responsibility.
- 9.2 Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which would be viewed as offensive or inappropriate will render themselves vulnerable to criticism or allegation, and in extreme cases face disciplinary action.
- 9.3 Staff and other adults in our school are expected to wear clothing and accessories which:
- promote a positive and professional image;
 - do not create a risk to either the wearer or others in the school and is appropriate to their role;
 - are not likely to be viewed as offensive, revealing, or sexually provocative;
 - is absent of any political or otherwise contentious slogans;
 - is not considered to be discriminatory
 - is compliant with professional standards
- 9.4 Examples of professional clothing include business suits, jackets, trousers, ties, smart skirts, smart dresses.
- 9.5 Obscene, offensive or discriminatory tattoos should remain covered and invisible.
- 9.6 Jewellery should be kept to a minimum and body piercings should be covered up.
- 9.7 Staff who have concerns with this are encouraged to discuss this with their line manager or member of SLT in the first instance.

10 Academy Identification badges

- 11.1 Employees must wear their ID badges on lanyards at all times.

11 Email / ICT usage

- 16.1 All Trust employees must access their Academy emails at least twice per day. This is a key method of communication and is to ensure employees remain up to date with Academy and/or Trust news and information.

12 Signing in and out

- 17.1 For Health & Safety reasons, during the holiday periods all employees must sign in and out of the building.
- 17.2 During term time and a normal working day when an employee leaves the Academy site to attend meetings they should sign in and out also. The signing in and out book is kept in the Academy's Reception Area.

13 Smoking

- 18.1 Smoking and vaping are not permitted on any of the Trust's sites.

14 Chewing gum

- 19.1 Employees must not chew gum during the normal working day.