



COTSWOLD BEACON
ACADEMY TRUST

Code of Conduct for all Adults

(CBAT Members, Trustees and Governors should also refer to the Governance Code of Conduct)

Owner:	CEO
Approved by:	CBAT Trust Board
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Glossary of Terms

Principal	The Principal is the job title for the Leader within an academy school.
School Development Board (SDB)	Each trust school has a local governing body to offer support and challenge to senior leaders in the school whilst reviewing and monitoring areas for which it has delegated responsibility from the Trust Board.
Governors	Each School Development Board (SDB) consists of representatives from staff, parent /carers and the wider community.
Trustees	The Trust Board is accountable for the work of the SDBs. Trustees are accountable for all the decisions made for all schools within the Trust. They delegate some responsibilities to the School Development Boards.
CEO	The Chief Executive Officer is responsible for the academies, staff and pupils within the Cotswold Beacon Academy Trust. The CEO acts as the Accounting Officer and is personally responsible to Parliament for Trust schools funding.

1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all adults to follow.

By creating this policy, we aim to ensure the trust is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#).

Staff have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, central trust staff, trustees, local governors, parents/carers, volunteers and visitors to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Our Trust values of Excellence, Respect and Endeavour underpin our vision for school improvement and our approach to education, shared across all our schools.

Failure to follow the CBAT Code of Conduct is likely to result in disciplinary action being taken, as set out in the Trust's disciplinary policy.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the Trust, its Schools and its pupils.

2. Legislation and guidance

We must have a policy on code of conduct, as explained in the Department for Education's [governance guide for academy trusts](#).

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we should have a code of conduct, which should cover low-level concerns, allegations against staff and whistle-blowing, as well as acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

This policy also complies with our funding agreement and articles of association.

3. Safeguarding

Staff have a duty to safeguard pupils from harm and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.

Staff will familiarise themselves with the child protection and safeguarding policy and procedures, and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

The child protection and safeguarding policies and procedures are available in school staff rooms as well as in the policies section of the Trust and Schools' websites. New staff will also be given copies on arrival.

For safeguarding purposes, ID/visitor badges should be worn and visible at all times whilst on Trust sites. This protects staff and pupils, and helps to ensure safety around Trust sites. Care and safe keeping of staff ID badges is of crucial importance for security and safeguarding reasons.

3.1 Allegations that may meet the harm threshold

This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school.

We will deal with any allegation of abuse quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A 'case manager' will lead any investigation. This will be the Principal, or the CEO, where the Principal is the subject of the allegation.

3.2 Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children.
- Having favourites.
- Taking photographs of children on a personal device.
- Engaging in 1-to-1 activities where they can't easily be seen.
- Humiliating pupils.

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff, governors, visitors, volunteers and parents/ carers should share any low-level concerns they have using the reporting procedures set out in the Schools' child protection and safeguarding policies. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in the child protection and safeguarding policies. These are available in School staff rooms or on the policy sections of the School websites.

Our procedures for dealing with allegations will be applied with common sense and judgement.

3.3 Whistleblowing

Whistle-blowing reports wrongdoing that it is “in the public interest” to report. Examples linked to safeguarding include:

- Pupils’ or staff members’ health and safety being put in danger.
- Failure to comply with a legal obligation or statutory requirement.
- Attempts to cover up the above, or any other wrongdoing in the public interest.

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or Trust procedures, put people in danger or was an attempt to cover any such activity up.

In the first instance, staff should report their concern to the Principal. If the concern is about the Principal or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the Chair of the School Development Board. If the staff member feels the overall management and Governing Body of an academy school is engaged in an improper course of action; they should approach the Chief Executive Officer or Chair of Trustees of Cotswold Beacon Academy Trust.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

For our Trust’s detailed whistle-blowing process, please refer to our whistle-blowing policy which is available on the Trust Website www.cbat.academy.

3.4 Prevention of Extremism and Radicalisation

Any prejudice, discrimination or extremist views, including derogatory language, displayed by staff or pupils must always be challenged. It is the responsibility of all staff to follow the guidance of the Trust’s safeguarding policy and provide a secure environment to all staff and pupils.

Section 1 – for all staff in the Trust

4. General obligations

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality.
- Never use inappropriate or offensive language in school.
- Treat pupils and others with dignity and respect.
- Show tolerance and respect for the rights of others.
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.
- Not express personal beliefs in a way that exploits pupils’ vulnerability or might lead them to break the law.
- Adhere to General Data Protection Regulation (GDPR) rules on privacy and confidentiality.
- Understand the statutory frameworks they must act within, including the teachers’ standards.

If someone is not sure what is expected of them, then it is their responsibility to raise this matter with their Principal, Line Manager (or Chair of School Development Board in the case of the Principal).

5. Professional relationships

5.1 Staff-Pupil relationships

All children have a right to be treated with respect and dignity. When speaking to children, staff should always consider how they would expect to be spoken to themselves.

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a 1-to-1 basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see into the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in the School's child protection and safeguarding policy.

5.2 Relationships with other members of staff and adults in school

Staff are expected to act in a professional manner towards colleagues and visitors, irrespective of their relative position or status within the school. This means:

- Speaking politely to one another.
- Being approachable, friendly and welcoming to other adults in school – both staff members and visitors.
- Being flexible and understanding of unexpected changes within the school day.
- Communicating clearly and honestly.
- Addressing concerns openly and honestly with the person to whom the concern is addressed, whenever possible, without publicly criticising anyone.
- Never publicly undermining a colleague.
- Taking responsibility for actions and being prepared to apologise when a mistake has been made.
- Not deliberately discriminating or ostracising certain members of staff or visitors.
- Avoiding the establishment of 'cliques' within the staff.

6. Communication and social media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside of the trust, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils within the trust without their consent.

Staff should be aware of CBAT's ICT and Internet Acceptable Use Policy. This is available on www.cbat.academy

7. Acceptable use of technology

Staff will not use technology on site or belonging to the School/Trust to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or School/Trust equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the trust's IT system.

Further details are outlined in the CBAT's ICT and Internet Acceptable Use Policy which is available on www.cbat.academy.

8. Alcohol, illegal substances and medication

Illegal substances must not be brought on to the premises of the School/Trust. The Trust will not permit staff members to be under the influence, or perceived to be under the influence, of alcohol or illegal drugs during the working day. Staff members must ensure that the use of alcohol outside of working hours does not adversely affect their performance in the workplace.

The Trust recognises that alcoholism and other addictions are illnesses and that employees should be offered appropriate support through managing attendance procedures. The Trust will also consider the effects of legally prescribed drugs or certain types of medication on the performance of staff and deal with these under the managing attendance policy. This may involve undertaking a risk assessment where necessary, and taking occupational health advice, as appropriate.

Staff who are prescribed medication, should make themselves aware of the possible side-effects. In accordance with their duty to take reasonable care of themselves and their colleagues' health and safety they should advise the Principal / Line Manager, if the medication could affect their ability to do their job or travel safely to work. In these circumstances, the Principal / Line Manager will carry out a Risk Assessment.

Smoking / vaping is not allowed anywhere on the Trust premises.

9. Care, control and physical intervention

The circumstances in which staff can intervene with a pupil are covered by the 1996 Education Act (section 550A added in 1997 Education Act). Staff may legitimately intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others and staff must have regard to DfE guidance (Behaviour and Discipline Guidance February 2014).

Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence. In all cases, where physical

intervention is deemed necessary, the incident and subsequent actions should be documented and reported to the Principal and the pupil's parents.

This means that staff should:

- adhere to the policies within the school relating to physical restraint or intervention;
- always seek to defuse situations;
- always use minimum force for the shortest period necessary.

10. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the Trust, its Schools, staff, pupils and their parents.

This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties.
- Used to humiliate, embarrass or blackmail others.
- Used for a purpose other than what it was collected and intended for.

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in the Schools' child protection and safeguarding policies.

11. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using the trust's property and facilities.

Staff will not accept bribes. Gifts that are worth more than £25 must be declared and recorded on the gifts and hospitality register. Further information is included within CBAT's Anti-Bribery and Corruption Policy.

Staff will ensure that all information given to the trust is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school).
- Qualifications.
- Professional experience.

Where there are any updates to the information provided to the Trust, the member of staff will advise the Trust as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

12. Dress code

Staff will dress in a professional, appropriate manner for a school environment.

Outfits will not be overly revealing, and we ask that tattoos are covered up where possible.

Clothes will not display any offensive or political slogans.

Clothing must be safe and clean and take account of health and safety considerations, such as wearing appropriate footwear, removing jewellery etc.

The Trust is committed to promoting diversity and will therefore, respect individual preference in terms of customs, culture, religion and tradition.

13. Conduct outside of work

As an employee, staff must not put themselves in a position where duty and private interests conflict and must not make use of their employment to further private interests.

Staff will not act in a way that would bring the reputation and standing of the Trust, its Schools, or the teaching profession into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the Trust or its Schools on social media.

14. Breaching the Code of Conduct

The failure to follow the code of conduct will be investigated appropriately and may result in disciplinary action being taken. In some instances this could constitute gross misconduct, as set out in our staff disciplinary procedures. The Trust reserves the right to take legal action against employees where breaches of this code are deemed to warrant such action.

Section 2 - For Parents/Carers/Families & Visitors

Visitors could be:

- Volunteers accompanying school trips, working with individual children or small groups of children or supporting specific curriculum areas.
- Members of the School Development Board.
- Former pupils.
- Students on work experience.
- Local residents.
- Friends of the school, members of the PTA.
- Adults on site in a professional capacity.
- Local clergy or members of the congregation.

This is not an exhaustive list.

Members of the School Development Board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings) are not covered by this policy. They are covered by our Governors' Code of Conduct.

15. Expectations of parents, carers, families and visitors

We expect parents, carers and other visitors to:

- Respect the ethos, vision and values of our school.
- Work together with staff in the best interests of our pupils.
- Treat all members of the school community with respect – setting a good example with speech and behaviour.
- Seek a peaceful solution to all issues.
- For parents/carers - correct their own child's behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct.
- Approach the right member of school staff to help resolve any issues of concern.
- Dress appropriately for a school environment, avoiding clothes that may be viewed as offensive, revealing or sexually provocative.

16. Behaviour that will not be tolerated

- Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches).
- Swearing, or using offensive language.
- Displaying a temper, or shouting at members of staff, pupils, parents/carers or other visitors.
- Threatening another member of the school community.
- Sending abusive messages to another member of the school community, including via text, email or social media.
- Posting defamatory, offensive or derogatory comments about the Trust, its Schools, staff or any member of its community, on social media platforms.
- For parents/carers - use of physical punishment against your child while on School premises.
- Any aggressive behaviour (including verbally or in writing) towards another child or adult.
- Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention.
- Smoking, vaping or drinking alcohol on the School premises (unless alcohol has been allowed at a specific event).
- Possessing or taking drugs (including legal highs).
- Bringing dogs onto the school premises (other than guide dogs).

17. Breaching the Code of Conduct

If the School suspects, or becomes aware, that a parent/carer or visitor has breached the code of conduct, the School will gather information from those involved and speak to the parent/carer or visitor about the incident.

Depending on the nature of the incident, the school may then:

- Send a warning letter to the parent or visitor.
- Invite the parent or visitor into school to meet with a senior member of staff or the Principal.
- Contact the appropriate authorities (in cases of criminal behaviour).
- Seek advice from the Trust's legal team regarding further action (in cases of conduct that may be libellous or slanderous).
- Ban the parent, carer or visitor from the School site.

The School will always respond to an incident in a proportional way. The final decision for how to respond to breaches of the code of conduct rests with the Principal.

The Principal will consult the chair of the School Development Board before banning a parent/carer or visitor from the School site.

18. Monitoring arrangements

This policy will be reviewed every two years, but can be revised as needed. It will be approved by the CBAT Trust Board.

Our Trustees will ensure this code of conduct is implemented effectively, and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

19. Links with other policies

This policy links with:

- The Teaching Standards
- Disciplinary Rules and Procedures relating to Misconduct of Employees, which will be used if staff breach this code of conduct. It also sets out examples of what will be deemed as misconduct and gross misconduct
- Staff Grievance Policy
- Child Protection and Safeguarding Policy
- Keeping Children Safe in Education Policy
- Anti-Bribery and Corruption Policy
- ICT and Internet Acceptable Use Policy
- Whistle-blowing Policy
- Governance Code of Conduct
- Contractors' Code of Practice

CBAT policies are available on the Trust's website: www.cbat.academy