



"...and the main thing is learning."

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THE PIONEER ACADEMY

CODE OF CONDUCT

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Statement of intent

The Pioneer Academy expects all of its pupils to receive the highest possible quality of teaching and learning within a positive and respectful environment.

Employees of The Pioneer Academy should understand that their own behaviour and the manner in which they conduct themselves with their colleagues, pupils, parents and other stakeholders, sets an example.

The Trustees of The Pioneer Academy recognises that the majority of staff members act appropriately and treat each other with dignity and respect; however, we consider it important to clarify the expected standards.

This document forms part of a staff member's contract of employment and failure to comply with it, and with the associated policies, may result in disciplinary action being taken, including legal action where this is warranted.

This document applies to all staff members who are employed by The Pioneer Academy.

This document does not apply to peripatetic staff members who are centrally employed by the LA or employees of external contractors. These employees are governed by their employment contracts and any relevant laws pertaining to their activities within the school, for example, the Data Protection Act 1998.

Other policies

This Code of Conduct should be read and adhered to in conjunction with the following policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Data Protection Policy
- Equal Opportunities Policy

Appearance and dress

The expectations of the Trustees are that staff members:

- Ensure that their appearance is clean and neat when at work or representing The Pioneer Academy.
- Dress in a manner that is appropriate to their role.
- Remember that they are role models for pupils and that their dress and appearance should reflect this.
- Do not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders.

Attendance

The Pioneer Academy's expectations are that staff members:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Make routine medical and dental appointments outside of their working hours or during holidays, where possible.
- Seek permission from the Head Teacher if they need time off for any reason other than personal illness.
- Follow The Pioneer's absence reporting procedure when they are absent from work due to illness or injury.

Professional behaviour and conduct

Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect.

Discrimination, bullying, harassment or intimidation, including physical and verbal abuse, will not be tolerated.

Staff members must not misuse or misrepresent their position, qualifications or experience, or bring The Pioneer into disrepute.

Staff members must inform their line manager if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

Encourage everyone, catch them doing something good – find something positive to say – people thrive on encouragement.

Safeguarding children

Our expectations are for staff members to:

- Always work with two or more children and never be alone with one child, unless another adult is present
- Act in an open and transparent way that does not lead to any suspicion about their actions or intent.
- Respect their duty to protect children and young people from harm and to maintain professional boundaries.
- Read and understand the policies on child protection and safeguarding, including their obligations to undertake a Disclosure and Barring Service check.

Declaration of interests

Staff members are required to declare their interests where the group or organisation they are affiliated with would be considered to be in conflict with the ethos of The Pioneer Academy. Membership to a trade union or staff representative group does not need to be declared.

Staff members should also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with The Pioneer Academy activities.

Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the Academy Business Manager or trade union.

All declarations, including nil returns, should be submitted in writing to the Academy Business Manager on the Register of Business Interests.

Probity of records

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

Where a staff member has claimed any benefit, either directly or indirectly, or has failed to disclose their full earnings, this will be treated as gross misconduct and the employee may be dismissed and referred to the police.

Financial inducements

Staff members must:

- Familiarise themselves and comply with The Pioneer Academy financial regulations.
- Declare to the governing body, in writing, any gifts received, with the exception of:
 - Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo. These items may be accepted.
 - Gifts offered by parents or pupils to staff to express their gratitude, but staff members should always refuse gifts of money.
 - Hospitality in the shape of meals and drinks where it forms part of a normal business meeting.
 - Authorised visits to exhibitions, demonstrations, conferences, business meals and social functions in connection with The Pioneer Academy's business, which shall be at the school's expense.
- Not accept a personal gift, payment, or other incentive from a business contact. Any such gifts should be returned.
- Declare any gift that cannot be returned, to the Trustees, who will decide how it will be used.
- Only accept offers to specific events after authorisation from the Trustees.

Contacts

Staff members shall not use The Pioneer Academy business contacts for acquiring materials or services at trade/discount prices for non-school activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

Health and safety

Staff members must:

- Be familiar with and adhere to the Health and Safety Policy and must ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
- Comply with hygiene requirements.
- Comply with accident reporting requirements.
- Inform their line manager of any paid work which is undertaken elsewhere, for compliance with Working Time Regulations.

Alcohol and illegal drugs

The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members must never attend work under the influence of alcohol or illegal drugs.

If alcohol or drug usage impacts on a staff member's performance, The Pioneer Academy has the right to discuss the matter with the employee and take appropriate action, including referral to the police.

Premises, equipment and communication

equipment and systems are available only for school-related activities and should not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Executive Head Teacher.

Illegal, inappropriate or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.

Employees receiving inappropriate communication or material, or who are unsure about whether something he/she proposes to do might breach this policy, should seek advice from the Executive Head Teacher.

The Pioneer Academy reserves the right to monitor emails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

Communication systems may be accessed when The Pioneer Academy suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity.

Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the IT support company. Breach of this confidentiality may be subject to disciplinary action.

School equipment that is used outside school premises, for example laptops, should be returned to the school when the employee leaves employment, or if requested to do so by the Executive Head Teacher.

Social networking websites

Employees must not access social networking sites for personal use during classes.

Access to some journals, blogs and social networking sites is permitted during classes for the purposes of undertaking job related duties only.

Employees must act in the best interests of The Pioneer Academy and not disclose personal data or information about any individual, including staff members, children and young people.

Staff members should not 'friend' pupils or engage with parents on social networking websites.

Staff members should not post any statements online about any of the schools within the MAT.

Access may be withdrawn and disciplinary action taken if there is a breach of confidentiality or defamatory remarks are made against any individual at the school.

Data protection and confidentiality

Staff members are required, under the Data Protection Act 1998, to collect, maintain and dispose of sensitive or personal data in a responsible manner.

Staff members should not disclose sensitive information about The Pioneer Academy or its employees to other parties.

The only exception whereby it is acceptable for a staff member to disclose information which would otherwise be considered confidential is when the confidential information gives rise to concerns about the safety or welfare of a pupil.

Staff members have the right to request access to data that is held about them and such requests should be made to the Academy Business Manager.