

# Inspired Learning Staff Code of Conduct

“Staff” refers to any and all employees, contractors, and volunteers of Inspired Learning.

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## Objective, Scope and Principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe. Staff are role models, are in a unique position of influence, and must adhere to behaviour that sets a good example to all students they work with. As members of this educational charity, each member of staff has an individual responsibility to maintain their reputation and the reputation of the charity, whether inside or outside working hours.

This Code of Conduct applies to all staff of Inspired Learning. This Code of Conduct does not form part of any employees' contract of employment.

### 1. Setting an Example

- 1.1. All staff who work in schools set examples of behaviour and conduct which can be copied by students. Staff must therefore for example avoid using inappropriate or offensive language at all times
- 1.2. All staff must, therefore, demonstrate high standards of conduct in order to encourage students to do the same.
- 1.3. All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 1.4. This code helps all staff to understand what behaviour is and is not acceptable.
- 1.5. All staff are expected to familiarise themselves and comply with all organisational policies and procedures.

## 2. Safeguarding Students

- 2.1. Staff have a duty to safeguard students from physical abuse, sexual abuse, emotional abuse and neglect.
- 2.2. The duty to safeguard students includes the duty to report concerns about a pupil/student or colleague to the charity's Designated Safeguarding Officer (DSO).
- 2.3. The charity's DSO is the CEO.
- 2.4. Staff should treat children with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- 2.5. Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.
- 2.6. Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.

## 3. Relationships with offenders

- 3.1. There is a duty to disclose all relationships which may create an enhanced risk to children – cohabitation with a person convicted of a serious offence, irrespective of whether the childcare disqualification by association regulations apply, could create potential for enhanced risk which when disclosed can be risk assessed against.

## 4. Relationships with students

- 4.1. Staff must declare any relationships that they may have with students outside of our charitable activities; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the charity is aware of any such connections. A declaration form may be found in appendix 1 of this document.
- 4.2. Relationships with students must be professional at all times, physical relationships with students are not permitted and may lead to a criminal conviction.
- 4.3. Encouraging a relationship to develop in a way which may lead to a sexual relationship or any other inappropriate relationship will be viewed as a grave breach of trust.
- 4.4. Contact with students must be via charity-authorized mechanisms and solely for educational purposes. At no time should personal telephone numbers, text, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students.
- 4.5. If contacted by a student by an inappropriate route, staff should report the contact to the DSO immediately.
- 4.6. Behaviour giving rise to concern should also be reported which includes students seeking affection, being sexually provocative or exhibiting overly familiar behaviour.

## 5. Student Development

- 5.1. Staff must comply with the charity's policies and procedures that support the well-being and development of students.
- 5.2. Staff must cooperate and collaborate with colleagues and with external agencies where necessary to support the development of students.
- 5.3. Staff must follow reasonable instructions that support the development of students.

## 6. Honesty and Integrity

- 6.1. Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 6.2. All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools. For further information see the Model Anti Bribery Policy for Schools available on the Grid.
- 6.3. Gifts from suppliers or associates must be declared to the CEO or Chair of Trustees - with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received.

## 7. Conduct outside of Work

- 7.1. Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the charity or the employee's own reputation or the reputation of other members of the charity's community.
- 7.2. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 7.3. Staff may undertake work outside the charity, either paid or voluntary, provided that it does not conflict with the interests of the charity nor be to a level which may contravene the working time regulations or affect an individual's work performance. We would recommend that permission is sought in advance.

## 8. E-Safety and Internet Use

- 8.1. Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- 8.2. Staff must not engage in inappropriate use of social network sites which may bring themselves, the charity, or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.
- 8.3. Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter students either with their own profile or acting covertly.
- 8.4. Contact with students should only made via the use of work/school email accounts or telephone equipment when appropriate and strictly for educational reasons.
- 8.5. Photographs/stills or video footage of students should not be taken on any personal devices.

## 9. Confidentiality

- 9.1. Where staff have access to confidential information about students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.
- 9.2. All staff are likely at some point to witness actions which need to be confidential. For example, where a student is bullied by another student (or by a member of staff), this needs

to be reported and dealt with in accordance with charity's safeguarding policy. It must not be discussed outside the charity or school, including with the student's parent or carer, nor with colleagues except with a senior member of staff with the appropriate authority to deal with the matter.

- 9.3. However, staff have an obligation to share with the charity's DSO any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a student that they will not act on information that they are told by the student.
- 9.4. Staff are not allowed to make any comment to the media about the charity, its performance, governance, pupils or parents without written approval. Any media queries should be directed to the CEO.

## 10. Disciplinary Action

- 10.1. Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including but not limited to dismissal.

## 11. Compliance

- 11.1. All staff must complete the form in appendix 2 to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated.

# Appendix 1

## Relationships with students outside of work declaration

It is recognised that there may be circumstances whereby employees of the school are known to students outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of school that they may have with students.

Employee Name	Student Name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of school with students in line with this policy.

If I am tutoring a student outside of the charity's activities I am aware that the following must be adhered to:

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring.
- I emphasise to parents that this is done completely independently of the charity.
- No monies come through the charity at any point, informally (e.g., via the child) or formally
- No private tutoring is to take place on the charity's premises.

I confirm that if these circumstances change at any time I will complete a new form to ensure the charity is aware of any relationships.

Signed ..... Date .....

**Once completed, signed and dated, please return this form to the CEO.**

# Appendix 2

## Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with the charity's code of conduct.

Name .....

Position/Post Held.....

Signed .....

Date .....

***Once completed, signed and dated, please return this form to the CEO.***