



**Astrea Academy Trust**  
INSPIRING BEYOND MEASURE

# Trust Code of Conduct

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## 1. Introduction to the Policy

- All employees of the Trust are obligated to adhere to the Astrea Code of Conduct. Each Academy will have a localised version of the Trust code of conduct adapted as the Principal deems necessary. All central services employees work to the Trust policy only.
- Whilst this policy is for Trust employees, it is expected that Astrea Academy Trust contractors adhere to this policy and briefed as such.
  - This Code of Conduct is aimed at ensuring that employees are aware of the standards of conduct expected of them within Astrea Academy Trust ('The Trust'). It should be read in conjunction with other relevant policies detailed within section 23.
  - This document gives information of the standards set, and to be maintained within the Trust. It provides a guide to the values, behaviours, and ways of working which are core to the Trust and for which we all have a personal responsibility for upholding.
  - Employees are responsible for ensuring that they are aware of the Code of Conduct and that they comply with its requirements. Principals / Senior Leaders are responsible for ensuring that all employees have been made aware of the provisions of this Code of Conduct.
  - The Code of Conduct will be included within employee inductions, and employee annual declarations.
  - Any such breach by employees may result in disciplinary action.
  - The term Employees used within this document refers to all employees and volunteers.
  - All Employees are responsible for observing the safe working practices outlined in this document.
  - This policy also applies to supply staff and contractors as to the standard of conduct we expect all to uphold.

## 2. Roles and Responsibilities

### 2.1. Trust Employee's responsibilities

- All Employees have responsibilities for the safeguarding, and wellbeing of children, ensuring they:
  - Take responsibility for their own actions and conduct.
  - Maintain high standards in their attendance and punctuality.

- Always work and conduct one's self safely and responsibly at all times, to fulfil their duty of care and not abuse their position in any way.
- Respond to any concerns about a students' wellbeing that they may have or are brought to their attention in line with Astrea Child Protection and Safeguarding Policy for all our Academies, including any relationships between adults and students that could place students at harm/at risk of harm.
- Respond in the same way to concerns that involve the conduct of other adults in the Trust by reporting as appropriate to a Principal/Senior Leader.
- Where the Principal is not available or the concern relates to the Principal, this must be reported to the Regional Director and/or Head of Safeguarding, should an allegation be made involving a child.
- Avoid any conduct which would lead anyone to question their motivation and/or intentions.
- Review their own practice and follow Trust/Academy policies and procedures and seek advice when unsure

## **2.2. Trust Employer' responsibilities**

- In order for employees to carry out these responsibilities the Trust will ensure that:
  - A safe working environment and guidance about safe working practices is provided annually as part of annual training.
  - Employees are treated fairly and reasonably in all circumstances.
  - All new and existing Employees receive adequate safeguarding training through a comprehensive induction programme and periodic training.
  - All Employees are made aware and reminded of the Trust procedures for reporting safeguarding and any general concerns.
  - All Employees are aware of the Whistleblowing Policy.

### 3. Health and Safety at Work

- All Trust Employees must ensure that they:
  - Familiarise themselves and comply with the Trust's Health and Safety Handbook and health and safety policies which detail the required Health and Safety Regulations. [H&S Handbook.docx \(sharepoint.com\)](#) through a comprehensive induction programme and [periodic training](#)
  - Co-operate with their senior leader in ensuring that training needs are identified, and that training is complete.
  - Always work in a safe way to ensure the health and safety of themselves and third parties.
  - Wear protective clothing and make appropriate use of Personal Protective Equipment (PPE) provided by the Trust, where applicable (note: PPE must be of a suitable size).
  - Follow Trust guidelines in the Trust Health and Safety Handbook when operating equipment, machinery or power.
  - Comply with any accident/reporting requirements and to report any injuries, strains, or illness they suffer as a result of doing their job.
  - Report medical conditions or medication that may affect their ability to carry out their job. This includes informing their senior leader of any personal difficulties that may affect their ability to do their job safely.
  - Not put themselves or others at unnecessary risk through working in an unsafe manner.
  - Follow risk assessment policies and procedures to assess whether behaviour or circumstances present a risk of harm to themselves or others.
  - For the purpose of health and safety advise the Principal/Senior Leader of any paid or unpaid work undertaken elsewhere that may increase risk for [Working Time Regulations](#).

### 4. Safeguarding

- All Trust employees have a duty to safeguard students from harm, promote their welfare, and to report any concerns they have, including any low-level concerns. This includes physical, emotional, and sexual abuse, or neglect.

- It is important for all employees to be aware of the signs of child abuse and be confident in what action should be taken should they occur.
- Before beginning work in regulated activity, all employees must read the Child Protection and Safeguarding Policy and the relevant sections of Keeping Children Safe in Education.
- Employees must complete the required safeguarding training through a comprehensive induction programme and periodic training
- Employees must follow the guidance set out in the Child Protection and Safeguarding Policy which explains when and how to raise an allegation or low-level concerns regarding the behaviour and/or conduct of another adult who works with children.

## 5. Confidentiality

- In the course of their role, employees are often privy to sensitive and confidential information about the school, employees, students, and their parents.
- Trust Employees must:
  - Always work in accordance with Trust data protection, GDPR and ICT Acceptable Use Policies.
  - Always keep private and sensitive information confidential, subject to any legal, safeguarding or policy requirements.
  - Never disclose personal information to anyone without relevant authority.
  - Not use information to intimidate, humiliate, embarrass, or blackmail others.
  - Not use information for a purpose other than what it was collected and intended for.
  - Be aware of the need to listen and support children whilst understanding the importance of not promising to keep secrets.
  - Never ask a student to keep secrets or promise to keep secrets for them.
- This does not overrule employees' duty to report safeguarding/child protection concerns to the appropriate body where Trust employees believe a student or adult is at risk of harm.
- The Trust expects all Trust Employees to keep up to date with data protection legislation and to put this into practice daily. All Trust Employees are required to complete data protection training every two years.

## 6. Equality and Diversity - Being respectful

- Employees must act in accordance with the core principles set out in the Astrea Dignity at Work Policy and Procedure as detailed below:
  - Treat colleagues with dignity and respect.
  - Be aware of the effect that their own behaviour can have on others.
  - Support colleagues if they experience bullying, harassment or singling out.
  - Challenge inappropriate behaviour and report any incident to senior leaders.
  - Set a positive example to others.
  - Consider their language and attitudes and refrain from making personal comments to or about others.
  - Co-operate with any investigation undertaken by the Trust into allegations of bullying and harassment.

## 7. Alcohol and Substance Misuse (Drugs)

- No Employee is permitted to bring to, or consume within the workplace, alcohol, or any unlawful drugs, including psychoactive substances, during working time, or at any time where the affects may carry over into the workplace.
- The Trust recognises that there will be occasions where alcohol will be consumed in connection with work whilst representing the trust (such as corporate evening dinner events); this should be in moderation and neither impair an employee's ability to work nor cause the employee to behave in a way that would be concerning or offensive to others or to bring the trust into disrepute.
- Where there is a suspicion that an Employee is under the influence of alcohol or drugs, or any report of alcohol being allegedly reported on an Employee's breath, the Trust reserves the right to undertake a preliminary investigation (fact find) as per the Trust Disciplinary Policy and Procedure.
- If an Employee attends a social event organised by, or as a representative of the Trust, they should act responsibly and appropriately to the circumstances.
- The Trust considers dependence and addiction to be a health problem for which an individual requires specialist treatment and support, and will provide appropriate referral, support and assistance where able.
- Employees who come forward will be treated sensitively and in confidence however employees must be aware that where their behaviour results in misconduct as a result of misuse, dependence or addiction, or an individual fails to comply with treatment plans or accept help and assistance, this may result in disciplinary action.

## **8. Smoking and Vaping at Work**

- The Trust operates a no smoking and vaping policy whereby Employees are not permitted to smoke or vape in any Trust buildings, school grounds, company vehicles, and private vehicles that are used for Trust business; this includes the use of Electronic Cigarettes (vapes).
- If an employee wishes to smoke, they must do so during designated break times. No extra breaks will be given for the purpose of smoking and vaping.
- Any breach may be subject to the Trust Disciplinary Policy and Procedure.

## **9. Dress and Appearance**

- The dress code sets out the expectations of the Trust regarding standards of professional dress and appearance.
- It has been implemented following consultation with the recognised trade unions, and any review of its implementation and impact will also be undertaken in consultation with the trade unions.
- All employees are expected to dress in a professional and business-like manner. Clothing needs to reflect the professional environment in which we work and should also reflect the high standards we expect from our students in terms of their uniform.
- Employees need to be aware that they are regarded as role models and consistent standards of professional attire contribute to this.
- The Trust recognises that a range of dress and appearance is appropriate and that standards will vary depending on the working environment and roles being undertaken within the academies and by different colleagues.
- The following principles underpin this dress code:
  - Attire should promote a positive and professional image and be appropriate to employees' roles;
  - It should not be offensive, revealing, cause embarrassment or give rise to misunderstanding;
  - Attire must be absent of any political or otherwise contentious slogans, and must not be considered to be discriminatory;
  - It must be compliant with the professional standards expected of employees working in education.
- Any wilful or deliberate non-adherence to the dress code will initially be addressed through a discussion with the employee by their line manager.
- Continued non-adherence may be addressed under the Trust's Disciplinary Policy and Procedure.



- In the implementation of this dress code, the Trust will have due regard for the Equality Act 2010. It is recognised that the need to implement reasonable adjustments under the Act may impact any aspect of the code.
- If an employee has any concerns regarding any aspect of the dress code, including those related to equality issues, then these should be addressed initially with their line manager or the Principal / Senior Leader for academy-based employees, or for centrally employed staff, concerns can be raised with the employee's line manager or the HR department.

## **10. Staff Identification and Lanyards**

- All staff must wear an identity badge which should be clearly visible when on duty. The badge should be kept in good condition and clearly show the staff's name, role, and photo.
- Staff must wear the Astrea lanyard provided as part of their employment. In most settings, these are colour-coded or worded to indicate to students and staff the category of wearer, which is an important safeguarding feature to identify those who should not be unaccompanied in school. Other lanyards are not permitted.
- This is important for students to be able to identify appropriate adults and is part of our safeguarding controls.
- Keyholders should not attach their keys to the same lanyard as their ID badge.

## **11. Gifts and Hospitality**

- Please refer to the Trust Astrea Gift and Hospitality Policy for further guidance.
- The policy sets out the following objectives:
  - To ensure that all members of staff are aware of their obligations in relation to the receipt of gifts and hospitality which could be seen to compromise their personal judgement or integrity
  - To ensure that the academy trust has due regard to propriety and regularity of public funds when giving gifts and that the receipt of any gifts is fully documented
- All Employees must be aware that it is not acceptable to accept bribes or any nature.

## **12. Additional Employment**

- The Trust recognises that some individuals do have secondary employment, which can be paid, or voluntary employment. There can however be instances

where such employment may conflict with the duties on an individual's role within the Trust.

- If you are an employee with any additional employment, you must declare this and obtain express consent of the Trust prior to engaging in any business or appointment. This declaration should be made in writing to your school Principal/Senior leader on an annual basis.

### **13. Personal Relationships at Work**

- The Trust values and relies upon the professional integrity of relationships between Employees and the Employee/student relationship. In order that the Trust is conducted and perceived to be conducted in a professional and proper manner, it is necessary to distinguish between, and take account of, personal relationships which overlap with professional ones.
- A personal relationship is defined as:
  - A family relationship
  - A close friendship
  - A business/commercial/ financial relationship (e.g. a relationship with a supplier to the Trust)
  - A sexual/romantic relationship
- Where a personal relationship exists between employees, this should be declared confidentially, in writing, to the Principal / Senior Leader, if the relationship could be deemed as a conflict of interest, trust or breach of confidentiality or where there could be an abuse of power, preferential or less favourable treatment or material gain.
- Where a personal relationship exists between employees who are in a line management or supervisory relationship at work, then they must not be involved in recruitment and selection, improving performance, pay and grading, any appraisal process, disciplinary, grievance or any other management activity involving the other employee.
- The Principal / Senior Leader should treat these matters in confidence and in consultation with the employees, find ways in which these potential conflicts can be avoided with the support required.
- Employees must observe appropriate confidentiality with such relationships both inside and outside of the workplace. In such circumstances HR must be consulted for advice.
- Any declaration of a personal relationship with another employee, will be placed on the personnel file of both employees. Where appropriate, the relationship may be disclosed to school governors and/or Trustees.
- Employees must not allow any personal relationship to influence their conduct at work.

- Employees who are uncertain about whether they need to declare a personal relationship may discuss the matter in confidence with their senior leader, Principal or HR. This includes relationships that may not be publicly known.
- If there is any evidence of a negative impact on work, resulting in favouritism or the failure to declare a personal relationship it may be considered appropriate to apply the Disciplinary Policy and Procedure.

#### **14. Employee/Student Relationships and Infatuations**

- Relationships between employees and students, even over the age of 18 are strictly prohibited by this Code of Conduct.
- Employees are expected to observe proper boundaries with students that are appropriate to their professional position. They are expected to act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.
- The Trust provides behaviour guidance to be read alongside the Trust Code of Conduct detailed as Appendix 1. This guidance is in accordance with the Sheffield Children Safeguarding Partnership.
- Trust Employees should be aware that it is not uncommon for students to become strongly attracted to employees or to develop an infatuation. If any Trust employee becomes aware of an infatuation they should deal with this sensitively and appropriately, to maintain the dignity and safety of all concerned. This includes only sharing this information with the relevant people.
- Employees should also discuss this with their Designated Safeguarding Lead/Principal without delay so that they can receive support on the most appropriate way to manage the situation and make a record
- Personal contact details should not be exchanged between employees and students, including social media profiles.

#### **15. Working one to one with students**

- There will be times where an employee is working one to one with a student on an acceptable level. They therefore need to understand that this means that they may be more vulnerable to allegations being made against them.
- In such circumstances the Employee must ensure that:
  - Where a home visit is considered to be an integral part of the Employee's role (i.e. for pastoral, safeguarding and attendance role) the home visit procedure should be followed.
  - Where a Trust Employee is required to conduct a home visit while working alone, they should refer to the Lone Worker Policy & Procedure.

- One to one working takes place in a public place that others can access. Working of this nature in a secluded area of school should be avoided.
- Ensure that the door to the room is open or that there is visual access into the room where others can see and hear what is happening within the space.
- A colleague or senior leader knows this is taking place.
- Follows the behaviour policy including asking for support from key adults if the student becomes distressed or angry.
- Pay due regard to any individual student vulnerabilities, additional needs or support plans.
- Never put themselves into a one-to-one situation when little or no information is available about the student.

## **16. Transporting Students**

- In certain situations where other transport options are not available, employees may agree to transport students. Where possible the arrangements should be made in advance.
- The following must be in place to allow for this to happen:
  - The Principal must be aware and give permission.
  - The child and parent must agree to the member of staff transporting the child.
  - Employees should not transport students alone. Another adult in addition to the driver should be present.
  - Wherever possible and practicable transport should be provided by public vehicles with an appropriate person to accompany the student/s.
- Adults should ensure that their driving is safe, ensuring that the highway code and speed limits are adhered to. They must ensure that the transport arrangements and the vehicle meet all legal requirements. They must ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded.
- Employees must ensure that they are familiar with the Trust Health and Safety Handbook which is located on the Trust intranet within Operations / Health and Safety.

## **17. Physical, Social and Sexual Contact**

### **17.1. Physical contact**

- There are occasions when it is entirely appropriate and necessary for employees to have physical contact with students. However, they must ensure that they only do so in ways that are appropriate to their professional role and in response to the student's needs at the time, including when a student is in distress or requiring comfort and reassurance. This should be of limited duration and appropriate to the age, stage of development, sex, and background of the student.

- Employees should always consider any required physical contact with a student, ensuring that it is not open to misinterpretation, and they should be able to explain why they have made physical contact with a student to their senior leader/school Principal if appropriate.
- It is important to note that employees may legally intervene physically with students to prevent them from committing a crime, injuring themselves or others, or causing damage to property. This intervention should be reasonable and proportionate. Physical force, however, must never be used as a form of punishment. In these situations, the Employee should have received positive handling training which is provided to support when dealing with such circumstances and to enhance knowledge and skills in relation to de-escalation and physical intervention strategies.
- In all situations where physical contact with a student is considered to be necessary; Employees need to be aware of the student's reactions or feelings and, as far as possible, only use a level of contact which is acceptable to the student, or as agreed as acceptable by parents when the student is very young.
- Where a student initiates inappropriate physical contact, the employee must sensitively deter them and help them understand the importance of personal boundaries.
- Any incidents of this nature must be reported to the employee's Principal and Designated Safeguarding Lead as detailed in section 13 – Employee/Student Relationships and Infatuations, within this document.

## **17.2. Social Contact**

- Employees should not establish, or seek to establish social contact, via any channels, including social media, private chats, WhatsApp (and so forth) with students, or former students. Any contact, or connection made with a student, former student or parent should be for professional purposes only and conducted using a Trust device.
- Employees must not establish or seek to establish social contact with students for the purpose of securing a friendship or to pursue or strengthen a relationship. This includes any social networking sites such as TikTok, Instagram, Twitter, Facebook and blogging (this is not exhaustive).
- If a student seeks to establish social contact online, employees should not respond unless they believe it would put the child at risk of harm not to. If contact occurs incidentally, the member of staff should exercise their professional judgment in making a response. Employees should be aware that such social contact in person, by phone or on online could be misconstrued and may place the member of staff in a very vulnerable position.
- Employees are not permitted to accept friend / follower request from students via social media platforms and are encouraged to block such requests. Where

former students (post year 13), who are over the age of 18 are involved, the employee must apply their discretion, noting the expectations placed upon them as a Trust employee.

- Devices provided by the Trust, should only be used for communicating electronically through the Trust Systems/Accounts with students and parents.
- Devices not provided by the Trust should not be used to contact students. There should be no circumstances whereby a Trust employee has had to provide their personal contact details, including phone numbers, email address etc. to any student or their parent/guardian.
- The Trust recognises that employees live within communities and therefore they will come into contact with students outside of the school setting. In such circumstances we expect individuals to use their professional judgement and ensure they report any contact they may be concerned about, or that may be misinterpreted by others, to their senior leader/school Principal.
- Please note that those employees and students who are family members are acknowledged and exempt from this policy where declared / known to the Trust.

### **17.3. Sexual Contact**

- Employees must not engage in sexual activity with or in the presence of a student, or cause or incite a student to engage in or watch sexual activity, to do so would be considered a criminal offence, which could result in a criminal conviction and prison sentence. In any case, where this is disclosed, this will be reported to the LADO, Police and Social Care as a Child Protection matter. The Trust Disciplinary Policy and Procedure will be enforced.
- This policy includes all students, including those over the age of 18.
- The relationship between a member of staff and student cannot be a relationship between equals. There is potential for exploitation and harm of students. All adults must not abuse their position of authority for personal advantage of gratification.
- Sexual behaviour includes activities that do not require physical contact, such as causing a child or young person to engage in or watch sexual activity or the production of indecent images of children. 'Working Together to Safeguard Children' defines sexual abuse as 'forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening'.
- It is important for employees to ensure that their relationships with students clearly take place within the boundaries of a respectful professional relationship, and they should be aware that consistently conferring inappropriate special attention and favour upon a particular student might be construed as part of a grooming process, and as such will raise concerns about their behaviour.

## **18. Communication, Acceptable use of Technology and Social Media**

### **18.1 Communication**

- Employees must ensure that communication takes place within clear and explicit professional boundaries, this is inclusive of the wider use of technology such as: mobile phones, text messages, email communication, digital cameras, videos, webcams, websites and blogs.
- Employee personal information should never be shared with students or parents, including personal contact details. Any communication with students and parents should be for professional purposes only. Sharing of such information is a breach of GDPR legislation.

### **18.2 Acceptable Use of Technology**

- Trust IT Systems are first and foremost business tools, and as such personal usage of the systems is a privilege and not a right. Trust Employees are permitted to make reasonable and appropriate use of IT systems, including social media websites where this is part of the normal duties of their work.
- Computers and servers are the property of Astrea Academy Trust and are primarily designed to assist in the performance of work duties. To ensure appropriate use of the internet, the Trust's internet software monitors all websites visited by Trust Employees for business and security purposes. Therefore, the Trust has the right to monitor emails and internet use on our internal systems.
- Employees must not use technology 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.
- All Trust Employees are required to sign the Staff ICT Acceptable Use Policy.

### **18.3 Social Media**

- Social media is the term used to describe the online tools, websites and interactive media that enable users to interact with each other in various ways. Social media can involve building online communities or networks, which encourage participation, dialogue, and involvement.
- The Trust recognises the value that social media can have if used in a responsible and professional way. While it is recognised that employees are entitled to a private life, the Trust is committed to maintaining confidentiality and professionalism at all times whilst also upholding its reputation by ensuring employees exhibit acceptable behaviours.
- Employees should not seek or accept contact with or from students or their families via social media.

- Employees are not permitted to accept friend / follower request from students via social media platforms and are encouraged to block such requests. Please note that those employees and students who are family members are acknowledged and exempt from this policy where declare / know to the Trust.
- Employees are reminded to always use the highest privacy setting available on their personal social media accounts.
- Contact regarding school matters must be via a school device. Employees should not share personal contact details with students or their families.
- Employees must ensure that they do not post any images online on Trust approved social media that identify students who are students at any of the Astrea Academy Trust academies without their prior, parental consent.
- Information available on social media sites could be produced as evidence by either the Trust or an employee, should it be necessary during Trust procedures, or legal proceedings.
- Employees responsible for contributing to the Trust's social media activities should be aware at all times that they are representing the Trust.
- Offensive content posted by employees on their personal social media accounts using their own devices, that is publicly visible or reported to the Trust may be subject the Trust Disciplinary Policy and Procedure.
- Employees are only permitted to record their employer as Astrea Academy Trust (including Academy name) on professional networking platforms such as LinkedIn and Trust associated accounts used for marketing purposes (such as X) unless approved by the Trust. The Trust reserves the right to request that employees remove their employer from personal social media sites.

## **19. Required Photography and Videos**

- Employees must:
  - Be clear about the purpose of any activity involving photography and videos and what will happen to the images when the activity is concluded
  - Be able to justify the reason for having images of students in their possession
  - Only used equipment provided or authorised by Astrea Academy Trust or their Principal
  - Not use personal devices (e.g.: mobile phones) to take images, or videos of students
  - Avoid making images in one-to-one situations that may be construed as secretive, or which may show a single student with no surrounding context



- Immediately report any concerns if any inappropriate or intrusive images are found
- Have parental consent to take, display and/or distribute any images of students as documented in the parental consent form
- Not use any images, or videos that may cause distress, offence or harm to others

## **20. Political Views**

- The Trust recognises the importance of democratic and civic discourse. We value the diversity of views and party allegiances within our Trust, and we welcome staff engagement in public debate. Employees must however remember their responsibilities as educators and representatives of our schools and the trust.
- As educators, our primary role is to foster a learning environment that encourages critical thinking and open-mindedness. Employees must ensure that their personal political beliefs do not influence teaching or result in political indoctrination. Classrooms should be spaces where all viewpoints can be explored and discussed respectfully, without bias or favour towards any political party.

## **21. Email Etiquette**

- Email etiquette policy within a code of conduct is essential for maintaining professionalism and effective communication in the workplace, whilst recognising workload that unnecessary emails create.
- Employees are expected to maintain the Trusts high expectations and standards of professionalism and are requested to adhere to the guidance as follows;
  - Ensure subject lines are concise and accurately reflect the email's content.
  - Avoid vague or misleading subject lines.
  - Start emails with a polite greeting, such as "Dear [Name]" or "Hello [Name]".
  - Keep emails brief and to the point.
  - Use bullet points or numbered lists for clarity.
  - Avoid jargon and overly complex language.
  - Maintain a respectful and courteous tone.
  - Avoid using slang, emojis, or overly casual language.
  - Check for spelling and grammar errors before sending.
  - Appropriate Use of CC and BCC.
  - Include a professional signature block with your name, title, company, and contact information.
  - Be cautious when forwarding emails; ensure the content is appropriate for the new recipient.
  - Use "Reply All" sparingly to avoid cluttering inboxes. The 365 emoji function is acceptable to acknowledge receipt of an email.

- Avoid sending non-urgent emails outside of regular work hours (use send delay) to respect recipients' time and work-life balance.

## **22. Other Relevant Policies**

- The below list of policies may be relevant to this Code of Conduct. Please be aware that this list is not exhaustive:
  - Astrea Primaries Health and Safety Policy
  - Astrea Secondaries Health and Safety Policy
  - Astrea Special Education Health and Safety Policy
  - Behaviour Best Practice Guidance
  - Positive Relationships and Behaviour Policy
  - Child Protection and Safeguarding Policy
  - Trust wide Asbestos Policy for all our academies
  - Disciplinary Policy and Procedure
  - Whistleblowing Policy
  - Astrea Dignity at Work Policy and Procedure
  - Astrea Data Protection Policy
  - Astrea Conflicts of Interest Policy
  - Staff ICT Acceptable Use Policy
  - Academy Online Safety Policy
  - Lone Worker Policy & Procedure
  - Keeping Children Safe in Education
  - Whistleblowing Policy

## 23. Appendices

### 23.1 Appendix 1

The definition of ‘adults’ is any adult, paid or unpaid, in the setting. This includes, but is not limited to, childcare staff, premises and administrative workers, students and volunteers and visitors.

Behaviour Guidance	
Do	Do Not
<ul style="list-style-type: none"> <li>• Encourage and promote discussion about safeguarding amongst staff, students, volunteers and family members</li> <li>• Know who the Safeguarding Team at the setting is (DSL and DSDs)</li> <li>• Report all health and safety issues without delay</li> <li>• Keep children and other service users safe and protect them from physical, sexual and emotional harm and neglect</li> <li>• Look after yourself</li> <li>• Treat everyone with respect</li> <li>• Be a positive role model and behave in a way that you wish others to follow</li> <li>• Reduce opportunities for lone working whenever possible:</li> <li>• Only work unsupervised with children if it is an agreed part of your role</li> <li>• Risk-assess all situations if you are working alone with children and/or family members and make sure you are seen and/or heard by others where this is possible</li> <li>• Create an environment in which people feel comfortable in pointing out attitudes and behaviours they do not like</li> <li>• Report and challenge all inappropriate and/or abusive activities, such as ridicule, threats, intimidation, bullying</li> </ul>	<ul style="list-style-type: none"> <li>• Use your position to gain access to any information for your own advantage or another persons’ detriment</li> <li>• Babysit or care for a child outside your normal role (<i>noting discretion for family members and declared appropriate relationships</i>)</li> <li>• Intimidate, threaten, bully, coerce or undermine anyone</li> <li>• Use racist, sexist, homophobic or other language or behaviour that is derogatory or oppressive to others</li> <li>• Engage in any sexual activity with a child, or family member (even consensual) who is attending your setting</li> <li>• Play games or have physical contact with a child or family member that is inappropriate</li> <li>• Jump to any personal conclusions about staff, volunteers or students’ behaviour</li> <li>• Investigate any allegations about the behaviour of staff and volunteers yourself</li> <li>• Make suggestive remarks or gestures, tell jokes of a sexual nature or engage in inappropriate verbal banter with children, family members or colleagues</li> <li>• Create a personal relationship outside work with a child or family member where one</li> </ul>

<p>and discrimination</p> <ul style="list-style-type: none"><li>• Familiarise yourself with all aspects of your settings' code of conduct</li><li>• Report any gifts or money you are given as part of your role at work, and ensure they are not of significant value or intention</li><li>• Report all concerns and allegations of abuse to children and adults promptly and appropriately</li></ul>	<p>does not already exist, including on social media</p> <ul style="list-style-type: none"><li>• Give any personal details about yourself or others to a child or family member unless you have agreed this with a senior member of staff</li><li>• Befriend or communicate with a child or their family member via personal internet accounts, social networking, apps or another electronic medium</li><li>• Give gifts to service users outside of agreed school or individual reward systems</li><li>• Rely on your name or reputation to protect you when you behave inappropriately</li></ul>
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