

STAFF CODE OF CONDUCT

The Principals of Annan School believe that all those working with children are role models and are in a unique position of influence and should set an appropriate example.

Purpose, scope and principles

- The **Code of Conduct** is designed to give clear guidance on the standards of behaviour all school staff are expected to observe. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.
- This **Code of Conduct** applies to all staff who are employed by the school regardless of status, including peripatetic teachers.
- This **Code of Conduct** should be read in conjunction with the school **Safeguarding Policy** of which it is an integral part.

The school:

Expects your work, conduct, and integrity to be of the highest standard, since they directly affect the success of the school in meeting its strategic goals and objectives, parent and public confidence in the school

- has set down the standards that it expects of you in this code of conduct
- makes this code of conduct available to all of its employees
- requires that you read (and if necessary seek clarification) and understand this code. The school will require you to then sign a declaration to that effect

You:

Within two weeks of receiving this code:

- should get to know the contents and meaning of the code
- should ask your line manager to explain anything that you don't understand
- should take it up with your line manager if you don't know how to comply, or have any difficulty in complying with any part of the code or if you believe the services the school provides fall short of the standards in this code

Setting an example

- All staff who work in school set examples of behaviour and conduct which can be copied by children. All staff must demonstrate high standards of conduct in order to encourage children to do the same.
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- All staff must ensure they are familiar with all school policies and adhere to them at all times.
- Staff should not promote any particular view either political, religious, racial, gender/sexual orientation and should maintain a neutral stance when teaching or discussing any of these issues with children or parents.
- Staff must set a good model for respecting British values and ensure that they report any concerns they have and deal with any inappropriate behaviour or incidents robustly.
- Staff should tell their line manager about anyone else breaking the code and/or breaking the law.

General responsibilities at work

All employees are expected to work within the scope of their contract of employment, carrying out the reasonable instructions of their supervisors, managers, Principals, and to work to the requirements of the job. Your contract of employment is essentially based on trust. That trust would be damaged if you:

- are not truthful and honest in your dealings with the school, its children and parents or carers, your colleagues and your supervisor/manager and Principal

- seek to deceive the school by withholding information, giving false information, or destroying, damaging or altering any records or documents without proper authorisation
- misrepresent the school in your dealings with others or make any statement on behalf of the school which you are not authorised to do (e.g. giving a reference for a colleague on behalf of the school, making statements to the press or other media)

Hours of work and attendance

- You are required to work the hours stated in your contract of employment, or as required in the schoolteachers pay and conditions document in respect to directed time.
- Your contract of employment requires that you:
 - be at work at the proper start time (unless you have prior agreement to arrive late)
 - agree in advance with your manager any planned absence (for example a medical appointment)
 - agree with your manager any special leave you want BEFORE you take any time off or book any holidays (except bereavement leave and emergency leave). See your contract of employment
- If you are absent due to sickness you are required to follow the school's sickness absence reporting procedure. Failure to follow this procedure may result in disciplinary action.

Breaking the law

Breaking the law either at or away from work could damage public confidence in the school, or could make you unsuitable for the work you do.

You need to notify the Principal in writing if:

- you are convicted of a criminal offence which would make you unfit for the job you do
- you are charged with a crime which (if convicted) would make you unfit for the job you do

Please note

Failure to disclose this information could in itself lead to disciplinary action leading to dismissal.

Safeguarding Children

- Staff have a duty to safeguard children from:
 - physical abuse
 - sexual abuse
 - emotional abuse
 - neglect

All staff have a duty to report any suspicion of abuse. The duty to safeguard children includes the duty to report concerns about a child to the school's **Designated Safeguarding Lead who is Mark Hunter**. The **second designated member of staff is Debby Hunter**.

- Staff should ensure they are familiar with the school's Child Protection Policy and Whistleblowing Procedure and must read at least Part 1 of the latest version of KCSIE and sign a self-declaration form.
- Staff must take reasonable care of children under their supervision with the aim of ensuring their safety and welfare.

If the concern is regarding the behaviour of another member of staff you should inform the Principal. If the concern is regarding the Principal the matter should be referred directly to the Local Authority's Designated Officer. All contact numbers are in the safeguarding policy.

The September 2016 version of *Keeping children safe in Education* emphasises the following staff responsibilities:

- that all school and college staff have a responsibility to provide a safe environment in which children can learn
- that all school and college staff have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All staff then have a responsibility to take appropriate action, working with other services as needed.

- all staff have a responsibility to be aware of systems within their school which support safeguarding and these should be explained to them as part of staff induction and in regular staff training sessions. This includes the school's child protection policy and code of conduct.
- the Teacher Standards state that teachers, including Principals, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties
- It is recognised that not all people who work with children work as paid or contracted employees. However the principles and guidance outlined in this document still apply and should be followed by any person whose work brings them into contact with children.

See **Safeguarding Policy**

Confidentiality

- Where staff have access to confidential information about children or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the child.
- Staff may have access to sensitive or private information about children that must be kept confidential at all times and only shared when it is in the interests of the child to do so. Such information must not be used to intimidate, humiliate, or embarrass the child concerned.

Data protection and disclosure of information

- Children, parents, carers and employees are entitled to protection of their privacy. In addition, the Data Protection Act 1998 imposes a legal duty on individuals. You must keep all personal data confidential, whether computerised or manually held, and comply with the law.
- If you work with computerised or manually held information systems (or receive information from such systems), high standards must be ensured with regard to data quality, ensuring that information about living, identifiable people is accurate, relevant, up to date, kept confidential and protected against unauthorised access.
- All staff are likely at some point to witness actions which need to be confidential. Staff have a duty to report incidents of this nature in accordance with the appropriate school procedure. Incidents must not be discussed outside the school, including with the child's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.
- Staff have an obligation to share with the school's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a child. Staff must never promise a child that they will not act on information that they are told by the child.

The media

The school's public image and reputation are affected by how it is presented in the media. All employees are therefore required to observe certain rules when liaising with journalists.

All media enquiries **MUST** be referred immediately to the Principal. This ensures that information given to the media is accurate and reflects the school's view. No other school staff are allowed to talk to journalists.

In particular:

- Never speak, write or give interviews to the media about school business without the prior permission of the Principal.
- Never publicise confidential information gained in the course of your work.
- Never maliciously undermine or bring the school or council into disrepute by passing on material that is confidential and against the interests of the School or Council and its employees.
- Never highlight personal issues about your employment to the media.
- Never bring the school into disrepute by expressing extreme views.

Staff / Child relationships

Inappropriate behaviour with or towards children/students on placement is unacceptable. In particular under the Sexual Offences Act 2003 it is an offence for a person over 18 (e.g. teacher or school support staff) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the person works in the same establishment as the child, even if s/he does not teach the child.

A relationship between a member of staff, a volunteer and any child cannot be a relationship of equals. There is potential for exploitation and harm of child and all adults have a responsibility to ensure that the unequal balance of power is not used for personal advantage or gratification.

Children may on occasion have an infatuation or crush on a member of staff. These situations must be taken seriously and the adult should be careful to ensure that no encouragement of any kind is given to the child. It should also be recognised that careless and insensitive reactions may provoke false accusations. An adult who becomes aware that a child or young person is developing an infatuation should discuss this at the earliest opportunity with the Principal or line manager so appropriate action can be taken to avoid any hurt, distress or embarrassment.

Personal property of a sexually explicit nature such as books, magazines, videos or digital media or material stored on personal laptops must not be brought onto or stored on the school premises.

Physical contact with children/restraint

It is not realistic to suggest that teachers should never touch children and they and other staff in schools have the right to use reasonable force to control or restrain children in certain circumstances. However, it is crucial that in all circumstances, adults should only touch children in ways that are appropriate to their professional or agreed role and responsibilities. Corporal punishment is not acceptable in any circumstances.

Not all children and young people feel comfortable about physical contact, and adults should not make the assumption that it is acceptable practice to use touch as a means of communication. Reasonable force can be used to prevent children from hurting themselves or others, from damaging property or from causing disorder. In a school, force is used for two main purposes – to control children or to restrain them. In other situations permission should be sought from a child or young person before physical contact is made. Where the child is very young, there should be a discussion with the parent or carer about what physical contact is acceptable and/or necessary.

When physical contact is made with a child this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Adults, nevertheless, should use their professional judgement at all times, observe and take note of the child's reaction or feelings and – so far as is possible - use a level of contact and/or form of communication which is acceptable to the child for the minimum time necessary.

Physical contact that occurs regularly with an individual child or young person is likely to raise questions unless there is explicit agreement on the need for, and nature of, that contact. This would then be part of a formally agreed plan or within the parameters of established, agreed and legal professional protocols on physical contact e.g. sport activities or medical procedures. Any such arrangements should be understood and agreed by all concerned, justified in terms of the child's needs, consistently applied and open to scrutiny.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If an adult believes that their action could be misinterpreted, or if an action is observed by another as being inappropriate or possibly abusive, the incident and circumstances should be reported to the Principal or line manager outlined in the procedures for handling allegations and an appropriate record made. Parents/carers should also be informed in such circumstances.

Where a child seeks or initiates inappropriate physical contact with an adult, the situation should be handled sensitively and care taken to ensure that contact is not exploited in any way. Careful consideration must be given to the needs of the child and advice and support given to the adult concerned.

It is recognised that some children who have experienced abuse may seek inappropriate physical contact. Adults should be particularly aware of this when it is known that a child has suffered previous abuse or neglect. In the child's view, physical contact might be associated with such experiences and lead to some actions being misinterpreted. In all circumstances where a child or young person initiates inappropriate physical contact, it is the responsibility of the adult to sensitively deter the child and help them understand the importance of personal boundaries. Such circumstances must always be reported and discussed with the Principal or the appropriate line manager and the parent/carer.

Children and young people in distress

There are some situations, where adults are involved in managing significant or regular occurrences of distress and emotional upset in children, for example when dealing with very young children or children with special educational needs. In these circumstances professional guidance should be followed and staff should be aware of what is and what is not acceptable behaviour when comforting a child or diffusing a situation. This is particularly important when working on a one-to-one basis.

For all other staff working with children there will be occasions when a distressed child needs comfort and reassurance and this may involve physical contact. Young children, in particular, may need immediate physical comfort, for example after a fall, separation from parent etc.

Staff should use their professional judgement to comfort or reassure a child in an age-appropriate way whilst maintaining clear professional boundaries.

Where a member of staff has a particular concern about the need to provide this type of care and reassurance, or is concerned that an action may be misinterpreted, this should be reported and discussed with the Principal or a line manager and parents/carers.

Photography and recorded images

Staff need to ensure they follow the school's policy on the use of images. These may be undertaken as part of the curriculum, extra school activities, for publicity or to record achievement.

Staff need to be aware of the potential for such images to be misused to create indecent images of children and/or for 'grooming' purposes. Staff should remain sensitive to any child who appears uncomfortable and should recognise the potential for misinterpretation. It is also important to take into account the wishes of the child, remembering that some children do not wish to have their photograph taken.

Staff must only take photos/videos of children and/or staff for professional purposes in accordance with the school's policies.

See ICT Acceptable Use Policy and Mobile Phone Use, Camera Photograph and Social Networking Guidance

Communication with children and young people via technology and the social media

All staff should also be circumspect in their communications with children so as to avoid any possible misinterpretation of their motives or any behaviour that could be construed as grooming. They should not give their personal contact details to children and young people including e-mail, home or mobile phone numbers unless the need to do so is agreed with the Principal and parent/carers. If children locate these by any other means and attempt to contact or correspond with the staff member, the adult should not respond and must report the matter to their line manager. E-mail, text communications or use of the social media such as Facebook, Twitter, You Tube, chat-rooms, forums, blogs, websites, or gaming sites between an adult and a child young person outside agreed protocols may lead to disciplinary and/or criminal investigations.

Staff must not talk about their professional role in any capacity when using social media. Do not put online any text, image, sound or video that could upset or offend any member of the whole school community, or be incompatible with your professional role. If you wouldn't say it to the Principal's face don't put it online.

Ensure all electronic communication with children, parents, carers, staff and others is compatible with your professional role and in line with school policies. Staff should not request or respond to any personal information from children other than which may be necessary in their professional role. They should ensure that their communications are open and transparent and avoid any communication which could be interpreted as 'grooming behaviour.'

See Mobile Phone Use, Camera Photograph and Social Networking Guidance

Access to inappropriate images and Internet usage

There are no circumstances that justify adults possessing indecent images of children. Staff who access and possess links to such websites will be viewed as a significant and potential threat to children. Accessing, making and storing indecent images of children on the Internet are illegal. This will lead to criminal investigation and if proven the individual being barred from working with children and young people.

Staff should not use equipment belonging to their organisation to access adult pornography; neither should personal equipment containing these images or links to them be brought into the workplace. This will raise serious concerns about the suitability of the adult to continue to work with children.

Staff should ensure that children and young people are not exposed to any inappropriate images or web links. Organisations and adults need to ensure that Internet equipment used by children have the appropriate controls with regards to access. e.g. personal passwords should be kept confidential.

Where indecent images of children or other unsuitable material are found, the police and Council's Designated Officer should be immediately informed. Adults should not attempt to investigate the matter or evaluate the material themselves, as this may lead to evidence being contaminated.

Staff need to be aware that their online activity, both in school and outside school could bring the school into disrepute.

Staff should only use ICT systems and resources (email and phone) for all school business or only in line with what is allowed by the school's procedures. Staff should ensure that data should only be taken off site with appropriate permission and using an encrypted device.

See E-safety Policy

Health and safety

The school has a legal duty of care for the health, safety and welfare of its employees. In addition, all employees must take reasonable steps to protect their own health and safety and that of other people who may be affected by their actions or omissions at work.

You have a duty to help prevent accidents and injuries at work by being aware of the policies that apply to your work and complying with them at all times.

You must:

- comply with all instructions relating to health and safety and security procedures
- use the protective clothing and equipment the school supplies to you
- follow all the health and safety codes of practice and policies which are relevant to your work
- comply with hygiene requirements
- at the earliest opportunity, report any hazards, defects, accidents or incidents that you become aware of to your line manager
- not interfere with, or misuse anything provided for health, safety or welfare
- avoid risk of injury or danger to yourself or others

- leave any school building as soon as the fire alarm sounds and follow any instructions of the fire wardens and the person managing the incident
- inform the school of any medical condition you develop which would be adversely affected by or affect the work that you are employed to do
- not smoke in any school premises or vehicles

See Health and Safety Policy

Additionally it is your responsibility to inform us if any of your personal circumstances change for example you move house or change whom you live with (this would require a new disqualification certificate) as well as any changes to your health or anything else which might impact on your ability to fulfil your job functions.

Line Managers/Principals have some additional responsibilities. These include:

- providing appropriate health and safety induction for all newemployees
- carrying out a risk assessment for the activities undertaken by staff and children as appropriate and ensuring that the risk assessment outcomes are implemented, are suitable and sufficient
- informing staff of the risks associated with the work being undertaken, and of the precautions that must be taken in order to prevent or reduce the risk of accidents and/or work related ill health as appropriate

First aid and administration of medication

When administering first aid, wherever possible, staff should ensure that another adult is aware of the action being taken. Parents should always be informed when first aid has been administered.

In circumstances where children need medication regularly a plan should have been established to ensure the safety and protection of children and the adults who are working with them. Depending upon the age and understanding of the child, they should where appropriate, be encouraged to self-administer medication or treatment.

See First Aid and Medication Policies

Behaviour management

Corporal punishment is unlawful in all schools. Staff and volunteers must not use any form of degrading treatment to punish a child. The 1996 Education Act covers the circumstances in which staff can physically intervene with a child. Staff may legitimately intervene to prevent a child from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others. Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence. However the Principal should support staff when they make use of reasonable force in justifiable situations.

Where children display difficult or challenging behaviour, adults must follow the behaviour policy and use strategies appropriate to the circumstances and situation. This prohibits the use of sarcasm, shouting, humiliation or threatening language. The use of physical intervention can only be justified in exceptional circumstances and must be used as a last resort when other behaviour management strategies have failed. Belittling or sarcastic behaviour towards a child is unacceptable.

Where a child has specific needs in respect of particularly challenging behaviour, a positive handling plan may be drawn up and agreed by all parties. Only in these circumstances should an adult deviate from the behaviour management policy of the school.

See Behaviour Policy

Child Development/Learning

- Staff must comply with school policies and procedures that support the well-being and development of children.
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of children.
- Staff must follow reasonable instructions that support the development and learning of children.

Dress Code

- Staff should wear clothing which is clean and smart. Men should wear trousers and shirt with but do not need to wear a tie. Women teachers should wear skirts or trousers. Teachers should avoid wearing jeans in most circumstances. Teaching Assistants should adhere to a similar dress code but may wear jeans if they are smart, dark coloured and without rips or tears etc. Staff should avoid vest tops or other revealing clothing.
- Staff should wear comfortable but smart footwear appropriate to their daily activities no flip flops or trainers except for PE.
- In Key Stage One and Two teachers should change when teaching PE lessons.
- Staff must cover any large tattoos and remove body piercings other than earrings.
- Staff should avoid wearing clothing, badges etc with slogans of any kind or images of a commercial nature.
- Staff should avoid covering their faces with clothing.
- Staff should avoid extreme hair styles and hair dyes of an unnatural colour.

Drugs and Alcohol

All employees must comply with the following rules:

- Employees must not:
 - Report for duty less than fully competent due to drinking alcohol;
 - Report for duty under the influence of illegal drugs;
 - Drink alcohol whilst in the workplace, or in any school vehicle, regardless of whether on duty at the time;
 - Be in possession of, consume, or supply any controlled drug (other than appropriately prescribed medication) in the workplace, or in any school vehicle;
 - Present an unprofessional image of the School and/or perform duties to an unsatisfactory standard due to drinking alcohol during breaks or immediately before work;
 - Annan School is a no smoking site and staff are not permitted to smoke anywhere on site or by the entrance etc.

Failure to adhere to the above will result in disciplinary action and may result in dismissal.

If employees wish to celebrate a special occasion by drinking alcohol, in moderation, in the workplace when no children are present, the express permission of a Principal must be obtained in advance on each occasion.

NB: Drivers of school vehicles or persons transporting children are not permitted to drink alcohol before driving the vehicle.

One to one meetings and work with children

Staff should be aware that one-to-one meetings with individual children might leave them vulnerable to allegations. There will be occasions when a confidential interview or a one to one meeting is necessary but where possible such interviews should be concluded in a room with visual access or with the door open or in a room or area which is likely to be frequented by other people and another child or adult should be present or nearby.

Where such conditions cannot apply staff should ensure that another adult knows that the meeting is taking place.

Meetings with children away from the school premises should only be arranged with the specific approval of the Principal and parents or carers.

Intimate and personal care

Some job responsibilities necessitate intimate physical contact with children on a regular basis, for example assisting young children with toileting, providing intimate care for children with disabilities or in the provision of medical care. The nature, circumstances and context of such contact should comply with professional codes of practice or guidance and/or be part of a formally agreed plan, which is regularly reviewed. The additional vulnerabilities that may arise from a physical or learning disability should be taken into account and be recorded as part of an agreed care plan. The emotional responses of any child to intimate care should be carefully and sensitively observed, and where necessary, any concerns passed to Principals, line managers and/or parents/carers.

Young people are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes, bathing or undertaking any form of personal care. There are occasions where there will be a need for an appropriate level of supervision in order to safeguard young people and/or satisfy health and safety considerations. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment.

Transporting children and young people

In certain situations e.g. out of school activities, staff may agree to transport children. Staff, who are expected to use their own vehicles for transporting children should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded. A copy of the certificate should be held in the school office.

Members of staff should avoid situations where they are in a car with only one child. When travelling with other vehicles, all vehicles must stay together "in convoy".

It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the staff member to ensure that this requirement is met. Adults should also be aware of current legislation and adhere to the use of car seats for younger children. Where adults transport children in a vehicle that requires a specialist licence/insurance staff should ensure that they have an appropriate licence and insurance to drive such a vehicle.

It is inappropriate for adults to offer lifts to a child or young person outside their normal working duties, unless this has been brought to the attention of the line manager and has been agreed with the parents/carers.

There may be occasions where the child or young person requires transport in an emergency situation or where not to give a lift may place a child at risk. Such circumstances must always be recorded and reported to a line manager and parents/carers.

High visibility jackets must be worn by all adults in vehicles transporting children.

See Offsite Activities Policy for more details.

Educational visits and school clubs

Staff should take particular care when supervising children in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Staff remain in a position of trust. Although a more informal approach may be appropriate the same standards of conduct apply.

Where activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Children, young people, adults and parents should be informed of these prior to the start of the trip. In all circumstances, those organising trips and outings must pay careful attention to ensuring safe staff/child ratios and to the gender mix of staff especially on overnight stays.

See Off-site Activities Policy

Communication

As with physical contact, comments by staff to children can be misconstrued. As a general principle staff must not make unnecessary comments to and / or about children that could be construed to have a sexual connotation. It is also unacceptable for staff to introduce or to encourage debate amongst children in class, or elsewhere, which could be construed as having sexual connotations that is unnecessary given the context of the lesson. If a Child mentions unnecessarily an inappropriate topic it should be addressed but with the class then moving on promptly.

No child or young person should be in or invited into the home of an adult who works with them unless the reason for this has been firmly established and agreed in advance with parents or carers and agreed to by the Principal.

The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit or otherwise sensitive nature. Responding to children's questions can require careful judgement and staff must take guidance in these circumstances from a line manager.

Remember

- If you are unsure in any safeguarding situation consult your line manager, the DSL or Deputy DSL
- If in an emergency you have to take a course of action that differs from the above guidance ensure the incident is fully recorded with the Principal or the appropriate line member of staff
- If at any time you are concerned that an action or comment by yourself may be misinterpreted or that a child behaves or makes a comment in a way that causes you concern in this respect ensure the incident is fully recorded and shared with the Principal or the appropriate line member of staff

Any employees found to have behaved inappropriately towards children or who are found to not have appropriately reported having observed children being treated inappropriately will be liable to disciplinary action that could include dismissal. It could also lead to them being barred from working with children in the future.

Equality and diversity policy

The School has an equality and diversity policy which provides a framework to ensure that it meets its statutory obligations and policy objectives to protect people from harassment, unfair discrimination or being treated unfairly: when applying for a job (by helping to make sure that we appoint the best applicants to vacant posts) or as a school employee or. The policy provides a means to ensure that we positively promote equality of opportunity in all areas of the school's activities.

The school therefore expects all of its employees to play a part in making sure that it meets its statutory obligations, and ensures that the school is a pleasant place to work and provides high quality services fairly and equitably to the whole community. All employees are responsible for acquainting themselves with the terms of the policy.

All employees are required to treat colleagues and the school community in a fair and equitable way, avoiding unfair discrimination in any form and anything that would demean distress or offend other people. Remember that your colleagues may have different values to you and may be offended or feel harassed by behaviour that you think is acceptable.

The school takes these commitments very seriously and any deliberate act of discrimination or other serious breach of the policy by school employees will be considered as an act of gross misconduct and will result in disciplinary action, possibly leading to dismissal.

See School Equality and Disability Statement

Some examples of unacceptable behaviour are:

- displaying offensive sexist or racist material or wearing T-shirts or other clothing, badges or tattoos which convey an offensive message
- making racist comments
- persistent swearing, rudeness or non-verbal behaviour which intimidates or offends others
- making sexually suggestive or sexist remarks
- asking for “dates” after being refused
- pestering colleagues with personal matters
- making negative comments about a person's disability

You must not harass or discriminate against people you meet in the course of your work, particularly on grounds of:

- age
- disability
- gender (including transgender)
- HIV status
- marital status
- nationality
- political beliefs
- race/ethnicity
- religious beliefs or non-belief
- sexual orientation
- trade union activities

Conduct outside work

- Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee’s own reputation or the reputation of other members of the school community.
- In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff should not be “friends” with other parents or children on Social Media with the exception of other staff who are parents of children at the school.
- Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance. This may not take place when the member of staff is on sick leave, or career break or during school time.
- Staff may not undertake private work using school property (including information which belongs to the school) or equipment (for example making phone calls, postage, photocopies or using school computers) and should not use your position with the school for private gain
- Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

Honesty and Integrity

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

To avoid any doubt arising about your honesty report to the Principal:

- any attempts to bribe, threaten or otherwise inappropriately influence you
- any offers of money or favours you get

- do not ask for or accept bribes or incentives of any sort
- do not accept money or any other reward for the work you do for the school, apart from what the school pays you.
- avoid putting yourself in debt to someone where this would be likely to or could be seen to influence your work
- notify the Principal if you may be involved in selecting someone you know personally outside work or are related to
- if you are aware of an employee or member of the community acting improperly consult your line manager or Principal.

Use of school assets

School assets comprise not only physical objects and financial resources but also computer data and information generally. To protect yourself:

- do not take anything that belongs to the school (even waste material, unless properly authorised in advance)
- take care to avoid waste, loss or damage to school property
- ensure you have permission (and suitable insurance) before you make private use of school property or equipment and then only use it appropriately
- where intellectual property of the school e.g. reports, designs, software developments has been created in the course of an employee's normal duties, it remains the property of the school and should not be passed on to third parties. Similar principles apply to copyright of school publications
- you must not attempt to gain access to any information resource for which you do not have authorisation
- never use your own software on school equipment
- never send or forward offensive written or visual material via the school's e-mail service (neither internally nor externally) and always report it immediately to your manager if you receive one
- do not use the e-mail service for unnecessary e-mails or any which are not connected with your work and never send or forward personal 'e-mail shots' or 'chain e-mails'

Conflict of interest

There may be occasions where there is scope for conflict between the school's interests and your own. You must not allow your private interests or beliefs to conflict with your professional duty. You must not misuse your official position or information acquired in the course of your employment to further your private and personal interest or the interests of others. Private and personal interests include those of your family as well as those arising through membership of, or association with clubs, societies or other organisations and voluntary bodies. To avoid any difficulties arising from a potential clash of interests you must:

- notify the Principal in writing if you have links of any sort (including, but not limited to, as a director, company secretary, trustee, partner, shareholder, owner, contractor or employee) with an outside organisation which may:
- receive (or are applying for) grants or other benefits from the school, if you are involved in the grant allocation process or where this could create a conflict of interest
- work for the school, or supply goods and services to it (or are tendering or preparing to do so)
- avoid becoming involved in any appointment to the school, or any other decision relating to discipline, promotion and pay and conditions for any other employee or prospective employee to whom you are related or with whom you have a close personal relationship outside work.
- avoid acting as professional representative on behalf of a friend, partner, or relative, in their dealings with the school.
- Should a conflict arise at any time you must report it to the Principal immediately.

Disciplinary Action

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

Types of Misconduct

Gross misconduct

Gross misconduct is the kind of act or behaviour that would destroy the trust which is the basis on which your contract of employment is made and justifies the school in dismissing you without notice.

Examples of Gross misconduct

- Serious failure to comply with or operate the school's Equality and Diversity policies. Examples include; serious acts of discrimination, harassment, or verbal abuse against employees, clients, parents or members of the public on grounds of race, sex, disability, age, sexual orientation or religious beliefs; the display or circulation within the workplace or school community of any literature or material (such as pornographic or racist materials) via any medium that could offend other persons;
- Serious bullying or harassment;
- Serious infringement of the school's Health & Safety policy, procedures or guidance;
- Serious failure to comply with or operate the school's Code of Conduct e.g. holding unauthorised paid employment during paid school time; conducting inappropriate relationships with vulnerable clients; not declaring a personal interest which may infringe the employee's impartiality;
- Serious negligence that causes or might cause unacceptable loss, damage or injury;
- Bringing the reputation of the school into serious disrepute;
- Incapability at work brought on by alcohol or illegal drugs;
- Serious failure to comply with or operate the school's information systems and security standards e.g. gaining unauthorised access to passwords and breaches of the use of the email and internet policy including emails with pornographic attachments;
- Serious breach of financial regulations or procedures;
- Unauthorised removal, possession, use or theft of property belonging to the school, an employee, client, parent or member of the public;
- Acts of violence including the assault of an employee, client, parent or member of the public during working hours or in connection with their employment of work;
- Falsification of qualifications or information to obtain employment with the school or which are a statutory or essential requirement of employment or which result in additional remuneration;
- Deliberate falsification of records i.e. timesheets, subsistence and expense claims etc.;
- Acceptance of bribes or other corrupt or fraudulent practices;
- Defrauding the school
- Disclosure of highly confidential matters to public sources or the deliberate unauthorised use or disclosure of any information or computer generated information from which a living individual can be identified (Subject to the Public Interest Disclosure Act 1998);
- Committing a criminal or civil offence at or away from work that renders the employee unsuitable to remain in the school's employment or which may seriously damage the school's reputation. Or where there are reasonable grounds to believe that a serious criminal offence has been committed which may be connected or unconnected with their employment.
- Failure to disclose anything which may disqualify you from working with children including by association
- Failure to have behaved appropriately towards children or if found not to have reported having observed children being treated inappropriately.

Other types of misconduct

Other types of misconduct are listed below (the list is not exhaustive). These will usually result in a sanction that is less than dismissal, but dismissal may sometimes be the result depending on the circumstances such as if the misconduct is serious or repeated.

- Attendance and Time-keeping
- Failure to comply with attendance and time-keeping requirements;
- Failure to follow procedures for booking and returning from leave;
- Persistent absence and/or excessive absence without medical reason.
- Telecommunications related issues
- Abuse of telephone, fax, e-mail or Internet for personal reasons;
- Inappropriate use of e-mail or Internet (gross misconduct in serious cases);
- Behaviour
- Failure to follow a legitimate management instruction;
- Prolonged time-wasting;
- Inappropriate behaviour towards a colleague, manager, Child or a person in the care or charge of the school, parent or member of the public (gross misconduct in serious cases).
- Poor working practices
- Failure to maintain proper records;
- Failure to follow school procedures e.g. financial regulations, safety standards.
- Malicious complaints/grievances made against another employee or manager (gross misconduct in serious cases)
- Other breaches of the school's Code of Conduct.