

# Cavendish Close Infant and Nursery school

## Employee Code of Conduct

### 1. Policy application

This policy applies to all Cavendish Close Infant and Nursery employees, and includes people working for firms directed to work on the school site.

The policy is in line with Derby City School's code of conduct for employees, and the governors have adopted this policy for nonteaching and teaching staff within their delegated powers.

This code should be read in conjunction with the disciplinary rules contained within the disciplinary and dismissals policy.

Any breach of this code will be regarded as misconduct, leading to disciplinary action up to and including dismissal. Nothing in this code overrides existing statutory or common law obligations.

Teachers must also adopt this policy in line with Teachers Standards (DfE July 2011 updated 2013)

### 2. Principles

#### 2.1 General standards

The public is entitled to expect the highest standards of conduct from all employees who work in this school. The role of all staff is to support the school in achieving its objectives, implementing policies and delivering services to the local community.

All staff are expected to put the welfare and safety of children in our care first at all times, whilst ensuring that procedures in Health and Safety Guidance and Child Protection Policies are adhered to.

This code describes minimum expected standards that protect the integrity of both employees and the school. This code describes minimum expected standards that protect the integrity of employees and the school. Underpinning the code of conduct is a set of Standard British Values that are vital to the school's success. The values help us to maintain and improve how we work with each other, our children and families.

You are expected to demonstrate behaviours that reflect these values whilst performing your duties.

The values of Cavendish Close Infant School are:

**Can do** - Our positive attitude means that we find ways of achieving excellent outcomes for our children and families.

**Being the best** – We create an environment where we constantly strive for better ways of doing things, through creativity, forward thinking and learning.

**Brilliant educational experiences** – We put our children at the heart of everything we do.

**Honesty and respect** – We will behave ethically and with transparency, embracing diversity and treating everyone fairly.

#### 2.2 Acceptance of gifts/hospitality

The school is committed to conducting its services fairly, honestly, openly and adhering to the law.

You must not compromise your position by appearing to accept or accepting gifts/hospitality which might be considered by others to have influenced you when making decisions on behalf of the school.

You must secure approval from your line manager before accepting any gift or hospitality.

In general, you are expected to refuse gifts and hospitality offered to you or members of your family by any person or body that has, or seeks to have dealings of any kind with the school other than by way of thanks from parents of children you are working with.

Cash or monetary equivalents offered must always be refused, regardless of the value. There may be occasions where it could cause offence to refuse hospitality/gifts.

However, no gift/hospitality that could look as though you have been dishonest or corrupt should be accepted.

### **2.3 Additional employment**

Employees may carry out additional work, employment or outside activity if it is not in conflict with the School's business.

You must disclose and seek approval from your line manager who will determine if there is likely to be a conflict of interest. The Head teacher will also assess hours worked in line with the Working Time Regulations 1998 and discuss this with you.

You must not do personal work of any sort during the hours you are carrying out your work for the school or use the school's facilities in connection with additional employment.

### **2.4 Consumption of alcohol**

Consumption of alcohol during working hours is not permitted.

You must not drink alcohol during the working day at all; including unpaid breaks if you are involved in the following:

- \_ close contact with children and their families.

- \_ face to face contact with external or partner agencies where you are representing the school.

You must be mindful of the effect your behaviour will have on the reputation of the school and the Disciplinary action will be taken against you if your ability is impaired by alcohol whilst on school premises. See the disciplinary rules for more information.

### **2.5 Illegal substances**

It is a criminal offence to produce, possess or supply an illegal substance. You must not use, or be under the influence of an illegal substance during the working day at all; including unpaid breaks.

Where these offences come to light disciplinary action will be taken.

You must be mindful of the effect your behaviour will have on the reputation of the

School and the impact illegal substances, or the misuse of legal drugs, will have on your ability to perform your duties. Disciplinary action will be taken against you if your ability is impaired by illegal substances or the misuse of legal drugs while on school premises.

You have a duty to inform your line manager if you are taking any medication which interferes with the safe performance of your role.

### **2.6 Conflict/disclosure of personal interests**

Employees must not allow personal interests to conflict with the school's business. This means you must not use your school position, facilities or equipment to benefit yourself, family, friends or a private company/interest.

You must register any interest you/your spouse/partner has which may conflict with the school's interest. This includes any employment by, substantial shareholding in or membership of any external company or body which has, or may enter into a contractual relationship with the school or which is involved in campaigning or lobbying in respect of any school activity.

The same principles apply to work carried out through partnership arrangements. So if you are involved in any type of partnership working with other agencies/companies and there appears to be a potential conflict of interest, you must also register this as described above.

Disclosure must be made as soon as it becomes evident there is or may be a conflict of interest. It may come to light in processes such as recruitment, tendering or during committee meetings. It must

be declared immediately if you, a relative or friend has, or could be perceived as having, a personal interest in the process. Arrangements should be made to protect both the School and the employee's position.

You must also declare membership of any organisation not open to the public, which requires allegiance and which has secrecy about rules, membership or conduct.

## **2.7 Criminal charges**

Any employee facing criminal charges must notify the Head teacher immediately, who will consider the impact on their contract of employment.

## **2.8 Disclosure of information**

Legislation requires that certain information must be available to the school, Ofsted, auditors, government departments, customers and the public. The school publishes its performance results and discloses information in line with the Freedom of Information Act.

You must always treat personal data obtained through your duties as confidential and only disclose personal data in accordance with the Data Protection Act Policy.

Further information about data protection is available from the head teacher.

## **2.9 Dress**

The school does not have a formal dress code. Staff who are required to wear protective clothing to perform their duties will be provided with what is required and must wear this as instructed.

Cultural dress is encouraged providing it does not become a health and safety risk within the working environment.

You should be mindful that the way you present yourself may reflect upon the school's reputation.

You must dress in a manner that is appropriate for the situation in which you are working and which does not offend colleagues, children, parents or visitors.

Jeans should not be worn as a general rule, but may be worn on non-uniform, INSET or celebration events. Staff should also be aware that when working with young children they may need to work on the floor or at low levels, and should dress appropriately for this activity.

Staff should also be aware that clothes may get dirty, marked with paint or other substances, and should choose clothing which can easily be laundered.

As a Sun safe school, all staff are required to have a sunhat to wear if they will be working outside for any length of time between March and late September.

## **2.10 Out of School hours**

Staff must not undermine public confidence in the school in any way. This means your behaviour, both in and out of work, must not jeopardise your employment, undermine the trust placed in you as a school employee or bring the school into disrepute. Although your out of school hours and holiday time are your personal concern, you must not allow official and private interests to conflict.

## **2.11 Personal use of School equipment**

The school provides work equipment for employees to use to carry out their duties. If you wish to use such equipment for personal use, you must adhere to the policies that apply. For example phones, email and internet use, photo copying and all other resources.

## **2.12 Political neutrality**

As a school employee, you service the school as a whole. You must serve all pupils not just the class group and make sure you respect their individual rights. You must not allow your personal or political opinions to interfere with your work or your behaviour as a school employee.

## **2.13 Professional qualifications**

Employees in roles that require specific professional registration to be able to practise their profession must maintain this requirement. You must also comply with the professional standards for teachers where applicable and codes of practice associated with professional qualifications or development.

#### **2.14 Relationships at work**

Mutual respect between staff is essential. Close personal relationships between staff and individual families can damage this respect, or cause conflict with professional relationships.

Staff who have close personal relationships with families of children attending the school must maintain the professional expectations of their role in school, and not allow the friendships to interfere with their role in school or judgements they make about the children.

The School has a statutory obligation to protect employees from harassment on the grounds of gender, race, disability, sexuality, religion or belief and age. You are expected to show courtesy and respect to fellow employees and maintain a professional attitude to others in the performance of your duties.

Employees in close contact with vulnerable customers must maintain professional relationships at all times. Appropriate boundaries should be made clear from the outset whilst being sensitive to the child's personal history and how that might affect the relationship.

Close personal relationships

During recruitment, candidates are required to declare any personal relationships they have with members of the council or its employees. Existing employees must not be involved in recruitment or other management processes involving a friend/relative, or someone they have a close personal relationship with. You must inform the head teacher immediately if you identify an applicant that you have, or could be seen to have, a close personal relationship with.

Alternative management arrangements will be put in place, where possible, if a candidate is appointed who should be managed by, or will manage, a relative or someone with a close personal relationship.

Close relationships that develop during the course of employment between employees and must be declared by both parties.

#### **2.15 Social Media**

There is growing popularity and use of social media websites like blogs, Facebook and Twitter. These are useful tools for communicating and engaging with the public, and are already used by some employees for this purpose. Employees must make sure that their use of, and participation in, social media websites does not bring the School into disrepute, or breach their obligations under relevant legislation or school policies.

You should also follow the school's Internet User policy, which contains detailed provisions on the use of the school's information systems and IT facilities for both school related activities and personal use. These policies are intended to set the standards of behaviour expected from employees in relation to their use of social media websites.

#### **2.16 Whistleblowing**

If you become aware of activities which you believe are illegal, improper, unethical or otherwise inconsistent with this code, you must act in accordance with the schools whistle blowing policy.

### **3 Support and guidance**

Further guidance, supportive information and documentation on employee code of conduct are available from the Head teacher or school business manager.

### **4 Roles and responsibilities**

The roles and responsibilities of key stakeholders are summarised in Appendix 1.

**Appendix 1 – Roles and Responsibilities**

**Head teacher and Governing Body**

To ensure the policy is applied with all school employees in a fair, consistent and non-discriminatory manner.

**Every employee**

To ensure this policy is implemented in a fair, consistent and non-discriminatory manner, and to follow the guidance and expectations within the policy.

Policy rewritten May 2015

Policy review May 2017

Signed.....  
Head teacher

Signed.....  
.....Chair of Governors