



Code of Conduct Policy

Key Document details:

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Date: [1.9.2018](#)

Ratified: [Sept 2018](#)

Approver: CEO

Version No.: V2

Next review: [Sept 2019](#)

Introduction

This code of conduct will help you understand how you're required to behave to promote and preserve the reputation of The White Horse Federation (TWHF). The code applies to everyone who works for The White Horse Federation, including contractors, people employed through agencies and volunteers.

It is important that all colleagues conduct their work with dignity, respect, integrity and professionalism in the way they behave.

In addition, The White Horse Federation sets out promises and values in 'The Little Green Book' that guide all colleagues in how to conduct themselves at work, and provides the strong foundation for how we deliver the values-based education for which we pride ourselves.

Our Values Vision

The White Horse Federation is a Multi Academy Trust (MAT) of Primary, Secondary and Special

Schools that grew from a passion to be collaborative in providing a first class education to a wide range of children so that each one could more fully understand what they were capable of, what talents they had and to strive for excellence in themselves in order to succeed in the next phase of their education and in the world of work.

The holistic approach we take to all aspects of The Trust's work is underpinned by the shared moral compass of the members and directors and the commitment of all colleagues to do what is right for the children and young people that we have the privilege to educate and learn alongside. This is coupled with a strong duty of care to ensure their wellbeing and self-esteem as learners and citizens, is nurtured and supported. We have a drive and expectation that colleagues will achieve excellence in every aspect of their work and act with integrity both within The Trust and as ambassadors for The Trust in any professional context.

The White Horse Federation is committed to maintaining the unique nature of all of the schools within the Trust and believes this is best achieved by giving a clear mandate to Local Governing Bodies to be the drivers of school improvement. The Trust gives these governing bodies the freedoms to focus on the challenge and support for the improvements in teaching and learning and the curriculum by ensuring the synergies of belonging to a Trust allow statutory obligations to be dealt with centrally.

Values

At the White Horse Federation we understand that every colleague is here for the best interest of the children. We want to ensure that no child is left behind and that the unique identity of each school is protected, celebrated and valued for the contribution it makes to ensuring children have the best education and experiences.

By being part of The White Horse Federation we passionately believe that by working together, the children are able to have a higher quality of education and that as colleagues, we will also benefit from and reap the rewards of a values based organisation where you are also, not left behind.

The White Horse Federation holds the following eight promises as the foundation for the values of The Trust

- We will all talk straight and ensure information is communicated effectively.
- We will be clear about everything we do, right wrongs and show loyalty
- We will take responsibility for our part in the success of TWHF by respecting and understanding the vision and values and knowing how we have made a difference.
- We will make sure everyone feels included in the decision making of our organisation and is accountable for their actions and contribution
- We will listen to all members of our TWHF community, keep our promises and earn each other's trust.
- We will have a relentless focus on being the best that we can be and in all that we do.
- We understand that we are all learners and that continuous learning helps us all grow as individuals and strengthens our organisation.

- We will work together collaboratively at all times to solve our problems, address our issues, improve our communications, share our ideas and develop a culture of learning within TWHF.

Our Little Green Book is a set of promises that as colleagues, we make to each other and to our organisation, for the ultimate benefit of the children and families that our schools serve.

You will have a copy of our Little Green Book in your Starter Pack, please read it and familiarize yourself with how we work at The White Horse Federation, and how we turn our promises into values.

Values-based Education

Values-based Education is an approach to teaching that works with values. It creates a strong learning environment that enhances academic attainment, and develops students' social and relationship skills that last throughout their lives. Values are principles that drive behaviour. They influence our actions and attitudes, and become our framework for living. They influence our relationship with ourselves and others.

The wide range of positive human values encouraged in schools include patience, respect, fairness, tolerance, respect, compassion and collaboration.

The positive learning environment is achieved through the positive values modelled by staff throughout the school. It quickly liberates teachers and students from the stress of confrontational relationships, which frees up substantial teaching and learning time.

It also provides social capacity to students, equipping them with social and relationship skills, intelligences and attitudes to succeed at school and throughout their lives.

All schools in The White Horse Federation are committed to a values-based approach.

Governance

HOW THE GOVERNING BODY WORKS

The Members and Member Appointed Directors

The White Horse Federation is a Multi Academy Trust. It's Certificate of Incorporation of a Private Limited Company (8075785) was issued on the 18th May 2012. Governance of The White Horse Federation falls within the responsibility of Members and Member Appointed Directors of the Executive Board.

The primary function of Members and Member Appointed Directors of the Executive Board is to protect the interests and assets of all of the establishments within the Multi Academy Trust.

In particular they have the responsibility for:

- Ensuring the reputation of the Multi Academy Trust is continually strengthened and is not compromised.
- Setting the vision and values, ethos and strategic direction of the MAT.
- Deciding and developing policy for the MAT and delegate appropriate and proportional delegated powers to sub committees and Local Governing Bodies.
- Identifying terms of reference for the committees and the Local Governing Bodies and ensuring these are reviewed every 4 years.

The Executive Board – (Members)

The Executive Board of Directors is made up of a range of The White Horse Federation colleagues and external board members who bring additional and complementary skills sets and expertise to those of TWHF directors and members. The Executive Board of Directors meets eight times per year. The membership of the Executive Board of directors consists of the Chair and Vice Chair, the CEO, COO, Primary Director and Secondary Director, Finance

Director, and HR Director all of whom are permanent board members. However according to need or situation the Estates Director, IT Director and the Business Services Director, may also be asked to attend as required.

The Executive Board is responsible for

- The formulation and implementation of the WHF strategy and future growth and development.
- The effective management of the Academies, Teaching Schools and Children's Centres and other associated settings within the MAT.
- The financial performance and monitoring of all settings within the MAT
- The educational and academic performance and monitoring of all settings within the MAT

Local Governing Bodies

Each school has its own Local Governing Body (LGB). The Chair of each LGB will also sit on a collective group of similar Chairs from which one representative will be elected and then co-opted onto the Executive Board; this process will be repeated every two years thus affording new Chairs the opportunity to be similarly elected.

The White Horse Federation Executive Board has clearly identified the areas of responsibility that they delegate to the LGBs. Although not in any way legally responsible and not itself accountable for the statutory functions, the LGB has an important role to play in assisting the school to operate effectively in line with the wishes of the WHF Executive Board as communicated to the LGB. The delegated responsibilities can be found in more detail on our website.

The range and extent of the delegated responsibilities may need to be adjusted in response to the needs of the Academy and the requirement of the Executive board to discharge their duties.

The LGBs of Academies who have demonstrated they are consistently and securely outstanding may be able to take on additional responsibilities in the context of increasing autonomy.

The LGBs of schools which still need support in order to improve the quality of their overall performance within the OFSTED guidelines may be required to reduce the extent of their delegated responsibilities. In some circumstances, if a school is put into a category, the Executive Board will suspend the delegated powers and duties of that governing body for a pre-determined period of time.

Those of you, who have experience of community school governance, will have different experiences with regard to governance and may initially, believe that the role of an LGB with a Multi Academy Trust has less influence or drive. However at The White Horse Federation we believe that by removing the statutory responsibilities, LGB's become more effective in their focus to providing challenge and support in the delivery of educational excellence and to ensure the drive for outstanding outcomes for all pupils.

Equality and Diversity

The WHF Equality and Diversity Statement defines the WHF's commitment to equality and diversity and is underpinned by the Equalities Act.

To remain a first class values-based education provider demands the best people, and at The White Horse Federation we firmly believe that the best are drawn from the broadest pool of talent.

Diversity recognises the different elements that make a person an individual, and at The White Horse Federation we embrace these differences be they visible such as gender, age, ethnicity, race and physical ability as well as those less visible such as values, experience and lifestyle.

Inclusion is how we make colleagues feel, such as valued, respected and empowered. At The White Horse Federation we do our best to create an environment that encourages our colleagues to fulfil their potential, and have a strong support base of values.

We believe that colleagues have a right to:

- work in an environment in which there is no discrimination on the grounds of age, disability, married or civil partnership status, pregnancy/maternity, race, religion or belief, sex, trans-gender status or sexual orientation
- enjoy equal access to opportunities for promotion, transfer and training
- not be victimised because they have complained that they have experienced discrimination or supported another colleague in his or her complaint
- not be subjected to any form of harassment in the course of their employment
- not be rejected for a job because of any of the protected characteristics, e.g. sex or race,
- be paid on an equal basis to someone of the opposite sex performing the same or similar work or work of equal value
- not be refused a request to work on a part-time or job-share (or other flexible working) basis unless a full justification is made of the need for the job to be done full time by one person
- not be refused time off work for religious reasons unless their presence at work at the time in question is absolutely necessary
- not be subjected to any type of discrimination by The White Horse Federation after their employment has ended
- if disabled, expect their employer to make reasonable adjustments to support them or accommodate their needs in the workplace
- What does it mean for me?
- Colleagues have a duty to:
- abide by the policies and procedures designed to ensure that no discrimination or harassment takes place in the workplace
- not discriminate against or victimise any of their colleagues for any reason
- not engage in any behaviour that could be interpreted as harassment, irrespective of motive.

It is the responsibility of The White Horse Federation to:

- check equal opportunities policies to ensure they prohibit all forms of discrimination and harassment
- take positive steps to ensure their equal opportunities policies are put into practice in every aspect of recruitment and employment
- make a clear and accessible procedure available to colleagues to complain about discrimination or harassment
- when recruiting, ensure that only criteria that are appropriate and relevant to the performance of the job under consideration are applied
- implement an equal pay policy and, as part of that policy, regularly review and monitor the pay system for any form of bias
- not impose a compulsory retirement age unless this can be objectively justified
- if there is a justified compulsory retirement age ensure they apply the same retirement age to both men and women
- ensure they comply with the duty to make reasonable adjustments for disabled colleagues at work
- check their policies in relation to matters such as dress codes, prayer facilities and time off for religious holidays to ensure that any provisions do not place colleagues of any particular religion or belief, or other protected characteristic, at a disadvantage.

Data Protection

Protection of data and safeguarding confidential information is a priority for The White Horse Federation and is defined in the IT General Data Protection Regulations (GDPR) Policy.

Colleagues have a right to:

- see records kept about them, which must be accurate and up to date

- know the information's source and how it will be used, including whether it will go to third parties, such as a payroll bureau
- be told about automated decision-making, if this is the only basis for the decision to reject their application
- not to be the subject of surveillance or monitoring without good cause, and any surveillance has to be proportionate
- expect information to not be used for a different purpose from the one it was gathered for

What does it mean for me?

Colleagues have a duty to:

- act in accordance with The White Horse Federation GDPR policy and procedure in handling personal data about others.

Workplace Environment

The White Horse Federation endeavours to provide colleagues with safe, healthy and secure work environments.

All colleagues have the right to:

- feel safe and comfortable in their working environment
- be provided with appropriate information, instruction and training relevant to their work, the working environment and the necessary emergency arrangements.

What does it mean for me?

All colleagues must:

- attend the statutory and mandatory training required of them by The White Horse Federation
- take reasonable care of their health and safety and that of other colleagues who may be affected by their activities while at work
- use machinery, equipment, dangerous substances, transport equipment, means of production or safety devices in accordance with any instruction and training given by The White Horse Federation
- co-operate with The White Horse Federation on health and safety matters
- follow all relevant health and safety instructions
- carry out housekeeping to the required standards
- wear appropriate personal protective equipment as and where needed
- take sufficient work breaks
- follow good hygiene practices
- inform their line manager/Principal of any danger posed to health and safety by a work activity
- inform their line manager/Principal of any shortcomings in The White Horse Federation protection arrangements.

Display Screen Equipment

The White Horse Federation endeavours to provide colleagues with safe, healthy and secure work environments.

What does it mean for me?

- Rotate work activities where possible. Try to spend around five minutes in each hour carrying out work activities away from your computer.
- Take regular screen breaks.
- Remove anything from under your desk that causes you to twist when sitting.
- Arrange pieces of equipment that you use frequently, eg the telephone, so that you do not stretch to reach them.

- Use a document holder if you frequently refer to paper documents at the same time as working on your screen, eg when entering data.
- Do not cradle the telephone receiver between your neck and shoulder. Ask for a telephone headset if you spend long periods on the phone while working on your screen.
- Adjust the seat height so that you can work in comfort. Your elbows should be at, or just above, desk height with your shoulders relaxed.
- When you are sitting at the correct height in relation to your desk, sit close to your desk with your feet flat on the floor (or on a footrest if your feet do not comfortably reach the floor when you are sitting at the correct height in relation to your desk).
- Adjust your chair's backrest height so that it supports the small of your back.
- Adjust the chair's backrest angle so that you are sitting fairly upright.
- If possible, adjust seat depth to give a five centimetre gap between the seat edge and the back of your knee.
- Do not sit in the same position for long periods. Change your posture as often as you can.
- Adjust or remove chair armrests so that you can sit close to your desk.
- Face your monitor directly, ie square-on, with the screen approximately arm's length away.
- Adjust the height of your screen so that the top of your monitor is approximately level with your eyes, achieving a slightly downward viewing angle.
- Your screen should be tilted so that it is perpendicular to your line of sight.
- Position your keyboard directly in front of you. Leave a little space in front of the keyboard so you can rest your arms between periods of keying.
- Position your mouse close to your body so that you can use it without stretching.
- Sit close to your desk when typing or using the mouse. Your upper arms should be approximately vertical and your forearms approximately horizontal, with an elbow angle of around 90°.
- Maintain a neutral (straight) wrist posture when keying and using the mouse to avoid straining tendons and damaging nerves.
- Avoid putting pressure on the underside of the wrist, eg from desk edges or hard wrist rests. If a wrist rest is required, soft foam or gel-filled wrist rests and mouse pads can help to minimise pressure and maintain a neutral wrist posture.
- When using the mouse, hold it lightly — do not grip it hard. Remove your hand from time to time and change hands periodically if you are able to work with either hand.
- Alternate between keyboard and mouse use as much as possible when working. Use keyboard shortcuts to break up long periods of mouse use.
- Adjust blinds to avoid reflections and glare.
- Adjust screen brightness and contrast to a comfortable level.
- Take regular screen breaks to avoid eye strain. Focus on distant objects. Conscious blinking helps if eyes become dry.
- Use a desk lamp if needed.
- Have regular eye tests. The organisation meets the cost of eye tests and glasses required, especially for visual display unit work

Disclosure (Whistleblowing)

If you are concerned about any practice you may see or experience in The White Horse Federation which you think may conflict with our values and policies, you should seek advice from your line manager/Principal or any other appropriate person, including Central HR.

It is important for you to know that:

- colleagues will be protected from dismissal or victimisation if they follow the disclosure (whistleblowing) policy when making a disclosure.
- protection from dismissal or victimisation is available for disclosures concerning financial irregularities, criminal offences, law breaking, miscarriages of justice, mistreatment of pupils (where applicable), health

and safety risks, environmental damage or risks and any attempted concealment of any of these offences (whether they have occurred or are likely to occur).

- any disclosure by a colleague will be dealt with in the strictest confidence if the colleague so wishes.
 - any colleague who believes they have suffered a detriment after making a protected disclosure can complain to the Central HR team or a governor of The White Horse Federation
 - if The White Horse Federation fails to deal with any complaint from a colleague who feels they have suffered a detriment after making a protected disclosure, then the colleague can take their case to an employment tribunal.
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- What does this mean for me?
 - All colleagues should report any malpractice they have witnessed to their line manager/Principal.
 - Unless circumstances are exceptional, any concern should be raised internally before (if not dealt with internally) being referred to any external organisation or individual.
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- The disclosure (whistleblowing) policy should always be followed when reporting a breach or failure.
 - In relation to a whistleblowing allegation, a colleague (or former colleague) should not engage in harassing behaviour of the individual concerned.