



# STAFF CODE OF CONDUCT

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## **Statement of intent**

Knutton St Mary's Academy expects all of its pupils to receive the highest possible quality of teaching and learning within a positive and respectful environment.

Employees at the Academy should understand that their own behaviour and the manner in which they conduct themselves with their colleagues, pupils, parents and other stakeholders, sets an example.

The governing body of Knutton St Mary's Academy recognises that the majority of staff members act appropriately and treat each other with dignity and respect; however, we consider it important to clarify the expected standards.

This document forms part of a staff member's contract of employment and failure to comply with it, and with the associated Academy policies, may result in disciplinary action being taken, including legal action where this is warranted.

This document applies to all staff members who are:

- Employed by the Academy, including the Principal.
- Employed in units or bases that are attached to the Academy

This document does not apply to:

- Peripatetic staff members who are centrally employed by the LA.
- Academy catering staff employed by Chartwells.
- Employees of external contractors.

These employees are governed by their employment contracts and any relevant laws pertaining to their activities within the school, for example, the Data Protection Act 1998.

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**Pending Governor approval – Autumn 2016**

## **Other policies**

- 1.1. This Code of Conduct should be read and adhered to in conjunction with the following Academy policies:
- Child Protection and Safeguarding Policy
  - Health and Safety Policy
  - Data Protection Policy
  - Equal Opportunities Policy
  - Staff Dress Code
  - Special Leave Policy

## **Appearance and dress – see Staff Dress Code Policy**

- 2.1. The expectations of the governing body are that staff members:
- Ensure that their appearance is clean and neat when at work or representing the Academy.
  - Dress in a manner that is appropriate to their role.
  - Remember that they are role models for pupils and that their dress and appearance should reflect this.
  - Do not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders.

## **Attendance**

- 3.1. The Academy's expectations are that staff members:
- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
  - Make routine medical and dental appointments outside of their working hours or during holidays, where possible.

- Refer to the Academy's policy on special leave if they need time off for any reason other than personal illness.
- Follow the Academy's absence reporting procedure when they are absent from work due to illness or injury.

## **Professional behaviour and conduct**

- 4.1. Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect.
- 4.2. Discrimination, bullying, harassment or intimidation, including physical and verbal abuse, will not be tolerated at the Academy.
- 4.3. Staff members must not misuse or misrepresent their position, qualifications or experience, or bring the Academy's into disrepute.
- 4.4. Staff members must inform their line manager if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

## **Safeguarding children**

- 5.1. Our expectations are for staff members to:
  - Act in an open and transparent way that does not lead to any suspicion about their actions or intent.
  - Respect their duty to protect children and young people from harm and to maintain professional boundaries.
  - Read and understand Academy policies on child protection and safeguarding, including their obligations to undertake a Disclosure and Barring Service check.

## **Declaration of interests**

- 6.1. Staff members are required to declare their interests where the group or organisation they are affiliated with would be considered to be in conflict with the ethos of the Academy. Membership to a trade union or staff representative group does not need to be declared.
- 6.2. Staff members should also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with Academy activities.
- 6.3. 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 contact the academy or trade union.
- 6.4. All declarations, including nil returns, should be submitted in writing to the Principal on the Register of Business Interests.

## **Probity of records**

- 7.1. The deliberate falsification of documents is not acceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.
- 7.2. Where a staff member has claimed any benefit, either directly or indirectly, or 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.

## **Financial inducements**

- 8.1. Staff members must:
  - Familiarise themselves and comply with the Academy's financial regulations.
  - Declare to the governing body, in writing, any gifts received, with the exception of:
    - Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo. These items may be accepted.
    - Gifts offered by parents or pupils to Academy staff to express their gratitude, but staff members should always refuse gifts of money.
    - Hospitality in the shape of meals and drinks where it forms part of a normal business meeting.
    - Authorised visits to exhibitions, demonstrations, conferences, business meals and social functions in connection with the Academy's business, which shall be at the Academy's expense.
  - Not accept a personal gift, payment, or other incentive from a business contact. Any such gifts should be returned.
  - Declare any gift that cannot be returned, to the governing body, who will decide how it will be used.
  - Only accept offers to specific events after authorisation from the governing body.

## **Contacts**

- 9.1. Staff members shall not use [Academy business contacts for acquiring materials or services at trade/discount prices for non-Academy activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

## **Health and safety**

10.1. Staff members must:

- Be familiar with and adhere to the Academy's Health and Safety Policy and must ensure that they take every action to keep themselves and everyone in the Academy environment safe and well.
- Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
- Comply with hygiene requirements.
- Comply with accident reporting requirements.
- Inform their line manager of any paid work which is undertaken elsewhere, for compliance with Working Time Regulations.

## **Alcohol and illegal drugs**

- 11.1. The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members must never attend work under the influence of alcohol or illegal drugs.
- 11.2. If alcohol or drug usage impacts on a staff member's performance, the Academy has the right to discuss the matter with the employee and take appropriate action, including referral to the police.

## **Premises, equipment and communication**

- 12.1. Academy equipment and systems are available only for Academy-related activities and should not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Principal.
- 12.2. Illegal, inappropriate or unacceptable use of Academy equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.
- 12.3. Employees receiving inappropriate communication or material, or who are unsure about whether something he/she proposes to do might breach this policy, should seek advice from the Principal.
- 12.4. The Academy reserves 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.

- 12.5. Communication systems may be accessed when the Academy suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity.
- 12.6. Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Principal. Breach of this confidentiality may be subject to disciplinary action.
- 12.7. Academy equipment that is used outside Academy premises, for example laptops, should be returned to the Academy when the employee leaves employment, or if requested to do so by the Principal.

### **Social networking websites**

- 13.1. Employees must not access social networking sites for personal use during classes.
- 13.2. Access to some journals, blogs and social networking sites is permitted during classes for the purposes of undertaking job related duties only.
- 13.3. Employees must act in the best interests of the Academy and not disclose personal data or information about any individual, including staff members, children and young people.
- 13.4. Staff members should not 'friend' pupils on social networking websites.
- 13.5. Access may be withdrawn and disciplinary action taken if there is a breach of confidentiality or defamatory remarks are made against any individual at the Academy

### **Data protection and confidentiality**

- 14.1. Staff members are required, under the Data Protection Act 1998, to collect, maintain and dispose of sensitive or personal data in a responsible manner.
- 14.2. Staff members should not disclose sensitive information about the Academy, its employees, or the LA, to other parties.
- 14.3. The only exception whereby it is acceptable for a staff member to disclose information which would otherwise be considered confidential is when the confidential information gives rise to concerns about the safety or welfare of a pupil.

14.4. Staff members have the right to request access to data that is held about them and such requests should be made to the Principal