



Code of Conduct for School Employees

Updated: 10-17
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Next Review: 10-18
Approved by: JR

Introduction

The Governors are required to set out a Code of Conduct for all School employees.

In addition to this Code of Conduct, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the *Teachers' Standards: guidance for school leaders, school staff and governing bodies (2012)* and in relation to this Code of Conduct, *Teachers' Standards, Part Two: Personal and Professional Conduct*.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

Purpose, scope and principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all School staff are expected to observe. The School will familiarise new staff with this Code and the expectations therein as part of their induction. It will also be discussed and reviewed periodically in staff meetings.

Our staff are chosen for their potential expertise, commitment and attitude to education. Our community believes in the equality of individuals and in treating others as we would wish to be treated.

As a member of the School community, each employee has an individual responsibility to maintain their reputation and the reputation of the School, whether inside or outside working hours.

This Code of Conduct applies to:

- All staff who are employed by the School, including the Head

The Code of Conduct does not apply to:

- Visiting teachers and other adults who are self-employed
- Employees of external contractors and providers of services
- Volunteers

These adults are covered by the School's Code of Conduct for Adults in Supervision of Pupils Who Are Not Employees of the School

Professional conduct

The following areas are particularly important:

- Compliance with all School policies and procedures
- Considerate and respectful communication with other staff, pupils, parents, guardians and carers
- Punctuality
- Smart and practical appearance: staff should ensure that they are dressed decently, safely and suitably for the tasks they undertake and that they promote a positive and professional image appropriate to the aims and ethos of the School

Safeguarding pupils

Staff have a duty to safeguard pupils from all forms of abuse mentioned in the School's Safeguarding and Child Protection Policy, including the Prevent Duty set out in The DfE's guidance to schools, *Protecting children from radicalisation: the prevent duty* (June 2015).

The duty to safeguard pupils includes the duty to report concerns about a pupil to the School's Designated Safeguarding Lead (DSL). Staff are required to be aware of the School's Whistleblowing Policy which provides a clear and simple procedure for raising concerns. The School's DSL is Isobel Boyt. The Deputy Designated Safeguarding Lead is Jacqueline Peacock.

Staff are provided with a copy of the School's Safeguarding and Child Protection Policy prior to joining and staff must be familiar with this document. The Safeguarding and Child Protection Policy may also be accessed via the Employee Handbook, the Teaching and Learning Handbook, Shared Staff folders and the School website. Staff must also be familiar with Government guidance *Keeping children safe in education Part 1* (September 2016), a copy of which can be found in Shared Staff folders.

Staff are required to adhere to the Safeguarding Code of Conduct set out in Annex E to the Safeguarding and Child Protection Policy so as not to place pupils or staff at risk of harm or of allegations of harm to a pupil.

Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

E-safety: staff must adhere to the School's Computing and Acceptable Use Policy and E-Safety Policy. Staff have a duty to report any incidents or breaches of E-safety by pupils or staff to the DSL or a member of the SMT. Staff must not provide pupils, parents or guardians with their personal email addresses or telephone numbers and should not use these to communicate with pupils, parents or guardians.

Staff are reminded that we are required to report to the Disclosure and Barring Service within one month of them leaving the School anyone whose services are no longer used because he or she is considered unsuitable for working with children.

Staff must not demean or undermine pupils, their parents, guardians or carers, or colleagues.

Pupil development

Staff must comply with all School policies and procedures including those that support the well-being and development of pupils.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the learning and development of pupils.

Staff must follow reasonable instructions from the Head, Section Heads, Subject Co-ordinators and the Senior Management Team that support the development of pupils.

Honesty and integrity

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of School property and facilities.

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this Act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person.

The giving or receipt of gifts or hospitality is not prohibited, if the following requirements are met:

- It is not made with the intention of influencing a third party to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits
- It complies with the law
- It is given in the School's name, not in the staff member's name
- It is appropriate in the circumstances. For example, in the UK it is customary for small gifts to be given at Christmas time
- Taking into account the reason for the gift, it is of an appropriate type and value and given at an appropriate time
- It is given openly, not secretly
- Gifts should not ordinarily be given to or accepted from suppliers. Staff should consult the Bursar or the Head should such a situation arise
- Gifts should not ordinarily be offered to or accepted from public sector employees. Staff should consult the Bursar or the Head should such a situation arise

From time to time parents, guardians or pupils may offer members of staff gifts on an individual basis as a demonstration of their gratitude for the work they have done on their behalf, and this is perfectly legitimate. However in some contexts such gifts could be construed as an improper inducement to, for instance, accord preferential treatment in the future. Consequently, it is necessary for the School to have rules applying to such gifts. These are as follows.

- If a member of staff receives a gift from a group of parents or guardians then the maximum value that can be accepted will be based on an average of £25 per pupil
- If a member of staff receives a gift from an individual pupil's parents or guardians, any gift of cash or other monetary equivalent (e.g. vouchers) of whatever value, or any

other gifts of a value of £25 or over, should be reported to the Bursar via email. The Head will make a decision as to the appropriate way to proceed in each instance

- Staff may retain any other gifts of a value of up to £25. If staff are in doubt about the value of the gift, they should declare it to the Bursar
- Staff may retain gifts received from suppliers if they are token work-related items e.g. pens, notepads, flash drives, desk calendars or diaries. Any other gifts should be politely refused or donated to the School or School's nominated charity. In either case the Bursar should be notified by email, and if the gift is being donated to charity then the giver of the gift should be told that this is the case

Personal gifts from individual members of staff to individual pupils are inappropriate and could be misinterpreted. Presents from individual members of staff to whole classes or groups are acceptable, but should be small in value and only given at the end of term, to mark the end of the School year or to celebrate Christmas or Easter.

Declaration of interests: staff are required to declare an interest where their membership of a group or organisation could be considered to be in conflict with the ethos of the School.

Conduct outside work

Staff must not engage in conduct outside work which could damage the reputation and standing of the School or the employee's own reputation or the reputation of other members of the School community.

Staff must inform the Head (or Governors if the employee is the Head) immediately if they are subject to a criminal conviction or pending prosecution. The Head will discuss this with the employee in the context of their role and responsibilities in order to help safeguard pupils and other employees at the School.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and will be likely to have consequences for their employment.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

Staff may, with the prior written consent of the Head, undertake work (paid or unpaid) or business activities outside School, provided that it does not conflict with the interests and ethos of the School or be to a level which may contravene the working time regulations or affect an individual's work performance. Consent should be requested using the form appended hereto.

Where staff undertake privately arranged work for parents or guardians of current or past pupils or any other person or entity associated with the School, they should ensure that their conduct at all times maintains the professional standards required of School staff and should exercise confidentiality and discretion in all matters relating to the School and the School community.

Staff must not engage in inappropriate use of social networking sites which may bring themselves, the School or School community into disrepute, and should ensure that they use the highest privacy settings.

Confidentiality

Where staff have access to confidential information about pupils or their parents or guardians, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

All staff are likely at some point to witness actions which need to remain confidential. For example: when discussing an incident with a pupil's parents or guardians, other pupils should not be mentioned by name if at all avoidable.

However, staff have an obligation to share with their Heads of Section, SMT or the School's DSL any information which gives rise to concern about the safety or welfare of a pupil. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.

Processing data

Staff are required to collect, maintain and dispose of sensitive or personal data in a responsible manner in accordance with the provisions of the Data Protection Act 1998, (subject to any supervening provisions of the Independent Enquiry into Child Sexual Abuse).

Health and safety

Staff must adhere to the School's Health and Safety Policy 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 where appropriate. Smoking is not permitted on School premises. Alcohol may only be consumed when no pupils are on the premises and only at whole staff/School or Friends of the Cavendish events.

Disciplinary Action

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

Linked Policies

- Capability and Disciplinary Procedure
- Computing and Acceptable Use Policy
- Data Protection Policy
- Equal Opportunities Policy
- E-Safety Policy
- Health and Safety policy
- Prevent Policy
- Safeguarding and Child Protection Policy
- Whistleblowing Policy

APPENDIX

**REQUEST FOR PERMISSION TO UNDERTAKE WORK OUTSIDE
EMPLOYMENT BY THE SCHOOL**

This form should be submitted to the Head in advance of taking up any work outside School employment.

Name of staff member: _____

Job title: _____

Type of outside work proposed:

Employed

Self-employed

Business activity

Paid

Unpaid

Description of outside work proposed:

Name and address of prospective employer:

Is there a connection with The Cavendish School?

Yes

No

If yes, please explain:

Proposed outside work schedule (days/hours): _____

Start date: _____

Likely end date: _____

Permission granted

Permission refused

Signature of staff member: _____ **Date:** _____

Signature of Head: _____ **Date:** _____