

# WENTWORTH CHURCH OF ENGLAND JUNIOR AND INFANT SCHOOL



## CODE OF CONDUCT SCHOOL POLICY

The following code of conduct has been adopted by Wentworth C of E Junior and Infant School by the Governing Body.

The code of conduct applies to all employees in the school. All school are entitled to demand a level of conduct from employees which is of the highest standards. In case of the teachers, it applies in conjunction with the Teacher Standards.

This code aims to establish the usual standard of conduct expected of all employees. Its principles will reflect Wentworth's C of E Junior and infant Schools core values.

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

The Code consists of:

1. General Principles
2. General Code of Conduct
  - Application of intent
  - Personal Interest
  - Gifts & responsibilities
  - General Confidentiality
  - Dealing with School money
  - Criminal Charges and Convictions
  - Intellectual Property and Copyright 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
  - Identity badges

- Disciplinary Rules

## 1. GENERAL PRINCIPLES

As an employee of the school you are expected to carry out your duties in accordance with the school's policies and procedures.

You are expected to uphold the following principles:

- **SELFLESSNESS** – your decisions must be taken in terms of the values and mission 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 own decisions and actions
- **OPENESS** – 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 and lead by example
- **CONDUCT** – you must avoid bringing the school into disrepute (i.e. through social media/Dojo/or other socially interactive media)
- **RESPECT** – you must treat all people with respect
- **RESPONSIBLE** – you must ensure the safety of our pupils and staff at all times

## **2. GENERAL CODE OF CONDUCT**

### **APPLICATION AND INTENT**

You will be expected to act in accordance with this code. The Code 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 well lead to disciplinary action.

### **PERSONAL INTEREST**

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.

You must:

- Not 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.
- Not prevent another person from gaining access to information to which that person is entitled to by law.
- Ensure that your relationships with pupils, parents, Governors, staff and any other people with whom you come into contact with in the course of your duties are professional at all times.

### **GIFTS AND HOSPITALITY**

The School seeks to maintain the highest standards of conduct and probity in its business.

The acceptance of gifts and/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 seek to do business of any kind with the school which maintains the school or to have an interest in its decisions.

If you are ever in any doubt you should seek guidance from the head teacher/Deputy before accepting any gifts or hospitality offered.

### **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 to your own advantage and gain.
- Use Social media as this could result in disciplinary action (please refer to Social media policy)
- Ensure any information shared with parents is on a need to know basis. If in any doubt seek advice of the SLT
- Never under any circumstance accept a friend request from either a pupil or parent via social media (Refer to Social Media policy)

You must:

- Work within the requirements of the Data Protection Act 1998 and the freedom of Information Act 2000
- 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 and proposals, with the object of generating adverse publicity e.g. to the press, interest groups or parents.
- Sharing staffing structure or changes to staffing to other stake holders without the head teachers/deputy's agreed consent.
- Sharing information from staff meetings with parents or external stakeholders without the Head Teacher's consent
- Sharing information from other schools and settings that has been shared through partnership agreements
- Sharing information with former colleagues who are no longer employed by the school
- failing to recognise that the professional guide lines that are used at school must be followed at all times and not just during the school day

## **DEALING WITH SCHOOL MONEY**

You must:

- 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 school's financial regulations and principles

## **CRIMINAL CHARGES**

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 a criminal offence or if convicted of any criminal offence, this includes cautions.
- If charged with an offence, advise the head teacher as your employer immediately after you have been charged (i.e. next working day)
- Ensure you have signed the Childcare Declaration form failing to do so could lead to disciplinary proceedings.

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 Head teacher in either cause will constitute grounds of disciplinary.

## **INTELLECTUAL PROPERTY AND COPYRIGHTS**

All intellectual property rights (that is the design rights and the rights 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:

- Publish any material which comments on the activities, policies of the school without firstly having permission from the SLT.
- 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 Head Teacher or Deputy.

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 other places where you work during your contracted hours 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 at work, however you must not allow 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

The school aims to ensure that everyone who comes into contact with it 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.

## **EMPLOYMENT MATTERS**

If you are involved in making appointments you must:

- Ensure that 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 of work with him/her

## **DISCRIMINATION, HARRASSMENT AND VICTIMISATION**

You must treat all other employees, pupils, parents and people with whom you come into contact with courtesy and respect. You must not make any remarks or gestures relating to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity/paternity, race, religion or belief, sex and sexual orientation which may cause offence.

You must always deal with fellow colleagues with calmness and courtesy. You must recognise the need to speak to people in the correct tone and manner and at the appropriate moment and place (You should never speak in an unprofessional manner with a parent/ volunteer present)

Any complaint of discrimination, harassment, or victimisation or complaints made on the grounds of any of the protected characteristics listed above will be taken very seriously and will be subject of a thorough investigation

## **FITNESS FOR WORK**

The school accepts that alcohol is legally and freely available. 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 schools image and reputation
- Not consume or be under any influence of alcohol , use of illicit drugs or other illegal substances 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.

- If taking medication you must seek the advice of your doctor to ensure that such medication does not impede your ability to do your job
- Inform your head teacher of any situations where a risk may arise because of this.
- Risk Assessments should be carried out in the above situation

## **HEALTH AND SAFETY**

You have a duty of care to take care of yourself and to cooperate with what is expected of you. Any action that puts others/yourself at risk will be taken very seriously and may result in disciplinary action.

## **ATTENDANCE**

It is expected that you are available for work during your contracted hours. Please refer to the staff handbook for further clarification. You should arrive to work at least 5 minutes before you are due to start. You must always record your attendance in accordance with school policy.

## **SMOKING**

The school is a non – smoking organisation

You are not permitted to smoke in any part of the school.

## **MOBILE PHONES**

A code of conduct is promoted with the aim of creating a cooperative working environment. Where all staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment.

It is therefore ensured that all staff have a clear understanding of what

- constitutes misuse
- know how to minimise risk
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations
- understand the need for professional boundaries and clear guidance regarding acceptable use
- are responsible for self – moderation of their own behaviours

Personal Mobile Phones:

- Employees are not permitted to make/receive calls/texts/during working hours where children are present
- Staff should ensure that their mobiles are on silent mode at all times whilst in classrooms.
- Staff are not permitted to use recording equipment on their mobile phones or pictures of children

## **IDENTITY BADGES**

Employees are issued with photographic identity badges and should wear them at all times. This is also important if you visit other establishments/schools

## **DISCIPLINARY RULES**

The school has a disciplinary procedure. See separate LA Policy.

The disciplinary procedure 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 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 for leaders and employees 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.

## **CONTRACT OF EMPLOYMENT**

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

It is essential that each staff member reads their job descriptions carefully and fully appreciates the relevance of this with regards to their contract of employment. This will ensure that there is no confusion about job roles and the leadership structure within the school e.g A TAs primary role is to support learning in the classroom, SLT members must be aware of their leadership responsibilities to others etc.

## **VISITORS**

Everyone has a responsibility to keep our children safe. All visitors must be asked to sign in and wear the visitor passes **at all times**. All employees have a duty of care to ensure this always happens and if necessary they need to challenge visitors in a firm but polite manner.

Staff must ensure that the main entrance is secure at all times. A professional approach and manner is essential when dealing with all visitors to school.

**Policy Agreed by:** Governing Body

**Effective Date 2014**

This policy was reviewed December 2016. Next review, December 2018.