

**Code of Conduct**

Created: 2011

Review: July 2016

**Policy statement**

The School believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well being of all its employees and pupils. The following policy will make sure that all employees are aware of the standards set by the School.

**Principles:**

The purpose of this policy is to establish, and encourage all employees to achieve, high standards of conduct at work, and to help provide a fair and consistent way of dealing with alleged failures to observe them.

* All employees in the School are expected to give the highest possible standard of service to the public. Employees should conduct themselves with integrity, impartiality and honesty. Breaches of conduct and personal behaviour will be dealt with under the Policy and Guidance for Discipline.
* All employees in the School have an absolute duty to promote and safeguard the welfare of children in the school, and to take appropriate action where they consider that a child may be at risk of suffering harm.
* Registered Teachers are in addition bound by the codes and professional values of the GTCE (General Teaching Council, England). **See Document.** While Registered Teachers are bound by the code, the School consider the principles to apply to all staff employed in the School and not exclusive to registered teachers.

**Scope**

The policy applies to all employees and temporary/casual workers of the School including volunteers.

**Equal Opportunities**

Our Equal Opportunity Policy reflects one of the School’s core values. All employees are entitled to fair treatment by others, and to be treated with respect and dignity. In return, they are expected to treat others in this way.

**Reporting Serious Failures**

Employees reporting a serious breach of the code of conduct should follow the guidance in the Whistle Blowing Policy; section 7. The school will apply its Discipline Policy when dealing with any failures to observe the Code of Conduct.

**Areas covered by the code of conduct**

**Confidentiality**

Principles:

Employees must not disclose official/confidential information. Employees must not use 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. **Appendix 1**

**Additional Activities**

Principles:

For the purposes of the Working Time Regulations employees who have more than one employment (either inside or outside the School) should seek their Head Teacher’s approval, this should be reviewed annually**. Appendix 2**

**Relationships**

Principles:

Employees should always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within the community. **Appendix 3**

The DCSF and IRSC have produced and advisory document called:

*Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings*

 The governing body have endorsed this guidance and staff are expected to be guided by it. **See Document.**

**Appointment and Management of staff**

Principles:

Employees involved in the recruitment of internal and external staff must ensure that the decision to appoint is based on merit, (see the Recruitment and Selection Policy). **Appendix 4**

**Gifts and Hospitality**

Principles:

Employees should not allow themselves to get into a position where they are compromised or give the impression that they are being influenced to show favour or disfavour by the acceptance of gifts or hospitality. **Appendix 5**

**Matters of Conscience**

Principles:

Where an employee believes he or she is being required to act in a way which is illegal, improper, unethical, or in breach of the School’s conventions, which may involve possible maladministration, or which is otherwise inconsistent with the Policy for Conduct he or she should refer to their line or Head Teacher**. Appendix 6**

**Absence from work**

Principles:

The Governing Body, as the employer, expects that all employees make themselves fit for work by leading a healthy lifestyle and not taking undue risks with health. Absence for anything other than genuine reasons is viewed as a misappropriation of public funds as is poor timekeeping and leaving early.

All leave should be approved prior to it being taken. This includes parental leave, special leave, etc. Failure to notify absence is unauthorised absence**. Appendix 7**

**Negligence**

Principles:

Employees must not cause loss or damage through carelessness, negligence, a reckless act or breach of instructions. It is only a disciplinary offence if the individual is considered to be personally responsible. **Appendix 8**

**Refusal to obey a reasonable instruction**

Principles:

It is the responsibility of all employees to carry out reasonable instructions. **Appendix 9**

**Social behaviour**

Principles:

Employees should be aware of the expected standards of behaviour when attending work related events in and outside of work time where attendance could be seen as representing the School. **Appendix 10**

**Health & Safety**

Principles:

Employees also have a duty to familiarise themselves with all the safety regulations that apply to their job and the area in which they work. The school will provide necessary training to equip staff. Employees should read all relevant policies and procedures.

**Fraud and Corruption**

Principles:

An employee who commits a fraudulent act is liable to disciplinary action, which may include dismissal and possible criminal prosecution even for a first offence. Fraud is defined as any manipulation of an accounting system or supply system to enable public money or material to be misappropriated**. Appendix 11**

**Discrimination**

Principles:

It is the School’s policy that all current and prospective employees will have equal opportunity for employment, promotion and training on the basis of relevant ability, qualifications and merit. **Appendix 12**

**Harassment/bullying**

Principles:

The School seeks to provide an environment for all employees, contractors and temporary workers free from harassment, bullying, intimidation and victimisation. **Appendix 13**

**Abuse of the e-mail/internet**

Principles:

The School will not accept any abuse of e-mail/internet or telephones. Such behaviour may result in disciplinary action. **Appendix 14**

**Dress and Appearance**

Principles:

Staff should consider the manner of dress and appearance appropriate to their professional role which may be different to that adopted in their personal life. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegation. (see slip given to staff at the beginning of the academic year).

Code of Conduct and personal behaviour Declaration

**Other Supporting Policies**

To assist the School the following policies exist in conjunction with the Code of Conduct Policy

Whistle Blowing

Child Protection

Disciplinary

Anti Bullying

Complaints

Equal Opportunities

Internet Use

Data Protection