



*Creative
Education
Trust*

Code of Conduct

1. Introduction

- 1.1 Creative Education Trust seeks to provide an environment where everyone is safe, happy and treated with respect, which secures the well-being and very best outcomes for pupils.
- 1.2 All staff, governors and volunteers have an influential position within the Trust and will act as role models for pupils by consistently demonstrating high standards of professional behaviour, integrity and respecting the safety and wellbeing of others.
- 1.3 All teaching staff are expected to act in accordance with the personal and professional behaviours set out in Teachers' Standards.

2. Purpose

- 2.1 The purpose of this policy is to ensure that all employees are helped and encouraged to achieve the expected standards of conduct required by Creative Education Trust in order to achieve high quality education and good employee relations.
- 2.2 The policy aims to set and maintain standards of conduct that all staff are expected to follow. The code of conduct is not exhaustive and does not replace the general requirements of the law, common sense and good conduct.
- 2.3 There may be times when professional judgements are made in situations not covered by this document. It is expected that in these circumstances staff will behave in a reasonable and measured manner, and always advise their senior colleagues of their justification for any such action already taken or proposed.

3. Scope

- 3.1 The policy refers to all staff, this includes, teaching staff, support staff, head office staff, consultants, supply teachers, volunteers and contractors.
- 3.2 The code of conduct should be read in conjunction with the following trust policies:
 - a) Disciplinary Policy



- b) Child Protection Policy
- c) Supporting pupils with medical conditions policy
- d) Physical Restraint Policy
- e) Equality and Diversity Policy
- f) Gifts and Hospitality Policy
- g) Smoking and Vaping Policy
- h) Health and Safety Policy
- i) Whistleblowing Policy
- j) E-safety Policy
- k) Behaviour for Learning Policy
- l) Data Protection Policy
- m) Relationships and Sex Education (RSE) Policy
- n) Personal, Social and Health Education (RSE) Policy
- o) Educational Visits Policy

3.3 If a member of staff does not follow this code of conduct this may lead to action being taken under the terms of the Disciplinary Policy, or other authorities being informed, for example the Police, the Disclosure and Barring Service, the Health and Safety Executive or the Teaching Regulation Agency.

4. Core principles

4.1 All staff must:

- Place the well-being, safety and learning of pupils at the centre of their professional practice.
- Treat all staff and pupils fairly and with respect, and take their knowledge, views, opinions and feelings seriously.
- Seek to work in partnership with parents and carers, respecting their views and promoting understanding and co-operation to support the young person's learning and well-being in and out of school.
- Take responsibility for their own actions and behaviour and avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Act in a way which supports and upholds the reputation and values of the school and the Trust.
- Demonstrate high standards of conduct towards all members of the school community.
- Communicate in a professional, courteous, and respectful manner, whether on site, in the immediate vicinity of school premises or when representing the school or the Trust. Inappropriate or offensive language must not be used at any time.
- Exhibit and role model professional and personal integrity and honesty at all times.
- Work and be seen to work in a professional, open and transparent way.
- Discuss and/or take advice promptly from their line manager or another senior member of staff over any incident that may give rise to concern.
- Act in accordance with the Trust's and school's policies.



- Reflect on their own practice, develop their skills, knowledge and expertise, and adapt appropriately to learn with and from colleagues.

5. Safeguarding

- 5.1 All staff are accountable for the way in which they exercise authority, manage risk, use resources and safeguard pupils from discrimination and avoidable harm.
- 5.2 All staff, have a duty to keep young people safe and to protect them from physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff and pupils and behaviour by staff that demonstrates integrity, maturity and good judgement.
- 5.3 There are legitimate high expectations about the nature of the professional involvement of staff in the lives of pupils. When individuals accept a role that involves working with children and young people, they need to understand and acknowledge the responsibilities and trust inherent in that role.
- 5.4 Staff will familiarise themselves with the trust's safeguarding related policies and procedures, and ensure they are aware of the processes to follow. Staff have a responsibility to engage with safeguarding training provided within their setting and keeping abreast with school and trust priorities.
- 5.5 New staff will be inducted into these procedures as part of the induction programme.
- 5.6 Staff must:
- Understand their responsibilities in relation to pupils, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached.
 - Always act, and be seen to act, in each child's best interests.
 - Avoid any conduct which would lead any reasonable person to question their motivation and intentions.
 - Take responsibility for their own actions and behaviour.
- 5.7 No pupil should be in or invited into the home of a member of staff, unless the reason for this has been firmly established and agreed by the Headteacher or Principal.
- 5.8 There should be a clear rationale for staff to visit the homes of pupils. Staff safety must be paramount, and the visit must be planned and organised appropriately ensuring that there are two members of staff with an appropriate risk assessment in place.
- 5.9 During periods of remote learning the video function of any devices should not be used by pupils.



6. Staff/Pupil Relationship

- 6.1 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.
- 6.2 If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:
- This takes place in a place that others can access
 - Others can see into the room
 - A colleague or line manager knows this is taking place
- 6.3 Staff should avoid contact with pupils outside of agreed working hours if possible. Personal contact details should not be exchanged between staff and pupils. This includes contact mobile phone numbers and via social media profiles, for example responding to comments or pupil/friends' requests.
- 6.4 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 Principal/Headteacher.
- 6.5 Staff must not
- Use their position to gain access to information for their own advantage and/or a pupil's or family's detriment.
 - Use their power to intimidate, threaten, coerce or undermine pupils.
 - Use their status and standing to form or promote a relationship with a pupil, which is of a personal or sexual nature.
 - Attempt to initiate a relationship which is of a sexual nature, with a recent ex-pupil. This will include ex-pupils under the age of 18 and/or those who have left the school within the previous 24 months.
- 6.6 A member of staff who becomes aware that a pupil may be infatuated with themselves or a colleague should discuss this at the earliest opportunity with the DSL and the Principal so that appropriate action can be taken.

7. Confidentiality

- 7.1 In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.
- 7.2 This information should 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



- 7.3 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.
- 7.4 All staff must
- Treat information they receive about pupils in a discreet and confidential manner in accordance with GDPR guidance.
 - Seek advice from a senior member of staff, if they are in any doubt about sharing any information they hold.
 - Be cautious when passing information to others about a pupil.
 - Know to whom any concerns or allegations should be reported.
 - Pass any media or legal enquiries to the Principal.
- 7.5 For further information see Data Protection Policy and Child Protection policy.

8. Propriety and behaviour

- 8.1 All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the public in general.
- 8.2 Staff must be aware that behaviour in their personal lives may impact upon their work with pupils and they should not share details of the family, personal photographs or details to ensure this is avoided.
- 8.3 An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting so it is important to exercise due care and attention when outside of the school environment.
- 8.4 Membership of organisations whose goals are in conflict with the values and equality policies of the Trust and the school is not acceptable.
- 8.5 Staff must not:
- Behave in a manner which would lead any reasonable person to question their suitability to work with pupils or act as a role model.
 - Drink alcohol with current pupils in public or private places, nor purchase alcohol for pupils.
 - Drink alcohol or be intoxicated when working, including when supervising pupils, at events with pupils, or on school trips. In the case of school trips, this applies even when there are no pupils present, as the member of staff may be called to act if an emergency occurs.
 - Make inappropriate remarks to a pupil (including email, text messages, phone or letter etc).
 - Discuss their own sexual relationships with or in the presence of pupils.
 - Discuss a pupil's sexual relationships in inappropriate settings or contexts.



- Make (or encourage others to make) unprofessional personal comments in any form of communication (e-mail, conversations or social networking comments).
- Gamble on school premises (discretion may be given in relation to small raffles for charitable purposes, national lottery syndicates, occasional sweepstakes etc).

9. Honesty and integrity

- 9.1 Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using trust property and facilities.
- 9.2 Staff must not accept bribes. Gifts, however small, must be declared and recorded on the gifts and hospitality register.
- 9.3 Staff will ensure that all information given to the trust about their qualifications and professional experience is correct.

10. Criminal Charges and Convictions

- 10.1 In accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 staff must notify the Principal of all convictions and cautions that have not been filtered as protected. The nature of the conviction or caution will be considered with reference to the risks in the role and the reputation of the Trust.
- 10.2 Staff must notify their Principal in writing immediately (i.e. next working day) if charged with any criminal offence or if convicted of any criminal offence; this includes cautions. It should be noted that the term 'conviction' includes a finding of guilt, regardless of whether or not a conviction is recorded. Failure to notify the Principal in either case will constitute grounds for disciplinary action.

11. Dress and appearance

- 11.1 Staff must have a smart, professional and clean appearance at all times. In addition, staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake.
- 11.2 Appropriate personal presentation will be business/professional attire, for example a suit, unless specialist roles or activities or the environment dictate otherwise. Staff must wear smart trousers/skirt and a smart top or shirt with a collar and tie, or a smart dress, unless there are good reasons for not doing so.
- 11.3 Footwear must be smart, formal and safe.
- 11.4 Tattoos should be covered wherever possible.



- 11.5 Staff involved in the teaching of practical or sporting subjects must wear suitable clothing and protective wear if necessary. However, they are expected to change back into business attire where and when appropriate.
- 11.6 Creative Education Trust values and recognises the diversity of cultures, religions, gender orientation and disabilities of its employees and will take a sensitive approach when this affects dress requirements. For example, hijabs, turbans, kippots, and headscarves are supported on religious grounds, but must not compromise health and safety or the learning of pupils.
- 11.7 The following are examples of items of dress that are not usually permitted:
- Leisure/sportswear and trainers (except for PE or sports events)
 - Denim
 - Flip flops or slider style sandals
 - Clothes, e.g. leggings, that are particularly tight or revealing
 - Clothes, e.g. miniskirts or short shorts, that are immodestly short.
 - Ostentatious or large jewellery items
 - Visible body, multiple or facial piercings (other than discrete earrings).
 - Extreme hair colours.
- 11.8 The points above are not exhaustive in defining acceptable and unacceptable standards of dress and appearance, and staff must use a common-sense approach in adhering to the principles underpinning the dress code.
- 11.9 The Principal's decision on appropriate dress for staff is final.
- 11.10 Staff must ensure their appearance and clothing:
- Promote a positive, professional and business-like image.
 - Are appropriate to their role.
 - Do not compromise their safety or that of others.
 - Are not likely to be viewed as discriminatory, offensive, or revealing.
 - Are absent of any political or otherwise contentious slogans.

12. Communication

- 12.1 Communication between pupils and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, webcams, websites, social networking sites, online gaming and blogs. For further details regarding communicating via technology, please see E-Safety Policy.
- 12.2 Staff must:



- Never give their personal contact details to pupils, including their mobile telephone number.
 - Communicate with pupils in an appropriate and professional manner, making sure that parents have given permission for this form of communication to be used.
 - Only make contact with pupils for professional reasons through official school email addresses and telephones, not via personal media.
 - Not use internet or web-based communication channels to send personal messages to a pupil.
 - Not have images of pupils stored on personal cameras, devices or home computers.
 - Not make images of pupils available without permission from parents and senior teachers.
 - Be cautious in their contact with ex-pupils, as there is still a professional relationship.
 - Gain the written permission of the Headteacher or Principal if the situation requires communication channels outside of normal practice.
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- Have no secret social contact with pupils.
 - Consider the appropriateness of the social contact according to their role and nature of their work.
 - Always approve any planned social contact with senior colleagues, for example when it is part of a reward scheme or pastoral care programme.
 - Advise senior leadership of any regular social contact they have with a pupil or parent which may give rise to concern.
 - Report and record any situation, which they feel, might compromise the school or their own professional standing.

13. Social Networking sites and internet use

13.1 Creative Education Trust staff may use social networking sites for personal use and other online media for remote working. However, the Trust requires that staff follow the requirements as set-out in the E-Safety Policy.

13.2 Under no circumstances should staff access inappropriate images or websites in the school. Using school equipment to access inappropriate or indecent material, including adult pornography, at any time, would normally lead to disciplinary action, particularly if as a result, pupils might be exposed to inappropriate or indecent material. In some cases, matters may also be referred to the Local Authority and/or the Police.

13.3 Staff must:

- Set the privacy levels of their personal sites as strictly as they can.
- Be aware of location sharing services.
- Opt out of public listings on social networking sites.
- Log out of accounts after use.



- Keep passwords safe and confidential.
- Carefully consider the information, including text and images, they share and post online, and ensure that their social media use is compatible with their professional role and is in accordance with school policies and the wider professional and legal framework.
- Ensure they do not represent their personal views as that of the school.
- Not communicate with or add as 'friends' any current or past pupils or current or past pupils' family members via any personal social media sites, applications or profiles.
- Follow the E-Safety policy.

13.4 Staff must:

- Not share or discuss information and content that staff members have access to as part of their employment, including photos and personal information about pupils and their family members or colleagues.
- Notify a member of the leadership team immediately if they consider that any content shared on social media sites conflicts with their role in the school and may bring the school or the Trust into disrepute.

14. Physical Contact

14.1 There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils.

14.2 Staff must:

- Be aware that even well-intentioned physical contact may be misconstrued by the pupil, an observer or by anyone to whom this action is described.
- Never touch a pupil in a way which may be considered indecent.
- Always be prepared to explain actions and accept that all physical contact could be open to scrutiny.
- Consider alternatives, where it is anticipated that a pupil might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable pupil in the demonstration.
- Always explain to a pupil the reason why contact is necessary and what form that contact will take unless their safety is at immediate risk.
- Familiarise themselves with the Physical Restraint Policy and follow the reporting procedures for any incidents or issues.
- Share information in accordance with the safeguarding procedures.

15. Showers and changing

15.1 Young people are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur.



15.2 Staff must:

- Avoid any physical contact when pupils are in a state of undress.
- Avoid any intrusive behaviour and, where there are changing rooms:
 - Always announce their intention of entering the changing room.
 - Always consider the supervision needs of the pupils, and only remain in the room where the pupils' needs or age require this.
 - Ensure that sensitive pupils are offered the opportunity to change privately if this is possible.

15.3 Staff must not:

- Change in the same place as pupils or shower with pupils.

16. Pupils in distress

16.1 There may be occasions when a distressed pupil needs comfort and reassurance.

16.2 Staff must:

- Consider the ways in which they offer comfort to a distressed pupil.
- Always tell a colleague when and how they offered comfort to a distressed pupil.
- Record situations which may give rise to concern.

17. Behaviour Management

17.1 All staff and pupils have a right to be treated with respect and dignity. Staff should not use any form of degrading treatment to punish a pupil. Demeaning or insensitive behaviour towards staff or pupils is not acceptable.

17.2 This means that staff must:

- Not use force as a form of punishment.
- Try to defuse situations before they escalate.
- Adhere to the school's Behaviour for Learning Policy and local procedures document.

18. Care, Control and Physical Intervention

18.1 Staff may legitimately intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff must have regard to the health and safety of themselves and others.



18.2 In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported.

18.3 Staff must:

- Always seek to defuse situations.
- Always use minimum force for the shortest period necessary.

19. Sexual Contact with Pupils

19.1 Any sexual behaviour by a member of staff with or towards a pupil is both inappropriate and illegal. Pupils are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether the child or young person consents or not. This includes the prohibition on adults in a position of trust.

19.2 There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child and manipulate that relationship so sexual or emotional abuse can take place. Staff should be aware that conferring special attention and favour upon a child might be construed as being part of a 'grooming' process, which is an offence.

19.3 Staff must:

- Not pursue sexual relationships with children and young people either in or out of school.
- Avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. oral comments, letters, notes, electronic mail, phone calls, texts, physical contact.

20. Transporting Children

20.1 In certain situations, for example out of school activities, staff or volunteers may agree to transport children. A designated member of staff should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise.

20.2 Wherever possible and practicable transport should not be undertaken in private vehicles.

20.3 There should be at least one adult additional to the driver acting as a chaperone. The driver must also have appropriate insurance.

20.4 Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure



that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded.

20.5 Staff must:

- Plan and agree arrangements with all parties in advance, responding sensitively and flexibly to disagreements.
- Ensure that they are alone with a child for the minimum time possible.
- Be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer.
- Report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures.
- Ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety.
- Take into account any specific needs that the child may have.

21. Extra-curricular activities

21.1 Staff should take particular care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity. Staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

21.2 Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Pupils, staff and parents should be informed of these prior to the start of the trip.

21.3 Staff must:

- Always have another adult present in out of school activities, unless otherwise agreed with senior staff in the school.
- Undertake a risk assessment.
- Have parental consent to the activity.
- Ensure that their behaviour remains professional at all times.
- Ensure staff report the location of pupils at all times.
- Follow the Educational Visits Policy

22. Curriculum

22.1 Areas of the curriculum can include or raise subject matter which is sexually explicit, or of an otherwise sensitive nature. Care should be taken to ensure that there are clear schemes of work, resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This plan should highlight particular areas of risk and sensitivity.



22.2 The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit or otherwise sensitive nature. Responding to pupils' questions can require careful judgement and staff may seek to take guidance from a more senior member of staff. Staff must not enter into or encourage inappropriate or offensive discussion about sexual activity.

23. Photography, videos and other creative arts

23.1 Many school activities involve recording images. These may be undertaken as part of the curriculum, during out of school activities, for publicity, or to celebrate achievement. Please see Data Protection Policy for further details.

23.2 Staff must:

- Be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded.
- Ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose.
- Ensure that all images are available for scrutiny in order to screen for acceptability.
- Be able to justify images of children in their possession.
- Avoid making images in one-to-one situations.

23.3 Staff must not:

- Have images of pupils stored on personal cameras, devices or home computers.
- Produce or make images of pupils available for any use other than the approved use.

24. School property

24.1 Staff must not steal, damage on purpose or seriously neglect anything that belongs to Creative Education Trust.

24.2 Staff must return any property or equipment which they have been allowed to use by Creative Education Trust, as soon as they leave their employment or when asked by a senior member of staff.

25. Whistleblowing

25.1 Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Please refer to the Whistleblowing Policy for further details.



25.2 Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior leadership. This is particularly important where the welfare of children may be at risk.

26. Equal Opportunities and Diversity

26.1 Creative Education Trust is committed to developing, maintaining, and supporting an inclusive culture and environment for the benefit of its employees and the communities served by the Trust. For more details please see Equality and Diversity Policy.

26.2 Any complaint of discrimination, harassment, or victimisation or complaints made on the grounds of a protected characteristic as defined by the Equality Act 2010, will be taken seriously and will be the subject of a thorough investigation.

Review

This policy will be reviewed every three years in consultation with the recognised trade unions.