PERRAN-AR-WORTHAL CP SCHOOL
Every Moment Matters

CODE OF CONDUCT FOR STAFF IN EDUCATION SETTINGS

Adopted by Perran-ar-worthal School
(To be read in conjunction with 'Guidance for Safer Working Practice for Adults Who Work with Children and Young People in Education Settings')2019

Contents

1.	Introduction	2
2.	Compliance with the Code of Conduct	2
3.	Professional behaviour and conduct	2
4.	Declaration of interests	3
5.	Probity of records and other documents	4
6.	Financial inducements	4
7.	Use of school premises and equipment	5
8.	Other employment	5
9.	Health and Safety	6
10.	Use of alcohol and illegal drugs	6
11.	Use of communication systems	6
12.	Confidentiality	7
13.	Copyright	7
Appendix One: Register of Business Interests Form		8
Appendix Two: Register of Gifts and Hospitality Form		9

I declare that I have read and understood the Code of Conduct for School Employees and the associated "Required Reading".

Name_____ Date_____

Signature_____

(Code of Conduct/SCU/Aug12)

Note: At the governors' meeting on 18th May 2017, it was agreed that, throughout the course of each academic year, the headteacher would ask staff to sign that they have read the code, the other 'required reading' and all the other policies of the school following the annual review and update of each policy.

CODE OF CONDUCT FOR SCHOOL EMPLOYEES

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 in the "Required Reading" 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. 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 or carers with dignity and respect.

Staff are required to comply with the school's equality policies or single equality scheme 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. The use of social media must also be used with care.

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

Employees must not misuse or misrepresent their position, qualifications or experience or bring the reputation of the school into disrepute. Such behaviour may lead to disciplinary action. Employees should give careful thought to their use of social media, the internet and all forms of communication systems (see section 12). When someone clearly identifies their connection with Perran-ar-worthal School or discusses their work either in person or via a communication system, they are expected to behave appropriately and in ways that are consistent with the school's own values and policies.

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 Required Reading

School's Safeguarding policy and procedures for Child Protection

(teachers only) GTC Code of Conduct and Practice for Registered Teachers – available at www.gtce.org.uk

Guidance for Safe Working Practice for the People Working in Education Settings 2019

Additional guidance or policies provided by the school, in particular 'Behaviour Policy' and 'Physical Restraint 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 Regulations for schools

All school employees must comply with the schools and local authority's Financial Regulations. Employees should familiarise themselves with these Regulations: some of the principal employee requirements are summarised below.

6.2 Business Contacts

In this section, *"business contact"* refers to any person, body or organisation with which the school is involved on a financial or charitable basis (including contractors; developers; consultants; regional or national charities). This also includes business contacts who are potential suppliers (e.g. they are tendering for future business).

6.3 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 the authority's Internal Audit department.

6.4 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 may be 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 critiscm 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.

6.5 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.

6.6 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 or discount prices for non-school activities.

6.7 Required Reading

Financial Regulations for Schools

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 the local authority.

9.1 Required reading

School's health and safety Policy

10. 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.

11. 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 Manger immediately.

12. 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 General Data Protection Regulations(2018)

12.1 Managing data

Under the General Data Protection Regulations (2018) staff are required to collect, maintain and dispose of sensitive or personal data in a responsible manner.

12.2 Disclosing data

Staff should not disclose sensitive information about the school, its employees or the local authority to other parties, for example, parents, colleagues or internet bloggs. 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 Whistle blowing 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.

12.3 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 in conjunction with the Data Protection Officer (DPO)

12.4 Required Reading:

Data Protection Guide

13. 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.

13.1 Required reading

Copyright notices in school

Appendix One: Register of Business Interests Form

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.

Appendix Two: Register of Gifts and Hospitality Form

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