

STAFF CODE OF CONDUCT

NB This version of Policy will be retained for a period of 7 years from replacement.

Version		3.0	
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Version	Date	Description	Revision author
1.0	September 2017	Created.	GAD
1.1	October 2017	Addition of ref to Policies/Safeguarding/H&S	FMW
2.0	September 2018	Annual Review	GAD
3.0	September 2019	Annual review Addition to Professional Appearance: schools may choose to include additional locally agreed and reasonable professional appearance guidance.	GAD

Staff Code of Conduct

Introduction

This policy is designed to give clear guidance on the standards of behaviour expected from all members of Staff in Beckfoot Trust. The principles underlying the guidance aim to encourage staff to achieve the highest standards of conduct and minimise the risk if inappropriate conduct occurring.

The policy applies to all staff and volunteers in school regardless of their position, role, or responsibility. In addition to this policy, all staff employed under the teacher's terms and conditions must also adhere to the Teacher's Standards.

Nolan Principles

All staff have a duty to comply with the 1995 'Nolan Principles'. The seven principles of public life apply to anyone who works as a public office-holder:

1. Selflessness. Holders of public office should act solely in terms of the public interest.
2. Integrity. Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3. Objectivity. Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. Accountability. Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. Openness. Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
6. Honesty. Holders of public office should be truthful.
7. Leadership. Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

All members of staff are responsible for upholding these principles and should feel able to contribute towards the Trust achieving these aims.

Punctuality

All staff must be punctual at all times including the start of the day and to be on time for changeover of lessons and all duties. Any unexpected or unavoidable delays should be reported to school at the earliest opportunity so that cover arrangements can be put in place if needed.

Honesty & Integrity

Members of staff should maintain the highest standard of honesty and integrity in their work. They are expected to behave professionally at all times and have an individual responsibility to maintain their reputation and the reputation of the Trust both in and outside of work. Staff must inform the Headteacher of any situation that could bring the Trust into disrepute.

Staff are also expected to:

- Adhere to all Trust and local school policies and procedures
- Maintain professional boundaries with students
- Use appropriate channels to raise concerns about students or other staff
- Follow E-safety guidelines (See Social Media and ICT policy)
- Avoid actions that may undermine the Trust, staff, students and parents

Staff may take on additional work outside the Trust, either paid or voluntary, provided it does not conflict with the interests of the Trust or affect an individual's work performance.

Conduct outside of Work

Staff must not act in a way that would bring the Trust into disrepute. This covers inappropriate use of social media.

Confidentiality

Where staff have access to confidential information about other staff, students or their parents/carers, they must not disclose information except to colleagues and professional bodies where it is necessary they are informed.

Strict confidentiality must be observed at all times. All staff must remain within the boundaries of data protection and seek compliance advice where necessary. Please refer to the Trust Data Protection and FOI policy and the Data Sharing guidance.

Professional Appearance

As a minimum, staff should model good practice in their appearance, body language and use of language. They should be smart and professional, avoiding wearing clothes that may cause offence to others including exposure of skin or inappropriate or offensive logos. Jewellery should be kept to a minimum in line with responsibilities towards health and safety of self and others. Staff should not wear open flip flops and avoid wearing open toe footwear on the grounds of health and safety.

Staff should refrain from chewing gum, eating and drinking in corridors and using inappropriate language in either written or verbal form.

Please note: schools may choose to include additional locally agreed and reasonable professional appearance guidance.

Alcohol:

- On-Site Staff Only Events

It is not permitted for staff to drink alcohol on school premises.

- Off-Site Staff Only Events

On occasion staff will be invited to attend an organised social event, held offsite where alcohol may be consumed. However, the purchase of alcohol is a private agreement between the member of staff and the vendor. It is important that the behaviour of staff at official events does not bring the Trust into disrepute.

Where an event is arranged by the school, it should be open to all staff contractors. Schools are not permitted to fund the purchase alcohol at these events.

Staff only events arranged for a select group of staff must not be financed by the school.

- Community Events Open to the General public

On occasion, contractors and community lettings teams may organise a commercial event on-site.

The following are agreed standards:

- Alcohol is not permitted to be sold, sold as part of the ticket price or gifted during any events on-site.
- Attendees are not permitted to bring alcohol to events for the purpose of consumption on-site.

Health and Safety

It is the duty of each employee to take reasonable care of their own and other people's welfare, employees must comply with the Trust Health and Safety Policy and safety rules and procedures at all times whilst at work and conduct themselves in such a manner so that they, or other people, are not put at risk by their activities.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play in safeguarding children. All school staff including Agency/Supply workers, Early Years, Community Staff, Contractors and Visitors have a responsibility to provide a safe environment in which children can learn and therefore must have regard for the Trust (Local School) Child Protection and Safeguarding Policy and DfE Keeping Children Safe in Education Statutory Guidance for Schools and Colleges (Sept18).

Disciplinary Action

Failure to meet these standards of behaviour and conduct may result in action being taken under the disciplinary procedures, including dismissal.