



An ambitious school at the heart of the community

Staff Code of Conduct

Staff Code of Conduct

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Staff Code of Conduct

Section 1

Introduction:

Tytherington School is committed to upholding the best interests of all students and staff in its remit. Staff must be mindful that they hold a position of trust and their behaviour towards young people in their charge must be appropriate. The Code of Conduct is intended to draw attention to the areas of risk for staff and offer guidance on appropriate conduct. Any infringement of this or any related Code may be dealt with as a disciplinary matter and may be treated as gross misconduct.

1.1 Purpose:

Aim of measuring and enhancing the reputation of Tytherington School and ensuring the safeguarding of all students.

1.2 Scope:

Both teaching and non-teaching staff employed by Tytherington School on a permanent, temporary and ad-hoc basis.

Staff who belong to professional associations are expected to apply the standards of their associations no less vigorously than those of this Code. Teachers may also be subject to any rules of the Department for Education's Teacher Standards¹.

The Code is expected to form a part of the terms of employment of all school staff, including Headteachers.

1.3 General Obligations and Principles:

- The welfare of the students is paramount
- The highest standards of service are provided to everyone who has contact with Tytherington School
- Public duty always takes precedence over private interests and conflicts of interest between the two is always avoided
- The School community and everyone within it receive efficient, impartial and fair service and no person or group is discriminated against unfairly
- Public funds are used in a responsible and lawful ways and the School community receives the best value for money
- Any failures to meet these standards are detected and decisive action taken to remedy the situation and prevent recurrence and staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them
- Staff are responsible for their own actions and behaviour and should be seen to work in an open and transparent way

Section 2

Safeguarding students

Tytherington School is committed to Safeguarding and Promoting the welfare of all its students. Each student's welfare is of paramount importance.

Staff and volunteers will:

- Fully comply with the school's policies and procedures (please refer to the Safeguarding policy for more details)
- Attend appropriate training
- Inform the designated person of any concerns immediately

Members of staff are in positions of trust in relation to the students in their care. There is potential for exploitation and harm of vulnerable young people; staff therefore have a responsibility to ensure that an unequal balance of power is not used for personal advantage. Staff should always maintain appropriate professionalism and wherever possible, they should avoid behaviour which might be misinterpreted by others and report and record any incident with this potential.

Members of staff must protect themselves, especially when meeting on a one to one basis with students, and staff should bear in mind that even perfectly innocent actions could sometimes be misconstrued. Staff who hear an allegation of abuse against another member of staff should report the matter immediately to the Headteacher so that the correct procedures can be followed.

Private meetings with students

Transporting students

Behaviour Management

Physical Contact

Extra-curricular activities

Section 3

Confidentiality and Information Disclosure

Tytherington School places great emphasis on the importance of maintaining confidentiality. Certain information staff obtain in the course of their duties may be confidential. Staff are required not to divulge or disclose such information during the course of their employment, except when may be required for the proper performance of their duties, or following termination of their employment and to use their best endeavours to prevent public disclosure or any unauthorised use of any confidential information.

If staff have any doubt about being asked to supply information to another employee or a representative of an external organization they should refer the matter to their line manager.

3.1 Confidential Reporting Procedure

Tytherington School uses its funds prudently and applies the highest standards of conduct throughout. The school expects the highest possible standards of openness, probity and accountability. Hence, employees who have serious and genuine concerns about any aspect of the school's work and relationships, should be encouraged to come forward and raise their concerns, without fear of harassment or victimisation. A concern may arise, for example, from worries about failure to observe standards, or policies being circumvented or improper conduct. The concern will be treated in strict confidence.

Staff will not be penalised for raising allegations that are not confirmed upon investigation, provided they have been raised in good faith. However, a concern that is raised maliciously may result in disciplinary action.

As far as possible, in the first instance, the employee should raise any concerns to their line manager. Concerns can be raised orally or in writing. Staff may also ask their trade union representative to raise a matter on their behalf. Please refer to the Confidential Reporting procedure and the Whistleblowing Policy for more information.

Section 4

Private and Personal Interests

An employee must not allow the impression to be created that they are using, or could use, their official position to promote a personal or private interest, contrary to the interests of the School. An employee should consider whether any particular interest conflicts with, or gives the impression of conflict with, official responsibilities. If so, it is advisable for the interest to be declared formally.

Employees must disclose any financial or non financial interest they or their spouse have, whether direct or indirect, in any contract, company, public body or any other matter that involves or may involve Tytherington School.

An interest should be disclosed whether or not the employee is able personally to influence a contract or other dealings with the School. If an employee is, or could be, in a position to influence such matters, as well as disclosing the interest, the employee should also discuss the position promptly and fully with the Headteacher. The Headteacher will decide whether further steps will be required. Those with approved 'other employment' (see Section 6) should note that any activity of the employment involving contact with Tytherington School automatically creates an interest which must be declared.

Section 5

Recruitment

Employees involved in appointments should ensure that these are made on merit. It is unlawful for an appointment to be made on any ground other than the ability of the candidate to undertake the job required. Please refer to the Safeguarding and School Recruitment and Selection policy for more details.

Section 6

Other Employment

Support Staff graded above Scale 6 (or equivalent) must have permission from their line manager before doing other paid work or being involved in a private business. Every employee (including teachers), at whatever level, who has another job or is involved in a business, must ensure that there is no conflict with their official duties.

Teachers embarking on any outside activity involving paid employment which they feel is likely to give rise to a conflict of interests should disclose that activity to the Senior Leadership Team.

Any employee who discloses “other employment” will need to satisfy their line manager/the Senior Leadership Team/Governors that:

- The work will not adversely affect his/her job or public perception of the way in which it is performed
- The nature of the activity of the employing individual in question is unlikely to result in any contact with the School but that if there is contact, this will be legitimate and acceptable within this Code.
- The School will be made aware of any change in the relevant circumstances as soon as they may occur
- They will declare any potential conflict of interest via the Pecuniary and Business Interests Policy

All requests will be considered against these criteria and within the requirements of the Code in general. Approval will be confirmed in writing and reviewed annually. If permission is refused or exceptional conditions imposed, full reasons will be given for the decision in writing.

Section 7

Gifts, Favours and Hospitality

It is a criminal offence for an employee to receive corruptly a gift or benefit in other ways for doing, or not doing, anything for another person. If an allegation is made, it is for the employee to show that the rewards have not been corruptly obtained. If a gift is offered or received, the employee must consider whether it is acceptable within the terms of the code. Please refer to the Gifts and Hospitality policy for more details.

Employees should only consider offers of hospitality if there is a genuine need to impart information or represent Tytherington School in the community. Hospitality is likely to be acceptable where it is clear that the invitation is corporate rather than person – but always provided there is no danger of contractual or other decisions being compromised. Offers aimed directly at employees as individuals must always be refused.

All offers of special gifts and hospitality must be authorised by the Headteacher and copies of requests must be kept available.

Section 8

Use of School property and equipment for personal use

Tytherington School's assets are intended for business use. The school is aware that the following issues may arise through inappropriate use of its property and equipment:

- Broken equipment, which may cause disputes over who is responsible for repair
- Lost productivity, as employees use work time for personal tasks involving business equipment
- Premature wear and maintenance on the equipment

These assets include, but are not limited to:

- Software and software licenses
- Office supplies
- Computers, printers and copiers
- Appliances

Employees must therefore receive express permission from their line manager in order to use Tytherington School's property and equipment for personal use.

Section 9

Staff Dress Code

Tytherington School considers the way its staff dress to be of significant importance in portraying a professional image to all users of its services. Staff are individually responsible for their general presentation, appearance and personal hygiene and have a responsibility to consider how their appearance may be perceived by others.

- Staff must dress professionally and appropriately for their particular role (including wearing any PPE for those in relevant positions)
- Staff must not wear inappropriate footwear which may contravene Health & Safety guidelines
- Staff must not wear clothing which is likely to be viewed as offensive, revealing or place themselves or others at risk

Section 10

Social Media – Social Networking Sites

It is not recommended that staff use these sites. However, if staff have a profile they must ensure that they:

- Keep their profile private
- Be careful of profile content
- Never accept students as 'friends'/'connections'

Please refer to the school's Social Media Policy for more details

10.1 Communication with students

Communication between students and members of staff, by whatever method, should take place within clear and explicit professional boundaries and personal information (such as e-mail, home or mobile telephone numbers) should not be shared with students unless the need to do so is agreed with Senior Leadership and parents. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites, social networking sites, online gaming and blogs. E-mail or text communications between an adult and a student outside agreed protocols may lead to disciplinary and/or criminal investigations.

Section 11

Disciplinary Action

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

Section 12

Associated school policies:

Confidentiality Policy Confidential Reporting Procedure	Health and Safety Policy
E-Safety & Internet Acceptable Usage Agreement	Gifts and Hospitality policy
Safeguarding Policy (including Safer Recruitment)	Pecuniary and Business Interests Policy
School Visitors Policy	Integrity Code
School Recruitment and Selection Policy	Social Media Policy

Section 13**References**

¹DFE Teachers Standards, available at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/301107/Teachers_Standards.pdf

Section 14**Declaration**

I hereby declare that I have read, understood and agree to the information detailed in the Code of Conduct and the associated policies listed and am aware that failure to follow these may result in disciplinary action

Name:	
Job title:	
Signed:	
Date:	