



# BEACON EDUCATION

AMBITION RESPECT EXCELLENCE

## Code of Conduct for all staff 2022/23

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**Approved by:** Robert Lakin, CEO  
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**Signed:**  
**By:**

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## **1 Purpose**

- 1.1 The aim of this Code of Conduct for employees is to set out the standards of conduct expected of all staff and to provide further information for employees. This should be read in conjunction with our disciplinary procedure, Teachers' Standards and the statutory guidance Keeping Children Safe in Education.
- 1.2 This Code should make it clear to employees the expectations the Trust has of them. Employees should note that this Code is not exhaustive in defining acceptable and unacceptable standards of conduct and employees must use common sense in adhering to the underpinning principles. If any employee is ever unsure what the expectations are in any given circumstance, they should speak to their line manager.
- 1.3 This Code does not form part of any employee's contract of employment and it may be amended at any time. The policy will be reviewed on an annual basis and consulted on with Unions.

## **2 Scope**

- 2.1 The Code applies to all employees regardless of length of service including those in their probationary period. It also applies to consultants, contractors, casual and agency staff [and volunteers] (collectively referred to as staff in this policy although, unlike employees, breaches of the Code will not be managed through the disciplinary procedure.
- 2.2 As recognisable figures in the local community the behaviour and conduct of staff of the Trust outside of work can impact on their employment. Therefore, conduct outside work may be treated as a disciplinary matter if it is considered that it is relevant to the employee's employment see disciplinary procedure.

## **3 Safeguarding and promoting the welfare of children and recognising low level concerns**

- 3.1 As a Trust we are passionate about ensuring we have processes in place for continuous vigilance, maintaining an environment that deters and prevents abuse and challenges inappropriate behaviour. To support this, it is important that school and college leaders create the right culture and environment so that staff feel comfortable to discuss matters both within, and where it is appropriate, outside of the workplace (including online), which may have implications for the safeguarding of children. As set out in Part One, Part Two and Part Four of KCSIE 2023 it is important that all staff understand the process and procedures to follow if they have a safeguarding concern about another staff member. This can assist employers to support staff, where there is a need, and help them manage children's safety and welfare, potentially providing them with information that will help them consider whether there are further measures or changes to procedures that need to be put in place to safeguard children in our care.

- 3.2 All employees are responsible for safeguarding children and promoting their welfare. This means that employees 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.
- 3.3 All employees should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.
- 3.4 All employees must be aware of the signs of abuse and neglect and know what action to take if these are identified.
- 3.5 All employees must be aware of low level concerns, no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that:
- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
  - does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the Local Authority Designated Officer (LADO).

Examples of such behaviour could include, but is not limited to:

- being over friendly with children
  - having favourites;
  - taking photographs of children on their mobile phone, without specific consent to do so;
  - engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
  - using inappropriate sexualised, intimidating or offensive language.
- 3.6 To do this, employees must have fully read and understood 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.
- 3.7 All employees must cooperate with colleagues and with external agencies where necessary.

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

Staff must:

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

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

All employees must ensure that they:

- Familiarise themselves with the Health and Safety statements produced by the Trust as published on Access and in the Staff Handbook
- Read and understand the Trust's Health and Safety Policy
- Comply with Health and Safety Regulations or instructions and use any safety equipment and protective clothing which is supplied to you by the Trust
- Comply with any hygiene requirements related to specific work activities as defined by the school.
- Comply with any accident reporting requirements
- Never act in a way which might cause risk or damage to any other members of the Trust community or visitors.
- 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.

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

6.1 Employees 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 our Trust.

6.2 Employees must comply with any lawful or reasonable instructions issued by managers or governors.

6.3 Employees uphold public Trust in our Trust and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others
- 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 students' vulnerability or might lead them to break the law.

6.4 Employees 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. Employees must treat all colleagues with respect, dignity, fairness and courtesy at all times.

6.5 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of Trust property and facilities.

## **7 Tackling discrimination**

7.1 Employees are required to understand the types of discrimination and bullying that students and colleagues may be subject to. Employees are required to have read and understood our [Equality and Diversity policy/Anti Bullying policy].

7.2 Employees must not ignore any form of discrimination. This includes inappropriate jokes and banter. Employees must positively promote equality and diversity and inclusion at all times.

## **8 Professional boundaries and relationships**

8.1 Employees in our Trust are in a position of Trust in relation to our students which means that the relationship between an employee and a student is not one of equals. It is a specific offence for a person aged 18 or over (e.g. teacher, youth worker) to have a sexual relationship with a child under 18 where that person is in a position of Trust in respect of that child, even if the relationship is consensual.

8.2 Employees must ensure that they avoid behaviour which might be misinterpreted by others. This includes any type of communication that they may have with students.

- 8.3 Employees must not make sexual remarks to any student or discuss their own sexual relationships with, or in the presence of students. Employees must not discuss a student's sexual relationships in inappropriate settings or contexts. Any sexual behaviour by a member of staff towards any student is unacceptable and illegal.
- 8.4 Employees must ensure that professional boundaries are maintained at all times. This means that employees should not show favouritism to any student and should not allow students to engage in any type of behaviour that could be seen to be inappropriate. Students are not employees' friends and should not be treated as such.
- 8.5 Employees should be aware that it is not uncommon for students to become strongly attracted to a member of staff or to develop an infatuation. If any member of staff becomes aware of an infatuation they should discuss it with their Line Manager/Headteacher immediately so that they can receive support on the most appropriate way to manage the situation.
- 8.6 For employees who are in a relationship with a colleague, parent or carer, or any other person associated with the Trust we expect that they identify this to the Headteacher ensure that this does not create a conflict of interest or affect their professional judgement or responsibilities in any way. Where an employee has managerial authority over another employee with whom they are in a close personal relationship, the Trust reserves the right to transfer one or both employees to another role in the Trust following appropriate consultation with both employees in order to seek agreement to the transfer.

## **9 Confidentiality and data protection**

- 9.1 Members of staff may have access to confidential information about students, colleagues or other matters relating to the Trust. This could include personal and sensitive data, for example information about a student's home life. Employees should never use this information to their own personal advantage, or to humiliate, intimidate or embarrass others. Employees should never disclose this information unless this is in the proper circumstances and with the proper authority.
- 9.2 If an employee is ever in doubt about what information can or can't be disclosed, they should speak to their line manager.
- 9.3 We will comply with the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time. Employees are expected to comply with the Trust's systems as set out in our Data Protection Policy. If any employee becomes aware that data is at risk of compromise or loss, or has been compromised or lost they must report it immediately to the Data Protection Officer, in order (where applicable) for relevant breaches to be reported to the Information Commissioners Office within 72 hours.

- 9.4 Employees must read and understand our Data Protection Policy and other relevant policies including in relation to criminal records information, recruitment and safer recruitment, internet, email and communications, information security, copies of which are contained in the staff handbook.

## **10 Physical contact with students**

- 10.1 There are occasions when it is entirely appropriate and proper for staff to have physical contact with students. Employees must ensure that they only do so in ways that are appropriate to their professional role and in response to the student's needs at the time. This should be of limited duration and appropriate to the age, stage of development, gender and background of the student. Employees should always be able to explain why they have made physical contact with a student.
- 10.2 There may also be occasions where a student is in distress and needs comfort and reassurance which may include age appropriate physical contact. If an employee 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 Headteacher/DSL.
- 10.3 Staff may legally physically intervene with students 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.
- 10.4 Sexual contact, including grooming patterns of behaviour, with students is unlawful and unacceptable in all circumstances.

## **11 Behaviour management**

- 11.1 Employees should not use any form of degrading or humiliating treatment to punish a student. The use of sarcasm, demeaning or insensitive comments towards students is completely unacceptable.
- 11.2 Where students display difficult or challenging behaviour, employees should follow the Trust's behaviour policy using strategies appropriate to the circumstance and situation.

## **12 Social contact with students**

- 12.1 Employees should not establish or seek to establish social contact, via any channels (including social media), with students for the purposes of securing a friendship or to pursue or strengthen a relationship. Employees should use their work provided equipment only for communicating electronically with students. 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 student then they should report this to the Headteacher.

- 12.2 The Trust's advice to staff is not to connect to students via social media or other communication channels unless this is for professional purposes and that the employee can demonstrate that this is the case.
- 12.3 Our Trust is part of our community and we recognise that, as members of the community, employees will come into contact with students outside of the Trust. We encourage staff to use their professional judgement in such situations and to report to the Headteacher any contact that they have had with a student, outside of school, that they are concerned about or that could be misinterpreted by others.

### **Social Media**

Staff must not post disparaging or defamatory statements about our Trust or Schools within our Trust, our students or their parents or carers; our governors or staff; suppliers and vendors; and other affiliates and stakeholders. Staff should avoid social media communications that might be misconstrued in a way that could damage our Trust's reputation, even indirectly.

If you see content in social media that disparages or reflects poorly on our Trust or our stakeholders, you should print out the content and contact the Head Teacher / OR line manager. All staff are responsible for protecting our Trust's reputation.

### **13 Photography, videos and other images/media**

Many educational activities involve recording images. These may be undertaken for displays, publicity, to celebrate achievement and to provide records of evidence of the activity. Employees should read and understand our Online Safety policy.

### **14 Acceptable use of technology**

Staff should only use ICT systems and resources (email and phone) for all Trust business or only in line with what is allowed.

When using Trust portals such as iAm, Access, TES Develop etc, please ensure you are doing so using your own professional email address, e.g. your Beacon Trust email account.

The Trust must be able to prove that our staff have completed activities such as training modules. If we cannot prove this, it may affect the Trust's insurance and general compliance. This is part of the terms and conditions of your employment.

If you experience difficulties when using computers and would like support in order to use these portals, please speak to your line manager.

The Trust may be able to allot certain working hours for the completion of these tasks, but this must be agreed with your line manager. We can also arrange for support by colleagues and IT in order to access emails and portals for the first time.

Regarding any ongoing training and support, staff may be able to apply to Access to Work to see if there are any IT packages which could assist them further.

[Access to Work: get support if you have a disability or health condition: What Access to Work is - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Access to Work: get support if you have a disability or health condition](http://www.gov.uk)

Get help at work, including an Access to Work grant, if you have a disability or health condition – eligibility, how to apply.

[www.gov.uk](http://www.gov.uk)

Employees should read and understand our ICT policy.

## **15 Personal Phones and Tablets**

15.1 Employees should read and understand our Online Safety policy.

## **16 Alcohol, Smoking and Substance Misuse**

16.1 Staff are expected to arrive at work fit to carry out their job and to be able to perform their duties safely without any limitations due to the use or after effects of alcohol or drugs. In this policy drug use includes the use of controlled drugs, psychoactive (or mind-altering) substances formerly known as "legal highs", and the misuse of prescribed or over-the-counter medication.

16.2 Employees are not allowed to drink alcohol during the normal working day, at lunchtime or on other official breaks. Drinking alcohol while at work or working under the influence of alcohol may be considered serious misconduct.

16.3 Alcohol and drug-related problems may develop for a variety of reasons and over a considerable period of time. Therefore [school/academy/Trust] will seek, where appropriate, to treat these problems in a similar way to other health issues. Support may be provided at this point, in order to aid a full recovery, allowing a return to work/effective performance and the full range of duties.

- 16.4 Smoking in a no-smoking area is prohibited, this applies to anything that can be smoked and includes, but is not limited to, cigarettes, vapes, electronic cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes.

Employees should read and understand our substance and misuse policy.

## **17 Working one to one with students**

- 17.1 There will be times where an employee is working one to one with a student and this is acceptable. Employees need to understand that this means that they may be more vulnerable to allegations being made against them. Therefore, it is important that employees:

- Avoid meeting on a one to one basis in secluded areas of the school
- Ensure that the door to the room is open or that there is visual access into the room
- Inform a colleague or line manager of the meeting, preferably beforehand
- Reports to their line manager if the student becomes distressed or angry.

## **18 Curriculum**

- 18.1 Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or 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 can be supported by developing ground rules with students to ensure sensitive topics can be discussed in a safe learning environment. This plan should highlight particular areas of risk and sensitivity and care should especially be taken in those areas of the curriculum where usual boundaries or rules are less rigorously applied e.g. Health and Social Care, PSHE, Drama.

- 18.2 The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political or otherwise sensitive nature. Responding to children's questions requires careful judgement and employees should take guidance in these circumstances from the Designated Safeguarding Lead.

## **19 Dress and appearance**

The Trust has a dress code and you should read and adhere to this.

## **20 Gifts and hospitality**

The Trust has an Anti-bribery/Gifts and Hospitality policy and employees should read and adhere to this

### **AND**

Staff should not give gifts to students unless this is part of a recognised practice in line with our behaviour policy.

## **21 Keeping within the law**

21.1 Staff 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.

21.2 Employees must ensure that they:

21.2.1 Uphold the law at work

21.2.2 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 they do. This includes, for example:

- submitting false or fraudulent claims to public bodies (for example, income support, housing or other benefit claims)
- breaching copyright on computer software or published documents
- sexual offences which will render them unfit to work with children or vulnerable adults
- crimes of dishonesty which render them unfit to hold a position of Trust.

21.2.3 Write and tell the CEO (Chair of Trustees if they are the CEO) immediately if they are questioned by the police, charged with, or convicted of, any crime whilst they are employed at the Trust (this includes outside of their working hours). The CEO and/or Chair of Trustees will then need to consider whether this charge or conviction damages public confidence in the Trust or makes the employee unsuitable to carry out their duties.

## **22 Conduct outside of work and at work related functions**

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

- 22.2 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the Trust or the employee's own reputation or the reputation of other members of the Trust community. Employees should be aware that any conduct that we become aware of that could impact on their role within the Trust or affect the Trust's reputation will be addressed under our disciplinary procedure.

Situations that could present a concern (this is not an exhaustive list):

i.e. actual or threatened violence, or behaviour which provokes violence; disorderly behaviour under the influence of alcohol or illegal substances; possession of illegal substances; disorderly behaviour resulting in complaints from the local community. If you are unsure if you need to report a situation under this clause, you can speak to your Line Manager/Headteacher.

- 22.3 We therefore expect employees to make us aware immediately of any such situations that have happened outside of the school/Trust.
- 22.4 Employees are required to demonstrate responsible behaviour at work-related functions and work-related social events that take place outside normal work hours and to act in a way that will not have a detrimental effect on our reputation.
- 22.5 Staff must not behave in a way outside work that may impact on their suitability to work with children. This includes behaviour which does not directly involve a child/children. Should we become aware of any such incident or behaviour, we may treat the issue as a safeguarding matter and manage it in accordance with the Keeping Children Safe in Education statutory guidance document. Employees should be aware that any behaviour that we consider may impact on an employee's suitability to work with children will be addressed under our disciplinary procedure and may lead to a referral to the Disclosure and Barring Service (DBS) and the Teaching Regulation Agency (where appropriate).
- 22.6 We therefore expect employees to make us aware immediately of any such situations that have happened outside of the school/Trust.

## **23 Agency workers**

- 23.1 We will investigate allegations made against agency workers with the cooperation of the agency. Whilst we may decide to cease using the services of an agency worker, this will not prevent us from investigating allegations and liaising with the Local Authority Designated Officer (LADO) to determine a suitable outcome. We expect agency workers and agencies to cooperate with our investigations and with external agencies where applicable.
- 23.2 We will discuss with the agency whether it may be appropriate for them to consider suspending an agency worker, or whether we are prepared to redeploy an agency worker during an investigation.

## **24 Review**

This Code of Conduct is reviewed and amended annually by the Trust. We will monitor the application and outcomes of this code of conduct to ensure it is working effectively.