



Staff Code of Conduct

Policy agreed by Staff on:	Spring 2023
Ratified by Local Advisory Board:	Summer 2023
Review Date:	Spring 2026
Agreed Frequency of Review:	3 years
Allocated Group / Person to Review:	LAB can delegate to committee or individual member or Headteacher.
Signed by Chair:	
Signed by Headteacher:	



Exceed
Academies Trust
*Together we **Exceed***

Aim of This Code of Conduct

Bradford AP Academy expects all pupils to receive high-quality teaching and learning in a positive and respectful environment.

Employees at the school must ensure that their behaviour, and the manner in which they conduct themselves with colleagues, pupils, parents and other stakeholders, sets a positive and professional example for pupils.

The Academy recognises that the majority of staff members act appropriately and treat others with dignity and respect; however, it is important to clearly set out the expected standards of conduct.

This policy forms part of a staff member's contract of employment. Failure to comply with this policy, and associated school policies, may result in disciplinary action, including legal action where appropriate.

This document applies to staff members who are:

- Employed by the school, including the Headteacher and volunteers.
- Employed in units or bases attached to the school, for example Exceed Academies Trust schools or the Central Team.

This document does not apply to:

- Peripatetic staff members employed centrally by the Local Authority.
- Employees of external contractors.

These individuals are governed by their own employment contracts and by any relevant legislation applicable to their activities within the school, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018

Safeguarding Pupils

In accordance with Keeping Children Safe in Education 2021 (KCSIE), staff members have a responsibility to safeguard pupils and to protect and promote their welfare.

Staff members have a responsibility to ensure that they provide a learning environment in which pupils feel safe, secure and respected.

To effectively safeguard pupils, staff members are required to follow the procedures outlined in this Staff Code of Conduct, the Behaviour Policy, and the Child Protection and Safeguarding Policy, ensuring they do not act in a way that may put pupils at risk of harm or lead others to question their actions.

In accordance with the school's Behaviour Policy and Child Protection and Safeguarding Policy, staff members will be prepared to identify pupils who may be subject to, or at risk of, abuse and neglect, including but not limited to:

- Physical abuse.
- Emotional abuse.
- Sexual abuse.
- Neglect.
- Peer-on-peer abuse.
- Serious violence.
- Female genital mutilation (FGM).
- Child sexual exploitation (CSE).
- Child criminal exploitation (CCE).
- Bullying, including cyberbullying and prejudice-based or discriminatory bullying.

Copies of relevant policies and a copy of Part One (or Annex A for staff members not working directly with children) of KCSIE will be provided to staff at induction. Staff will have a clear understanding of the school's safeguarding policies and procedures, including abuse, and the important role they play in preventing harm to pupils.

In accordance with the school's Child Protection and Safeguarding Policy, staff will also be aware of factors that may increase a pupil's risk of safeguarding concerns, including but not limited to:

- Pupils who need a social worker, including those on Child in Need or Child Protection Plans.
- Pupils requiring mental health support.
- Looked-after children (LAC) and previously LAC.
- Pupils with SEND.
- Pupils who identify as LGBTQ+.
- Pupils perceived to be LGBTQ+.
- Pupils struggling with mental health needs.
- Pupils who have a family member in prison or who are affected by parental offending.
- Pupils who are frequently absent or permanently excluded from school.

If a staff member identifies a pupil who is subject to, or at risk of, abuse or neglect, they will follow the reporting and referral procedures outlined in the Child Protection and Safeguarding Policy. Staff will be aware of the appropriate response if a pupil discloses abuse, exploitation or neglect.

In all cases, where staff are unsure whether an incident or situation constitutes a safeguarding concern, they will speak directly to the Designated Safeguarding Lead (DSL). Staff will not assume that another colleague will take action and will share information where this may be critical to keeping children safe.

Staff understand that the absence of reported peer-on-peer abuse does not mean such abuse is not occurring. Any concerns relating to abuse must be reported to the DSL without delay. Staff will challenge inappropriate peer behaviours that are abusive in nature.

Any staff member with concerns about the actions or intentions of another staff member, including volunteers or supply staff, where these may place a pupil at risk of harm, will report this immediately in line with the Allegations of Abuse Against Staff Policy or Whistleblowing Policy, so that appropriate action can be taken.

Upskirting is not tolerated by the school. Any incident must be reported to the DSL, who will decide on next steps, which may include police involvement.

Where a staff member feels unable to raise concerns within the school, they will use alternative whistleblowing channels, including contacting the NSPCC helpline on 0800 028 0285 (between 8:00am and 8:00pm, Monday to Friday), emailing help@nspcc.org.uk, or accessing guidance at www.gov.uk/whistleblowing. Fear of sharing information must not prevent safeguarding action.

Where concerns relate to the Headteacher, these must be reported to the Chair of Exceed Academies Trust, Duncan Jacques.

Staff will take part in appropriate safeguarding and child protection training, including online safety. Staff will receive regular safeguarding updates at least annually.

Staff recognise that safeguarding education and online safety teaching may require a personalised or contextual approach, particularly for pupils who are vulnerable, victims of abuse and/or have SEND.

Staff will understand the local early help process and their role within it. They will also understand referral pathways to Children's Social Care Services (CSCS) and statutory assessments under the Children Act 1989, including the role expected of them.

Staff will reassure victims that they are being taken seriously, supported and kept safe. Pupils must never be made to feel they are creating a problem by reporting abuse, sexual violence or sexual harassment, nor feel ashamed for doing so.

Staff understand that confidentiality must **never** be promised to pupils. Procedures will be followed in line with the Child Protection and Safeguarding Policy where a safeguarding concern is disclosed.

Staff will be aware of the school's duty to make referrals to the Disclosure and Barring Service (DBS) where a person has harmed, or poses a risk of harm to, a child or vulnerable adult, including where:

- The harm test is met.
- A relevant caution or conviction has been received, or there is reason to believe a relevant offence has been committed.
- The individual has been removed from regulated activity or would have been removed had they not left their post.

Appearance and Dress

The school expects staff members to:

- Ensure that their appearance is clean and neat when at work or representing the school.
- Dress in a manner that is appropriate to their role.
- Remember that they are role models for pupils, and that their dress and appearance should reflect this.
- Not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders.
- Discourage visible tattoos and ensure that any visible tattoos are not offensive; where tattoos are deemed offensive or inappropriate, they must be covered.
- Wear small earrings only; all other body piercings must be removed.
- Refer to the Staff Dress Code Policy where further clarification is required.

Attendance

The school expects staff members to:

- Attend work in accordance with their contract of employment and associated terms and conditions relating to working hours, days and holidays.
- Make routine medical and dental appointments outside working hours or during holiday periods wherever possible.
- Refer to the Staff Leave of Absence Policy where time off is required for reasons other than personal illness.
- Follow the school's absence reporting procedures when absent due to illness or injury.

Professional Behaviour and Conduct

Staff members are expected to treat colleagues, pupils, parents and external contacts with dignity and respect.

The use of foul or abusive language will not be tolerated. Discrimination, bullying, harassment or intimidation, including physical, sexual or verbal abuse, will not be tolerated.

Staff members must:

- Not misuse or misrepresent their position, qualifications or experience, nor bring the school into disrepute.
- Inform the Headteacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.
- Maintain professional behaviour and conduct during extracurricular activities, trips and visits, acting at all times in accordance with this Code of Conduct.
- Act appropriately in expressing views, particularly political views, and in the use of school resources, which must not be used for party-political purposes.

Conduct Outside of Work

Staff may undertake work outside of the school, whether paid or voluntary, provided that it does not conflict with the interests of the school. Such work must not bring the school into disrepute, contravene working time regulations, or adversely affect an individual's work performance.

Staff must not engage in outside work that could seriously damage the reputation and standing of the school, the employee's own reputation, or that of other members of the school community. In particular, criminal offences involving violence, possession or use of illegal drugs, or sexual misconduct are unacceptable.

Staff should be aware that best practice is for work phones and laptops to be switched off once their working day has ended.

Staff must not engage in inappropriate use of social networking sites that could bring themselves, the school, the school community or employer into disrepute. This is explored further in the Acceptable Use of Technology section of this policy.

Smoking, Alcohol and Other Substances

- Staff must not smoke on school premises.
- Staff must not smoke while working with or supervising pupils off-site, including during educational visits and trips.
- The use of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated.
- Staff must never attend work under the influence of alcohol or illegal drugs.
- Where alcohol or drug use impacts a staff member's performance, the school reserves the right to discuss the matter with the employee and/or Human Resources and take appropriate action under disciplinary procedures, including referral to the police where necessary.
- Staff members must not use school phones or email to communicate while under the influence of alcohol or drugs.

Health and Safety

Staff members will:

- Be familiar with, and adhere to, the school's Health and Safety Policy, taking all reasonable actions to keep themselves and others in the school environment safe and well.
- Comply with health and safety regulations and use any safety equipment and protective clothing

provided.

- Comply with hygiene requirements.
- Comply with accident reporting procedures.
- Inform the Headteacher of any paid work undertaken elsewhere, to ensure compliance with the Working Time Regulations 1998 (as amended).

Declaration of Interests

Staff members are required to declare both personal and financial interests where an individual's association with a group or organisation could reasonably be considered to conflict with the ethos of the school.

For the purposes of this policy, a financial conflict of interest exists where there is, or appears to be, an opportunity for personal financial gain, gain for close relatives or friends, or where a reasonable third party might perceive that financial benefit could influence an individual's actions.

The term financial interest includes, but is not limited to:

- Payments for services.
- Equity interests.
- Intellectual property rights.
- Hospitality or gifts.

Examples of financial interests that must be declared include equity interests in services or organisations considered for use by the school.

Non-financial conflicts of interest may also arise, or be perceived to arise, where an individual's obligations to the school could be influenced by personal relationships or advantages. These may include direct or indirect career benefit or advantage for close family members or individuals with whom the staff member has a close relationship.

Examples of non-financial conflicts include:

- Pressure or temptation to accept gifts, inducements or hospitality.
- Participation in the appointment, promotion, supervision or evaluation of a person with whom the individual has a close personal relationship.
- Where a member of staff has, or develops, a close personal relationship with a colleague.

Membership of a trade union or staff representative group does not require declaration.

Staff members will carefully consider whether relationships with any individuals may present potential conflicts with school activities.

Failure to declare a relevant interest is considered a serious breach of trust. Where staff are unsure whether a declaration is required, they are strongly advised to seek guidance from the school or their trade union.

All declarations, including nil returns, must be submitted in writing to the Headteacher for inclusion on the Register of Business Interests.

Relationships with Pupils

The school expects staff to:

- Maintain professional boundaries and relationships with pupils at all times, ensuring actions are warranted, proportionate, safe and necessary.
- Act in an open and transparent way that would not lead others to question their actions.
- Ensure they do not establish social contact with pupils for the purpose of securing friendship, or pursuing or strengthening a relationship.
- Ensure they do not develop personal or sexual relationships with pupils, including making sexual remarks or discussing their own sexual relationships with, or in the presence of, pupils.
- Use the school's established communication mechanisms when communicating with parents and carers in the first instance. Where necessary, staff may use student contact numbers on work phones via phone calls, SMS, email or WhatsApp, provided this has been risk-assessed, recorded in the staff member's risk assessment, and is done to improve safeguarding and/or attendance. All messages must be stored on the phone. Social media platforms must not be used.

Under the Sexual Offences Act 2003, it is a criminal offence for a person aged 18 or over to engage in a sexual relationship with a child under 18 where that person holds a position of trust in relation to that child, even if the relationship is consensual.

Physical Contact with Pupils

The school recognises that there are circumstances where physical contact with pupils is necessary, for example when administering first aid. In such instances, staff must act in a professional and appropriate manner and in line with relevant school policies and training guidance.

When physical contact is made with pupils, staff must ensure that it:

- Responds to the pupil's needs.
- Is of limited duration.
- Is appropriate to the pupil's age, stage of development, gender, ethnicity and background.
- Seek the pupil's permission where possible before initiating physical contact.
- Use professional judgement to determine what contact is appropriate, recognising that this may differ between pupils.

- Always take into account the pupil's feelings and wishes.
- Never touch a pupil in an indecent manner and be prepared to explain and justify actions.
- Remain aware that even well-intentioned contact may be misinterpreted by a pupil, observer or third party.

Staff must not:

- Engage in rough play, tickling or play fighting with pupils.
- Exercise additional caution where a pupil is known to have experienced abuse or neglect.
- Ensure physical contact is never secretive. Where an action could be misinterpreted, it must be reported to the Head of Centre and/or Headteacher. Where concerns relate to the Headteacher, these must be reported to the Chair of Exceed Academies Trust, and appropriate procedures followed.

In physical education lessons, where it is necessary to demonstrate the use of equipment, this will be done with another member of staff present where possible. Where pupil participation is required, pupil consent must be obtained beforehand.

Where a pupil is distressed and requires comfort or reassurance, staff may use age-appropriate physical contact, such as placing a hand on the pupil's shoulder. Staff must remain self-aware at all times and ensure that contact is not threatening, intrusive or open to misinterpretation.

Staff may use reasonable force as a form of physical contact for restraint purposes only where necessary, and such instances must always be in accordance with Team Teach training protocols and relevant school policies.

Changing

Pupils are entitled to respect and privacy while changing, for example before and after physical education. However, an appropriate level of supervision is required to ensure pupils remain safe and are not subjected to bullying.

Supervision will be appropriate to the age and needs of pupils and sensitive to the potential for embarrassment.

- Staff will announce their intention before entering changing areas to allow pupils to maintain privacy.
- Staff will never change or shower in the same area as pupils.

Transporting Pupils

Where it is necessary to transport pupils on-site or off-site, staff will ensure that transport arrangements meet all legal requirements. This includes ensuring that the vehicle is roadworthy,

insured, has a valid MOT certificate, and that the staff member holds an appropriate driving licence. All vehicles will be checked through the grey fleet process.

- Parental consent must be obtained before transporting pupils.
- Staff are responsible for the welfare of all pupils being transported.

Any pupil transported by BAPA staff will be risk assessed in relation to travel arrangements.

- Risk assessments will determine whether one-to-one transport is appropriate or whether two members of staff are required.
- Risk assessments will be completed by more than one member of staff and consider risks posed by the pupil or home address.
- Risk assessments will include seating arrangements in the vehicle, taking account of pupil needs or preferences.
- Where possible, BAPA vehicles will be used.
- Pupils will only be transported to and from their home address or another agreed location.

Financial Inducements

Staff members will:

- Familiarise themselves with and comply with the school's financial regulations.
- Declare in writing to the Governing Board any gifts received, with the exception of permitted items.

Permitted items include:

- Low-cost functional items suitable for business use and displaying a supplier's logo.
- Non-excessive gifts from parents or pupils to express gratitude, excluding monetary gifts, which must always be refused.
- Hospitality such as meals and drinks provided as part of normal business meetings.
- Authorised visits to exhibitions, demonstrations, conferences, business meals or events directly connected to school business and funded by the school.

Staff members must also:

- Not accept personal gifts, payments or incentives from business contacts; such gifts must be returned.
- Declare any gift that cannot be returned to the Trust Central Team or Governing Board for a decision on appropriate use.
- Only accept invitations to specific events where authorised by the Trust Central Team or Governing Board.

Acceptable Use of Technology

Staff will adhere to the school's ICT Acceptable Use Agreement at all times.

- Staff will be aware of how technology use can impact safeguarding and wellbeing, including risks relating to online abuse.
- Staff will ensure their own behaviour online is respectful and that pupils use technology appropriately while under supervision.
- Staff must apply the highest privacy and security settings on any personal online profiles.
- Staff must not use social networking sites inappropriately, including contacting pupils or their family members, accepting or sending friend requests, or following pupils or families on social media.

The school recognises that some staff may also be parents of pupils. In such cases:

- Staff must exercise professional judgement and avoid social media contact where this may create a conflict of interest.

Staff will remain mindful of their online presence, including written posts, images, videos or expressed views, and ensure that their use of social media does not bring themselves, the school or the wider school community into disrepute.

Premises, Equipment and Communication

School equipment and systems are available only for school-related activities and must not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Headteacher.

Illegal, inappropriate or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, may lead to dismissal.

Staff who receive inappropriate communication or material, or who are unsure whether a proposed action may breach this policy, should seek advice from the Headteacher.

The school reserves the right to monitor emails, phone calls, internet activity or document production on school-owned equipment, primarily to prevent offensive or nuisance material and to protect systems from viruses, and also to ensure the proper and effective use of systems.

Communication systems may be accessed where misuse is suspected or where this is required to investigate suspected fraud or other irregularities. Such access will be authorised by the Governing Board and secured by the Systems Manager.

- Passwords must not be shared, and access to computer systems must be kept confidential, unless access is requested by the Headteacher or Systems Manager.
- Breaches of system confidentiality may result in disciplinary action.

- School equipment taken off-site, such as laptops, must be returned upon termination of employment or when requested by the Headteacher.

Photography and Videos

- Photographs and videos must only be taken using school equipment. The use of personal mobile phones or devices for this purpose is prohibited, in line with school policies.
- Consent must be obtained before photographs or videos are taken, either from parents or from pupils where they are deemed able to give informed consent.
- The statutory age of consent for online services is 13; however, for other purposes, consent decisions are made on a case-by-case basis by the Data Protection Officer (DPO), Headteacher and parents where appropriate.
- The wishes of pupils who have not given consent will always be respected, in accordance with the Photography Policy.
- The Headteacher must be informed of the proposed use of photographs or videos, and their use must be reflected in lesson planning where required.
- All photographs and videos must be available for scrutiny, and staff must be able to justify why imagery or footage was taken.
- Careful consideration will be given to all filming or photography activities to ensure images are appropriate, not indecent, and cannot be misused.

Data Protection and Confidentiality

Regarding personal and sensitive data, staff members are required, under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, to:

- Consider the legal basis for collecting data, ensuring this is documented.
- Ensure that data is stored on a GDPR-compliant server and not retained for longer than necessary.
- Securely dispose of data when the relevant retention period has ended.

Staff members must not disclose sensitive or confidential information relating to the school, its employees or the Trust to external parties.

The only circumstance in which disclosure of confidential information is permitted is where such information gives rise to concerns about the safety or welfare of a pupil.

Staff members have the right to request access to personal data held about them. Requests must be made in writing to the Headteacher in accordance with the school's Data Protection Policy.

Probity of Records

The deliberate falsification of documents, including references, academic qualifications or legal documentation, is unacceptable.

Where a staff member falsifies records or documentation, including electronic records, this will be regarded as a serious disciplinary matter and may also constitute a criminal offence.

Contacts

Staff members must not use school business contacts to obtain materials or services at trade or discounted prices for non-school activities, unless participating in concessionary schemes arranged by trade unions or similar organisations.

Monitoring and Review

- This document will be reviewed annually by the Headteacher.
- Any amendments will be communicated to all members of staff.
- The next scheduled review date is Autumn 2024.
- All staff are required to familiarise themselves with this document as part of their induction programme.