



# Code of Conduct for Employees

Phoenix Community Primary School

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## Code of Conduct Statement

Phoenix Community Primary School

**All staff should have access to this policy and sign to the effect that they have read and understood its content at the beginning of each academic year.**

Amanda Newcombe	Alex Cotter	Alison Marsh	Bob Edge
Carol Swan	Chris Johnson	Claire Foreman	Claire Setter
Claire Sledger	Coral Brisley	Dena Bebell	Di Davis
Donna Rogers	Eleanor Geering	Emma Jeffery	Erin Williams
Heidi Thompson	Hilary McGrath	James Tibbles	Janet Drake
Jason Greenfield	Justine Addington	Liz Poynton	Lynne Coleman
Martin Page	Matt Miles	Michelle Downey	Nicki Buckman
Paula Thomas	Rachel Leavey	Rachel Turner	Sally Taylor
Sam Godfrey	Sarah Town	Sharon Penfold	Shaun King
Shelley Andrews	Susan Burberry	Tony Beale	Tracy Mc-Austin
Vicki Holmes	Vicky Murphy		

## Introduction

This code of conduct reflects the shared values and beliefs that we, as a school, hold. These are fundamental to everything that we do and all members of the community are expected to uphold these values and beliefs at all times:

- Creating opportunities for everyone
- Raising capability
- Creating a pleasant and collegial working environment
- Focusing on the value added
- Working together
- Setting achievable goals and realistic expectations.

This code of conduct applies to all employees Phoenix Community Primary School whether they are permanent, temporary or casual. The school expects the highest standards of conduct from all their employees. This code sets out the minimum standards of behaviour which employees at a school will need to observe. It is intended to help you understand your responsibilities and be clear about what acceptable conduct is and what is not.

It is important that you are aware of and understand the Disciplinary policy, Grievance policy, Capability policy, Complaints policy, Whistleblowing reporting procedure, the Equal Opportunities policy and the Online Safety policy in connection with this code. These policies are available on the school website ([www.phoenix-primary.kent.sch.uk](http://www.phoenix-primary.kent.sch.uk)) or from the school office.

Any breach of this Code of Conduct could be the subject of disciplinary action which could result in dismissal.

## General Principles

If you are unsure what is expected of you, you must raise the matter with the Headteacher (or Chair of Governors in the case of the Headteacher).

If you consider you need to declare anything for the record, then do not wait until the end of the year, for your appraisal, or for the Headteacher to ask you to do so - declare it immediately by speaking to the Headteacher.

Any breach of this code may lead to disciplinary action and may in some instances constitute gross misconduct. The school reserves the right to take legal action against employees where breaches of this code are deemed to warrant such action.

The school expects all employees to deal with one another, the public, pupils and parents in a courteous and civil manner. Relationships between work colleagues should be supportive, cooperative and respectful. Employees should behave in a way that enhances the performance and wellbeing of others and the effectiveness of the school.

All members of staff must sign in on arrival at school and sign out when they leave the building; this is for security and fire reasons.

Staff should not utilise their mobile phones outside of designated break times.

Any staff member suspected of being under the influence of alcohol or drugs (including prescription drugs) will not be permitted to remain at work and may be subject to disciplinary proceedings.

Employees should be aware of the School Health & Safety policies when exercising their functions.

## General Conduct

You are expected to conduct yourself in a manner both inside and outside work, which upholds the reputation of the school. This also includes all conduct on social media sites such as, but not limited to, Facebook, Twitter, Instagram, etc. Misconduct at work will be dealt with in accordance with the disciplinary policy. Conduct outside of work may also result in disciplinary action if it directly affects the performance of your work or the reputation of the school.

You must notify the Headteacher if you are in any doubt about the effect of your conduct outside work.

If you, or anyone with whom you reside, are subject to criminal proceedings, you must disclose this to the Headteacher.

## Statutory Requirements, Equality and School Policies

As an employee, you must ensure that you know the statutory requirements of your job, and that you work within these at all times. You must also comply with all the policies and procedures at the school.

The school is committed to equal opportunities and pupil care. You are expected to act in a manner which reflects the schools policies and values by treating all pupils, parents and colleagues courteously and with dignity at all times.

The school will not tolerate discriminatory behaviour, including bullying or harassment, which will be dealt with in accordance with the disciplinary procedure, and may be subject to criminal proceedings.

## Duty to Declare Interests

You must declare to the Headteacher any financial, personal or social interests that could conflict with the school's interests or cause your conduct to be questioned. The interest may be advantageous or have a detrimental effect on you (an example of a detrimental interest may be a situation where you experience threats or pressure from family or friends to act in a particular way in your official capacity).

Employees should not have managerial responsibility for those with whom they have close private relationships (e.g. partners and family). If such relationship arises during the course of your employment, it must be declared to your Headteacher.

## Political Neutrality

You have a responsibility to ensure that your own personal or political opinions do not interfere with any of the school policies or your work.

## Appointments and Related Employment Matters

The school recruits on merit and requires that its appointments are made without bias. If you are responsible for appointing employees, please follow the school recruitment process. In order to avoid any possible accusation of bias, you should not be involved in an appointment where you are related to an applicant, or have a close personal relationship outside work. You must not canvas on behalf of any applicant.

Similarly, you must not be involved in decisions relating to discipline, promotion or pay adjustments for another employee who is a relative, partner, close friend, or where you have some other close personal relationship.

You must notify your line manager or Headteacher (or Chair of Governors) if the above circumstances arise.

## Confidential and Other Information

The school expects all employees to safeguard confidential information, including when they leave employment

You must not use any information obtained in the course of your employment for personal gain or benefit. You must not pass on such information to others who might use it in a similar way. All employees are under an obligation not to access or attempt to access information which they are not authorised to have.

Any deliberate breach of confidentiality, improper disclosure of information or misconduct in relation to official documents will be treated as a serious matter and may lead to disciplinary action.

## Staff Dress Code

Adults in school are role models for learners in the school, therefore they have a responsibility to model appropriate dress and appearance at all times when acting in a professional capacity. Adults should be neat, clean, smart and tidy, wearing clothes, including shoes, which are commensurate with their post in the school.

The staff dress code is smart rather than casual. It is up to individual staff to decide whether their appearance is appropriate guided by the principles above.

For health and safety reasons, jewellery should be kept to a minimum and items of clothing such as flip flops should not be worn. All employees should wear their ID badges.

In extreme temperatures (i.e. above 30° Celsius/86° Fahrenheit), the dress code may be relaxed, but not where safety could be compromised.

Phoenix Community Primary School is committed to promote diversity and will therefore respect individual preference in terms of customs, culture, religion and tradition.

## Use of School Resources

You must ensure that you use school funds entrusted to you in a responsible manner ensuring value for money to the school and avoiding legal challenge to the school. You must observe the financial regulations.

## School Property and Facilities

The resources of the school, including secretarial services, vehicles, premises, stationery and photocopiers must only be used for business purposes unless you have obtained permission for private use from your line manager or the Headteacher.

## Electronic Media

You must comply with the Online Safety Policy and Guidance for school staff and governors at all times together with any other relevant school policies and procedures in force at the time.

## Intellectual Property, Copyrights and Lecture Fees

The school retains intellectual property rights for work undertaken by employees. Research, reports, designs, drawings, software developments or similar work, when created in the course of an employee's normal duties, remain the property of the school. These should not be removed from the school premises or passed on to a third party by an employee acting in a private capacity without the express consent of the Headteacher.

You may only retain fees for giving lectures or writing articles where these activities are not integral to your employment with the school, and are conducted in your own time.

## Whistleblowing

The school expects employees who witness, or have their suspicions raised, or are approached to become party to potentially fraudulent, corrupt, dangerous or improper behaviour, to report these incidents or concerns using the whistleblowing reporting procedure. The whistleblowing reporting procedure can be obtained from your line manager, Headteacher, the school office or by contacting the Local Authority.

## Other Employment

You are required to declare any secondary employment. This includes second jobs within another Kent school or the Local Authority. If you do take any form of secondary employment you must ensure that this does not adversely affect the performance of your job, conflict with the interest of the school or bring the school into disrepute.

Employees do not need approval to undertake voluntary work provided this does not conflict with the interests of the school.

If you are in any doubt as to the implications of taking up employment elsewhere, you must seek the approval of your line manager or Headteacher before doing so.

## Tendering and Contracting

All orders and contracts must be awarded on merit in accordance with the school policy. You must not show favouritism to businesses run, for example, by friends, partners, relatives or ex-employees, nor must you discriminate against any part of the community.

You must declare any private or domestic relationships with contractors or potential contractors to your Headteacher.

If you are involved in the tendering process and dealing with contractors, you must make sure you are clear about the need for separation of client and contractor roles. If you are part of the senior leadership team with both a client and contractor responsibility, you must be aware of the need for accountability and openness. If you are in any doubt you must consult the Headteacher.

If you are privy to confidential information on tenders or costs for either internal or external contractors, you should not disclose that information to any unauthorised party or organisation.

## Personal and Business Interests

Under the Local Government Act 1972 there are statutory provisions and penalties that apply to financial interests of local government employees. You must declare in writing to the Headteacher any financial or nonfinancial interests that might possibly conflict with the school's interests or the interests of the stakeholders of the school. The school can provide you with a declaration form which will be kept.

If you are attending a meeting as an employee of the school at which decisions are to be taken in which you have a personal interest, you must also declare your interest to the meeting.

If in any doubt it is always best to declare an interest. It does not imply that you may act improperly but could protect you from claims or the potential appearance of doing so.

## Gifts and Hospitality

If an employee is offered a gift or hospitality whilst involved in the procurement of goods and services, tenders for work or when liaising with anyone conducting business with the school they must discuss and register the offer with the Headteacher. In the case of the Headteacher, the discussion must be held with the Chair of Governors.

It is an offence for employees to corruptly receive or give any gift, loan, fee, reward or advantage in order to influence official conduct. It is also an offence to accept any gift or consideration in the knowledge or belief that it is intended as inducement or reward, whether the employee receiving it is influenced or not. If you are found to have accepted or given any bribe, you will face disciplinary action, which could include dismissal for gross misconduct.

Employees do not have to register gifts from pupils or parents but if they wish to do so they should contact the Headteacher.

## Sponsorship – Giving and Receiving

Where an outside organisation wishes to sponsor or is sought to sponsor a school activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.

Where the school wishes to sponsor an event or service, neither you nor any relative or close friend must benefit from such sponsorship in a direct way unless you make a full declaration of interest to your Headteacher for the register of interests (see paragraph on – Declaration of interests).

Similarly where the school through sponsorship, grant aid, financial or other means gives support in the community, you should ensure that impartial advice is given and that there is no conflict of interest involved.

## Declaration of Interests

The school holds a confidential register of interests. You must declare possible conflict of interest, as set out in this policy, in writing to the Headteacher who will provide a declaration form on request.

If you are in any doubt, it is always better to declare a potential conflict of interest. Do not wait until the end of the year or until you are asked. It does not imply that you intend to act improperly but could protect you from claims or the appearance of doing so.



## Appendix 1 – Declaration of Interests Form

Employees must use this form to declare and register possible conflict of interest or relationships under the Code of Conduct for Employees

If you are in any doubt, it is always better to declare what may be a potential conflict of interest. Seek advice from your Headteacher.

Name: .....

School: .....

Section of Code	Details of Interest

I confirm that I have read and understood my obligations under the Code of Conduct for Employees. I confirm that I have declared my interest(s) under the code.

Signed ..... Date ..... (Employee)

Signed ..... Date ..... (Headteacher)