



MacIntyre Academies

Code of Conduct

Version	Purpose/ Change	Responsibility	Date
2	13.2 Gifts and Hospitality updated to align with new policy	Head of Support Services	02.03.20
2	4.2 Replaced 'Trust Safeguarding Policy' with 'School Safeguarding Policy'	Head of Support Services	11.03.20
3	Section 12: Personal Interests Further definition of point 12.4 CEO changed to Group Director	Head of Support Services	26.08.21
4	New bullet '4.4' related to Low Level Concerns added to Safeguarding section.	Group Director	08.11.22

Person Responsible: Group Director
Date of first draft: Jul 2016
Date adopted by the Trust Board: Jul 2016
Date of implementation: Jul 2016
Date reviewed: Aug 2017; Apr 2019, Apr 2020, Aug 2021, Nov 22
Date of next review: Nov 2023

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CODE OF CONDUCT FOR EMPLOYEES

1. Purpose

- 1.1 This Code of Conduct has been agreed by the Group Director of Macintyre Academies Trust so that employees know the standards of behaviour expected of them.
- 1.2 Employees should note that this code of conduct is not exhaustive in setting out acceptable and unacceptable standards of conduct, and employees must use common sense by adhering to the basic principles.
- 1.3 This code does not form part of an employee's contract of employment and it may be amended by MacIntyre Academies Trust at any time in consultation with affected employees.

2. Scope

- 2.1 This code applies to all employees regardless of length of service, including those in their probationary period. Breaches of the Code, without reasonable excuse, may result in disciplinary action, up to and including dismissal. The probationary procedure will also apply to all staff within the probationary period.
- 2.2 Volunteers, agency workers and self-employed workers should also be made aware of this code, although, unlike employees, breaches of this code will not be managed in line with MacIntyre Academies Trust's Disciplinary Procedure.

3. Principles

- 3.1 MacIntyre Academies Trust strives to maintain a positive working environment for its employees and a learning environment for its pupils in which honesty, integrity and respect for its stakeholders are constantly reflected in personal behavior. This includes colleagues, pupils, parents/guardians and the wider community.
- 3.2 Employees are expected to:
 - Implement and adhere to the policies, procedures and guidance as set out by MAT and identified as part of the induction process for all new staff.
 - Carry out their duties at all times and to be punctual in all circumstances.
 - Support the aspirations of MAT at all times, and be especially sensitive when out of school.
 - Promote the values which permeate the vision of the school.
 - Be committed to the wider life of the school.

Staff should:

- Support all children/young people to do their best and have high personal aspirations. It is assumed that staff will use their expertise and enthusiasm for the benefit of the children/young people
- Be committed to promoting the safety and well-being of all children/young people.

- Promote learning at every level both inside and outside the classroom.
- Be friendly and welcoming, helpful, polite and courteous to everyone connected with the school: parents, other staff and children/young people etc.
- Be conversant with the conditions of service under which they are employed and ensure they are aware of the specific requirements of their post.
- Be aware of current and relevant legislation and ensure they are up to date on these legal obligations.
- Carry out their duties and responsibilities at all times with honesty and integrity and avoid any conduct which could compromise them and the Academy.

4. Safeguarding

- 4.1 All employees are responsible for safeguarding children and promoting their welfare in line with the latest version of *Keeping Children Safe in Education*.
- 4.2 To do this, all new and existing employees must fully read and follow the school Safeguarding Policy.
- 4.3 Employees should not conceal any matter which is their duty to report under the Safeguarding Policy. In addition, all employees must co-operate with colleagues and external agencies (such as LADO/and or Children's Social Care) where necessary.
- 4.4 Employees should use the Low Level Concerns Policy to report any 'nagging doubt' about behaviour of an adult.

5. Professional Boundaries and Relationships

- 5.1 Employees at MacIntyre Academies Trust are in a position of trust in relation to our pupils. This means that their relationship is not one of equals.
- 5.2 Employees must ensure that professional boundaries are maintained at all times.
- 5.3 Employees should be aware that it is not uncommon for pupils to become strongly attached to an employee or to develop an infatuation. If an employee becomes aware of an infatuation, they should discuss it with the Principal immediately (or Group Director in case of a Principal or a member of MAT Central staff) so that they can receive support on the most appropriate way to deal with the situation.

6. Whistleblowing

- 6.1 Employees considering making a disclosure under the Public Disclosure Act should ensure that they read and follow the MacIntyre Academies Trust's Whistleblowing Policy. Disclosures made will be taken extremely seriously and will be investigated in line with MacIntyre Academies Trust's Policy.

7. Health & Safety

- 7.1 MacIntyre Academies Trust places a high priority on providing a safe working and learning environment for employees, visitors and pupils and will act positively to minimise the incidence of all work place risks as required by Health and Safety legislation.
- 7.2 Employees also have a duty to take reasonable care of themselves and to cooperate with management under The Health & Safety at Work Act 1974. In addition, all activities that they carry out should have the highest regard for the health and safety of other employees, pupils, visitors, contractors and the public. This includes reporting any concerns to their line manager.
- 7.3 Any action or inaction by an employee which puts the health and safety of themselves or others at risk, will be viewed seriously, and disciplinary action may be taken. Employees and other individuals may also face criminal prosecution and/or fines for the breach of health and safety legislation.
- 7.4 Employees should not use physical restraint against pupils unless they have received suitable restraint training, or physical intervention is necessary to protect the child, or another person from immediate danger. In addition any inappropriate physical contact, or behaviour by an employee, volunteer or visitor towards a pupil must be reported to the Principal without delay.

8. Attendance

- 8.1 Employees are required to do all that they reasonably can to maximise their attendance at work. This includes arriving on time and working their core hours (support staff) or until the end of the agreed school day, subject to any directed school time (teaching staff).
- 8.2 Sickness/and or lateness procedure should be followed promptly at all times so that cover arrangements can be made and managers can exercise their duty of care towards employees and pupils.
- 8.3 Sickness absence will be managed in line with MacIntyre Academies Trust's Sickness Absence Policy. Other requests for planned or unplanned leave of absence should be dealt with under MacIntyre Academies Trust's Leave of Absence Policy. MacIntyre Academies Trust's appreciates that employees may be unable to report for duty due to unforeseen illness of their dependants. However MacIntyre Academies Trust expects employees to have contingency plans in place wherever possible so that family illness does not become a regular reason for their absence in the workplace (see MacIntyre Academies Time off for Dependents Policy for further information).

9. Following Instructions

- 9.1 MacIntyre Academies Trust expects its employees to follow all reasonable and proper instructions from those supervising or managing their activities and/ or work area unless:
- Doing so would present a health and safety risk to them or others.
 - There is good reason to believe that the instructions are improper; e.g. they conflict with safeguarding of children, financial regulations or other aspects of the law.
 - They do not comply with other MacIntyre Academies Trust and/or individual academies policies and procedures.

9.2 In addition, those giving instructions should be able to justify their instructions and decisions in line with their delegations and authority, and where necessary, respond promptly to questions from managers or affected employees about those instructions.

10. Performance

10.1 Managers should do all that they can to set reasonable deadlines.

10.2 Employees should do all that they can to meet deadlines required in their job description or performance management targets and/or should inform their managers if this is not possible.

10.3 They should also follow the MacIntyre Academies Trust and local academies policies and procedures and strive to develop positive relationships with pupils, parents and other employees.

11. Academic Integrity

11.1 MacIntyre Academies Trust strives to maintain the highest academic standards in all the teaching and research that it undertakes.

12. Personal Interest

12.1 Employees should not abuse their position at MacIntyre Academies Trust to obtain an advantage to themselves, whether financial or otherwise. Similarly they should not allow any personal interests that they may have to interfere with their work at MacIntyre Academies Trust.

12.2 To avoid any doubt or concerns about personal interests, all MacIntyre Academies Trust employees will be asked to complete an interest's form on appointment **and every academic year thereafter**. In addition employees, should notify their line managers about any personal interests which might compromise their position within MacIntyre Academies Trust. If in doubt about whether a declaration should be made or about what should be declared, advice should be sought from HR or an appropriate senior manager.

12.3 Examples of personal interest; which should be declared include:

- a) If an employee's job could unduly influence decisions on contracts into which MacIntyre Academies Trust has entered into or is proposing to enter into;
- b) Where any employee has a personal or financial interest in any such contracts, either directly or indirectly (for example through a partner or relative).
- c) Where an employee holds a position with an external company or organisation, whether paid or unpaid, which may lead to a conflict of interest (For example directorships of companies, serving on bodies of charities, voluntary groups, governing bodies of other educational establishments).
- d) If an employee has a close personal relationship or is a family member of a person who has influence over the employee's employment in MacIntyre Academies Trust or whose employment, the employee could influence or control.

12.4 Employees should not use their position in MacIntyre Academies Trust to promote any one religion, culture, or political ideology to pupils or other staff. This includes sharing of associated materials such as within staff rooms or common areas or by electronic means. It is a direct responsibility of

all employees to uphold “Fundamental British Values” i.e. “democracy, the rule of the law, individual liberty and mutual respect and tolerance of different faiths and beliefs”.

13. Gifts and Hospitality

- 13.1 Employees should treat with caution any offer of money, gifts or hospitality, whether from inside or outside MacIntyre Academies Trust, which might be interpreted as an attempt to influence their conduct towards pupils, other employees, influence a decision around the provision of a service contract. This is because it may be viewed as a bribe.
- 13.2 MacIntyre Academies Trust acknowledges that it is traditional for students and/or parents or carers to give gifts as a small token of appreciation or as a thank you to employees at certain times throughout the year. The code is not designed to stop that practise. However, employees are strongly advised not to give or accept gifts/hospitality (exceeding £25 in value) from students during their period of study (Please review our Gifts and Hospitality Policy for more information).
- 13.3 Employees should always take advice from the Principal (Group Director in case of MAT Central employees), before making any gifts to external organisations, or to the employees of external organisations, which either provide services to MacIntyre Academies Trust or are potential providers of such services. They recognise that gifts could put themselves and/or employees of organisations in a difficult or embarrassing position.

14. Finance and procurement

- 14.1 Academies are independent state funded schools, which receive their funding directly from Central Government. As such, employees must use public funds in a responsible and lawful manner. They should strive to ensure value for money for the local community and to avoid legal challenge.
- 14.2 All employees involved in financial activities and transactions on behalf of MacIntyre Academies Trust, including budgetary control, quotes and tenders, purchase orders, petty cash, payment of suppliers and cash handling and banking must follow the guidance in the MacIntyre Academies Trust Finance Handbook (available on the staff shared drive).
- 14.3 All other employees will ensure compliance by following procedure and guidance given by their finance colleagues e.g. raising a purchase requisition or submitting a petty cash claim form.
- 14.4 Employees involved in the awarding of contracts must avoid potential conflicts of interest, and in particular must not be involved in decisions where they have a connection to the organisation or individual bidding for the work.

15. Equality of opportunity

- 15.1 MacIntyre Academies Trust is committed to the promotion and implementation of equal opportunities both internally and externally.

- 15.2 All employees and pupils, regardless of their gender, race, ethnic background, culture, disability, sexual orientation, age, religion, socio-economic status or any other factors will be supported and encouraged to perform to their potential and to receive quality professional development to do so.
- 15.3 MacIntyre Academies Trust expects all of its employees to comply with the MAT Equal Opportunities policy. In particular, employees are reminded not to behave in a way which may discriminate against others on the grounds of “protected characteristics” set out in equality legislation; namely age, disability, gender identity, marriage & civil partnership, pregnancy & Maternity, race, religion & belief, Sex and/or sexual orientation.

16. Bullying & Harassment

- 16.1 To secure an environment in which pupils and employees are able to flourish and to achieve their full potential, MacIntyre Academies Trust is committed to ensuring that everyone is able to work and to participate in MacIntyre Academies Trust life without fear of harassment, bullying or intimidation. The SLT recognises that everyone at MacIntyre Academies Trust has a part to play ensuring that their own behaviour, whether intentional or unintentional, does not constitute bullying or harassment.
- 16.2 MacIntyre Academies Trust will take action against inappropriate behaviour which shows lack of respect for others or which leads people to feel threatened, violated, intimidated or undermined. Please see the MAT Bullying and Harassment policy for more information.

17. Dress & Appearance

- 17.1 MacIntyre Academies Trust does not operate a formal dress code for its employees, other than those that are provided with a uniform and/or protective clothing. However all MacIntyre Academies Trust employees are role models to our pupils and how they present themselves is important. Individual schools however, may have a dress code policy. Please speak to your school Business Manager or line manager for more guidance.
- 17.2 Employees should be appropriately dressed at all times. This means presenting a smart, professional image and one that reflects sensitivity to parent and pupil perceptions.
- 17.3 If it is apparent that MacIntyre Academies Trust employees are wearing inappropriate clothing, they will be informed by their line managers.

18. Personal Phone Calls

- 18.1 Employees may use MacIntyre Academies Trust phones to make occasional personal calls for essential or emergency matters. However, personal or non-work related international calls are not permitted without prior authorisation from the Principal (or Group Director for Principal or MAT Central employees).
- 18.2 Employees who have been issued with a work mobile phone would not normally be required to reimburse MacIntyre Academies Trust for private calls/text messages. However MacIntyre Academies Trust reserve the right to do so, should it come to light that the facility is being abused.

18.3 Employees should not use their personal mobile phone during contact time with pupils unless agreed with the Principal. In addition, use of mobile phone during working hours (except for during lunch breaks or other agreed breaks) should be limited to essential or emergency matters. Please review the Macintyre Academies Trust Acceptable use of ICT Policy for more information.

19. Smoking

19.1 Smoking is strictly prohibited on MacIntyre Academies Trust's premises. Designated areas should be agreed by the individual Principal and be away from pupils and members of the general public.

19.2 Employees who go outside MacIntyre Academies Trust premises to smoke are restricted to doing so during their lunch break or other agreed break.

19.3 MacIntyre Academies Trust acknowledges that some employees may use electronic cigarettes ("E-Cigarettes"), particularly as an aid for giving up smoking (e-Cigarette are battery powered products that release a visible vapour that contains liquid nicotine that is inhaled by the user).

19.4 Although they fall outside the scope of smoke –free legislation, MacIntyre Academies Trust prohibits the use of e-cigarette in the workplace. MacIntyre Academies Trust rationale for this ban is that:

- a) Although they do not produce smoke, E-cigarettes produce a vapour that could provide an annoyance or health risk to other employees.
- b) Some e-cigarettes models can particularly from a distance, look like a real cigarette making a smoking ban difficult to police and creating an impression for pupils, visitors, parents and other employees that is acceptable to smoke within a MacIntyre Academies Trust Premises or building.

20. Alcohol & Substance Abuse

20.1 All Employees, volunteers, agency workers are strictly prohibited from consuming alcohol or of being under the influence of other illegal substance during working hours. Please review the Macintyre Academies Drug & Alcohol Abuse Policy for more information.

20.2 If an employee, volunteer, contractor or agency worker is found to be under the influence of alcohol or illegal substances on MacIntyre Academies Trust premises during working hours, they will be sent off site as they will be deemed unfit or unsafe to be at work.

20.3 MacIntyre Academies Trust expressly prohibits the use of any illegal drugs (including Psychoactive Substances, formally known as "legal highs") or any prescription drugs that have not been prescribed for the user.

20.4 It is a criminal offence to be in possession of, use or distribute an illegal drug or to produce, supply or possess with intent to supply illegal drugs. If any such incidents take place on any MacIntyre Academies Trust premises, MacIntyre Academies trust vehicle or at a MacIntyre Academies Trust function, they will be regarded as serious, will be investigated and may lead to disciplinary action and possible reporting to the police.

- 20.5 Employees must inform their line manager of any prescribed medication that may have an effect on their ability to carry out their work safely and/or to care for/or supervise pupils in their care. In these circumstances, the employee and their line manager should agree how and where the medication will be stored so that it is secure and out of reach of pupils at all times.
- 20.6 Employees suffering from drug or alcohol dependency are encouraged to declare such dependency to their line manager, Principal or HR. In these circumstances MacIntyre Academies Trust will do all that it reasonably can to sign post employees to the appropriate support services.

21. Conduct Outside Work

- 21.1 MacIntyre Academies Trust does not seek to dictate how an employee conducts themselves in their personal lives outside of work. However, employees must not engage in conduct outside of work which could jeopardise the reputation of and standing of MacIntyre Academies Trust or of its members of the MacIntyre Academies Trust community. This includes unlawful, anti-social or other conduct by employees which may have a negative impact on employee roles.
- 21.2 Employees should be aware that any conduct including material on social media (please refer to the MAT Social Media Policy), which has caused or has the potential to cause reputational damage, will be addressed through the MacIntyre Academies Trust disciplinary policy and procedure.
- 21.3 Employees are expected to make their managers aware as soon as reasonably possible of situations that take place outside of work, which could have a negative impact on their role at MacIntyre Academies Trust or have a negative impact on its reputation or standing in the wider community. This is not limited to but may include relevant disclosures under the Childcare Act 2006.

22. Other Employment

- 22.1 The Board recognises that additional employment such as tutoring or exam board work may bring CPD benefits to its employees, and that is not uncommon for MacIntyre Academies Trust staff to have more than one post in a school at the same time. However, employees should inform their Principal (Group Director in the case of Principals and MAT Central employees), in writing if their contract with MacIntyre Academies Trust is their main employment and they are undertaking or wish to undertake additional employment outside of MacIntyre Academies Trust.
- 22.2 The Principal (or Group Director in the case of MAT Central employees) may only refuse permission where there is a conflict of interest, or the number of proposed hours has implications for their own health and safety or for that of their pupils and/or colleagues.
- 22.3 Employees should ensure that additional employment does not conflict with their capacity to fulfil their contract of employment with MacIntyre Academies Trust. This includes not using your position in the school to tout for additional paid tutoring and/or to encourage pupils or their families to pay you to teach. Employees should seek advice from the Principal (or from the Group Director for MAT Central employees or Principals) if they are unsure.

23. Keeping within the law

- 23.1 Unlawful or criminal behaviour at work or outside of work, may lead to disciplinary action, up to and including dismissal.
- 23.2 Employees must promptly notify their Principal (Group Director in the case of MAT Central or Principals), if they are charged or convicted of any criminal offence. Principals should make the Group Director aware of the circumstances, and the Group Director should discuss such matters with the Trust Board. All information provided by the employees will be dealt with sensitivity and be treated as confidential.
- 23.3 Whilst MacIntyre Academies Trust understands that a caution is not a criminal conviction, employees should promptly notify their Principal of these, as they need to be declared during Disclosure & Barring checks unless they meet the filtering rule of the Disclosure & Barring Service (“DBS”).
- 23.4 If an employee is charged or convicted of a criminal offence, action may be taken under MacIntyre Academies Trust disciplinary procedure regardless of the outcome of any criminal proceedings. Any subsequent disciplinary action will depend on the nature of the offence(s) and impact on the employee’s and suitability to work with pupils.
- 23.5 On each occasion, the principal and/or Group Director as appropriate, will consider, with support from HR whether a) the allegations; b) charges and/or convictions damage public confidence in MacIntyre Academies Trust and/or make the employee unsuitable to carry out their duties as a post-holder in the position of trust. However being investigated by the police, receiving a caution or being charged will not automatically mean that an employee’s employment is at risk.

24. Intellectual Property & Copyright

- 24.1 All intellectual property rights; namely (copyright, design rights and the right to patent invention) relating to anything created or invented by employees in the course of their duties automatically belong to MacIntyre Academies Trust. Unless otherwise agreed, employees cannot exploit rights to these, without written permission from the Group Director.
- 24.2 Principals may agree to their individual Academies, collaborating with other schools to create or invent intellectual property, subject to the Group Director’s approval.
- 24.3 Employees may use and print copies of items which MacIntyre Academies Trust’s intellectual property for their personal and non-commercial use only, provided that all copyright notices may remain intact. However, they should not share these items with people or organisations outside of MacIntyre Academies Trust without the permission of the Principal (or Group Director in the case of MAT Central employees).
- 24.4 Employees are required to return all MacIntyre Academies Trust intellectual property on termination of their employment (including voluntary resignation and/or dismissal).

25. Access to Confidential Information

- 25.1 There will be times when individual employees, through their positions as members of committees, recruiters line managers etc., become aware of confidential information either about other individuals or in connection with MacIntyre Academies Trust's commercial/academic activities.
- 25.2 Employees are expected to keep such matter confidential and failure to do so may lead to disciplinary action.

26. Data Protection & Confidentially

- 26.1 All employees who are responsible for holding and/or for processing information about employees, pupils and other data subjects for academic, administrative, information sharing and commercial purposes must comply with Data Protection Principles which are set out in the Data Protection Act, the General Data Protection Regulation and support legislation.
- 26.2 Employees must ensure that they do not pass on any confidential, or personal information received or obtained through their employment to anyone, whether inside or outside of MacIntyre Academies Trust, or any organisation not entitled to that information and must not use such information for a personal advantage.
- 26.3 If an employee is ever in doubt about what information can or cannot be disclosed, they should speak to the Principal (or Group Director in the case of MAT Central employees). For further information see MacIntyre Academies Trust's Data Protection Policy.

27. Internet Usage & Electronic Communication

- 27.1 Employees may use MacIntyre Academies Trust's internet facilities for occasional personal matters provided that this takes place during non-contact time, lunch breaks or other agreed breaks.
- 27.2 Internet users must not on any MacIntyre Academies Trust system (whether in school or from home or an external location), knowingly display, access, use, extract, store, distribute, print, reveal or otherwise process any kind of images, document or other material which is sexually explicit or contravenes any other aspect of MacIntyre Academies Trust's Acceptable use of ICT Policy. Any such activity may lead to disciplinary action.
- 27.3 Employees should apply the same standards to electronic communications (emails, social media etc.) as they do to the other forms of communication. Comments, photographs, images or conversations on social networking sites should not bring MacIntyre Academies Trust (or individual academies) into disrepute or damage the employee's reputation within MacIntyre Academies Trust. They should also be aware that postings which infringe the Equality Act 2010 or are defamatory about MacIntyre Academies Trust, individual academies, or their employees, may lead to disciplinary action. For further information, please refer to MacIntyre Academies Trust's AUCT policy and Social Media Policy.
- 27.4 All employees should ensure that screens on laptops/tablets are securely locked when not in use to prevent access by pupils.

28. Dealing with Press

- 28.1 Employees must not make comments to the press or other media, including social networking sites, on behalf of MacIntyre Academies Trust unless specifically authorised to do so by the Principal or Group Director. Where requests for comments are received, they must be passed to the Principal, who will discuss with the Group Director.
- 28.2 Employees should not publish any material which brings or has the potential to bring MacIntyre Academies Trust and/or individual academies into disrepute.

29. Review

- 29.1 This code of conduct will be reviewed annually. Changes will be made where appropriate to ensure that it is legally compliant and operating effectively across MacIntyre Academies Trust.