



SHARE
MULTI-ACADEMY TRUST

CODE OF CONDUCT

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1. Introduction

- 1.1 This code sets out the minimum standards of conduct that employees will be expected to observe when carrying out their duties. The code is there to protect staff in the event that their actions are subject to challenge. If you are in any doubt about anything contained within this code, and are concerned about anything relating to your personal position, you should speak to your line manager immediately.

2. Purpose and scope

- 2.1 The code aims to ensure that confidence in the integrity of public sector employees is maintained at all times. Breach of this code will be viewed as a serious disciplinary matter. Ignorance of the guidelines in the code will not be regarded as a valid excuse.

3. Standards

- 3.1 You are expected to give the highest possible standard of service to our school community, including members of the public. In performing your duties, you must act with integrity, honesty, without bias, and objectively. You are expected to follow the academy's aim of "valuing people and supporting personal best".
- 3.2 You are expected, through agreed procedures and without fear of recrimination, to bring to the attention of your immediate manager any impropriety or breach of procedure. If, for any reason, you do not feel it appropriate to express your concerns to your immediate manager, you should refer to the Whistleblowing Policy which details bodies who you should contact.
- 3.3 Any potential conflicts of interest must be declared before the activity commences or the issue arises.
- 3.4 Standards of Dress and Appearance
- 3.4.1 First impressions count and if a member of staff is inappropriately dressed, it presents obstacles to be overcome in the minds of the pupils. There is therefore the general expectation that dress will be appropriate to the nature of the duties and responsibilities undertaken by the individual.
- 3.4.2 Staff who work with pupils must ensure they dress appropriately for the tasks and work they undertake. Those who dress in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations.
- 3.4.3 SHARE MAT values and welcomes the ethnic diversity of its workforce and therefore will take into account ethnic and religious dress requirements with sensitivity, ensuring that staff are free to observe them.

4. Safeguarding

- 4.1 'Everyone working in or for SHARE MAT shares an objective to help keep children and young people safe by contributing to:



- providing a safe environment for children and young people to learn and develop in our setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our setting'

4.2 SHARE MAT is committed to safeguarding and promoting the well-being of all of its pupils. Each pupil's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst in school, behaviour may be challenging. We recognise that they may exhibit concerning behaviours and at times this may impact on other children either directly or indirectly. We will always take a considered and sensitive approach in order that we can support all of our students.

4.3 The duty of care 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.

4.4 Staff should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. All staff working with pupils have a responsibility to maintain confidence in their ability to safeguard the welfare and best interests of pupils.

4.5 Staff in contact with pupils should understand and be aware, that safe practice also involves using judgement and integrity about behaviours in places other than a work setting.

4.6 Staff have a legal and moral responsibility to actively promote a safe and healthy working environment. They are expected to be familiar with and to follow the Health and Safety Policy and to cooperate with managers on health and safety arrangements. This policy is available on each school's website.

5. Politics and religion

5.1 You must not be involved in advising any political group and must not allow your own personal or political opinions to interfere with your work.

5.2 You must not allow any religious beliefs to interfere with your delivery of the school curriculum, nor must you take advantage of your position in SHARE MAT to allow such beliefs to unduly influence pupils in our care and/or other members of staff in a manner inconsistent with the ethos of SHARE MAT, whether such influence is exerted within SHARE MAT or within the wider community.

6. Use of financial resources

6.1 You must ensure that you use public funds entrusted to you in a responsible and lawful manner, and in accordance with the financial regulations of SHARE MAT and the Education Funding Agency and all other relevant policies and legislation.



7. Outside commitments

- 7.1 Regardless of your post and whether full or part-time, permanent or temporary etc, you must seek the permission of the Headteacher/CEO and make a written declaration (an oral declaration is not sufficient) to him or her before engaging in any other work or business which might relate in any way at all to your duties within SHARE MAT or might constitute a conflict of interest with your current post. This includes paid or unpaid work, and will include one-off pieces of work as well as regular employment.
- 7.2 If you are permitted to engage in any other business or take up any additional employment, you must not use SHARE MAT facilities in connection with it.
- 7.3 You must not undertake any work in connection with your additional employment in school time, and use of facilities, such as computers, for outside work is not allowed. If you have any doubt with regard to this you should make a declaration to the Headteacher/CEO so that a judgment can be made.


8. Fee earning

- 8.1 Publishing or lecturing and/or interview fees, book royalties or earnings, arising from what might be considered normal duties in school are dealt with as follows:
 - 8.1.1 If the publication is prepared and written or the lecture is prepared and delivered in working time, the lecturing or publication fee is to be paid to SHARE MAT (as employer).
 - 8.1.2 If the publication or lecture is either prepared or delivered in working time the employee receives half the fee and SHARE MAT (as employer) the other half.
 - 8.1.3 If the employee prepares and delivers the work during their holiday periods, they keep the fee (but they must be able to demonstrate that the preparation was not done during working time).
- 8.2 However, where the employee is representing the view of SHARE MAT or speaking on issues directly related to their work, the whole fee is to be paid to SHARE MAT.

9. Personal interests

- 9.1 Your off-duty hours are your own personal concern. However, you should not put yourself in a position where your job and personal interests conflict.
- 9.2 You must declare in writing any financial or non-financial interests that could in any way be considered to bring about conflict with SHARE MAT's interests. If you are in any doubt regarding the matter you should make a declaration to the Headteacher/CEO, so that a judgement can be made.
- 9.3 You are required to disclose any personal interest that may conflict with SHARE MAT's interests i.e. involvement with an organisation which may seek to influence SHARE MAT policies.

10. Disclosure of information and confidentiality

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- 10.1 No confidential information, politically or commercially sensitive information, or personal information protected by the Data Protection Act should be released to anyone, without proper authorisation (from the Headteacher/CEO/Chair of Governors). If you are in any doubt about disclosing information then you are expected to seek guidance from your manager. Any disclosure which complies with the requirements of the Whistleblowing Policy will be regarded as an authorised disclosure.
 - 10.2 You must not use any information obtained in the course of your employment for personal gain nor pass it on to others who might use it in such a way.
 - 10.3 Confidentiality in relation to safeguarding
 - 10.3.1 It is an essential part of the ethos of our schools that trust is established to enable students, staff, and parents/carers to seek help both within and outside the school and minimise the number of situations when personal information is shared to ensure pupils and staff are supported and safe.
 - 10.3.2 Everyone at SHARE MAT needs to know that no one can offer absolute confidentiality. In certain circumstances it is absolutely essential that information is shared. For instance when information must be shared with Police and Social Care Referral and Response Service (RARS) where the child/young person is / may be at risk of significant harm. Information must only be shared on a need to know basis. If any member of staff is ever unsure whether information should be shared then they should seek the advice of the Designated Safeguarding Lead or Headteacher.

11. Declaration of Criminal Convictions


- 11.1 You should act with the utmost honesty at all times. If you are charged, summonsed, convicted or receive a verbal or written caution in relation to any criminal proceedings or Anti-Social Behaviour Orders (ASBOs) which are directly relevant to your employment you must report this to your manager/Headteacher as soon as you reasonably can. Failure to do so may lead to formal disciplinary action and may lead to gross misconduct. If you are unsure as to whether you should report an incident, you should seek advice.

12. Appointment and other employment matters

- 12.1 You must not be involved in the appointment, or any other decisions relating to the discipline, promotion or pay or conditions of another employee, or prospective employee, who is a relative, partner or friend.
- 12.2 If you are responsible for appointing employees, you must base decisions on merit and not on anything other than their ability to do the job and you should comply with the Recruitment Policy. Similarly, you must not canvass on behalf of any applicant.

13. Sponsorship

- 13.1 When an outside organisation wishes to sponsor or is being asked to sponsor a SHARE MAT activity, the basic conventions concerning the acceptance of gifts and hospitality apply.

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- 13.2 Where SHARE MAT, through sponsorship or other means, gives support in the community, employees should ensure that any advice given is impartial and that there is no conflict of interest.

14. Relationships

14.1 Working with Pupils

14.1.1 In working with pupils SHARE MAT expects that staff will:

- Ensure their relationships with pupils are never of a kind that could compromise their professional responsibilities.
- Promote the school standards of pupils' behaviour.

14.2 Working with Colleagues

14.2.1 Staff must attend meetings and other commitments on time and meet other deadlines on which their colleagues depend.

14.3 Representing SHARE MAT

In order to preserve the reputation of SHARE MAT:

14.3.1 Staff should not, in the normal course of events, be required to deal direct with the Press or "the Media". Staff should be mindful that any social media they are subscribed to is considered for this purpose as "the Media".

14.3.2 If canvassed by the Press in the course of their work staff must seek the advice and express authorisation from the Headteacher/CEO, or in the Headteacher/CEO's absence, the Deputy Head/Vice Principal, on providing any article, publication or interview pertaining to SHARE MAT.

14.3.3 Due diligence should be exercised when using SHARE MAT or the individual school's letter headed paper and logo.


14.3.4 Staff should maintain professional standards of conduct towards others when acting on SHARE MAT business.

14.3.5 Staff should not through the use of social media and chat forums post material or photographs which could harm the brand and reputation of SHARE MAT.

15. Contractors

15.1 You must declare in writing to the Headteacher/CEO any relationships of a business or private nature with any outside organisation that has a relationship with SHARE MAT. Orders and contracts must be awarded on merit and no special favour should be accorded to any businesses, particularly those you have an interest in. If you have such an interest you must not be involved in any way in awarding work or orders. Similarly, you must not canvass on behalf of any outside organisation that has a relationship with SHARE MAT.

15.2 You must make a declaration in writing to the Headteacher/CEO, if you become aware that SHARE MAT is entering a contract in which you have a direct interest.

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- 15.3 If you engage or supervise or work with contractors and have previously had or currently have some form of connection in a private, social, domestic or work/professional capacity, you must declare that relationship.

Contract Tenders

- 15.4 If you wish to tender for a contract from SHARE MAT, you must declare such an intention to the Headteacher/CEO, as soon as intent has been formed, and at the earliest possible opportunity.

16. Whistle blowing/ Complaints

- 16.1 Where a member of staff becomes aware of any serious failing in service provision, impropriety, fraud, perceived pupil abuse, breach of procedure or maladministration, they have a duty to report this to the appropriate level of management.
- 16.1.1 In the event that a member of staff becomes aware of activities which they believe to be illegal, unethical or inconsistent with this Code, the member of staff must report in accordance with the Whistleblowing Policy.

17. Gifts, hospitality, bequests and legacies

- 17.1 It is a serious criminal offence for you corruptly to receive or give any gift, loan, fee, reward, or advantage for doing or not doing anything or showing favour or disfavour to any person in your official capacity (as a public servant). In the event that an allegation is made it is for you to demonstrate that any such rewards have not been corruptly obtained.
- 17.2 There are occasions where pupils or parents may wish to pass small tokens of appreciation to staff e.g. at Christmas, or as a 'thank you', and this is acceptable. However, it is not acceptable to receive gifts on a regular basis or to receive gifts of any significant value.
- 17.3 You must not, either directly or indirectly, accept any gift, reward or benefit from a pupil or any member of the public or any organisation with whom you are brought into contact by reason of your duties, other than:
- small gifts of a modest value or of a promotional or advertising nature, e.g. calendars, diaries, mugs, inexpensive pens or other similar items
 - small gifts offered during official authorised hospitality, e.g. gifts on the conclusion of any courtesy visit of a type normally given by that organisation
 - small gifts by service users or clients.
- 17.4 Where appropriate, gifts shall be shared between staff members.
- 17.5 Any gifts other than as described above must be declined or returned.
- 17.6 You should always exercise discretion in offering and accepting hospitality. You should bear in mind how it might affect your relations with the party offering it and how it might be viewed by school staff and other potential suppliers/contractors, and the public. When considering offers of hospitality you should consider whether:



- the invitation comes from an organisation likely to benefit from SHARE MAT
- the organisation is seeking a contract with SHARE MAT, or one has already been awarded
- the visit is genuinely instructive or constitutes more of a social function
- the scale and location of the hospitality is relative to the event
- the event takes place outside of normal working hours
- it is being offered on a frequent basis
- it is being offered just to you or to others as well
- the hospitality is purely a social or sporting event as opposed to an event which you are attending in an official capacity.

17.7 You should handle the refusal of gifts or hospitality with tact and courtesy (the intentions of those offering gifts or hospitality may not have been corrupt but simply inappropriate to professional relationships in the public sector).

17.8 The same rules as above apply to bequests which must be refused unless of a token nature or unless there are special circumstances approved in writing by the Headteacher/CEO.

17.9 In all instances where you wish to accept hospitality, you must seek approval in advance in writing from the Headteacher/CEO, except either where the hospitality is that of a minimum common courtesy, or where the hospitality is being offered to all the delegates and forms an integral part of a conference or seminar.

17.10 All gifts, and offers of gifts (including inducements such as air miles, trading discounts, vouchers etc.) or hospitality (including those that have been declined) over the value of £10 must be declared on the Register of Business Interests & Other Gifts and Hospitality Form.

18. Work Related Social Events

18.1 Although work related social events may take place away from the workplace and outside of normal working hours, SHARE MAT's standard Code of Conduct applies to such events. Whilst SHARE MAT does not wish to put a dampener on employee's enjoyment of social events, it is in everyone's interests to agree certain rules of conduct for the protection and comfort of all. Specifically employees who attend work-related social events must adhere to the following rules and principles:

- Employees should consume alcohol only in moderation at work-related social events, irrespective of whether SHARE MAT provides or pays for the drinks.
- It is strictly forbidden for any employee to use illegal drugs, including cannabis, at any work related social event whether on SHARE MAT premises or not.
- The Bullying and Harassment Policy applies to work-related social events.
- Employees should not say or do anything at a work related social event that could offend, intimidate, embarrass or upset any other person, whether it is a joke or not.



- Swearing and intemperate language are unacceptable at work-related social events.
- Employees must not behave in any way at any work-related social event that could bring the academy's name into ill repute.

18.2 Any breach of the above rules will render the employee liable to disciplinary action under the disciplinary procedure, up to and including dismissal without notice. The above rules are in place for the benefit of all members of staff and to ensure that everyone can enjoy work-related social events in an atmosphere of conviviality without fear of being made to feel uncomfortable by another employee's conduct.

19. Promoting equality of opportunity and diversity

19.1 In line with the Equality Policy all members of staff are expected to work to eliminate discrimination, promote equality of opportunity and promote good relations. All members of the community should be treated with respect and you should endeavour to provide a high quality service appropriate to their needs.

20. Appointments following retirement, resignation or lawful termination of employment

20.1 SHARE MAT is concerned to safeguard the integrity of its employees and to avoid the appearance of impropriety among employees.

20.2 It is in the public interest that people with experience of education/public administration should be able to move into business and other bodies.

20.3 It is important, whenever an employee accepts a particular outside appointment, that there should be no cause for any suspicion of impropriety.

21. Conflicts of interest procedure – making a declaration

21.1 Step One – Inform

Inform your supervisor/immediate line manager of the potential area of conflict.

21.2 Step Two – Complete the form

Complete a "Conflict of Interest Declaration form" (see Appendix 1) giving details of the potential conflict. You should then pass this to your line manager for them to add supporting information and to outline their view and comments. This should include the level of involvement which managers anticipate having and should also detail any safeguards that could be put in place.

21.3 Step Three – Submit form

Send your completed form to the Headteacher/CEO (or Chair of Governors if the Headteacher/CEO is making the declaration).

21.4 Step Four – The decision

The Headteacher/CEO (or Chair of Governors) will be responsible for deciding whether or not a conflict of interest exists. They will need to be satisfied that this would neither



interfere with your performance or duties nor lead to any suspicion of improper influence. All declarations of a conflict of interest will be considered on an individual basis according to the particular circumstances.

21.5 Step Five – Confirmation

The Headteacher/CEO (or Chair of Governors) will write to you outlining their decision. All declarations will be recorded in the academy's 'Register of Interests'.

21.6 Step Six – Appeal

If you wish to appeal against the decision, you should use the grievance procedure.

21.7 Step Seven – Change to circumstances

If your circumstances change it is your responsibility to inform your manager and make a new declaration as above.

22. Consequences of breaching the Code

22.1 SHARE MAT expects the highest standard of personal conduct from all its employees and where an employee breaches the Code of Conduct, the disciplinary procedure may be invoked, depending on the circumstances.

22.2 Serious breaches of this Code may lead to an employee being dismissed.

23. Other policies and procedures

- 23.1 Safeguarding
- Whistleblowing
- Health & Safety
- Social media
- Equality
- Bullying & Harassment
- Financial regulations
- Recruitment



APPENDIX 1: CONFLICT OF INTEREST DECLARATION FORM

N.B. If you have no declarations to make, please put N/A and sign and date.

Ref:

Name:

Post:

School:

Nature of Declaration/Code of Conduct paragraph:

Extent of Declaration:

Certification: I certify that the above declaration is true and that to my knowledge no material omissions have been made.

Signature of employee making declaration:

.....

Date:

Initials and name of authorising manager:

.....

Date:

To be returned to the HR department.



APPENDIX 2 – RECEIPT ACKNOWLEDGEMENT

I confirm that I have received and fully understood the SHARE Multi-Academy Trust Code of Conduct Policy

Name:.....

Signature:.....

Date:.....

To be returned to the HR department.