



## **Excalibur Code of Conduct for Staff**

### **Purpose and application**

**1 Purpose:** Relationships with fellow Staff, pupils and their parents, guardians or carers should be reasonable and mutually respectful at all times. The purpose of this Code is to:

- 1.1 place the welfare of children at the centre of the Trust and its culture;
- 1.2 confirm and reinforce the professional responsibilities of all Staff;
- 1.3 clarify the legal position in relation to sensitive aspects of Staff / pupil relationships and communication including the use of social media;
- 1.4 set out the expectations of standards and behaviour to be maintained within the Trust; and
- 1.5 help adults establish safe practices and reduce the risk of false accusations or improper conduct.

**2 Application:** This Code of Conduct (Code) applies to all staff working at the Trust, whether paid or unpaid, whatever their position, role or responsibilities and Staff includes employees, governors, directors, trustees, contractors, work experience / placement students and volunteers (Staff). All Staff will receive training in relation to this Code.

**3 Relationship with other policies and guidance:** This Code should be read in conjunction with the Trust's policies including the child protection and safeguarding policy and procedures, the whistleblowing policy, and the guidance set out at Appendix 1 (Guidance).

### **Key duties**

**4 General duty:** It is the contractual duty of every member of Staff to observe the rules and obligations in this Code (including its Appendices). You should also follow the Guidance. The Trust also has a duty of care to its Staff, parents, guardians or carers and pupils and the implementation of the practices in this Code will help to discharge that duty.



**5 Duty to report wrongdoing:** All Staff are under a duty to report their own wrongdoing, or any wrongdoing or proposed wrongdoing of any other member of staff or any conduct which they may suspect to be inappropriate. This duty applies even if the concern is no more than one which causes a sense of unease or a nagging doubt. Staff are under a duty to report suspected, known or proposed wrongdoing in conjunction with the Trust's policies contained in the Trust's safeguarding handbook and the whistleblowing policy contained within this Employment Manual. This includes suspected, known or proposed wrongdoing brought to the attention of a member of Staff by a pupil, parent or other adult.

**6 Duty to report potential abuse:** Some of the behaviours contained in this Code (and in particular at Appendix 2) may indicate that a child has been, or is currently being, abused, exploited or neglected. Any incident involving children that could give cause for concern, must always be reported promptly in accordance with the Trust's child protection and safeguarding policy and procedures.

**7 Record keeping:** Comprehensive records are essential. All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing. Records should include a clear and comprehensive summary of the concern, details of how the Excalibur Academies Trust Employment manual 20 concern was followed up and resolved, a note of any action taken, decisions reached and the outcome. Information should be kept confidential and stored securely. Any incident involving children that could give cause for concern, must always be reported promptly to the Designated Safeguarding Lead (Designated Safeguarding Lead) in accordance with the Trust's child protection and safeguarding policy and procedures. If there is any doubt about recording requirements this should be discussed with the Designated Safeguarding Lead.

### **Guiding principles for Staff**

**8 Principles:** The Trust prioritises the welfare of children, its diverse and inclusive culture, and the maintenance of positive and professional relationships between Staff and fellow Staff, pupils and their parents, guardians and / or carers. All Staff should follow the guiding principles set out in this paragraph (Principles) and refer to the Appendices for further detail of the application of the principles.

### **9 Public trust and confidence**

9.1 All Staff should maintain public trust and confidence in the Trust and in their profession by:



- 9.1.1 demonstrating honesty and integrity;
- 9.1.2 understanding and upholding their duty to safeguard the welfare of children and young people;
- 9.1.3 understanding and demonstrating fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs;
- 9.1.4 maintaining reasonable standards of behaviour whether inside or outside of normal school hours and whether on or off the Trust's site; and
- 9.1.5 maintaining an effective learning environment.

## **10 Appropriate pupil relationships:**

- 10.1 All Staff should put the wellbeing, development and progress of all pupils first by:
  - 10.1.1 taking all reasonable steps to ensure the safety and wellbeing of pupils under their supervision, taking particular account of the detailed guidance at Appendix 2;
  - 10.1.2 using professional expertise and judgment to protect the best interests of pupils in their care;
  - 10.1.3 following the guidance at Appendix 3 to ensure they maintain appropriate, professional and effective pupil-staff relationships at all times;
  - 10.1.4 following the guidance at Appendix 4 to ensure all communication with pupils (including where technology is used) remains appropriate and professional at all times;
  - 10.1.5 ensuring all interactions with pupils about political matters are conducted in a balanced and impartial way without promoting partisan political views, taking into account the guidance at Appendix 4. Excalibur Academies Trust Employment manual 21
  - 10.1.6 following the guidance at Appendix 5 in any situation where you are taking photo or video camera footage of a pupil or pupils;
  - 10.1.7 demonstrating self-awareness and taking responsibility for their own actions and for providing help and support to pupils;
  - 10.1.8 following the guidance at Appendix 6 in respect of the use of force or physical restraint on pupils, and Appendix 7 in respect of physical contact with pupils in other circumstances;



- 10.1.9 raising concerns about the practices of teachers or other professionals where these may have a negative impact on pupils' learning or progress, or may put pupils at risk;
- 10.1.10 being familiar with the Trust's child protection and safeguarding policy and procedures and the pupil behaviour and discipline policy;
- 10.1.11 reading and understanding Part 1, and where appropriate Annex A, of KCSIE (September 2024);
- 10.1.12 knowing the role, identity and contact details of the current Designated Safeguarding Lead and their Deputies;
- 10.1.13 knowing the role, identity and contact details of the Nominated Safeguarding Governor; and
- 10.1.14 being aware that they are in a position of trust (i.e. the adult is in a position of power or influence over the pupil due to his or her work); that the relationship is not a relationship between equals and that this position must never be used to intimidate, bully, humiliate, coerce or threaten pupils.

## **11. Diversity, equality and inclusion**

- 11.1 All Staff should demonstrate respect for diversity and take steps to promote equality by:
  - 11.1.1 acting appropriately and in accordance with this Code and other relevant policies including the Trust's anti-bullying policy, equality, diversity and inclusion policy and harassment and bullying policy;
  - 11.1.2 addressing issues of discrimination and bullying whenever they arise; and
  - 11.1.3 helping to create a fair and inclusive school environment.

## **12 United Staff body**

- 12.1 All Staff should work as part of a united Staff body by:
    - 12.1.1 developing productive and supportive relationships with colleagues;
    - 12.1.2 exercising any management responsibilities in a respectful, inclusive and fair manner;
    - 12.1.3 complying with all Trust and Academy policies and procedures;
    - 12.1.4 participating in the Trust's development and improvement activities;
- Excalibur Academies Trust Employment manual



22 12.1.5 recognising the role of the Trust and the Academies in the life of the local community; and

12.1.6 upholding the reputation of the Trust and its Academies and their standing within their respective local communities and building trust and confidence in them.

### **13 Language and appearance**

13.1 Language: You should use appropriate language at all times. You should:

13.1.1 avoid words or expressions that have any unnecessary sexual content or innuendo; avoid displays of affection either personally or in writing (e.g. messages in birthday cards, text messages, emails etc);

13.1.2 avoid any form of aggressive or threatening words;

13.1.3 avoid any words or actions that are over-familiar;

13.1.4 not swear, blaspheme or use any sort of offensive language in front of pupils;

13.1.5 avoid the use of sarcasm, discriminatory or derogatory words when punishing or disciplining pupils and avoid making unprofessional personal comments about anyone. Any sanctions should be in accordance with the Trust's behaviour and discipline policies; and

13.1.6 be aware that some parts of the curriculum may raise sexually explicit subject matters. Care should be taken in subjects where rules / boundaries are relaxed (e.g. drama or art). Staff should have clear lesson plans and should take care to avoid overstepping personal and professional boundaries.

13.2 Dress: You should dress appropriately and in a professional manner. Dress must not be offensive, distracting, revealing, or sexually provocative, embarrassing or discriminatory. Political or other contentious slogans or badges are not allowed.

### **14 Gifts, rewards and pupil sponsorships**

14.1 Anti-bribery and corruption policy: Before accepting or giving any gifts or rewards, Staff must familiarise themselves with and follow the anti-bribery and corruption policy contained in this Employment Manual.

14.2 Sponsorship: Although the Trust wishes to support both pupils and charitable organisations wherever possible, the Trust is mindful that sponsorship and fundraising can create inadvertent issues. In order to avoid these inadvertent issues you must not sponsor or fundraise for or on behalf of any pupil whether



using an online sponsorship or fundraising platform such as 'Go Fund Me', or otherwise.

## **15 General conduct**

- 15.1 Trust property: You must take proper care when using Trust property and you must not use Trust property for any unauthorised use or for private gain. Excalibur Academies Trust Employment manual 23
- 15.2 Use of premises: You must not carry out any work or activity on Trust premises other than pursuant to your terms and conditions of employment without the prior permission of the Principal.
- 15.3 Behaviour of others: You should be aware that the behaviour of your partner or other family members or any member of your household may raise concerns which could affect the welfare of a member of the Trust community, a member of the public, or bring the Trust into disrepute and you should bring any such behaviour to the immediate attention of the Trust. Such concerns will be given careful consideration as to whether they constitute a potential risk to children at the Trust or its reputation.

## **16 Additional Principles for teachers:**

- 16.1 Teachers should take responsibility for maintaining the quality of their teaching practice by:
  - 16.1.1 meeting the professional standards for teaching applicable to their role and position within the Trust;
  - 16.1.2 reflecting on their current practice and seeking out opportunities to develop knowledge, understanding and skills;
  - 16.1.3 helping pupils to become confident and successful learners; and
  - 16.1.4 establishing productive relationships with parents, guardians or carers by:
    - (a) providing accessible and accurate information about their child's progress;
    - (b) involving them in important decisions about their child's education;
    - and (c) complying with this Code and its Appendices.

## **Breach of this Code**

**17 Consequences of breach:** The Trust will take appropriate action in accordance with its policies and procedures in the event of a breach of this Code.

**18 Reporting obligations:** In the event that a breach of this Code places the Trust under any reporting obligations, the guidance contained at Appendix 9 will apply.