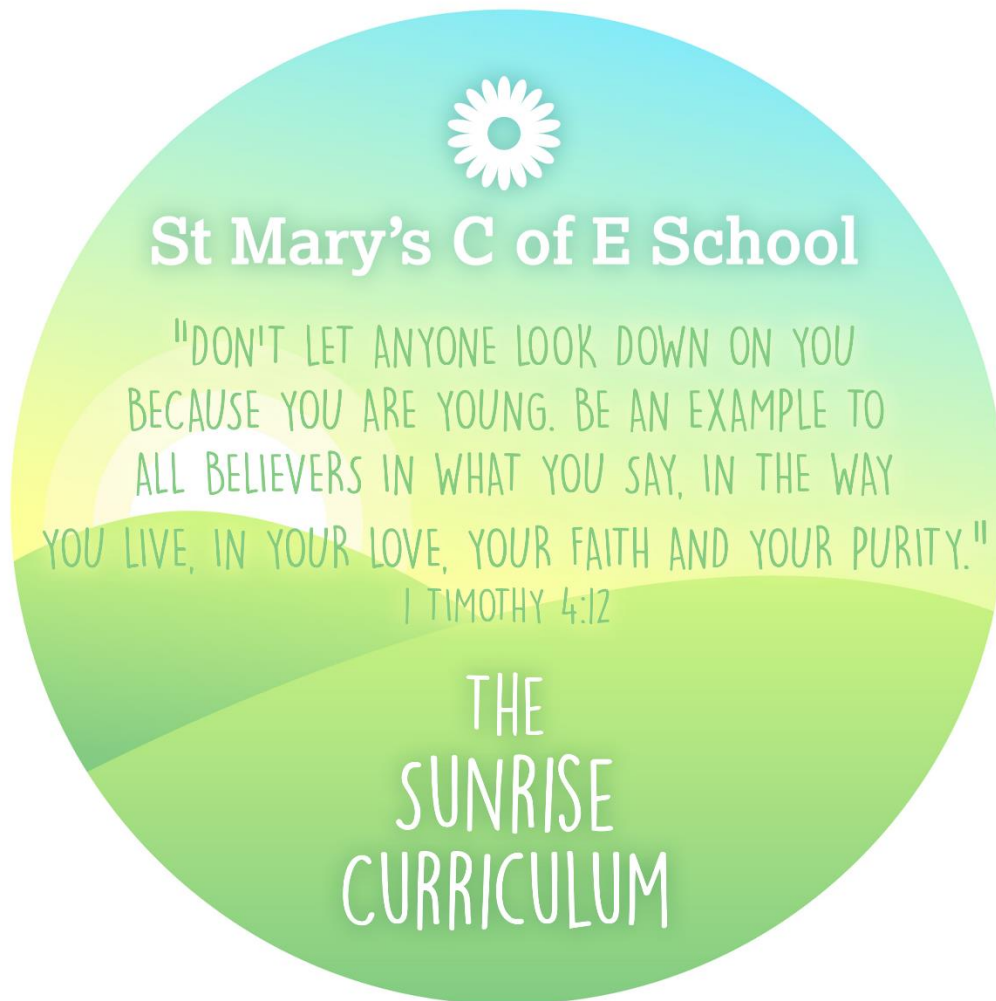
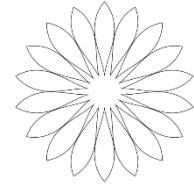


STAFF CODE OF CONDUCT



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| Approved by: | Full Governing Board February 2024 |
| Next Review Due By: | February 2025 |



STAFF CODE OF CONDUCT

‘My teachers expect the best I can be, but in return the best of them I see.’

The following code of conduct has been adopted by the Governance of St Mary’s Church of England School to enable it to discharge its functions under the School Staffing (England) Regulations.

This code of conduct applies to all employees. All schools and academies are entitled to demand a level of conduct from staff which is of the highest standard. In the case of teachers, the code applies in conjunction with Part B of the Teachers’ Standards.

This code aims to establish the usual standard of conduct expected of all employees. Its principles will reflect the school’s core values and sets down the way in which staff are expected to conduct themselves.

As an employee, you must not put yourself in a position where duty and private interests conflict and you must not make use of your employment to further your private interests.

The Code consists of:

1. General Principles

2. Code of Conduct concerning:

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|--------------------------------------|---|
| Application and Intent | Personal Interest |
| Gifts and Hospitality | Sponsorship |
| General Confidentiality | Dealing with money |
| Criminal Charges and Convictions | Other Employment |
| Intellectual Property and Copyrights | Publications and Dealing with the Press |
| Equipment and Materials | Political Neutrality |
| Equal Opportunities | Employment Matters |
| Discrimination/Harassment | Fitness for Work |
| Health and Safety | Attendance |
| Smoking | Mobile Phones |
| Dress Code | Identity Badges |
| Disciplinary Rules | Following Instructions |

1. General Principles

As a member of staff you are expected to carry out your duties in accordance with the school’s policies and procedures and uphold the following principles:

- **Selflessness:** your decisions must be taken in terms of the values and vision of the school and not in order to gain financial or other material benefits.
- **Integrity:** you must not place yourself in a situation where your position is compromised.
- **Objectivity:** all decisions must be made on merit alone.
- **Accountability:** you must accept accountability for your decisions and actions.
- **Openness:** you should be as open as possible about all your decisions and actions.
- **Honesty:** you should declare any private interests relating to your duties and take lawful steps to resolve any conflicts to ensure that public interest is protected.
- **Leadership:** - you must support and promote these principles by example.
- **Conduct:** you must avoid bringing the school into disrepute (e.g.by the use of social networks or the internet).
- **Respect:** you must treat others, adults and children, with respect.
- **Courtesy:** interactions between people (adults and children) should be conducted courteously at all times. All adults should act as role models for the children in how to speak to others. It is not appropriate to shout at children, other than in very exceptional circumstances, and raised voices should be kept to an absolute minimum.

2. Code of Conduct

Application and Intent

You will be expected to act in accordance with the code of conduct. It has been designed so that you are not left in any doubt as to what is acceptable or unacceptable behaviour. The code of conduct places rules and regulations on certain activities and any breach of these prohibitions may lead to disciplinary action.

Personal Interest

You must ensure that your relationships with pupils, parents, governors, staff and any other people with whom you may come into contact within the course of your duties are professional at all times.

You must not in your official capacity:

- Allow your personal interests to conflict with the school's requirements.
- Use your position improperly to confer an advantage or disadvantage on any person.
- Disclose information given to you in confidence, or information acquired which is of a confidential nature, without the consent of a person authorised to give it.
- Prevent another person from gaining access to information to which that person is entitled by law.

Gifts and hospitality

The school seeks to maintain the highest standards of conduct and probity in its business. The acceptance of gifts and/or hospitality by employees must be treated with extreme caution. No offer of a gift or inducement, whether made at specific occasions or casually, should be accepted when the gift is made by, or indirectly by, a person, firm or organisation which, to the knowledge of the employee, has or seeks to do business of any kind with the school or has an interest in its decisions.

The receipt of minor articles, often by way of trade advertisements, which will be used on the school's business (e.g. diaries, calendars, office requisites, etc., which are customarily distributed at Christmas and, occasionally, at other times) is acceptable.

The receipt of presents from parents and children, at Christmas and the end of term, is acceptable.

If you are in any doubt, you should seek guidance from the headteacher before accepting any gifts or hospitality offered.

Staff should also refrain from making any gifts to external organisations or to the employees of organisations which provide services to the school or which are potential providers of such services.

Sponsorship

Where the school, or a party to the school, sponsors an event or service, you, or any partner, spouse or relative must not benefit from the sponsorship.

You must seek guidance from the headteacher if you are involved with any event or service that the school proposes to sponsor.

General Confidentiality

You may, in the course of your duties, obtain information which is confidential.

You must not:

- Pass on any information received or obtained through your employment to anyone who is not entitled to have that information.
- Use information for personal advantage.

You must:

- Work within the requirements of Data Protection Act 1998 and the Freedom of Information Act 2000.
- Observe the school's procedures for the release of personal information held about other employees or members of the public.
- You must not misuse your position by seeking information which you do not need to know to carry out your duties.

Examples of abuse of confidence would include:

- Ill-considered gossip whether with colleagues or outsiders which may be misconstrued and re-quoted.
- Exploitation of confidential information for personal gain.
- Premature and/or unauthorised disclosure to other parties of policy proposals, with the object of generating adverse publicity e.g. to the press, interest groups.

Dealing with the School's Money

You must:

- Ensure that public funds are used in a responsible and lawful manner.
- Strive to ensure value for money to the school and to avoid legal challenge to the school.
- Ensure compliance with the Financial Handbook and Financial Regulations Manual.

Criminal Charges and Convictions

In accordance with the Independent School Standards Regulations, the school requires all applicants to disclose criminal convictions, whether committed in the UK or elsewhere.

You must:

Notify the school in writing if charged with any criminal offence or if convicted of any criminal offence, this includes cautions.

If charged with an offence, advise the school as your employer immediately after you are charged (i.e. next working day).

It should be noted that the term 'conviction' includes a finding of guilt, regardless of whether or not a conviction is recorded. Failure to notify the school in either case will constitute grounds for disciplinary action.

Other Employment

- It is important that you ensure that any additional employment does not conflict with the interests of the school or affect your ability and credibility to do your job.
- Where you have more than one job, both the school and your other employer(s) are responsible for ensuring that the 48 hour week is complied with. You should therefore ensure that you inform the headteacher about any work you undertake for other employer(s). (You may opt to work more than 48 hours per week and should you wish to do so, you will need to complete the form 'Working Time Regulations Opt Out Agreement' and submit it to the headteacher).
- You must ensure that school time and equipment are not utilised in connection with any other employment.
- If in doubt, the best thing to do is to discuss the circumstances with the headteacher.

Intellectual Property and Copyrights

All intellectual property rights, (that is copyright, design rights and the right to patent inventions) relating to anything created or invented by you in the course of your duties belongs automatically to the school, unless otherwise agreed. You cannot exploit the rights to any such thing without written permission from the school.

Publications and Dealing with the Press

You must not:

- Publish any material which comments on the activities, policies etc. of the school without the consent of the headteacher.
- Make comments to the press or media unless specifically authorised to do so. Where requests for comments are received they should be passed on to the headteacher.
- Where you wish to publish an article unconnected with the school then the article must not link you to the school.

Equipment and Materials

You must not use the equipment and premises of the school or of other places where you work during your contract of employment for unauthorised purposes.

- Only make personal telephone calls and emails when necessary and within reason.
- Only use the internet for personal use in your own time.
- Follow the internet usage policy.

Political Neutrality

The school will not concern itself with the political beliefs of individuals however you must not allow your own political beliefs to interfere with the work of the school. You may not display party political posters, including election material, in any place of work.

Equal Opportunities

The school is committed to the promotion and implementation of equal opportunities both internally and externally. It aims to ensure that everyone is treated equally and not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations. The school will recognise the differences which exist and will seek to understand the needs of people within the groups which are afforded protection or assistance through this policy.

The school expects all staff to uphold its Equal Opportunity Policy and to accept the duty not to discriminate, either in employment practices or in the provision of facilities and services by reference to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Employment Matters

If you are involved in making appointments you must:

- Ensure that such appointments are made on the basis of the candidate's ability to do the job.
- Ensure that your personal preferences should not influence judgements made.
- Declare your interest where you are related to an applicant or have a close personal relationship outside work with him/her.

Discrimination, Harassment, and Victimisation

You must treat all other employees, pupils, parents, and people with whom you come into contact with courtesy and respect and must not make any remarks or gestures relating to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation which may cause offence. Any complaint of discrimination, harassment, or victimisation or complaints made on the grounds of any of the protected characteristics listed above, will be taken seriously and will be the subject of a thorough investigation.

Fitness for Work

You must:

- Ensure that the use of alcohol out of work does not adversely affect your work performance, the health, safety or welfare of yourself or others and does not damage the school image and reputation.
- Not consume or be under the influence of alcohol, use illicit drugs or other illegal substances while at work.
- Ensure that the use of any of them out of work does not adversely affect the work performance and safety of yourself or others and does not bring the school into disrepute.
- If taking medication, you must seek the advice of your doctor to ensure that such medication will not impede your ability to do the job and inform the headteacher of any situations where a risk to yourself or others may arise because of this.
- If you are the headteacher consider the options available for assisting staff who are required to take legally prescribed drugs and whose levels of performance has been impaired. In these circumstances a risk assessment should be undertaken.

Health and Safety

You have a duty to take reasonable care of yourself and to cooperate with management under the Health and Safety at Work Act 1974. These responsibilities are identified in the school's Health and Safety policy. You are required to act at all times in accordance with this policy and generally to act in such a way to ensure your own safety and that of others. Any action which potentially puts at risk the health and/or safety of yourself or others will be viewed seriously and may result in disciplinary action may be taken.

Attendance

Your contract of employment contains the main terms and conditions of your employment with the school. It is expected that you are available for work during these hours and take an unpaid lunch break.

Staff with term time contracts are not permitted to take any holiday during school time. Requests for absence for other reasons should be made to the headteacher. Medical appointments should be made outside of school hours where possible.

Smoking and vaping

You are not permitted to smoke or vape in any of the school's offices, or any other building or grounds owned or occupied by the school, at any time. Smoking or vaping whilst on the school's premises may be subject to disciplinary action.

Personal Mobiles

- Staff are not permitted to make/receive calls/texts during work time where children are present.
- Staff should ensure that mobiles are silent at all times whilst in classrooms with children and in staffrooms. They should not be left on display.
- Staff are not permitted to use recording equipment on their mobile phones.

Dress Code

There is a general expectation that dress will be appropriate to the nature of the duties and responsibilities of the job.

The dress code at St Mary's Church of England School is at the headteacher's discretion but includes:

- Strictly no denim
- No 'jean-style' trousers of any colour
- No facial piercings
- Professionally appropriate hair colouring
- No low-cut clothing
- Work appropriate shoes (no beach style flip flops or sandals)

Identity Badges

Staff will be issued with identity badges which must be worn when required by the school.

Disciplinary Rules

The school has a disciplinary procedure which is concerned with instances of alleged misconduct, either ordinary or gross. It is anticipated that the vast majority of breaches will be of a minor nature and that they can be resolved without recourse to a formal procedure. Some breaches will be more serious or there may be circumstances where there is repetition of a minor breach. In such circumstances the matter will be formally investigated and progressed under the formal procedure.

The school also has a separate capability procedure which provides a framework through which to cope with issues of poor performance. The underlying intention of the procedure is to give the employees who are falling below the established acceptable standards the opportunity to improve.

Following Instructions

You are expected to follow all reasonable and lawful instructions by a person with the authority to issue such instructions unless:

- There is a danger to a person's health and safety.
- A conflict of interest may exist.
- It does not comply with school policy and practice.

The headteacher and other members of the Senior Management Team must be able to justify their instructions and decisions in line with their delegations, authority, and School policy and procedures, and be open and respond promptly to constructive questions.

Contract of Employment

Your contract of employment is an agreement between the school and you which sets out your employment rights, responsibilities and duties and this includes the code of conduct.

Data Protection Act

The Data Protection Act protects personal data which relates to living identifiable individuals and deals with the way in which personal information is collected, held, recorded and used. It works in two ways: It gives you certain rights and states that those who record and use personal information must be open about how the information is used and must follow the 8 data protection principles.

Freedom of Information Act 2000

The Freedom of Information (FOI) Act (2000) gives significant rights of access to information held by all public authorities.

Working Time Directive

The Working Time Regulations as amended, impose minimum requirements on employers, while at the same time allowing flexibility for workers and employers to make arrangements which suit them. One of the basic rights is a limit of an average of 48 hours a week which a worker can be required to work. However, there is provision for an opt out agreement to be signed where both the organisation and the worker are willing to increase or exclude the limit on working hours.

Internet Usage

Internet Users **must not** display, access, use, extract, store, distribute, print, reveal or otherwise process any kind of image, document or other material which is sexually explicit or offensive in any other way, on any school system. This activity would be a violation of the school's policies, particularly those relating to conduct and discrimination.

You must not post any comments, photographs, images or conversations on social networking websites which may bring you or the school into disrepute. Security settings should be maintained at the highest level in order to prevent members of the public seeing any of your personal information. You should also follow any specific policy which the school may have set on the use of social networking websites.

All members of staff and students are required to read and sign the school's Acceptable Use of ICT policy.