



Altmore & Lathom Schools Federation

Staff Code of Conduct

1. INTRODUCTION

The governing body is required to set out a Behaviour Policy/Code of Conduct for all school employees.

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

This policy highlights the principal areas where employees need to be aware of their responsibilities when working in the school and is a framework for behaviour. Employees should ensure they are familiar with the specific policies, highlighted in appendix 1, that underpin these behaviours.

Staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the '*Teachers' Standards 2012*' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

2. PURPOSE, SCOPE AND PRINCIPLES

This Staff Behaviour Policy is designed to give clear guidance on the standards of behaviour for all school staff so they are clear about what behaviour is and is not acceptable. School staff is role models and in a unique position of influence. They must adhere to behaviour that sets a good example to all children within the school. 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 policy applies to:

- all staff who are employed by the school, including the Head Teacher;
- all members of the governing body;
- volunteers and those on work experience.

3. PROFESSIONAL BEHAVIOUR AND CONDUCT

3.1 *Treating other people with dignity and respect*

All employees are expected to treat colleagues, children and external contacts, such as parents/carers, with dignity and respect and are required to comply with the school's equality policies. Unacceptable behaviour such as discrimination, bullying, harassment or intimidation will not be tolerated in school. This includes physical and verbal abuse and the use of inappropriate language or unprofessional behaviour towards colleagues, children and parents/carers.

3.2 *Appropriate relationships with children*

All employees are expected to act in an open and transparent way that would not lead any reasonable person to suspect their actions or intent. Employees of the Altmere and Lathom Schools' Federation are in a position of trust, have a duty to protect young people from discrimination and harm and to maintain appropriate professional boundaries. It is equally important for staff to avoid behaviour that might be misinterpreted by others in order to protect both young people and themselves.

3.3 *Safeguarding*

Staff have a duty to safeguard children from neglect, and/or physical, sexual and emotional abuse. This includes the duty to report concerns about a child to the school's Child Protection Lead. Please see Child Protection & Safeguarding Policy for detailed information regarding procedure.

3.4 *Professional behaviour*

Staff absence and poor punctuality can have an adverse effect on the achievement of children and on the well-being of colleagues in their team. All employees must consider the impact on the school when taking time off and ensure they follow the correct procedures in the Staff Handbook.

Employees must not misuse or misrepresent their position, qualification or experience, nor bring the reputation of the school into disrepute. Such behaviour may lead to disciplinary action and where relevant, referral to the relevant teaching body and local authority.

3.5 *Effective teams*

In order to ensure that adults create an engaging learning experience which leads to accelerated progress and attainment, it is essential that all staff work professionally at all times in their teams and communicate effectively and with respect.

3.6 *Social networking websites*

School employees must not access social networking websites for personal use (ie; non-job related use) during working time. Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school or the school community into disrepute. Please see the e-Safety Policy for more comprehensive guidance.

3.7 *Criminal actions*

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

All employees are expected to complete a School Staff Disqualification Declaration form (see Keeping Children Safe in Education document) and inform the school should their circumstances change thereafter.

3.8 *Use of alcohol and illegal drugs*

The use of alcohol, drugs or any other substance during working hours is unacceptable and will not be tolerated. All employees are expected to attend work without being under the influence of alcohol or illegal drugs.

If misuse of alcohol, drugs or any other substance impacts on an employee's working life, the school has the right to discuss the matter with the employee and take appropriate action, having considered factors such as the school or local authority's reputation and public confidence.

3.9 *Other employment*

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 (maximum working week of 48hours) or affect an individual's work performance.

Employees are required to keep the Headteacher (Governing Body if the employee is the Headteacher) informed of their employment at other organisations or additional employment.

4. HONESTY AND INTEGRITY

4.1 *Declarations of interest*

Employees are required to declare any interests where the group or organisation would be considered to be in conflict with the ethos of our school. Membership of a trade union or staff representative group would not need to be declared. Employees should also consider carefully whether they need to declare to the school their relationship with any individual(s) where this might cause a conflict with school activities. For example: a relationship with a Governor, another member of staff or a contractor who provides services to the school.

At the Altmere and Lathom Schools' Federation, all members of the FLT, Governing Body and all budget holders are required to complete a 'declaration of interest' form. Failure to make a relevant declaration of interest is a serious breach of trust and therefore, if employees are in doubt about a declaration, they are advised to take advice from the school or union.

All declarations, including nil returns, should be submitted in writing to the School Business Manager.

4.2 *Probity of records and other documents*

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

Where an employee who has claimed benefit, including housing benefit, either directly or indirectly and has failed to disclose their full earnings, this will be treated as gross misconduct and the employee may be dismissed and referred to the Police.

4.3 *Bribery*

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree, accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing policy.

4.4 *Gifts or hospitality to an employee*

Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of "one off" token gifts from children and their parents/carers. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted. The school will agree with staff appropriate times to give gifts to children and use school funds so that all children are treated fairly.

4.5 *Use of school premises, equipment & communication systems*

School equipment and systems (phone, email and computers) are available only for school-related activities and should not be used for the fulfilment of another job or for personal use. This is unless authorised by the Headteacher (Chair of Governors for the Head Teacher) in case of an emergency, or where used for brief periods outside of working hours. This includes photocopy facilities, stationery and premises. Staff must be considerate of colleagues when using or borrowing school resources which have been allocated to individuals or when storing resources which could be shared across the school.

5. CONFIDENTIALITY

5.1 *Access to children's information*

Where staff have access to confidential information about children or their parents/carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the child.

5.2 *Disclosing information/data*

All staff are likely at some point to witness actions which need to be confidential. For example: where a child is bullied by another child or by a member of staff. This needs to be reported and dealt with in accordance with the appropriate school procedures. It must not be discussed outside the school, including with the child's parent/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 their line manager or 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.

5.4 *Managing data*

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

5.5 *Access to data*

Everyone including staff and parents/carers have the right to request access to data that is held about them. Such requests should be made to the Headteacher who will address the request.

5.6 *Communication with the media*

All communication with the media must be directed through the Executive Headteacher or the local authority media contact.

6. COMPLIANCE

This policy forms part of an employee's contract. Failure to comply with it and with the associated school policies (appendix 1), may result in disciplinary action being taken and the school reserves the right to take legal action against employees where breaches of the policy warrant such action.

Policies referred to in this document (Policies in red are statutory documents)
1. Acceptable Use Policy
2. Anti-bullying
3. Appraising Teacher Performance
4. Behaviour
5. Capability
6. Childcare Disqualification Guidance
7. Critical Incident Plan
8. Data Protection & Confidentiality
9. Equalities Policy & Objectives
10. Equalities Information and Analysis
11. e-Safety
12. Evacuation Plan
13. Finance
14. Fire Risk Assessment
15. Freedom of Information Act
16. Health & Safety
17. Home-School Agreement
18. Inclusion
19. Induction for NQTs
20. Keeping children safe in education
21. Keeping children safe in education: info for all school and college staff
22. Looked After Children
23. Managing Allegations against Staff
24. Marking
25. Personal Health & Relationship (including SRE)
26. Provision Mapping
27. Purchase Card Guidance
28. Safeguarding
29. Schedule of financial delegation
30. SDP (School Development Plan)
31. Staff discipline, conduct & procedures
32. Staff grievance procedures
33. Staff information
34. Supporting children with medical conditions
35. Teaching & Learning
36. Volunteers
37. Whistleblowing

*policies are regularly updated, therefore the names of policies may change, new relevant policies may be introduced and some policies may cease as they are replaced by new policies.