

DHEKELIA PRIMARY SCHOOL

Staff **C**ode of **C**onduct

POLICY

Dhekelia Primary School

Code of Conduct

The following code of conduct has been adopted by the Governing Body of Dhekelia Primary School 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 at Dhekelia Primary School. 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 Dhekelia Primary School’s core values: it sets down the way in which an employee of Dhekelia Primary School is expected to conduct themselves.

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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
 - Application and Intent
 - Personal Interest
 - Gifts and Responsibility
 - General Confidentiality
 - Dealing with the School's Money
 - Criminal Charges and Convictions
 - Other Employment
 - Intellectual Property and Copyrights
 - Publications and Dealing with the Press
 - Equipment and Materials
 - Political Restrictions and Neutrality
 - Equal Opportunities
 - Employment Matters
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 - Fitness for Work

- Health and Safety
- Attendance
- Smoking
- Mobile Phones
- Dress Code
- Identity Badges
- Disciplinary Rules
- Following Instructions

1. General Principles

As an employee of the School you are expected to carry out your duties in accordance with the School'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 School 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 School, 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

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.

Personal Interest

You must not in your official capacity:

- Allow your personal interests to conflict with the School'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.

Gifts and hospitality

The School 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. Offers of a gift or inducement, whether made at specific occasions (e.g. at Christmas) or casually, should be recorded on the Gift and Hospitality register kept in the main office. .

If you are in any doubt, you should seek guidance from your Head Teacher or Line Manager before accepting any gifts or hospitality offered.

Employees should also refrain from making any gifts to external organisations or to the employees of organisations which provide services to the School or which are potential providers of such services.

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 School'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.

Dealing with the School's Money

You must:

- Ensure that public funds are used in a responsible and lawful manner.
- Strive to ensure value for money to the School and to avoid legal challenge to the School.

Criminal Charges and Convictions

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

You must:

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

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 School or affect your ability and credibility to do your job.
- You must ensure that School 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.

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 School, unless otherwise agreed, you cannot exploit the rights to any such thing without written permission from the School.

Publications and Dealing with the Press

You must not:

- Publish any material which comments on the activities, policies etc. of the School 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 School then the article must not link you to the School.

Equipment and Materials

You must:

- Not use the equipment and premises of the School 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.

Political Neutrality

The School 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 School.

Equal Opportunities

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

The School 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 School 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 School expects all its employees to uphold its Equal Opportunities 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.

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.

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.

Fitness for Work

The School 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 School image and reputation.
- If you are a Head Teacher or Manager, consider the options available for managing employees in the above situation
- 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 School 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.

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 School'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.

Attendance

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

It is expected that you are available for work during these hours.

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

Smoking

The School is a non-smoking organisation.

You are not permitted to smoke in any of the School's offices, or any other building or grounds owned or occupied by the School, at any time. This includes the use of e-cigarettes.

Smoking whilst on the School's premises may be subject to disciplinary action.

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.

The carrying and use of mobile phones around children within the class and school setting is not permitted without a valid reason. In some circumstances, e.g. on school trips, a mobile phone is permitted in order to maintain contact with the school. This will be included on the Risk Assessment.

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.

Dress Code

There is a general expectation that dress will be appropriate to the nature of the duties and responsibilities of the job. A separate Dress Code is available.

Identity Badges

Employees issued with identity badges should wear them at all times. This is particularly important if you visit families in their homes. Where managers decide that it is not practical to wear identity badges then you should have them available for inspection at all times.

Disciplinary Rules

MOD Schools have disciplinary procedures

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.

MOD Schools also have a separate Managing Poor Performance 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.

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 School policy and practice.

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

Contract of Employment

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

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.

Freedom of Information Act 2000

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

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.

You must not post any comments, photographs, images or conversations on social networking websites which may bring you or the School 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.