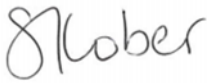





# Lumen Learning Trust

Learning together for a brighter future

## Staff Code of Conduct

<b>DATE APPROVED BY LUMEN LEARNING TRUST</b>	1 <sup>st</sup> March 2019		
<b>REVIEW DATE Biennial</b>	1 <sup>st</sup> March 2020		
<b>SIGNED DEPUTY EXECUTIVE PRINCIPAL</b>	Sarah Kober 	<b>DATE</b>	15 <sup>th</sup> March 2019
<b>SIGNED CHAIR OF DIRECTORS</b>	Ray Vango 	<b>DATE</b>	15 <sup>th</sup> March 2019

Lumen Learning Trust puts the children's needs at the heart of its provision. Our whole school community is committed to enabling the children to become successful lifelong learners and happy, fulfilled adults who can make positive choices about their future.

### **Personal Conduct**

Lumen Learning Trust expects all employees to promote and maintain high standards of personal conduct to sustain the good reputation of the Trust and its schools.

- Employees must perform their duties to the highest possible standards, with honesty, integrity and impartiality and be accountable for their own actions.
- Employees have a duty of trust in relation to the schools, pupils, parents and the local communities.
- Employees are expected to treat others with respect, fairness and dignity at all times.
- Employees have a collective responsibility to communicate to the appropriate manager any relevant concerns they may have about the quality of provision, as this will help the leadership team to ensure that standards are achieved and areas for improvement identified.

In addition to this code of conduct, teachers are also expected to meet the standards outlined in the Teachers' Standards published by the Teaching Agency ('Personal and Professional Conduct').

### **Compliance with School Instructions**

The Trust expects all employees to comply with lawful written and oral instruction unless to do so would result in a health and safety risk.

### **Disclosure of Information**

All employees should develop a clear understanding about what information can be disclosed to the Council, auditors, government departments, parents, pupils and the wider public, and what information should remain confidential. Any information made available should be provided in a clear and concise way. Employees should seek the advice of their line manager if they are at all unsure of the level of confidentiality which is required.

Employees should not use any information gained in the course of their employment for personal gain, or pass it on to others who might use it in such a way. Information concerning another person's personal affairs should not be divulged without prior approval, except where that disclosure is required or sanctioned by law.

### **Declaration of Personal Interests and Outside Commitments**

Employees are responsible for ensuring that their private interests or beliefs do not conflict with their professional duties.

All employees should declare any non-financial or financial interest which might conflict with the ethos or work of the Trust.

Declarations should be made via the relevant School Business Manager who should ensure that a written record is made in accordance with the Trust's procedure. Declarations must extend to acknowledging the involvement of a relative or partner of an employee in an organisation with which the school does business (or seeks to do business), particularly if they are directors, partners or hold senior managerial positions in those organisations.

Where employees are in any doubt about whether any personal relationships, interests, or outside commitments should be declared in particular circumstances, they should either declare the information in any case, or else seek further advice from the relevant School Business Manager.

### **Appearance and Dress**

All members of staff are expected to ensure that they are dressed appropriately (adhering to the school dress code - see Staff Handbook) and safely for the work they are engaged to undertake and for the environment in which they are working.

### **Drugs and Alcohol**

Employees must never arrive at work incapable through the effects of alcohol or drugs. Drinking alcohol or taking drugs (apart from appropriately prescribed medication or over-the-counter remedies) at work or during breaks is also strictly prohibited. The consumption of alcohol at staff events or meetings is subject to the authorisation of the Headteacher.

### **Working Relationships**

Internal and external working relationships are formed on a daily basis with colleagues, pupils, parents and contractors. These should be conducted in a professional, friendly and respectful manner.

### **Political Neutrality**

Employees should ensure that their own personal or political opinions do not interfere with any policy of the Trust or relevant school.

### **Appointment of Staff**

Employees should not be involved in a staffing appointment, or in any decision relating to the discipline, promotion or pay or conditions of another employee (or prospective employee) to whom they are related or have a close personal relationship.

### **Equality Issues**

All employees and members of the local community have a right to be treated with fairness and equality.

Employees must ensure that they comply at all times employment policies in relation to equality issues. The bullying or harassment of other work colleagues, pupils or other members of the community is considered to be gross misconduct. Employees are expected to report any concerns or suspicions they may have about the treatment of others to their line manager or the relevant Headteacher.

### **Contractors and Competitive Tendering**

Contractors may include individuals who are temporarily working alongside Schools' staff, or employees of an external firm that has been awarded a contract to provide services. All contractors should be treated with courtesy and respect.

Any orders and contracts must be awarded by fair and open competition against other tenders. No special favour must be shown to current or recent former employees or associates in awarding contracts.

Employees must declare any relationship with a particular contractor, or any potential contractors, to the appropriate manager.

Employees should be clear on the separation of client and contractor roles. Senior employees who have both a client/contractor responsibility must be aware of the need for accountability and openness.

Employees privy to confidential information on tenders of costs relating to contractors should not disclose the information to any unauthorised party or organisation.

### **Use of the Schools' Materials, Property or Resources**

Employees must ensure that public funds entrusted to them are used in a responsible and lawful manner. Employees should not make personal use of any school property, facilities, equipment, materials, vehicles or

resources unless properly authorised to do so.

### **Hospitality and Acceptance of Gifts**

All Trust staff and those working on behalf of the Trust (this includes all schools' staff) are expected to refuse the offer of inappropriate and disproportionate hospitality and gifts made as part of the discharge of their duties unless there are compelling reasons or exceptional circumstances for doing so. The acceptance of gifts and hospitality must be treated with extreme caution and may be regarded as a breach of the code of conduct. The onus is on the individual to take responsibility for making informed judgements about any and all offers of gifts and hospitality made to them. As to what is "inappropriate and disproportionate", something like a small token to a teacher, a small bouquet of flowers sent in thanks or a small buffet lunch to facilitate networking, would not seem unreasonable whereas tickets to football matches or the opera have a value to them which could have the potential to be interpreted as recompense, inducement or endorsement.

Gifts or hospitality must not be accepted where it might be perceived to influence a decision in respect of purchasing goods or services, awarding contracts, or in the discharge of any other aspect of the schools' day to day business. It is your responsibility to refuse such offers and to report any possible conflict of interest and any cases where you believe that the Trust or one of its schools may be compromised.

It is a criminal offence for employees or those working on behalf of the Trust or one of its schools to corruptly receive any gift, loan, fee, reward or advantage for doing, or not doing anything, or showing favour, or disfavour, to any person in their official capacity.

In no circumstances should a statement ever be made in return for a personal gift or money.

It is expressly prohibited for an employee to accept any gift or hospitality from an organisation if he/she is actively involved in a tender process with the organisation on behalf of the Trust or one of its schools. This prohibition commences at the point that an invitation to tender is published and extends to a period of three months after a contract has been awarded.

For reasons of probity and transparency, the principle of receipt of gifts or hospitality extends to the spouse, partner or immediate family of the employee.

If you have any doubt about such an offer of a gift or hospitality you are responsible for notifying and discussing this with your immediate manager.

### **Whistleblowing**

If an employee becomes aware of activities which he/she believes to be illegal, improper, unethical or otherwise inconsistent with this code of conduct, the employee should report the matter in accordance with the Trust's whistle blowing procedure. All employees are required to comply with any investigation undertaken as a result of such allegations being raised.

### **Safeguarding Children and Young People**

All Schools have a legal duty to safeguard and promote the welfare of pupils and all staff are expected to take responsibility for ensuring that young people are protected from harm and conduct themselves appropriately with due regard to professional boundaries. The Trust has a Child Protection policy which all employees are required to read and familiarise themselves with. All staff have a duty to report any concerns they may have about the safety or welfare of a pupil, initially to the School's Designated Child Protection Officer (DCPO) or, in their absence, one of the other Senior Leaders in the schools.

All staff are required to read Part 1 of Keeping Children Safe in Education 2014 and sign to confirm they have read and understood the content.

### **Criminal Charges or Convictions**

All employees must inform the Headteacher immediately if they are issued with any criminal conviction, caution, reprimand or final warning or are the subject of a police investigation during the course of their

employment with the school. The Headteacher will discuss the matter with the employee in the context of the role they perform and the duty to safeguard young people.

### **Health and Safety**

All employees have a shared duty to help prevent injuries or accidents occurring at work by complying with the Trust's health and safety policy and all instructions relating to safety and security procedures that are specific to the relevant school setting.

### **Secondary Employment**

Employees are able to take up additional employment other than at the school provided the employment concerned does not constitute a conflict of interest or adversely affect their employment at the Trust or one of its schools.

Employees should, however, keep their relevant school informed of other employment they undertake so that the school may ensure that the 48-hour weekly working time limit under the Working Time Regulations 1998 is adhered to. In the event that your combined working hours are likely to exceed this figure you will be asked to sign a working time 'opt out' agreement.

### **Employment Policies**

The Trust and its schools have in place a range of policies. You should familiarise yourself with any policy the school has provided to you and ensure that you take account of any future policy changes communicated to you.

### **Use of Social Networking Sites**

Regardless of any staff member's role in the school, it is an expectation that all staff members adhere to the following expectations re use of social networking sites:

- No children's or parents' names or personally identifiable information to be cited in any comments.
- No confidential information shared about any child, parent, carer or member of staff.
- No photographs of children or any other member of staff to be uploaded or 'tagged' without express prior permission from the Headteacher and child's parents.
- No comments or opinions shared re any aspect of the school provision.
- No images of children's work or school documentation to be uploaded without express prior permission from the Headteacher.
- No comments or opinions of staff or parents, past or present.
- Comments, posts and descriptions should reflect the expectations of professional conduct; use of profanity or threatening language is forbidden; racist and discriminatory comments of any kind are forbidden.
- Privacy settings must be tight and limited to 'friends'.
- Any hyperlinks or images posted must not contain material that could cause offence or be inappropriate.
- Staff cannot be 'friends' or followers of pupils at the school.
- It is preferable that staff are not 'friends' or followers of current parents, however where parents themselves are also staff it is understood that rigid adherence to this expectation may be difficult. Staff

in this position must take particular care with their comments etc.

**Breach of Code of Conduct**

Any breach of this code of conduct could result in disciplinary action being taken.