

# Code of Conduct for Staff

Issue Date: May 2024  
Review Date: April 2026

Tel: 020 8959 4111  
[www.beatrust.org.uk](http://www.beatrust.org.uk)

Dollis Primary School  
Pursley Road  
London NW7 2BU

Supported using public funding by



**ARTS COUNCIL  
ENGLAND**

BARNET EDUCATION ARTS TRUST  
BARNET MUSIC HUB

Registered charity number **1150174**  
Registered company number **8310735**

**Table of Contents**

1. Introduction .....	3
2. Purpose, Scope, and Principles.....	3
3. Roles and Responsibilities .....	4
4. Standards.....	4
5. Respect for Diversity and Promoting Equality and Inclusion .....	5
6. Relationships With Parents and Carers .....	5
7. Safeguarding .....	6
8. Online Tuition .....	7
9. Pupil/Student Development .....	8
10. Honesty and Integrity .....	8
11. Gifts and Hospitality .....	8
12. Financial and Personal Interests .....	9
13. Working With Money .....	9
14. Use of Beat's Resources and Premises.....	9
15. Working Safely .....	9
16. Other Employment .....	10
17. Conduct Outside Work.....	10
18. Examples of Misconduct.....	10
19. Confidentiality .....	11
20. Recruitment and Appointment .....	12
21. Disciplinary Action .....	12
1. Document History .....	13

## 1. Introduction

This document should be read in conjunction with:

- The Staff Handbook
- BEAT Disciplinary Policy
- BEAT Grievance Policy and Dignity at Work
- BEAT Child Protection and Safeguarding Policy
- BEAT Equity and Diversity and Inclusion Policy
- BEAT Whistle Blowing Policy
- BEAT Alcohol, Drugs and Substance Abuse Policy
- BEAT Social Media Policy
- BEAT Data Protection Policy
- Online and Distance Learning Guidance for Staff
- Contract of Employment

The following definitions apply:

- BEAT or the Trust: Barnet Education Arts Trust
- BEAT Academy: Out of school hours music learning opportunities at three Barnet venues.
- Staff or Member of Staff: This includes full time employees; part time employees; contracted or self-employed.
- School: Is defined as the establishment to which the BEAT member of Staff is assigned by their manager
- Tutors: Members of staff who perform a teaching role.
- GDPR General Data Protection Regulation.
- CEO: Chief Executive Officer:

BEAT has set out a Code of Conduct for all BEAT Tutors whether contractual or self-employed, they should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action, an outcome of which may include dismissal of an employee. Self-employed tutors are also required to read and understand this code. Failure to adhere to it could result in BEAT terminating their services.

All BEAT Tutors must adhere to the required Code of Conduct. If the member of Staff is working in a school, they must make themselves aware of the school's code of conduct.

Any conflict between BEAT's policies/procedures and the school's documents should be reported to BEAT's Chief Executive Officer ASAP who will liaise with the school to resolve the conflict.

If any Member of Staff requires clarification of this document they should discuss the matter with their line manager.

## 2. Purpose, Scope, and Principles

A Code of Conduct is designed to give clear guidance on the standards of behaviour all BEAT Staff are expected to observe and notifies Staff of this code and the expectations therein.

BEAT Staff are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within schools, Music Academies and other public venues.

This Code of Conduct applies to all BEAT Staff, including the CEO.

### **3. Roles and Responsibilities**

The CEO is responsible for ensuring all BEAT Staff are made aware of, and adhere to, the Code of Conduct and for providing support and encouragement to ensure Staff maintain the highest standards of integrity, honesty, accountability and openness.

All Staff are responsible for reading and adhering to the Code of Conduct, and for reflecting on their own conduct and practice and ensuring they meet the standards required of them.

### **4. Standards**

In general terms, BEAT expects that the conduct of its Staff is such that no justifiable complaint can be made by parents, pupils, colleagues, other bodies or agencies, or members of the community in relation to conduct and behaviour of BEAT Staff. Any complaints about inappropriate conduct will be dealt with fairly and reasonably, using the agreed, relevant procedures.

Staff are expected to use their professional expertise and judgement to put the wellbeing, development and progress of pupils first, within the context of their role.

Staff must demonstrate high standards of conduct in order to encourage pupils / students to do the same.

Staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

Staff should recognise the important role of BEAT in the life of the community and take responsibility for upholding its reputation and building trust and confidence in it.

All individuals associated with BEAT have the right to be treated fairly and with dignity and respect; Staff are expected to treat colleagues, pupils, parents, schools partners, other bodies or agencies or members of the community fairly and with dignity and respect.

Staff and colleagues should strive to maintain co-operative and effective working relationships. Relationships should be courteous, reasonable and fair at all times.

Staff should endeavour to develop productive and supportive relationships with colleagues in their schools.

BEAT Staff should select a manner of dress and appearance appropriate to their professional role. Staff should ensure their standard of dress could not be deemed inappropriate, and that they are dressed professionally, safely and appropriately for the tasks they undertake.

Staff should uphold all BEAT policies and procedures and raise any concerns about the life or running of the Trust in an appropriate and professional manner.

The CEO, their deputies and management Staff should exercise any leadership and

management responsibilities in a respectful, inclusive and fair manner, and in accordance with BEAT policies, contractual obligations and national standards.

The CEO and their Deputies should implement the appropriate performance management frameworks to appraise the performance of Staff and provide feedback. Feedback should provide honest, accurate and evidence based comments. Staff should be encouraged to undertake training and development opportunities, within the context of BEAT's needs and budget.

The CEO and their Deputies must ensure Staff are aware of, and have access to, the relevant policies and procedures that affect their work.

BEAT has an agreed procedure for the management of Staff discipline (Disciplinary Policy). All Staff should make themselves aware of this procedure and its content.

BEAT Staff are expected to obey the current statutes, laws and regulations relating to their work and general conduct.

It is good practice for Staff to inform the CEO if they are suffering from a medical condition, are taking prescribed drugs, or have personal circumstances that may adversely affect their performance at work in order to assess whether there are any supportive measures that are needed.

## **5. Respect for Diversity and Promoting Equality and Inclusion**

All Staff must act appropriately towards all children and young people, parents, carers and colleagues, whatever their socio-economic background, age, gender, sexual orientation, disability, race, religion or belief.

Staff must take responsibility for understanding and complying with BEAT policies relating to equality of opportunity, inclusion, access and bullying.

Staff should help to create a fair and inclusive environment by taking steps to improve the wellbeing, development and progress of those with special needs, or whose circumstances place them at risk of exclusion or under-achievement.

Staff must strive to address discrimination, bullying or stereotyping, or seek assistance from the CEO where issues are identified.

Staff should at all times be aware of their choice of language to ensure no discrimination of any sort is implied and at no time use humiliating or degrading language to, or with, reference to others.

## **6. Relationships With Parents and Carers**

All Staff should strive to establish positive and productive relationships with parents and carers.

This includes providing parents and carers with accessible and accurate information about their child's progress, involving parents and carers in important decisions about their child's musical education, considering parents and carer's views and perspectives.

Where an interaction with a parent or carer becomes aggressive or offensive, the interaction should be ended politely and firmly, with assistance summoned where required. Risk assessments should be undertaken prior to any contact with parents /

carers where aggression or violence is anticipated. Line managers must be informed where significant incidents occur.

As BEAT is an active part of the community it is inevitable that Staff will see pupils and parents outside school. However, no home visits or 1:1 meetings outside premises where BEAT activities are carried out should take place without prior discussion with the CEO.

Under no circumstances should BEAT 'in person' lessons take place outside of BEAT settings. For example, BEAT lessons must not take place at a private residence.

## **7. Safeguarding**

If a member of BEAT Staff is concerned about a child when working in a school setting this must be reported immediately to the DSL at the school and then to the BEAT DSL.

If a member of Staff is concerned about a child in a BEAT Academy setting, or at another BEAT setting they must report the concern immediately to the BEAT DSL on site.

If a member of Staff has a concern about adult behaviour towards the children when working in a school, this must be reported immediately to the school headteacher.

When working in a BEAT Academy setting, or at another BEAT setting, a concern about adult behaviour must be reported immediately to the CEO.

Any concerns, of any nature can always be reported to Barnet's Multi-Agency Safeguarding Hub (MASH) Tel: 020 8359 4066.

When teaching, all Staff should teach in a room where they can be seen by other pupils and Staff. Schools should provide a teaching room which is visible to others, but BEAT recognises that this is not always physically possible. Where this is the case, this must be reported to the CEO.

Staff should avoid physical contact with a pupil during a lesson.

Staff must not give any e-mail or social media contact information to students. If a student tries to make contact through social media the request must be refused, and the matter reported to the Member of Staff's Line Manager

Staff must have written permission from the parents prior to giving a student a lift in their private motor car and ensure that insurance will cover for this. This should only be undertaken in **Exceptional or Emergency** situations. The member of staff must inform their line manager as soon as reasonably practical. Failure to comply with this advice could put Staff at risk of negligence and other claims and could entail further action being taken under any other of BEAT's policies.

Staff must always wear a BEAT name badge when engaged with BEAT activities.

Staff should never leave a primary school pupil in a room alone if there are no other Staff or pupils in the immediate vicinity.

Conductors of groups should ensure that all students have been met by a known

adult at the end of a session.

## **8. Online Tuition**

Online tuition creates new challenges for safeguarding which need to be taken into account by all concerned. Always adhere to the guidelines below to safeguard students, tutors and families.

Staff must only use a parent/carer email and their official BEAT email.

Staff must never give out their personal phone number or their own private email address. This applies even if this is an email address used professionally; it is not just about protecting personal data, but also about the safeguarding environment of the email platform.

Staff must never accept a student's mobile number or private email address. See Section 7 Safeguarding

Staff must not communicate with parents or students via social media platforms.

Staff must not make private arrangements for either parents/carers or students to video chat outside the pre-arranged lesson slot.

A parent/carer must be present and visible at the beginning and end of the lesson, and within earshot at all times during the lesson. If there is reason to believe a parent/carer is not within earshot, end the lesson immediately.

Do not record any of the online lessons. Parents/carers have also been told not to do this.

Respect personal boundaries: the online learning environment should respect the same boundaries as the classroom in our schools and academies. Being in your own home can make this harder to remember.

Dress smartly, as you would for a face-to-face lesson.

Consider your background. It may be necessary to widen the frame depending on your instrument, so take care that the frame is well chosen and appropriate.

If possible use appropriate virtual backgrounds.

Ensure no personal information/inappropriate material is in shot (this includes beds).

If you feel that the student (or parent/carer) hasn't met the standard of behaviour expected in a school environment, in spite of prompting, or you are concerned about something (inappropriate dress or language, for example), you should stop the session, and then contact the parent/carer later to discuss and help resolve any issues. Contact your line manager if needed for further support.

If an unusual situation arises from either side which gives you cause for concern, notify the BEAT office as soon as possible, and ideally seek approval in advance.

If at any point you feel uncomfortable, end the lesson immediately. If, after communication with the parent/carer, you need support to resolve the situation, contact your line manager.

Reporting of any safeguarding concerns is the same as under BEAT Child Protection

and Safeguarding Policy (just as it would be in face-to-face lessons in schools).

Any concerns can be addressed to BEAT's Designated Safeguarding Leads:

- Sharon Broughall [Sharon.broughall@beatrust.org.uk](mailto:Sharon.broughall@beatrust.org.uk)
- Kerry Reid [kerry.reid@beatrust.org.uk](mailto:kerry.reid@beatrust.org.uk)

## **9. Pupil/Student Development**

All Staff must comply with BEAT policies, their individual school policies and other public venue policies and procedures (that support the well-being and development of pupils/students).

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

Staff must follow reasonable instructions that support the development of pupils/students, to the best of their ability.

BEAT accepts pupils of ages 4 – 21. Being a member of BEAT Staff is a position of trust – no relationship with any pupil, whether in school or beyond is appropriate.

## **10. Honesty and Integrity**

All Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money, gifts and hospitality and the use of school property and facilities.

Staff should not use their position within BEAT for any purpose other than BEAT business.

## **11. Gifts and Hospitality**

BEAT Staff may from time to time be offered gifts or hospitality, for example from parents. The following advice should guide decisions on receipt of such gifts / hospitality:

Small, individual, thank you gifts may be accepted. Gifts resulting from collections are exempt (e.g. weddings or leaving presents).

Always refuse a gift/offer of hospitality if you suspect the giver is trying to gain or has an ulterior motive. Always be sensitive to the possibility the giver may think that even a small gift/offer hospitality may elicit preferential treatment.

Never accept a gift/offer of hospitality from someone who, to the best of your knowledge, is or may be tendering for any contract with BEAT, seeking employment with BEAT, or in any form of dispute with BEAT.

Occasional working lunches with providers or partners are generally acceptable provided they are not to an unreasonable level or cost and the provider or partner is not seeking to achieve an advantage.

Invitations to corporate hospitality events must be judged on their merit. It may be acceptable, for example, to attend cultural or other public performances or events as a representative of BEAT. Consider the number of these events that are attended



and what the public perception may be if you were to attend, bearing in mind point 10.2.

Invitations to speak at corporate events, seminars or gatherings which have been made to you in your BEAT capacity must be approved by the CEO before acceptance.

If you are in any doubt about the acceptability of a gift/offer of hospitality, consult the CEO.

## **12. Financial and Personal Interests**

Staff must at all times be seen to be acting fairly and impartially and personal needs or interests, or those of family or friends, must not influence actions or decisions.

Where a member of Staff has a friend, associate or relative who is providing goods or services to BEAT, of a kind that they deal with directly or monitors in the course of their work, this should be disclosed. Disclosures must be made in writing to the CEO, who will advise any other BEAT Staff who may need to know.

Where the CEO has a friend, associate or relative who is providing goods or services to BEAT, of a kind that the CEO deals with directly or monitors in the course of their work, this should be disclosed. Disclosures must be made in writing to the Chair of the Trustees, who will advise any other BEAT Staff who may need to know.

## **13. Working With Money**

Staff receiving or responsible for BEAT money need to take particular care and must adhere to the appropriate financial procedures at all times.

Staff submitting claims for reimbursement of legitimate expenditure must ensure the correct procedures are followed, the details of the claim are within set limits and can be substantiated (e.g. with receipts).

## **14. Use of Beat's Resources and Premises**

BEAT equipment should not be used for excessive personal use unless authorised by the CEO. This includes photocopy facilities, stationery, telephones, computers and premises.

The use of the BEAT's IT systems, particularly email and internet, should only be used for professional purposes. Passwords should be kept confidential at all times and not disclosed to any other individual.

## **15. Working Safely**

Ensuring that a healthy and safe working environment is maintained is the responsibility of all Staff who should take appropriate steps to ensure the health and safety of other Staff, pupils and any other users of BEAT settings. This includes the following non-exhaustive considerations:

- Wear and use appropriate equipment and ensure all pupils are wearing and using appropriate equipment.
- Report any injuries, accidents or near misses to the appropriate Responsible

Person.

- Report incidents of abusive/aggressive or bullying/threatening behaviour that is experienced or witnessed to the appropriate Responsible Person.
- Advise the CEO when taking any medication that could affect their ability to work safely.
- Comply with hygiene requirements.

Actions or omissions of any individual that place others in danger may lead to disciplinary action.

Staff are required to adhere to all health and safety policies and practices (see Health and Safety Policy).

Staff must advise the CEO/appropriate person of any unsafe situations or practices.

### **16. Other Employment**

Staff may undertake work outside BEAT, either paid or voluntary, provided that it does not conflict with the interests of BEAT or in any way weaken the confidence of the community in the individual or BEAT or affect an individual's work performance.

All teachers working for BEAT, whether employed or self-employed, are not permitted to accept work privately in schools they have been introduced to, by BEAT. On leaving BEAT, the non-acceptance of work condition remains in place for a period of 6 months after their last working day with BEAT.

### **17. Conduct Outside Work**

Off-duty hours are generally the personal concern of the member of Staff, though BEAT Staff must not engage in conduct outside work which may conflict with the interests of BEAT or their schools or could damage the confidence of the community in BEAT or the role of the member of Staff.

Where a member of Staff breaks the law outside of working time and the offence is one that could damage public confidence or has a direct effect on work, they may be subject to the disciplinary procedures.

Failure to notify the CEO at the earliest opportunity of criminal proceedings and/or of being convicted of a criminal offence that may seriously affect a member of Staff's suitability for their job may result in disciplinary proceedings.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. The use of ICT must be in accordance with the GDPR and The Data Protection Act 2018.

### **18. Examples of Misconduct**

The following list provides examples of misconduct that could constitute a disciplinary offence and could warrant action being taken under the relevant policy. The list is illustrative and is not exhaustive and applies to all members of staff:

- Physical violence
- Conduct likely to cause harm or offence to pupil/student, work colleague or member of the public
- Possession or use of illegal drugs
- Sexual misconduct
- Foul or abusive language
- Failure to follow a reasonable management instruction
- Failure to follow BEAT policies and procedures
- Theft
- Dishonesty, including knowingly making a false, misleading or inaccurate oral or written statement in respect of official business.
- Unlawful discrimination or harassment.

### **19. Confidentiality**

All staff must make themselves aware of, and comply with, BEAT's Data Protection Policy. This can be found on the staff website.

Where BEAT Staff have access to confidential information about pupils/students or their parents/carers, Staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student. Paper-based and electronic information must be stored securely and confidentially with access limited to those who have a right to view it.

Staff must not disclose any information that is confidential or that, if it were made public, may lead to a breakdown in the trust and confidence that BEAT is required to provide to the community. It may be necessary to discuss confidential information with colleagues. Where this is the case, the discussions must take place in private.

Staff must not disclose any information about BEAT/children/parents to the press or other media unless expressly authorised to do so by the CEO.

Staff must not disclose information about BEAT/children/parents on social media sites or such similar sites unless expressly authorised to do so by the CEO. Staff should consider the information that they include on these sites and how the information may impact on BEAT and its reputation. Where personal data is shared, this must be in compliance with the GDPR, data protection law and BEAT's Data Protection Policy. Inappropriate disclosure of information may be dealt with under the disciplinary procedure.

There are many legitimate uses of social media within the curriculum and to support student learning.

For example, the trust has an official X (formerly known as Twitter) account (@BEAT\_orguk) and Facebook account (facebook.com/barneteducationartstrust/). Any photographs/camera footage taken using personal cameras/phones, should be uploaded as soon as practicable to the BEAT's shared drive and be deleted from personal devices. No pictures/film footage may be retained on personal equipment or copied for any reason beyond 48 hours.

Staff are advised to consider the reputation of BEAT in any posts or comments related

to BEAT on any social media accounts.

Staff should not put confidential or sensitive information on memory sticks which have not been encrypted to ensure confidential information can't be accessed should the stick be lost or misplaced.

Staff must take due care with regard to the storage of data and the protection of personal data

Staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of Staff). This needs to be reported and dealt with in accordance with the appropriate BEAT procedure. It must not be discussed outside of BEAT settings, including with the pupil's/student's parent/carer, nor with colleagues except with a senior member of Staff with the appropriate role and authority to deal with the matter.

Staff have an obligation to report immediately to the school's Designated Safeguarding Lead (DSL), and then to the BEAT DSL any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.

## **20. Recruitment and Appointment**

Staff involved in recruitment and appointment must apply BEAT's recruitment and selection processes and ensure equality, fairness and respect is, always applied, and avoid all forms of unlawful discrimination.

Where Staff are involved in recruitment or making an appointment, they must advise the CEO where they are closely associated with any of the candidates (e.g. close friend, relative).

Where the CEO is involved in recruitment or making an appointment they must advise the Chair of the Trustees where they are closely associated with any of the candidates (e.g. close friend, relative).

## **21. Disciplinary Action**

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

**1. Document History**

Date	Reason for Change	Change Controller
February 2017	New	PE
March 2019	Typo correction	PSW & CEO
December 2019	LHF removed Associated Documents Section Added	PSW & CEO
March 2020	New Format	PSW
January 2022	Minor corrections	CEO PSW
May 2024	New Format, Corrections and Reviewed	CEO, PSW

Signed  Chair of Trustees

Name: Martin Baker

Date: 10/07/2024

Signed  Chief Executive

Name: Sharon Broughall

Date: 10/07/2024