Staff Code of Conduct

KIBBLESWORTH ACADEMY

January 2018

Aims:

The following code of conduct has been adopted by the Governing Body of Kibblesworth Academy to enable it to discharge its functions under the School Staffing (England) Regulations 2009 (the "Regulations") in relation to its duty under Regulation 7 to establish procedures for the regulation of the conduct of the staff at the school. This code of conduct applies to all employees in the Academy. All schools and academies are entitled to demand a level of conduct from employees which is of the highest standard. In the case of teachers, it applies in conjunction with Part B of the Teachers' Standards. This code aims to establish the usual standard of conduct expected of all employees. Its principles will reflect Kibblesworth Academy's core values: it sets down the way in which an employee of Kibblesworth Academy is expected to conduct themself.

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

The Code consists of:

1. General Principles
2. General Code of Conduct
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    - 2.2 Personal Interest
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1. General Principles

As an employee of the Academy you are expected to carry out your duties in accordance with the Academy's policies and procedures. You are expected to uphold the following principles:

- Selflessness: - your decisions must be taken in terms of the values and mission of the Academy and not in order to gain financial or other material benefits.
- Integrity: - you must not place yourself in a situation where your position is compromised.
- Objectivity: - all decisions must be made on merit alone.
- Accountability: - you must accept accountability for your decisions and actions.
- Openness: - you should be as open as possible about all your decisions and actions.
- Honesty: - you should declare any private interests relating to your duties and take lawful steps to resolve any conflicts to ensure that public interest is protected.
- Leadership: - you must support and promote these principles by example.
- Conduct: - you must avoid bringing the Academy, into disrepute (e.g.by the use of social networks or the internet).
- Respect: - you must treat others with respect.

2. General Code of Conduct

2.1 Application and intent

You will be expected to act in accordance with the Code. The Code has been designed so that you are not left in any doubt as to what is acceptable or unacceptable behaviour. The Code of Conduct places rules and regulations on certain activities and any breach of these prohibitions may lead to disciplinary action.

2.2 Personal Interest

You must not in your official capacity:

- Allow your personal interests to conflict with the Academy's requirements.
- Use your position improperly to confer an advantage or disadvantage on any person.

You must:

- Not disclose information given to you in confidence, or information acquired which is of a confidential nature, without the consent of a person authorised to give it.
- Not prevent another person from gaining access to information to which that person is entitled by law.
- Ensure that your relationships with Pupils, Parents, Governors, Staff and any other people with whom you may come into contact with in the course of your duties are professional at all times.

2.3 Gifts and Hospitality

The Academy seeks to maintain the highest standards of conduct and probity in its business. The acceptance of gifts and/or hospitality by employees must be treated with extreme caution. No offer of a gift or inducement, whether made at specific occasions (e.g. at Christmas) or casually, should be accepted when the gift is made by, or indirectly by, a person, firm or organisation which, to the knowledge of the employee, has or seeks to do business of any kind with the Academy which maintains the school or to have an interest in its decisions. The receipt of minor articles, often by way of trade advertisements, which will be used on the Academy's business (e.g. diaries, calendars, office requisites, etc., which are customarily distributed at Christmas and, occasionally, at other times) is acceptable. If you are in any doubt, you

should seek guidance from your Head Teacher or Line Manager before accepting any gifts or hospitality offered. If there is any doubt further advice can be requested from the Local Authority's Internal Audit Office, where the Academy purchases the Authority's services. Employees should also refrain from making any gifts to external organisations or to the employees of organisations which provide services to the Academy or which are potential providers of such services.

2.4 Sponsorship

Where the Academy, or parties to the Academy, sponsors an event or service, you, or any partner, spouse or relative must not benefit from the sponsorship. You must seek guidance from your manager if you are involved with any event or service that the Academy proposes to sponsor.

2.5 General Confidentiality

You may, in the course of your duties, obtain information which is confidential.

You must not:

- Pass on any information received or obtained through your employment to anyone who is not entitled to have that information.
- Use information for personal advantage. You must:
- Work within the requirements of Data Protection Act 1998 and the Freedom of Information Act 2000.
- Observe the Academy's procedures for the release of personal information held about other employees or members of the public.
- You must not misuse your position by seeking information which you do not need to know to carry out your duties.

Examples of abuse of confidence would include:

- Ill-considered gossip whether with colleagues or outsiders which may be misconstrued and re-quoted.
- Exploitation of confidential information for personal gain.

• Premature and/or unauthorised disclosure to other parties of policy proposals, with the object of generating adverse publicity e.g. to the press, interest groups.

2.6 Dealing with the Academy's Money

You must:

• Ensure that public funds are used in a responsible and lawful manner.

• Strive to ensure value for money to the Academy and to avoid legal challenge to the Academy.

• Ensure compliance with the Academies Financial Handbook and Financial Regulations Manual.

2.7 Criminal Charges and Convictions

In accordance with the Independent School Standards Regulations, the Academy requires all applicants to disclose criminal convictions, whether committed in the UK or elsewhere.

You must:

• Notify the Academy in writing if charged with any criminal offence or if convicted of any criminal offence, this includes cautions.

• If charged with an offence, advise the Academy as your employer immediately after you are charged (i.e. next working day).

It should be noted that the term 'conviction' includes a finding of guilt, regardless of whether or not a conviction is recorded. Failure to notify the Academy in either case will constitute grounds for disciplinary action.

2.8 Other Employment

In some instances, your contract of employment may:

• Prevent you from undertaking other employment without the written permission of your manager. This will be stated within your individual contract.

• It is important that you ensure that any additional employment does not conflict with the interests of the Academy or affect your ability and credibility to do your job.

• Where you have more than one job, both the Academy and your other employer(s) are responsible for ensuring that the 48 hour week

is complied with. You should therefore ensure that you inform your Head Teacher/ Line Manager about any work you undertake for other employer(s). (You may opt to work more than 48 hours per week and should you wish to do so, you will need to complete the form 'Working Time Regulations Opt Out Agreement' under Supporting Documents and submit it to your Head Teacher or Line Manager

- You must ensure that Academy time and equipment are not utilised in connection with any other employment.
- If in doubt, the best thing to do is to discuss the circumstances with your manager.

2.9 Intellectual Property and Copyrights

All intellectual property rights, (that is copyright, design rights and the right to patent inventions) relating to anything created or invented by you in the course of your duties belongs automatically to the Academy, unless otherwise agreed, you cannot exploit the rights to any such thing without written permission from the Academy.

2.10 Publications and Dealing with the Press

You must not:

- Publish any material which comments on the activities, policies etc. of the Academy without the consent of your manager.
- Make comments to the press or media unless specifically authorised to do so.

Where requests for comments are received they should be passed on to the Head Teacher or Line Manager. Where you wish to publish an article unconnected with the Academy then the article must not link you to the Academy.

2.11 Equipment and Materials

You must:

- Not use the equipment and premises of the Academy or of other places where you work during your contract of employment for unauthorised purposes.
- Only make personal telephone calls and emails when necessary and within reason.
- Only use the internet for personal use in your own time, and in a responsible way.

2.12 Political Neutrality

The Academy will not concern itself with the political beliefs of individuals however you must not allow your own political beliefs to interfere with the work of the Academy. You may not display party political posters, including election material, in any place of work.

2.13 Equal Opportunities

The Academy is committed to the promotion and implementation of equal opportunities both internally and externally.

The Academy aims to ensure that everyone who comes into contact with it is treated equally and not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations.

The Academy will recognise the differences which exist and will seek to understand the needs of people within the groups which are afforded protection or assistance through this policy**.**

The Academy expects all its employees to uphold its Equal Opportunity in Employment Policy and to accept the duty not to discriminate, either in employment practices or in the provision of facilities and services by reference to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. For faith schools, special exemptions under the Equality Act apply.

2.14 Employment Matters

If you are involved in making appointments you must:

- Ensure that such appointments are made on the basis of the candidate's ability to do the job.
- Ensure that your personal preferences should not influence judgements made.
- Declare your interest where you are related to an applicant or have a close personal relationship outside work with him/her.

2.15 Discrimination, Harassment and Victimisation

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

the protected characteristics listed above, will be taken seriously and will be the subject of a thorough investigation.

2.16 Fitness for Work

The Academy accepts that alcohol is legally and freely available.

You must:

- Ensure that the use of alcohol out of work does not adversely affect your work performance, the health, safety or welfare of yourself or others and does not damage the Academy image and reputation.
- If you are a Head Teacher or Manager, consider the options available for managing employees in the above situation and refer to the alcohol policy and guidance.
- Not consume or be under the influence of alcohol, use illicit drugs or other illegal substances while at work.
- Ensure that the use of any of them out of work does not adversely affect the work performance and safety of yourself or others, and does not bring the Academy into disrepute.
- If taking medication you must seek the advice of your doctor to ensure that such medication will not impede your ability to do the job (e.g. operate machinery).
- Inform your Head Teacher or Line Manager of any situations where a risk to yourself or others may arise because of this.

If you are a Head Teacher or Line Manager consider the options available for assisting employees who are required to take legally prescribed drugs and whose levels of performance has been impaired. In these circumstances a risk assessment should be undertaken.

2.17 Health and Safety

You have a duty to take reasonable care of yourself and to cooperate with management under the Health and Safety at Work Act 1974. These responsibilities are identified in the Academy's Health and Safety policy.

You are required to act at all times in accordance with this policy and generally to act in such a way to ensure your own safety and that of others.

Any action which potentially puts at risk the health and/or safety of yourself or others will be viewed seriously and may result in disciplinary action may be taken.

2.18 Attendance

Your contract of employment contains the main terms and conditions of your employment with the Academy.

It is expected that you are available for work during these hours and take an unpaid lunch break.

You must record your attendance in accordance with your workplace time recording system.

2.19 Smoking

The Academy is a non-smoking organisation. You are not permitted to smoke in any of the Academy's offices, or any other building or grounds owned or occupied by the Academy, at any time. Smoking whilst on the Academy's premises may be subject to disciplinary action.

2.20 Mobile Phones

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

It is therefore ensured that all practitioners:

• have a clear understanding of what constitutes misuse.

• know how to minimise risk.

• avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.

• understand the need for professional boundaries and clear guidance regarding acceptable use.

• are responsible for self-moderation of their own behaviours.

• are aware of the importance of reporting concerns promptly.

It is fully recognised that studies consistently indicate that imposing rigid regulations and/or 'bans' on the actions of others can be counter-productive, leading to a culture of suspicion, uncertainty and secrecy.

The imposition of rigorous, inflexible rules is therefore avoided, unless the potential risks of not enforcing them far out-weigh the benefits. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting environment, which is agreed to by all practitioners.

Personal Mobiles

• Employees are not permitted to make/receive calls/texts during work time where children are present. (excluding break times)

• Staff should ensure that mobile silent at all times whilst in classrooms with children and in staffrooms. They should not be left on display.

• Staff are not permitted to use recording equipment on their mobile phones.

2.21 Dress Code

There is a general expectation that dress will be appropriate to the nature of the duties and responsibilities of the job.

The Academy values and welcomes the ethnic diversity of its workforce and therefore dress codes will take account of ethnic and religious dress requirements with sensitivity ensuring that employees are free to observe them. Where there is a clear business case or a health and safety reason then the Academy may introduce appropriate dress codes to suit the services provided and expectation of the Academy.

2.22 Disciplinary Rules

The Academy has a disciplinary procedure.

The disciplinary procedure is concerned with instances of alleged misconduct, either ordinary or gross. It is anticipated that the vast majority of breaches will be of a minor nature and that they can be resolved without recourse to a formal procedure. Some breaches will be more serious or there may be circumstances where there is repetition of a minor breach. In such circumstances the matter will be formally investigated and progressed under the formal procedure.

The Academy also has a separate capability procedure which provides a framework for managers and employees to cope with issues of poor performance. The underlying intention of the Procedure is to give the employees who are falling below the established acceptable standards the opportunity to improve.

2.23 Following Instructions

You are expected to follow all reasonable and lawful instructions by a person with the authority to issue such instructions unless:

- There is a danger to a person's health and safety.
- A conflict of interest may exist.

- It does not comply with Academy policy and practice.

Head Teachers and Line Managers must be able to justify their instructions and decisions in line with their delegations, authority, and Academy policy and procedures, and be open and respond promptly to constructive questions.

2.24 Contract of Employment

Your contract of employment is an agreement between the Academy and you which sets out your employment rights, responsibilities and duties and this includes the Code of Conduct.

2.25 Data Protection Act

The Data Protection Act protects personal data which relates to living identifiable individuals and deals with the way in which personal information is collected, held, recorded and used. It works in two ways:

- It gives you certain rights

- It states that those who record and use personal information must be open about how the information is used and must follow the 8 data protection principles.

2.26 Freedom of Information Act 2000

The Freedom of Information (FOI) Act (2001) gives significant rights of access to information held by all public authorities.

2.27 Working Time Directive

The Working Time Regulations as amended, impose minimum requirements on employers, while at the same time allowing flexibility for workers and employers to make arrangements which suit them. One of the basic rights is a limit of an average of 48 hours a week which a worker can be required to work However, there is provision for an opt out agreement to be signed where both the organisation and the worker are willing to increase or exclude the limit on working hours.

2.28 Internet Usage

Internet Users must not display, access, use, extract, store, distribute, print, reveal or otherwise process any kind of image, document or other material which is sexually explicit or offensive in any other way, on any school system. This activity would be a violation of the schools policies, particularly those relating to conduct and discrimination.

If access to this information is required for business purposes, a request must be submitted to the Head Teacher detailing a legitimate business reason for the access. If you are authorised to use this sort of material, you should take great care not to offend others when the material is revealed, and not to retain such material or access to it when it is no longer needed for business reasons.

You must not post any comments, photographs, images or conversations on social networking websites which may bring you or the Academy into disrepute. Security settings should be maintained at the highest level in order to prevent members of the public seeing any of your personal information. You should also follow any specific policy which your school may have set on the use of social networking websites.

2.29 Communication and social media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.
Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.
Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

For further guidance staff should consult the e-safety policy.

This policy will be reviewed in the Spring term of 2020