



# Staff and Volunteer Code of Conduct Policy

Crofty Multi Academy Trust

Date of Drafting: 22<sup>nd</sup> September 2022

Adopted Date: 26<sup>th</sup> September 2022

Review Date: September 2023





standards of performance and behaviour outlined in this policy may result in disciplinary action in accordance with Crofty Multi Academy Trust's Disciplinary Procedure.

This policy is

## 4. GENERAL O



Give/provide their name when speaking or writing to parents/carers and other members of the public or school community when speaking or writing on behalf of the Trust.

Ensure that any information provided in relation to the school is accurate.

Ensure that any information provided to third parties is in line with the Data Protection Act (1998)

Respect confidential information provided to them in the course of their work.

Avoid doing anything which could make the public doubt the motives or integrity of a member of staff of the school or bring the school into disrepute.

Ensure that any significant concerns or complaints expressed to them by parents, carers, or the general public are passed on to the senior management of the school.

## **7. RECEIVING GIFTS**

While the Trust underst

Bullying and harassment at work or outside of work is not acceptable and will not be tolerated. All incidents of bullying and/or harassment will be dealt with under our Anti- Bullying and Harassment, and Disciplinary Procedures as a case of possible misconduct or gross misconduct.

Staff who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our Disciplinary Procedure.

9.

Hair and beards should not compromise health and safety, with hair and beard nets being worn at all times when handling food.

Religious and cultural clothing are permitted, subject to health and safety considerations.

## **11. CONFIDENTIALITY**

During their employment, staff will have access to sensitive and confidential information relating to the Trust, other members of staff, pupils and their parents. Staff shall not disclose such information to any person unless otherwise authorised, to report safeguarding concerns or as required by law.

## **12. IT AND COMMUNICATION DEVICES**

All staff and volunteers must agree to follow the Trust Acceptable Use Policy. This will be provided to staff as part of their induction procedure, updates will be provided as necessary.

Misuse or excessive personal use of our telephone or email system or inappropriate internet use will be dealt with under our Disciplinary Procedure. Misuse of the internet can in some cases be a criminal offence. It will usually amount to gross misconduct to misuse our systems by creating, viewing, accessing, transmitting or downloading any of the following material (this list is not exhaustive):

- Sending, forwarding or reading private emails at work which;

- Sending or forwarding chain emails, junk emails, cartoons, jokes or gossip;

- Pornographic material (th



Any

such information may be handed to the police in connection with a criminal investigation.

### **13. POLICIES TO BE READ IN CONJUNCTION WITH THE STAFF CODE OF CONDUCT POLICY**

Disciplinary Procedure policy;

Safeguarding and Child Protection policyx

Whistleblowing;

Anti- Bullying and Harassment

GDPR/Data protection;C

Staff Act 2010 GJET/EMC /P /MCI232 841.92 reW\*nBT/F3p 12 Tf4Tf1 0ef1(Usef6(P12 TTf1

# APPENDIX 1