Mosaic Partnership Trust

Professional Expectations and Conduct Policy (Ref 05 MPTPEC)

Code of Conduct

Version 1.1

Policy Approval	Policy Approved	Date of Review
Finances & Resources Committee	August 2026	August 2027

History of most recent Policy changes

Version	Date	Page	Change	Origin of Change
V1.0	08/04/2024	Whole Document	Adoption by the Mosaic Partnership Trust and Implementation	New Academy Trust requirement of a Code of Conduct for staff
V1.1	02/08/2025	Page 4 Addition of 1.2	Reference to the 7 principles of the Trust	Ensuring that the policy reflects the 7 principles
V1.1	02/08/2025	Page 4 Previous 5.2 removed	Alignment of dress code across the Trust.	Applying consistency

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1.0 Introduction

1.1 This is a Trust policy that sets out the professional expectations for Members, Trustees, Academy Community Councillors, teaching and non-teaching staff including those within the central team.

1.2 The policy is written in conjunction with the Trust Cultural Exemplification – An Aligned Approach which must be read in line with this document. The Trust was founded on the three principles of Integrity, Innovation and Partnership and its decisions are made through the lens of equality, diversity, inclusion and belonging.

1.3 The Trust is committed to providing positive academic, social and emotional outcomes for the children in its schools, underpinned by a strong safeguarding ethos. The Trust is committed to the welfare of its staff, who are expected to adhere to the highest standards of professional behaviour to maintain confidence and respect of parents, colleagues, local communities and stakeholders.

2.0 Purpose and Scope

2.1 The purpose of this policy is to provide clarity on Mosaic Partnership Trust's Professional Expectations and Conduct for all adults operating in a professional capacity associated with the Trust.

2.2 This policy applies to staff, volunteers, students, trainee teachers, apprentices, visitors, Academy Community Councillors, Trustees and Members working in and supporting Mosaic Partnership Trust schools.

2.3 All of these groups of people will be made aware of the content of this policy and are required to adhere to the expectations and standards set out in it.

2.4 Parents/carers of children in the Trust's schools expect the highest standard of behaviour from all adults working in and supporting the Trust.

2.5 For staff working in a Trust's school, including those working at the Trust's central offices, this Policy should be read in conjunction with the school's Safeguarding Policy.

3.0 Responsibilities and Accountabilities

3.1 The Trust Board is responsible for approving and reviewing this policy, and ensuring it reflects the ethos of the Trust.

3.2 Members, Trustees, Academy Community Councillors and the Trust's central team are responsible for ensuring they comply with the content of the policy, particularly when visiting schools or attending meetings. Academy Community Councillors should also ensure they adhere to the Nolan principles: The Seven Principles of Public Life - GOV.UK (www.gov.uk)

3.3 The CEO is responsible for sharing this policy across the Trust and for its dissemination through the Executive Headteachers, Headteachers and Heads of School.

3.4 Executive Headteachers, Headteachers and Heads of School are responsible for implementing this policy within their schools and for monitoring compliance by their staff, students, volunteers and visitors.

3.5 Staff are responsible for complying with the requirements in this policy.

3.6 Students, volunteers and visitors are responsible for complying with the requirements in this policy.

3.7 Trust and school staff with line management responsibility are responsible for ensuring this policy is shared with all staff as part of their Induction process.

4.0 Definitions / explanations of terms used

4.1 Where the terms ‘staff’, ‘staff members’ or ‘employee’ are used, this refers to all adults working in and/or supporting the work of the Mosaic Partnership Trust – this includes Members, Trustees, Academy Community Councillors, staff, visitors, apprentices, trainee teachers, volunteers and students.

4.2 If something only applies to one or more specific groups, these are specified by name, e.g. Trustees.

5.0 Dress Code and Appearance

5.1 It is recognised that employees represent a wide range of backgrounds, cultures, ages and tastes and staff should exercise considered judgement when choosing the clothing they wear for work.

5.2 This dress code has taken account of:

‘Article 9 of the Human Rights Act’: Freedom of thoughts, conscience and religion

- Everyone has the right to freedom of thought, conscience and religion; this right includes freedom to change his religion or belief and freedom, either alone or in community with others and in public or private, to manifest his religion or belief, in worship, teaching, practice and observance.
- Freedom to manifest one's religion or beliefs shall be subject only to such limitations as are prescribed by law and are necessary in a democratic society in the interests of public safety, for the protection of public order, health or morals, or for the protection of the rights and freedoms of others.

The Equality Act (2010)

It shall be the duty of a body to:

- Eliminate harassment, discrimination and victimisation
- Advance equality of opportunity
- Foster good relationships between persons of the same and different protected characteristics

5.3 Staff are expected to dress professionally and appropriately for the role they are undertaking. This may vary according to the role of the individual and the duties being performed on particular occasions in order to comfortably complete the work, but in all cases, the individual should wear clothing/footwear suitable for safe working in a Trust.

5.4 No aspect of an employee’s dress or appearance should be politically motivated, sexually provocative or revealing, discriminatory, insensitive or offensive.

5.5 If visible, tattoos must not cause offence to others; if tattoos are likely to cause offence, they must be covered up whilst on duty.

6.0 Attendance

6.1 The Trust expects that staff members will:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays;
- Make routine dental appointments outside of their working hours where possible;
- Refer to the Trust's Managing Absence and Ill-Health Policy if they need time off for any reason other than personal illness;
- Follow the Trust's absence reporting procedure when they are absent from work due to illness or injury;
- Attend staff training.

6.2 Trustees and Members are expected to attend Board meetings and send apologies in the event of not being able to attend.

6.3 Academy Community Councillors are expected to attend Academy Community Council meetings (and send apologies in the event of not being able to attend) and carry out Link Councillor visits to their schools.

7.0 Professional Behaviour and Conduct

7.1 The Trust believes everyone who works in and supports its schools is responsible for their own actions and behaviour; they should avoid any conduct which would lead any responsible person to question their motives and intentions.

7.2 The Trust believes that everyone in the Trust's community and external contacts should be treated with dignity and respect.

7.3 The use of foul and abusive language will not be tolerated.

7.4 The Trust and its staff will be mindful of the use of language or vocabulary that has negative historical connotations in our society and will discontinue the use of these words or phrases.

7.5 Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.

7.6 Personal and political opinions must not interfere with the provisions of balanced professional advice or the duty to carry out those policies.

7.7 The Trust expects everyone to work in an open and transparent way; the same professional standards should always be applied regardless of individual characteristics which include age, disability, gender, language, race, religion or belief and/or sexual orientation.

7.8 The Trust expects everyone to monitor and review their personal practices and ensure they behave appropriately.

7.9 Members, Trustees and Academy Community Councillors should attend regular training specifically around governance in order that they can fulfil their roles and responsibilities effectively.

7.10 Trustees and Academy Community Councillors should be willing to take on specific responsibilities within the Board or Academy Community Council.

7.11 Academy Community Councillors should also refer to the Nolan Principles: The Seven Principles of Public Life - GOV.UK (www.gov.uk)

7.12 Any breach of this policy could result in action being taken under the 'Disciplinary Policy'

8.0 Conduct Outside of Work

8.1 Staff may undertake work outside of school, either paid or on a voluntary basis provided that it does not conflict with the interests of the school or Trust. The nature of the work cannot be seen to bring the school or Trust into disrepute.

8.2 Staff must not engage in conduct outside of work or on social media which could seriously damage the reputation and standing of the school or the Trust; the employee's own reputation; or that of other members of the Trust community. In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are unacceptable.

9.0 Smoking, Vaping, Alcohol and Other Substances

9.1 Staff must not smoke or vape on the Trust/school premises.

9.2 Staff must not smoke or vape whilst working with or supervising children off-site such as when on educational trips and visits.

9.3 The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members must never attend work under the influence of alcohol or illegal drugs.

10.0 Health and Safety

10.1 The Trust requires that everyone is familiar with the Trust's Health and Safety Policy and formally signs to acknowledge that they have read it on an annual basis. All new staff must attend the mandatory Health and Safety briefing.

10.2 The Trust requires that everyone complies with health and safety regulations and legislation, including accident reporting requirements.

11.0 Financial Inducements and Declarations of Interests

11.1 All Members, Trustees, staff and volunteers are required to declare their interests, both personal and financial, where the group or organisation they are affiliated with would be considered to be in conflict with the ethos of the Trust.

11.2 See also the Trust's Gifts, Hospitality and Anti-Bribery Policy.

12.0 Confidentiality

12.1 The Trust expects that everyone within the school or Trust community will maintain confidentiality at all times and not disclose any sensitive information about the Trust, school or staff.

13.E-safety and Internet Use

13.1 Please refer to the Trust's Data Protection Policy and the Trust's Acceptable Use Policy.

14.0 Equal Opportunities

An Equality and Diversity Impact Assessment has been completed in order to ensure it complies with equality obligations outlined in discrimination legislation. The policy positively reflects the aims and ambitions of the Mosaic Partnership Trust.

15.0 References, acknowledgements and associated documents

15.1 This policy will be implemented in conjunction with other Mosaic Partnership Trust polices, approaches and national guidance in this group:

- MPT Cultural Exemplification – An Aligned Approach
- Complaints Policy
- Data Protection Policy
- Gifts, Hospitality and Anti-bribery Policy
- Safeguarding Policy
- Staff Disciplinary Policy
- Whistleblowing Policy
- Acceptable Use Policy
- Keeping Children Safe in Education

Appendix 1

Professional Expectations and Standards Policy - Compliance form for signature

Every adult working for and/or supporting the work of Mosaic Partnership Trust is required to read and adhere to the Professional Expectations and Standards set out in this policy.

Please either complete and return this slip as soon as possible to the Head of School/Headteacher/Executive Headteacher if a school-based member of staff or CEO if a centrally employed member of staff/Trustee/Member or a Head of School/Headteacher/Executive Headteacher.

I confirm that I have read and understood the Professional Expectations and Standards Policy for the Mosaic Partnership Trust and agree to abide by the contents.

Signed:

Date:

Print Name:

Role within the Trust: