The Societas Trust

Code of Conduct for Adults

Date of Policy	2025
Reviewed and Agreed by	The Directors' Board
Originally Adopted	Autumn 2016
Review Date	15 October 2025
Next Review Date	Autumn 2026

Any reference to pupils include ex-pupils

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1. Aims, scope and principles

This Code of Conduct (the Code) aims to set and maintain standards of conduct that we expect all adults to follow at all times. We expect all adults to act with personal and professional integrity, respecting the safety and wellbeing of others. The underlying purpose is to ensure that The Societas Trust (the Trust) provides a high quality service to its pupils and stakeholders in accordance with the Trust's and its Academies values and to promote public confidence in the integrity of the organisation as a whole. For the purpose of this code, the term 'adult' covers all staff, governors, volunteers and any other adults in our academies.

Many of the principles in this code are based on the Teachers' Standards. Academy teaching staff hold an influential position and will act as role models for pupils by consistently demonstrating high standards of behaviour. We also expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards Part 2.

The code has been drafted to compliment Trust and Academy Policies and Procedures. Failure to follow the Code may result in disciplinary action being taken up to and including dismissal, as set out in our staff disciplinary procedures (Ref Section 19).

Please note that this code is not exhaustive. If situations arise that are not covered by this code, adults will use their professional judgement and act in the best interests of the Trust, the Academy and its pupils.

Adults should ensure that they are fully aware of the code's contents and the specific policies that underpin these behaviours through reference to the documents highlighted in the 'Required Reading' throughout the code or available in the Academy's Handbook and / or on the Trust / Academy Website's required reading section. These documents should also be shared at induction, if not please ask the academy for copies. A copy of this Code should also be available in the staffroom.

2. Legislation and guidance

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

3. General obligations

Adults must set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality;
- Never use inappropriate or offensive language publicly in school;
- Be friendly to visitors, acting as good role models for all;
- Treat pupils and others with dignity and respect and not engage in unacceptable behaviour such as discrimination, bullying, harassment, intimidation, physical or verbal abuse;
- Show tolerance and respect for the rights of others;
- Respect Trust and Academy property;
- Have discussions of a sensitive nature in a private place, respecting confidentiality when dealing with both colleagues and parents;
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law;
- Understand the statutory frameworks they must act within;
- Adhere to the Teachers' Standards (where applicable);
- Take responsibility for the smooth running of the academy.

4. Safeguarding

All adults have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional abuse, sexual abuse or neglect.

Adults will familiarise themselves with the safeguarding policies and procedures and ensure they are aware of the processes to follow if they have concerns about a child.

Safeguarding policies and procedures are available on the academy and trust websites and / or in the staff handbook and from the academy office. New staff will also be given copies on arrival.

All adults in the academy will display their ID badges. Adults are encouraged to challenge people in the academy who are not wearing either a staff or visitor badge and report this to the Senior Leadership Team if there are any other concerns.

Adults receiving visitors to the academy will ensure that they do not move around the academy unaccompanied.

5. Adult/pupil relationships

All adults will maintain proper boundaries with pupils that are appropriate to their professional position. Adults in academies are in a position of trust and have a duty to protect young people from discrimination and harm. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so. Unless explicitly permitted by the Head Teacher to do otherwise, adults should always be addressed by their formal titles when children are present.

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

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

Adults should avoid contact with pupils outside of school hours if possible. Personal contact details should not be exchanged between adults and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to adults, for example at the end of the school year, gifts from adults to pupils are not acceptable.

If an adult is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the Head Teacher.

6. Communication and social media

Adults must alert their line manager or the Head Teacher of any communication with parents that causes concern or is of a personal nature and could affect a child's emotional well-being. When communicating with parents all adults must be professional; listen carefully; reassure parents that they will deal with any issues arising and always report back to parents having dealt with a matter or query. Class teachers should also ensure that parents have an opportunity to speak to them at an appropriate time and in a timely manner.

An adult's social media profiles should not be available to pupils and all reasonable steps should be taken to achieve this. 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. Adults should also avoid any links on social media with the Trust and Academy and set public profiles to private.

Adults should not attempt to contact pupils or their parents via social media, or any other means, in order to develop any sort of relationship.

Adults will not make any efforts to find pupils' or parents' social media profiles.

Adults will ensure that they do not post any images online that identify children who are pupils at the academy without their parents' consent.

Adults should also be aware of the academy's e-safety policy and social networking policy (Ref Section 19).

7. Acceptable use of technology

Adults will not use Trust technology 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. Passwords should not be shared and access to computer systems must be kept confidential.

Adults will not use personal mobile phones and laptops, or academy equipment for personal use in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils. Adults will also abide by the Trust's other relevant policies (Ref Section 19)

We reserve the right to monitor emails and internet use on the academy IT system.

Any academy equipment that is used outside academy premises, for example laptops, should be returned to the academy when the adult leaves employment or upon request by the Head Teacher, or CEO if the adult is the Head Teacher.

8. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the Trust, the Academy, other adults, pupils and their parents / carers.

This information will 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

This does not overrule the duty to report child protection concerns to the appropriate channel where adults believe a child is at risk of harm or to raise concerns in accordance with the Trust's Confidential Reporting Policy (Ref Section 19).

Adults are required to collect, maintain, share and dispose of sensitive or personal data in a responsible manner, following Trust GDPR policy and guidance (Ref Section 19). If in any doubt, adults should contact their line manager for clarification.

Everyone has the right to request access to data that is held about them, following

GDPR guidance and such requests should be made in consultation with senior staff and in conjunction with the Trust's relevant policies (Ref Section 19).

9. Honesty and integrity

Adults should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using Trust and Academy property and facilities.

Adults will not accept bribes. Gifts that are worth more than £50 must be declared and recorded on the gifts and hospitality register (see Appendix 1).

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

Copyright legislation should be displayed next to photocopier machines and adults are required to adhere to the guidance provided about use of educational resources.

10. Declaration of interests and relationships

An adult is required to declare this where the group or organisation would be considered to be in conflict with the ethos of the Trust and Academy. Membership of a trade union or staff representative group would not need to be declared.

Adults should also consider carefully whether they need to declare their relationship with any individual(s) where this might cause a conflict with the activities of Trust and its academies. For example, a relationship with a governor, another adult member of staff or a volunteer or a contractor who provides services to the Trust and its academies.

Failure to make a relevant declaration of interests is a very serious breach of trust and therefore, if adults are in doubt about a declaration, they are advised to take advice from their academy headteacher or trade union.

All declarations, including nil returns, should be submitted in writing on the Trust's Declaration of Interests form and will be used to form the basis of a register which is available to the public – see Appendix 2.

11. Probity of records and other documents

The deliberate falsification of documents is not acceptable. Where an adult falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

12. Other employment or work

Adults are permitted to take up other employment / work outside the academy, as long as the activity does not constitute a conflict of interest, adversely affect their primary employment at the academy/Trust or exceed the legal maximum working week and rest breaks as defined by the Working Time Regulations. The onus is on the adult to inform the Head Teacher of any other employment / work undertaken (the CEO where the adult is the Head Teacher). For the sake of clarity, this does not apply to unpaid voluntary work where there is no contract (whether in writing or otherwise) and no obligation on the adult to undertake such voluntary work should they choose not to. If in doubt, please discuss this with the Head Teacher/ the CEO.

Any other employment / work must be undertaken outside the working hours of the adult's normal post and adults are required to keep the Head Teacher (CEO if the adult is the Head Teacher) informed of their other work at other organisations.

13. Dress code

A person's dress and appearance are matters of personal choice and self-expression. However, adults should dress in ways which are appropriate to their role and as ambassadors for the Trust and academy, and this may need to be different to how they dress when not at work.

Adults who work with children and young people should ensure they take care to ensure they are dressed appropriately for the tasks and the work they undertake.

Those who dress in a manner which could be considered inappropriate could render themselves vulnerable to criticism or disciplinary action. This means that adults should wear clothing which:

- is appropriate to their role (being mindful of health and safety issues)
- is not likely to be viewed as offensive, revealing, or sexually provocative
- does not distract, cause embarrassment or give rise to misunderstanding
- is absent of any political or otherwise contentious slogans
- is not considered to be discriminatory and is culturally sensitive

14. Conduct outside of work

Adults will not act in a way that would bring the Trust, the academy, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, misuse of drugs or alcohol, as well as negative comments about the Trust or academy on social media.

Adults in contact with children and young people should therefore understand and be aware, that safe practice also involves using judgment and integrity about behaviours in places other than the work setting.

The behaviour of an adult's partner or other family members may raise similar concerns and require careful consideration by an employer as to whether there may be a potential risk to children and young people in the workplace.

This means that adults should not:

- behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model.
- make, or encourage others to make, unprofessional personal comments which
  scapegoat, demean or humiliate, or which might be interpreted as such

15. Criminal Actions

Adults must inform the Head Teacher (CEO if the adult is the Head Teacher) immediately if they, or anyone they cohabit with, are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution. The Head Teacher or CEO will discuss this with the adult in the context of their role and responsibilities in order to help safeguard children and other adults at the academy.

16. Wider Responsibilities

Adults must inform the Head Teacher immediately (CEO if the adult is the Head Teacher) if they are involved with any child protection incidents or issues regarding their own children or those of others.

17. Health and safety

Adults must adhere to the academy's Health and Safety policy, procedure and guidance (Ref Section 19) and must ensure that they take every action to keep themselves and everyone in the academy environment safe and well. There is also a requirement to report any concerns to either their line-manager or head teacher (CEO if the concerns are about the Head Teacher).

This includes taking immediate safety action in a potentially harmful situation (either at academy or off-site) by complying with statutory and academy guidelines, including the fire precautions, procedures and drill routines and collaborating with colleagues, agencies and the Trust.

All adults working in academies have a responsibility to maintain a safe and efficient working environment. All areas of the Academy must be kept tidy throughout the day and left tidy at the end of the day. All other rules concerning health and safety at the Academy must be observed at all times – these should be covered during induction and are available on request from the Head Teacher / Manager.

18. Monitoring arrangements

This code will be reviewed annually in conjunction with the Trade Unions but can be revised as needed.

19. Links with other policies (required reading)

Adults should be familiar with all Trust policies available on the Trust's website www.societastrust.org.uk under Key Information. Any areas highlighted in yellow are academy specific. Academy versions are available from the Academy.

This code links specifically with Trust and Academy* policies on (list is not exhaustive):

- Anti-Bullying Policy*
- Behaviour Management*
- Complaints
- Confidential Reporting
- Copywrite Notices
- Data Protection

- Disciplinary procedures, which will be used if adults breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Online Safety Policy
- Finance Policy and Procedures
- Formal Meetings and Investigations
- Freedom of Information
- Grievance Procedures
- Guidance for Safer Working Practice for Adults who Work with Children and Young People (available in the academy Handbook and upon induction)
- Harassment and Bullying Policy
- Health and Safety
- Information Security
- Medical Conditions
- Staff ICT and Electronic Devices Policy
- Pupils' Personal Electronic Devices Policy
- Photography and Images Policy
- Restrictive Physical Intervention*
- Safeguarding
- Social Networking
- Supporting Attendance

Appendix 1: REGISTER OF GIFTS AND HOSPITALITY

Declaration Form

I wish to declare the following information in accordance with the Governing Board's requirements that a Register of Gifts and Hospitality should be maintained.

Name:

Post:

Signature:

Date:

You should provide full details of your declaration below, including a nil return:

Declaration of gifts and hospitality		
Date gift received	From whom	Gift or hospitality

Please return the completed form to the Academy Business Manager

Appendix 2: Declaration of Interests and Relationships

Full Name _____

Position Held _____

Please complete as appropriate:-

either

1. I and/or my partner and/or my immediate family have a direct or indirect interest in the companies/organisation/bodies listed below from which the academy may wish to purchase goods or services:

Name of Company or Body	Nature of Interest	Nature of your / partner / family interest

or

2. Neither I nor my immediate family have any direct or indirect interest in any company/organisation/body from which the academy may wish to purchase goods or services.

Signed _____ **Date** _____

Please return the completed form to the Academy Business Manager