



# Code of Conduct for Staff and Volunteers

<b>Audience:</b>	School and academy staff, particularly Headteachers and administrative staff Local Governing Bodies
<b>Reviewed:</b>	September 2019
<b>Other related policies / procedures</b>	Detailed within this policy
<b>Owner</b>	Crofty MAT / Pennoweth Primary School
<b>Policy / procedure model</b>	<b>MAT policy: all Crofty schools use this policy</b> Aligned: Policy to be adapted to school where indicated School policy: specific to needs of the school

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## CODE OF CONDUCT

### 1. **Introduction**

All employees have personal and legal responsibilities, including; 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 fully observed by **all** staff, including the Headteacher and Senior Management Team.

This document is not a prescriptive guide to what employees should and should not do. It 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 that underpin these behaviours through reference to the documents highlighted throughout the Code. If these documents are not supplied at induction, the employee should ask the school for copies.

### 2. **Compliance with the Code of Conduct**

The Code of Conduct forms part of an employee's contract. Failure to comply with it and with the associated school policies may result in disciplinary action being taken and the school reserves the right to take legal action against employees where breaches of the Code warrant such action.

### 3. **Personal, Private and Professional behaviour and conduct**

#### 3.1 **Treating other people with dignity and respect**

All employees are expected to treat other colleagues, pupils and external contacts, such as parents/carers with dignity and respect.

Staff are required stay up to date with and comply with their duties under the Equalities Act 2010 in respect of colleagues, students and other contacts such as parents. Unacceptable behaviour such as discrimination, bullying, harassment or intimidation will not be tolerated in schools. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, pupils and parents.

#### 3.2 **Appropriate relationships with children**

School 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 in schools are in a position of trust and 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. Staff are required to read and understand school policies on child protection.

#### 3.3 **Professional behaviour – demonstrate honesty and integrity, upholding public trust and confidence in the school.**

Employees must not misuse or misrepresent their position, qualifications or experience or bring the reputation of the school or trust into disrepute. Such behaviour may lead to disciplinary action.

### 3.4 **Criminal actions**

School employees must inform the Headteacher (governing Body if the employee is a 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.

### 3.5 **Personal and Private Conduct**

Staff members expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct. School staff uphold public trust in the school and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils and colleagues with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

School employees must inform the Headteacher (governing Body if the employee is a Headteacher) immediately in a change of circumstances involving any statutory agencies for example, Police, Social Care etc. Failure to notify the school would be a breach of the Code of Conduct policy and may result in disciplinary action being taken.

### 3.6 **British Values**

School employees will fully support and actively promote the British Values of Democracy, The rule of Law, Individual liberty, Mutual respect and Tolerance of those with different faiths and beliefs.

### 3.7 **In addition the school expects staff to:**

Put the wellbeing, development and progress of children and young people first.

Take responsibility for maintaining the quality of their classroom practice.

Help children to become confident and successful learners.

Strive to establish productive partnerships with parents and carers.

Work as part of a whole-school team.

Cooperate with other professional colleagues.

### 3.8 **Required Reading:**

- School's Safeguarding policy and procedure / Handbook for staff: Child Protection
- Keeping Children Safe in Education DfE 2019

- Additional guidance/policies provided by the school, in particular Behaviour Policy, Positive handling /physical restraint, Use of Mobile Phones Policy, Use of Images, E-safety policy, Tackling Extremism and Radicalisation policy.

#### **4. Declaration of interests**

An employee is required to declare this where the group or organisation to which the employee belongs would be considered to be in conflict with the ethos of the 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 staff member or a contractor who provides services to the school.

Failure to make a relevant declaration of interests is a very serious breach of trust and therefore if employees are in doubt about a declaration, they are advised to take advice from their school or union.

All declarations, including nil returns, should be submitted in writing to the Headteacher on a school Register of Business Interests. (Appendix One).

#### **5. 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 any 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.

#### **6. Financial inducements**

##### **6.1 Financial Procedures**

All school employees must comply with the Crofty Multi Academy Trust's Financial Procedures Handbook. Employees should familiarise themselves with these Procedures: some of the principal employee requirements are summarised below.

##### **6.2 Declaration of gifts**

Any gifts that are received should be declared in writing to the Governing Body on the Register of Gifts and Hospitality (Appendix 2) with the exception of those items specifically identified in sections 6.4 and 6.5 below. This document shall remain available for inspection by Crofty MAT's Audit.

### 6.3 **Gifts or hospitality to an employee**

Where a business contact offers a personal gift, personal payment or other incentive such as secondary employment to an employee, these should not be accepted and should be returned with a suitable official letter. Such offers should be declared to the Governing Body and recorded in the Register of Gifts and Hospitality.

If it is not possible to return gifts then the employee who deals with that supplier should declare the gift to the Governing Body who will keep a record of it and decide how it is to be used. Such gifts remain the property of the school and should be included in the Register of Gifts and Hospitality.

The only exceptions to these are:

- Low cost, functional items suitable for business use rather than personal use and displaying the supplier's logo e.g. diaries, calendars and pens. These items may be accepted and do not have to be included in the Register of Gifts and Hospitality.
- Gifts offered by parents or students to school staff to express their thanks, such as boxes of chocolates. However, only gifts with an individual value of £25 or less may be accepted. Such gifts do not have to be declared in writing to the Governing Body or be included in the Register of Gifts and Hospitality. For the avoidance of doubt employees must always refuse gifts of money.

Where hospitality in the form of meals and drinks is offered by a business contact, this is only acceptable where it forms part of a normal business meeting (for example, refreshments at training events or meals at evening meetings). Offers of hospitality to specific events, such as dinner or sporting event, should only be accepted after authorisation from the Governing Body. These should be approved where there is a clear and demonstrable benefit to the school and the hospitality would not expose the school to criticism that the business contract was exerting undue influence. These should be recorded in the Register of Gifts and Hospitality.

Visits by employees to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business and authorised by the school, shall be at the school's expense.

### 6.4 **Gifts or hospitality to the school**

Where a business contact sends a gift to the school,(for example, a stationary supplier sending a gift), this should not be accepted and should be returned to the supplier. Such offers should be declared to the Governing Body and recorded in the Register of Gifts and Hospitality.

If it is not possible to return the gift, the employee who usually deals with the supplier should declare the gift to the Governing Body who will keep a record of it and decide how it is to be used. Such gifts remain the property of the school and should be included in the Register of Gifts and Hospitality.

The only exceptions to this are low cost, functional items suitable for business use (as opposed to personal use), such as diaries, calendars or pens, which may be accepted and do not have to be declared on the Register of Business Interests.

#### **6.5 Use of school contacts**

Apart from participating in concessionary schemes arranged by trade unions or other such groups for their members, employees shall not use school business contacts for acquiring materials or services at trade / discount prices for non-school activities.

#### **Also see**

- Crofty Multi Academy Trust's Financial Procedures Handbook – (see school office)

#### **7. Use of school premises and equipment**

School equipment and premises are available only for school-related activities and should not be used for fulfilment of another job or post or for excessive or regular personal use, unless authorised in writing and in advance by the Headteacher.

This includes photocopy facilities, stationary, telephones and computers and premises. Any school equipment that is used outside of school premises, for example laptops, should be returned to the school when the employee leaves employment or upon request by the Headteacher.

#### **8. Other employment**

Employees are permitted to take up secondary employment outside the school, as long as the activity does not constitute a conflict of interest, adversely affect their primary employment at the school or exceed the legal maximum working week of 48 hours as defined by the Working Time Regulations.

The secondary employment must be undertaken outside the working hours of the employee's normal post and employees are required to keep the Headteacher (governing Body if the employee is the Headteacher) informed of their employment at other organisations.

#### **9. Health and Safety**

Employees must adhere to the school's Health and Safety policy, procedure and guidance and must ensure that they take every action to keep themselves and everyone in the school environment safe and well.

This includes taking immediate safety action in a potentially harmful situation (either at school or off-site) by complying with statutory and school guidelines and collaborating with colleagues, agencies and Crofty Multi Academy Trust.

##### **9.1 Required reading:**

- School's health and safety Policy

#### **10. Dress and Appearance**

A person's dress and appearance are matters of personal choice and self-expression. However adults should dress in ways which are appropriate to their

role and this may need to be different to how they dress when not at work. Adults who work with pupils should ensure they are dressed in clothing which is appropriate to their role and tasks they undertake. All staff should take care to ensure that their clothing is not likely to be viewed as offensive, revealing, or sexually provocative. Clothing should be appropriate for the workplace and present a professional impression of the school and the member of staff themselves. It should be absent of any political or otherwise contentious slogans.

### **11. Use of alcohol and illegal drugs**

The taking of illegal drugs 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 and without their performance being adversely impacted by the consumption of alcohol or illegal drugs.

If alcohol or drug usage 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.

### **12. Use of communication systems**

The school has the right to monitor emails, phone-calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems by employees.

Employees should be aware that the school has a right to access employees' personal email and computer files if required for investigation of misuse.

It is recommended that employees do not use school systems (phone, email, and computers) for personal use. Inappropriate usage, which includes excessive or regular use may result in disciplinary action for the employee and in serious cases could lead to an employee's dismissal.

Inappropriate use of email and internet systems also includes viewing, publication or circulation of illegal or offensive material, viewing, publication or circulation of junk mail, including chain letters, jokes or large attachments, gambling, gaming; these will be treated as disciplinary matters.

Passwords should not be shared and access to computer systems must be kept confidential. Breach of this confidentiality may be subject to disciplinary action.

Employees who receive inappropriate communications should inform their Headteacher or Senior Manager immediately.

Staff are permitted to have their mobile phones about their person; however there is a clear expectation that all personal use is limited to allocated lunch and/or tea breaks. Mobile phones should not be used in the presence of pupils even if this is within a staff break time; the staff room, offices, classroom cupboards or the school reception are all suitable places to make and receive calls during a break if there are no children present.



Other than in agreed exceptional circumstances, phones must be switched off and calls and texts must not be taken or made during lesson time. Practitioners are not permitted, in any circumstance to use their phones for taking, recording or sharing images and 'mobile free' areas must be observed at all times.

Practitioners are not permitted to use their own personal phones for contacting children, young people and their families within or outside of the setting.

**Required Reading:** The school's Mobile Phone Policy

### **13. Confidentiality**

All employees at the school and the Governing Body come into contact with a significant volume of data and information in relation to pupils, staff, school activities and many other matters. There is an obligation to read and observe the requirements of the Data Protection Act 1998.

#### **13.1 Managing data**

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

#### **13.2 Disclosing data**

Staff should not disclose sensitive information about the school, its employees or Crofty Multi Academy Trust to other parties, for example, parents, colleagues or internet blogs. There are particular exceptions to this; for example disclosure of suspected or alleged abuse of a pupil to Child Protection officers; discussion with a person accompanying or representing an employee in a formal meeting or disclosure under the Whistleblowing procedure. All communication with the media must be directed through the Headteacher or their nominee.

There are circumstances in which staff are obliged to release pupil data, for example, parents seeking information about pupil progress or other colleagues in the school.

Staff should be aware that, from time to time, information about employees' salaries is matched with other public sector information (for example housing benefits) in order to prevent fraudulent claims.

#### **13.4 Access to data**

Everyone has the right to request access to data that is held about them and such requests should be made to the Headteacher who will address the request.

### **14. Copyright**

Copyright legislation should be displayed next to photocopier machines and employees are required to adhere to the guidance provided about use of educational resources.

**Required reading:**

- Copyright notices in school

**Appendix One**

**REGISTER OF BUSINESS INTERESTS FORM**

**Governors and staff declaration form**

I wish to declare the following information in accordance with the Governing Body’s requirements that a Register of Business Interests should be maintained.

**Name:**

**Post:**

**Signature:**

**Date:**

You should provide full details of your declaration below, including a nil return:

Declaration of relationships or contracting arrangements	
Relationships or links with businesses. Contracts or proposed contracts (or any activity which would cause potential conflict) in which you are involved / interested.	State whether the interest is direct or indirect, and the nature of the interest.

**REGISTER OF GIFTS AND HOSPITALITY**

**Governors and staff declaration form**

I wish to declare the following information in accordance with the Governing Body's requirements that a Register of Gifts and Hospitality should be maintained.

**Name:**

**Post:**

**Signature:**

**Date:**

You should provide full details of your declaration below, including a nil return:

Declaration of gifts and hospitality		
Date gift received	From whom	Gift or hospitality

### Appendix 3

#### Staff, Student, Volunteer and Visitor's Acceptable Usage Policy

<b>Reviewed by E-safety Group</b>	01/1/2017
<b>Reviewed by Governors</b>	24/1/2017
<b>Review Date</b>	January 2020

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

#### **This Acceptable Use Policy is intended to ensure:**

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

#### **Acceptable Use Policy Agreement**

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

#### **For my professional and personal safety:**

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email, VLE, portal etc) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use at appropriate times.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person using the flowcharts included in the school's E-Safety Policy.

#### **I will be professional in my communications and actions when using school ICT systems:**

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images. Where these images are published (e.g. on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites in school in accordance with the school's Social Media guidelines document.
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner and follow the guidelines in the school's E-Safety policy.
- I will not engage in any online activity that may compromise my professional responsibilities.

#### **The school and Crofty Multi Academy Trust have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:**

- When I use my mobile devices (PDAs / laptops / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional

rules set by the school about such use. I will ensure that any such devices are protected by up to date antivirus software and are free from viruses.

- I will only use personal email addresses on the school ICT systems during appropriate times such as lunch time.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is saved onto a school network drive so that it is regularly backed up.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this has been allowed by the ICT Network Manager.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school E-Safety Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that the data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software to the ICT Manager, however this may have happened.

**When using the internet in my professional capacity or for school sanctioned personal use:**

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

**I understand that I am responsible for my actions in and out of the school:**

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors / Trustees and in the event of illegal activities the involvement of the police.