


Code of Conduct for all  
Trust Staff and Volunteers

THE  
**C**  **MPASS**  
PARTNERSHIP OF SCHOOLS

## 1. Aims, scope and principles

The Compass Partnership of Schools (The Trust) has set standards of conduct, in line with its vision, which we expect all staff and volunteers within The Trust to follow. The Code of Conduct sits alongside any school-specific guidance on standards of conduct.

By creating this policy, we aim to ensure our schools are environments in which everyone is safe, happy and treated with respect. School staff have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect all staff and volunteers to act with personal and professional integrity, respecting the safety and wellbeing of others and ensuring that the children in our schools are at the centre of our decision-making.

Teachers should note that this code of practice links to Part B of the Teacher Standards: Personal and Professional Conduct.

This Code of Conduct is not exhaustive; if situations arise that are not covered by this code, staff are expected to use their professional judgement and act in the best interests of the school and its pupils.

Failure to follow the Code of Conduct may result in disciplinary action being taken, as set out in our Disciplinary Procedure.

## 2. Legislation and guidance

Our Code of Conduct is in line with the statutory safeguarding guidance 'Keeping Children Safe in Education' (KCSiE) (for the relevant year). This policy also complies with our schools' funding agreements with the Secretary of State, and the Articles of Association.

## 3. Expectations and obligations

All staff are expected to set an example to pupils and to act as role models in all interactions at work. They will:

- Maintain high standards in their attendance and punctuality and ensure that they follow the related policies on these matters, including school procedures for reporting absence (see Attendance Management Policy, available on the [Compass Portal](#))
- Never use inappropriate or offensive language in the earshot of pupils
- Treat all pupils, staff, volunteers and others with whom they work with dignity and respect
- Show tolerance and respect for the rights of others, ensuring equality of opportunity for all, in line with our Equality of Opportunity Policy and the [Compass Ethical Leadership Statement](#).
- 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
- Treat Trust property and the property of staff and pupils with respect.

#### **4. Safeguarding**

All staff have a duty to safeguard pupils from harm.

Staff will familiarise themselves with all Trust and school safeguarding policies and procedures in addition to part 1 of KCSiE (for the relevant year), and will undertake required training, as stipulated by the Trust/school.

Staff will challenge colleagues if practice appears to be unsafe or compromises agreed standards, and will report any safeguarding concerns (physical, emotional and sexual abuse, or neglect) they have, in line with procedure.

Our safeguarding policy and procedures are available from the school office and on the school and Compass websites. New staff will also be given copies of the safeguarding policy on arrival as part of their induction.

#### **5. Staff/pupil relationships**

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way to protect against claims from others that boundaries are not appropriate.

There will be times when staff members and pupils must unavoidably spend time on a one-to-one basis. Where this is the case, staff will, where possible, ensure that:

- This takes place in a place that others can access
- Others can see into the room, unless when in a toileting area
- A colleague or line manager knows this is taking place

Where possible, staff should avoid contact with pupils outside of school hours unless taking part in events or activities directly related to school (unless they are family members).

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

Staff members must be fully aware of their position of trust and not use this to share political or religious values or opinions.

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 pupils are not acceptable. Staff should observe the Compass Gifts and Hospitality policy when accepting gifts from pupils.

We work closely with families to ensure that they understand how we will be looking after their children and why, in order to minimise misinterpretation. 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 head teacher.

## **6. Communication and social media**

Staff should not speak, write or give interviews, which include phone calls, to the media, about school or Trust business, without prior agreement of the CEO, Head Teacher or Chair of Governors.

Trust staff social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should set any public profiles to private. Staff should not add pupils or parents as friends/contacts (unless they are family members or had previously been friends). Staff should not mention the Trust or schools, events, colleagues, children and families on social media unless they are acting officially on behalf of the Trust or school and it has been agreed that this is appropriate.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school, unless this is part of showcasing the activities of the school and the school has obtained the permission of the child's parents to share their image for this purpose. Only first names should be provided alongside images, provided that the appropriate parental consent has been granted.

Staff should observe the school and Trust's Online Safety and Data Protection policies (available on the [Compass Portal](#)).

## **7. Acceptable use of technology**

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones in the presence of pupils. Staff will not use personal devices or cameras to take pictures of pupils or to store information about pupils, unless this has been specifically agreed with the Head as part of school business. Please refer to the Compass Data Protection and Online Safety policies.

We reserve the right to monitor emails and internet use on all Trust IT systems.

## **8. Confidentiality and data protection**

In the course of their role, members of staff are often privy to sensitive and confidential information about the Trust, school, staff, pupils and their parents. Staff will comply with the Trust's Data Protection Policy in dealing with all information. Confidential information will never be:

- Disclosed to anyone without the relevant authority or legal right<sup>1</sup>
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than that for which it was intended.

## **9. 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 will not accept bribes or commit bribery offences under the Bribery Act 2010. Gifts or hospitality that are worth more than £30, whether they are accepted or declined, must be declared and recorded on the school's gifts and hospitality register, in accordance with the Compass Gifts and Hospitality policy.

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

## **10. Dress code**

Staff will dress in a professional, appropriate manner and will follow the relevant school dress code, where this exists.

Outfits will not be overly revealing, and any tattoos which could be considered offensive will be covered up.

Clothes will not display any offensive or political slogans.

## **11. Conduct outside of work**

Staff must be aware that they are in a position of trust and must not act in a way that would bring the school, Trust or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school(s) and Trust on social media.

## **12. Other standards of behaviour**

Other standards of behavior expected of all staff are:

- To comply with Trust and school policies and procedures and follow reasonable instructions issued by a manager or supervisor.
- To observe the Trust's Health & Safety Policy and not act in any way which is detrimental to the health and safety of themselves, or others.
- Not to lend and borrow money from pupils or other people with whom they have come into contact through their role, during the course of their duties.

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<sup>1</sup> Legal rights are defined in the General Data Protection Regulations and are described in the Trust's Data Protection Policy

- Not to undertake private trading on Trust premises. Canvassing for trade (including the display of mail order catalogues) on official premises is not allowed in any form. In certain circumstances, some limited trading may be allowed, but specific approval from the CEO/Head Teacher is required in each case.

### 13. Monitoring arrangements

This policy will be reviewed every 3 years but can be revised as needed. It will be ratified by the Board of Trustees and reviewed at a school level by individual local governing bodies.

### 14. Links with other policies

This policy links with the following policies (which are available on the [Compass Portal](#)):

- Disciplinary procedure, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Grievance Procedure
- Safeguarding
- Gifts and Hospitality
- Online Safety
- Data Protection

### 15. Monitoring, evaluation and review

The Board of Trustees will assess the implementation and effectiveness of this policy.

The policy will be promoted and implemented throughout the Trust.

This Policy will be reviewed by the Board of Trustees on a 3-yearly cycle and must be signed by the Chair of the Board of Trustees.

Adherence to the policy will be monitored by the school's local governing body.

Policy adopted:	June 2019 – updated December 2019
Other related Policies:	<ul style="list-style-type: none"> <li>• Disciplinary procedure</li> <li>• Grievance Procedure</li> <li>• Safeguarding</li> <li>• Gifts and Hospitality</li> <li>• Online Safety</li> <li>• Data Protection</li> </ul>
Next Review:	June 2022