



BOURTON MEADOW EDUCATION TRUST

STAFF CODE OF CONDUCT

A guide for teaching staff and support staff

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Introduction

The following code of conduct has been adopted by the Directors of Bourton Meadow Education Trust 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 across the trust. In the case of teachers, it applies in conjunction with Part B of the Teachers’ Standards.

All children within the Bourton Meadow Education Trust have the right to a high quality education which takes place in a positive, supportive and respectful environment. It is essential that all staff work to provide this, while themselves being treated with dignity and respect.

It is important, therefore, that staff understand that their own behaviour and the manner in which they conduct themselves with their colleagues, pupils, parents and other stakeholders sets an example and affects the trust environment.

The directors recognise that the majority of staff always act in an appropriate manner and set high standards for themselves and others. However, we consider it important to make clear the standards we expect from staff so that misunderstandings and/or misinterpretation of rules are kept to a minimum.

This Code is intended to set out our expected standards of conduct, our rules and values. It applies to all staff, regardless of status. It is not an exhaustive compilation of what staff can and cannot do but it is hoped that it will ensure everyone is clear about what is acceptable and what is not. It does not remove the responsibility of staff members to read, understand and act within the school’s full policies and procedures but serves as a quick reference to issues which occur on a more frequent basis.

The Code is binding on all school staff. It is expected also that those staff deployed within each school who are employed by external agencies adhere to its principles. Breaches of the Code and the standards expressed in it could result in disciplinary action, including dismissal for serious offences. We hope, of course, that such action won’t be necessary and that all staff will ensure they read the Code and act in accordance with it.

As an employee, you must not put yourself in a position where duty and private interests conflict and you must not make use of your employment to further your private interests.

GENERAL PRINCIPLES

As an employee of the Trust, you are expected to carry out your duties in accordance with the Trust’s and each Academy’s policies and procedures.

You are expected to uphold the following principles:

- Selflessness: - your decisions must be taken in terms of the values and mission of the Trust and not in order to gain financial or other material benefits.
- Integrity: - you must not place yourself in a situation where your position is compromised.
- Objectivity: - all decisions must be made on merit alone.
- Accountability: - you must accept accountability for your decisions and actions.

- Openness: - you should be as open as possible about all your decisions and actions.
- Honesty: - you should declare any private interests relating to your duties and take lawful steps to resolve any conflicts to ensure that public interest is protected.
- Leadership: - you must support and promote these principles by example.
- Conduct: - you must avoid bringing the Trust into disrepute (e.g. by the use of social networks or the internet).
- Respect: - you must treat others with respect.

GENERAL CONDUCT

In order to create a positive and respectful environment for all stakeholders within the Trust it is essential that the general conduct and behaviour of all staff is of a high standard and that all members of staff set high expectations for themselves.

The language used around school with both children and other members of staff is essential in creating a positive environment. Therefore it should always be:

- **Positive**
This means that no derogatory comments should be made about children or staff. Any issues or concerns staff may have should not be discussed in public places such as the staffroom as it can be detrimental to the positive environment that we are striving to create. It should be noted that moaning or complaining about school issues never improves a situation and only seeks to create negativity in school.
- **Appropriate**
This means that staff members must consider others and how they might be offended by inappropriate language such as swearing.
- **Confidential**
This means that there should be no discussion of personal matters concerning children or staff with anyone other than the headteacher or SLT who will make decisions on the appropriate members of staff to be informed.
- **Directed to the appropriate person**
This means that if you have a concern you should seek to share it with either your line manager or the headteacher. Again, the headteacher has the responsibility of deciding what information is shared with the wider school community and this includes instances that happen in school being shared with parents.

Body language is also essential to creating positive and respectful relationships in school. All staff are expected to greet children and listen to them.

Any concerns staff may have about these high expectations not being met should be directed to the headteacher and will be dealt with in confidence. However sometimes in order to ensure any inappropriate behaviour is tackled it might be necessary to discuss issues with the member of staff

concerned and staff should expect that this will be done in a way deemed appropriate by the headteacher.

SAFEGUARDING

Directors have a duty to safeguard and promote the well-being of children, young people and vulnerable adults. This includes the need to ensure that all adults who work with or on behalf of children, young people and vulnerable adults are competent, confident and safe to do so.

All employees who come into contact with children, young people and vulnerable adults in their work have a duty of care to safeguard and promote their welfare as detailed in Keeping Children Safe in Education (August 2016)

It is essential that all employees are aware of and refer to the Guidance for Safer Working Practice for Adults who work with Children and Young People.

If any member of staff has concerns about a child it must be reported to the Designated Safeguarding Lead for the school immediately. This will normally be the headteacher however in his/her absence it may be reported to the Additional Safeguarding Leads. Details of the “on-call” designated person are publicised in each school.

If a child discloses something to a member of staff they must not promise to keep it a secret and must listen to the child and take notes of the conversation. This should then be brought to the attention of the designated officer. All staff should read and be familiar with the School’s Safeguarding Policy.

CONCERNS ABOUT STAFF

If any member of staff is concerned about the conduct of another member of staff they should feel confident their concerns will be taken seriously. Any concerns should be referred to the headteacher as the designated safeguarding lead or where the concerns are about the headteacher to either the Executive Headteacher or the Chair of Governors. Alternatively any member of staff can contact the LADO (Local Authority Designated Officer) Bridget Day who can be contacted on 01296 382070.

PERSONAL INTEREST

You must not in your official capacity:

- Allow your personal interests to conflict with the Trust’s requirements.
- Use your position improperly to confer an advantage or disadvantage on any person.
- Disclose information given to you in confidence, or information acquired which is of a confidential nature, without the consent of a person authorised to give it.

- Prevent another person from gaining access to information to which that person is entitled by law.

You must:

- Ensure that your relationships with Pupils, Parents, Governors, Staff and any other people with whom you may come into contact with in the course of your duties are professional at all times.

GIFTS AND HOSPITALITY

The Trust seeks to maintain the highest standards of conduct and probity in its business.

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 Trust.

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

If you are in any doubt, you should seek guidance from your Head Teacher or Line Manager before accepting any gifts or hospitality offered.

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

SPONSORSHIP

Where the Trust, or parties to the Trust, sponsors an event or service, you, or any partner, spouse or relative must not benefit from the sponsorship.

You must seek guidance from your manager if you are involved with any event or service that the Trust proposes to sponsor.

CONFIDENTIALITY

In accordance with the Trust's policy of confidentiality it is essential that any information regarding children is kept in the strictest confidence.

It should be noted that there are a number of children in school who are under protection of the court or are under Child Protection which mean confidentiality is essential to protect them. As the fact that these children have these issues is in itself a confidential matter all children should expect the same high standard of confidentiality. Therefore it is essential that:

- Any information regarding behaviour/conduct/academic ability is never discussed outside of school unless permission of the SLT has been sought
- Any concerns are directed to the appropriate person

- The SLT decide what information is shared with parents and that even if staff have personal relationships with parents they never discuss events that have happened in school unless they have the permission of the SLT
- Children's behaviour /conduct/academic ability is never discussed with other parents
- All staff check that they have permission to take photographs of specific children (This can be found in the school office)

You must not:

- Pass on any information received or obtained through your employment to anyone who is not entitled to have that information.
- Use information for personal advantage.
- You must:
- Work within the requirements of Data Protection Act 1998 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.
- You must not misuse your position by seeking information which you do not need to know to carry out your duties.
- Examples of abuse of confidence would include:
- Ill-considered gossip whether with colleagues 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.

Having strict policies and procedures regarding confidentiality is essential in promoting confidence in the school. Therefore any staff members not meeting these high expectations will be subject to disciplinary procedures.

DEALING WITH THE TRUST'S MONEY

You 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 Academies Financial Handbook and Financial Regulations Manual.

CRIMINAL CHARGES AND CONVICTIONS

In accordance with the Independent School Standards Regulations, the Trust requires all applicants and employees to disclose criminal convictions, whether committed in the UK or elsewhere.

You must:

- Notify the Trust in writing if charged with any criminal offence or if convicted of any criminal offence, this includes cautions.
- If charged with an offence, advise the Trust as your employer immediately after you are charged (i.e. next working day).

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 the Trust in either case will constitute grounds for disciplinary action.

OTHER EMPLOYMENT

In some instances, your contract of employment may:

- Prevent you from undertaking other employment without the written permission of your manager. This will be stated within your individual contract.
- It is important that you ensure that any additional employment does not conflict with the interests of the Trust or affect your ability and credibility to do your job.
- Where you have more than one job, both the Trust and your other employer(s) are responsible for ensuring that the 48 hour week is complied with. You should therefore ensure that you inform your Head Teacher/ Line Manager about any work you undertake for other employer(s). (You may opt to work more than 48 hours per week and should you wish to do so, you will need to complete the form 'Working Time Regulations Opt Out Agreement' and submit it to your Head Teacher or Line Manager). The Trust will comply with the requirement to provide appropriate rest breaks as detailed in the legislation.
- You must ensure that Trust time and equipment are not utilised in connection with any other employment.
- If in doubt, the best thing to do is to discuss the circumstances with your manager.

INTELLECTUAL PROPERTY AND COPYRIGHTS

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

PUBLICATIONS AND DEALING WITH THE PRESS

You must not:

- Publish any material which comments on the activities, policies etc. of the Trust without the consent of your manager.
- Make comments to the press or media unless specifically authorised to do so.

Where requests for comments are received they should be passed on to the Head Teacher or Line Manager.

Where you wish to publish an article unconnected with the Trust then the article must not link you to the Trust.

EQUIPMENT AND MATERIALS

You must:

- Not use the equipment and premises of the Trust or of other places where you work during your 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 your own time.
- Follow the internet usage policy.

POLITICAL RESTRICTIONS AND NEUTRALITY

There are a number of posts that are politically restricted. These fall into two broad categories:

- Specified posts
- Sensitive posts

If you are in a politically restricted post then this will be indicated in your contract of employment and you are restricted in certain political activities.

POLITICAL NEUTRALITY

The Trust will not concern itself with the political beliefs of individuals however you must not allow your own political beliefs to interfere with the work of the Trust.

You may not display party political posters, including election material, in any place of work.

EQUAL OPPORTUNITIES

The Trust is committed to the promotion and implementation of equal opportunities both internally and externally.

The Trust aims to ensure that everyone who comes into contact with it is treated equally and not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations.

The Trust 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.

The Trust expects all its employees to uphold its Equal Opportunity in Employment 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.

EMPLOYMENT MATTERS

If you are involved in making appointments you must:

- Ensure that such appointments are made on the basis of the candidate's ability to do the job.
- Ensure that your personal preferences should not influence judgements made.
- Declare your interest where you are related to an applicant or have a close personal relationship outside work with him/her.

DISCRIMINATION, HARASSMENT AND VICTIMISATION

You must treat all other employees, pupils, parents, and people with whom you 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.

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 and will be the subject of a thorough investigation.

FITNESS FOR WORK

The Trust accepts that alcohol is legally and freely available. You must:

- Ensure that the use of alcohol out of work does not adversely affect your work performance, the health, safety or welfare of yourself or others and does not damage the Academy image and reputation.
- If you are a Head Teacher or Manager, consider the options available for managing employees in the above situation and refer to the alcohol policy and 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 yourself or others, and does not bring the Academy into disrepute.
- If taking medication you must seek the advice of your doctor to ensure that such medication will not impede your ability to do the job (e.g. operate machinery).
- Inform your Head Teacher or Line Manager of any situations where a risk to yourself or others may arise because of this.
- If you are a Head Teacher or Line Manager 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.

HEALTH AND SAFETY

You have a duty to take reasonable care of yourself and to cooperate with management under the Health and Safety at Work Act 1974. These responsibilities are identified in the each academy's Health and Safety policy.

You are required to act at all times in accordance with this policy and generally to act in such a way to ensure your own safety and that of others.

Any action which potentially puts at risk the health and/or safety of yourself or others will be viewed seriously and may result in disciplinary action may be taken.

ATTENDANCE

Promoting attendance of school staff is essential to ensure the successful running of the school. The school accepts that sometimes staff members are unable to attend work due to sickness. In these cases in order to ensure the consistent running of the school we ask that the school be informed as soon as possible if a staff member is unable to attend work. This should be communicated to the school in person through a phone call before 8.00am on the morning of the first absence. Where possible the person calling should speak directly with the person designated by each academy.

Any absence which is over 5 days needs to be supported with a doctor's note. All staff will be required to have a return to work interview after any absence. This will involve the completion of a return to work form and will normally be conducted with a member of SLT. This allows the school to implement any support the member of staff might need to carry out their duties and promote consistent attendance.

In accordance with the BMET Health and Attendance Policy any member of staff who requests absence due to sick dependents needs to call the school and inform the SLT that they are "Stuck not Sick". The expectation is that as soon as appropriate arrangements can be made the member of staff will return to work. In accordance with the policy any time missed from work must be made up through working additional hours. If this is not possible, the matter must be discussed with the Headteacher.

Occasionally it may be necessary for a member of staff to request time off to attend hospital or other appointments. It is expected that where possible all efforts will be made for these appointments to be out of school hours. However, if time off is requested a leave of absence form must be completed and approved by the Headteacher or Chair of Governors. This includes all requests to attend events at other schools such as graduations or sport's days. Approval for this absence will only be granted if it is not detrimental to the consistent running of the school and all time off will be given unpaid or the hours must be made up.

If a member of staff is persistently absent then the school will request that an Occupational Health Assessment be carried out. This helps the school to support the member of staff by requesting professional advice on how we can adapt the school environment to increase attendance. It is expected that you are available for work during these hours and take an unpaid lunch break.

You must record your attendance in accordance with your workplace time recording system.

SMOKING

The Trust is a non-smoking organisation.

You are not permitted to smoke in any of the Trust's offices, or any other building or grounds owned or occupied by the Trust, at any time.

Smoking whilst on the Trust's premises is likely to be subject to disciplinary action.

MOBILE PHONES

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

It is therefore ensured that all practitioners:

- 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.
- are aware of the importance of reporting concerns promptly.

It is fully recognised that studies consistently indicate that imposing rigid regulations and/or 'bans' on the actions of others can be counterproductive, leading to a culture of suspicion, uncertainty and secrecy.

The imposition of rigorous, inflexible rules is therefore avoided, unless the potential risks of not enforcing them far out-weigh the benefits. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting environment, which is agreed to by all practitioners.

Personal Mobiles

- Employees are not permitted to make/receive calls/texts during work time where children are present. (excluding break times)
- Staff should ensure that mobiles are silent at all times whilst in classrooms with children and in staffrooms. They should not be left on display.
- Staff are not permitted to use recording equipment on their mobile phones. (Please read photographic images of children policy Work Related Mobile Phones)

SOCIAL MEDIA

The school accepts that staff have a right to engage in the use of social media in their personal time. However in order to protect staff from allegation and to maintain the reputation of the school it is essential that:

- Staff do not discuss the school on any social media sites. Staff should also be aware that posting information on their place of work while not directly mentioning the name of the school can also be construed as discussing the school.

- School staff do not invite, accept or engage in communications with parents or children from the school community in any personal social media whilst in employment at Bourton Meadow Education Trust. If the member of staff is also the parent of a child at the school they may have relationships on social media with other parents. This is acceptable but issues made aware to them from the position of being employed in the school should never be discussed. Once the child has left the school it is expected that they will no longer be part of parenting discussions.
- Staff should ensure that they have appropriate security settings on their accounts and consider the content of their postings in light of their professional responsibilities.
- No pictures/videos should be taken on personal devices and posting of any images taken during the school day to a social media site will lead to an immediate disciplinary action.
- Any member of staff who is made aware of any breaches of these expectations should inform the headteacher immediately.

These rules help to maintain professionalism and protect the individual, children and reputation of the school. Please see the Social Media Policy for further information on this topic.

DRESS CODE

There is a general expectation that dress will be appropriate to the nature of the duties and responsibilities of the job.

The Trust 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.

Where there is a clear business case or a health and safety reason then the Academy may introduce appropriate dress codes to suit the services provided and expectation of the Academy.

Teaching is a formal and professional vocation. A staff dress code should reflect this and it is important that staff at any Trust school project a professional image to students, parents and other stakeholders. Our dress code reflects the high expectations of the school in terms of teaching and learning, behaviour and student uniform.

The Trust recognises that whilst we would want staff to exercise choice in the clothing they wear to work, there is a need for clothing to be appropriate and safe for working with children. There is no desire to set a particular style of dress or appearance, but rather to set a standard that is appropriate within a learning environment that promotes effective teaching and learning.

All staff should be smart and professional. While it is not possible to publish an exhaustive dress code the following may be helpful in clarifying what is and what is not appropriate:

- No denim
- No revealing, see through or excessively tight clothing
- No shorts (except PE staff)
- No combat or cargo trousers (except Caretaker uniforms)
- No leggings unless under an appropriate length skirt or dress

- No inappropriate footwear e.g. flip flops and trainers (except PE staff) which may contravene Health & Safety guidelines. Women's tops may be sleeveless but should not be 'strappy' (i.e. have narrow shoulder straps) or be strapless
- No large logos
- No clothes that are excessively worn or faded
- No clothes with rips or tears
- Skirts / dresses should be worn on or below the knee

IDENTITY BADGES

Employees issued with identity badges should wear them at all times. This is particularly important if you visit the public in their homes. Where managers decide that it is not practical to wear identity badges then you should have them available for inspection at all times.

DISCIPLINARY RULES

The Trust has a Conduct and Disciplinary policy.

This policy 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.

The Trust also has a separate capability procedure which provides a framework for managers and employees to cope with issues of poor performance. The underlying intention of the Procedure is to give the employees who are falling below the established acceptable standards the opportunity to improve.

FOLLOWING INSTRUCTIONS

You 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 Trust or Academy policy and practice.

Head Teachers and Line Managers must be able to justify their instructions and decisions in line with their delegations, authority, and Trust and Academy policy and procedures, and be open and respond promptly to constructive questions.

Contract of employment

Your contract of employment is an agreement between the Trust and you which sets out your employment rights, responsibilities and duties and this includes the Code of Conduct.

DATA PROTECTION

The Data Protection Act protects personal data which relates to living identifiable individuals and deals with the way in which personal information is collected, held, recorded and used.

It works in two ways:

- It gives you certain rights
- It states that those who record and use personal information must be open about how the information is used and must follow the 8 data protection principles.

All staff are expected to take great care with any data they have in their possession as part of their job. This includes data about children, their parents, other members of staff and of any members of the public. The following points must be adhered to when staff are handling sensitive data:

- Laptops must be encrypted and must be locked when not in use. Do not leave them open near windows, open doors etc. Log out when leaving the site so that the encryption is enabled.
- Memory sticks are not allowed unless they are encrypted ones provided by the school
- Always use a school email address for school communication. Ensure you have a strong password
- If you access school information on a mobile device, it must be password protected. Do not store files on such a device
- Do not put sensitive data into the recycling bin. Shred it or delete it.
- All iPads and tablets must be password protected – both staff and pupil ones.
- Ensure sensitive information for parents gets to the right parents – book bags are not secure for such data.
- Only take pupil data off site if you have to. Remember that you are then responsible for keeping it secure.
- Never assume parental consent
- Any breach of data, however small, must be reported to the Data Protection Officer. If you have any questions, you should contact the Data Protection Officer.

FREEDOM OF INFORMATION ACT 2001

The Freedom of Information (FOI) Act (2001) gives significant rights of access to information held by all public authorities.

HOURS OF WORK

All staff are expected to be in school for the hours set out in their individual contracts. Punctuality and good time keeping are important for the efficient running of the school and to prevent increasing the work load of other staff members. It also promotes confidence with the parent community who see staff well prepared and ready to receive their children.

Teaching staff do not have hours of work set out in their contracts but do have minimum directed hours as outlined in **The School Teachers' Pay and Conditions Document**. This states that **1265** hours a year can be directed by the school.

In addition The School Teachers' Pay and Conditions Document explains that teachers must work *“such reasonable additional hours as may be needed to enable the effective discharge of their professional duties”*. This work should be focused on planning and preparation and assessing, recording and reporting. The time and place are to be determined by the teacher. It should also be noted that PPA time is included in the directed hours and therefore can be directed by the headteacher. Any staff member who wishes to take this PPA time at home should seek permission of the headteacher.

The Trust recognises that the overwhelming majority of teaching staff work much longer than these directed hours in order to fulfil their duties as a successful teacher and we value their commitment to the school and children in their care.

The Working Time Regulations as amended, impose minimum requirements on employers, while at the same time allowing flexibility for workers 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. However, there is provision for an opt out agreement to be signed where both the organisation and the worker are willing to increase or exclude the limit on working hours.

INTERNET USAGE

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 school system. This activity would be a violation of the schools policies, particularly those relating to conduct and discrimination.

If access to this information is required for business purposes, a request must be submitted to the Head Teacher detailing a legitimate business reason for the access. If you are authorised to use this sort of material, you 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. You must not post any comments, photographs, images or conversations on social networking websites which may bring you or the Trust into disrepute. Security settings should be maintained at the highest level in order to prevent members of the public seeing any of your personal information. You should also follow any specific policy which your school may have set on the use of social networking websites.

CONDUCT OUTSIDE OF WORK

The Teacher's Standards state that *“Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.”* At Bourton Meadow Education Trust we believe ALL members of staff should uphold these high standards. We therefore urge all members of staff to consider this when conducting themselves outside school, particularly in regards to their profiles on social media. High expectations are essential in promoting the reputation of individuals and the school. Staff at any event which is organised in the name of Bourton Meadow Education Trust or any academy within it are expected to abide by all aspects of this Code of Conduct.