

Bedford High School

A Specialist Business and Enterprise College

To Care To Learn To Achieve



Code of conduct for Employees in School

School Address	Manchester Road Leigh WN7 2LU
School Contact Number	01942 909009

Document control

Updated	September 2019
Revision due	September 2020
Current author	Wigan LA/Claire Taylor
Governing Committee	Asset
Electronic copies of this plan are available from	FROG VLN
Hard copies of this plan are available from	HR, Facilities and Communications Manager
Public sector equality duty guidance considered	Yes
Date approved by the Chair of the Governing Body	
Signature of the Chair of the Governing Body	

Changes History

Date	Description	Changes
September 2018	Policy updates in line with KCSIE September 2018	Paragraph 1 – date change, 4.3 – named DSL change, removal of references to Childcare Disqualification regulations.
September 2019	Safeguarding Reference requests	Page 3, paragraph 4.2 insert the word immediately (KCSIE 2019) Page 3, paragraph 5

1 INTRODUCTION

In accordance with the DFE 'Keeping children safe in education' guidance September 2019 this Code has been adopted by this school in order for all school staff to be fully aware of the expected standards of personal and professional behaviour in relation to various aspects of their work.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - 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.

2 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, and the school should notify staff of this code and the expectations therein. School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school.

- **As a member of a school community, each employee has an individual responsibility to maintain the good reputation of the school, and of themselves, whether inside or outside working hours.**

This Code of Conduct applies to:

- all staff who are employed by the school, including the Headteacher;
- all staff in units or bases that are attached to the school.

3 SETTING AN EXAMPLE

- 3.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times.
- 3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- 3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 3.4 This Code helps all staff to understand what behaviour is and is not acceptable.

4 SAFEGUARDING PUPILS/STUDENTS

- 4.1 Staff have a duty to safeguard pupils/students from:
 - physical abuse
 - sexual abuse
 - emotional abuse
 - neglect

- 4.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Lead teacher (DSL) for Child Protection immediately.
- 4.3 The school's DSL is Mrs Rebecca Ramsden.
- 4.4 Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.
- 4.5 Staff must not demean or undermine pupils, their parents or carers, or colleagues.
- 4.6 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

5 REFERENCE REQUESTS

All staff requests for a reference must be addressed to the Headteacher. Character references only can be provided by staff. Professional and job related references will only be provided by the Headteacher or other member of the Senior Leadership Team in the school. In all cases where the reference has not been written by the Headteacher it must be countersigned by the Headteacher. For clarification a character reference is a personal reference that discusses the candidate's personality, an employment/professional/job reference discusses work performance, attendance, salary, suitability for the role, suitable skill set, any capability and/or disciplinary concerns and safeguarding.

6 PUPIL/STUDENT DEVELOPMENT

- 6.1 Staff must comply with school policies and procedures that support the well-being and development of pupils/students.
- 6.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.
- 6.3 Staff must follow reasonable instructions that support the development of pupils/students.

7 HONESTY AND INTEGRITY

- 7.1 Staff must maintain high standards of honesty and integrity in all aspects of their work. This includes the handling and claiming of money and the use of school property and facilities.
- 7.2 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. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools. (For further information see also the Anti-Fraud/Bribery Policy for school, available as part of the School Financial Value Standard)
- 7.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of "one off" token gifts from students or parents.
- 7.4 Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

8 CONDUCT OUTSIDE WORK

- 8.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.
- 8.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct will be regarded as unacceptable.
- 8.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- 8.4 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.
- 8.5 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

9 CRIMINAL CHARGES, CAUTIONS AND CONVICTIONS

- 9.1 When applying for a job within this school, candidates must give details of any unspent convictions including date of convictions and sentence imposed. The appropriate safeguarding and criminal record checks will be carried out for all positions within this school. The suitability for employment of a person with a criminal record will vary dependent on the nature of the job, and the details and circumstances of the conviction.
- 9.2 In line with the expectation that all staff should act with integrity and honesty, all staff have an obligation to inform the school if they receive a caution or conviction while they are employed in the school, whether or not it occurred at work or is related to their job. This information should be provided within two weeks of being charged. This is to alert the school to the situation, so that appropriate action can be taken if it does affect employment, and also so that the school is made aware and can be prepared in the event that there is any publicity about the matter and so that any necessary support may be provided.

10 CONFIDENTIALITY

- 10.1 Where a member of staff has access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.
- 10.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupils/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.
- 10.3 However, each member of staff has an obligation to share with their manager or the school's Designated Senior Lead teacher any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.

11 DISCIPLINARY ACTION

- 11.1 Each member of staff needs to be aware and recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

12. SCHOOL POLICIES

- 12.1 The following is a list of school policies relating to conduct of which staff should be aware and with which they should comply. The policies are available from Claire Taylor and are available on FROG.

- Staff Handbook
- Safeguarding and Child Protection Policy
- Confidentiality Policy
- Dignity at Work Policy
- Anti-Bullying Policy
- Health & Safety Policy
- Special Educational Needs / Disability Policy
- ICT Policies: E-Safety Policy which includes Guidelines for using photographs / filmed images / Mobile Phone / Social Networking Sites. Social Media Policy. iPad Acceptable Use / IT Acceptable Use / IT Security Guidance Policy
- Induction Policy and Procedure, Induction Booklet
- Dress Code (staff handbook)
- Security & Data Protection
- School Workforce Privacy Notice
- Privacy Notice
- No Smoking Policy
- Visitors Policy
- Whistleblowing Policy
- Professional Standards for Teachers