



Code of Conduct for Staff

We aim to...

- Uphold the **Core Values** and actively promote the moral purpose and ethos that is unique to our school.
- Maintain good **attendance** and be **punctual** to meetings, staff training and whole school events.
- Take **personal responsibility** for looking after the whole school learning environment - ensuring tidiness and a professional appearance to visitors to the school.
- Follow **whole school policies** and **procedures** – regularly supporting others as required - to ensure the smooth running of the school.
- **Contribute** to extra-curricular events and the **wider life of the school**, such as attendance at PTFA events, Confederation activities or by accompanying educational visits.
- Demonstrate high levels of **mutual respect** and **professionalism** to all members of the school community, such as being polite, welcoming, and responding to enquiries promptly and professionally.
- Be **considerate** and **supportive** of other people's points of view and adopt a **proactive approach** to improving outcomes for all.
- Be **flexible** and **adaptable**, always giving prior warning, wherever possible, if there is a change of plan. Offer mutual support to each other to help solve problems along the way.
- Uphold the school's commitment to **inclusion** and **equal opportunities** for all.
- **Praise success**, show appreciation and give thanks at all levels, from all and to all members of the school community.
- **Communicate information effectively** – recognising that this is a two-way process and is as much about asking questions, as it is about being provided with information directly.
- Be **approachable** – helping, advising and supporting each other to share our expertise and improve professionally.
- Be **friendly** and **maintain a sense of humour** to help us in separating the professional from the personal.
- Exercise **confidentiality** at all times and follow agreed safeguarding policies and procedures.
- Be a **positive role model** at all times and actively promote the school in a positive light to the wider community.

Personal Conduct

The School expects all employees to promote and maintain high standards of personal conduct to sustain the good reputation of the school and the local authority.

- Employees must perform their duties to the highest possible standards, with honesty, integrity and impartiality and be accountable for their own actions.
- Employees have a duty of trust in relation to the school, the local authority, pupils, parents and the wider community.
- Employees are expected to treat others with respect, fairness and dignity at all times.
- Employees have a collective responsibility to communicate to the appropriate manager any relevant concerns they may have about the quality of provision, as this will help the leadership team to ensure that standards are achieved and areas for improvement identified.

In addition to this code of conduct, teachers are also expected to meet the standards outlined in the Teachers' Standards published by the Teaching Agency ('Personal and Professional Conduct').

Compliance with School Instructions

The School expects all employees to comply with lawful written and oral instruction unless to do so would result in a health and safety risk.

Disclosure of Information

All employees should develop a clear understanding about what information can be disclosed to the local authority, auditors, government departments, parents, pupils and the wider public, and what information should remain confidential. Any information made available should be provided in a clear and concise way. Employees should seek the advice of their line manager if they are at all unsure of the level of confidentiality which is required.

Employees should not use any information gained in the course of their employment for personal gain, or pass it on to others who might use it in such a way. Information concerning another person's personal affairs should not be divulged without prior approval, except where that disclosure is required or sanctioned by law.

Declaration of Personal Interests and Outside Commitments

Employees are responsible for ensuring that their private interests or beliefs do not conflict with their professional duties.

All employees should declare any non-financial or financial interest which might conflict with the ethos or work of the school or local authority.

Declarations should be made via the School Business Manager who should ensure that a written record is made in accordance with the school's procedure. Declarations must extend to acknowledging the involvement of a relative or partner of an employee in an organisation with which the school does business (or seeks to do business), particularly if they are directors, partners or hold senior managerial positions in those organisations.

Where employees are in any doubt about whether any personal relationships, interests, or outside commitments should be declared in particular circumstances, they should either declare the information in any case, or else seek further advice from the Bursar.

Appearance and Dress

All members of staff are expected to ensure that they are dressed appropriately and safely for the work they are engaged to undertake and for the environment in which they are working. All staff attending PE lessons must wear the appropriate PE kit, keep their hair tied back and remove jewellery.

Drugs and Alcohol

Employees must never arrive at work incapable through the effects of alcohol or drugs. Drinking alcohol or taking drugs (apart from appropriately prescribed medication or over-the-counter remedies) at work or during breaks is also strictly prohibited. The consumption of alcohol at staff events or meetings is subject to the authorisation of the Headteacher.

Working Relationships

Internal and external working relationships are formed on a daily basis with colleagues, pupils, parents and contractors. These should be conducted in a professional, friendly and respectful manner.

Political Neutrality

Employees should ensure that their own personal or political opinions do not interfere with any policy of the school or local authority.

Appointment of Staff

Employees should not be involved in a staffing appointment, or in any decision relating to the discipline, promotion or pay or conditions of another employee (or prospective employee) to whom they are related or have a close personal relationship.

Equality Issues

All employees and members of the local community have a right to be treated with fairness and equality. Employees must ensure that they comply at all times with the School's equality policy and other employment policies in relation to equality issues.

The bullying or harassment of other work colleagues, pupils or other members of the community is considered to be gross misconduct. Employees are expected to report any concerns or suspicions they may have about the treatment of others to their line manager or the Headteacher.

Equalities Objectives:

This statement sets out our commitment to equality and diversity at Shottermill Junior School. We want to promote an inclusive culture for the children, staff, parents, Governors and community that we serve and have published the following objectives that set out how we plan to ensure a fully inclusive working and learning environment for all:

Our equality objectives are to:

- **Provide all children with appropriate access to learning experiences at our school and not disadvantage any child from taking part on the grounds of their gender, ethnicity, background or culture, Special Educational Need or Disability, or any other discriminatory factor.**
- **Provide a secure and supportive environment that empowers people to challenge discrimination should they encounter it.**
- **Ensure that any person visiting or working within our school environment does not suffer discrimination.**
- **Ensure prospective employees are treated fairly and do not suffer any form of discrimination in line with fair recruitment purposes.**

- **Promote and celebrate diversity of children and adults who visit or work within our school and promote equality through our actions and communications.**
- **Provide systems of monitoring to facilitate continuous improvement, learning and sharing of existing good practice, as overseen by the Governing Body and Local Authority.**
- **Work with all stakeholders or other local schools to develop cohesive communities with shared values that encompass equal opportunities.**
- **Work towards the elimination of discrimination and harassment through upholding our Core Values of: *Respect, Trust, Love of Learning, Communication, Creativity and Excellence.***

Contractors and Competitive Tendering

Contractors may include individuals who are temporarily working alongside School staff, or employees of an external firm that has been awarded a contract to provide services. All contractors should be treated with courtesy and respect.

Any orders and contracts must be awarded by fair and open competition against other tenders. No special favour must be shown to current or recent former employees or associates in awarding contracts.

Employees must declare any relationship with a particular contractor, or any potential contractors, to the appropriate manager.

Employees should be clear on the separation of client and contractor roles. Senior employees who have both a client/contractor responsibility must be aware of the need for accountability and openness.

Employees privy to confidential information on tenders of costs relating to contractors should not disclose the information to any unauthorised party or organisation.

Use of the School's Materials, Property or Resources

Employees must ensure that public funds entrusted to them are used in a responsible and lawful manner. Employees should not make personal use of any School property, facilities, equipment, materials, vehicles or resources unless properly authorised to do so.

Hospitality and Acceptance of Gifts

All school staff and those working on behalf of the school are expected to refuse the offer of inappropriate and disproportionate hospitality and gifts made as part of the discharge of their duties unless there are compelling reasons or exceptional circumstances for doing so. The acceptance of gifts and hospitality must be treated with extreme caution and may be regarded as a breach of the code of conduct. The onus is on the individual to take responsibility for making informed judgements about any and all offers of gifts and hospitality made to them. As to what is "inappropriate and disproportionate", something like a small token to a teacher, a small bouquet of flowers sent in thanks or a small buffet lunch to facilitate networking, would not seem unreasonable whereas tickets to football matches or the opera have a value to them which could have the potential to be interpreted as recompense, inducement or endorsement.

Gifts or hospitality must not be accepted where it might be perceived to influence a decision in respect of purchasing goods or services, awarding contracts, or in the discharge of any other aspect of the School's day to day business. It is your responsibility to refuse such offers and to report any possible conflict of interest and any cases where you believe that the School may be compromised.

It is a criminal offence for employees or those working on behalf of the School to corruptly receive any gift, loan, fee, reward or advantage for doing, or not doing anything, or showing favour, or disfavour, to any person in their official capacity.

In no circumstances should a statement ever be made in return for a personal gift or money.

It is expressly prohibited for an employee to accept any gift or hospitality from an organisation if he/she is actively involved in a tender process with the organisation on behalf of the School. This prohibition commences at the point that an invitation to tender is published and extends to a period of three months after a contract has been awarded.

For reasons of probity and transparency, the principle of receipt of gifts or hospitality extends to the spouse, partner or immediate family of the employee.

If you have any doubt about such an offer of a gift or hospitality you are responsible for notifying and discussing this with your immediate manager.

Whistle Blowing

If an employee becomes aware of activities which he/she believes to be illegal, improper, unethical or otherwise inconsistent with this code of conduct, the employee should report the matter in accordance with the school's whistle blowing procedure. All employees are required to comply with any investigation undertaken as a result of such allegations being raised.

Safeguarding Children and Young People

All schools have a legal duty to safeguard and promote the welfare of pupils and all staff are expected to take responsibility for ensuring that young people are protected from harm and conduct themselves appropriately with due regard to professional boundaries. The school has a Child Protection policy which all employees are required to read and familiarise themselves with. All staff have a duty to report any concerns they may have about the safety or welfare of a pupil, initially to the school's Designated Safeguarding Lead (DSL).

Criminal Charges or Convictions

All employees must inform the Headteacher immediately if they are issued with any criminal conviction, caution, reprimand or final warning or are the subject of a police investigation during the course of their employment with the school. The Headteacher will discuss the matter with the employee in the context of the role they perform and the duty to safeguard young people.

Health and Safety

All employees have a shared duty to help prevent injuries or accidents occurring at work by complying with the school's health and safety policy and all instructions relating to safety and security procedures.

Secondary Employment

Employees are able to take up additional employment other than at the School provided the employment concerned does not constitute a conflict of interest or adversely affect their employment at the school.

Employees should, however, keep the school informed of other employment they undertake so that the school may ensure that the 48-hour weekly working time limit under the Working Time Regulations 1998 is adhered to. In the event that your combined working hours are likely to exceed this figure you will be asked to sign a working time 'opt out' agreement.

Employment Policies

The school has in place a range of employment policies. You should familiarise yourself with any policy the school has provided to you and ensure that you take account of any future policy changes communicated to you.