



Staff Code of Conduct 2020-2021

This policy is reviewed every year and was agreed by the Governing Body of Chellaston Junior School in Spring 2020 **and will be reviewed again in Spring 2021**

Signed: _____ Chair of Governors

Date: _____

Statutory Policy

Chellaston Junior School

STAFF CODE OF CONDUCT

1. INTRODUCTION

- a) School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example and demonstrates moral integrity to all the pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.
- b) The purpose of this Code is to give all school employees guidance on how the School and the public in general expect them to behave. High standards are expected of all staff working in schools and if the Code is followed then staff should not find themselves in a situation where their conduct could create an impression of conflict of interest or corruption in the minds of the public and colleagues. If staff are unsure of the standards expected of them guidance should be sought from their Headteacher or, in the case of Headteacher, the Chair of the Governing Body.
- c) The School values and respects all members of the community. Colleagues are expected to work in co-operation and collaboration, within an ethos of mutual trust and confidence. All employees and volunteers must be committed to promoting the safety, welfare and interests of pupils as paramount. Staff are expected to place the wellbeing, development and progress of pupils at the heart of their professional practice.
- d) The public is entitled to expect the highest standards of conduct from all the School employees. To serve the School, you should implement its policies and perform your duties, with integrity, honesty, impartiality and objectivity.
- e) In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2014' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct. The clarification of UPS at CJS also includes, "to be a role model for professional conduct".
- f) This policy refers to, and is consistent with, the following relevant Statutory and Non-Statutory Guidance:
 - Keeping Children Safe in Education (September 2019)
 - Working Together to Safeguard Children (2018)
 - Derby and Derbyshire Safeguarding Children Board procedures (Online) 2018
- g) The purpose of the Code is to assist you in carrying out your job by making clear the standards of behaviour the School requires you to meet. It incorporates the existing laws, regulations and conditions of service you should be most aware of in your work for the School.

2. SCOPE

The Code applies to all School employees regardless of the basis of the employment including:

- a) secondments (both to and from the School)
- b) temporary assignments (both to and from the School)
- c) work placements and trainees
- d) employees acting as members of companies or voluntary organisations.

3. STANDARDS

- a) School employees are expected to give the highest possible standard of service to the public and to support fellow employees with impartiality. The highest standard of probity must apply and employees must report any suspected unlawfulness, mal-administration, impropriety or breach of procedure of which they are aware to their Headteacher or Chair of Governors
- b) The School, for its part, considers it has a duty to protect employees against unjustified allegations of wrong doing. (See school policy "Managing Allegations against Staff")

4. WORKING WITH PUPILS/SAFEGUARDING

- a) Staff must not demean or undermine pupils, their parents or carers, or colleagues.
- b) All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. Staff must therefore avoid using inappropriate or offensive language at all times.
- c) Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.
- d) Staff must comply with school policies and procedures that support the well-being and development of pupils. (See Appendix 1)
- e) Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.
- f) Staff must follow reasonable instructions that support the development of pupils.
- g) Staff are expected to work with all pupils, irrespective of their demeanour or ability and should never attempt to refuse to do so.
- h) Staff should use their judgement when alone with pupils. They should leave a door open, be visible through glass doors and windows or ask for someone to sit in if concerned about an interview.

- i) Staff should not establish or seek to establish social contact with pupils or parents for the purpose of securing a friendship or to pursue or strengthen a relationship. Where staff need to make any social contact with pupils this should be discussed with, and approved by, the Headteacher.
- j) Further advice on safeguarding children is included in the Child Protection Policy.

5. TEAMWORK FOR STAFF

- a) All staff are expected to work as part of the whole school team and speak appropriately to other staff at all times, avoiding any abusive or offensive language.
- b) It is the responsibility of all employees to carry out reasonable instructions given by team leaders or senior staff. If an employee refuses to obey a reasonable instruction, it will be necessary to investigate the situation and may lead to disciplinary action being taken.
- c) Mutual respect between employees and Governors is essential for the smooth running of the School. Employees and Governors should use the correct school procedures to deal with any work related issues.
- d) Staff should not establish or seek to establish social contact with parents for the purpose of securing a friendship or to pursue or strengthen a relationship. Where staff need to make any social contact with parents this should be discussed with, and approved by, the Headteacher

6. PERSONAL APPEARANCE

- a) Although the School has not adopted a formal dress code it does expect employees to observe a standard of personal hygiene and appearance which is appropriate to the nature of the work undertaken.
- b) A level of formality and smartness is appropriate.
- c) Staff should also be aware of Health and Safety with regard to their choice of footwear, clothing and jewellery.
- d) High heeled shoes and flip-flops, should be avoided. Closed toe shoes are advised. Skirts should be of an appropriate length and tops appropriate, not low or revealing. Denim should not be worn, with the exception of cleaning and midday staff. Tracksuit bottoms/leggings or training shoes should only be worn for PE/Games/Swimming and Educational Visits, or following the advice of medical professionals.

7. SMOKING/ALCOHOL/DRUGS

- a) Alcohol may not be consumed during working hours. Staff are not permitted to smoke anywhere on the school premises or grounds or within view of the school.
- b) Staff should be role models to children and young people, so any smoking should be done outside the premises and **completely out of sight of children**. Staff must be aware of the school's Drug Education Policy.

8. USE OF CARS

- a) Staff should never give lifts to pupils without clearing it with a member of the Senior Management and Communication Team (SMCT). Two members of staff should accompany any child in a car. Please refer to the School Transport Policy for further guidance on the clarification of car checks and insurance. Lifts to tournaments would usually be 1 adult with 2/3 children. Staff should never be on their own in a car with one pupil.

9. USE OF THE SCHOOL'S FACILITIES AND EQUIPMENT

- a) The School is entitled to expect at least the same standard of care of its property as employees give to their own property. Any facilities, property or equipment provided by the School should only be used in connection with official duties except where the Headteacher and Governors have agreed to private use. Private phone calls or photocopying should only be undertaken after consulting with team leaders. Private phone calls should only be undertaken in an emergency.
- b) When an employee ceases working for the School, all papers and other records, equipment and any other property of the School must be returned.

10. FRAUD AND CORRUPTION

10.1 Culture of the Organisation

- a) Although the School believes employees and organisations associated with the School will act with honesty and integrity, it recognises that occasionally this will not be the case. The School's culture is one of honesty and zero tolerance in respect of fraud and corruption.
- b) Any staff responsible for ordering goods for CJS must be aware of and comply with the purchasing section of the School Financial Procedures.
- c) Employees must use public funds entrusted to them in a responsible and lawful manner and ensure that value for money is achieved. They must comply at all times with the Statement of Best Value.

- d) It is a criminal offence for employees to give or receive any gift, loan, fee, reward or advantage for doing, or not doing anything, or showing favour or disfavour to any person, company or contractor, with a corrupt intention. If an allegation is made it is for the employee to demonstrate that any rewards received have not been corruptly obtained. (Small gifts up to the value of £20 such as presents from pupils and parents at the end of term are acceptable.)
- e) Although there may be no corruptive intention in the act of giving or receiving of gifts, etc. it is important to avoid any grounds for suspicion of corruption. For example, where contracts are being negotiated employees should not negotiate with a potential contractor, supplier or purchaser (of land for example) on a one - to- one basis. Employees must ensure that all steps in the contract negotiations should be recorded and that their manager has approved those steps in writing. The School Financial Procedures must always be followed; an adequate audit trail must be maintained.
- f) The School recognises that a key preventative measure in the fight against fraud and corruption is to take effective steps at the recruitment stage to establish the previous record of potential employees in terms of their propriety and integrity. Employees acting under the delegated authority of the Governing Body, when applying the recruitment procedures, should ensure that they are followed in respect of all appointments and that written references are obtained regarding known honesty and integrity.

10.2 Personal Interests

- a) Any personal interests, financial or otherwise, must be registered when they could reasonably be deemed to potentially conflict with any work undertaken by employees in the course of their duties. The Headteacher will be responsible for ensuring that all employees are aware of the need to register personal interests. Employees should register their interests if appropriate.
- b) Section 117 of the Local Government Act 1972 requires all employees to give written notice of any contract or proposed contract in which the School is involved and in which the employee has a financial interest (either direct or indirect) as soon as the employee becomes aware of it. Failure to declare an interest is a criminal offence and may result in prosecution.
- c) A direct financial interest arises where an employee or their partner, family member or close friend has a financial interest in a contract or proposed contract whether to their advantage or disadvantage, in which the School is involved. An indirect financial interest may arise where an employee or their nominee or employee's partner holds securities or shares in a company, which exceeds £25,000 or 1/100th of the total share capital of a company which has a direct financial interest, whichever is the lesser amount.

- d) A non-financial interest may occur when an employee or their partner, family member or close friend has membership or association in a company, society, club or other body, trade union or voluntary body, or is employed by another person or company which has direct financial interests in any matter which is the subject of discussions/negotiations with the School.
- e) Details of interests must be made in writing and sent to the Headteacher or Governing Body who will record it in a register and acknowledge receipt of the declaration (a copy should be retained in the school). Employees should ensure that they receive an acknowledgement back from the Headteacher or Governing Body. The declaration must be made as soon as the employee is aware of the interest and/or the contract or proposed contract to which the interest relates. All contracts or proposed contracts are covered by this requirement, including contracts for the regular supply of goods and services.
- f) Employees with a financial or non-financial interest in any matter should not only declare that interest but also seek to distance themselves from involvement in that matter. Employees must be open and up front about their interest in all associated dealings. In particular, any such interest must be stated at meetings, whether Governor meetings or other meetings, public or private. Notes taken at the time should be placed in the appropriate file concerning the interest(s) and how it has been handled.
- g) Employees involved in the award or management of contracts shall declare in writing to their Headteacher (or in the case of Headteacher the Chair of Governors) any association or friendship with any contractor involved and should take no part in the tender process without their written approval. Any employees engaged in the consideration or determination of any application for any contract, permission, grant, approval or consent must declare to the Headteacher (or in the case of the Headteacher the Chair of Governors) any association with any person or body who is an applicant in the field of work in which that employee is engaged.
- h) A Headteacher (or in the case of Headteacher the Chair of Governors) to whom any such interest, association or friendship is declared shall consider whether to take steps to ensure the employee concerned is not placed in a position where private interests and official duties may conflict.

10.3 Rules Governing Purchasing by Employees

- a) Employees must follow the school's Financial Procedures Manual, whenever any goods or services are purchased.
- b) Employees may not order, in the name of the School, equipment or goods, whether with a discount or not, from official School suppliers for their own personal use even if the cost is reimbursed in full to the School.

10.4 Separation of Roles during Tendering

- a) Employees involved in the tendering process and dealing with contractors should understand the separation of client and contractor roles within the School. Senior employees who have both client and contractor responsibilities must be aware of the need for accountability and openness.
- b) Employees who are privy to confidential information in respect of tenders or costs for either internal or external contractors must not disclose that information to any unauthorised person or organisation or use it for any unauthorised purposes.
- c) Employees should ensure that no special favour is shown to current or recent former employees or their partners, close relatives or associates in awarding contracts to businesses run by them or employing them in a senior or relevant managerial capacity.
- d) Employees must not use their position and knowledge of the school to gain access to and provide information which puts a particular contractor or anyone else in a better position than any other contractor tendering to undertake work or to provide services or supplies.

10.5 Reporting a Concern

- a) "Whistleblowing" by employees of the School is fully supported and encouraged. Where concerns arise these should be brought to the attention of the Headteacher at all times. If the employee feels they can't tell their employer they should contact Derby City Council or the Government contact, as detailed in the school Whistleblowing Policy. This is for staff who wish to report serious concerns relating to any suspicions or allegations of fraud and corruption or any malpractice or maladministration.

11. GIFTS, HOSPITALITY AND SPONSORSHIP

Any offers of gifts, hospitality or sponsorship should be recorded in the School's Gifts and Hospitality Register held by the Headteacher, or, in the case of the Headteacher, the Governing Body. The register must include all offers of gifts, etc. whether accepted or declined. Advice/permission should be sought from the Headteacher or, in the case of the Headteacher, the Chair of Governors before any gift, hospitality or sponsorship is accepted. When in doubt the employee should always refuse such gifts. When hospitality or gifts have to be declined, the person making the offer should be informed of the procedures and standards operating within the School, in relation to gifts, hospitality and sponsorship.

11.1 Gifts (including bequests)

- a) Gifts offered by persons who are providing, or seeking to provide, goods or services to the School, or who are seeking decisions from the School, should be refused and returned, as should gifts (other than those of a trivial nature e.g. calendars, diaries, desk sets) offered by those receiving services from the school. Gifts, provided they are not of significant monetary value, given for example by pupils or parents to their teachers and staff may be accepted within this code. Also similar gifts given to teachers during school exchange visits may be acceptable, up to the value of £20.
- b) In all cases relating to the receipt of gifts it is wise to err on the side of caution: an obviously expensive gift must be tactfully declined or, if appropriate, donated to the School for official use, and the Headteacher or Chair of Governors should be advised of the action taken. If a gift is simply delivered it must be returned to the donor or, if appropriate, be donated to the School for official use, and the Headteacher or Chair of Governors must be advised of the action taken. All such gifts must be registered as outlined above.
- c) On occasions an employee may become a beneficiary of a Will as the result of service provided on behalf of the School; in these cases the Headteacher or Chair of Governors should be consulted.

Hospitality

- a) Employees may only accept offers of hospitality if there is a genuine need to exchange information or represent the School in the community. Offers to attend purely social or sporting functions should be accepted only when these are part of the life of the local community and where the School should be seen to be represented. All such hospitality must be properly authorised and recorded by the Headteacher or, in the case of the Headteacher, the Chair of Governors. Exceptions to this rule must be properly authorised and recorded by the Headteacher or the Chair of Governors.
- b) Acceptance of hospitality through attendance at relevant conferences and courses is acceptable where the hospitality is corporate rather than personal, or where the Headteacher (or Chair of Governors in the case of the Headteacher) gives consent in advance and where it is clear that any purchasing decisions are not compromised.
- c) An offer of hospitality to individual employees calls for special caution particularly if the host is undertaking, or applying to do business with the School or hoping to obtain a decision from it. It is very important to avoid any suggestion of improper influence.
- d) A working lunch of modest standards to allow the parties to discuss business would normally be acceptable; this is a case where the hospitality is secondary to a specific working arrangement. On the other hand, it would not be acceptable conduct for an employee to accept such things as:- a holiday, tickets for concerts, theatre or sporting events the use of a company, flat or hotel suite, expensive meals or entertainment

- e) Hospitality must not be accepted unless the acceptance can be readily acknowledged in public or is similar to that which the School would provide in the same circumstances.
- f) There are occasions when an offer of hospitality of any kind must be declined e.g. when the person offering the hospitality has a current issue with the School, such as a tender under consideration or is involved in a contract dispute.
- g) Offers of hospitality accepted or rejected must be registered by employees to their Headteacher or in the case of the Headteacher, the Chair of Governors. The details must be registered as outlined above.

11.3 Sponsorship

- a) Where outside organisations, contractors or potential contractors wish or seek to sponsor a School activity, the basic conventions concerning acceptance of gifts or hospitality apply. In some cases, sponsorship which yields significant income may be covered by the EU Procurement Regulations and specialist advice should be sought before it is accepted.
- b) Where the School acts as a sponsor for an event or service, neither an employee or any partner or relative must benefit from such sponsorship without there being full disclosure to an appropriate manager of any such interest. Similarly, where the School through sponsorship, grant aid, financial or other means, gives support in the community, employees should ensure that impartial advice is given and that there is no conflict of interest involved.

11.4 Bribery Act 2010

- a) The Bribery Act 2010 came into force in the UK on 1 July 2011. It amends and reforms the UK criminal law and provides a modern legal framework to combat bribery in the UK and internationally.
- b) Staff need to be aware of their obligations under this Act, which sets out the criminality of accepting and giving of bribes. This applies to both individual staff and the School corporately.
- c) The Bribery Act creates the following offences:
 - Active bribery: promising or giving a financial or other advantage
 - Passive bribery: agreeing to receive or accepting a financial or other advantage
 - Bribery of foreign public officials
 - The failure of commercial organisations to prevent bribery by an associated person (corporate offence)

The penalty under the Bribery Act is an unlimited fine and/or imprisonment up to a maximum of 10 years.

Full details of the Act can be found at:

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

11.5 REGISTER OF GIFTS AND HOSPITALITY

- a) A register will be maintained by the Headteacher detailing all offers of gifts or hospitality made to employees in their department. The following information will be recorded, based on information reported by employees:-
- the person or body making the offer
 - the member of staff to whom the offer was made;
 - the gift or hospitality offered
 - the circumstances in which the offer was made
 - the action taken by the member of staff concerned
 - the action taken (if any) by the Headteacher (or in the case of the Headteacher the Chair of Governors)
- b) A similar register will be maintained by the Chair or Governors in relation to the Headteacher.
- c) Where a suspected breach has been reported a formal investigation will be undertaken and recorded.

12 DISCLOSURE AND USE OF INFORMATION

- a) The School believes that information should not normally be disclosed unless it is in the public interest not to do so. Employees will be advised by their Headteacher of the information in their school which the Governing Body does not wish to be disclosed without specific written permission. If in doubt, raise the matter with the Headteacher or Chair of Governors as appropriate.
- b) Many employees obtain information which has not been made public and/or is confidential. Employees may also have access to personal information about other individuals. This information must only be disclosed to a third party where there is a legal responsibility to provide it, such as Safeguarding, or where the individual provides a written authority for the information to be provided.
- c) The restrictions apply equally to information which an employee may obtain from their employment about a contractor, debtor or creditor of the School.
- d) No employee, unless specifically authorised to do so, may communicate to the public or press any information about the discussions or decisions of the School or any of its Committees following the exclusion of the public and press, with the exception of information which is required to be published by law.
- e) As a general rule employees must not enter into any public correspondence or debate on a matter related to their official duties, or in respect of which they hold official information, unless this is done with the consent of their Headteacher. Similar considerations exist covering the position of employees invited to participate in press interviews, radio or television programmes, etc., where the subject relates directly or indirectly to their work for the School. Employees invited to take part in such programmes should discuss the position with their Headteacher before replying to the invitation.

- f) Employees must adhere to the School's published rules and requirements relating to personal and/or sensitive information, as covered by current Data Protection legislation. In particular, information must not be disclosed to unauthorised people or organisations.
- g) Employees must not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way.
- h) Employees must make themselves aware of, and comply with, published Information Management and Security policies, procedures and standards relating to the protection of information and secure use of ICT systems, including use of the Internet and E-mail and the acquisition and use of software. A serious breach of the rules is likely to lead to disciplinary action.
- i) All personal data must be kept secure. The storage of data on a hard disk or memory stick is insecure and the school advises all staff to store pupil sensitive data on the school learning platform and shared network.
- j) All staff must adhere to the school Data Protection Policy, which is in line with GDPR 2018.

13 POLITICAL AND RELIGIOUS NEUTRALITY

Employees of the School must not allow their own personal opinions, religious beliefs or political views to interfere with their work. Such views must not be portrayed to the pupils as the views of the school. Employees of the School should not openly criticise the work of the school or any other employees in relation to their work at the school.

14 CONTRACTORS

- a) All relationships of a business or private nature with external contractors, or potential contractors, must be made known to the employee's immediate team leader. Orders and contracts must be awarded on merit, through fair competition, and no special favour should be shown to businesses run by, for example, friends, partners or relatives. No part of the local community should be discriminated against.
- b) No employee shall purchase for private purposes goods or services from a firm which has dealings with the School, where the firm is offering preferential terms to the individual employee (directly or indirectly) because of a contractual, business or other relationship with the School. It also precludes employees from using, for private purposes, any special trading cards which the School may hold for official business. It does not, however, preclude employees benefiting from general discounts offered by suppliers to all School employees or made available by the School or trade unions on behalf of staff generally.

15 MAINTENANCE OF THE FIRE REGISTER / SAFEGUARDING RESPONSIBILITIES

- a) All staff must wear their name badge, where it can be seen, at all times. This is to comply with the school safeguarding requirements and also to enable free movement around the building.
- b) All staff must sign in and out of the building via the IN/OUT board or their own team list (in the case of catering and cleaning) each and every time they enter or leave the building; this is to enable an accurate fire register to be maintained at all times.
- c) Both main entrance doors should be kept closed at all times and never left ajar to maintain the school security for staff, pupils and school resources.

16 USE OF INTERNET/ELECTRONIC COMMUNICATION

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Particular consideration must be given to any references to the school or anyone connected with the school bearing in mind the wide audience of any communication. Social networking, e.g. Facebook, Twitter and Instagram and texting is a way of life for many adults. Staff should be aware of the potential risk to their professional reputation and that comments made on a social network site which relate to the school, pupils, staff or governors could lead to a disciplinary action. Please observe the following:

- a) Staff should not use school equipment, or the school internet connection, to access or update personal social websites.
- b) Staff should not have ex-pupils or any child under 16 as “friends”, except relatives. However, if there is a legitimate reason for such communication such as involvement with relevant clubs such as Scouts, Youth Club or Football, then this should be declared to the Headteacher and a copy of that organisation's safeguarding policy should be provided.
- c) While it is best to avoid having parents as “friends”, staff should take particular note of the points below if this is the case.
- d) Staff should use strong passwords and apply security settings so that all aspects of their profile are secure and controlled; this includes linked social networks such as Twitter feeds or Instagram being duplicated on Facebook pages.
- e) Staff should NOT post anything, on a social website or text, about the school community including about incidents, pupils, staff or governors.
- f) Staff are expected to uphold professionalism and dignity on a public website, which would include the use of language, including profile name, and content, including photos. They should think of this in respect of being a role model. Staff and governors should not use inappropriate comments in relation to gender, race, disability, age, religion or sexual orientation.
- g) Staff should ensure that any views given on social networking sites are clearly stated, in a disclaimer, as their own personal views and not those of the school.
- h) Images of pupils taken during school time or on educational visits must **never** be posted.
- i) Images of work colleagues or governors should not be posted without their permission. Alternatively online albums may be made that are only accessible to those who are in the photographs.
- j) Professional use of networks such as PLN (Professional Learning Network) can be used to develop a useful and interesting professional dialogue, contributing to staff CPD.

17 USE OF PERSONAL DEVICES INCLUDING MOBILE PHONES

- a) Personal Devices include mobile phones, iPads, iPods, Tablets, MP3 players, cameras, Apple Watches and other similar hand-held devices
- b) Pupils are not allowed to bring mobile devices to school.
- c) If children are found to have mobile devices in school, they will be sent to the school office. A senior member of staff will contact parents to ask them to collect the device at a time of their convenience.
- d) Staff personal devices should not be used during work time or when supervising pupils.
- e) Staff personal devices should be kept out of sight during work time or when supervising pupils.
- f) Staff personal devices should be kept on "silent" mode during work time or when supervising pupils so as not to disturb the work of the school.
- g) Staff should not take photographs of pupils or school events on personal devices. School cameras or school iPads should be used for this purpose.
- h) Staff should not contact a pupil or parent/carer using their personal mobile device.
- i) The sending of inappropriate messages between any member of the school community is not allowed.
- j) Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- k) Staff are directed to use their personal devices outside of work time, in a suitable place, away from where children are present, such as the staff room, an empty classroom, management room, workroom, but not in spaces such as the hall or playground where children are present.

Exceptions to the above:

- l) All staff accompanying pupils on Educational Visits, or any activity off site, are asked to have mobile phones on in order to maintain efficient communication to ensure the safety of all
- m) Staff may, after consulting the Headteacher, use mobile devices when undertaking work-related tasks off-site.
- n) A member of staff supervising after school activities may need to use their mobile phone to contact staff or parents to ensure the safety of pupils.
- o) Designated staff may need to have mobiles for staff communication such as staff absence. Therefore, team leaders may have access to mobile phones for management duties.
- p) Staff supervising children at the Hub should have access to a mobile phone to contact the school office in case of an emergency.
- q) Visitors from PEAK MAT such as IT Technicians and Site Managers may need access to a mobile phone to carry out their duties.
- r) Zone staff will need access to a mobile phone to ensure the safety of staff and pupils.
- s) In all the above, staff should use mobile phones discreetly and sensitively, so as not to distract from the work of the school.

- t) It may be necessary for staff to use a mobile in the case of an urgent personal safety matter. If this is the case, then staff are to seek permission from their team leader or the Headteacher.
- u) All visitors, visiting tutors, teachers, activity leaders and sport coaches are asked to keep personal mobile devices out of sight and silent while supervising pupils on the school premises
- v) It may be necessary for senior staff to use a mobile in the case of an urgent safety or criminal matter. If this is the case, then the Headteacher should be informed and any evidence stored on the school system and deleted from the personal device.
- w) There is a school mobile phone which should be kept charged at all times. This is to communicate with the parents of children who are deaf, or to be used in an emergency.

18 USE OF TECHNOLOGY

- a) Only school equipment should be used to take photos of pupils. Photos should be uploaded to the secure staff shared drive and images erased from the portable device.
- b) Staff should ensure that they have absolute control of a school laptop allocated to their use.
- c) Staff are expected to restrict internet access to work related sites within work hours and on school equipment. Any abuse of this privilege may result in disciplinary action.
- d) A school email account should be used for all work related communication. It must not be used to circulate personal email. Abuse of this may result in disciplinary action.
- e) Software should only be installed onto school equipment with the permission of the ICT Co-ordinator or IT Technician
- f) Staff should not make contact with pupils on social networking sites. Any electronic communication should be conducted through the school's communications systems when there is a clear and demonstrable school reason.
- g) If a current pupil or ex-pupil of secondary school age attempts to make contact with a member of staff online through social media etc, the member of staff is duty bound to report this to the Headteacher immediately.
- h) Calls, texts and emails should not be made during contact time with pupils, where a member of staff is responsible for their supervision. Calls should only be made during lessons for the purpose of the safe and efficient running of the school which directly affects the children during that lesson or activity, and in the case of an emergency.
- i) Staff should not give any personal contact details to pupils or parents. If staff need to call in an emergency, it is advised to dial 141 before the number so the caller number is withheld.

- j) Staff should email parents through the school office admin account to avoid giving parents direct access. Senior staff may email parents directly, for safeguarding communication, but should always copy in their team leader and school admin account.

19 APPOINTMENTS AND OTHER EMPLOYMENT MATTERS

- a) It is contrary to the School's policies for an employee to make an appointment which is based on anything other than the ability of the individual to undertake the duties of the post. Employees must not be involved in an appointment where they are related to an applicant, or have any personal or business relationship outside work with them.
- b) Employees must not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee who is a relative, partner or close personal friend.
- c) Employees of the School shall inform their Headteacher or, in the case of the Headteacher, the Chair of Governors, of any relationship or close friendship known to them to exist between themselves and a candidate for an appointment in which they are directly involved. If a candidate deliberately omits to disclose a relationship they will be disqualified. If the omission is discovered after appointment or engagement they shall be liable to dismissal.
- d) Employees involved in appointments must, where practicable, ensure that references are obtained from the current and previous employer of the candidate to whom they wish to formally offer a post. Ideally both referees should be senior persons, one from the candidate's present employer and the other from their previous employer.

20 UNDERTAKING ADDITIONAL WORK OUTSIDE OF THE SCHOOL

- a) Full-time employees shall devote all of their contracted hours to the work of the School, and shall not engage in any other business, including self-employment, or take up any other additional appointment without the express written prior consent of their Headteacher or in the case of the Headteacher the Chair of Governors. The Headteacher or Chair of Governors reserves the right to withdraw such consent at any time.
- b) All prospective employees shall, prior to appointment, provide details on the School's standard application form of any other employment(s) in which they are engaged, giving full details of the employer, job title and the hours worked per week in each job. (This information will be examined to see whether any other existing employment(s) is in conflict with the employment being sought with the School and whether, in overall terms, the total hours of all the employments exceed 48 per week (as per the Working Time Regulations 1998). Also, existing part-time employees must declare any other employment to the School in order that the latter can ensure that there is no conflict of interest between such employment and that there is adherence to the Working Time Regulations.

- c) Employees should be cautious and use professional judgement in situations where a conflict between work and personal interests may arise, such as leading social, sporting and other clubs, outside the work of the school, where a number of school pupils may be involved.
- d) Undertaking voluntary or unpaid activities outside School employment may, on occasions, be detrimental to the School interests. Employees should be mindful of any potential conflict of interests in such situations.
- e) No personal business activity, outside or voluntary work of any sort may be undertaken by an employee during their normal working hours for the School.

21 CONSULTANCY, LECTURING AND FEE-PAYING WORK

- a) Where a request is received for any employee to make a presentation, speak at a seminar or lecture on a course, within their normal field of work and during their normal working hours, the work will be undertaken on behalf of the School and any fee will be treated as income for the School.
- b) Where an employee is approached to undertake fee paying work the School has determined that the fee is to be treated as income for the employee if all the work, including preparation, is undertaken outside normal work hours. In the case of activities which are prepared and/or take place partly during normal working hours, the Governing Body must decide what proportion is due to the individual, having due regard for the current School Teachers Pay & Conditions Document. If the split is 50/50 then no more than 50% of the fee should be paid to the individual. All fees paid must be processed through the payroll. All consultancy, lecturing and other fee paying work must be approved by the employee's Headteacher or in the case of the Headteacher the Chair of Governors.

22 INTELLECTUAL PROPERTY

- a) Intellectual property is a generic term that includes inventions, creative writings and drawings.
- b) If these items are created as part of an employee's normal course of employment then, as a general rule, they belong to the School.
- c) When staff leave the employment of the school they should ensure that all resources and documents created for their work at the school are left behind.
- d) Staff may be permitted to share ideas and resources on a PLN. If this is the case, staff should discuss this with the Headteacher prior to sharing resources electronically.

23 ARREST OR CONVICTION ON CIVIL OR CRIMINAL CHARGES

- a) You must, as soon as practicable inform your team leader at each stage, if you are arrested, charged, refused bail, required to attend court, convicted or sentenced for any criminal offence. This does not apply to traffic offences unless the possible penalty includes imprisonment or disqualification from driving or involves an official vehicle.
- b) Failure to inform will be considered an act of gross misconduct.

24 MEMBERSHIP OF CLUBS, SOCIETIES AND OTHER ORGANISATIONS WHICH ARE NOT OPEN TO THE PUBLIC AND/OR WHICH HAVE SECRECY ABOUT RULES, MEMBERSHIP, ETC.

- a) The intention of this Code and procedures is to ensure transparency and openness and that no reasonable person can question the integrity and motives in connection with your employment with the School.
- b) All employees must declare membership of any organisation which is not open to the public, where there is a commitment of allegiance, and /or which has secrecy about rules, membership or conduct. This declaration needs to be made through completing a form held by each Headteacher

25 CONFLICT OF INTEREST

- a) Where employees belong to any club, society, charity or similar body and any person within it or the club, society or similar body itself may benefit from a decision or action employees may take in their work with the School, then they must register their interest and discuss what action should be taken with their line manager.
- b) A conflict of interest may be defined as a situation in which an employee has a private or personal interest sufficient to influence objectivity when exercising official duties. However employees are not to be subject to unreasonable restrictions on their private activities as a result of their employment with the School.

26 EQUALITY ISSUES

All employees must comply with the School's policies on Equal Opportunities.

27 HEALTH AND SAFETY ISSUES

Employees should ensure they read and follow all Health and Safety policies and arrangements relating to their employment. (See Appendix 1)

28 CONFIDENTIAL REPORTING PROCEDURE FOR EMPLOYEES (WHISTLE-BLOWING)

For further information on the reporting of any concerns, please see the school's Whistleblowing Policy.

29 BREACHES OF THE CODE OF CONDUCT

- a) Any suspected breach of this Code must be:-

- i. immediately reported to the Headteacher or, in the case of the Headteacher, to the Chair of Governors,

OR

- ii. be reported through the confidential reporting procedure for employees
- b) Where a suspected breach has been reported, a formal investigation into that suspected breach will be undertaken.
- c) Failure to comply with any of the standards detailed in this Code may result in formal disciplinary action, following the School's Disciplinary Policy, including possible dismissal.

Appendix 1

Related School Policies and Further Advice

The following list of school policies provides further guidance and link to the Code of Conduct:

- Terms and Conditions of Employment
- Confidentiality Policy
- Staff Discipline Policy
- Equality Policy
- Staff Grievance Policy
- Complaints Policy
- Managing Allegations against School Staff Policy
- Physical Restraint Policy
- School Transport Policy
- E-Safety and Data Security
- Freedom of Information
- Financial Procedures Manual
- Scheme of Financial Delegation
- Best Value Statement
- Safeguarding and Child Protection Policy
- Teachers' Standards
- School Teachers Pay and Conditions 2018
- School Pay Policy 2018
- School Emergency Booklet

Appendix 2

Teachers' Standards

The section from the document relating to conduct, as opposed to teaching practice, is copied below.

Preamble

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct.

Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Part Two: Personal and Professional Conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
 - having regard for the need to safeguard pupils' well-being in accordance with statutory provisions
 - showing tolerance of and respect for the rights of others, not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
 - ensuring personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.