Truro and Penwith Academy Trust

Mithian School

TPAT Code of Conduct for Employees

Sept 2026 - Sept 2027

Safeguarding

Mithian School is committed to safeguarding and promoting the welfare of all children. We expect all our team members to share this commitment.

1 INTRODUCTION

1.1 Mithian School and Truro and Penwith Academy Trust expects high standards and professional behaviours from staff at all times. All staff should be aware of the Professional Code of Conduct and at all times use them as guidelines.

1.2 These guidelines are designed to protect staff from misunderstandings in their professional relationships and from allegations that might arise as a consequence.

1.3 Any relationship between staff, children, suppliers or any other stakeholder that may potentially bring Mithian School and/or the Trust into disrepute, must be notified to the respective line manager with immediate effect.

1.4 These guidelines should be read in conjunction with associated documents including the Disciplinary and Grievance Procedures. Failure to comply with 1.3 above will lead to an investigative/ disciplinary hearing that may lead to dismissal.

1.5 All staff must complete the annual staff suitability declaration form and have a responsibility to advise the school of any disqualifications, convictions or cautions and any associated declarations.

2 APPROPRIATE BEHAVIOUR

2.1 All staff who work at Mithian School set examples of behaviour and conduct which can be copied by children.

2.2 Staff should refrain from using inappropriate, foul and abusive language in any situation in the school community. This type of language used in an aggressive, insulting or offensive manner will lead to disciplinary action.

2.3 Staff must not demean or undermine children, their parents or carers, or colleagues.

2.4 Dress and appearance are matters of personal choice and self-expression; however, it is important to dress in ways that are appropriate to role and to tasks undertaken. Those who dress in a manner which could be considered inappropriate could render themselves vulnerable to criticisms or allegations.

- You should not wear clothing which is likely to be viewed as offensive, revealing, or sexually provocative.
- You should not wear clothing which is likely to distract, cause embarrassment or give rise to misunderstanding.
- You should not wear clothing which has overtly political or otherwise contentious slogans.
- You should wear appropriate footwear compliant with Health & Safety.

3 SAFEGUARDING

3.1 The duty to safeguard children includes the duty to report concerns about a child to the school's Designated Safeguarding Lead (DSL) for Child Protection.

The school's DSL is Evey Evison, Headteacher

The school's Deputy DSL is Dom Faint

3.2 In line with the Safeguarding and Child Protection Policy, all staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct. You have a responsibility to safeguard and promote the welfare of young children. Failure to do so may be regarded as neglect.

Staff have a duty to safeguard children from:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

3.3 Staff should always be seen to work in an open and transparent way.

3.4 Staff should always apply the same professional standards regardless of culture, disability, gender, language, race, religious belief and / or sexual identity.

3.5 Staff are provided with personal copies of the school's Safeguarding and Child Protection Policy and copies of all relevant Safeguarding Policies are in the staffroom on the Safeguarding board and on Google Drive.

4 CONFIDENTIALITY

4.1 As part of your role you may be given or have access to highly sensitive or private information about a child. This information should be kept confidential at all times and only shared when it is in the interests of the young person to do so.

4.2 You must not use confidential information to intimidate, humiliate or embarrass the child.

4.3 In the event of receiving a disclosure of a safeguarding nature, you should not promise to keep the information confidential.

4.4 Where possible, seek the consent of the child before passing on confidential information.

4.5 If you are in doubt about whether a confidence should be passed on, seek guidance from the safeguarding team.

4.6 Where staff have access to confidential information about pupils or their parents/carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the child.

4.7 Confidential information must not be discussed outside the school, or on any social media platform, including with the child's parent/carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

5 INTEGRITY

5.1 Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

5.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools.

5.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, or to the Chair of Governors if the Headteacher is the recipient, with the exception of "one off" token gifts from pupils or parents. Personal gifts from individual members of staff to individual students are inappropriate and could be misinterpreted.

5.4 The giving of gifts or rewards to children should always fall under the school's arrangements for supporting positive behaviour or recognising particular achievements. Methods and criteria for selection should always be transparent and subject to scrutiny. Care should also be taken to ensure that you do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

- In general, you should only give gifts to an individual child as part of an agreed reward system.
- You should try to ensure that all selection processes concerning children are fair and wherever practical involve other members of staff.

6 COMMUNICATION & SOCIAL NETWORKS

6.1 Communication with children should take place within clear and explicit professional boundaries in line with Mithian Technology Policy (Including social media policy).

6.2 Adults who work with children should not seek to have social contact with them or their families unless there is a clear professional justification for this. Where this may be the case staff should take care to maintain appropriate personal and professional boundaries. This also applies to social contact made through interests outside of work or through your own family or personal networks.

6.3 Staff should have no secret social contact with children.

6.4 Staff should not give personal contact details, including their mobile phone number to a child or their family unless the need to do so is appropriate to their professional role and has been discussed with the Headteacher.

6.5 Staff should not use internet based social networking sites or forums to send personal messages to children or their families.

6.6 Staff should report to the Safeguarding Leads any concerns about the radicalisation of children or staff or any instances of extremism, in line with the Prevent Policy.

6.7 Staff who are in contact with children should not use their mobile phones in school during their directed hours/paid hours of employment unless specifically directed by the Headteacher. Outside these times, mobile phones should only be used in areas of the school where children are not present (see Technology Policy).

6.8 Staff will communicate with parents/carers either face to face, or by telephone, using the school phone. On the rare occasions when this is not possible, by parental request, staff can communicate with parents/carers through the office email address (mithian@tpacademytrust.org). The Headteacher, and other staff when appropriate, must be copied in.

6.9 Staff must not communicate with parents/carers of children about confidential information or progress of a child out of school; this includes both face to face and messaging through social media. All concerns or questions must be directed to the senior leadership team or class teacher.

6.10 On educational visits and residentials, all communication with parents/carers must be through the group leader; this includes staff alerting their colleagues. Staff will be able to contact their own families under guidance from the group leader. Under no circumstances will staff put any information regarding children or any other aspects of the visit on social media or message parents/carers directly.

6.12 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

6.13 Staff must not offer or accept Facebook/social network friendship requests on their personal accounts from current pupils or ex-pupils who are under 18 or who are vulnerable adults.

6.14 If using social media with parents/carers of children due to relationships out of school, staff must exercise absolute professionalism.

7 CONDUCT OUTSIDE OF WORK

7.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal.

7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are

likely to be regarded as unacceptable and could lead to dismissal.

7.3 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance.

7.4 All members of staff must declare any business interests outside of school that may be connected either to the supply of goods/services to the school or be rewarded through association with the school.

8 POWER AND A POSITION OF TRUST

8.1 By virtue of your role at the school you will be viewed as occupying a position of trust in relation to young people. This cannot be a relationship between equals, and you have a responsibility to ensure that this unequal balance of power is not used for personal advantage or gratification.

- You should not use your position to intimidate, bully, humiliate, threaten, coerce or undermine children.
- You must not use your status to form or promote relationships which are of a sexual nature, or which may become so.

9 RELATIONSHIPS BETWEEN MEMBERS OF STAFF

9.1 Where relationships occur between members of staff, it is in their interests and the school's to ensure they deal appropriately with potential conflicts of interest or possible disruption to working arrangements with colleagues or children. Broadly, members of staff should not engage in any behaviour which is likely to bring the school into disrepute or have a serious adverse effect on peer activities, student tuition, pastoral matters, or other aspects of school life.

9.2 Some types of activity could be actionable within the Academy's Disciplinary Procedure. It is also conceivable that peers or subordinates could implement the Grievance Procedure against individual members of staff, if they felt disadvantaged by the consequences of inappropriate behaviour.

10 CONSEQUENCES OF ALLEGATIONS AGAINST STAFF

10.1 The school has a duty of care to its members of staff and also has clearly defined responsibilities to the children.

10.2 Allegations against staff may result in the use of the Disciplinary Procedure and/or other related procedures as shown above in 1.4.

10.3 The possibility of procedures being specifically activated in response to complaints or allegations will be dependent on the nature of the complaint and the way it is presented. If an allegation is made by a child without reference to a specific school procedure or process, then in the first instance it will be investigated by the Headteacher and the immediate line manager who manages the member of staff. If any of the above are implicated in the complaint alternative investigating officers will be appointed.

10.4 The member of staff against whom the complaint is made will be presented with full details of the complaint made, and will be barred from any contact with the pupil while the investigation continues. The investigating officers will be responsible for deciding whether there is a complaint to answer and what the remedy, if proven, will be. This may include disciplinary action if appropriate.

10.5 The establishment of an investigation team on this basis is designed to protect the interests of the member of staff as well as the school's position and the children's rights. Therefore, all statutory obligations to members of staff will be safeguarded and there will be no presumption of guilt or of an act of commission or omission that might jeopardise the member of staff or the school position. The duty of care the school has to the member of staff will be a prime feature of the conduct of the investigation, as will the obligations the school has towards its pupils.

11 DISCIPLINARY ACTION

11.1 All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

12 LINKS

- Technology & Social Media Policy
- Whistleblowing Policy
- Safeguarding & Child Protection Policy