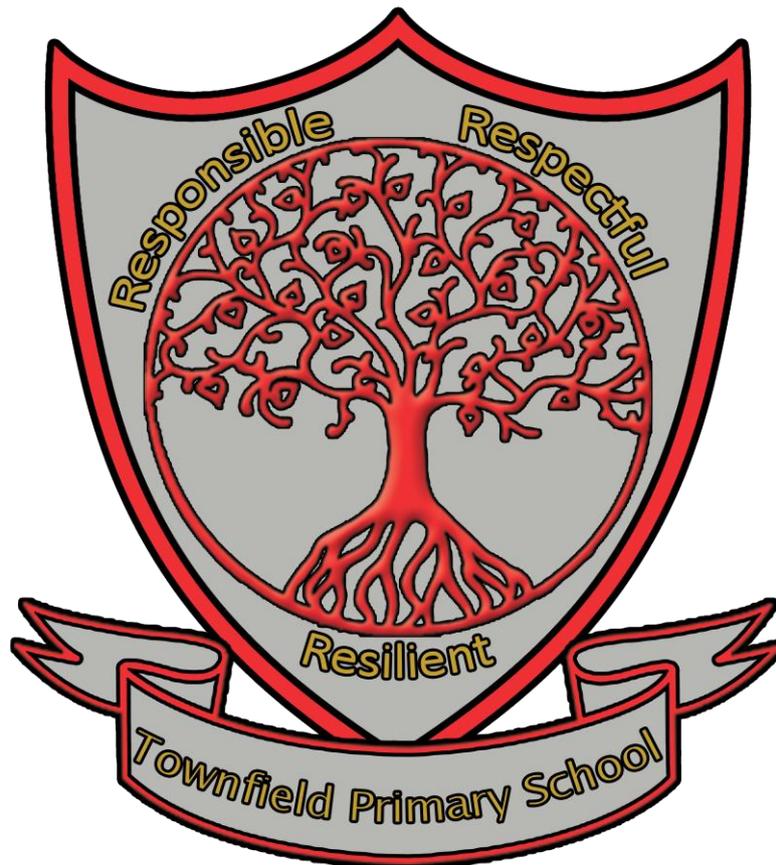


# Townfield Primary School

## Staff Code of Conduct Policy



This policy was adopted by the Governing Body Spring 2021

This policy is due for review Spring 2022

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## **1 POLICY STATEMENT**

- 1.1 This Code of Conduct should be read in conjunction with the Trust's Disciplinary Policy (Appendix 1) and Management of Safeguarding Allegations Against Staff and Volunteers (Appendix 2). The aim of the Code of Conduct and Disciplinary Policy is to set out the standards of conduct expected of all employees and to provide a framework within which the Trust can work with employees to maintain those standards and encourage improvement where necessary.
- 1.2 It is the Trust's policy to ensure that any disciplinary matter is dealt with fairly and in accordance with the Disciplinary Policy.
- 1.3 If you are in any doubt as to your responsibilities or the standards of conduct expected you should speak to the Head Teacher.
- 1.4 This Code of Conduct does not form part of any employee's contract of employment and it may be amended by the Trust at any time.

## **2 WHO IS RESPONSIBLE FOR THE CODE OF CONDUCT?**

- 2.1 The Trust has overall responsibility for the effective operation of this Code of Conduct and for ensuring compliance with the relevant statutory framework. The Trust has delegated day-to-day responsibility for operating the Code of Conduct and ensuring its maintenance and review to the Head Teacher. The Senior Leadership Team has a specific responsibility to ensure the fair application of this Code of Conduct and all members of staff are responsible for supporting colleagues and ensuring its success.

## **3 RULES OF CONDUCT**

- 3.1 While working for the Trust you should at all times maintain professional and responsible standards of conduct. In particular you should:
- 3.1.1 act at all times in good faith and in the best interests of the Trust, its pupils, parents and employees;
- 3.1.2 behave professionally, set a good example to others and exercise confidentiality;
- 3.1.3 observe the published standards for teachers (or any other relevant professional or occupational standards for employees who are not teachers)
- 3.1.4 comply with all reasonable instructions provided by the Trust, the Head Teacher and/or the Senior Leadership Team;

- 3.1.5 work together to create a Trust culture that is based on mutual trust and appropriate respect;
- 3.1.6 physical restraint should only be used when a person (child or adult) is at risk of harm;
- 3.1.7 speak with a child with the door open or with another adult present;
- 3.1.8 treat other Trust personnel with respect;
- 3.1.9 treat resources responsibly and if possible reduce, re-use and recycle resources;
- 3.1.10 be aware of the Trust's guidelines on handling money;
- 3.1.11 create and maintain a good and open relationship with parents;
- 3.1.12 be trained in Child Protection procedures;
- 3.1.13 create a positive classroom environment where all children are cared for, respected and valued;
- 3.1.14 ensure that all activities, including curriculum provision, all forms of school supervision, interaction and out of school provision, conform to the values and ethos of the Trust, promote tolerance, uphold British values and reject all forms of discrimination and extremism;
- 3.1.15 promote fundamental British values including democracy, the rule of law, mutual respect and tolerance of different faiths and beliefs;
- 3.1.16 take care of your physical and mental well-being by maintaining a healthy work-life balance;
- 3.1.17 observe the terms and conditions of your contract;
- 3.1.18 observe all of the Trust's policies, procedures and regulations which are notified to you from time to time by means of notice boards, e-mail, the intranet or otherwise; and
- 3.1.19 take reasonable care in respect of the health and safety of pupils, parents, colleagues and third parties and comply with the Trust's Health and Safety Policy.

3.2 Failure to maintain satisfactory standards of conduct may result in action being taken under our Disciplinary Policy.

#### **4 MISCONDUCT**

The following are examples of matters that will normally be regarded as misconduct and will be dealt with under the Trust's Disciplinary Policy:

- 4.1 minor breaches of Trust's policies including but not limited to the Sickness Absence Policy, Electronic Information and Communications Systems Policy, Social Media Policy, Equal Opportunities Policy, Behaviour Management Policy and Health and Safety Policy, Time Off For Dependants Policy; Parental Leave Policy;

- 4.2 minor breaches of your contract;
- 4.3 damage to, or unauthorised use of, Trust;
- 4.4 poor timekeeping;
- 4.5 time wasting;
- 4.6 failure to follow instructions or any other insubordination;
- 4.7 excessive use of Trust's telephones for personal calls;
- 4.8 excessive personal e-mail or internet usage;
- 4.9 minor bad language or other minor offensive behaviour;
- 4.10 negligence in the performance of your duties;
- 4.11 smoking in no-smoking areas;
- 4.12 being an accessory to a disciplinary offence committed by another employee;
- 4.13 neglect of health (if you fail to carry out any instruction from a medical officer appointed by the Trust or if by your conduct while absent from work on account of illness, you hinder your return to work); or
- 4.14 failure to disclose that you are subject to criminal proceedings, or are charged with a criminal offence that is relevant to the nature of your employment.

This list is intended as a guide and is not exhaustive.

## **5 GROSS MISCONDUCT**

- 5.1 Gross misconduct is a serious breach of contract and includes misconduct which, in the Trust's opinion, is likely to prejudice the Trust or its reputation or irreparably damage the working relationship and trust between employee and employer. Gross misconduct will be dealt with under the Trust's Disciplinary Policy and will normally lead to dismissal without notice or pay in lieu of notice (summary dismissal).
- 5.2 The following are examples of matters that are normally regarded as gross misconduct:
  - 5.2.1 theft, or unauthorised removal of Trust property or the property of any other person or the incitement to steal;
  - 5.2.2 fraud, forgery or other dishonesty, including fabrication of expense claims and/or time sheets;
  - 5.2.3 gross failure to follow reasonable and lawful instructions;
  - 5.2.4 unauthorised Absence;
  - 5.2.5 gross insubordination;
  - 5.2.6 deliberate mutilation or destruction of official documents;
  - 5.2.7 the initiation or participation in any inappropriate verbal or physical conduct with a child;

- 5.2.8 actual or threatened violence, or behaviour which provokes violence;
- 5.2.9 any behaviour which can be considered as supporting fundamentalism, extremism or otherwise as being anti- British values;
- 5.2.10 deliberate damage to Trust buildings, fittings, property or equipment, or the property of any other person;
- 5.2.11 serious misuse of Trust property;
- 5.2.12 deliberately accessing internet sites, social media, forums or groups containing pornographic, offensive, obscene material, defamatory, extremist, incitements to violence, sexist racist, homophobic, harassing or libellous material;
- 5.2.13 serious or persistent insubordination and/or the refusal to follow management instructions;
- 5.2.14 bringing the Trust into serious disrepute;
- 5.2.15 being under the influence of alcohol, illegal drugs or other substances during working hours;
- 5.2.16 causing loss, damage or injury through serious negligence;
- 5.2.17 serious breach of health and safety rules;
- 5.2.18 unauthorised use or disclosure of confidential information (other than in accordance with the Whistleblowing procedure) or failure to ensure that confidential information in your possession is kept secure;
- 5.2.19 acceptance of bribes or other secret payments;
- 5.2.20 using or attempting to use your official position for your own or another person's private advantage;
- 5.2.21 committing a criminal offence that in the opinion of the Trust may affect its reputation or its relationships with its employees, parents, pupils or the public, or otherwise affects your suitability to continue to work for the Trust;
- 5.2.22 possession, use, supply or attempted supply of illegal drugs;
- 5.2.23 serious neglect of duties, or a serious or deliberate breach of your contract or operating procedures;
- 5.2.24 knowing breach of statutory rules affecting your work;
- 5.2.25 unauthorised use, processing or disclosure of personal data contrary to our Data Protection Policy;
- 5.2.26 harassment of, or unlawful discrimination against, employees, contractors, parents, pupils or members of the public, related to gender, marital or civil partner status, gender reassignment, race, colour, sexual orientation, nationality, ethnic or national origin, disability, religion or belief or age contrary to the Trust's Equal Opportunities Policy or our Anti-harassment and Bullying Policy;
- 5.2.27 giving false information as to qualifications or entitlement to work (including immigration status);
- 5.2.28 making a disclosure of false or misleading information under our Whistleblowing Policy maliciously, or for personal gain/advantage, or otherwise in bad faith;

- 5.2.29 making false or misleading allegations in bad faith against a colleague;
- 5.2.30 victimising or harassing a colleague who has raised concerns, made a complaint or given evidence information under the Whistleblowing Policy, Anti-harassment and Bullying Policy, Grievance Policy, Disciplinary Policy or otherwise;
- 5.2.31 serious misuse of our information technology systems (including misuse of developed or licensed software, use of unauthorised software and misuse of e-mail and the internet) contrary to the Trust's Electronic Information and Communications Systems Policy;
- 5.2.32 serious misuse of social media contrary to the Trust's Social Media Policy; or
- 5.2.33 undertaking unauthorised paid or unpaid employment during your working hours.

This list is intended as a guide and is not exhaustive.

<b>Policy/Plan administration</b>	
<b>Version number</b>	1.2
<b>Amendments</b>	None – policy reviewed
<b>Date of issue</b>	Spring 2020
<b>Electronic copies of this plan are available from</b>	The school office
<b>Hard copies of this plan are available from</b>	The school office
<b>Date of next review</b>	Spring 2021
<b>Person responsible for review</b>	Updated by SBM/HT