



CODE OF CONDUCT (SCHOOLS)

1. INTRODUCTION

School staff have an influential position in the school, and should act as role models for pupils by consistently demonstrating high standards of behaviour. All members of the school community are entitled to expect the highest standards of conduct (morally, ethically and legally) from all staff employed in schools and this guidance reflects relevant legislation and expectations applying to all employees working in such establishments.

2. PURPOSE

This guidance is intended to:

- give clear guidance to all concerned regarding appropriate conduct in the workplace;
- enable schools to set out clear expectations of all staff in order to minimise the likelihood of misconduct in the workplace;
- comply with legislation that affects staff employed in educational settings.

2. SCOPE

- 2.1 This procedure applies to all employees in Community and Voluntary Controlled schools (where the Local Authority (LA) is the employer). It is also recommended to all other maintained schools in the Borough.
- 2.2 Reference to 'Headteacher' throughout this document should read 'Chair of Governors' in the case of the conduct of the Headteacher.

3. BACKGROUND

- 3.1 The Code sets out the minimum standards that should apply and is not exhaustive (See Section 6 for further details).

- 3.2 It is recommended that this document is shared with all staff on appointment and those in current employment and that a copy is included in the school's staff handbook.
- 3.3 Employees whose conduct fails to meet the standards of conduct as set out in this document may be regarded as being in breach of discipline and may be dealt with under the School's Disciplinary Procedure.

4. GENERAL PRINCIPLES

Staff are expected to fulfil the obligations placed upon them under the terms of their contract of employment, i.e.

- Be ready and willing to work as specified in their Job Description/Role Profile
- Conduct their work in a co-operative manner
- Attend work
- Be punctual in time keeping
- Be honest and trustworthy
- Carry out reasonable management instructions
- Take care of themselves, their colleagues and others whilst at work
- Take care of school property
- Familiarise themselves with, and follow the Health and Safety rules applicable in their school
- Comply with the school's Smokefree Policy.

5. SPECIFIC REQUIREMENTS

- 5.1 Teachers are expected to adhere to the Teachers Standards as set out in the School Teachers Pay and Conditions Document.
- 5.2 All staff are expected to adhere to and conduct themselves in line with the Safer Recruitment Consortium's 'Guidance for Safer Working Practice for Adults who Work With Children and Young People in Education Settings' (2019), including the requirement to safeguard pupils from harm and report any concerns they have..
- 5.3 All staff are expected to adhere to and conduct themselves in line with the Department for Education's statutory guidance for schools on the current 'Keeping Children Safe in Education' document

6. GENERAL REQUIREMENTS

Professional Conduct

All staff are expected to:-

- i. Accept and adhere to school policies and procedures.
- ii. Undertake their duties and responsibilities effectively, efficiently and diligently.

- iii. Show respect for all members of the school community by being polite, courteous and refraining from the use of inappropriate language, in all forms of communication e.g. verbal, face-to-face and electronic communications.
- iv. Maintain proper boundaries and relationships with pupils that are appropriate to their professional position at all times.
- v. Maintain the confidentiality of sensitive information (particularly relating to pupils) obtained in the course of their employment. Any information obtained in the course of employment should not be used for personal gain or benefit, nor should it be passed on to others who might use it in the same way. Any queries about what constitutes 'sensitive' information and with whom it can be shared should be directed to the appropriate member of the school's leadership team or the Designated Safeguarding Lead. All information containing personal data must be obtained, held and dealt with fairly and lawfully in accordance with current UK Data Protection legislation.).
- vi. Ensure fairness at all times when dealing with customers, suppliers, other contractors and sub-contractors. No special favour should be given to current/former employees or partners/relatives or associates.
- vii. Comply with the school's Bribery Act Statement in relation to the acceptance of gifts in cash or kind and hospitality, noting that it is a criminal offence under the Bribery Act 2010 to offer, promise or give financial advantage or other advantage to someone; or to request, agree or accept or receive a bribe from another person.
- viii. Declare any interests (financial or otherwise) that may be considered as being in conflict with the school's interests.
- ix. Use appropriate lines of communication and/or the relevant procedure to express views relating to their employment or the activities of the school.
- x. Have no contact with the media regarding school matters without the express permission of the Headteacher.
- xi. Notify the Headteacher of any known or suspected breaches of the law or of the school's policies, procedures and regulations and co-operate with any investigation of such breaches, particularly in relation to the safeguarding of children, health and safety and financial irregularity. Where this is considered not possible, reference should be made to the school's whistleblowing policy.
- xii. Disclose on appointment or at any time any civil/criminal charges, convictions or being the subject of a criminal investigation process (being charged or in possession of a conviction may not necessarily debar from appointment/employment or lead to disciplinary action; however failure to disclose where required will be considered as a serious act of misconduct).

- xiii. Use school equipment provided for the purposes of carrying out their role in a responsible and lawful manner.
- xiv. Not provide a professional reference on behalf of the school unless the contents of such reference have been agreed by the Headteacher.

Personal Conduct

All staff are expected to:

- i. Ensure that personal relationships within work do not affect their professional role and do not bring the school into disrepute.
- ii. Notify the Headteacher either at appointment or during employment of any personal relationship in or outside of school which may result in honesty, objectivity or integrity being brought into question.
- iii. Notify the Headteacher of any change in personal (including medical) circumstances, which could impact on their ability to carry out their role.
- iv. Not engage in outside employment (e.g. private tutoring of the school's own pupils) which would be considered as undermining or conflicting with the business of the school.
- v. Wear any uniform, clothes, overalls or protective clothing as required for their role in school.
- vi. Dress in a way which is appropriate for a school setting and which reflects Paragraph 8 of the 'Guidance for Safer Working Practice'.
- vii. Conduct themselves in a professional manner at all times when wearing clothing or an identification badge that identifies them as an employee of the school.
- viii. Declare any interest/involvement with any outside organisations which may benefit financially or contractually from decisions taken by the school, e.g. the procurement of goods or services.
- ix. Conduct themselves both on and off duty (including the appropriate use of social media and technology) in a manner compatible with their employment status with the school. Social media includes any on-line web based tool which allows users to communicate with one another, by sharing information, opinions, knowledge and interests on line. Examples of social media include, but are not limited to, the use of apps, blogs, instant messaging, Facebook, Twitter, LinkedIn, YouTube, Instagram, Google+, Skype and Cloud Storage Solution. See the school's Social Media Policy for further details. Staff are also expected to use only school equipment to take photographs and videos, having previously obtained the appropriate consent.

- x. Ensure personal hygiene and appearance is respectful of being employed in a school setting.

7. FURTHER GUIDANCE

If Headteachers require any general advice regarding the application of this guidance and guidance, please contact your HR provider.

8. GUIDANCE REVIEW

This guidance will be reviewed in accordance with any changes to statutory legislation and in consultation with the relevant recognised trade unions.

9. APPROVING BODY & DATE

LJNCC: 21st October 2020