

Staff Code of Conduct

Statement

Merton Music Foundation (MMF) is committed to providing a safe and inclusive environment for all its staff, tutors, and students. This Code of Conduct Policy outlines the expected behaviour of all MMF staff and tutors in their interactions with each other and with students, parents, and other stakeholders.

Professionalism and Respect

All MMF staff and tutors are expected to conduct themselves in a professional and respectful manner at all times. This includes:

- Treating all students, parents, and colleagues with respect and courtesy.
- Maintaining appropriate boundaries with students and colleagues.
- Refraining from engaging in any behaviour that may be perceived as bullying, discrimination, harassment, or intimidation.
- Avoiding the use of inappropriate language or behaviour.
- Maintaining appropriate professional dress whilst engaged in MMF activities.

Safety and Security

MMF is committed to providing a safe and secure environment for all students and staff. All staff and tutors are expected to:

- Follow all health and safety procedures and guidelines.
- Report any accidents or incidents to the relevant senior staff.
- Refrain from engaging in any behaviour that may compromise the safety or security of students, colleagues, or the organization.

Confidentiality and Privacy

All MMF staff and tutors are expected to respect the confidentiality and privacy of students, parents, and colleagues. This includes:

- Refraining from discussing confidential information with unauthorized individuals.

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- Ensuring that all personal data is handled in accordance with the Foundation’s Data Protection Policy and relevant data protection regulations.
- Respecting the privacy of students and parents, and avoiding any behaviour that may be perceived as invasive or intrusive.

Social Media

Staff and tutors must not befriend or follow current or previous MMF students on social media whilst the pupil is under the age of 18.

All staff and tutors should:

- be aware of their online reputation and recognise that their online activity can be seen by others including parents, pupils and colleagues on social media;
- ensure that any use of social media is carried out in line with this policy and other MMF policies;
- be aware that it isn’t appropriate to use social media whilst engaging in activity on behalf of MMF in an educational setting;
- be responsible for their words and actions in the online environment.

Staff should not upload any content on to social media sites that:

- is confidential to the MMF or its staff
- amounts to bullying
- amounts to unlawful discrimination, harassment or victimisation
- brings the MMF into disrepute
- contains lewd, sexually explicit, threatening or similarly inappropriate or offensive comments, images or video clips
- undermines the reputation of the school and/or individuals
- is defamatory or knowingly false
- breaches copyright
- is in any other way unlawful.

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Equity, Diversity & Inclusion

MMF is committed to promoting equality and diversity in all aspects of its operations. All staff and tutors are expected to:

- Follow the procedures set out in the Foundation's Equity, Diversity & Inclusion Policy.
- Treat all individuals fairly and without discrimination.
- Refrain from engaging in any behaviour that may be perceived as discriminatory or prejudiced.
- Promote equality and diversity in their interactions with colleagues, students, and parents.

Compliance with Policies and Procedures

All MMF staff and tutors are expected to comply with all policies and procedures established by the organization. This includes:

- Familiarizing themselves with all relevant policies and procedures.
- Following all established procedures for reporting incidents or concerns.
- Cooperating with any investigations or inquiries conducted by the organization.

A full list of the Foundation's policies can be found on its website: www.mmf.org.uk/policies

Breach of Code of Conduct

Any staff or tutor who breaches this Code of Conduct may be subject to disciplinary action in accordance with the Foundation's Disciplinary, Capability and Grievance Policy.

Reporting

Any staff or tutor who becomes aware of a breach of this policy must report it immediately to their line manager or the Designated Safeguarding Lead. MMF will investigate all reports of breaches of this policy and take appropriate action.

Last Reviewed: Feb 2023