**Enterprise Learning Alliance**



**Code of Conduct for School Staff**

**STAFF CODE OF CONDUCT**

**Introduction**

All employees have personal and legal responsibilities, including; treating others with dignity and respect; acting honestly, using public funds and school equipment appropriately, adhering to health and safety guidelines and practising equal opportunities at all times. These expectations are set out below and should be fully observed by **all** staff, including the Headteacher and Senior Management Team.

This document is not a prescriptive guide to what employees should and should not do. It highlights the principal areas where employees need to be aware of their responsibilities when working in the school and is a framework for behaviour. Staff should ensure they are familiar with the specific policies that underpin these behaviours through reference to the documents highlighted in the “Required Reading” throughout the Code. If these documents are not supplied at induction, the member of staff should ask the school for copies.

The Code of Conduct forms part of an employee’s contract. Failure to comply with it and with the associated school policies may result in disciplinary action being taken and the school reserves the right to take legal action against employees where breaches of the Code warrant such action.

**Professional behaviour and conduct**

Employees must not misuse or misrepresent their position, qualifications or experience or bring the reputation of the school into disrepute. Such behaviour may lead to disciplinary action.

**Treating other people with dignity and respect**

All employees are expected to treat other colleagues, students and external contacts, such as parents/carers with dignity and respect.

Staff are required to comply with the school’s equality policies scheme in respect of colleagues, students and other contacts such as parents/carers. Unacceptable behaviour such as discrimination, bullying, harassment or intimidation will not be tolerated. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, pupils and parents.

**Appropriate relationships with children**

All staff are expected to act in an open and transparent way that would not lead any reasonable person to suspect their actions or intent. Staff are in a position of trust and have a duty to protect young people from discrimination and harm and to maintain appropriate professional boundaries. It is equally important for staff to avoid behaviour that might be misinterpreted by others in order to protect both young people and themselves. Staff are required to read and understand school policies on child protection.

**Criminal actions**

School employees must inform the immediately if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution. The Headteacher or Board of Trustees will discuss this with the employee in the context of their role and responsibilities in order to help safeguard children and other employees at the school.

**Appropriate Dress**

All members of staff are expected to take a sensible and safe approach to dress and appearance, cleanliness and personal hygiene. Staff are expected to dress smart on all occasions apart from when delivering a vocational or physical activity. On these occasions staff must dress appropriately to reflect the activity they are delivering.

As part of safeguarding for staff and pupils it is important that staff wear clothing which is:

* is not likely to be viewed as offensive, revealing or sexually provocative,
* does not distract, cause embarrassment or give rise to misunderstanding
* is absent from any political or otherwise contentious slogans
* is not discriminatory

The following items are not acceptable:

* See through garments. Please be particularly aware during summer months when items are thinner
* Low cut tops
* Crop tops (i.e. any midriff showing).
* Underwear being revealed

The requirements of particular faiths to wear specific types of clothing or to dress modestly will be respected so long as the item of clothing does not pose a hazard to the health and safety of employees or contravene any reasonable and legitimate requirements of the school.

The Headteacher has the final say on whether clothing and appearance is appropriate. Any member of staff not conforming with the policy will be requested not to wear that item of clothing again or will be asked to change. If frequent non-compliance occurs it will be dealt with through the disciplinary policy.

**Tattoos**

Anyone who has a visible tattoo, which cannot be hidden, and could be construed as being offensive to any religion or belief, or is in any way discriminatory, violent or intimidating, will compromise their employment at the School

**Declaration of interests**

Staff are required to declare this where the group or organisation to which they belong would be considered to be in conflict with the ethos of the school. Membership of a trade union or staff representative group would not need to be declared.

Employees should also consider carefully whether they need to declare to the school their relationship with any individual(s) where this might cause a conflict with school activities. For example, a relationship with a trustee, another staff member or a contractor who provides services to the school.

**Probity of records and other documents**

The deliberate falsification of documents is not acceptable. Where an employee falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

**Use of school premises and equipment**

School equipment and premises are available only for school-related activities and should not be used for excessive or regular personal use, unless authorised in advance by the Headteacher.

This includes photocopy facilities, stationary, telephones and computers and premises. Any school equipment that is used outside of school premises, for example laptops, should be returned to the school when the employee leaves employment or upon request by the Headteacher.

**Health and Safety**

Staff must adhere to the school’s Health and Safety policy, procedure and guidance and must ensure that they take every action to keep themselves and everyone in the school environment safe and well.

This includes taking immediate safety action in a potentially harmful situation (either at school or off-site) by complying with statutory and school guidelines and collaborating with colleagues and agencies.

**Use of alcohol and illegal drugs**

The taking of illegal drugs during working hours is unacceptable and will not be tolerated. All employees are expected to attend work without being under the influence of alcohol or illegal drugs and without their performance being adversely impacted by the consumption of alcohol or illegal drugs.

If alcohol or drug usage impacts on an employee’s working life, the school has the right to discuss the matter with the employee and take appropriate action, having considered factors such as the school’s reputation and public confidence.

**Use of communication systems**

The school has the right to monitor emails, phone-calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems by employees.

Staff should be aware that the school has a right to access employees’ personal email and computer files if required for investigation of misuse.

It is recommended that employees do not use school systems (phone, email, and computers) for personal use. Inappropriate usage, may result in disciplinary action for the employee and in serious cases could lead to an employee’s dismissal and the involvement of the police.

Inappropriate use of email and internet systems also includes viewing, publication or circulation of illegal or offensive material, viewing, publication or circulation of junk mail, including chain letters, jokes or large attachments, gambling, gaming; these will be treated as disciplinary matters. Staff should read and sign the Staff Acceptable Use of ICT policy.

Passwords should not be shared and access to computer systems must be kept confidential. Breach of this confidentiality may be subject to disciplinary action.

Staff who receive inappropriate communications should inform the Headteacher immediately.

**Confidentiality**

All staff at the school and the Board of Trustees come into contact with a significant amount of data and information in relation to pupils, staff, school activities and many other matters. Confidentiality is paramount and any breaches will be investigated and may be subject to disciplinary action.

**Data**

Under the Data Protection Act, staff are required to collect, maintain and dispose of sensitive or personal data in a responsible manner.

Staff should not disclose sensitive information about the school or its employees to other parties, for example, parents, colleagues or social media. There are particular exceptions to this; for example disclosure of suspected or alleged abuse of a pupil to Child Protection officers; discussion with a person accompanying or representing an employee in a formal meeting or disclosure under the Whistle blowing procedure. All communication with the media must be directed through the Headteacher.

There are circumstances in which staff are obliged to release pupil data, for example, parents seeking information about pupil progress or other colleagues in the school.

Staff should be aware that, from time to time, information about employees’ salaries is matched with other public sector information (for example housing benefits) in order to prevent fraudulent claims.

Everyone has the right to request access to data that is held about them and such requests should be made to the Headteacher.

**Copyright**

Copyright legislation should be is displayed next to the photocopier and employees are required to adhere to the guidance provided about use of educational resources.

**Required Reading**

The Safeguarding policy

The Health and Safety Policy

The Child Protection Policy

Any related guidance and policies provided by the school e.g. e-safety; behaviour policy, anti-bullying policy etc

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| Name: Role: |
| I have read, accept and agree to abide by the staff code of conduct  Signature: Date: |