



# **Westlands First School Staff Code of Conduct**

**September 2024**

## Index

SECTION 1 .....	1
INTRODUCTION.....	1
EQUALITY AND DIVERSITY.....	1
SECTION 2 – WORKING IN WESTLANDS FIRST SCHOOL .....	2
SAFEGUARDING and DISCLOSURE AND BARRING SERVICE.....	2
WHAT TO DO IF YOU ARE SICK.....	2
WORKING TIME AND HOLIDAYS.....	4
RESIGNATION.....	5
LEAVE OF ABSENCE – ALL STAFF .....	5
TRAVEL AND SUBSISTENCE .....	5
TRADE UNIONS .....	5
CONCERNS / GRIEVANCES.....	5
OTHER POLICIES AND PROCEDURES .....	6
PENSIONS .....	6
USEFUL SOURCES OF INFORMATION .....	6
SECTION 3 - CODE OF CONDUCT.....	7

## SECTION 1

### INTRODUCTION

Welcome to your new post working at Westlands First School & Nursery.

This guidance together with your statement of employment particulars and letter of appointment should provide you with most of the information you need relating to your employment; however please feel free to contact Rachel Roberts if you have any questions about your terms and conditions.

Your terms and conditions of employment are in accordance with the school's Pay Policy, which is available from our intranet.

**This document is to be read in conjunction with the Staff Handbook and other policies and procedures in existence, which can be found on our intranet.**

### EQUALITY AND DIVERSITY

This school is committed to preventing and eliminating all forms of unjustifiable and unlawful discrimination, both as an employer and a provider of education, pursuing equality of opportunity for all. We undertake to ensure that everyone has fair access to employment with us and will take all possible steps to help our staff implement this commitment.

Every employee has a right to be treated with respect and dignity and if at any time you feel that you have been treated unfairly or harassed you should speak to your Line Manager or the Headteacher.

**Serious offences such as harassment will be treated as misconduct or gross misconduct.**

## SECTION 2 – WORKING IN WESTLANDS FIRST SCHOOL & NURSERY

### SAFEGUARDING and DISCLOSURE AND BARRING SERVICE

#### Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people and all staff are expected to share this commitment. You must familiarise yourself with all school procedures relating to safeguarding and child protection. Please speak to Rachel Roberts the DSL, or Paula Nicol the Deputy DSL for further information.

Schools play an important part in the prevention of abuse and neglect, through their own policies and procedures for safeguarding children, creating and maintaining a safe environment, and through the curriculum. They promote resilience in children by helping them to stay safe from harm and encouraging them to talk to someone if they have worries or concerns. Staff members play a crucial role in this process in noticing indications of abuse or neglect and in reporting concerns to Children's Services Social Care. But in rare circumstances staff in schools have been found to be responsible for child abuse. Given their daily contact with children in a variety of situations, staff are also vulnerable to accusations of abuse, leading to allegations from children, parents or other staff members. As part of your induction you will be given the leaflet 'Safer Working Practice' to read. You are also directed to read the following document which is in two parts which refer directly to such to such allegations and how to both keep yourself safe and how any allegations should be dealt with:

Managing Allegations Against Adults who Work with Schools

This document is found on the school shared area (intranet).

#### Disclosure and Barring Check

All staff in school must have obtained a full Disclosure and Barring Check before taking up their post. Any convictions, cautions or other information on the disclosure will have been fully risk assessed and employees with convictions or cautions will only be permitted to take up post with the express authority of the Head of School.

You must immediately inform the Headteacher if, during the course of your employment, you are subject to any allegations of a criminal nature, any criminal proceedings or convictions or cautions in order that this risk assessment can be undertaken. Not all convictions will automatically exclude you from continuing in your role, however, failure to notify the Head of any such occurrences may be viewed as a serious breach of conduct and be subject to disciplinary action, including dismissal.

### WHAT TO DO IF YOU ARE SICK

#### Notification of Sickness Absence

It is the expectation that in the instance of ill health, **you personally** make a phone call to inform the Headteacher, Rachel Roberts by 7 am in the morning. This must be by telephone, **not text**, of your absence from work as soon as possible, the reason for it and the likely duration. If your absence is for more than one day, **you should contact school daily by 3 pm** stating if you are fit to return to work the next day, unless you have a medical note which indicates when you will

return. Teaching Assistants should contact the SENCo, Sue Edwards . Dinner supervisors and kitchen staff working only over the dinner hour, should notify the Business Manager, Rachel Thornton by 9am, rather than 7am.

When you return to work, following an absence, you will need to complete a sickness record form (self-certification). If you are absent for eight days or more you must provide a medical certificate from your GP to cover all periods of absence thereafter. The doctor will either state that you are **not fit for work** or they can state that you **may be fit for work** taking into account advice on the note, such as amended duties, altered hours, workplace adaptations, etc.

### **On Return to Work**

You must ensure that you have made the Headteacher aware that you have returned to work following any period of sickness. On your return to work, you should collect and complete a sickness record form from the office, once completed this must be handed in person to your line manager as part of our sickness monitoring. It is our practice for the line manager/and or Headteacher to meet with colleagues returning to work and to complete a sickness record form. Sickness is closely monitored by the Headteacher and where a member of staff's sickness record is causing concern, Human Resources (HR) will be contacted in order to improve attendance.

### **Sickness Allowances**

Subject to the provisions of your conditions of service, you will be entitled to receive contractual sick pay on the following basis:

#### **Teaching Staff – in accordance with the Burgundy Book (national arrangements)**

- |                                 |  |
|---------------------------------|--|
| During 1st year of service      | - full pay for 25 working days and, after completing four months' service, half pay for 50 working days; |
| During 2nd year of service      | - full pay for 50 working days and half pay for 50 working days;   |
| During 3rd year of service      | - full pay for 75 working days and half pay for 75 working days;   |
| During 4th and successive years | - full pay for 100 working days and half pay for 100 working days.                                       |

#### **Support Staff - in accordance with the Green Book (national arrangements)**

- |                                    |   |
|------------------------------------|---|
| During 1st year of service         | - full pay for one month and, after completing four months' service, half pay for two months; |
| During 2nd year of service         | - full pay for two months and half pay for two months;  |
| During 3rd year of service         | - full pay for four months and half pay for four months;                                      |
| During 4th and 5th year of service | - full pay for five months and half pay for five months.                                      |
| After 5 years' service             | - full pay for six months and half pay for six months.  |

If you are not entitled to sick pay as described above, or if you are sick for a long period and your entitlement runs out, you will be informed of this at the time.

If you are absent due to illness, the school has a right to seek further medical information, either through your medical practitioner or through referral to an Occupational Health practitioner, who may ask you to undergo a medical examination and may refuse to allow you to return to work without a satisfactory result of such a referral.

## **WORKING TIME AND HOLIDAYS**

### **Teachers**

Your working time is in accordance with the School Teachers' Pay and Conditions Document, and as directed by the Headteacher.

**There is a contractual expectation that you may not take holiday during term-time. No holiday may be taken without prior written permission from the Chair of Governors and this will only be granted in exceptional circumstances.**

### **Support Staff working term-time only**

Your working time will be in accordance with your Contract of Employment and as directed by the Headteacher or Line Manager. (Your salary includes an element of holiday pay pro rata to the annual leave entitlement of a full-time, full year employee.)

There is a contractual expectation that you may not take holiday during term-time. No holiday may be taken without prior written permission from the Chair of Governors.

### **Support Staff working 52 weeks**

Your working time will be in accordance with your Statement of Employment Particulars, and as directed by your Headteacher or Line Manager.

Your annual leave entitlement is 25 days. An additional 5 days annual leave is granted after 5 years of service.

Part-time employees receive a pro-rata leave entitlement.

Requests for leave must be made to the Headteacher or Business Manager as applicable as far in advance as possible. You are required to take your annual leave during school holiday periods, and this needs to be managed with other staff working in the same department so that the school is not left unattended. Reasonable requests will usually be agreed but you must remember that you may be restricted if you seek leave at particularly popular times or when there is a high level of work.

The annual leave year runs from 1st April to 31st March. Your annual leave should be taken in the leave year to which it applies. Payments in lieu of leave not taken are not made.

## **RESIGNATION**

If you wish to resign from your post you must give the following minimum notice in writing to your Headteacher:

### **Teachers – in accordance with the Burgundy Book:**

To leave at the end of the Autumn term resignation must be received by 31st October

To leave at the end of the Spring term resignation must be received by end of the half term.

To leave at the end of the Summer term resignation must be received by 31st May.

### **Support Staff – in accordance with your individual contract of employment**

To leave at any time in the academic year, unless your individual contract states otherwise you are required to give a minimum of one month's notice. For salary grades SO1/2 - two months, PO1 and above – three months.

## **LEAVE OF ABSENCE – ALL STAFF**

You may from time to time need to ask the Headteacher for paid or unpaid leave of absence. There are arrangements covering time off for such things as jury service, maternity and paternity leave, etc.

## **TRAVEL AND SUBSISTENCE**

You may be entitled to travelling and subsistence expenses related to approved journeys. Details are available from the Business Manager.

## **TRADE UNIONS**

You have the right to be a member of any Trade Union or none if you wish. The unions currently recognised by the Academy are:

### **Teaching:**

Association of Teachers and Lecturers (ATL)

National Association of Headteachers (NAHT)

National Association of Schoolmasters Union of Women Teachers (NASUWT)

National Union of Teachers (NUT)

VOICE

The Association of School and College Leaders (ASCL)

### **Support Staff:**

Unison

GMB

## **CONCERNS / GRIEVANCES**

If you have any issues about your employment which are causing you concern, you are advised to raise these directly with your Line Manager or Headteacher in the first instance.

## **OTHER POLICIES AND PROCEDURES**

Policies and procedures relating to your employment including: Managing Sickness Absence, Grievance and Harassment, Disciplinary, Confidential Reporting (Whistleblowing), Capability, Appraisal, Redundancies, Retirement, etc. are available on request from the Headteacher.

## **PENSIONS**

If you require information about your pension including contribution rates, benefit estimates or scheme details please contact the following:

### **Teachers:**

In the first instance you can contact Human Resources Records, Employment Contracts and Administration at Worcestershire County Council on 01905 766110. You can also contact Teachers' Pensions on 0845 6066166 or access their website at [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk).

### **Support Staff:**

The Local Government Pension Scheme for this Academy is administered by Worcestershire County Council at County Hall. The Pensions Section can be contacted by telephoning the main County Hall switchboard on 01905 763763. General information about the Local Government Pension Scheme can be found on the website at [www.lgps.org.uk](http://www.lgps.org.uk).

## **USEFUL SOURCES OF INFORMATION**

Our Human Resources advice is provided by Worcestershire County Council Children's Services Human Resources. The Duty Adviser number for all queries relating to employment is 01905 766188.

If you are a member of a Trade Union you can also contact your school or local representative for advice on employment matters.

**Table of Contents**

<b>Paragraph number</b>	<b>Title</b>	<b>Page number</b>
1	Introduction	9
2	Guiding principles	9
3	Personal interests	10
4	Private work	10
5	Expressing concern about irregularities and tackling malpractice	11
6	Copyright	11
7	Confidentiality	11
8	Contact with the media	12
9	Information Technology and Data Protection	12
10	Gifts, inducements, hospitality and sponsorship	13
11	Use of council resources and equipment	14
12	Overseas travel on official business	14
13	Equality issues	14
14	Standards of appearance	14
15	Relatives and close personal relationships within the workplace	14
16	Smoke free environment	15
17	Drugs and alcohol	15
18	Health and Safety	15
19	Criminal charges, cautions and convictions	15
20	Specific standards for staff with responsibility for expenditure	15
21	Conduct and performance	17
	Notes 1 and 2	19

## **1.0 Introduction**

- 1.1 This Code describes the standards of conduct and behaviour expected from our staff and any staff seconded or engaged from other organisations to undertake work in this school. It also highlights some types of behaviour or conduct which might be considered incompatible with being an employee here. It is intended to help you by describing the standards expected of you and has been approved by the Governors. Please take time to read it and ensure your conduct meets these requirements. If you are at all uncertain about what is expected please seek further clarification from your Line Manager or the Headteacher so that you do not unwittingly contravene this Code or otherwise act against the school's interests.
- 1.2 Contravening or failing to act within the spirit of the Code, or behaving in a manner which could bring the good name of the school into disrepute, whether or not within the workplace or working time, might be seen as a breach of discipline and could lead to action being taken against you under the appropriate procedure.
- 1.3 While workers who are not employees of this school are expected to comply with the spirit of the Code, any action that may be taken in response to a breach will depend on the precise nature of their working relationship with this school.
- 1.4 This code relates to all staff working for Westlands First School. Teachers must be aware that there are also published *Teachers' Standards* (DfE 2013) and are advised to familiarise themselves with the requirements of these.

## **2.0 Guiding principles**

- 2.1 As an employee of this school, you should put the well-being, development and progress of children and young people first. You should recognise that you are in a position to influence children and young people through your slightest actions, comments or behaviour.
- 2.2 To the public you are a representative of the school. You are expected to maintain the highest standards of professional competence, knowledge, integrity, confidentiality, financial propriety and personal conduct. Contact with all members of the community, including parents and outside visitors, should be courteous, efficient and impartial to all groups and individuals. You must also familiarise yourself with, and adhere to other policies in place for the school or in your particular role and you should comply with all reasonable requirements or instructions from the Headteacher.
- 2.3 It is not appropriate for you when working within your role as an employee to oppose the stated aims and policies of the school or to undermine the performance of its duties and responsibilities. It is important for all employees to present a unified image to the public.
- 2.4 You should ensure that your relationships with your fellow employees and with pupils are always conducted in a professional and courteous manner; you should not censure other colleagues or criticise their work in the hearing of a pupil or parent/carer.

2.5 It is not acceptable for you to publicly criticise or blame management, colleagues or the school through any medium including internet 'blogs', websites or social networking tools such as Facebook or Twitter and you must be aware that the laws governing defamation, breach of copyright, etc. apply equally to 'blogging' as to other forms of communications. Offensive, defamatory, discriminatory or otherwise inappropriate comments will not be tolerated and may constitute a disciplinary and/or criminal offence, as could the disclosure/publication of any confidential or personal information about the school, its staff, pupils or other members of the community.

2.6 Any disagreement involving the interpretation or application of the Code as it applies to you should be discussed with the Headteacher or your Line Manager in the first instance. However, if you feel the Code is being applied unreasonably you may be able to seek redress through the Grievance Procedure.

### **3.0 Personal interests**

*(see also Notes 1 and 2 below)*

3.1 The interests of the school or the way you do your job must not be influenced by personal interests or those of relatives, friends or membership of external organisations or societies. There should be no grounds for suspicion that you are using your position with or knowledge of the school for personal gain or that you could be influenced by improper motives. If you belong to outside organisations, including voluntary organisations, there must be no conflict with your job or other school interests. You should advise the Headteacher in writing about anything which could give this impression.

3.2 For staff who have responsibility for placing orders and school expenditure, please see more detailed guidance in Section 20.

### **4.0 Private work**

4.1 School premises, equipment, working time or other resources must not be used to undertake private work.

4.2 The school needs to be aware if its employees undertake private work or voluntary activities in their own time to ensure that there is no conflict of interests with the school and to meet its obligations under Health and Safety legislation. Therefore, to protect yourself and the school from potential criticism you should not put yourself in a position where there is an actual or perceived conflict of interests. You should be aware that outside work or activity, whether or not you receive payment, could reduce your ability to safely and effectively carry out your employment with the school, e.g. through tiredness, and would be considered unacceptable.

4.3 You must advise your line manager before engaging in any other work especially if it could reasonably be seen to conflict with your employment with the school or lead to misunderstanding or criticism.

4.4 You must not undertake private work for any individual, organisation, department or establishment which otherwise would be undertaken as part of your normal duties. Any charge raised as a result of undertaking work within another school or other establishment should be paid to the school.

4.5 You must not undertake private work when on sick leave without the express knowledge and prior written approval of the Headteacher and subject to appropriate medical advice.

4.6 You must not undertake private work for any school or establishment during a period of paid leave or suspension.

## **5.0 Expressing concern about irregularities and tackling malpractice**

5.1 If you feel there is something seriously wrong at work please tell an appropriate person (*see paragraph 5.3*) as a 'voice of concern'. It might be, for example, the conduct of another employee, the way a contractor is behaving, a work practice, something that is endangering the safety of pupils or staff. You might be the first to notice it and your intervention could stop things getting worse.

5.2 No matter how reticent you may feel, you should raise any serious concern - e.g. a suspicion of fraud or corruption or reasonable belief that a child or adult's health, safety or well-being are in danger - with the Headteacher so that potentially serious problems or malpractice can be addressed without undue delay. If this is not appropriate, then you should contact the Chair of Governors. If you feel you cannot talk to them, contact the Human Resources Department the school uses for support. If you do raise a genuine concern in good faith all reasonable steps will be taken to respect your confidence and protect you from possible reprisals (*see Confidential Reporting (Whistleblowing) Policy*).

5.3 The school takes this issue very seriously and will investigate and address any problems genuinely raised. However, any frivolous, malicious or mischievous use of the Confidential Reporting Policy will be treated as a serious disciplinary matter.

## **6.0 Copyright**

6.1 You should be aware that 'intellectual property' such as software, ideas, documents, etc. created during your employment belongs to the school. All files, materials, the media upon which they are located and all software programmes or packages which are utilised or developed solely for or in connection with your job remain the property of the school.

## **7.0 Confidentiality**

7.1 You may sometimes acquire information at work which has not been made public or is confidential. Examples include information about a pupil or family, a colleague, information on tenders or costs, the proceedings of confidential meetings.

7.2 You must ensure that sensitive and/or confidential information is properly secured and safeguarded at all times especially if being transported in paper or electronic formats. Particular care must be taken with information stored on portable electronic media such as laptops and memory devices which are often targeted for theft due to their high intrinsic value. Do not leave any such items unattended in your car.

- 7.3 Confidential Information which comes into your possession must not be used for personal benefit or divulged to other parties except in the proper course of duty, for example to other professionals working with the same child. If you have any doubt whether or not disclosure is appropriate, you must check with the Headteacher or Line Manager before releasing confidential information.
- 7.4 Some information can be extremely valuable in business and commerce and its publication loss or misuse could seriously disadvantage the Academy and its employees. Therefore, it is important that you do not, deliberately or inadvertently, pass on information, including software, during or after your employment with the school, to anyone who has no right to receive it. You must not discuss, disclose, publicise or use such information for your own or anyone else's personal interest or advantage.
- 7.5 You must decline any approaches or offers made asking for information which could be detrimental to, or help others to gain a contract, grant or any other advantage from the Academy and/or its employees, e.g. a potential contractor could offer a financial reward for information leading to the award of a major contract. Approaches or offers of this kind must be declared to the Headteacher without delay.
- 7.6 You must not criticise the school, its policies or staff in open media such as internet 'blogs', websites, social networking sites, etc. where it may be seen by parents, children or others in the community.

## **8.0 Contact with the media**

- 8.1 Unless you are properly authorised to speak with, write or give interviews to the media you should refer any enquiries from the media on work related matters to the Headteacher.

## **9.0 Information Technology and Data Protection**

- 9.1 Everyone using computing equipment has a duty of care to use it according to prescribed arrangements, e.g. to avoid introducing computer viruses, to comply with the Data Protection Act, and to safeguard and ensure the security of information.
- 9.2 You must familiarise yourself with the school's ICT policies, including use of the internet. In particular, all use of the internet and email facilities must be authorised, legal, appropriate and in accordance with the provisions of the school's policies. Personal use of any facilities – including laptops – must be authorised and only undertaken at times deemed appropriate by the Headteacher.

**Users shall not use the internet or email for the following:**

- **to knowingly break the law**
- **to fail to comply with existing school policy**
- **to compromise the integrity of any network of system**
- **to access, display or transmit any kind of sexually explicit material or any offensive or discriminatory material of any kind**
- **to make unauthorised contact with outside bodies**
- **to download software or play games**
- **to bet or gamble**
- **to disclose private or confidential information.**

**Failure to comply with the policies in force or any unauthorised use of such facilities will be dealt with in accordance with relevant disciplinary procedure.**

**Employees should also take account of policies on cyber bullying.**

9.3 Employees should also be aware when they are using personal IT equipment for undertaking school related business that the same rules apply. Please refer to the e safety policy on the intranet for a copy of the full policy on appropriate use of IT.

#### **10.0 Gifts, inducements, hospitality and sponsorship**

*(see also Notes 1 and 2 below)*

10.1 You must not accept any commission, discount, allowance, direct or indirect profit, inducement, payment, perk or benefit in connection with any professional work undertaken, other than any fee recoverable on behalf of the school.

10.2 Minor gifts and hospitality are sometimes part of the normal courtesies of life: the parent of a pupil may offer a modest gift, especially at Christmas or as a token of appreciation, and in an office situation simple items such as diaries and calendars are often distributed as advertising matter. As a guideline, any gift or hospitality with a value of £25.00 or more is highly unlikely to be viewed as a 'token'. With the exception of these 'tokens' and any special schemes (e.g. travel or discount schemes) arranged by the school, all gifts, vouchers, fees, special discounts, rewards or preferential treatment must be refused. In situations where refusal is difficult or might offend you must inform the Headteacher or your Line Manager who will decide on the appropriate action.

10.3 Where an outside organisation wishes to sponsor any activity or make a donation to the school, the basic principles relating to personal interests and the acceptance of gifts or hospitality apply.

## **11.0 Use of council resources and equipment**

- 11.1 Facilities, equipment, vehicles, materials and other resources provided by the school for use in your work must not be used for any other purpose without permission or appropriate payment, e.g. photocopying, private telephone calls. Mobile telephones are provided exclusively for business use and must not be used to make private calls. In this context a call 'home' to advise that you have been unavoidably delayed because of work would not be considered a private call.

## **12.0 Overseas travel on official business**

- 12.1 Any proposal to travel overseas on official business must be approved by the Governing Body before the travel takes place.

## **13.0 Equality issues**

- 13.1 All members of the community, including pupils, families and other employees have a right to be treated fairly and with dignity. You must make yourself aware of and comply with the Academy's Equality and Diversity Policies and procedures.

## **14.0 Standards of appearance**

- 14.1 The school does have a few particular dress standards (*see Staff Handbook*) besides these, at all times staff are expected to present a reasonable and professional appearance and dress appropriately to the circumstances within their working environment, bearing in mind that you are working with children and young people. Dress should not be offensive, revealing or display political or other contentious slogans. Where uniform or protective clothing is issued it must be worn as required when at work or representing the school. When wearing uniform or other items which identify you as an employee of the school you must maintain appropriate standards of conduct whether or not on duty, e.g. when travelling to and from work.

## **15.0 Relatives and close personal relationships within the workplace**

- 15.1 In order to avoid any possible accusation of bias you should endeavour not be directly involved in the appointment, promotion, discipline or other employment decision relating to another employee to whom you are related or with whom you have a close personal relationship. If a situation arises in which you feel you may be in such a position, please seek the advice of the Headteacher or your Line Manager in the first instance.
- 15.2 If you work in close proximity with other employees or pupils to whom you are related or have a close personal connection you must maintain a strictly professional relationship at work. You should also be aware that if any relationship leads to disruption in the workplace, unacceptable conduct or performance or situations involving undue favouritism or detriment, action will be taken under the appropriate procedure which could lead to you being redeployed or your contract terminated.

## **16.0 Smoke free environment**

16.1 All school buildings, workplaces and vehicles are smoke free areas. Since July 2007, it has been against the law to smoke in workplaces; failure to comply is now a criminal offence.

## **17.0 Drugs and alcohol**

17.1 Employees must not take drugs, alcohol or any other substance before work, during a break or at lunch time that is capable of causing their behaviour, judgement or performance at work to be affected. This is particularly important for employees who drive, operate machinery, have responsibility for children or vulnerable adults and who come into contact with members of the public and/or visitors. (N.B. It is equally inappropriate for those working in close proximity to children and vulnerable adults to have alcohol on their breath even though this may not amount to drunkenness.)

## **18.0 Health and Safety**

18.1 Unsafe working can endanger you, your colleagues and members of the public. You must familiarise yourself with the Health and Safety Policy and guidelines for your particular work. You must follow the rules, codes and safe practices they describe including reporting any accidents, incidents or near misses you have at work. For further information, see information on the school intranet.

## **19.0 Criminal charges, cautions and convictions**

19.1 You must advise your Line Manager immediately if you are charged with or cautioned or convicted of any criminal offence whilst you are an employee of the academy. While such proceedings will not necessarily affect your employment, the Headteacher needs to be sure there are no implications for the school, its reputation, safety of children or in relation to the role you undertake.

## **20.0 Specific standards for staff with responsibility for expenditure**

### **20.1 Personal interests:**

20.1.1 The interests of the school must not be undermined by personal interests. The way you do your job must not be influenced by personal interests or those of relatives, friends or membership of external organisations or societies. There should be no grounds for suspicion that you are using your position with or knowledge of the school for personal gain or that you could be influenced by improper motives. If you belong to outside organisations, including voluntary organisations, there must be no conflict with your job.

20.1.2 All orders, contracts and grants must be awarded on merit following fair competition. No favour should be shown because of personal interests and no part of the community should be discriminated against.

- 20.1.3 You must advise your Line Manager in writing about anything which could give the impression that you may be acting for personal gain, financial or otherwise, or in the interests of another person or organisation; or you are involved as an employee in matters which might reasonably be regarded as affecting the well-being or financial position of yourself, your spouse, partner, relative, a close friend or any person with whom you have a close association, e.g. if any of those persons
- hold an office or employment with
  - have any connection or influence with
  - have any financial interest in
- any company or organisation doing or seeking to do business with, or requesting grants or other funding from the Academy.
- 20.1.4 You should avoid being involved as an employee in matters which might reasonably be regarded as affecting the well-being or financial position of yourself (or the persons, companies or organisations referred to above) so significant that it is likely to prejudice your judgment of the school or public interest.
- 20.1.6 You must advise your Line Manager of any personal dealings of a business or private nature with existing or potential suppliers, consultants or contractors who you know (or could reasonably be expected to know) to have dealings with the school.
- 20.1.7 If you engage or supervise contractors or consultants on behalf of the school or have any other official relationship with them you must advise your Line Manager, prior to any contractual relationship beginning or work being undertaken, if you have or intend to have any private or domestic relationship with them or any of their employees.
- 20.2 Gifts, inducements, hospitality and sponsorship:  
(see also Notes 1 and 2 below)
- 20.2.1 See information in 10.2 regarding the acceptance of gifts. As a guideline, a gift with a value of more than £25 is unlikely to be seen as only a 'token', so needs to be referred to your Headteacher or Line Manager.
- 20.2.2 Offers of hospitality, even if of a seemingly minor nature, must be treated with particular caution as they can leave both individuals and the school open to all manner of allegations of impropriety. The timing of offers of hospitality, e.g. in relation to purchasing, the award of contracts, granting of applications or other decisions, should be considered equally to the generosity of the hospitality offered. Accepting hospitality must be justified in the public interest, e.g. when there is a genuine need to represent the school. You must inform the Head of School or Line Manager of an invitation or offer of hospitality before it is accepted.
- 20.3 Personal purchases:
- 20.3.1 You should be aware of possible conflicts of interest when you buy goods or use the services of firms which have dealings with the school and follow any school procedures relating to the disclosure of any such transactions. You should neither seek, because of your position, nor accept, because of an organisation's dealings with the school, preferential rates, reductions or any other favourable treatment in the purchase of goods and services. This does not apply to generally available schemes or discount schemes arranged by the school for all staff.

20.4 Procurement of goods and services and disposal of property:  
(see also note 2 below)

20.4.1 Procurement procedures must be strictly adhered to and you must not accept any inducement or preferential treatment if you are responsible for procuring goods or services for the school or disposing of surplus property.

## **21.0 Conduct and Performance**

21.1 Unacceptable behaviour and/or failure to maintain satisfactory standards of conduct or performance will lead to action being taken against you under the appropriate procedure. This includes specifically the failure to behave at all times in accordance with the school's stated values.

21.2 You must ensure you understand the requirements of this Code of Conduct and any terms and conditions, rules, standards and requirements that apply to you and your job *(see also note 2 below)*. Any of the examples of unacceptable behaviour listed below may be considered as misconduct or gross misconduct depending on the relevance to your role, your seniority, the seriousness of the act and particular circumstances. Those underlined normally will be considered as gross misconduct. The list is not exhaustive and other unacceptable behaviour not specifically listed nevertheless may be considered as misconduct or gross misconduct:

- a) any form of unjustifiable discrimination, harassment, threatening or bullying behaviour, e.g. on the grounds of race, sex/gender, sexual orientation, marital status, disability, age, religion or belief; whether or not the subject of current legislation;
- b) any physical, emotional or sexual abuse of a child or other vulnerable person
- c) possession, displaying, viewing or downloading of offensive materials, accessing 'unacceptable' websites, e.g. websites of a sexual nature, gambling, betting or gaming, in the workplace or via any portable device, e.g. laptop, mass storage, which is the property of the school and has been provided in connection with the postholder's work;
- d) undertaking private activities during working hours;
- e) unpunctuality, misuse of time and time recording, unauthorised absence from work;
- f) refusing to comply with reasonable orders and instructions;
- g) deliberately causing damage to school property;
- h) harming or endangering other persons or property, e.g. by contravening safety rules;
- i) neglect of duty/lack of due care or diligence, disruptive behaviour, poor attitude;

- j) fighting, threatening or actual violence towards, physical assault or abuse of another person whilst at work (NOTE: this does not include reasonable physical restraint necessarily carried out in the course of duty);
- k) theft, unauthorised removal, misappropriation, improper or unauthorised use of Academy or other property, systems (including telephones, IT, email and internet), vehicles, equipment, name or other resources. This may include loss by failing to properly secure or safeguard;
- l) failure to report criminal convictions, particularly those which may be relevant to the type of work undertaken, e.g. driving convictions where the work necessitates driving on school business, indecent assault where working with children or vulnerable adults;
- m) fraudulent or misleading practices and/or omissions in connection with official duties, e.g. deliberately falsifying school documents, reports, etc.;
- n) fraudulent or false claims for payment of salary, expenses and/or allowances, etc. or seeking financial gain by deception;
- o) acts involving bribery or corruption;
- p) any action for which it would be appropriate for the school as an employer to take legal proceedings (irrespective of whether such proceedings are taken);
- q) sexual misconduct at work;
- r) wilfully breaching and school policy or procedure;
- s) drunkenness, being unable to carry out duties through the influence of any substances including drugs, whether or not prescribed, and alcohol, or for any other avoidable reason. (N.B. It is equally inappropriate for those hosting visitors or working in close proximity to children and vulnerable adults to have alcohol on their breath even though this may not amount to drunkenness.);
- t) possession, buying or selling of weapons, illegal substances or materials at work;
- u) any breach of trust or security in respect of information or procedures;
- v) obtaining or attempting to obtain access to any information (including information held or stored by electronic means) to which the employee is not entitled;
- w) any action which may bring the good name of the school into disrepute;
- x) as an employee, public opposition to the stated aims and policies of the Academy, criticism or blame of school management or colleagues, through any medium including internet 'blogs', websites, social networking sites, etc.;
- y) any action unconnected with work which brings in to question your suitability as an employee of the school;

- z) failing to report serious misconduct, aiding or inciting another employee to undertake any of the above actions or other act of wrongdoing.

**Note 1:**

Personal interests as set out in paragraph 3 (e.g. in contracts/procurement), other potential conflicts of interest and any offer of gifts and/or hospitality as set out in paragraph 10 or paragraph 20, other than of a minor 'token' nature, are to be notified in writing to your Headteacher.

**Note 2:**

Under the Bribery Act 2010 it is a criminal offence if a person fails to prevent bribery, bribes another person with the intention of obtaining or retaining a business or a business advantage, or receives a bribe, whether or not unwittingly.

This document is based on Guidance drafted by Worcestershire Human Resources, following consultation with the Trade Unions.

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