

Martec training

EMPLOYEE CODE OF CONDUCT POLICY

1 INTRODUCTION

The governing body is required to set out a Code of Conduct for all school employees. The following code has been negotiated with trade unions and is recommended for adoption by the governing body.

Staff 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

A Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe, and the employer should notify staff of this code and the expectations. Staff are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students.

This Code of Conduct applies to:

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

The Code of Conduct does not apply to:

- employees of external contractors and providers of services (*e.g.* contract cleaners).

(Such staff are covered by the relevant Code of Conduct of their employing body)

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.

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

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

5 PUPIL/STUDENT DEVELOPMENT

5.1 Staff must comply with school policies and procedures that support the well-being and development of pupils/students.

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

5.3 Staff must follow reasonable instructions that support the development of pupils/students.

6 HONESTY AND INTEGRITY

6.1 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.

7 CONDUCT OUTSIDE WORK

7.1 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.

7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

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

7.4 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 CONFIDENTIALITY

- 8.1 Where staff have 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.
- 8.2 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 pupil's/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.
- 8.3 However, staff have an obligation to share with their manager or the school's Designated Senior Person (Anthea Bradburne) 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.

9 DISCIPLINARY ACTION

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

POLICY UPDATED: December 2011

REVIEW DATE: December 2012

PERSON RESPONSIBLE: Anthea Bradburne