

EMPLOYEE CODE OF CONDUCT

Greenacre School



Greenacre School Employee Code of Conduct

Contents	Page
Introduction	3
Core Values	4
1. Public Duty, Private Interest, Fraud and Theft	5 – 6
2. Information Technology and Data Security	7
3. Use of School Systems, Property and Facilities	7
4. Secondary Employment	7 – 8
5. Disclosure of Information, Confidentiality and References	8
6. The School Community and Service Users	8 – 9
7. Safeguarding and Child Protection	9
8. Recruitment and other Employment Matters	9
9. Teacher Standards and Personal/Professional conduct	10
10. Equalities	10 – 11
11. Dress and Personal Appearances	11
12. Health and Safety	11
13. Criminal Convictions	11
14. Drugs and Alcohol	12
15. General Conduct	12
16. Social Networking and the Internet	12 – 13
17. Contact with the Press and Media	13

Introduction

The public, parents, carers, colleagues, partner agencies, and the Governors expect the highest standards of behaviour from all school employees and other agencies and volunteers associated with the school.

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school employees and visitors to school (contractors, volunteers, service providers, external agencies) are expected to observe. School employees are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students 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.

This Code of Conduct applies to all employees of the school and to any other persons working with our children and/or on our school premises.

In addition to the Code of Conduct, all employees engaged to work under Teachers Terms and Conditions of Employment have a statutory obligation to adhere to the Teachers Standards 2012 and in relation to this policy, Part 2 of the Teachers Standards – Personal and Professional Conduct.

All employees have a Common Law duty of loyalty to their employers and any failure to fulfil this duty will be treated as a breach of this Code of Conduct. This means that whilst the Code will not specifically cover every eventuality, employees should be aware that conduct which most people would consider as unreasonable or disloyal will be treated as a breach of the Code; e.g. an employee who is shown to have publicly made derogatory or defamatory remarks about other employees or Governors, would be in breach of the Code even though such activities are not specifically listed.

Individuals are responsible for ensuring they are aware of the Code and that they comply with all its requirements. Management are responsible for ensuring that all employees have been made aware of the provisions of this Code of Conduct.

Failure to observe the standards set out in this code may be regarded as serious and any breach could lead to disciplinary action under the schools agreed disciplinary procedure as appropriate, which may include dismissal.

This code of conduct should be read in conjunction with the detailed policies and procedures referred to herein. Guidance and advice on the Code of Conduct and other related policies and procedures is available from the Business Director and the HR Manager.

School Core Values

The Code reflects the School's agreed core values and behavioural expectations required to deliver the school's vision, priorities and outcomes, as set out within the school's Strategic Plan.

All employees are expected to be aware of and operate according to these values which are as follows:

Aspire – All employees will set high standards and aim to continually improve. Feedback on performance will be sought and acted upon and employees will be encouraged to put forward new ideas to support further improvements in outcomes across the school.

Dignity – All employees will ensure that pupils and colleagues are treated in a way that maintains their self-esteem and worth, enabling them to respect themselves.

Nurture – All employees will support the development of pupils/students and colleagues to ensure they reach their maximum potential.

Pride – All employees will ensure they have delivered the best possible service and outcomes for pupils and the broader school and feel valued for doing so.

Respect – All employees will treat pupils/students and colleagues with politeness, respect and care and will ensure that all resources across the school are well cared for, maintained and looked after. Everyone's contributions will be valued and employees will listen to and hear others, and be sensitive to their position.

Together – All employees will consider themselves as part of a single team, working alongside pupils/students, parents/carers and other agencies to deliver the schools vision and objectives.

Trust – All employees, through their actions, will inspire trust in the school and everything it does to further its aims and objectives.

1. Public Duty, Private Interest, Fraud and Theft

a. General

- An employee's school duties and private interests must not conflict. Employees must declare any private interests relating to their school duties. This may include, but is not limited to, membership of organisations which would be generally considered to conflict with their school duties.
- Employees must not behave in a way that could place pupils, their colleagues, partner agencies or themselves at risk, and must have regard to the duty of care described in the school Health and Safety Policies, and act in accordance with safe systems of work and codes of practice.
- Employees must declare in writing to the Governors, membership of any secret societies or organisations not open to the public that requires formal membership and oaths of allegiance and which has secrecy about rules, membership or conduct.
- The Governors acknowledge the responsibility they have for the administration of public funds, and emphasise to the public and employees the importance placed on probity, financial control, selflessness and honest administration. The Governors are also committed to the fight against fraud, whether perpetrated by employees, contractors, other agencies or the public. School employees must not use their position to obtain gain for themselves, business associates, friends or family either directly or indirectly. Guidance for Governors, The Headteacher and Managers on the conduct of enquiries into Theft, Fraud or Corruption can be found in the school's Anti-Fraud Policy.
- Employees must use public funds responsibly and lawfully. They must work to ensure the academy uses its resources prudently and within the law and that the local community gets value for money. The school's Financial Procedures and Regulations must be observed. (Academies Financial Handbook)
- Defrauding and stealing (or attempting to do so) from the school or any person or organisation in any way will not be tolerated. This includes deliberate falsification of claims, e.g. time sheets, mileage and travel/subsistence allowances with the intention of obtaining payment.
- The Governors require employees to report genuine concerns relating to potential fraud, theft or unethical behaviour to their Head Teacher/Governors and or follow the procedures contained in the school's Whistle blowing policy.
- The Governors acknowledge that employees may not find it easy to 'blow the whistle' or report irregularities and will give them full support in raising such concerns. Every effort will be made to respect an employee's request for anonymity. However, employees are expected to demonstrate accountability and to co-operate fully with any scrutiny appropriate to their position.
- There are two sides to every story and the Governors will give people a fair hearing. It is possible, however, that some allegations will turn out to be mistaken. Deliberately false or malicious allegations will be treated as misconduct.

b. Financial Inducements, Gifts and Hospitality

- On no account must an employee accept a financial payment or other inducement from any person, body or organisation, e.g. contractors, developers, consultants, etc.
- Where a fee is paid by an external body for work undertaken by an employee of the school in the course of their employment, this should be treated as a payment to the school and not to the individual employee.
- As a general rule, employees must refuse any gift or hospitality offered to them or their family that may be perceived to influence their judgement. Exceptions are gifts of negligible value that are usually given to a wide range of people, e.g. pens, diaries, calendars etc. and small gifts from children. Offers of hospitality should only be accepted when proper written authorisation has been received from the Headteacher/Governors. All gifts and hospitality should be recorded on the school's gifts and hospitality register.

c. Employee Declarations of Financial and other interests

- All school employees have a statutory duty to declare any financial or other interest in any existing or proposed contract or an interest in, or association with, any organisation, services, activity or person that may cause a direct or indirect conflict of interest with school employment. Private interests preclude employees from participation in any such activities. All employees must abide by these regulations. Employees with such a conflict of interest must tell their Headteacher/Governors in writing either by letter or on appropriate school documentation.
- Employees are entitled to use all of the services of the school as appropriate but in doing so they will receive neither favour nor suffer discrimination or disadvantage. Employees must be aware at all times that members of the public expect the highest standards of fairness and equality to be upheld in the administration of services regardless of recipient. They have a responsibility to ensure that they conduct themselves in a manner which does not bring into question either their integrity or their motivation. At no time should they attempt to exert any pressure to obtain services because of their position or to access services other than through those channels available to members of the public. It is for these reasons they should ensure that personal interests are declared.
- Employees must, where there is a potential conflict of interest, seek advice from their Headteacher/Governors as to the course of action they should take.
- Declarations made by employees under the provisions of this Code of Conduct will be reviewed annually by the Headteacher. Any personal declarations made by the Headteacher will be reviewed annually by the Governors.

- The Headteacher/Trust Board is responsible for the monitoring of employee's activities in accordance with the provisions/declarations of this Code of Conduct and related Codes of Practice. Any such monitoring will comply with relevant legislation such as the Regulatory and Investigatory Powers Act, the Data Protection Act and the Human Rights Act.

2. Information Technology and Data Security

Employees must ensure that they follow the school security procedures in relation to the use of computers and the proper management of computer-held information. Particular care must be taken to observe established procedures when using passwords and when logging on and off. Employees must never share passwords, which may lead to unauthorised access to school systems. Where this practice is found, employees should be aware it may lead to disciplinary action.

In respect of internet and intranet access, employees must comply with school Policies such as the E-Behaviour Agreement, and relevant legislation such as the Regulatory and Investigatory Powers Act, Data Protection Act, Obscene Publications Act, Computer Misuse Act and the Theft Act.

3. Use of School Systems, Property and Facilities

The school's property such as telephones, mobile phones, the internet, intranet, e-mail, stationery, photocopiers, word processors and other machines or tools, materials, offices, car parks and facilities, may only be used for school business unless permission for private use is given by the Headteacher/Governors. This also applies to all automatic processing equipment such as laptops, PC's, software including computer games and data, none of which may be used for private purposes or removed from the premises without the express permission of the Headteacher/Governors in writing.

Employees will be required to pay for telephone calls using land lines or mobile phones, or the use of facsimile equipment, for private purposes, through the approved systems in place for the collection of such monies. Employees will be expected to keep calls to a minimum level and the Headteacher will have the discretion to determine what is, or is not excessive.

Telephone call and e-mail/internet logging systems may be used to identify usage for private purposes. Use of mobile telephones including text messaging on mobile phones provided for work use only must only be used for private purposes in an emergency. Any communications school systems may be monitored.

Employees must adhere to all of the school's specific system security measures that are currently in place or introduced in the future.

4. Secondary Employment

Any secondary employment undertaken must not conflict with the school's interests or bring it into disrepute and must only be undertaken outside the employee's working hours.

If an employee chooses to declare secondary employment, this does not remove the right of the Governors to take disciplinary action against any employee whose secondary employment is deemed to be, or has been, detrimental to the interests or reputation of the school.

Employee appointments as Governor on the local governing body, Councillors, Trade Union officials, membership of the Territorial Army, appointment as a Justice of the Peace or as a Member of the Employment Tribunal do not constitute secondary employment as described in this Code. Nonetheless the principles of employees making the Headteacher/Trust Board aware of these duties and seeking appropriate time off in a reasonable and timely manner apply.

5. Disclosure of Information, Confidentiality and References

Employees should be fair and open when dealing with others and ensure that they have access to the information they need unless there is a good reason not to permit this.

Employees must act in accordance with, and observe, the law in handling all personal and other information. Special care must be taken in handling personal and confidential information, which must in no circumstances be inappropriately used. Employees may be personally prosecuted for offences under the Data Protection legislation. For further guidance employees are asked to refer to the school's Data Protection Policy.

Confidential, personal or financial information about any employee, pupil or parent/carer, must not be disclosed to any unauthorised person, or normally, to any external organisation/agency, without the express approval of the person concerned.

Employees must not abuse their position by disclosing confidential information to any third party. This will include the unauthorised release of confidential information regarding:

- competitive tendering or tendering for work which may be beneficial to a third party;
- exempt items under the provisions of the Local Government (Access to Information Act) 1985;
- Governor, employee, or pupil.

Employees must not use any information obtained in the course of their employment or tenure for personal gain or benefit or to attempt to obtain personal gain, nor pass it on to others who might use it in such a way.

If during the course of their employment employees are dealing with members of their family, partners, friends or business associates this must be declared to their Headteacher/Governors as set down in section 1 of this Code. Where such contact occurs, employees must be impartial and act in a professional manner.

6. The School Community and Service Users

Employees must always remember their responsibilities to the users of the school and ensure courteous, efficient and impartial service delivery to all groups and individuals within the community.

Employees are expected to be as open as possible about their actions and the work of the academy notwithstanding the needs of confidentiality.

Employees must always act in a way that preserves public confidence in the school.

Employees have a duty at all times, to uphold the law and relevant guidance bearing in mind the public's trust placed in academy employees.

The Governors will not tolerate an employee's physical or emotional abuse, harassment, discrimination, victimisation or bullying of employees, pupils, Governors, parents/carers contractors or other members of the public. Such actions may be deemed to be misconduct or gross misconduct and may result in disciplinary action, up to and including dismissal. ~~The school has an 'Understanding Bullying Policy' which employees must comply with at all times.~~

7. Safeguarding and Child Protection

Employees working with children and young people are in a particular position of great trust. Any breach of that trust, assault or sexual misconduct or breach of policies and procedures meant to safeguard pupils will be regarded as potential gross misconduct. This may lead to disciplinary action including the possibility of dismissal without notice.

Employees, agency staff, contract service personnel and volunteers who work with children and young people must, in their own interests read the Academy Code of Conduct and must observe current legislation including the Children Act 1989 and the school's Child Protection Procedures.

Any incidents involving assault, sexual offences or harassment, discrimination or victimisation against pupils, must be dealt with following the school's child protection procedures.

Employees who witness any abusive behaviour have a duty to report it to their Headteacher/Governors or to 'blow the whistle' (refer to academy Whistleblowing policy).

8. Recruitment and other Employment Matters

In accordance with the school Equalities Statement and Objectives, employees must take care that they are not open to any charge of discrimination in recruitment or employment practices, by fully adhering to the school's Recruitment and Selection Code of Practice.

To avoid any possible accusation of bias, employees must not be involved in selection and appointment processes where they are related to an applicant or have a close personal or business relationship with them. They should declare an interest where there is a potential conflict of interest in such cases.

Work decisions should be objective and always based on merit. Employees must not be involved in decisions relating to discipline, promotion or pay for any employee who is a relative, or with whom they have a close personal or business relationship. Staff Governors/Governors must not be involved with matters relating to pay and should not normally be involved in any other employment matters.

If there are exceptional reasons why the above should not be complied with, or any doubt as to how to proceed, advice must be sought from the school's HR advisor.

9. Teacher Standards and Personal/Professional conduct

With effect from 1 September 2012, new Teacher Standards will come into force. Part 1 represents 8 standards of teaching. Part 2 represents 3 standards of personal and professional conduct. The Governors expect all teachers to be familiar with the standards and expect staff to adhere and uphold the standards as outlined in both part 1 and 2 of the DfE document 'Teachers standards in England September 2012'.

The following details the 3 standards of personal and professional conduct of behavior and attitudes expected of teachers. Although the standards of conduct are specific to members of the teaching staff the Governors believe the core values and requirements apply to all members of staff – teaching and non-teaching. Therefore ALL staff are expected to behave in line and within the spirit of the following values.

- Teachers must uphold public trust in the profession and maintain high standards of ethics and behavior 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
 - Have regard for the need to safeguard pupils' well-being in accordance with statutory provisions
 - Show tolerance of and respect of the right 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 punctuality
 - Ensuring that 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.

10. Equalities

The Equality Act 2010 has simplified anti-discrimination laws by having a single equality Act. The act covers nine protected characteristics, which cannot be used as a reason to treat people unfairly. Every person has one or more of the protected characteristics, so the act protects everyone against unfair treatment. The protected characteristics are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

The school has published an Equality statement and objectives and this appears on the academy's website.

11. Dress and Personal Appearances

School employees act as ambassadors for the school and must maintain a standard of dress and appearance (i.e. the type and style of clothes, accessories, body art etc) that is appropriate or required for the workplace and to the work being undertaken. Employees must be clean and tidy and ensure good personal hygiene.

Where particular clothing is provided for health, safety and hygiene and/or uniform purposes it must be worn. This includes name badges, where agreed via school policy and consultation.

12. Health and Safety

Employees have a general and statutory responsibility to work in a healthy and safe manner and to maintain healthy and safe working environments. Employees are required at all times to observe school Health and Safety Policies and work in accordance with safe systems of work, regulations and codes of practice, and relevant Health and Safety law.

13. Criminal Convictions

Where an employee's job is covered by the Rehabilitation of Offenders Act 1974, they **must disclose all convictions which are not "spent" both before commencement of, and during employment.** They must also disclose all convictions (including those "spent" under the Rehabilitation of Offenders Act 1974) when the employee is employed in a post covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Orders 1975 and 1986. Failure to disclose such convictions and to comply with any of the above constitutes possible gross misconduct and may result in disciplinary action including the possibility of summary dismissal without notice. **Employees who have access to children or young people as part of their work are absolutely required to report any convictions whatsoever to their Headteacher/Trust Board.**

All employees, **governors and volunteers** will be subject to an enhanced DBS **check with appropriate barred list checks on a 3 yearly basis**. Should an offence be committed following the issue of an enhanced DBS the employee must inform the Headteacher/Trust Board of the circumstances who will consider what if any action to take.

Employees whose work involves driving must declare any motoring offences to their Headteacher/Trust Board.

Employees must inform their Headteacher/Trust Board of any pending criminal proceedings against them and subsequent convictions.

14. Drugs and Alcohol

School employees must attend work in a condition to undertake their duties in a safe manner.

The consumption of alcohol or illegal drugs impairs performance and will constitute a health and safety risk and interfere with that person's health and/or work performance. Where it is evident during working time or on school premises that a person is under the influence or has detectably taken alcohol or drugs or there is other substantial reason to believe this to be the case this will be regarded as potential gross misconduct. If the person has previously declared a substance related problem this will be dealt with under the appropriate policy.

The Governors believe that consuming alcohol during working time or on school premises is inappropriate and may be regarded as an act of misconduct.

Likewise the use of illegal substances will not be tolerated and will result in the Head Teacher / Trust Board reporting the matter to the police.

The school has a 'Smoking at Work Policy' that must be complied with at all times.

15. General Conduct

Employees must obey lawful instructions and always act in a way that will not adversely affect the school's legal position. Employees are expected to promote the principles contained in the Code of Conduct by self-example and to demonstrate respect for others.

The Governors expect school employees to exercise sound personal judgment, to take account of the views of others and to take individual responsibility to decide a personal view on any issue arising in the course of their employment.

Employees requiring further information or requiring advice concerning the appropriate course of action to adopt in any situation, should contact their Line Manager, Head Teacher or Trust Board.

This Code of Conduct should be read in conjunction with any other academy codes of practice or policies that relate to employee conduct and/or workplace or system security policies and procedures.

16. Social Networking and the Internet

Staff should ensure they take all due care and attention when using social media websites. This includes usage outside school hours on personal computers/hand held devices. Any actions, comment or behaviours that undermine the reputation of the school, staff, Governors and pupils, bringing the academy into disrepute, may result in disciplinary action being taken including dismissal.

Staff may not use social networking sites whilst at work on the school site – for further clarity staff should refer to the schools E-Safety Policy and acceptable use statement.

Staff who use social networking sites outside of school hours must not add current students to their personal social networking sites.

Staff must not use social networking sites as a means of attacking or abusing colleagues.

As per the Safeguarding Procedures and the E-Safety Policy staff must not share their personal mobile number or personal email address with students. The school has a number of mobile phones that are available for staff use during trips and visits and these can be booked as part of the visit procedures through the finance office.

17. Contact with the Press and Media

Unless specifically nominated and authorised by the Headteacher/Trust Board, employees are not permitted to give reports or speak to the press (including the trade press) and media on matters relating to employment with the school. Enquiries from the media should be referred to the Headteacher/Trust Board. Any employees with a responsibility for dealing with the press and media should guard against declaring a view whilst acting in their official capacity which is contrary to a position taken by the school or which may be deemed to be critical of that position.

In all circumstances, employees are under a general duty of care to avoid a situation where they are shown to be acting in conflict with the best interests of the school and should not criticise, damage or act in a way against the best interests of the school. Should this occur, and the employee is found to have acted unreasonably, then they may be subject to disciplinary action following agreed procedures.

Equality Monitoring

This statement demonstrates our commitment to ensure we give due regard to:

Eliminate discrimination and other conduct that is prohibited by the act

Advance equality of opportunity between people who share a protected characteristic and people who do not share it

Foster good relations across all characteristics between people who share a protected characteristic and people who do not share it