



**Pendle**  
Education Trust

# Staff Code of Conduct

**Pendle Education Trust**

Nelson and Colne College, Scotland Road, Nelson, BB9 7YT

**Tel** 01282 440 249 **Email** [contact@pendleeducationtrust.co.uk](mailto:contact@pendleeducationtrust.co.uk)

Company Registration Number: 08263591

Place of Registration: England and Wales



## **Aims**

This code of conduct aims to set and maintain standards of conduct that we expect all staff to follow. By creating this, we aim to ensure that Pendle Education Trust is an environment where everyone is safe, happy and treated with respect. Staff have an influential position in education and must act as role models for pupils by consistently demonstrating high standards of behaviour. This code of conduct also sets out the detail for staff regarding any low-level concerns they may have.

Staff set an example to pupils. They must:

- Maintain high standards in their attendance and punctuality.
- Never use inappropriate or offensive language in school.
- Treat pupils and others with dignity and respect.
- Show tolerance and respect for the rights of others.
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law.
- Understand the statutory frameworks they must act within.

## **Safeguarding**

All staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

All staff must ensure they have read and understood the Child Protection and Safeguarding policy, Part 1 of Keeping Children Safe in Education and the Prevent duty, and ensure they are aware of the processes to follow if they have concerns about a child.

The Child Protection and Safeguarding policy and procedures are available in the staff room and the academy website. New staff are given a safeguarding induction including a summary of relevant information along with copies of Part 1 of Keeping Children Safe in Education and the Child Protection and Safeguarding policy.

## **Allegations / Concerns**

At Pendle Education Trust, we aim to promote an open and transparent culture in which all concerns about all adults working in or on behalf of the Trust are dealt with promptly and appropriately.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures. Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff must use their professional judgement and act in the best interests of the Trust and its pupils.

Should a staff member have a concern about the conduct of a colleague, volunteer or contractor/other agency working on an academy site, they must ensure that it is reported to the Designated Safeguarding Lead or Principal in writing.



Please also refer to the PET Whistleblowing Policy and the Dealing with allegations of abuse against staff procedures, which can be found on the Pendle Education Trust website.

Allegations/concerns that do not meet the harms threshold – referred to for the purposes of this guidance as ‘low level concerns’ will be recorded, kept confidential and held securely on the staff member’s CPOMs StaffSafe record. The record will include details of the concern, the context in which the concern arose and the action taken. The name of the individual sharing the concerns will also be noted, if the individual wishes to remain anonymous then this will be respected as far as reasonably possible.

#### **Allegation**

Behaviour which indicates that an adult who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

#### **Low-Level Concern**

Any concern – no matter how small, even if no more than a ‘nagging doubt’ – that an adult may have acted in a manner which:

- is not consistent with an organisation’s Code of Conduct, and/or
- relates to their conduct outside of work which, even if not linked to a particular act or omission, has caused a sense of unease about that adult’s suitability to work with children.

#### **Appropriate Conduct**

Behaviour which is entirely consistent with the organisation’s Code of Conduct, and the law.

### **Staff / Pupil Relationships**

Staff must observe boundaries with pupils that are appropriate to their professional position. They must act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff must ensure that:

- This takes place in a public place that others can access.
- Others can see into the room.
- A colleague or line manager knows this is taking place.
- Staff should avoid contact with pupils outside of school hours.
- Personal contact details must not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to individual pupils are not acceptable. If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the Principal.



## **Communication and social media**

Staff's social media profiles should not be available to pupils.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school in any professional capacity.

Staff should be aware of the individual academy's Online Safety and Social Media Policy and will be asked to read, sign and adhere to the Pendle Education Trust Acceptable Use of Technology Agreement.

## **Acceptable Use of Technology**

Pendle Education Trust has an Acceptable Use of Technology Agreement, which all staff are required to read, sign and adhere to at all times.

Personal mobile phones, tablets/iPads, smart watches or other personal communication devices must not be used in classrooms and other areas of the school where children may be present during school hours (including before/after school club times). Staff should use the staff room or school office/meeting room areas to make/receive personal phone calls or check messages/social media and this should be done at break times only. Smart watches should be in flight/theatre mode during school hours.

Professional communication should only take place using school systems (e.g. email). Staff personally using social media or personal communication tools to discuss school must ensure that individual staff members, children or parents/family members are not referenced or alluded to in these communications.

## **Confidentiality**

In the course of their role, members of staff are often privy to sensitive and confidential information about an academy, staff, pupils and their parents. This information must never be:

- Disclosed to anyone without the relevant authority.
- Used to humiliate, embarrass or blackmail others.
- Used for a purpose other than what it was collected and intended for.

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

## **Honesty and Integrity**

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff must not accept bribes. Gifts that are worth more than £20 must be declared and recorded on the gifts and hospitality register.

Staff must ensure that all information given to the school about their qualifications and professional experience is correct.



## **Dress Code**

At Pendle Education Trust, we aim to be professional role models to pupils at all times. All staff are expected to dress professionally and clothing should be smart, modest and appropriate.

### **Professional Attire:**

- Trousers should be smart/tailored
- Skirts/ dresses/ formal tailored shorts should be just above the knee or longer when worn with bare legs.
- Leggings may be worn as long as they are worn with a skirt or dress over them.
- All clothes should be clean, in good repair and presentable.

### **Inappropriate Dress. The following clothing is not to be worn:**

- Jeans and denim or denim style clothing (including black jeans, jeggings and skirts)
- Tops with thin 'spaghetti' straps
- Low cut or revealing tops.
- Clothing with slogans or wording.
- Clothing that reveals underwear, bra straps, cleavage or mid-riffs.
- Transparent or sheer clothing.
- Sports clothing (unless you are teaching P.E.)
- Jewellery should be appropriate for the academy environment.
- Inappropriate tattoos should be covered.

### **Footwear:**

- Open toed footwear can be worn but must be secured with a strap around the ankle. These are worn at your own risk and the academy takes no responsibility for injury caused by wearing open toed shoes or sandals.

### **Unsuitable Footwear:**

- Trainers (except for PE session/activities).
- Flip flops or other beach style footwear.

## **Conduct within Pendle Education Trust**

Staff must act as role models for pupils by consistently demonstrating high standards of behaviour.

### **Speaking to pupils:**

- Use a professional manner using full names – not Miss or Sir.
- Model back if children haven't used Standard English, encourage them to use names at the end of sentences, not the beginning.
- Put a positive spin on instructions. For example, instead of saying "Don't throw the pencil to your friend," say "Please pass the pencil to your friend."



Speaking to other adults:

- In front of the children refer to each other with full name.
- Speak in a professional and respectful manner, using Standard English.

When in front of the children:

- Conduct yourself in a professional manner at all times.
- Avoid overfamiliarity, including using nicknames.
- No sitting on tables or sitting down to teach.

### **Conduct Outside of Work**

Staff must not act in a way that would bring the academy, Pendle Education Trust or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments on social media.

### **Wellbeing**

Staff should be mindful of both their own and colleagues' wellbeing and lifestyle balance at all times. Should any member of staff have a concern about their own or others' wellbeing they should seek support, which may include:

- Speaking to your line manager
- Speaking to another trusted member of staff
- Place2Be
- Education Support 08000 562 561
- Mindful Employer+ Confidential Helpline 0300 555 6006

### **Lifestyle Balance**

There is no expectation on staff to check/read/respond to emails outside of their working hours even when emails are sent outside of these times. Staff working outside of school hours may choose to utilise tools such as scheduling emails.

**Please confirm you have read and understood this Code of Conduct online via GDPR Sentry.**





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