

Queen Elizabeth's Grammar, Alford

A Selective Academy



Staff Code of Conduct

Introduction

This document has been produced to clarify expectations of staff at Queen Elizabeth's Grammar, Alford. The code sets out the minimum standards that the academy expects from its employees. The aim of the code is to give guidelines which will help safeguard children and staff and also maintain high standards of behaviour and integrity. A breach of these standards could lead to disciplinary procedures. The code will be regularly reviewed in consultation with the staff and approved by the Governors.

The Governors are committed to the highest possible standards and encourage employees and others with serious concerns about any aspect of the Academy's work to come forward and voice those concerns to the Headteacher (or Chair of Governors if the concern relates to the Headteacher) without prejudice.

This code is also drawn up in relation to the DfE Teachers' Standards (Teaching Agency, September 2012), which qualified teachers are subject to.

"A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout the teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- *treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position*
- *having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions*
- *showing tolerance of and respect for the rights of others*
- *not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs*
- *ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.*

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities."

A summary of the academy's code of conduct is given on the next page.



Queen Elizabeth's Grammar, Alford

A Selective Academy



SUMMARY OF THE CODE

DO

1. Uphold high standards of conduct and dress
2. Report all irregularities
3. Always be honest and open
4. Follow academy policy and expectations (as set out in the staff handbook)
5. Remain politically neutral in your work
6. Show respect for all those you deal with
7. Declare any personal interests financial or otherwise which may be seen to conflict with your work
8. Be aware of and act on advice relating to relations with children and young people

DO NOT

1. Share information about school matters without permission –respect confidentiality
2. Become involved in school decisions affecting your relatives, acquaintances or people you are close to without first seeking advice
3. Accept or offer inappropriate gifts or hospitality; if in doubt seek advice
4. Undertake any private work in school time or on school premises
5. Use the Internet or e-mail system inappropriately
6. Bring discredit on the academy, its services or reputation
7. Criticise/undermine colleagues in the presence of parents and/or students



Queen Elizabeth's Grammar, Alford

A Selective Academy



1.0 STANDARDS

- 1.1 All school employees are expected to act as role models for our students through their actions, dress and appearance.
- 1.2 Staff are expected to wear a suit (except where it is impracticable for their daily tasks eg PE teaching, science technician). The suit should be a smart formal-style jacket (not denim-type) with trousers, skirt or dress and men are required to wear a tie. Appropriate footwear should also be worn (ie not flip flops, trainer-style shoes or excessively high heels). Visible tattoos and piercings (with the exception of ears) are not appropriate nor is chewing gum in front of pupils.
- 1.3 The academy is a no-smoking site. If staff go off-site at breaks/lunchtime to smoke they should avoid being seen by pupils.
- 1.4 All employees shall immediately inform the Headteacher (or Chair of Governors if the concern relates to the Headteacher) of:-
 - a) Any circumstances which suggest the possibility of irregularity affecting cash, equipment or other property of the Academy;
 - b) Any perceived inappropriate relationships
 - c) Any other circumstances which may arise which may have an adverse effect on public confidence in the integrity of employees and the Academy;

2.0 REGISTER OF GIFTS, HOSPITALITY, PERSONAL INTERESTS AND ANY FEES RECEIVED

- 2.1 It is a requirement that every Governing Body maintain in their school a Register in which they and their employees record the following, if over £50 in value :-
 - a) Hospitality and gifts, whether received, given or refused;
 - b) Personal interests including any interests in Academy Contracts;
 - c) Fees received for any talk, interview or similar service during contracted hours.
- 2.2 The Headteacher should ensure that where entries are made in respect of her, she should advise the Governors immediately or as soon as is practicable in the circumstances.
- 2.3 The Register is held by the Finance Officer and is inspected by the Responsible Officer annually.

3.0 DISCLOSURE OF INFORMATION

- 3.1 School employees should not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way.
- 3.2 All employees handling personal data should familiarise themselves with the Data Protection Legislation and the Academy's guidelines.



Queen Elizabeth's Grammar, Alford

A Selective Academy



- 3.3 Academy employees must advise the Headteacher in the event of them being charged with a criminal offence which (if proven) would be incompatible or inconsistent with their duties or bring the school into disrepute.

4.0 RELATIONSHIPS WITH CHILDREN AND YOUNG PEOPLE

- 4.1 No academy employee should engage in an inappropriate personal relationship with a pupil. Seek the Headteacher's advice at the earliest opportunity if a relationship is being sought by a pupil. Academy employees need to take care that their actions are not open to misinterpretation and that good practices are followed. For further guidance, please refer to National Employers Organisation for School Teachers 'Guidance on Conduct for Teachers, Education Staff and Volunteers'. This can be found on the DfE archive website <http://webarchive.nationalarchives.gov.uk/20100202100434/dcsf.gov.uk/everychildmatters/resources-and-practice/ig00311/>. The Headteacher should keep a confidential written record of all discussions and advice given to employees regarding the above. This may be used later to respond to any complaints or for disciplinary purposes.
- 4.2 It is a criminal offence for an employee to have a sexual relationship with a young person, including 16 to 18 year olds, to whom they have a duty of care, in accordance with the Sexual Offences Amendment Act 2000. Allegations may be referred to the Local Area Safeguarding Board.
- 4.3 Any allegation, including those that appear frivolous or vexatious, regardless of whoever made them should be taken seriously and investigated as appropriate. An employee should be advised as soon as practicable of any allegations made against them. Any employee who makes a frivolous or vexatious allegation may find themselves subject to an investigation and they may face disciplinary action.

5.0 OUTSIDE COMMITMENTS

- 5.1 It is essential at all times to avoid the risk of damaging public confidence in the academy. With this in mind, the attention of all employees is drawn to the following rules:-
- a) No employee shall undertake any private work during contracted time (whether voluntary or paid) unless he/she has first obtained the consent of the Headteacher. The Headteacher has a responsibility to ensure that private work does not conflict with the best interests of the Academy and retains the right to control or limit such activities.
 - b) Employees who have a second job with another employer are required to supply sufficient information to the Headteacher to enable the requirements of the Working Time Regulations to be complied with.
 - c) Where an employee is offered a fee for giving a talk or interview or similar service during contracted working hours, the fee should be payable to the school.
 - d) If any item of School owned equipment is used in connection with (c) above or for any other private purpose, proper insurance and safeguards must be agreed with the Admin. Officer. It



Queen Elizabeth's Grammar, Alford

A Selective Academy



should be noted that the academy's insurances do not cover an employee undertaking private work.

- e) Paid coaching of any students should not take place on school premises without the permission of the Headteacher.

6.0 CONFLICTS OF INTEREST

- 6.1 Employees must declare to the Headteacher if they are or should become involved in a close personal relationship with another employee or Governor where this might be perceived as a conflict of interests.
- 6.2 If in the course of their duties an employee finds themselves handling, or making decisions on, any matter which concerns a relative or a friend, they must refer the matter to the Headteacher immediately who may determine that it should be handled by someone else.
- 6.3 Employees must declare to the Headteacher any financial or non-financial interests that they or a relative/partner hold which could be considered to bring about a conflict with academy interests.
- 6.4 Staff should not be involved in decisions relating to appointments, discipline, promotion or pay adjustments for any other member of staff who is a relative, partner, or with whom they have a close personal relationship outside work other than in consultation with the Headteacher.

7.0 CORRUPTION

- 7.1 Employees must be aware that it is a serious criminal offence for them to corruptly receive, offer or give any gift, loan, fee, reward or advantage for doing, or not doing, anything or showing favour, or disfavour, to any person in their official capacity. If therefore an employee does receive or offer or give any gift, fee, reward etc and then subsequently an allegation is made that its receipt has corrupted the employee, it is for the employee to demonstrate that any such rewards have not led to corrupt behaviour on his/her behalf.

8.0 USE OF FINANCIAL RESOURCES

- 8.1 Employees must ensure that they use any public funds entrusted to them in a responsible and lawful manner. They should strive to ensure value for money to the local community and to avoid legal challenge to the School.
- 8.2 Concerns relating to inappropriate use of financial resources should in the first instance be reported to the Headteacher or Finance Officer.

9.0 HOSPITALITY AND GIFTS

Hospitality

- 9.1 Employees should only accept offers of hospitality if it is in the academy's best interests. When receiving hospitality employees should be particularly sensitive as to its timing in relation to decisions which the school may be taking affecting those providing the hospitality.



Queen Elizabeth's Grammar, Alford

A Selective Academy



- 9.2 Employees are advised not to accept anything that may be construed as an incentive or reward.
- 9.3 When the Academy itself is paying for any expenses or hospitality to any person the following rules apply:-
- a) The Headteacher has delegated authority to incur expenditure on hospitality where she considers this to be in the interests of the Academy, capable of public justification and appropriate to the benefit the Academy achieves.
 - b) The Academy will maintain a register of hospitality given, including all costs and the purpose. This register is a public document and forms part of the supporting information to the statutory accounts. As such, the register is available for inspection by any interested parties.
 - c) Any expenditure incurred has to be met from the appropriate school budget.

Gifts

- 9.4 Small gifts from pupils are a common arrangement in schools. Use common sense and if in doubt please seek advice from the Headteacher on the acceptance or rejection of such gifts. Those estimated to be above £50 should be reported to the Headteacher. As a general guide, no employee should accept a gift from anyone which could, or might appear to, place him/her under an obligation or could be construed as an incentive or reward.

Please note

This code of conduct should be read in conjunction with the Staff ICT Acceptable Use Policy and Safeguarding policies in the staff handbook.

