

**The Heath Family (NW) Multi Academy Trust
Code of Conduct Policy**

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1. POLICY STATEMENT

- 1.1 This Code of Conduct should be read in conjunction with the Heath Family Multi Academy Trust's Disciplinary Policy. The aim of the Code of Conduct and Disciplinary Policy is to set out the standards of conduct expected of all employees and to provide a framework within which The Heath Family (NW) Multi Academy Trust can work with employees to maintain those standards and encourage improvement where necessary.
- 1.2 It is the Heath Family Multi Academy Trust's policy to ensure that any disciplinary matter is dealt with fairly and in accordance with the Disciplinary Policy.
- 1.3 If you are in any doubt as to your responsibilities or the standards of conduct expected you should speak to the [Principal/Head Teacher].
- 1.4 The Heath Family (NW) Multi Academy Trust may amend its Code of Conduct at any time.

2. RULES OF CONDUCT

- 2.1 While working for The Heath Family (NW) Multi Academy Trust you should at all times maintain professional and responsible standards of conduct. In particular you should:
 - 2.1.1 act at all times in good faith and in the best interests of the Heath Family Multi Academy Trust, its pupils, parents and employees;
 - 2.1.2 behave professionally, set a good example to others and exercise confidentiality;
 - 2.1.3 observe the published standards for teachers (or any other relevant professional or occupational standards for employees who are not teachers)
 - 2.1.4 comply with all reasonable instructions provided by the Trust, the [Principal/Head Teacher] and/or the Senior Leadership Team;
 - 2.1.5 work together to create a Heath Family Multi Academy Trust culture that is based on mutual trust and appropriate respect;
 - 2.1.6 only exercise physical restraint as a last resort;
 - 2.1.7 speak with a child with the door open or with another adult present;
 - 2.1.8 treat other Heath Family Multi Academy Trust personnel with respect;
 - 2.1.9 treat resources responsibly and if possible reduce, re-use and recycle resources;
 - 2.1.10 be aware of the Heath Family Multi Academy Trust's guidelines on handling money;
 - 2.1.11 create and maintain a good and open relationship with parents;

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- 2.1.12 be trained in Child Protection procedures;
 - 2.1.13 create a positive classroom environment where all children are cared for, respected and valued;
 - 2.1.14 take care of your physical and mental well-being by maintaining a healthy work-life balance;
 - 2.1.15 observe the terms and conditions of your contract;
 - 2.1.16 observe all of the Heath Family Multi Academy Trust's policies, procedures and regulations which are notified to you from time to time by means of notice boards, e-mail, the intranet or otherwise; and
 - 2.1.17 take reasonable care in respect of the health and safety of pupils, parents, colleagues and third parties and comply with The Heath Family (NW) Multi Academy Trust Health and Safety Policy.
- 2.2 Failure to maintain satisfactory standards of conduct may result in action being taken under our Disciplinary Policy.

3. MISCONDUCT

The following are examples of matters that will normally be regarded as misconduct and will be dealt with under the Heath Family Multi Academy Trust's Disciplinary Policy:

- 3.1 minor breaches of the Heath Family Multi Academy Trust's policies including but not limited to the Sickness Absence Policy, Electronic Information and Communications Systems Policy, Social Media Policy, Equal Opportunities Policy, Behaviour Management Policy and Health and Safety Policy, Time Off For Dependents Policy; Parental Leave Policy;
- 3.2 minor breaches of your contract;
- 3.3 damage to, or unauthorised use of, Heath Family Multi Academy Trust's property;
- 3.4 poor timekeeping;
- 3.5 time wasting;
- 3.6 failure to follow instructions or any other insubordination;
- 3.7 excessive use of the Heath Family Multi Academy Trust's telephones for personal calls;
- 3.8 excessive personal e-mail or internet usage;
- 3.9 minor bad language or other minor offensive behaviour;
- 3.10 negligence in the performance of your duties;

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- 3.11 smoking in no-smoking areas;
- 3.12 being an accessory to a disciplinary offence committed by another employee;
- 3.13 neglect of health (if you fail to carry out any instruction from a medical officer appointed by The Heath Family (NW) Multi Academy Trust or if by your conduct while absent from work on account of illness, you hinder your return to work); or
- 3.14 failure to disclose that you are subject to criminal proceedings, or are charged with a criminal offence that is relevant to the nature of your employment.

This list is intended as a guide and is not exhaustive.

4. GROSS MISCONDUCT

- 4.1 Gross misconduct is a serious breach of contract and includes misconduct which, in the Heath Family Multi Academy Trust's opinion, is likely to prejudice The Heath Family (NW) Multi Academy Trust or its reputation or irreparably damage the working relationship and trust between employee and employer. Gross misconduct will be dealt with under the Heath Family Multi Academy Trust's Disciplinary Policy and will normally lead to dismissal without notice or pay in lieu of notice (summary dismissal).
- 4.2 The following are examples of matters that are normally regarded as gross misconduct:
 - 4.2.1 theft, or unauthorised removal of the Heath Family Multi Academy Trust's property or the property of any other person or the incitement to steal;
 - 4.2.2 fraud, forgery or other dishonesty, including fabrication of expense claims and/or time sheets;
 - 4.2.3 gross failure to follow reasonable and lawful instructions;
 - 4.2.4 unauthorised Absence;
 - 4.2.5 gross insubordination;
 - 4.2.6 deliberate mutilation or destruction of official documents;
 - 4.2.7 the initiation or participation in any inappropriate verbal or physical conduct with a child;
 - 4.2.8 actual or threatened violence, or behaviour which provokes violence;
 - 4.2.9 deliberate damage to the Heath Family Multi Academy Trust's buildings, fittings, property or equipment, or the property of any other person;
 - 4.2.10 serious misuse of The Heath Family (NW) Multi Academy Trust property;

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- 4.2.11 deliberately accessing internet sites containing pornographic, offensive or obscene material;
- 4.2.12 serious or persistent insubordination and/or the refusal to follow management instructions;
- 4.2.13 bringing The Heath Family (NW) Multi Academy Trust into serious disrepute;
- 4.2.14 being under the influence of alcohol, illegal drugs or other substances during working hours;
- 4.2.15 causing loss, damage or injury through serious negligence;
- 4.2.16 serious breach of health and safety rules;
- 4.2.17 unauthorised use or disclosure of confidential information (other than in accordance with the Whistleblowing procedure) or failure to ensure that confidential information in your possession is kept secure;
- 4.2.18 acceptance of bribes or other secret payments;
- 4.2.19 using or attempting to use your official position for your own or another person's private advantage;
- 4.2.20 committing a criminal offence that in the opinion of The Heath Family (NW) Multi Academy Trust may affect its reputation or its relationships with its employees, parents, pupils or the public, or otherwise affects your suitability to continue to work for the [Trust/School/Academy];
- 4.2.21 possession, use, supply or attempted supply of illegal drugs;
- 4.2.22 serious neglect of duties, or a serious or deliberate breach of your contract or operating procedures;
- 4.2.23 knowing breach of statutory rules affecting your work;
- 4.2.24 unauthorised use, processing or disclosure of personal data contrary to our Data Protection Policy;
- 4.2.25 harassment of, or unlawful discrimination against, employees, contractors, parents, pupils or members of the public, related to gender, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, disability, religion or belief or age contrary to the Heath Family Multi Academy Trust's Equal Opportunities Policy or Anti-harassment and Bullying Policy;
- 4.2.26 giving false information as to qualifications or entitlement to work (including immigration status);

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- 4.2.27 making a disclosure of false or misleading information under our Whistleblowing Policy maliciously, or for personal gain/advantage, or otherwise in bad faith;
- 4.2.28 making false or misleading allegations in bad faith against a colleague;
- 4.2.29 victimising or harassing a colleague who has raised concerns, made a complaint or given evidence information under the Whistleblowing Policy, Anti-harassment and Bullying Policy, Grievance Policy, Disciplinary Policy or otherwise;
- 4.2.30 serious misuse of our information technology systems (including misuse of developed or licensed software, use of unauthorised software and misuse of e-mail and the internet) contrary to the Heath Family Multi Academy Trust's Electronic Information and Communications Systems Policy;
- 4.2.31 serious misuse of social media contrary to the Heath Family Multi Academy Trust's Social Media Policy; or
- 4.2.32 undertaking unauthorised paid or unpaid employment during your working hours.

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