



STAFF CODE OF CONDUCT AND PRACTICE POLICY

Introduction

All employees have personal and legal responsibilities, including: treating others with dignity and respect; acting honestly, using public funds and school equipment appropriately, adhering to health and safety guidelines and practising equal opportunities at all times. These expectations are set out below and should be fully observed by all staff, including the School managers and Management team.

The Code of Conduct forms part of an employee's contract. Failure to comply with it and with the associated school policies may result in disciplinary action being taken and the school reserves the right to take legal action against employees where breaches of the Code warrant such action.

Treating other people with dignity and respect

All employees are expected to treat other colleagues, pupils and external contacts, such as parents, with dignity and respect. Staff are required to comply with the school's equality policies in respect of colleagues, students and other contacts such as parents. Unacceptable behaviour such as discrimination, bullying, harassment or intimidation will not be tolerated in schools. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, pupils and parents.

Appropriate relationships with children

School employees are expected to act in an open and transparent way that would not lead any reasonable person to suspect their actions or intent. Employees in schools are in a position of trust and have a duty to protect young people from discrimination and harm and to maintain appropriate professional boundaries. It is equally important for staff to avoid behaviour that might be misinterpreted by others in order to protect both young people and themselves. All staff are required to read and understand the school policies on Safeguarding.

Professional behavior

Employees must not misuse or misrepresent their position, qualifications or experience or bring the reputation of the school into disrepute. Such behaviour may lead to disciplinary action.

Criminal actions

School employees must inform the School managers (Proprietor if the employee is a School manager) immediately if they are subject to a criminal conviction, caution, ban,

police enquiry, investigation or pending prosecution. The School managers or Proprietor will discuss this with the employee in the context of their role and responsibilities in order to help safeguard children and other employees at the school.

Declaration of interests

An employee is required to declare this where the group or organisation would be considered to be in conflict with the ethos of the school. Membership of a trade union or staff representative group would not need to be declared. Employees should also consider carefully whether they need to declare to the school their relationship with any individual(s) where this might cause a conflict with school activities. For example, a relationship with a Proprietor, another staff member or a contractor who provides services to the school. Failure to make a relevant declaration of interests is a very serious breach of trust and therefore if employees are in doubt about a declaration, they are advised to take advice from their school or union.

All declarations, including nil returns, should be submitted in writing to the School managers on a school Register of Business Interests Form.

Probity of records and other documents

The deliberate falsification of documents is not acceptable. Where an employee falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

Use of school premises & equipment

School equipment and premises are available only for school-related activities and should not be used for fulfilment of another job or post or for excessive or regular personal use, unless authorised in writing and in advance by the School managers. This includes photocopy facilities, stationery, telephones and computers and premises. Any school equipment that is used outside school premises, for example laptops, should be returned to the school when the employee leaves employment or upon request by the School managers.

Health and safety

Employees must adhere to the school's Health and Safety policy, procedure and guidance and must ensure that they take every action to keep themselves and everyone in the school environment safe and well. This includes taking immediate safety action in a potentially harmful situation (either at school or off-site) by complying with statutory and school guidelines and collaborating with colleagues, agencies and the local authority.

Use of alcohol and illegal drugs

The taking of illegal drugs during working hours is unacceptable and will not be tolerated. All employees are expected to attend work without being under the influence of alcohol or illegal drugs and without their performance being adversely impacted by the consumption of alcohol or illegal drugs. If alcohol or drug usage

impacts on an employee's working life, the school has the right to discuss the matter with the employee and take appropriate action, having considered factors such as the school or local authority's reputation and public confidence.

Use of school communication systems

The school has the right to monitor emails, phone-calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems by employees. Employees should be aware that the school has the right to access employees' personal email and computer files if required for investigation of misuse. It is recommended that employees do not use school systems (phone, email, computers) for personal use. Inappropriate usage, which includes excessive or regular personal use may result in disciplinary action for the employee and in serious cases could lead to an employee's dismissal. Inappropriate use of email and internet systems also includes viewing, publication or circulation of illegal or offensive material, viewing, publication or circulation of junk mail, including chain letters, jokes or large attachments, gambling or gaming; these will be treated as disciplinary matters.

Use of mobile phones-see also school policy on mobile phones

These should not be used for making or receiving calls and texts in session times. Care should be taken when using phones as an aid to a lesson e.g. filming, researching information, stop watch. Where personal phones have been used to take photos of pupils (with consent), these should be uploaded at the earliest opportunity and deleted.

Social Media Sites

Whilst sites such as facebook and twitter provide useful opportunities for acquiring and sharing information, staff should protect themselves by using privacy settings as appropriate. Staff should not befriend pupils or parents on social media . Employees who receive inappropriate communications should inform the School managers immediately.

Confidentiality

All employees at the school come into contact with a significant volume of data and information in relation to pupils, staff, school activities and many other matters. There is an obligation to observe the requirements of the Data Protection Act 1998.

Under the Data Protection Act, staff are required to collect, maintain and dispose of data appropriately and sensitively. **(Note-New EU data protection laws and privacy notices apply from 25 May 2018.)**

Staff should not disclose sensitive information about the school, its employees or the local authority to other parties, for example, parents, colleagues or internet blogs. There are particular exceptions to this; for example disclosure of suspected or alleged abuse of a pupil to Child Protection officers; discussion with a person accompanying

or representing an employee in a formal meeting or disclosure under the Whistleblowing procedure. Staff should use a private area (staff room, management office, quiet room) for discussing confidential or private matters. All communication with the media must be directed through the School managers or the Proprietor.

There are circumstances in which staff are obliged to release pupil data, for example, parents seeking information about pupil progress. Parents will not have access to information about any other child.

Everyone has the right to request access to data that is held about them and such requests should be made to the Proprietors.

Copyright

Copyright legislation should be displayed next to photocopier machines and employees are required to adhere to the guidance provided about use of educational resources.

REGISTER OF BUSINESS INTERESTS FORM

Staff Declaration Form

I wish to declare the following information in accordance with the Proprietor's requirements that a Register of Business Interests should be maintained.

Name:

Post:

Signature:

Date:

You should provide full details of your declaration below, including a nil return:

Declaration of relationships or contracting arrangements	
Relationships or links with businesses. Contracts or proposed contracts (or any activity which would cause potential conflict) in which you are involved / interested.	State whether the interest is direct or indirect, and the nature of the interest.