



STAFF CODE OF CONDUCT

This Code of Conduct is intended as a guide and a help to all federation staff. It sets out the standards of conduct which staff are expected to follow when within, or representing the federation. This code is not exhaustive but is written to assist staff and it is important that staff should take advice and guidance if necessary. If in doubt about any aspect of the code, seek advice from the Executive Head, Head of School or Chair of Governors.

The underlying purpose is to ensure that the federation provides a high quality service to its pupils and stakeholders. It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the federation, its staff and its stakeholders. The code of conduct has been drafted to comply with federation policies and procedures.

Staff are requested to read this Code carefully and consider the issues which it raises.

1. Introduction

In our capacity as federation staff and governors, we have a duty to work at all times within the law and according to federation and LA procedures, and to behave in a way that reflects well on the federation.

As employees, staff must not put themselves in a position where duty and private interests conflict and must not make use of their employment to further private interests.

We should all be treated with courtesy and respect at all times. Everyone is entitled to be treated fairly. Staff should have a positive attitude, manner and appearance and work both efficiently and safely within the requirements of their contract

This code sets out the standards of conduct expected by the Governing Body of all federation staff. It is not intended to restrict employees in the general exercise of their civil rights as citizens nor in their rights to engage in legitimate trade union activities.

This code of practice links for teachers to Part B of the Teachers Standards: Personal and Professional Conduct and to DFE 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'. March 2009.

The Governing Body expects that all staff will deal with pupils and parents with respect, courtesy and helpfulness. It will not tolerate discrimination by staff members particularly on the grounds of race, gender, religious belief, disability, sexuality, marital status, HIV status, age, personal circumstances or any irrelevant criminal conviction. This includes not passing on to anyone information about pupils and their parents unless there is a need for them to have this information in the course of their work. (See Equality Policy)

2. Keeping Pupils Safe

Members of Staff have a duty to safeguard pupils in accordance with the Federation's Safeguarding Policy (See Safeguarding and Child Protection Policy). This includes not promoting or encouraging extremism or radicalisation. The duty to safeguard pupils includes the duty to report concerns about a pupil to the Designated Lead for Safeguarding or in her absence to one of the Designated Safeguarding Deputies.

Copies of the federation's Safeguarding and Whistleblowing procedures are in the Staffroom. Staff need to read and understand Part 1 of 'Keeping Children Safe in Education' September 2016. Training will be given at initial induction, annual induction and there will be in depth whole school training every two years. In addition, staff are given regular updates/reminders.

3. Power and Positions of Trust

As a result of their knowledge, position and/or the authority invested in their role, all adults working in education settings are in positions of trust in relation to the young people in their care.

A relationship between an adult and a child or young person is not a relationship between equals. There is potential for exploitation and harm of vulnerable young people. Adults therefore have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Adults should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. Staff should not establish or seek to establish social contact with pupils to secure or strengthen a friendship. This includes giving any personal details to a pupil such as a home/mobile phone number, home or email address.

They should report and record any incident with this potential.

Staff should advise senior management of any regular social contact they have with a pupil, where it is apparent that it may give rise to a concern.

4. Working Safely

The Governing Body, in conjunction with the LA, will do everything it can to meet any statutory obligation and ensure that the federation is a safe and healthy working environment. However safety is everyone's responsibility. It is your duty to notice and take action.

In return members of staff are expected to:

- Follow the federation's and LA's Health & Safety policies
- Take reasonable and practicable steps to ensure the health and safety of themselves, pupils and staff, and ensure that safety equipment is not misused or damaged
- If it is urgent report directly to the school office any accidents or near misses.
If it is non-urgent record in the Premises book in the office.
- Personal Safety – do not put yourself in a vulnerable position, particularly with parents. Make sure someone knows where you will be or that you have planned for someone to 'support' you if need be.
- Let SLT know about any concerns regarding aggressive/confrontational/challenging parents. We, along with the premises team, will support you.
- Staff entering or leaving the site (other than at the beginning of end of their working day) should sign in and out. It is essential that this takes place so that we know who is on site in the event of a fire alarm.
- Visitors to the federation site should have signed in at the office and they should be wearing a visitor's sticker. It is the responsibility of all staff to challenge any adults on site that they do not recognise, particularly if they are not wearing a sticker
- Wear clothes which do not put health and safety at risk and to wear any safety clothing and equipment provided
- Attend any medical examinations required by the Governing Body
- Tell the Head of School if they are taking any medication which would affect their ability to do their work
- Cooperate in all activities including training organised to promote safety.
- Fire: Staff must familiarise themselves and make children aware of the fire precautions, procedures and fire drill routines.

5. Criminal Charges and Convictions

The Federation requires all applicants to disclose criminal convictions, whether committed in the UK or elsewhere.

You must:

- Notify the Federation 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 Federation 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 Federation in either case will constitute grounds for disciplinary action.

6. Fitness for Work

The Federation 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 Federation image and reputation.
- If you are a Head of School 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 alcohol, illicit drugs or other illegal substances does not adversely affect the work performance and safety of yourself or others, and does not bring the Federation 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 of School or Line Manager of any situations where a risk to yourself or others may arise because of this.

If you are a Head of School 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

7. 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 federation property and facilities. Staff are expected to use the lockers/locked drawers provided and not to leave money or valuables (including mobile phones) unlocked in desks or bags.

Care must be taken to return any items of federation property that are used during the school day e.g. cameras, and not to leave them insecurely in classrooms at the end of the day.

Staff may not borrow federation property or use it for any other employment.

Staff should not use the photocopier or any federation resources for their own private use without authorisation.

Copyright: Staff must observe copyright laws on computer software, audio-visual and printed material

7.1 Gifts

If federation staff are offered favours, substantial gifts (worth over £50) or gifts which could be thought to be compromising, they must consult the Heads of School before accepting the gift.

The receipt of minor articles, often by way of trade advertisements, which will be used on the Federation's business (e.g. diaries, calendars, office requisites, etc.) which are customarily distributed at Christmas and, occasionally, at other times, is acceptable.

8. Smoking

The Federation is a non-smoking organisation.

Staff are not permitted to smoke in any of the Federation's building or grounds at any time.

9. Parking

We expect all staff to respect our neighbours and park accordingly. Do not park across the drives of our neighbours.

10. Use of Social Media / Mobile Phones

All staff are expected to sign and adhere to the ICT Acceptable Use Policy. Staff must not post any comments, photographs, images or conversations on social networking websites which may bring themselves or the federation into disrepute. Security settings should be maintained at the highest level in order to prevent members of the public seeing any personal information. Internet users must not display, access, use, 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 federation system.

The federation ICT systems may not be used for private purposes, unless the Head of School has given permission for that use. The security of ICT systems must not be compromised.

Members of staff should not use their mobile phones for private or federation use during the school day apart from at break times. They should be kept in a secure place. This should not happen in the presence or earshot of children.

Telephone calls or messages for federation business should be carried out via the federation telephone system unless in an emergency or with prior permission from the Head of School. Personal phones should not be used to take photographs/films. See mobile phone policy.

11. Working with the Media

Staff should not speak, write or give interviews, which include phone calls, to the press about federation or Local Authority business without prior agreement with the Heads of School or Chair of Governors.

The LA has a press office that deals with the media and their advice should be sought before statements are made. The press office will deal with all media inquiries on behalf of the federation.

12. Political Neutrality

The Federation 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 Federation.

You may not display party political posters, including election material, in any place of work.

13. Confidentiality

Staff should maintain the appropriate levels of confidentiality with respect to pupil and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters with the federation community which could cause distress to federation staff, pupils or parents.

All staff must work within the requirements of Data Protection Act 1998 and the Freedom of Information Act 2000.

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

14. Administrative Duties

Teaching staff must maintain and properly complete a register for all classes. Attendance registers must be completed / returned to the school office by 9.00 and 1.30 each day

A Risk Assessment must be completed by the trip leader and signed by the Heads of School before every school trip. See Visits and Visitors protocol.

Staff must obtain permission from the Heads of School

- Before taking pupils off the school premises
- Before arranging any visiting speakers

Staff must obtain permission from the Heads of School or Phase leader

- Before incurring any expenditure on behalf of the federation (teachers/support staff).

15. Disciplinary Procedure

The Federation 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 Federation 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.

Policy Agreed: September 2018