

Staff Expectations

This policy is effective in all academies within the Learning without Limits Academy Trust

Associated Policies:	
Acceptable Use Policies	Grievance Procedure
Capability Procedure	Leave of Absence Policy for Teachers
Staff Behaviour (Code of Conduct)	Leave of Absence Policy for Support Staff
Complaints Policy	Safeguarding and Child Protection Policy
Disciplinary Policy	Safer Recruitment Policy
Finance Policies and Procedures	Social Media Policy
GDPR Policies and Regulations	Whistleblowing Policy

Version: 1.1	Status: LIVE
Date: November 2022	Next Review: November 2024

Version	Date	Author	Changes
V1.0	June 2022	JH	Policy adapted from V3.0 Code of Conduct Policy.
			2022, reference to the Trust Whistleblowing Policy explicitly included in sections 9.3 and 9.5. Reference to GovernorHub added in section 7.5 for online annual declarations for those involved in Trust governance and financial management

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1. Aims of this Policy

1.1. This document sets out the minimum expectations in terms of behaviour and conduct which the Trust expects of all its representatives associated with each of the Academies in the Trust as well as representatives of the Trust overall.

1.2. These expectations have been written with due regard to The Nolan Principles which were defined by the Committee for Standards in Public Life. They are outlined in an Appendix at the end of this document.

2. Scope

2.1. This document sets out the Trust's requirements of its employees. However, all those carrying out work for or on behalf of the Trust, including Trustees, Governors, temporary

employees, interim staff, consultants, business partners and contractors are also required to adhere to the expectations set out in this document.

3. Purpose

3.1. These expectations are intended to ensure that all those working for the Trust are aware of the standards expected of them and/or the Trust, specifically that they do not commit and are not open to allegations of inappropriate behaviour, favouritism, abuse of authority or conflict of interest.

3.2. Governors/Trustees are also expected to observe the requirements

6.2. Everyone working for the Trust:

- is using Trust money and resources in their delivery or support of services to the Trust community
- must display high standards of behaviour and conduct to instil public confidence in the integrity of the Learning without Limits Academy Trust as a whole
- must act and be seen to act in accordance with the Trust the public places in them
- is expected to perform their duties with honesty, impartiality and objectivity and be held accountable for their actions
- is expected to declare any direct or indirect personal interest which may create, or be seen to create, a conflict of interest with their Academy Trust duties
- is expected to behave in a manner, at all times, that will not bring the Trust's reputation into disrepute

6.3. It is the duty of all those working for the Trust in any form to familiarise themselves with the LwLAT staff expectations, seeking clarity if uncertain about any of its content.

~~6.4.~~ All employees have a responsibility to act in a way which ensures public confidence in their honesty and integrity. Public confidence can be affected by an individual's behaviour. Learning without Limits Academy Trust seeks to maintain the highest standards of public confidence and requires the highest standards of behaviour from its employees. Employees must not conduct themselves in any way which might create doubt about their suitability to work for the Trust, or which has the potential to bring the Trust into disrepute or damage its reputation. Being charged, convicted or cautioned for criminal offences may mean that an employee is unsuitable for employment, even where there is no direct link between the nature of the offence and the work they undertake.

Perceived behaviour is also important in ensuring public confidence and employees must therefore act in a way that also avoids the appearance of any improper conduct or displays a conflict of interest. Employees must be able to demonstrate that their judgement and actions at work are objective and impartial and are not affected or influenced by personal considerations arising from any commitments and/or activities outside work.

6.6. This document is available on the Trust's website and a copy will be provided to all employees and agency staff and to new employees when they are recruited. Employees will be expected to annually sign a document to indicate that they have read and understood these expectations. The document will also be shared with all contractors/agency employees when they are engaged to provide services to the Trust.

6.7. Employees must at all times act with the respect that their colleagues, pupils and children are entitled to expect. To develop and maintain a positive, productive, safe and respectful work environment it is important that colleagues treat each other and the children in their care well. Employees must treat others professionally and with respect at all times and unlawful discrimination will not be tolerated (see appendix 1).

7. Declaration of Interests

7.1. By declaring interests, employees help maintain public confidence, avoid any suspicion of impropriety and protect themselves against allegations of wrongdoing. Declarations should

7.2. Any employees who are in a position to influence decisions which are taken by, or on behalf of, the Trust and have any interest in that decision must declare it to the Principal. Examples of interests where declarations will be needed include where a employee, their family or household members:

- Hold a directorship or shareholdings in a company which either deals with Learning without Limits Academy Trust or operates within the areas in which its Academies are located.
- Have relationships in a private/domestic capacity with Trust colleagues, students, contractors or tenderers.
- Receive direct or grant-aided services from the Trust which the employee is in a position

will be treated in confidence and used to assess any impact on the employee's job, including the appropriateness for the employee to continue in their role. A caution, warning, reprimand, arrest or conviction will not automatically mean that an employee is unable to continue in their job. Whether there is a conflict with the employee's job will depend on a number of factors including the nature of the offence, the type of job, the seniority of the employee and the extent to which the Trust's reputation or interests are damaged.

- 8.4. All employees have a duty to report any suspicion of fraud, theft, corruption, bribery or other wrongdoing by members of the public or Trust employees including colleagues, managers, Trustees, Governors, contractors, volunteers or partnership employees. Suspicions should be reported to the Principal/Line Manager, the Chair of Governors/Trustees, or in absolute confidence by following the Trust's whistleblowing procedure available on the Learning without Limits Academy Trust website.
- 8.5. Learning without Limits Academy Trust will not treat anyone less favourably because they have reported, or intend to report, wrongdoing, unless the complaint is malicious. Employees treating colleagues unfavourably in such circumstances will be liable to disciplinary action which could result in dismissal, as will employees who make malicious allegations. Non-Academy employees will be referred to their employer and/or their services stopped.

9. Procedures

9.1. Political neutrality and activity

- 9.1.1. The following conditions apply to all those working for, or on behalf of, the Learning without Limits Academy Trust:
- 9.1.2. Personal political views must not be promoted in the teaching of any subject in the school and must not interfere with providing balanced professional advice by/to Managers/Governors. Trustees/Governors/Employees must not allow their political views to influence service delivery, nor must they impose those views on students or colleagues. Where political issues are brought to the attention of the pupils, practical steps must be taken to offer a balanced presentation of opposing views to pupils while in attendance at school, while taking part in extra-curricular activities which are provided or organized by or on behalf of an Academy, and in the promotion at the Trust, including through the distribution of promotional material, of extra-curricular activities taking place at the Trust Academies or elsewhere. Everyone has the right to hold their own beliefs associated with religion and faith and individuals should not seek to inappropriately/unduly influence others' personal beliefs based on their own faith or beliefs. They should always act in a balanced and proportionate manner and in accordance with the curriculum when discussing their own faith or beliefs.
- 9.1.3. Trustees/Governors/Employees who intend to undertake political activities should ensure that they are not in a role which forbids their proposed activities. If in doubt about the status of their role or about whether an activity is restricted, employees should seek written confirmation (email is considered sufficient) from their Principal/Chair of Governors/Chair of Trustees.

- 9.2.6. A lodge, chapter, society, trust, gathering or meeting as defined above should not be regarded as a secret society if it forms part of the activity of a recognised religion, trade union or professional association.

9.3. Misuse of position

- 9.3.1. All employees must maintain the highest standard of integrity in all relationships both inside and outside the Trust.
- 9.3.2. Anyone working for the Trust must not, either in their professional or personal capacity, use their position improperly to gain an advantage, or disadvantage any person or organisation.
- 9.3.3. If an employee is in a position to influence any decisions which are taken by, or on behalf of, the Academy/Trust and they have any interest in that decision, however remote, they must declare it; this includes membership of voluntary bodies who could be receiving Academy grants.
- 9.3.4. Should a concern or suspected wrongdoing be reported by an employee they will be protected by the Trust's Whistleblowing Policy, found on the Trust website. Their concerns will be taken seriously and investigated as appropriate, and their confidentiality respected.
- 9.3.5. No special favour may be shown to current or former colleagues or their partners, friends, relatives or associates when awarding contracts to private or other businesses run by them or who employ them in any capacity.
- 9.3.6. Employees must ensure that they declare to their Principal any personal interest which may impinge on their impartiality to apply these regulations. Any arrangements which might, in the long term, prevent (or be seen to prevent) the effective operation of fair competition must be avoided.
- 9.3.7. Employees must not lobby members of the Local Governing Body, Trustees or Members on individual or personal employment matters including those associated with recruitment of themselves or others.

9.4. Safeguarding

- 9.4.1. Learning without Limits Academy Trust is committed to safeguarding children and vulnerable adults and expects exemplary behaviour and work in relation to safeguarding. All

- 9.5.3. Learning without Limits Academy Trust facilities may not be used for employees' personal or outside interests without prior agreement. This includes, but is not limited to, funding, buildings, vehicles, furniture, tools, telephone lines and internet connections, ICT equipment. Minimal personal use of low value resources, for example making an occasional short telephone call, is allowed.
- 9.5.4. Intellectual property, including research, reports, designs, drawings, software, etc created for work purposes are the property of the Trust. They should never be removed from the workplace without the permission of the Principal. The only exception to this is when staff take things home in order to work on them, which is permissible so long as the property is returned to the Academy upon completion of the work.
- 9.5.5. All employees have a general responsibility for ensuring that the Trust's assets under their control are secure and that use of these assets is legal, properly authorised and achieves good value for money. Employees must also ensure that they act within the Trust's Scheme of Financial De5.5 (alu)13.1 (2.3 (-2.0433 (t)-(e)-33 (u7.8 (2 (s)-

- make negative comments about the Trust, its Academies, its services, employees, customers or anyone linked to the Trust
- harass or bully other employees (cyber bullying)
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9.8.7.

the fear that a relationship will influence their or other employees' treatment or wider working relationships.

9.11. Trustees/Governors

- 9.11.1. Employees are responsible to the Trust Board through its senior managers. Mutual respect between employees and Trustees/Governors is essential to good governance. Familiarity must be avoided to ensure the relationship retains a professional balance. Employees must not approach Governors or Trustees over personal employment issues and doing so may be regarded as an abuse of position.

9.12. Contractors and suppliers

- 9.12.1. Employees must declare any external relationships of a business or private nature with external contractors or suppliers or potential contractors and suppliers to the Principal.
- 9.12.2. Employees who authorise, engage or supervise contractors or have any other official relationship with contractors and have previously had or currently have a business or private relationship with a contractor who is engaged or who is proposed to be engaged by the Trust, should declare that relationship to the Principal (or Chair of Governors/Trustees) as soon as practicable.
- 9.12.3. When tendering, employees must declare any interest (and interest of their spouse, partner, family member, friend or associate), business or private relationship or association with any Academy contractor or potential contractor.

9.13. Parents, carers, pupils and the community

- 9.13.1. Employees should always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within that community.
- 9.13.2. Employees must maintain professional boundaries and avoid developing inappropriate personal relationships. In particular, the development of unprofessional personal relationships or friendships with vulnerable students, such as borrowing and lending money, giving and receiving monetary or extravagant gifts, over-familiarity, sexual intimacy, or showing preferential treatment to students will be regarded as a misuse of position no matter how well intended. In exceptional circumstances, such as where a student has to be lent money to cover their fare home, the loan will be acceptable but the employee lending the money must declare it immediately to the Principal.

9.14. Work colleagues

- 9.14.1. Personal relationships (such as family, intimate or close personal friends) between people in the same team, division or department, or between a line manager and

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but not limited to: appointment, performance; discipline; authorising financial payments; determining pay or conditions of employment.

- 9.14.3. Employees responsible for the appointment of staff must ensure that decisions are based on merit and not on anything other than ability to do the job. Similarly, they must not canvass on behalf of any applicant. If a candidate is known to a employee but is not a relative, spouse, partner or close personal friend, they may sit on the interview panel, but must declare the relationship to other members of the panel prior to the interviews. This applies to the appointment of permanent and temporary staff, including agency employees and consultants.
- 9.14.4. Employees must declare any personal relationships that exist or develop, in the circumstances detailed above, to their Principal.
- 9.14.5. Abuse or misuse of a relationship is likely to invoke disciplinary action, which may lead to dismissal.

9.15. Gifts and hospitality - See LwLAT Gifts and Hospitality Policy

- 9.15.1. To maintain integrity, reduce vulnerability and comply with the [Bribery Act 2010](#) Learning without Limits Academy Trust will not tolerate any form of bribery by, or of, its employees or anybody acting on behalf of the Trust.
- 9.15.2. The Trust's guidance regarding gifts & hospitality in the LwLAT Gifts and Hospitality Policy should be read in conjunction with this Staff Expectations Policy as there are strict processes for receiving and rejecting offers of gifts and hospitality. The Principal is responsible for deciding individual cases, in conjunction with the Chair of Governors/Chair of Trustees.
- 9.15.3. All gifts (with a value of more than £25), whether accepted or refused, must be recorded on the Trust/Academy's hospitality register.
- 9.15.4. It is not permitted for anyone working for the Trust to receive or give any unauthorised gift, loan, fee, reward or advantage or show favour or disfavour to anyone else, although receipt of end of term gifts may be an exception. This applies to employees in their official and personal capacities.
- 9.15.5. Employees should not accept personal gifts from contractors and outside suppliers, although items of small value such as pens or business diaries may be accepted.

- 9.15.9. Employees providing personal care/support can be particularly vulnerable in this respect. If they are offered any gifts or bequests from students (or students' families) they must inform their Head Teacher. Such items must not be accepted unless the Head Teacher provides prior written approval to do so.
- 9.15.10. Disregarding the Trust's processes regarding gifts & hospitality is likely to result in disciplinary action which may lead to dismissal.

9.16. Business Expenses

- 9.16.1. The environmental and cost impact of different modes of transport must be considered when deciding whether to attend off site meetings.
- 9.16.2. Learning without Limits Academy Trust employees are permitted to claim limited reasonable expenses for travel and related costs incurred in the course of their employment as detailed in the Academy's procedures.
- 9.16.3. Employees are responsible for ensuring that any expenses incurred during the course of their work are kept to a minimum and are authorised in advance unless it is impractical to do so. When travelling by public transport, employees are expected to travel using the cheapest fare available, unless authorised otherwise in advance. Under no circumstances should employees claim for home to work travel unless the distance exceeds that of their normal place of work.
- 9.16.4. The standards relating to expenses apply in the same way irrespective of whether the expenses incurred are funded externally.
- 9.16.5. Employees who are provided with mobile phones are responsible for identifying and paying for all costs incurred in the use of the phone.

- 9.17.6. Employees who suspect a colleague of being under the influence of alcohol and/or drugs at work must report this to their line manager or to a more senior manager if it is their line manager under suspicion.
- 9.17.7. Smoking cigarettes or e-cigarettes is not permitted on any academy site. Smoking is only permitted during non-working hours. Employees, or any professionals associated with each academy should be mindful of the public impression that may be perceived by smoking at a school gate, for example, and smokers should seek to smoke some distance away from a school gate and only in designated non-working hours.

9.18. Additional work

- 9.18.1. Off duty hours (103.137 pens) (a) 0.8 0.2 (from 4.97/51) ph (a) 2 Td(s) 6.6 (-) 4.8 5.24 (a) 10i94Da.- (rk8

11. LwLAT Wellbeing Statement

The Trust will always put the effective education of our children at the heart of any decision that we make. In doing so, we recognise that the requirement to adhere to policies and procedures may be time consuming and can impact on workload. For this reason the Trust and its Academies will always endeavour to support staff when policies and procedures are being actioned.

12. Review

This document will be reviewed and updated in line with relevant legislation, case law and emerging good practice.

Appendix 1 -

Victimisation	Where a person is treated less favourably than another because he/she has brought proceedings, given evidence or information, rejected advances or complained about the behaviour of someone who has been harassing, discriminating against, or in some other way intimidating them.	A employee helps a colleague with a sexual harassment complaint against another employee. Because of this, their manager marks them down at their annual appraisal on the basis they are 'not very loyal'.
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How to Complain

If an employee is personally subject to or witnesses behaviour which is against the Trust's standards of behaviour they should discuss this with the person concerned to try to resolve the issue informally. If a employee feels that informal resolution is not possiblee8-3.1

It is all employees' responsibility to:

- understand what the standards of behaviour require of them
- make sure that their own conduct does not cause offence or misunderstanding
- stand up to behaviour that they find unacceptable
- support colleagues who are being harassed, bullied, victimised, or being discriminated against

It is all managers' responsibility to:

- treat all employees and customers with dignity and respect and be alert to, and correct, unacceptable behaviour within the workplace
- ensure that all employees and volunteers are aware of the standards of behaviour required of them and know how to raise issues
- support employees if they witness unacceptable behaviour by customers by explaining politely but firmly that such behaviour is unacceptable
- deal with any complaints or allegations which come to their attention appropriately, effectively and confidentially, respecting the rights of all relevant parties
- ensure that complainants are not victimised or retaliated against for complaining

- Managers are responsible for ensuring that replacement of uniform/protective clothing is made available when given reasonable notice.
- Breaches are likely to lead to the employee being sent home to change into their correct uniform/collect their protective clothing. This is likely to be unpaid time and disciplinary action will be considered, as stated above).

Appendix 3 - The Nolan Principles

The Seven Principles of Public Life, known as the Nolan Principles, were defined by the Committee for Standards in Public Life. They are:

- **Selflessness** - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity** - Holders of public office should not place themselves under any financial or other