Please sign, date and return the attached to HR:

Appendix 1 : Declaration confirming you have read and understood this Code

Appendix 2 : Declaration of Pecuniary Interests*

Please retain the Code wording pages for your own future reference

*Declaration of Pecuniary Interests – required for completion only by School Governors, School Senior Leadership Team, Trust Board Members, Trust Leadership and Trust Department Managers and any other staff whom may be in a position of influence.

The individual has a responsibility to complete the pecuniary/personal interest form and return to Headteacher (if staff member is a teacher) or Business Director (if a member of support staff).
1. **Introduction**

2. Parents, carers and the general public are also entitled to expect the highest standards of conduct from school staff, governors and volunteers and to have trust and confidence in their integrity.

3. All members of staff working in the Wellsway Multi Academy Trust must, therefore, act with the utmost good faith with regard to the business of the school and not do anything, which may adversely affect its reputation.

4. This Code of Staff Conduct has been drawn up with a view to reducing the risk of staff being accused of improper or unprofessional conduct in any aspects of their work. It aims to help staff work safely and professionally and clarify what behaviour constitutes safe practice and what is unacceptable and/or illegal.

5. This applies to all adults working in schools whatever their position, roles or responsibilities and is therefore aimed at all school-based staff and volunteers.

6. This should be read in conjunction with Staff Safer Working Policy.

**General Obligations of Wellsway Multi Academy Trust Staff**

7. Staff should understand the responsibilities that are an intrinsic part of their employment or role. They should make a professional judgement about their actions and behaviour and seek to avoid conduct, which would lead any reasonable person to question their motivation or intentions.

8. If there is an incident where staff feel there may be a concern, they should discuss the circumstances that informed their action, or their proposed action with a senior colleague to ensure that the safest practices are employed and the risk of actions being misinterpreted reduced.

9. Records should be made of any incidents and decisions made or further actions agreed, with their justifications, in accordance with the Wellsway Multi Academy Trust Staff Code of Conduct.

10. All Wellsway Multi Academy Trust staff should understand their responsibility to voice any general concerns that they might have about practice within the MAT schools, in accordance with Wellsway Multi Academy Trust Whistle Blowing policy (known as the Wellsway Multi Academy Trust Concern at Work Policy).

11. All Wellsway Multi Academy Trust staff should also be aware of and comply with the financial procedures of the Wellsway Multi Academy Trust. If in doubt about any procedures relating to personnel seek advice from the MAT Head of HR or Business Director.

12. Unlawful, unsafe or inappropriate behaviour may result in disciplinary action being taken.

**Equality Issues**

13. All Wellsway Multi Academy Trust staff should:

14. Adhere to the Wellsway Multi Academy Trust Equal Opportunities Policy, in addition to the requirements of the law

15. Not discriminate in recruitment and employment practices, nor in the delivery of services;

16. Ensure that their dealings with parents and other members of the public provide an efficient and impartial delivery to all individuals.

17. **Employment Matters**

18. All Wellsway Multi Academy Trust staff involved in appointments and/or tendering process should ensure that:
20. These are made on the basis of merit.
21. They are not involved in an appointment or decisions relating to discipline, promotion or pay adjustments for any individual who is a relative or with whom they are in a close personal relationship.
22. All relationships of a business or private nature with external contractors, or potential contractors should be made known to the Headteacher/Principal/CEO.

23. **Public Duty and Private Interest**
24. It is important that members of staff do not put themselves in a position where their duty to Wellsway Multi Academy Trust and their private interests conflict.
25. Members of Wellsway Multi Academy Trust staff should not allow their own personal or political opinions to interfere with their work and the provision of a balanced and professional service, ensuring that they work to the professional standard required.

26. **Annual Declaration of Business and Pecuniary Interest**
27. Senior Members of Wellsway Multi Academy Trust staff are asked to declare any business or pecuniary interests during the recruitment process and annually thereafter (see attached Declaration of Business & Pecuniary Interests - Appendix 2).

28. **Other Employment/Private Work**
29. Any external work that members of Wellsway Multi Academy Trust staff undertake must not bring the Trust into disrepute or conflict with the Trust’s interest.
30. Any copyright created by a member of staff as a result of work within the school during their employment with Wellsway Multi Academy Trust becomes the property of the school.
31. Members of Wellsway Multi Academy Trust staff should not set up a business or accept employment with a business that is engaged in work, which is in direct competition with Wellsway Multi Academy Trust.
32. Members of Wellsway Multi Academy Trust staff should not undertake private work in the school’s time, or using the school’s premises or equipment, without prior approval of the Headteacher/Principal/CEO.
33. **Use of Wellsway Multi Academy Trust Time and Facilities**
34. Wellsway Multi Academy Trust property and facilities (e.g. stationery, computers, and photocopiers) may only be used for school business unless permission for their private use has been granted by the Headteacher and payment agreed.
35. **Publication of Books/Articles**
36. If members of Wellsway Multi Academy Trust staff want to publish books, articles, letters, dissertations etc that they have written in connection with their duties and in which they describe themselves as holding an appointment with the Wellsway Multi Academy Trust they must consult the Headteacher prior to any such agreement being made.
37. **Criminal Charges and/or Convictions**
38. A member of staff must notify the Principal/Headteacher/CEO of any criminal charges or convictions whilst they are in the employment of Wellsway Multi Academy Trust.
39. The Principal/Headteacher/CEO and relevant board of Governors may then make a decision as to whether this constitutes unprofessional conduct and whether there has been a breakdown in the
bond of trust necessary between employer and employee. In such cases, dismissal may be appropriate.

40. Each case will be considered independently and on its merits. It is likely that the Principal/Headteacher/CEO and relevant board of Governors would view any conviction for possession of prohibited drugs, sexual misconduct, theft, misappropriation of school funds or equipment, violent conduct, disorderly conduct in a public place etc as gross misconduct, within the general heading of “professional misconduct” and therefore the member of staff concerned would be liable for dismissal.

41. **Prohibited substances/use**
42. Smoking on all Wellsway Multi Academy sites is totally prohibited.

43. The use, possession or distribution or sale of drugs is totally prohibited and constitutes gross misconduct for which the penalty could be dismissal.

44. Staff are prohibited from working whilst under the influence of non-prescribed drugs or alcohol. It is potentially a dismissal offence for any member of staff failing to meet their contractual obligations due to alcohol or substance abuse. Staff must bring to the attention of their Line Manager any medication or illness which may affect their work performance or behaviour.

45. All members of staff and at all levels are to bring to the notice of their immediate Line Manager on an ‘in confidence’ basis any matter whether personal or professional which may be in conflict with either the letter or spirit of these guidelines.
Appendix 1 – Staff Code of conduct

Declaration of Receipt – sign and return (this page only) to the school HR

I confirm that I have read the Wellsway Multi Academy Trust Staff Code of Conduct and understand that any behaviour contrary to the Code and its ethos could lead to appropriate legal or disciplinary action being taken.

Name: (please print): .................................................................

Signature: ................................................................. Date: ..................................
Appendix 2 – Staff Code of Conduct

DECLARATION OF BUSINESS AND PECUNIARY INTERESTS

It is vital that a register is kept of business and pecuniary (monetary) interests that any senior employee (leadership/management) or governor, trustee or any other staff in a position of influence of the Multi Academy Trust might have. Interests such as:

1. Directorships, shareholdings and other appointments of influence;

2. Having a close relative (i.e. parent, spouse, child, cohabitee, business partner) where influence could be exerted by that person over a governor or a member of staff;

3. Having an interest in a business that might benefit from contracts issued by the school;

4. Having a close relative with an interest in a business that might benefit from contracts issued by the school.

5. Personal relationships between:
   - Senior managers or managers and employee reports or in any role that may be deemed to be a conflict of interest.
   - Governors/Trustees and employees of the school
   - Employees and existing or potential future suppliers of goods or services to the school/Trust.

All senior staff, Governors and Trustees are asked to register such interests on the form below and return it to the Principal/Headteacher or Business Director. Nil returns are required.

Please note that should an occasion arise in the future when a business or pecuniary interest might apply e.g. a close relative applies for a job in the school, the interest should be notified immediately to the Headteacher/Principal/CEO.

Where a relationship involves the Principal/Headteacher, this declaration should be provided to the CEO. Where a relationship involves the CEO this should be reported to the Chair of Trustees.

The Principal/Headteacher/CEO will then meet with the involved employees, Governors or Chair to agree the necessary actions to avoid any potential conflict of interest. Ensure there is no compromise in ability to work within the school/Trust. Agreed actions will be recorded.

On appointment any senior member of staff, Governor, Trustee or any other staff in a position of influence is required to complete a form registering business and pecuniary interests and annually thereafter via the Principal/Headteacher or Business Director by end of 2nd week of September each academic year for them to report to the Trust Governance/Compliance Officer for monitoring by end of September each academic year. The individual has a responsibility to complete the pecuniary/personal interest form and return to Headteacher (if staff member is a teacher) or Business Director (if a member of support staff).

Finally, if in doubt about what constitutes an interest, please speak to the Headteacher/Principal/CEO/Chair.

I declare that:

✔️ A □ I have no such interests applicable to Wellsway Multi Academy Trust

OR

B □ I have such interests applicable to Wellsway Multi Academy Trust, details of which I give below

<table>
<thead>
<tr>
<th>Name (Block Capitals)</th>
<th>Position within Trust</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

I certify that I have declared all beneficial interests which I, or any person closely connected with me, have with businesses or other organisations which may have dealings with Wellsway Multi Academy Trust.