



# Gidea Park

PREPARATORY SCHOOL AND NURSERY

## Staff Code of Conduct

This policy applies to all staff in school, including EYFS.

It covers safeguarding standards as well as professional behaviour guidelines.

Reviewed	<i>March 24</i>
Next review	<i>March 25</i>
Revised by	<i>C Douglas</i>

## OVERVIEW

The Proprietors are required to set out a Code of Conduct for all school employees. By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#) 2012, and, in particular, Part 2 of the Teachers' Standards – Personal and Professional Conduct.

School staff have an influential position in the school, and must act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, proprietors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Employees must not put themselves in a position where duty to the school and private interests conflict and they must not make use of their employment to further private interests.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

This Code exists alongside mandatory school policies – Child Protection and Safeguarding; Physical Restraint; Children Missing in Education; E-Safety; Behaviour and Discipline; Anti- Bullying Policies; Complaints and Whistle Blowing. These policies and the Staff Handbook of Gidea Park Prep operate together with this Code of Conduct – all must be adhered to.

## Legislation and guidance

We are required to set out a staff code of conduct under regulation 7 of The School Staffing (England) Regulations October 2018.

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)' (Sep 2023), we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

## This policy should be read in conjunction with the following and related policies and procedures:

- Child Protection and Safeguarding Policy;
- Acceptable Use Policy
- Equal Opportunities Policy;
- E-Safety Policy;
- Behaviour and Discipline Policy;
- Health and Safety Policy;
- Whistleblowing Policy.
- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff grievance procedures
- Staff Handbook

Staff should ensure that they have read and are familiar with these policies and procedures.

Staff are also required to read and understand Part One of the Department for Education's statutory guidance on safeguarding children and safer recruitment in education, Keeping Children Safe in Education. All senior members of Staff and those Staff working directly with children will also be required to read Annex A of Keeping Children Safe in Education in addition to Part One.

## 1. GENERAL PRINCIPLES

All members of staff at Gidea Park Prep are expected to carry out duties in accordance with the School's policies and procedures. School staff are role models, and are in a unique position of influence. They must therefore adhere to behaviour which sets a good example to all the children in the school and ensures that neither pupils nor staff are placed at risk of harm or of allegations of harm.

As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside of working hours.

Staff are expected to uphold the following principles:

- **Selflessness:** - decisions must be taken in terms of the values and mission of the school and not in order to gain financial or other material benefits;
- **Integrity:** - staff must not place themselves in a situation where their position is compromised;
- **Objectivity:** - all decisions must be made on merit alone;
- **Accountability:** - staff must accept accountability for decisions and actions;
- **Openness:** - staff should be as open as possible about all decisions and actions;
- **Honesty:** - staff should declare any private interests relating to duties and take lawful steps to resolve any conflicts to ensure that public interest is protected;
- **Leadership:** - staff must support and promote these principles by example;
- **Conduct:** - staff must avoid bringing the school into disrepute (e.g. by the use of social networks or the internet);
- **Respect:** - all staff must treat others with respect.

### **This code of Conduct applies to:**

- All staff who are employed by the school, including the Head.

### **This Code of Conduct does not apply to:**

- Peripatetic staff who are self-employed;
- School catering staff employed by an external contractor;
- 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 but whilst in school would be expected to meet our standards).*

## 2. SETTING EXPECTATIONS

### **Application and Intent**

Staff will be expected to act in accordance with the Code. The Code has been designed so that they are not left in any doubt as to what is acceptable or unacceptable behaviour.

- The Code of Conduct places rules and regulations on certain activities, and any breach of these prohibitions may lead to disciplinary action.
- This Code helps all staff to understand what behaviour is and is not acceptable.

### **Setting an Example**

- All staff who work in a school set examples of behaviour and conduct which can be copied by the children. Staff must therefore avoid using inappropriate or offensive language at all times;
- All staff must, therefore, demonstrate high standards of conduct in order to encourage the pupils to do the same;
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct (e.g. ensuring that doors are open when teaching on a one-to-one basis).

### **3. SAFEGUARDING STANDARDS**

#### **a. Safeguarding pupils**

Staff have a duty to safeguard children and to report any concerns they have. This includes:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

Staff will familiarise themselves with our 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.

Our safeguarding policy and procedures are available from the school office. New staff will be given copies during their induction.

- The duty of safeguarding pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Safeguarding Lead for Child Protection;
- Staff should be aware that the school's DSL is Callum Douglas, and the Deputies are Lucy King and Theo Ward. Gabby Hadji is the DSL for EYFS;
- Staff are provided with personal copies of the school's Safeguarding Policy and Whistle-blowing procedures, and staff must be familiar with these documents;
- Staff must not demean or undermine pupils, their parents or carers, or colleagues;
- Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare;
- Staff must abide by all safeguarding policies including:
  - Physical Restraint
  - e-Safety
  - Anti-bullying
  - Children Missing in Education

#### **b. Physical contact with pupils**

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. Staff should, therefore, use their professional judgement at all times. Staff should not have unnecessary physical contact with pupils and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by pupils or onlookers.

Where exercises or procedures need to be demonstrated, extreme caution should be used if the demonstration involves contact with pupils and, wherever possible, contact should be avoided. It is acknowledged that some staff, for example, those who teach PE and games, or who offer music tuition will, on occasions, have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection

Physical contact should never be secretive, or of the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible, the DSL informed and, if appropriate, a copy placed on the pupil's file.

Transporting pupils: It is inadvisable for a member of staff to give a lift in a car to a pupil alone. Wherever transport in private vehicles is necessary, staff must ensure there is at least one adult additional to the driver acting as an escort. If there are exceptional circumstances that make unaccompanied transportation of pupils unavoidable, the journey should be made known to a senior member of staff.

#### **c. Physical Restraint**

Any physical restraint is only permissible when a child is in imminent danger of inflicting an injury on himself/herself or on another, and then only as a last resort when all efforts to diffuse the situation have failed. Another member of staff should, if possible, be present to act as a witness.

All incidents of the use of physical restraint should be recorded in writing and reported immediately to the DSL/Head who will decide what to do next. Where this relates to EYFS pupils, parents will be informed of any physical restraint used on their child the same day or as soon as reasonably practicable.

#### **d. Communication with parents**

Form teachers are expected to be the first point of contact between parents and the School, although enquiries will also come through the School Office. Staff can contact parents by telephone, email or letter. Staff should not contact pupils, parents or conduct any school business using personal email addresses.

Where a member of Staff receives an email from a parent, a reply should normally be made within one working day. If a full reply cannot be made within that time, the member of Staff should send a brief acknowledgment e-mail and let the parent know when a fuller reply can be expected.

Staff sending emails to parents/carers are advised to send a copy (cc or bcc) to the Head

Staff must inform the Head or a Deputy Head if they receive an offensive email.

#### **e. Communication with pupils**

It is essential for Staff to understand the need for professional boundaries and clear guidance regarding acceptable use of mobiles/the internet in the context of communicating with pupils. Staff must avoid compromising situations which could be misinterpreted or could lead to possible allegations.

Staff should not give their personal mobile phone numbers or email addresses to pupils, nor should they communicate with them by text message or personal email. If they need to speak to a pupil by telephone, they should use one of the school's telephones and email using the school system.

Please see the e-Safety Policy and the Staff Handbook for staff's obligations in relation to electronic communications with pupils. Staff will undertake regular training on the internet and safety online.

#### **f. Contact with pupils out of school**

Staff should not:

- arrange meetings with pupils off the School premises without the prior approval of the Head;
- arrange private tuition of any of the School's pupils in school or outside of school whether in term-time or outside of term-time without the prior written approval of the Head; and

- give pupils their home address or any of their personal contact details.

**g. Communication and social media**

Staff should be aware that it is not appropriate to use social media to communicate with pupils. School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff should be aware of the school's e-Safety and Acceptable policies.

**h. Photographs of Pupils (including mobile phones and cameras)**

Photographs will only be taken of children with their parents' permission (provided in writing via the school's acceptance paperwork). Photographs will only be taken by a designated staff member/s on school equipment. Where photographs are taken by staff to give evidence of children's progress, photos can only be taken on school devices. Staff are not permitted to take images of children on their personal phones unless in exceptional circumstances and with the agreement of the Head. Pictures must then be downloaded onto school computers, where they will be monitored. Photos cannot be used or passed on outside the school.

Staff may not use their own mobile phones to take photographs within our EYFS setting.

**i. Confidentiality (Raising Concerns)**

Staff members should never give absolute guarantees of confidentiality to pupils or adults wishing to tell them about something serious. They should guarantee only that they will pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken to sort out the problem and that they will not tell anyone who does not have a clear need to know. They will also take whatever steps they can to protect the informing pupil or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made. However, confidentiality should be respected on all appropriate issues; no children or parents should be the subject of idle conversation between colleagues.

**j. Action if a pupil is missing**

N.B Please refer also to the School's missing child policy and procedures when a child is not collected on time.

During the working day:

- first check with the pupil's friends
- check with front office who will check the signing out/in book and if necessary inform the senior member of staff on duty who will then follow up this information.

A record is kept by the school of any instances in which a pupil is missing from school without satisfactory permission and documentation, including the action taken and the pupil's explanation.

#### **k. Bullying**

Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our pupils, staff, and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. Any kind of bullying including cyber bullying is unacceptable and the school keeps a record of any incidents. Please see our school policy on anti-bullying for further details.

#### **l. Whistleblowing**

The School wishes to foster a culture of openness and safety and the school's Whistleblowing Procedure reflects this. Should any member of staff have any concerns about the behaviour of another member of staff towards a pupil, he or she should report it at once to the Head (or to the Owners where the concern relates to the Head).

Any concern that falls under the definition of Whistleblowing according to the School's policy will be thoroughly investigated under the school's whistle-blowing procedures. Such reporting will be without prejudice to the member of staff's position in the school. Where there are allegations of criminal activity, the LADO will always be informed, and advice taken, before the school undertakes any investigation of its own.

Wherever possible, and subject to the rights of the pupil, the member of staff will be informed of the outcome of the investigation. No one who reports a genuine concern in good faith needs to fear retribution. Under the Public Interest Disclosure Act 1998 the member of staff may be entitled to raise a concern directly with an external body where the circumstances justify it.

### **4. PROFESSIONAL STANDARDS**

#### **a. Attendance**

The contract of employment contains the main terms and conditions of employment with the school. It is expected that staff are available for work during these hours and take an unpaid lunch break. Staff must record their attendance in accordance with their workplace time recording system.

Should a staff member need to be absent or expect to be late for any reason, he/she should ask the Head in advance. If this is not possible, he/she is asked to contact the Head at the earliest opportunity.

#### **b. Fitness for work**

We accept that alcohol is legally and freely available.

##### **Staff must:**

- Ensure that the use of alcohol, or the evidence of alcohol consumption, out of work does not adversely affect their work performance, the health, safety or welfare of themselves or others and does not damage the school's image and reputation;
- The Head or a Senior Leader will consider the options available for managing employees in the above situation and refer to alcohol guidance;
- Not consume or be under the influence of alcohol, use illicit drugs or other illegal substances while at work;
- If taking medication, staff must seek the advice of their doctor to ensure that such medication will not impede their ability to do their job (e.g. duty of care to children);
- Inform the Head of any situations where a risk to themselves or others may arise because of this.

**c. Smoking**

The School is a non-smoking organisation. Staff are not permitted to smoke in any of the School buildings, or any other building or grounds owned or occupied by the School at any time. They should not smoke within sight of the building or in view of parents or pupils.

Smoking whilst on the School's premises may be subject to disciplinary action.

**d. Dress Code**

There is a general expectation that dress will be appropriate to the nature of the duties and responsibilities of the job.

The School values and welcomes the ethnic diversity of its workforce and therefore dress codes will take account of ethnic and religious dress requirements with sensitivity ensuring that employees are free to observe them.

Where there is a clear business case or a health and safety reason then the School may introduce appropriate dress codes to suit the services provided and expectation of the School.

**e. Security**

Employees issued with identity badges should wear them at all times. This is particularly important if they visit families in their homes or are in public such as on school trips. Should the Head decide that it is not practical to wear identity badges at any time then staff should have them available for inspection at all times.

Staff must not remove any school documents from the site nor take any photographs without due permission. Where staff access the school intranet whilst outside school, this must be done in compliance with the school E-Safety and mobile policies. Any such access must occur in a secure and private environment to protect the confidentiality and security of the information being accessed. (Refer to e-Safety Policy).

The school reserves the right to search the outer clothing, bags, lockers and vehicles etc. of staff members whilst on site. The staff member may have a colleague in attendance on such (rare) occasions.

**f. Following Instructions**

Staff are expected to follow all reasonable and lawful instructions by a person with the authority to issue such instructions unless:

- There is a danger to a person's health and safety;
- A conflict of interest may exist;
- It does not comply with School policy and practice.

The Head and Senior Leadership Team must be able to justify their instructions and decisions in line with their delegations, authority, and School policy and procedures, and be open and respond promptly to constructive questions.



#### g. **Acceptable use of technology**

Staff will follow guidance laid out in the School's Acceptable Use Policy

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use school equipment for personal use during school hours or in front of pupils. The school has the right to monitor emails and internet use on the school IT system.

Internet Users **must not** display, access, use, extract, 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 school system. This activity would be a violation of the school's policies, particularly those relating to conduct and discrimination.

Security settings should be maintained at the highest level in order to prevent members of the public seeing any personal information.

Staff must not post any comments, photographs, images or conversations on social networking websites which may bring them or the school into disrepute. Staff should also follow the school policy on the use of social networking websites.

#### h. **The use of mobile phones**

Staff will not use personal mobile phones for personal use during any teaching time, or in front of pupils at any time.

The code of conduct for mobile phones is designed to ensure that all staff:

- have a clear understanding of what constitutes misuse;
- know how to minimise risk;
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations;
- understand the need for professional boundaries and clear guidance regarding acceptable use;
- are responsible for self-moderation of their own behaviours.
- are aware of the importance of reporting concerns promptly.

The School operates an 'agreement of trust' regarding the carrying and use of mobile phones within the school.

##### **Personal Mobiles**

- Employees are not permitted to make/receive calls/texts/emails during work time where children are present.
- Staff should ensure that mobiles are silent and out of sight at all times whilst in classrooms with children.
- Staff are not permitted to use recording equipment on their mobile phones. (Please read photographic images of children policy.)
- Staff should not give their personal mobile phone numbers or email addresses to pupils, nor

should they communicate with them by text message or personal email. If they need to speak to a pupil by telephone, they should use one of the school's telephones and email using the school system.

**i. Conduct outside work**

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school, the employee's own reputation or the reputation of other members of the school community. In particular:

- Criminal offences which involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable;
- Staff must exercise caution when using information technology and be aware of the risks to themselves and others;
- Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance. Staff should write to the Head outlining proposed work activity and get the Head's agreement.
- Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff should not accept friend requests from pupils, carers or parents.

**j. General Confidentiality**

Staff will likely, in the course of duties, obtain information which is confidential.

**They must not:**

- Pass on any information received or obtained through their employment to anyone who is not entitled to have that information;
- Discuss any sensitive information (such as about fees owing) about pupils or parents with anyone who is **not entitled** to access that information;
- Share information that is confidential, such as pupil information; personnel data or salary details with anyone who is not entitled to access that information
- Use information for personal advantage.

**Staff must:**

- Work within the requirements of Data Protection Act 1998 (and enactment of 2018) and the Freedom of Information Act 2000;
- Observe the school's procedures for the release of personal information held about other employees or members of the public;
- Not misuse their position by seeking information which they do not need to know to carry out duties.

**Examples of abuse of confidence would include:**

- Ill-considered gossip whether with colleagues or outsiders which may be misconstrued and re-quoted;
- Exploitation of confidential information for personal gain;
- Premature and/or unauthorised disclosure to other parties of policy proposals, with the object of

generating adverse publicity e.g. to the press, interest groups.

#### **k) Personal Interest**

**Staff must not** in their official capacity:

- Allow personal interests to conflict with the school's requirements;
- Use their position improperly to confer an advantage or disadvantage on any person;
- Disclose information given in confidence, or information acquired which is of a confidential nature, without the consent of a person authorised to give it.

**Staff must:**

- Not prevent another person from gaining access to information to which that person is entitled by law;
- Ensure that relationships with Pupils, Parents, Proprietors, Staff and any other people with whom they may come into contact with in the course of duties are professional at all times.

#### **l) Honesty and Integrity: Gifts and Hospitality**

The School seeks to maintain the highest standards of conduct and probity in its business. This includes the handling and claiming of money, the use of school property and its facilities. The acceptance of gifts and/or hospitality by staff must be treated with extreme caution. No offer of a gift or inducement, whether made at specific occasions (e.g. at Christmas) or casually, should be accepted when the gift is made by, or indirectly by, a person, firm or organisation which seeks to influence or do business of any kind with the school.

The receipt of minor 'one-off' tokens from children, parents or trade 'giveaways' (e.g. diaries, calendars, etc.), which are customarily distributed at Christmas and, occasionally, at other times, are acceptable. If in any doubt, staff should seek guidance from the Head before accepting any gifts or hospitality offered.

Employees should also refrain from making any gifts to external organisations or to the employees of organisations which provide (or potentially provide) services to the school.

#### **m) Sponsorship**

Where the School sponsors an event or service staff, or any partner, spouse or relative must not benefit from the sponsorship.

Staff must seek guidance from the Head if they are involved with any event or service that the school proposes to sponsor.

#### **n) Dealing with the School's Money**

**Staff must:**

- Ensure that school funds are used in a responsible and lawful manner;
- Strive to ensure value for money to the School and to avoid legal challenge to the School;
- Ensure compliance with the School's financial guidelines.

#### **o) Criminal Charges and Convictions**

In accordance with the Independent School Standards Regulations, the school requires all applicants to disclose criminal convictions, whether committed in the UK or elsewhere.

**Staff must:**

- Notify the school in writing if charged with any criminal offence or if convicted of any criminal offence; this includes cautions;
- If charged with an offence, advise the Head immediately after they are charged (i.e. the next working day).

It should be noted that the term 'conviction' includes a finding of guilt, regardless of whether or not a conviction is recorded. Failure to notify the School in either case will constitute grounds for disciplinary action.

**p) Other Employment**

In some instances, the contract of employment may:

- Prevent staff from undertaking other employment without the written permission of the Head/Proprietors. This will be stated within individual contracts;
- It is important that staff ensure that any additional employment does not conflict with the interests of the school or affect ability and credibility to do his/her job;
- Where staff have more than one job, both the school and the other employer(s) are responsible for ensuring that the 48-hour week is complied with. Staff should therefore ensure that they inform the Head about any work undertaken for other employer(s). (Staff may opt to work more than 48 hours per week and should they wish to do so, they will need to complete the form 'Working Time Regulations Opt Out Agreement' under Supporting Documents and submit it to the Head);
- Staff must ensure that school time and equipment are not utilised in connection with any other employment;
- If in doubt, the best thing to do is to discuss the circumstances with the Head.

**q) Intellectual Property and Copyrights**

All intellectual property rights, (that is copyright, design rights and the right to patent inventions) relating to anything created or invented in the course of duties belongs automatically to the school. Unless otherwise agreed, staff cannot exploit the rights to any such thing without written permission from the Proprietors.

**r) Equipment and Materials****Staff must:**

- Not use the equipment and premises of the school or of other places where they work during their contract of employment for unauthorised purposes;
- Only make personal telephone calls and emails when necessary and within reason;
- Only use the internet for personal use in their own time;
- Follow the Acceptable Use policy.

**s) Political Restrictions and Neutrality**

There are a number of posts which are politically restricted. These fall into two broad categories:

- Specified posts
- Sensitive posts

If staff are in a politically restricted post, then this will be indicated in the contract of employment and they are restricted in certain political activities.

### **Political Neutrality**

The school will not concern itself with the political beliefs of individuals; however, staff must not allow their own political beliefs to interfere with the work at the School.

Staff may not display party political posters, including election material, in any place of work.

#### **t) Pupil/Staff development**

Staff must comply with school policies and procedures which support the well-being and development of children at the School;

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils;

Staff must follow reasonable instructions which support the development of pupils.

#### **u) Publications and Dealing with the Press**

##### **Staff must not:**

- Publish any material which comments on the activities, policies etc. of the school without the consent of the Head;
- Make comments to the press or media unless specifically authorised to do so;
- Where requests for comments are received they should be passed on to the Head;
- Where staff wish to publish an article unconnected with the school then the article must not link them to the School.

## **5. OTHER IMPORTANT POLICIES**

### **a) Equal Opportunities**

We are committed to the promotion and implementation of equal opportunities both internally and externally. The school aims to ensure that everyone who comes into contact with it is treated equally and not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations.

The School will recognise the differences which exist and will seek to understand the needs of people within the groups which are afforded protection or assistance through this policy.

The School expects all its employees to uphold its Equal Opportunity in Employment Policy and to accept the duty not to discriminate, either in employment practices or in the provision of facilities and services by reference to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

### **b) Discrimination, Harassment, and Victimisation**

Staff must treat all other employees, pupils, parents, and people with whom they come into contact with courtesy and respect, and must not make any remarks or gestures relating to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation which may cause offence.

Any complaint of discrimination, harassment, or victimisation or complaints made on the grounds of any of

the protected characteristics listed above, will be taken seriously and will be the subject of a thorough investigation.

**c) Safer Recruitment**

If staff are involved in making appointments, they must:

- Ensure such appointments are made on the basis of the candidate's ability to do the job;
- Ensure that personal preferences should not influence judgements made;
- Declare their interest if they are related to an applicant or have a close personal relationship outside work with him/her.
- At least one member of the interviewing panel will be trained in safer recruitment procedures and best practice.

**d) Health and Safety**

Staff have a duty to take reasonable care of themselves and to co-operate with management under the Health and Safety at Work Act 1974. These responsibilities are identified in the School's Health and Safety policy.

Staff are required to act at all times in accordance with this policy and generally to act in such a way to ensure their own safety and that of others.

Fire and evacuation procedures must be adhered to at all times and Staff are required to familiarise themselves with the procedures and their responsibilities set out in the Health and Safety Policy.

Any action which potentially puts at risk the health and/or safety of themselves or others will be viewed seriously and may result in disciplinary action being taken.

**e) Disciplinary Rules**

The School has a disciplinary procedure which deals with instances of alleged misconduct, either ordinary or gross. It is anticipated that the vast majority of breaches will be of a minor nature and that they can be resolved without recourse to a formal procedure. Some breaches will be more serious or there may be circumstances where there is repetition of a minor breach. In such circumstances the matter will be formally investigated and progressed under the formal procedure.

The School also has a separate capability procedure which provides a framework for managers and staff to cope with any issues of poor performance. The underlying intention of the Procedure is to give the employees who are falling below the established acceptable standards the opportunity to improve.

**f) Concerns or Complaints**

The School aims to create an atmosphere in which a diverse range of people can work together openly in the spirit of mutual respect and trust towards a common purpose. Nevertheless, we recognise that it is possible for misunderstandings and disagreements to arise or for mistakes to occur.

**Staff Complaints**

Complaints should be dealt with immediately and openly and Staff should try to resolve issues informally in the first instance. If this approach is impractical or unsuccessful, Staff may wish to raise their concerns

more formally in accordance with the School's Grievance Procedure or Whistleblowing Procedure, depending upon the nature of the concern.

### Parental Complaints

Staff must ensure that parental complaints are dealt with in accordance with the School's Complaints Policy.

## **LEGAL FRAMEWORK**

### **1) Contract of Employment**

The contract of employment is an agreement between the School and staff which sets out employment rights, responsibilities and duties and this includes the Code of Conduct.

### **2) Commentary on the Regulatory Requirements** September 2020 [www.isi.net](http://www.isi.net)

### **3) Keeping Children Safe in Education September 2022**

### **4) 'Working Together to Safeguard Children', 2023**

### **5) Teachers Standards 2012**

### **6) School staffing regulations 2018**

### **7) Health and Safety at Work Act 1974**

### **8) Data Protection Act 1998 and enactment 2018**

### **9) Freedom of Information Act 2000**

### **10) 'The Early Years Foundation Stage' 2024**

### **11) Bribery Act 2010**

### **12) Working Time Directive**

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