



EMPLOYEE CODE OF CONDUCT

Rationale

This policy aims to set and maintain standards of conduct that we expect all staff to follow. In creating this policy we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the Teachers Standards, HLTA Standards, Teaching Assistant Standards and standards of other professional bodies.

The school has developed The Golden Rules © which employees are expected to adhere to:

- Be here. Every day.....
- Work hard and be nice
- Never give up on yourself or others
- Stay positive and be happy!

School employees have an influential position in the school, and will act as role models for students by consistently demonstrating high standards of behaviour, in addition to the standards of many other professional bodies.

We expect that all employees will act in accordance with the personal and professional behaviours set out in the relevant standards for their role. All employees are expected to act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in the school Disciplinary Procedures. This code of conduct is not exhaustive and if a situation arises which is not covered by this code, staff will use their professional judgement and act in the best interest of the school and its students.

Legislation

The school are required to set out a code of conduct under Regulation 7 of The School Staffing (England) Regulations 2009.

In line with the statutory safeguarding guidance Keeping Children Safe in Education, the school should have an employee code of conduct, which should cover acceptable use of technologies, employee / pupil relationships and communications, including the use of social media.

Scope

The code of conduct applies to:

- All employees of the school, including the Headteacher;

General Obligations

Employees set an example to students, they must:

- Maintain high standards in their attendance and punctuality;
- Never use appropriate or offensive language in school;
- Treat students and others with dignity and respect;
- Show tolerance and respect for the rights of others;
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
- Express personal beliefs in a way that will not overly influence students, and will not exploit students vulnerability or might lead them to break the law;
- Understand the statutory frameworks they must act within;
- Cooperate with their colleagues and work as a whole school team to provide the best learning experience for our students;
- Adhere to the professional standards relevant to their role.

Safeguarding

Employees have a duty to safeguard students from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse or neglect.

Employees will familiarise themselves with the school Child Protection Policy and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

The school Child Protection Policy is available on the school website and new staff will receive a full Safeguarding induction.

Employees must make themselves aware of the school Safeguarding Leads.

Employee / Student Relationships

Employees will observe proper boundaries with students that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If employees and students must spend time on a one to one basis, staff will ensure that:

- This takes place in a public place that others can access;
- Others can see into the room;
- A colleague or line manager knows this is taking place.

Employees should avoid contact with students out of school hours.

Personal contact details must not be exchanged between employees and students. This includes via social media profiles.

While the school are aware that many students and their families may wish to give gifts to employees, for example, at the end of the school year, gifts from students to employees are not acceptable.

If an employee is concerned at any point that an interaction between themselves and a student may be misinterpreted, this should be reported to their line manager or the Headteacher.

Communication and Social Media

Employee's social media profiles should not be available to students. If employees have a personal profile on social media sites, they should not use their full name as students will be able to find them. Employees should consider using a first and middle name instead, and ensure their profiles are set to private.

Employees should not attempt to contact students or their families via social media, or any other means outside of school, in order to develop any sort of relationship. They will not make any efforts to find students or their families' social media profiles.

Employees will ensure that they do not post any images online that identify children who are students at the school without any consent.

Employees must ensure they do not bring their workplace or professional role into disrepute through inadvertently posting inappropriate comments on their profiles.

Employees should make sure they are familiar with the schools ICT Acceptable Use Policy.

Acceptable Use of Technology

Employees will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to:

- Sending obscene emails or those which could be judged to be distasteful;
- Gambling;
- Viewing pornography or other inappropriate content.

Employees will not use personal mobile phones and laptops for school work, or use school equipment for personal use, in school hours and in front of pupils.

It is not permitted to use personal mobile phones or cameras to take pictures or videos of students or employees. School owned technology should be used if photographs or video need to be taken and the content must be transferred directly to the secure school network and deleted from the device.

Personal mobile phones should not be used by employees during lesson or student supervision times. In the case of emergency phone calls employees must seek permission from their Head of Department.

Confidential school information, including student data and photographs must not be sent via email to employee's personal email addresses.

The school has the right to monitor emails and internet use on the school network.

Employees should make sure they are familiar with the ICT Acceptable Use Policy.

Confidentiality

In the course of their role, employees are often privy to sensitive and confidential information about the school, employees, students and their parents.

This information will never to:

- Disclosed to anyone without the relevant authority;
- Used to humiliate, embarrass or blackmail others;
- Used for a purpose other than what it was collected and intended for.

This does not overrule employee's duty to report child protection concerns to the appropriate channel where employees believe a child is at risk of harm.

Employees must ensure that all confidential information is securely shredded and disposed of when no longer needed.

Employees must ensure that all confidential information, whether paper or electronic, is securely stored, either in locked cabinets or password protection.

Employees should make sure they are familiar with the schools Data Protection Policy.

Honesty and Integrity

Employees should maintain high standards of honesty and integrity in their role. This includes when dealing with students, handling money, claiming expenses and using school property and facilities.

Employees will not accept bribes nor bribe other people. Bribery is an inducement or reward offered, promised or provided to gain personal, commercial, regulatory or contractual advantage.

Gifts that are worth more than £10 should be declared and recorded on the gifts and hospitality register.

Employees will ensure that all information given to the school about their qualifications and professional experience is correct.

Employees must ensure they keep their Declaration of Interest up to date, particularly in relation to potential conflicts of interest.

Diversity and Inclusion

The school are committed to promoting equality of opportunity, celebrating and valuing diversity, eliminating unlawful discrimination, harassment and victimisation, including cyber or e-bullying and harassment, and promoting good relationships.

The school are committed to achieving equality for all by reducing discrimination in employment and service delivery on the grounds of age, disability, sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

Dress Code

Employees will dress in a professional, appropriate manner. Outfits must not be overly revealing and not display any offensive or political slogans.

It is advised to tie long hair back, avoid wearing dangly jewellery and wearing flat shoes.

Branded staff clothing is available to those employees who wish to purchase it but it is not essential for staff for wear this.

School identification must be worn at all times whilst on site.

Employees should make sure they are familiar with the schools Employee Dress Code.

Conduct Outside Work

Employees will not act in a way that would bring the school, or their profession into disrepute. This includes relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

Employees must not allow personal or political opinions to interfere with their duty to implement the lawful policies of the school.

Employees must seek permission of the Headteacher if they intend to undertake alternative employment with another employer while working at the school. Employees must make a declaration if they work for or are involved with any organization which carried out work on behalf of the school or school property.

Media and Publicity

Employees must not engage with the media, either directly or via social media, without the express permission of the Headteacher.

Employees should bring any negative publicity to the attention of the Headteacher as soon as they are made aware of it so a response can be issued by the school if necessary.

From time to time advice may be issued by the Senior Leadership Team about how to respond to specific incidents, employees should ensure they keep up to date and adhere to this information.

School Facilities and Resources

Employees should ensure school facilities and resources are used carefully and appropriately in order to reduce the possibility of damage. Employees must be mindful that some facilities are shared with students, colleagues and families and should ensure that relevant procedures are followed and resources returned to their home once finished with.

Health & Safety

All employees have a legal responsibility to take care of their own safety and the safety of other employees and visitors to the site. Employees have an extra duty of care whilst acting in loco parentis for the students of the school.

Employees should ensure they make themselves aware of and follow the relevant procedures in relation to:

- Site security and visitors
- Risk assessment of activities and trips

- First Aid
- Accidents and incidents
- Fire Evacuation
- Lockdown
- Use of minibuses
- Infectious diseases

These are contained within the Health & Safety Policy.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website;
- the employee intranet;
- new employee inductions.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010. As it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

Monitoring the effectiveness of the policy

Review of Procedure

This procedure shall be subject to periodic review and may be changed from time to time.

Management of policy

The Governors and Headteacher have overall responsibility for the maintenance and operation of this policy. They will maintain a record of concerns raised and the outcomes.

Document Control

| Version | Date | Action |
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| Version 1 | July 2019 | Creation of new document based on statutory guidance and content of other school policies. |
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