



**Regroup Education**  
Grow Succeed Achieve

# Code of Conduct Policy

## Regroup Education

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## 1. Aim of Policy

This policy aims to set and maintain standards of conduct that we expect all staff to follow. By creating this policy, we aim to ensure our academy is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the Teachers' Standards. Regroup Education staff have an influential position in the provision and will act as role models for pupils by consistently demonstrating high standards of behaviour. We expect that all teaching staff will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others. Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the provision and its pupils.

In striving to be excellent, it is necessary to be clear from the outset about the consequences if there is a breach of these rules. Failure to comply with the standards set out in this Code will be dealt within the scope of the Disciplinary Policy.

## 2. Scope

In line with the statutory safeguarding guidance 'Keeping Children Safe in Education', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media. This policy also complies with our funding agreement and articles of association.

This Code of Conduct applies to all Regroup Education employees. This Code of Conduct also applies to those who work under a contract of service with Regroup Education.

This policy also applies to work-related functions held outside of normal working hours, either on or off the Regroup Education's premises, such as Christmas parties, leaving celebrations or working lunches. Under no circumstances will Regroup Education accept unacceptable behaviour towards its staff from former employees. In such cases, consideration will be given to referring the matter to the Police.

## 3. General obligations

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Model appropriate behaviour and conduct with regards to equality and diversity
- Use appropriate language in our provision and when undertaking any Regroup Education business - never direct inappropriate or offensive language towards pupils
- 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
- Work as part of a team, contributing as well as learning from others and helping to maintain a strong and respectful workplace community
- Work collaboratively and respectfully with all stakeholders, considering how our actions impact on others.

- Avoid workplace gossip and negativity as it detracts from effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- Understand the statutory frameworks they must act within

- Adhere to the Teachers' Standards
- Staff will ensure that all information given to Regroup Education about their qualifications and professional experience is correct.
- Ensure they abide by the Trusts Health & Safety policy and processes
- Staff will also comply with the Regroup Education's rules regarding attendance and absence.

#### **4. Safeguarding**

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.

Staff will familiarise themselves with our Child Protection & Safeguarding Policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our Child Protection & Safeguarding policy and procedures are available on the website - [www.regroupeducation.org](http://www.regroupeducation.org). New staff will also be asked to confirm that these have been read & understood as part of their induction process.

#### **5. Low-level concerns about a member of staff**

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harms threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in one-to-one activities where they can't easily be seen
- Using inappropriate language

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our Child Protection & Safeguarding Policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage. This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy.

Regroup Education aims to meet its obligations under the public sector equality duty by having due regard to the need to:

- Eliminate discrimination and other conduct that is prohibited by the Equality Act 2010
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it
- Foster good relations across all characteristics – between people who share a protected characteristic and people who do not share it

## **6. Alcohol, Drugs and Other Substance Misuse**

Regroup Education wishes to promote the health and well-being of employees and minimise problems at work arising from the effects of alcohol, drugs (whether prescribed or illegal), solvents, etc. Employees are encouraged to seek help from occupational health as soon as they believe they have a problem. Any such help or onward referral will be handled confidentially.

Employees whose performance or behaviour falls below the acceptable standard may be the subject of Regroup Education Disciplinary Policy.

Employees who cause danger or inconvenience as a result of alcohol, drugs or other substance misuse may be the subject of the Regroup Education's Disciplinary Procedure.

Employees taking prescribed drugs are required to advise their manager if any such drugs being taken are likely to have an effect on their ability to drive, to use equipment, etc. as required by their employment with Regroup Education.

There is a strict no smoking policy on our site at the Acorn Youth and Community Sports Complex.

## **7. 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 that would not lead anyone to reasonably assume they are not doing so. Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using academy property and facilities.

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

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of academy hours if possible.

Personal contact details should 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 academy year, gifts from staff to 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 the headteacher.

## **8. Personal Relationships**

There is a requirement for all applicants to declare any relationship with an employee of the Regroup Education. Failure to do so could result in disciplinary action. Where an employee who is involved in any part of the recruitment process identifies that they are related to, or have a close personal relationship with an applicant, they should take no further part in the recruitment process and should inform their line manager accordingly. They should also not act as a referee for that person.

Employees must declare to the Headteacher any situation where their impartiality, objectivity, or honesty may be compromised due to their being related to or having a close personal relationship with someone at work. If you are in doubt about a personal relationship impinging on your work relationship, please discuss this with your line manager in the first instance.

Employees who marry, register a civil partnership or form close personal relationships during employment in the same work areas will not be expected to move to separate work areas unless circumstances arise which make such a change appropriate for personal, operational, management or public interest reasons. The policy applies to all permanent and temporary staff employed by Regroup Education including agency staff.

## **9. Communication and social media**

Regroup staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private. Staff are strongly advised not to add parents as 'friends' on their personal social media accounts. Staff must not post comments about the academy, pupils, parents or colleagues (including members of the governing body) that could bring them into disrepute.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside the academy, 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 academy without their consent and they should be aware of the academy's e-safety policy.

No member of staff shall disclose to the public or media the contents of a confidential or exempt report made to Regroup Education. No proceedings of any Regroup Education meeting taken in confidence, including the content of any data, document, papers in confidential sessions should be disclosed unless required by law or expressly authorised. Employees should not make statements on matters of policy to the media without consulting the directors of Regroup Education.

## **10. Acceptable use of technology**

Staff will not use technology in the academy 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 and laptops, or academy equipment for personal use, in academy hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils. Regroup Education has the right to monitor emails and internet use on the academy IT system.

## **11. Dress Code**

Regroup Education expects employees to observe a standard of personal appearance which is appropriate to the nature of the work undertaken, follows operational requirements and which portrays a professional approach. Employees are expected to observe a high standard of cleanliness and personal hygiene.

Staff working from home, should continue to abide by these guidelines.

## **12. Corruption, other employment, contractors & private trading**

Employees must be aware that it is a serious criminal offence for them corruptly to receive or give 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.

Under no circumstances should Regroup Education orders be used for personal advantage or purchases, and no member of staff should receive any discount or advantage as a result of their employment with Regroup Education. Employees are not allowed to carry out private trading either for

goods or services; including the posting and distribution of private trading literature on the Regroup Education's premises nor may they do so elsewhere whilst on Regroup Education duties.

Employees must not allow their private interests to come into conflict with their work. Employees shall devote their whole time service to the work of Regroup Education and may not engage in any other business or take up any other additional employment without the written permission of the Headteacher. This does not preclude employees from undertaking additional work outside their working hours providing that it does not impact on, distract them from or conflict with their Academy work and is subject at all times to the written permission being granted. Regardless of the grade of the post, all employees who undertake additional work (either paid or voluntary) must notify the Headteacher in order to comply with the Working Time Regulations 1998.

Any relationship or friendship with external contractors or potential contractors should be made known to the directors. Orders and contracts must be awarded on merit by fair competition in accordance with relevant procedure rules and regulations and no special favour should be shown to businesses run by, for example, friends, partners or relatives. No part of the local community should be discriminated against. Regroup Education will abide by the DfE guidance on related party transactions.

Employees who engage or supervise contractors or have any other official relationship with contractors and have previously had or currently have a relationship in a private or domestic capacity with contractors, should declare that relationship to the directors. When a conflict of interest is disclosed, Regroup Education reserves the right to remove the employee from any areas of direct or indirect involvement in the matter concerned.

### **13. Confidentiality**

Employees will receive from time to time written, oral and computerised data which is of a confidential nature. Employees must be aware of which information in Regroup Education possession is classed as confidential and which is not and act accordingly. Such information should not be disclosed except in the normal course of business within Regroup Education and not otherwise unless specific approval has been given by an authorised person in the interests of Regroup Education. If there is doubt about whether information can be released, the employees should consult the DPO. GDPR regulations should be adhered to.

Staff must ensure that when communicating at work or working from home whether via email or video conferencing for example that confidentiality is maintained. Every effort must be made to ensure verbal and visual communications are not overheard.

### **14. Use of Academy Property and Facilities**

All Regroup Education assets and facilities, including stationery, tools, office telephones, mobile phones, PCs, laptops, machinery, photocopiers, vehicles, offices, parking may only be used for official Regroup Education business and not for personal use, unless permission for their private use is obtained from the Headteacher.

Where Regroup supplies a mobile telephone to a user, this is for business use. Private use of a work supplied mobile telephone line is acceptable in the following circumstances, only where the user's own mobile telephone or other telephone line is unavailable to be used instead:

- in an emergency, where the user or another individual's health and safety is at risk;
- where an appointment in relation to the user's work duties over-runs and the employee needs to notify, for example, a family member, partner, dependant, of their whereabouts and change of timescales.

This restriction also applies to software and data, which should not be used for private purposes or removed from the premises without the express or prior consent of the appropriate manager. The overriding consideration should be that of common sense, so that the situation can never arise whereby suspicion is aroused that an individual has taken advantage of their position as an employee of Regroup Education for personal benefit.

Users accept that communications via a mobile telephone are normally not secure or encrypted and should therefore take particular care when communicating potentially sensitive or confidential information via a mobile telephone. All Users must ensure that they set up password protection or pin number before they begin using their mobile telephone.

All Regroup Education resources must be used with care to avoid wastage, loss or damage. All Academy property must be returned on leaving employment or if transferred/promoted into a role in which it is not required. Where any equipment which is provided by Regroup Education is damaged or stolen/lost through carelessness, staff may be responsible for the cost of repair or replacement (e.g. via their own insurance).