

AYLSHAM LEARNING FEDERATION

STAFF CODE OF CONDUCT POLICY

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Signed:

Chair

1 INTRODUCTION

The Governing Board is required to set out a code of conduct for all Federation staff. The following code has been approved by the Governing Board of Aylsham Learning Federation.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Staff should be aware that a failure to comply with the following code of conduct could result in disciplinary action up to and including dismissal.

The Federation's aim is to offer high quality education to our children/pupils/students. In order to achieve this we must be responsive to children/pupils/students, parents/carers and other members of the community, develop our staff and provide high quality leadership and management.

In our capacity as Federation staff and governors, we have a duty to work at all times within the law and according to each school's/setting and local authority (LA) procedures, and to behave in a way that reflects well on the Federation. At all times public confidence in the Federation should be supported by the actions and/or words of members of Federation staff and governors.

As an employee, staff must not knowingly put themselves in a foreseeable position where duty and private interests unreasonably conflict and must not make use of their employment to further private interests.

We should all be treated with courtesy and respect at all times. Everyone is entitled to be treated fairly. Staff should have a positive attitude, manner and appearance and work both efficiently and safely within the requirements of their contract.

This code sets out the standards of conduct expected by the Governing Board of all our Federation staff. It is not intended to restrict employees in the general exercise of their civil rights as citizens nor in their rights to engage in legitimate trade union activities.

2 PURPOSE, SCOPE AND PRINCIPLES

A code of conduct is designed to give clear guidance on the standards of behaviour all Federation staff are expected to observe, and each school/setting should notify staff of this code and the expectations therein, offering support and clarity where requested. Federation staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the children/ pupils/students within the Federation. As a member of a Federation community, each member of staff has an individual responsibility to maintain their reputation and the reputation of the Federation, whether inside or outside working hours.

This code of conduct applies to:

- all staff who are employed within the Federation, including any Head of School and Executive Headteacher;
- all staff in units or bases that are attached to the Federation.

The term 'Headteacher' is used generically to include Head of School and Executive Headteacher.

The code of conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- 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 the Federation set examples of behaviour and conduct which can be copied by children/pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times.

3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our children/pupils/students to do the same.

3.3 All staff must also do all that is reasonable to 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 – CHILDREN/ PUPILS/STUDENTS

4.1 Staff have a duty to safeguard children/ pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect
- radicalisation

4.2 The duty to safeguard children/pupils/students includes the duty to report concerns about a child/pupil/student to each school's/settings Designated Safeguarding Lead (DSL) or Alternate Safeguarding Lead (ASL) for Child Protection.

4.3 The Federation's trained safeguarding staff are:

Bure Valley School

Designated – Jamie Olney - Head of School

Alternate(s) – Sally Fox - Pastoral Officer

Duncan Spalding - Executive Headteacher

Helen Pope - Assistant Headteacher

Helen Howard – Assistant Headteacher

Aylsham High School

Designated – Kathryn Garnham – Assistant Headteacher

Alternate(s) – Carol Flatters - Parent Support Adviser

Jo Fletcher - Pastoral Officer

Sara Dale – SEMH Officer

Duncan Spalding - Executive Headteacher

Phil Brockington - Deputy Headteacher

Chris Bridge – Deputy Headteacher

John of Gaunt Infant and Nursery School

Designated – Clare Toplis – Head of School

Alternate(s) – Hannah Simpson - Teacher

Emily Clarke – Pastoral Lead

Duncan Spalding – Executive Headteacher

John Bear's Nursery

Designated – Clare Toplis – Head of School (JoG)

Alternate(s) – Steph Firth – Nursery Manager

Duncan Spalding – Executive Headteacher

4.4 Staff are provided with copies of the Federation's safeguarding incorporating child protection policy on induction and also during annual safeguarding refresher training. All staff are told where the whistleblowing procedure can be found and staff must be familiar with these documents.

4.5 Staff must not seriously demean or undermine children/pupils/students, their parents/carers, or colleagues.

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

5 CHILD/PUPIL/STUDENT DEVELOPMENT

- 5.1 Staff must comply with Federation and school/setting policies and procedures that support the well-being and development of children/pupils/students.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of children/pupils/students.
- 5.3 Staff are expected to follow reasonable instructions that support the development of children/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 Federation property and facilities.
- 6.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the whistleblowing procedure for schools.
The link can be accessed below for more information regarding the act.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/181762/bribery-act-2010-guidance.pdf
- 6.3 Gifts from suppliers or associates of the Federation must be declared to the Headteacher, with the exception of “one off” token gifts from children/pupils/students or parents/carers. Personal gifts from individual members of staff to individual children/pupils/students are inappropriate and could be misinterpreted.

7 CONDUCT OUTSIDE WORK

- 7.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the Federation or the employee’s own reputation or the reputation of other members of the Federation community.
- 7.2 In particular, proven 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 of the Federation, either paid or voluntary, provided that it does not conflict with the interests of the Federation nor be to a level which may contravene the working time regulations or affect an individual's work performance.

7.5 Staff must not engage in inappropriate use of social network sites which may bring themselves, the Federation, Federation community or employer into disrepute.

8. WORKING SAFELY

The Governing Board, in conjunction with the LA, will do everything it knowingly can to comply with and ensure it meets any statutory obligations and ensure that the Federation is a safe and healthy working environment.

8.1 In turn staff are expected to:

- follow the Federation's and LA's health and safety policies;
- Follow any temporary standard operating procedures, until such time these can be safely removed
- take reasonable and practical steps to ensure the health and safety of themselves and children/pupils/students and staff they work with and ensure that safety equipment is not misused or damaged;
- wear clothes, which do not put health and safety at risk and to wear any safety clothing and equipment provided;
- report promptly any accidents or near misses, in the appropriate way;
- attend any medical examinations required by the Governing Board or the LA;
- comply with hygiene requirements;
- tell the Headteacher if they are taking any medication which would harm their ability to do their work and in particular, never to use machinery if they have taken any medication or drug that may affect their ability to do so safely;
- co-operate in all activities, including training organised to promote safety.

9 CONFIDENTIALITY

9.1 Where staff have access to confidential information about children/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 child/pupil/student.

9.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a child/pupil/student is bullied by another child/pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with each school's/settings appropriate procedure. It must not be discussed outside the Federation, including with the child's/ pupil's/student's parent or carer (unless authority to do so), nor with colleagues in the Federation except with a senior member of staff with the appropriate role and authority to deal with the matter.

- 9.3 However, staff have an obligation to share with their line manager or each school's/settings DSL any information which gives rise to concern about the safety or welfare of a child/pupil/student. Staff must **never** promise a child/pupil/student that they will not act on information that they are told by the child/pupil/student.

10. **WORKING AND THE LAW**

- 10.1 You are expected to abide by the law in the course of your employment at all times.
- 10.2 If you break the law outside the Federation, in any way that damages public confidence in the Federation, this could result in disciplinary or other action being taken against you.
- 10.3 Unless exempt by the Rehabilitation of Offenders Act 1978, any criminal convictions which occur while employed within the Federation and which may affect your ability to carry out your job should be disclosed to the Headteacher in writing.
- If you are charged with an offence which, if you are convicted, may make you unfit for or substantially affect your job, you must also inform the Head teacher. The purpose of this is not to prejudice employment but to safeguard the interests of the Federation, Governors, the LA and the employee.
- 10.4 The Federation ICT systems may not be used for private purposes, unless the Headteacher has given permission for that use. The security of ICT systems must not be compromised, whether owned by the Federation or by other organisations or individuals.
- 10.5 All staff are expected to adhere to the new technologies acceptable use policy – (staff, governors, visitors). Staff must not post any comments, photographs, images or conversations on social networking websites which may bring themselves, the Federation, or the LA into disrepute. Security settings should be maintained at the highest level in order to prevent members of the public seeing any personal information. Staff should not invite children/pupils/students to access their profiles on social networking websites unless there is a family relationship. Internet users must not display, access, use, store, distribute, print, reveal or otherwise process any kind of image, document or other material which is sexually explicit or offensive in any other way, on any Federation system.
- 10.6 All staff must follow the relevant data protection regulations. The Data Protection Act protects personal data which relates to living identifiable individuals and deals with the way in which personal information is collected, held, recorded and used. Staff must ensure information is kept safe and secure and is only held for the purposes consent was given for or outlined in the Federation privacy notice. Staff will attend training as required, and at least annually, to keep up to date with any changes or to refresh knowledge regarding data protection regulations.
- 10.7 The Freedom of Information Act (2001) gives significant rights of access to information held by all public authorities.

11. **WORKING WITH THE MEDIA**

- 11.1 You should not speak, write or give interviews, which include phone calls, to the press about Federation or LA business without prior agreement of the Headteacher.

12. DISCIPLINARY ACTION

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

13. OTHER RELEVANT POLICIES

- 13.1. To underpin this code of conduct the following policies should also be read by each member of staff:

- Safeguarding policy incorporating child protection
- Whistleblowing policy
- Data protection policy
- New technology acceptable use policy – (staff, governors, visitors)
- Health and safety policy
- Behaviour for learning policy

Staff should speak to Jo Tuttle, Director of Business and Community Strategy if they require further support or training in any of the areas mentioned within this policy.