



# PROFESSIONAL STANDARDS CHARTER

SHINE Multi Academy Trust

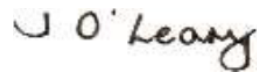
## Management log

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Signed



Signed



Chair of the board

CEO

## Related Policies

- › Complaints
- › Grievance
- › Whistleblowing

*All above policies are available through our academies local servers, directly through SHINE or through the Trust website [www.shine-mat.com](http://www.shine-mat.com)*

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## 1. Equal opportunities statement

1.1 The SHINE Multi Academy Trust (SHINE)<sup>1</sup> is committed to promoting equal opportunities and all stakeholders<sup>2</sup> will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics).

## 2. In summary

### 2.1 SHINE Staff will:

- 👤 'Take Care' in modelling high standards of behaviour both in and outside the academy, acting as role models for all our pupils.
- 👤 'Take Care' to actively safeguard and promote the well-being of all our pupils.
- 👤 'Take Care' to uphold the principles of equality and diversity.
- 👤 'Take Care' to demonstrate high levels of personal integrity, honesty and confidentiality in their professional relationships.
- 👤 'Take Care' to uphold the vision and values which underpin our trust.

## 3. Introduction

3.1 The overarching aim of SHINE is 'Raising aspirations within a Take Care ethos whilst celebrating uniqueness and allowing all to SHINE'. This charter<sup>3</sup> sets out how we expect our staff to conduct themselves in accordance with the teacher standards and other statutory documents.

3.2 SHINE and our academies are committed to working in partnership and sharing practice collaboratively to provide the best outcomes for all pupils. We also pride ourselves on celebrating our diversity and learning from one another's strengths.

3.3 The staff at SHINE are our most valuable asset. Everyone has a part to play in delivering SHINE's vision.

3.4 We will provide staff with the appropriate support, advice and professional development they need to fulfil the expectations set out within this charter.

3.5 In our spirit of 'Take Care' [appendix 1](#) sets out how SHINE will 'Take Care' of its staff; ensuring everyone feels valued, supported and has all the required resources, including time, to carry out their role. SHINE recognises the importance of staff well-being on sustained pupil achievement and we will do our up most to ensure that morale remains at the highest level possible through a proactive approach.

**3.6 Our headteachers are responsible for the day-to-day implementation of this charter.**

3.7 In addition to this charter, all staff employed by SHINE have an obligation to adhere to all relevant statutory legislation and the terms and conditions for both teaching and support staff.

3.8 Staff are expected to observe our equality policy and ensure that they treat everyone with respect, oppose any form of discrimination and are sensitive to the needs, attitudes and life-style of other people.

**3.9 Staff should be aware that failure to comply with this charter might lead to disciplinary action, which could include dismissal.**

#### 4. Why do we need a 'charter'?

4.1 This charter is designed to give clear guidance on the standards of behaviour and conduct staff are expected to observe. As role models, staff are in a unique position of influence and must adhere to the standards of behaviour and conduct that set good examples to our pupils. As an employee of SHINE, everyone has an individual responsibility to maintain their reputation, the reputation of their academy and of SHINE, whether inside or outside of working hours.

4.2 The same expectations must be shared with and applied to regular visitors to SHINE and our academies including trustees, local governors, contractors, outside agencies and specialist staff. By adhering to this charter, it should protect staff against unjustified allegations of misconduct.

4.3 The charter may not cover every eventuality and further guidance should be obtained from

the SHINE central team and/or Board’s appointed legal and human resources providers.

## 5. Setting an example

5.1 All staff working for SHINE must set good examples of behaviour and conduct, as this may influence pupils’ actions. Staff must demonstrate high standards in order to encourage pupils to do the same. For example, staff must not use offensive language.

## 6. Safeguarding our pupils and staff

6.1 Staff have a duty to safeguard pupils from:

- physical abuse
- neglect
- sexual abuse
- unequal treatment or discrimination
- emotional abuse, including verbal assaults

6.2 SHINE has an overarching safeguarding and child protection policy, although reporting procedures may vary at each academy. Staff will be provided with both a copy of safeguarding and child protection, and whistleblowing policies<sup>4</sup>, which staff must familiarise themselves with.

6.3 Staff have a duty to report concerns about a pupil to the appointed Designated Safeguarding Lead (DSL) or child protection officer. All staff are required to read the Department for Education (DfE) annual ‘Keeping Children Safe in Education’ document<sup>5</sup> and must sign to confirm they understand their obligations.

6.4 Staff must not demean or undermine pupils, their parents/carers, colleagues or visitors.

6.5 Staff should ensure they are familiar with and comply with their academy’s information and technology and social media policies, particularly in regard to the use of personal equipment.

6.6 Staff must ‘Take Care’ of pupils and staff under their supervision, with the aim of ensuring their safety and welfare. This includes co-operation and collaboration with external agencies that support the welfare of children and young people.

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<sup>4</sup> <http://www.shine-mat.com/policies/>

<sup>5</sup> <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

6.7 Staff have a duty to inform an appropriate person if they believe that a colleague or visitor is behaving in a way that compromises the safety or well-being of any pupil, group of pupils or a member of staff. Staff can report concerns about child protection directly to the appropriate external agency.

## **7 Pupil well-being and development**

7.1 Staff must comply with SHINE and our academies' policies and procedures, paying particular attention to those that support the well-being and development of pupils.

7.2 Staff must co-operate and collaborate with colleagues and external agencies where necessary to support the well-being and development of pupils.

7.3 Staff must follow reasonable instructions that support the well-being and development of pupils.

## **8 Honesty and integrity**

8.1 Staff must maintain high standards of honesty and integrity in their work - this includes the handling and claiming of money and the use of SHINE and our academies' property, facilities and resources. All staff should familiarise themselves with the relevant SHINE and our academies' policies including those in relation to financial procedures.

8.2 All staff must comply with the Bribery Act 2010<sup>6</sup>. 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, accept or receive a bribe from another person. If staff believe that a person has acted in a corrupt way, they should refer to the whistleblowing policy and follow its procedures.

8.3 Gifts from suppliers or associates must be declared according to the gift and hospitality policy. This includes any gift or offer of a gift other than a nominal value up to £20. However, it could include offers of hospitality and invitations to events. Individual gifts from members of staff to individual pupils are inappropriate and could be misinterpreted.

8.4 Any personal interests, which could be seen to conflict with an employee's role, must be registered with the CEO or headteacher. This could include where a close personal relationship exists with a potential supplier tendering for a contract.

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<sup>6</sup> <http://www.legislation.gov.uk/ukpga/2010/23/contents>

8.5 Staff must declare membership of any organisation classed as a secret society. This must be made in writing to the CEO or headteacher.

8.6 The advice of the CEO or headteacher should be sought wherever doubt exists about the status of gifts or offers of hospitality.

## 9 Equality

9.1 SHINE is committed to promoting equality of opportunity preventing unlawful discrimination in all its activities and to valuing diversity. Staff must comply with the equalities policy and all legal requirements relating to equality issues.

## 10 Professional attire

10.1 SHINE believes staff are role models for our pupils and should dress accordingly.

10.2 The purpose of encouraging staff to dress smartly is to:

- present a professional and positive image
- be a positive role model for pupils
- ensure that staff dress is such that it inspires the confidence of parents/carers and the wider community
- contributes to high standards of health and safety

10.3 Bearing in mind the guidelines above, each academy's dress code may vary due to their context. Therefore, staff should adhere to their academy's dress code.

10.4 No dress code can cover all eventualities, so staff must apply a certain amount of judgement in their choice of clothing and if in doubt should discuss with the CEO or their headteacher. This applies for visits away from the workplace, including residential.

## 11 Conduct and professional relationships within work

11.1 All staff should arrive at a time which enables them to begin their contracted hours promptly - if in doubt staff should clarify this with their line manager<sup>7</sup>.

11.2 Staff are expected to take a professional responsibility for fulfilling their role as this is

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<sup>7</sup> CEO, headteacher, senior leader, manager (as applicable).

essential to the success of SHINE and our academies. This includes the professional courtesy of meeting deadlines that have been set and having a proactive dialogue with colleagues/line managers at the earliest opportunity if there are issues which prevent a task being completed on time. Therefore, staff will be positive in their approach, seeking constructive solutions to problems and de-personalising issues.

11.3 Staff will communicate effectively and fairly with all stakeholders<sup>8</sup> and operate under the Nolan principles for those in public life ([see appendix 2](#)). They will treat all stakeholders with professional respect and courtesy, showing appreciation for the contributions of others.

11.4 Staff should follow SHINE's ethos and approach in all communications with stakeholders.

## 12 Conduct outside work

12.1 Staff should not engage in conduct outside work which could seriously damage the reputation and standing of SHINE and our academies, including the CEO, the headteacher, staff and their own reputation in the community. Staff will seek to uphold the esteem of SHINE and our academies in the wider educational community. Bringing SHINE and our academies' reputation into disrepute includes negative comments, conversations or the endorsement of such comments, which are seen and shared in a wider, but not exclusively, public context. This includes all methods of communication, including social media, verbal, written, telephone, text, etc.

12.2 In particular, criminal offences could be referred to the relevant disciplinary body by the CEO or headteacher. Teaching staff need to be aware that this could result in removal of Qualified Teacher Status (QTS). Offences that involve violence with the intent to harm, use or possession of illegal drugs or sexual misconduct are regarded as unacceptable and will usually result in the loss of QTS. Disciplinary action could then lead to referral to other agencies and further information regarding this is available in our disciplinary policy.

12.3 If staff are intending to undertake additional work outside of their contract of employment, it is expected that they will discuss this with the CEO or their headteacher, who will review working time regulations, health and safety implications and the potential

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effects on their work performance. A risk assessment will be undertaken if necessary. With regard to good safeguarding practice, staff should inform the CEO or their headteacher of any additional employment e.g. home tutoring, which brings them into the home of pupils, and/or regular contact with parents/carers and siblings.

- 12.4 SHINE will not unreasonably preclude any of its staff from undertaking additional employment, taking into consideration their personal circumstances, but any such employment must not, in the Board or the Local Governing Body's view, conflict with or react detrimentally to SHINE or our academies' interests.
- 12.5 No personal business activity or outside work of any sort may be undertaken by staff during their contractual working hours. Similarly, equipment, accommodation or resources of SHINE or our academies must be used in connection with these activities.

### **13 Allegations, criminal charges and changes to status**

- 13.1 Staff facing allegations, criminal charges and changes to status must disclose this immediately to the CEO or their headteacher. They must do this in all circumstances whether they personally feel the matter is relevant or not.
- 13.2 Examples of changes could include revisions to registration status, receiving a conviction, warning, reprimand, caution, awaiting sentence or whilst any criminal allegations made against the member of staff is being investigated. Such offences include motoring convictions. In all cases these must be declared as soon as practically possible to allow the Board or its Local Governing Body to assess the potential risks to their employment. Staff may be suspended if this is felt appropriate in the circumstances, for example, if their clearance status changes or is under review.
- 13.3 Staff are expected to disclose immediately any incidents or allegations of misconduct arising from alternative employment, voluntary work, incidents outside of work, or from previous employment which may or may not be covered by pre-employment checks which could affect their suitability to work with children. These will include allegations of sexual misconduct or violence. Failure to do this may result in disciplinary action, which could lead to dismissal.

- 13.4 Staff in posts covered by the disqualification requirement under the Childcare Act 2006<sup>9</sup>, must ensure that they comply with the requirement to disclose offences relevant to themselves. This information must be kept up to date throughout the year. The CEO, headteacher, SHINE central team and the Board's appointed human resources provider can provide further guidance in relation to this. When in doubt staff working for SHINE should seek advice.
- 13.5 The Safeguarding and Child Protection policy provides more detail on the academy's position and approach to safeguarding vulnerable groups.
- 13.6 The implications of any disclosures will need to be considered and could result in disciplinary action, possibly leading to dismissal if the member of staff is no longer able to fulfil their role.
- 13.7 Failure to disclose information may lead to disciplinary action, which may lead to dismissal.

## 14 Confidentiality

- 14.1. Where staff have access to confidential information about other staff, pupils, their parents or carers, they must not reveal such information except to those colleagues who have a professional role in relation to staff or pupils. Staff are advised to familiarise themselves with the expectations of their data protection policy<sup>10</sup>.
- 14.2. All staff at some point are likely to witness actions which need to remain confidential. For example, where a pupil is bullied by another pupil (or by a member of staff), this needs to be reported and dealt with in accordance with SHINE's procedures. It must not be discussed outside of SHINE and our academies and must be reported to a senior leader with the appropriate role and authority to deal with the matter.
- 14.3. Staff have an obligation to share with the CEO, their headteacher or appointed Designated Safeguarding Lead any information regarding the safety or welfare of a pupil or colleague. Staff must **never** promise a pupil that they will not act on information which they have disclosed.

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<sup>9</sup> <https://www.legislation.gov.uk/ukpga/2006/21/contents>

<sup>10</sup> <http://www.shine-mat.com/gdpr/>

## **15 Contact with the media**

- 15.1 Any enquiries from the media on work related matters should be referred to the CEO or the headteacher and reported to the SHINE central team who will take legal advice.
- 15.2 When communicating in a private capacity (including on social media) staff will be mindful of and strive to uphold the reputation of SHINE and its academies.

## **16 Acceptable use of information technology**

- 16.1 Staff agree to undertake the acceptable use guidelines for information technology, internet usage, emails and mobile phones set out within SHINE or their academy and any reflective initiatives set by the CEO or the headteacher.

## **17 Communication and acceptance**

- 17.1 Leaders will ensure they brief all staff on the contents of this charter and will ask staff to sign a register as a record that they have read and understood the professional standards expected by SHINE and agree to act in accord with this charter as a condition of employment.

## Appendix 1 – SHINE’s promise to its staff

**SHINE will endeavour to ensure all staff members are given clarity, opportunity, inspiration and a sense of belonging.**

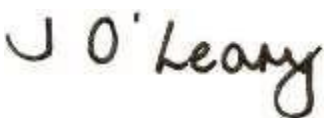
‘Train people well enough so they can leave, treat them well enough so they don’t want to.’ Richard Branson

In the same way that SHINE expects staff to ‘Take Care’ in their individual role - SHINE are fully committed to looking after our staff and taking care of them.

We ‘Take Care’ of our staff by providing;

- ✦ Role clarity for everyone
- ✦ Personal interest and care
- ✦ Inspiration and a clear vision
- ✦ A supportive environment and manageable work load
- ✦ Stretch and appropriate challenge
- ✦ Openness, transparency and trust
- ✦ Recognition and appreciation
- ✦ CPD and career opportunities
- ✦ Promotion of SHINE values and sense of belonging

Signed on behalf of SHINE



Judi O’Leary

Chief Executive Officer (CEO)

## Appendix 2 – Nolan Seven Principles of Public Life

Staff must recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

Whilst not applicable to all aspects of academy life, the general principles apply.

*(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).*

### 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 material benefits for themselves, their family, or their friends.

### Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

### Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

### Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

### Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

### Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

### Leadership

Holders of public office should promote and support these principles by leadership and example.