



Extend Learning
Academies Network

Staff Code of Conduct

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1. Introduction

1.1 The following code of conduct has been adopted by the Extend Learning Academies Network (ELAN) to enable it to discharge its functions under the School Staffing (England) Regulations 2009 (the “Regulations”) in relation to its duty under Regulation 7 to establish procedures for the regulation of the conduct of the staff at ELAN schools and central team.

1.2 The term ELAN should be interpreted as any ELAN school or central team location.

2. Purpose

2.1 This code aims to establish the usual standard of conduct expected of all employees. Its principles will reflect ELAN’s core values below: -

- We embrace individuality
- We do the right thing
- We work together

Our core values, along with their corresponding behaviours, serve as our moral and behavioural compass and help bring to life the way in which an employee of ELAN schools or central team is expected to conduct themselves.

2.2 Employees of ELAN are expected to carry out their duties in accordance with the Trust’s policies and procedures and external codes of conduct e.g. Teachers’ Standards for our teaching staff

2.3 They are expected to uphold the following principles:

- **selflessness:** - their decisions must be taken in terms of the values, aims and mission of ELAN, and not in order to gain financial or other material benefits.
- **integrity:** - they must not place themselves in a situation where their position is compromised.
- **objectivity:** - all decisions must be made on merit alone.
- **accountability:** - they must accept accountability for their decisions and actions.
- **openness:** - they should be as open as possible about all their decisions and actions.
- **honesty:** - they should declare any private interests relating to their duties and take lawful steps to resolve any conflicts to ensure that public interest is protected.
- **leadership:** - they must support and promote these principles by example
- **conduct:** - they must avoid bringing ELAN into disrepute (e.g.by the use of social networks or the internet).
- **respect:** - they must treat others with respect.

3. Scope

3.1 This code of conduct applies to all employees in ELAN schools and the central team, and conduct of the highest standards are expected from all employees. In the case of teachers, it applies in conjunction with Part B of the Teachers’ Standards.

3.2 This policy aims to clarify ELAN’s position in relation to the following:

- Application and Intent
- Personal Interest
- Gifts and Responsibility
- Sponsorship
- General Confidentiality

- Dealing with the trust's money
- Criminal Charges and Convictions
- Other Employment
- Intellectual Property and Copyrights
- Publications and Dealing with the Press
- Equipment and Materials
- Political Neutrality
- Equal Opportunities
- Employment Matters
- Discrimination/Harassment
- Fitness for Work
- Health and Safety
- Attendance
- Smoking
- Mobile Phones
- Dress Code
- Identity Badges
- Disciplinary and Capability
- Following Instructions
- Internet
- Data
- Freedom of Information Requests

4. Responsibilities

- 4.1 Employees must not put themselves in a position where duty and private interests conflict and must not make use of their employment to further their private interests.
- 4.2 ELAN Headteachers and Senior Managers will monitor and if necessary report breaches of this code of conduct.
- 4.3 Breaches may be dealt with via the disciplinary policy and serious breaches could result in dismissal.

5. General Code of Conduct

5.1 Application and Intent

- 5.1.1 A contract of employment is an agreement between ELAN and an employee which sets out their employment rights, responsibilities and duties and this includes the Code of Conduct.
- 5.1.2 Employees are expected to act in accordance with the Code. The Code has been designed so that they are not left in any doubt as to what is acceptable or unacceptable behaviour. The Code of Conduct places rules and regulations on certain activities and any breach of these prohibitions may lead to disciplinary action.
- 5.1.3 A code of conduct is promoted with the aim of creating a cooperative workforce, where employees work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.
- 5.1.4 It is therefore expected that all employees:
- have a clear understanding of what constitutes misuse
 - know how to minimise risk.

- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations
- understand the need for professional boundaries and clear guidance regarding acceptable use
- are responsible for self-moderation of their own behaviours both in and outside of work
- are aware of the importance of reporting concerns promptly

5.2 Personal Interest

5.2.1 Employees may not, in their official capacity:

- allow their personal interests to conflict with ELAN's requirement.
- use their position improperly to confer an advantage or disadvantage on any person

5.2.2 They must:

- not disclose information given to them in confidence, or information acquired which is of a confidential nature, without the consent of a person authorised to give it
- not prevent another person from gaining access to information to which that person is entitled by law
- ensure that their relationships with pupils, parents, governors, staff and any other people with whom they may come into contact in the course of their duties are professional at all times

5.3 Gifts and Hospitality

5.3.1 ELAN seeks to maintain the highest standards of conduct and probity in its business.

5.3.2 The acceptance of gifts and/or hospitality by employees must be treated with extreme caution. No offer of a gift or inducement, whether made at specific occasions (e.g. at Christmas) or casually, should be accepted when the gift is made by, or indirectly by, a person, firm or organisation which, to the knowledge of the employee, has or seeks to do business of any kind with the MAT which maintains the school or to have an interest in its decisions.

5.3.3 The receipt of minor articles, often by way of trade advertisements, which will be used on ELAN's business (e.g. diaries, calendars, office requisites, etc., which are customarily distributed at Christmas and, occasionally, at other times) is acceptable.

5.3.4 If employees are in any doubt, they should seek guidance from their Headteacher or Line Manager before accepting any gifts or hospitality offered.

5.3.5 Employees should also refrain from making any gifts to external organisations or to the employees of organisations which provide services to ELAN or which are potential providers of such services.

5.4 Sponsorship

5.4.1 Where the school or central location, or parties to either of those, sponsors an event or service, employees, or their partner, spouse or relative must not benefit from the sponsorship. Employees must seek guidance from their manager if they are involved with any event or service that the school, central location or ELAN as a whole, proposes to sponsor.

5.5 General Confidentiality

5.5.1 Employees may, in the course of their duties, obtain information which is confidential.

- 5.5.2 They must not:
- pass on any information received or obtained through their employment to anyone who is not entitled to have that information
 - use information for personal advantage
- 5.5.3 They must:
- work within the requirements of Data Protection Act 1998 (Inc. GDPR) and the Freedom of Information Act 2000
 - observe the trust's procedures for the release of personal information held about other employees or members of the public
 - not misuse their position by seeking information which they do not need to know to carry out their duties
- 5.5.4 Examples of abuse of confidence would include:
- ill-considered gossip whether with employees or outsiders which may be misconstrued and re-quoted
 - exploitation of confidential information for personal gain
 - premature and/or unauthorised disclosure to other parties of policy proposals, with the object of generating adverse publicity e.g. to the press, interest groups or social media
- 5.6 Dealing with the Trust's money**
- 5.6.1 Employees must:
- ensure that public funds are used in a responsible and lawful manner
 - strive to ensure value for money to the trust and to avoid legal challenge to the trust
 - ensure compliance with the Academy Trust Handbook and Financial Regulations Manual
- 5.7 Criminal Charges and Convictions**
- 5.7.1 In accordance with the Safer Recruitment and Keeping Children Safe In Education, ELAN requires all applicants to disclose criminal convictions, whether committed in the UK or elsewhere.
- 5.7.2 They must:
- notify ELAN in writing if charged with any criminal offence or if convicted of any criminal offence, this includes cautions
 - if charged with an offence, advise ELAN as their employer immediately after they are charged i.e. on the next working day
- 5.7.3 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 ELAN in either case will constitute grounds for disciplinary action.
- 5.7.4 Adherence and a positive questioning style with Safeguarding and Keeping Children Safe in Education are of paramount importance to the way we work.
- 5.8 Other Employment**
- 5.8.1 In some instances, contracts of employment may prevent employees from undertaking other employment without the written permission of their manager. This will be stated within their individual contract of employment.

- 5.8.2 It is important that employees ensure that any additional employment does not conflict with the interests of ELAN or affect their ability and credibility to do their job.
- 5.8.3 The Working Time Regulations as amended, impose minimum requirements on employers, while at the same time allowing flexibility for employees and employers to make arrangements which suit them. One of the basic rights is a limit of an average of 48 hours a week which a worker can be required to work.
- 5.8.4 Where employees have more than one job, both ELAN and any other employer(s) are responsible for ensuring that the 48-hour week is complied with. Employees should therefore ensure that they inform their Headteacher/ Line Manager about any work they undertake for other employer(s). However, there is provision for employees to work more than 48 hours per week and should they wish to do so, an opt out agreement should be completed and signed, by both ELAN and the employee to agree they are willing to increase or exclude the limit on working hours.
- 5.8.5 Employees must ensure that ELAN time and equipment are not utilised in connection with any other employment.
- 5.8.6 If in doubt, employees should discuss their individual circumstances with their Headteacher or Line Manager.

5.9 Intellectual Property and Copyrights

- 5.9.1 All intellectual property rights, (that is copyright, design rights and the right to patent inventions) relating to anything created or invented by employees in the course of their duties belongs automatically to ELAN, and unless otherwise agreed, employees cannot exploit the rights to any such thing without written permission from ELAN.

5.10 Publications and Dealing with the Press

- 5.10.1 Employees must not:
- publish any material which comments on the activities, policies etc. of ELAN without the consent of their manager
 - make comments to the press or media unless specifically authorised to do so

5.11 Equipment and Materials

- 5.11.1 Employees must:
- not use the equipment and premises of ELAN or of any other place where they work during their contract of employment for unauthorised purposes
 - only make personal telephone calls and emails when necessary and within reason
 - only use the internet for personal use in their own time
 - follow the internet/e-safety and social media policies.

5.12 Political Neutrality

- 5.12.1 ELAN will not concern itself with the political beliefs of individuals however employees must not allow their own political beliefs to interfere with the work of ELAN.
- 5.12.2 Employees may not display party political posters, including election material, in any place of work, with the exception of trade union representatives who may display a trade union poster or associated material on a designated board within the school.

5.13 Equal Opportunities

- 5.13.1 ELAN is committed to the promotion and implementation of equal opportunities both internally and externally in line with the provision of the Equality Act 2010.
- 5.13.2 ELAN aims to ensure that everyone who comes into contact with it or its employees is treated equally and not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations.
- 5.13.3 ELAN will recognise the differences which exist and will seek to understand the needs of people within the groups which are afforded protection or assistance through this policy.
- 5.13.4 ELAN expects all its employees to uphold its Equal Opportunity Policy and to accept the duty not to discriminate, either in employment practices or in the provision of facilities and services by reference to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

5.14 Employment Matters

- 5.14.1 If employees are involved in making job appointments they must:
- ensure that such appointments are made on the basis of the candidate's ability to do the job
 - ensure that their personal preferences do not influence judgements made
 - declare their interest where they are related to an applicant or have a close personal relationship outside work with him/her (refer to the ELAN Personal Relationships policy).

5.15 Discrimination, Harassment, and Victimisation

- 5.15.1 Employees must treat all other employees, pupils, parents, and people with whom they come into contact with courtesy and respect, and must not make any remarks or gestures relating to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation which may cause offence.
- 5.15.2 Employees are expected to behave courteously and professionally at all times and should refrain from making remarks to any other employee, pupil, parent, or person with whom they come into contact within the workplace about such things as other regional accents, hair colouring, height, weight etc. that may have the potential to cause offense to the recipient or provide a reason for complaint, regardless of intent.
- 5.15.3 Any complaint of discrimination, harassment, or victimisation or complaints made on the grounds of any of the protected characteristics listed above, will be taken seriously, will be the subject of a thorough investigation and potential disciplinary sanction.

5.16 Fitness for Work

- 5.16.1 ELAN has a duty of care to ensure all staff are fit to work. This requires a focus on optimum physical and mental wellbeing. ELAN accepts that alcohol is legally and freely available, however, employees must:
- ensure that the use of alcohol or drugs out of work does not adversely affect their work performance, the health, safety or welfare of themselves or others and does not damage ELAN's and their own image and reputation
 - Headteacher or managers should consider the options available for managing employees in the above situation and refer to the Drugs and Alcohol policy and seek HR guidance
 - not consume or be under the influence of alcohol, use illicit drugs or other illegal substances while at work

- ensure that the use of any of them out of work does not adversely affect the work performance and safety of themselves or others, and does not ELAN into disrepute
- if taking medication employees must seek the advice of their doctor to ensure that such medication will not impede their ability to do the job (e.g. operate machinery)
- inform their Headteacher or Line Manager of any situations where a risk to themselves or others may arise because of this.
- Headteacher or managers should consider the options available for assisting employees who are required to take legally prescribed drugs and whose levels of performance has been impaired. In these circumstances a risk assessment should be undertaken.

5.17 Health and Safety

- 5.17.1 Employees have a duty to take reasonable care of themselves and to cooperate with management under the Health and Safety at Work Act 1974. These responsibilities are identified in ELAN's Health and Safety policy and employees are required to take part in annual training to ensure statutory compliance and will be required to sign confirmation that this has taken place and been understood.
- 5.17.2 Employees are required to act at all times in accordance with this policy and generally to act in such a way to ensure their own safety and that of others.
- 5.17.3 Any actions by an employee which potentially put at risk the health and/or safety of themselves or others will be viewed seriously and may result in disciplinary action being taken, which could potentially lead to dismissal.

5.18 Attendance

- 5.18.1 Contracts of employment contains the main terms and conditions of employees' employment with ELAN.
- 5.18.2 It is expected that employees are available for work during their specified hours and take an unpaid lunch break.
- 5.18.3 Employees must record their attendance in accordance with their workplace time recording system

5.19 Smoking and Vaping

- 5.19.1 ELAN is a non-smoking and non-vaping organisation.
- 5.19.2 Employees are not permitted to smoke or vape in any of ELAN's offices, or any other building or grounds owned or occupied by ELAN, at any time.
- 5.19.3 Smoking or vaping whilst on the trust's premises may be subject to disciplinary action.

5.20 Mobile Phones

- 5.20.1 Employees are not permitted to make/receive calls/texts during work time and never where children are present.
- 5.20.2 Mobile phones may be used at break times in designated 'safe areas' within the school or indeed off the school site.
- 5.20.3 Employees should ensure that mobile phones are locked away and kept on silent at all times during the school day and/or when children are present.

- 5.20.4 They should not be left on display.
- 5.20.5 Staff are not permitted to use recording equipment or cameras on their mobile phones within the school or on school trips and all employees are expected to comply with the Acceptable Use Policy alongside local additional arrangements for locking away/storing mobile phones during times when children are present.
- 5.20.6 Visitors to the school, including contractors must place their mobile phones in the lockers or other secure location provided for the duration of their visit and their phones should be switched to silent mode during this time. Again the Acceptable Use Policy and local arrangements should be referred to as a minimum compliance requirement for all visitors and contractors to ELAN schools.
- 5.21 Dress Code**
- 5.21.1 There is a general expectation that dress will be appropriate to the nature of the duties and responsibilities of the job.
- 5.21.2 ELAN values and welcomes the ethnic diversity of its workforce and therefore dress codes will take account of ethnic and religious dress requirements with sensitivity, ensuring that employees are free to observe them.
- 5.21.3 Where there is a clear business case or a health and safety reason then ELAN may introduce appropriate dress codes to suit the services provided and expectation of the trust.
- 5.22 Identity Badges**
- 5.22.1 Employees issued with identity badges/lanyards must wear them at all times when present at any ELAN school or central location.
- 5.23 Disciplinary and Capability**
- 5.23.1 ELAN has a designated disciplinary policy and procedure.
- 5.23.2 The disciplinary policy and procedure is concerned with instances of alleged misconduct, either ordinary or gross. It is anticipated that the vast majority of breaches will be of a minor nature and that they can be resolved without recourse to a formal procedure. Some breaches will be more serious or there may be circumstances where there is repetition of a minor breach. In such circumstances the matter will be formally investigated and progressed under the formal procedure.
- 5.23.3 ELAN also has a separate capability procedure which provides a framework for managers and employees to cope with issues of poor performance and to use this with attendance and capacity if suffering from ill health. The underlying intention of the procedure is to give the employees who are falling below the established acceptable standards the opportunity to improve.
- 5.24 Following Instructions**
- 5.24.1 Employees are expected to follow all reasonable and lawful instructions by a person with the authority to issue such instructions unless:
- there is a danger to a person's health and safety
 - a conflict of interest may exist
 - it does not comply with ELAN policy and practice.
- 5.24.2 Headteachers and Line Managers must be able to justify their instructions and decisions in line with their delegations, authority, and ELAN policy and procedures, and be open and respond promptly to constructive questions.

5.25 Internet

- 5.25.1 Internet Users **must not** display, access, use, extract, store, distribute, print, reveal or otherwise process any kind of image, document or other material which is sexually explicit or offensive in any other way, on any ELAN system. This activity would be a violation of ELAN's policies, particularly those relating to conduct and discrimination.
- 5.25.2 If access to this information is required for business purposes, a request must be submitted to the Headteacher or Line Manager detailing a legitimate business reason for the access. If an employee is authorised to use this sort of material, they should take great care not to offend others when the material is revealed, and not to retain such material or access to it when it is no longer needed for business reasons.
- 5.25.3 Employees must not post any comments, photographs, images or conversations on social networking websites which may bring them or ELAN into disrepute. Security settings should be maintained at the highest level in order to prevent members of the public seeing any employee's personal information. Employees should also follow any specific policy which their school or trust may have set on the use of social networking websites.

5.26 Data

- 5.26.1 The Data Protection Act 1998 and the General Data Protection Regulations (GDPR) protects personal data which relates to living identifiable individuals and deals with the way in which personal information is collected, held, recorded and used.
- 5.26.2 ELAN expects all employees to abide by the principles contained in the Data Protection Policy to ensure that the data held by ELAN is safeguarded appropriately.
- 5.26.3 All breaches or potential breaches of data, whether accidental or intentional, **must be reported immediately** to the Headteacher or Line Manager who will subsequently share this with the trust Data Protection Officer (DPO)

5.27 Freedom of Information Requests

- 5.27.1 The Freedom of Information (FOI) Act (2001) gives significant rights of access to information held by all public authorities. Should any request be received by an employee acting in the course of their duties, this should be passed on as a matter of urgency to the Headteacher or Line Manager, who will work with the DPO to work with the appropriate party/parties to deal with the request.
- 5.27.2 Individual employees should never respond directly to any such requests unless explicitly instructed to do so as part of their job role.

6. Connected Policies

- 6.1 The following is a list of policies or additional documents referenced within this code of conduct and all employees should familiarise themselves with the content of these in order to ensure full compliance with the detail contained within:
- Teachers Standards
 - Data Protection Policy
 - Freedom of Information Policy
 - Academy Trust handbook
 - Financial Regulations manual
 - Equal Opportunity Policy
 - Health and Safety Policy
 - Safeguarding Policy and KCSIE
 - Acceptable Use Policy
 - Disciplinary Policy and Procedure
 - Capability Policy
 - Social Media Policy

- E-Safety/internet Policy
- Personal Relationships at Work policy

7. Declaration - Staff Code of Conduct

I confirm that I have read and understood the above policy and retained a copy for my records.

Name	
Job Title	
School or ELAN location	
Signature	
Date	