

# Bourne Partnership



## Hadlow Primary and Shipbourne Primary Staff Code of Conduct

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| Compiled by:<br>Richard Rule | Date: September 2023   |
| Approved by:                 | Review: September 2024 |

## **Part A: Policy**

We are required to establish procedures for the regulation of staff conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

### **1 Policy Statement**

The Schools expect the highest standards of personal and professional conduct from all employees. As such the Schools require all employees to act in a manner which reflects the value and ethos of the Schools.

Employees must ensure that their behaviour, **actions and use of language** are consistent with their position as a role model to pupils / students and are compatible with working with young people and in a School setting.

Employees must act with integrity, honesty and demonstrate ethical and respectful working practices towards pupils / students, colleagues, parents/ carers and other members of the School community.

All Employees have a responsibility to observe appropriate professional boundaries and act at all time in a manner which safeguards and promotes the welfare of pupils / students.

Employees must disclose any relevant information which may impact on their job role or suitability to work with young people or in a School setting.

The Schools require Employees to adhere to all School policies and observe the highest standards of business / financial practice.

Each Employee has an individual responsibility to act in a manner which upholds the Schools' interests and protects its reputation.

Employees are accountable for their actions and conduct and should seek advice from their line manager/Executive Headteacher/Head of School if they are not sure of the appropriate action to take.

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

This policy explains the Schools' expectations with regards to the conduct of Employees in the following areas:

- Professional conduct
- Safeguarding Pupils / Students
- Use of IT & Social Media
- Business conduct

## **2 Scope**

This Policy applies to all current Employees of Hadlow and Shipbourne Primary Schools.

This Policy should also be adhered to by all volunteers / governors / supply and agency workers engaged by the Schools.

Reference to the management role of the Executive Headteacher/Head of School in this policy may include his / her identified nominee. In the case of the Executive Headteacher/Head of School this management function is undertaken by the Chair of Governors.

*(Note on terminology: Reference to 'Employees' in this document should be considered to also include all **volunteers / governors / supply and agency workers**).*

## **3 Adoption Arrangements and Date**

This policy was adopted by the Governing Board of The Bourne Partnership in September 2023 and supersedes any previous Code of Conduct.

This policy will be reviewed by the Governing Board each year or earlier if there is a need. This will involve consultation with the recognised unions.

## **4 Responsibilities of the Schools**

- Explain the provisions of the Code of Conduct to Employees and signpost Employees to other relevant policies, document and guidelines
- Provide additional advice and guidance to Employees in relation to queries they may have regarding the application of the code of conduct
- Coach, support and provide feedback to Employees on their performance in relation to the required standards of conduct
- Take appropriate action at the earliest opportunity to address breaches of the expected standards of conduct

## **5 Responsibilities of the Employee**

- To read, understand and comply with the Code of Conduct at all times
- To use this code, alongside other relevant School policies and professional codes, to guide them in their role
- To seek guidance from the Executive Headteacher/Head of School (or Chair of Governors in the case of the Executive Headteacher) if they are unclear about the conduct or actions expected of them
- To alert the Executive Headteacher/Head of School (or Chair of Governors in the case of the Executive Headteacher) at the earliest opportunity if they are aware that they have conducted themselves in a way which may have breached the expected standards of conduct.
- To sign the code of conduct (Appendix A)

## **6 Reference to Other Sources of Information**

This Code of Conduct is not exhaustive and does not replace the general requirements of the law, common sense and good conduct.

The Code of Conduct should be read in conjunction with a number of associated policies relating to conduct which are set out in Appendix 2 to this document.

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we should have a staff code of conduct, which should cover low-level concerns, allegations against staff and whistle-blowing, as well as acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the provisions of the STPCD, the latest 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct. Whilst this is a contractual requirement of Teaching posts only, the Schools expect all Employees to reflect these expectations in their conduct.

Part 2 of the Teachers' Standards is available at Appendix 3

All employees must also ensure they have read understood and comply with Part 1 of Keeping Children Safe in Education (September 2023). Further guidance regarding Safeguarding is in Part C of this document.

**Staff must also have due regard to other professional codes, policies and guidance which may be relevant to their specific role.**

## **Part B: Professional Conduct**

### **7 General**

Employees must demonstrate consistently high standards of personal and professional conduct.

Employees are required to work in a diligent and conscientious manner.

Employees must work to the requirements of their job and are required to respect managerial authority and follow reasonable instructions.

Employees must conduct themselves in a manner which reflects the ethos and values of the Schools and adhere to School policies and procedures at all times.

Employees should ensure they work their contracted hours and are expected to maintain a high level of attendance and punctuality.

## **8 Honesty and Integrity**

Employees must maintain high standards of honesty and integrity in their work.

Employees must not behave in a manner which would call into question their motivation or intentions.

During the course of their work, employees should ensure they do not:

- Provide false / misleading information
- Destroy or alter information / records without proper authorisation
- Withhold information or conceal matters which they could reasonably be expected to have disclosed
- Misrepresent the School or their position
- Accept or offer any form of bribe/inducement or engage in any other corrupt working practice

Should an Employee become aware of any conduct on the part of a colleague which raises concerns regarding health and safety, safeguarding or criminal activity, they have a duty to disclose this.

Allegations concerning fraudulent, dishonest or corrupt practices or the falsification or withholding of information may be addressed as a disciplinary matter.

## **9 Setting an Example**

School staff are role models and must adhere to behaviour that sets a good example to all the pupils/students within the Schools and is appropriate in a School setting.

This includes:

- Refraining from abusive or potentially offensive / discriminatory language or actions
- Refrain from swearing in all areas on the school site and making inappropriate or suggestive comments or behaviour towards colleagues
- Demonstrating tolerance and respects towards others
- Observing boundaries appropriate to a School setting
- Ensuring any topics of conversation with pupils/students are suitable to the School setting / curriculum
- Refraining from allowing personal/political opinions to impact on the discharge of duties and/or unduly influence pupils /students
- Maintaining high standards of personal presentation, attendance and punctuality

Should Employees be in doubt about the appropriateness of their behaviour they should seek guidance from the Head of School. Breaches of expected behaviour may be considered under the disciplinary procedure.

## **10 Confidentiality**

Employees may have access to confidential or sensitive information about pupils /students, colleagues or the business and operation of the Schools as part of their job role.

Such information must not be disclosed to any person who is not entitled to have access to this or legitimately needs it for work purposes.

Specifically all Employees must:

- Work in accordance with the requirements of the General Data Protection Regulation (**GDPR**) and the Freedom of Information Act 2000
- Observe the School's procedures for the release of information to other agencies and members of the public
- Not use or share confidential information inappropriately or for personal gain
- Not speak inappropriately about the school community, pupils, parents, staff or governors including discussing incidents, operational or employment matters with parents/members of the public
- Ensure all confidential data is kept secure and password protected

Should Employees be in doubt about the appropriateness of sharing information they should seek guidance from the Executive Headteacher/Head of School.

### **11 Working Relationships & Relationships with other Stakeholders / Community**

The Schools expect Employees to maintain positive and professional working relationships. Colleagues, pupils, parents and other stakeholders should be treated with dignity and respect.

Employees should be polite and courteous in their interactions with parents/pupils/staff and other stakeholders/members of the School community.

Behaviour which constitutes bullying and harassment, intimidation, victimisation or discrimination will not be tolerated and may be addressed via the Schools' disciplinary policy. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, children and parents.

Where an individual is employed in a school in which their child or the child of a friend/family member is a pupil, they should ensure that appropriate professional boundaries are maintained.

Employees should treat all stakeholders in a fair and equitable way and not behave in a manner which may demean, distress, offend or discriminate against others.

Employees should ensure that policies relating to equality issues are complied with.

Employees should be aware of the School's Complaint Procedure and address any concerns from parents/pupils and other stakeholders in accordance with this document.

### **12 Conduct Outside of the Workplace**

Employees must not engage in conduct outside of work which has the potential to:

- Affect or is likely to affect the suitability of the Employee to undertake their job role or work with children/young people or in a School setting
- Impact on the operation or reputation or standing of the Schools
- Impact on the operation or reputation of the Schools' relationship with their staff, parents, pupils, or other stakeholders

- Seriously undermine the trust and confidence that the Schools have in the Employee to undertake their job role or work with children/young people or in a School setting

The above actions may be the subject of disciplinary action which could lead to dismissal.

### **13 Duty to Disclose**

Employees have a duty to immediately disclose to the Executive Headteacher/Head of School/(or Chair of Governors in the case of the Executive Headteacher) prior to the start of their employment, at the start of their employment or during the course of their employment, any change in their circumstances. This includes any information which may affect or is likely to affect the suitability of the Employee to undertake their job role or work with children/ young people or in a School setting.

This includes, but is not restricted to:

- the Employee being subject to any police investigation/enquiry, arrest, ban, charge, caution, reprimand, warning, fine or pending prosecution or criminal conviction. This includes any actions committed overseas which would be subject to a police investigation or formal action if such actions had been committed in any part of the United Kingdom
- the Employee being subject to any referral made or any investigation, proceedings, or prohibition order being undertaken
- the Employee being subject to the inclusion on the DBS Children's Barred List and any change in DBS status during employment, or any referral made or any investigation or proceedings being undertaken by the DBS
- the Employee being subject to any referral made or any investigation, proceedings, or prohibition order being undertaken by any other regulatory or professional authorities or actions of other agencies relating to child protection and/or safeguarding concerns
- the Employee being subject to any orders made in relation to the care of children, the refusal or cancellation of registration relating to childcare, or children's homes, or being prohibited from private fostering
- the Employee being subject to any 'live' disciplinary process, formal sanction or any other relevant information arising from a previous or current secondary employment /voluntary work which may impact on the Employee's suitability to undertake their role or work with children/young people or in a School setting. This includes substantiated safeguarding allegations
- the Employee living in the same household where another person has received a caution, reprimand, warning, or has been convicted of a relevant offence as referred to in Regulation 4 and Schedules 2 and 3 of the Childcare (Disqualification) Regulations 2009 and where, as a result of the Employee's association with that person, the referred to caution, reprimand, warning or conviction may present a risk to the welfare and wellbeing of pupils of the School

Further guidance relating to Employee's obligations under the Childcare (Disqualification) Regulations 2009 including details of the relevant offences which may result in disqualification and which must be disclosed to the school is available at:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>;

This list is not exhaustive. Should an employee be unclear about whether it is appropriate to disclose a matter they are encouraged to seek guidance from the Executive Headteacher/Head of School (or Chair of Governors in the case of the Executive Headteacher) at the earliest opportunity.

Employees must also report any current or historical information in the public domain or which is likely to come into the public domain which may be of relevance to their job role or their suitability to work with children/young people or in a School setting or matters which may be subject to adverse media attention or have a detrimental impact on the reputation of the School.

### ***Childcare (Disqualification) Regulations 2009***

Whilst all employees are required to disclose if they live in the same household where another person has received a caution, reprimand, warning, or has been convicted of a relevant offence as referred to in Regulation 4 and Schedules 2 and 3 of the Childcare (Disqualification) Regulations 2009 and where, as a result of the Employee's association with that person, the referred to caution, reprimand, warning or conviction may present a risk to the welfare and wellbeing of pupils of the School,

*In the case of individuals who work with, or manage the education of, early years pupils (reception age or younger) during school hours, and children up to the age of eight in relation to activities outside of the school day (for example breakfast or after school club employees), the following legislative provisions also apply.*

In addition in accordance with the Childcare (Disqualification) Regulations 2009 (Section 75 of the Childcare Act 2006) an Employee should immediately disclose to the Executive Headteacher/Head of School (or Chair of Governors in the case of the Executive Headteacher) if they:

- Are disqualified from providing childcare provision or being involved in the management of such provision, including where any application for an Ofsted waiver from disqualification has been made, regardless of whether such an application was successful
- Live in the same household where another person lives or is employed and who is named on the Disclosure and Barring Service Children's Barred List and/or is disqualified in accordance with The Childcare (Disqualification) Regulations 2009, made under section 75 of the Children Act 2006

Such employees also have a duty to ensure that they are fully aware of their obligations and will be asked by the school to confirm that they understand and comply with these provisions. An Employee must disclose immediately to the Executive Headteacher/Head of School (or Chair of Governors in the case of the Executive Headteacher) if they meet any of the criteria for disqualification.

Further guidance relating to Employee's obligations under the Childcare (Disqualification) Regulations 2009 including details of the relevant offences which may result in disqualification by association and which must be disclosed to the school is available at:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act->



2006;

Employees should seek clarification from the Executive Headteacher/Head of School (or Chair of Governors in the case of the Executive Headteacher) if they are unclear whether they are required to disclose certain information under this provision.

In all cases disclosures will be handled sensitively and discreetly, and in accordance with the relevant data protection principles and the data protection act. Such disclosures may result in a suspension from duties while an investigation or risk assessment takes place. The Executive Headteacher/Head of School will discuss this with the Employee in the context of their role and responsibilities in order to help safeguard children and other Employees at the Schools.

Any failure to disclose any information required in the course of employment or any other information that may have a bearing on an individual's suitability to carry out their job role or work with children/young people or in a School setting may be the subject of disciplinary action which could lead to dismissal.

#### **14 Secondary Employment**

Employees should ensure that their activities outside of work do not conflict with their duty to the School.

Employees must discuss with their Executive Headteacher/Head of School and obtain their consent before taking up additional paid/unpaid employment or engaging in any other business.

Requests will not be unreasonably refused providing that:

- It does not affect or is unlikely to affect the suitability of the Employee to undertake their job role or work with children/young people or in a School setting
- It does not conflict with the interests of the Schools/KCC or have the potential to bring the Schools/KCC into disrepute
- There is no detrimental impact on an Employee's work performance or their own or others health and safety.
- Privileged or confidential information is not shared
- Work is undertaken outside of the School and of contracted hours of work
- The activity is not in direct competition with those of the School

It is an Employee's responsibility to monitor the hours they work and ensure they are rested and refreshed to be able to carry out their role. An average working week of 48 hours across all employments should not normally be exceeded unless the Employee has elected to opt out of the Working Time Regulations.

#### **15 Dress and Presentation**

All Employees must ensure their dress, personal appearance and personal hygiene is appropriate to the professional nature of their role in the Schools and promotes a professional image.

Dress should be appropriate to the activities an Employee is engaged in and any related health and safety requirements. (Employees should not dress in a manner that is potentially offensive, revealing or sexually provocative).

Suitable protective equipment must be worn where provided and appropriate. Uniforms should be worn where provided.

Employees should wear their identity badges at all times.

Wherever possible, tattoos and body piercings should not be exposed (except earrings).

The School recognises the diversity of cultures and religions of its Employees and will take a sensitive approach where this affects dress and uniform requirements.

### **16 Smoking and the use of drugs and alcohol**

The Schools are no-smoking environments. Smoking and the use of e-cigarettes or “vaping” is not allowed on School premises or during working time. Staff should also refrain from smoking immediately outside of the school entrances.

Employees must not consume/use alcohol, illicit drugs or other illegal substances in the workplace  
or be under the influence of such substances whilst at work.

Employees must ensure that any use of alcohol/other substances outside of work does not adversely affect their work performance, attendance, conduct, working relationships, health and safety of themselves and others or damage the Schools’ images and reputations.

### **19 Health and Safety at Work**

All Employees must, by law, take reasonable care for their own health and safety and that of others in the workplace.

Employees are required to comply with the Partnership’s Health and Safety policy and agreed procedures at all times.

This includes:

- avoiding risk of injury or danger to yourself or others
- using any protective clothing and equipment supplied
- complying with hygiene requirements
- reporting, at the earliest opportunity, any hazards, defects, accidents or incidents to the Executive Headteacher/Head of School or other designated person
- not interfering with, or misusing, anything provided for health, safety or welfare
- informing the School of any medical condition or medication which has been prescribed which may have an impact on health and safety in the workplace

Managers should also be aware of and comply with any additional health and safety obligations associated with their role.

## **20 Contact with the Media**

All enquiries from the media should be directed to the Executive Headteacher/Head of School.

Employees should not make contact with or comment to the media about matters relating to the School without the prior approval of the Executive Headteacher/Head of School.

Employees should speak to the Executive Headteacher/Head of School in the first instance about any concerns they have regarding their own employment or operation of the school and/or may refer to the Partnership's Whistleblowing or Grievance policies if they wish to raise a formal complaint.

Should an Employee speak directly to the media about non school matters, care should be taken to ensure that it is clear that any opinions expressed are personal and that the individual is not acting on behalf of/representing the School.

Any contact with the media in a personal capacity should be compatible with the Employee's role and their position working with children/young people or in a school setting and must not negatively impact on the reputations of the schools.

## **21 Whistleblowing**

Whistle-blowing reports wrongdoing that it is "in the public interest" to report. Examples linked to safeguarding include:

- Pupils' or staff members' health and safety being put in danger
- Failure to comply with a legal obligation or statutory requirement
- Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report their concern to the Executive Headteacher/Head of School/DSL. If the concern is about the Executive Head Teacher or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the chair of the governing board. Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

Employees raising a concern with reasonable grounds for doing so will not be subject to discrimination, harassment or victimisation.

For our school's detailed whistle-blowing process, please refer to our whistle-blowing policy.

## **22 Misconduct**

Failure to follow the Code of Conduct may result in disciplinary action, including dismissal. Employees should ensure they are familiar with the types of conduct, which may be regarded as a breach of School rules.

Examples of behaviours which are likely to be regarded to constitute misconduct are set out in the Appendix to the Schools' Discipline and Conduct Policy and Procedure. Allegations of misconduct will be managed in accordance with this procedure.

### **Part C: Safeguarding Pupils / Students**

#### **23 General Obligations**

All Employees have a responsibility to:

- Safeguard pupils/students from physical abuse, sexual abuse, emotional abuse and neglect
- Promote the welfare of pupils/students and provide a safe environment in which children can learn
- Identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm
- Report as soon as possible and without delay any concerns regarding child protection/ safeguarding to the Executive Headteacher/Head of School / Designated Safeguarding Lead (or Chair of Governors where concerns relate to the Executive Headteacher)

All Employees must ensure they have read, understood and comply with:

- Keeping Children Safe in Education (September 2023). This Guidance is attached at Appendix 4 or via [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1161273/Keeping\\_children\\_safe\\_in\\_education\\_2023\\_-\\_statutory\\_guidance\\_for\\_schools\\_and\\_colleges.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1161273/Keeping_children_safe_in_education_2023_-_statutory_guidance_for_schools_and_colleges.pdf)
- Partnership Safeguarding Policy
- The School's Behaviour Management/Positive Relationships Policy
- Additionally Employees with managerial responsibilities must ensure they comply with the School's procedure for Managing Allegations Against Staff and Parts 2-4 of Keeping Children Safe in Education and Safeguarding Procedures for Managing Allegations Against Staff
- Employees must attend and comply with any training as required by the School associated with the safeguarding of pupils/students.

#### **24 Appropriate relationships with students**

Employees must maintain appropriate professional boundaries with pupils/students.

Employees are expected to act in an open and transparent way that would not lead any reasonable person to suspect their actions or intent. In order to protect both children and themselves, Employees should also avoid behaviour that might be misinterpreted by others. If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see into the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable on an individual basis, unless pre-agreed by the Head of School.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

## **25 Allegations Against Members of Staff and Volunteers**

All Employees have a duty to safeguard pupils from harm and to report to the Executive Headteacher/Head of School/DSL at the earliest opportunity any concerns they have relating to the conduct of a colleague which may place a child at risk.

Where the concerns relate to the Executive Headteacher/Head of School these should be reported to the Chair of Governors.

Failure to report such concerns may be regarded as a disciplinary matter.

Staff will familiarise themselves with our child protection and safeguarding policy and procedures, and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

### **25.1 Allegations that may meet the harm threshold**

This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A 'case manager' will lead any investigation. This will be the head teacher, or the chair of governors where the head teacher is the subject of the allegation.

## **25.2 Low-level concerns about members of staff**

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating pupils

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Our procedures for dealing with allegations will be applied with common sense and judgement.

## **26 Guidance for Safer Working Practice**

Employees are required to read, understand and comply with the Guidance For Safer Working Practice for those working with Children and Young People in Education Settings.

This guidance is attached at Appendix 5 or can be accessed on line via:

[http://www.kelsi.org.uk/\\_data/assets/pdf\\_file/0016/46510/Guidance-for-safer-working-practice-working-in-education.pdf](http://www.kelsi.org.uk/_data/assets/pdf_file/0016/46510/Guidance-for-safer-working-practice-working-in-education.pdf);

This document explains the Partnership's specific expectations with regard to safeguarding pupils/students and contains practical guidance on behaviours which constitute safe working practice.

Employees should seek immediate guidance from their Executive Headteacher/Head of School/Manager if they are unclear about the conduct or actions expected of them.

## **27 Other Safeguarding Considerations**

### ***Prevent Duty***

Schools have a duty to protect children/young people from radicalisation and extremism.

All staff have a responsibility to report any concerns about pupils/students who may be 'at risk' to the Executive Headteacher/Head of School/designated staff member.

### ***Female Genital Mutilation***

Teachers have a legal duty to report to the police where they discover an act of Female Genital Mutilation appears to have been carried out on a pupil/student.

All Staff have a responsibility to discuss any concerns with the Executive Headteacher/Head of School/designated staff member

Please refer to Part 1 and Annex A of Keeping Children Safe in Education (September 2016) for further guidance.

## **Part D: IT and Social Media**

### **28 General Obligations**

Employees should ensure that they have read, understand and comply with the Schools' IT Acceptable Use Policy at all times (Attached at Appendix 6).

Whilst at work or using a work device all Employees must:

- Ensure all electronic communication with pupils/students, parents/carers, colleagues and other stakeholders is compatible with their professional role, appropriate boundaries and in line with School policies.
- Not use work IT equipment to browse, create, transmit, display, publish or forward any material which is illegal, sexually explicit, obscene or could offend, harass or upset others or anything which could bring an Employee's professional role or the Schools/Local Authority into disrepute.
- Not use personal IT equipment to browse, create, transmit, display, publish or forward any materials which are illegal or could offend or harass others or anything which could bring an Employee's professional role or the Schools/local authority into disrepute.
- Ensure that ICT system security is respected and password protocols are observed – including the use of strong passwords and encryption.
- Not install personal software on School equipment or make unauthorised copies of School registered software
- Limited use of School internet, email and IT equipment for personal purposes is permitted, provided this is within the scope of the School's IT Acceptable Use Policy and does not impact on an individual's job role .Access to gaming, gambling, social networking sites or internet chatrooms from School devices is not permitted

Employees should seek guidance from their Executive Headteacher/Head of School/Manager if they are unclear about the conduct or actions expected of them.

Breaches of expected use of IT may be considered under the disciplinary procedure.

## **29 Use of Social Media**

Employees must ensure that their online presence/profile is compatible with their professional role.

All Employees should:

- Ensure appropriate privacy settings are applied when using social media sites
- Refrain from sharing confidential/privileged information, discussing incidents, operational or employment matters or making critical/negative comments about the School, pupils, parents or colleagues on such forums
- Not browse, create, transmit, display, publish or forward any material which is illegal, could offend or harass or anything which could bring an Employee's professional role or the Schools/Local Authority into disrepute
- Never share/post images of pupils
- Not post images of work colleagues without permission.
- Not access or update social media sites using school devices / during working time
- Employees should not make contact with students or parents via social media accounts or have these individuals as social media 'friends'/'contacts' (*It is also recommended that Employees do not have ex-pupils or their families as social media 'friends'*).

Employees should seek guidance from their Executive Headteacher/Head of School/Manager if they are unclear about the conduct or actions expected of them.

## **30 Use of Personal Mobile Phones / Devices**

Employees are not permitted to make or receive personal calls or texts, send or receive emails or access the internet/social media during work time where children are present.

Employees should ensure that mobile devices are silent at all times whilst in the classroom or where children are present. Mobile devices should not be left on display.

Employees should not use their personal equipment (mobile phones/cameras/tablets) to take photos or make recordings of pupils/students.

## **31 Monitoring of Usage**

Emails, documents or browsing history on School systems should not be considered to be private and may be monitored and recorded to ensure the safety of pupils/students and ensure compliance with this policy. This monitoring will be proportionate and will take place in accordance with data protection/privacy legislation.

The Schools may address concerns regarding unauthorised, unacceptable or inappropriate use of IT systems and devices or social media as a disciplinary matter.

## **Part E: Business Conduct**

### **32 Use of Financial Resources**

The Schools require Employees to observe the highest standards of business/financial practice.

Employees should ensure that School/public funds with which they are entrusted are used in a responsible and lawful manner.



Employees must comply with the School's stipulated financial regulations and any other relevant policies and audit requirements.

Appropriate authorisation should be sought for any expenditure and an audit trail/suitable records kept.

School monies, credit/debit cards and accounts should not be used for personal purposes.

The use of personal credit cards/accounts to purchase goods and services on behalf of the School should be avoided unless prior agreement from the Executive Headteacher/Head of School is obtained.

All expense claims for travel and subsistence should be appropriately authorised and accompanied by receipts/proof of purchase.

Personal loyalty cards should not be used when making purchases on behalf of the School.

### **33 Personal Use of Equipment and Resources**

Employees may not make personal use of the School's property, materials or facilities unless authorised to do so by the Executive Headteacher/Head of School.

### **34 Declaration of Interests**

The School recognises that Employees may wish to take an active role in the local community and undertake additional personal / business activities outside of work.

In the majority of instances such activities will have no impact on their role in School. However on occasion there may be a potential conflict of interest.

Employees should therefore declare annually to the Executive Headteacher/Head of School any financial or non-financial interests which may conflict with those of the School. Employees should also declare membership of any professional bodies/organisations which may conflict with their School role.

Should Employees be in doubt about whether a conflict of interest may exist they should seek guidance from the Executive Headteacher/Head of School.

### **35 Contracting out of Services**

Employees should follow agreed School protocols for the award of contracts to external providers.

Employees should adhere to School rules regarding the separation of roles in procurement /tendering process.

In particular, care should be taken to ensure competition between prospective contractors is fair and open and that all competing parties are treated equally.

Employees should ensure that preferential treatment is not shown to current/former Employees or partners, close relatives or friends/associates in the award of contracts.

Employees must not accept any form of financial or other inducement which may be offered by a potential contractor. All such approaches should be reported to the Executive Headteacher/Head of School.

Confidential information relating to the tendering process, must not be disclosed to any unauthorised party or organisation.

### **Gifts and Hospitality**

Employees should not accept significant gifts from parents/carers, students, actual or potential contractors or outside suppliers which could compromise the individual or the School.

Employees should notify the Executive Headteacher/Head of School should they receive any unsolicited gifts and return the item with a polite refusal letter to the sender. A record should be kept of all gifts which are received.

Small tokens of appreciation which have no substantial financial value (less than £30) such as presents from pupils/students at the end of term may be accepted and do not have to be declared.

Employees may only accept an offer of hospitality if there is a genuine need. Employees should discuss any invitations with the Executive Headteacher/Head of School (or Chair of Governors in the case of the Executive Headteacher/Head of School).

Where the School receives sponsorship of a School activity / event, care should be taken to ensure that this does not infer that the sponsor will receive preferential treatment in any future contracting /tendering process. An Employee or their partner, family member or friend may not benefit from the sponsorship.

### **37 Appointments**

An Employee should not be involved in a recruitment process or promotion decision where one of the applicants is a relative, partner or close friend.

### **38 Political Activity**

Employees may engage in political activity outside of work – however they should not allow personal/political views to interfere with their duties. Any activity should be compatible with the Employee's responsibility as a role model to students.

Where an Employee is involved in political activity outside of work, care must be taken to ensure that it is clear that any opinions expressed are personal and that the individual is not acting on behalf of /representing the School.

### **39 Intellectual Property**

Any intellectual property created by an Employee during the course of their employment will be considered the property of the school, unless specific permission is granted to the Employee to have ownership of such materials.

## Appendix 1: Code of Conduct – Confirmation of Compliance

Please sign the declaration below and return this to Nicole Chapman (Hadlow) or Terri Daters (Shipbourne)

I hereby confirm that I have read, understood and agree to comply with the provisions of the school's code of conduct.

Should I have any queries about any aspect of the code or am unclear of the school's expectations I will discuss these with the Executive Headteacher/Head of School at the earliest opportunity.

Name:

Job Title:

Signed:

Date:

*(It is suggested that Employees should re-read this policy on an annual basis to ensure they are familiar with any changes which have been made)*

Appendix 2: List of Relevant Policies  
*See Induction and Annual Training File*

Appendix 3: Teachers' Standards – Part 2  
<https://www.gov.uk/government/publications/teachers-standards>;

Appendix 4 : Keeping Children Safe in Education – Part 1  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>;

Appendix 5: Guidance for Safer Working Practice  
[http://www.kelsi.org.uk/\\_data/assets/pdf\\_file/0016/46510/Guidance-for-safer-working-practice-working-in-education.pdf](http://www.kelsi.org.uk/_data/assets/pdf_file/0016/46510/Guidance-for-safer-working-practice-working-in-education.pdf);

Appendix 6: IT Acceptable Use & E Safety Policy  
See separate policies