



Title: Personal and Professional Conduct Policy

Lead Reviewer: Human Resources and Administration Manager

Who this is aimed at: All Staff

Version	Reason for Change
V1	

Date Initially Implemented	10 th September 2020
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Policy Statement

All staff members at the Trust 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 of conduct throughout a member of staff's career and the Trust has chosen to adopt these standards for all staff.

This Policy does not form part of any employee's contract of employment and it may be amended at any time.

Application

This Policy applies to all employees directly employed by the Trust, including Headteachers. It also applies to agency workers but does not apply to self-employed contractors.

Ethics and Behaviour

All staff uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the Trust by:

- Treating learners with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to the member of staff's professional position having regard for the need to safeguard learners' 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 learners' vulnerability or might lead them to break the law.

Policies and Practices

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

All policies and protocols are available for all staff and visitors in the Staffroom. Core policies and values are covered as part of the induction process.

All staff must understand, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Confidentiality

All staff must adopt the following rules for confidentiality:

- Never share confidential information about a learner with any person, other than on a professional need to know basis.
- Never promise complete confidentiality to a learner or family prior to, during, or after a disclosure.
- Never pass on confidential information to “outsiders”, without first seeking guidance from the Senior Leadership Team.
- All data covered by the Data Protection Act and General Data Protection Regulations should be treated in accordance with the Act and Regulations.

Contact and Physical Contact

All staff must adopt the following rules for contact and physical contact:

- Must not give their personal details to learners or parents.
- Always use Trust e-mail address.
- Report unwelcome communications from learners or parents immediately to the Headteacher.
- Physical contact should never be secretive and should comply with the Trust’s Touch Protocol which outlines the reasons staff work in close physical proximity with the learners.
- Personal care is always undertaken in pairs, except for some learners with severe learning difficulties (SLD).

On-Site Behaviour Expectations

All staff must adopt the following rules for on-site behaviour:

- Keep language in classrooms to the minimum.
- When visiting other classes or showing visitors round the premises wait to be responded to and be respectful learning is taking place.

- Call the School Office before 8:30 am if they are going to be off sick.

Off-Site Behaviour Expectations

All staff must adopt the following rules for off-site behaviour:

- Do not engage in behaviours that will bring the Trust into disrepute.
- Notify the Headteacher immediately if staff believe inappropriate behaviour may have occurred off-site.

Covid-19 Conduct

All staff will read and are expected to adhere to the most up to date School's Risk Assessment Record for Covid-19 and all policies/protocols related to the safe implementation of the assessment.

All staff are expected to adhere to the HMG Guidance and Regulations for life outside of the School building. Staff are reminded to adapt their behaviours in line with any new guidance or regulations issued including, but not limited to, rules for social distancing, wearing of face masks and the size of any social gatherings.

If any member of staff is reported or seen to not be, or there is evidence to suggest they are not following the Government Guidance, this may result in an investigation in accordance with the Disciplinary Policy and Procedure to ascertain whether the member of staff is in breach of this policy by engaging in behaviours that will bring the School into disrepute.

Behaviour Management Propriety

All staff must adopt the following rules for behaviour management propriety:

- Never behave in such a manner that would lead any reasonable person to question a member of staff's suitability to work within the Trust.

- Always act as a role model.

Showers and Changing

Learners are entitled to privacy therefore all staff must adopt the following rules for showers and changing:

- Announce intention of entering the area by knocking.
- Avoid visually intrusive behaviour.
- Only touch learners where, due to their needs it is necessary and always follow the Trust's Touch Protocol.
- Do not use learner toilets when learners are at the Trust.

Control and Physical Intervention

All staff must adopt the following rules for control and physical intervention:

- Always try to diffuse situations without physical intervention.
- Staff may intervene to prevent a learner from injuring themselves or others.
- Only use reasonable force.
- Follow behaviour plans.
- Attend all behaviour plan training and refreshers.
- Attend manual handling refreshers and ensure adherence to any personalised risk assessments for individual learners and for staff as appropriate.

Dress and Personal Appearance

All staff must adopt the following rules for dress expectations:

- Dress decently, safely, and appropriately in plain tops.
- No perfume or strongly scented hand wash or hand cream.
- No ties or jewellery and watches if working in class.
- Earrings that do not descend below the ear lobe may be worn and a plain band wedding ring.
- No nail varnish and nails must be kept clean and short.
- No heels and no open toed footwear.
- Please refer to the Dress and Personal Appearance Policy for further information.

Use of Technology

All staff must adopt the following rules for use of technology:

- All mobile phones must be kept on 'silent' and not carried on the staff member's person and only used during personal break times in the Staff Room.
- Please refer to the Social Media Policy for further information.

Photographic and Video Images

All staff must adopt the following rules for photographic and video images:

- Only record images where there is a justifiable need on a Trust device.
- DO NOT record on personal mobile phones.
- Ensure colleagues are aware you are recording.
- Images may not be displayed without parental/carer consent.

- No photos/videos of Trust events/activities should be taken by parents/carers/visitors without permission from a member of the Senior Leadership Team.

The Trust premises is a no smoking site. Please refer to the AntiSmoking Policy.

Related Documents

This document should be read in conjunction with other Trust Policies, including those relating to the Touch Protocol, Dress and Personal Appearance Policy, Anti-Smoking Policy, Safeguarding Policy, Behaviour Plans and Procedure and Social Media Policy.

Complaints

Any employee is entitled to make a complaint in respect of any breach of this Policy through the Trust's Grievance Policy and Procedure.