

September 2016



Leeds Jewish Free School

Staff Code of Conduct Policy

September 2016

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1.0 Scope

This guidance applies to all School employees including all temporary, casual, agency workers and supply teachers. Teachers are expected to conduct themselves in a way consistent with both the Code of Conduct and Practice for Registered Teachers and, where applicable, this guidance. Governors are expected to conduct themselves in a way consistent with the provisions of their own Code of Conduct and, where applicable, this guidance.

2.0 Roles and Responsibilities

The Executive Headteacher will:

- Apply the policies and procedures detailed in this document.
- Ensure all new employees are made aware of the Guidance on Code of Conduct on commencing employment at the School.
- Deal promptly, thoroughly and fairly with any matter arising from a breach of this guidance.

Employees will:

- Act in accordance with the Principles set out in this document.
- Never use their position for personal gain.
- Through procedures outlined in the relevant School's policies, bring to the attention of the appropriate level of management any deficiency in the provision of service or breach of this guidance.
- Maintain conduct of the highest standard such that confidence in their integrity is sustained.

Employees in roles that have their own professional code of conduct must:

- Appropriately apply the standards of their profession in line with this guidance.

3.0 Principles

This Guidance on Code of Conduct in Schools is founded on the following principles:

- To ensure the highest standards of conduct and integrity from all employees who work in the school.
- To support the Governing Body's visions and values, policies and procedures.
- To set out clear objectives and expectations for all employees.
- To ensure all employees treat colleagues and those they interact with during the course of their work with dignity and respect.
- Not to discriminate against any individual in the application of this guidance on any grounds including grounds of sex, race, trade union activities, disability, age, sexual orientation, transgender status, religion, belief or any other personal characteristic or quality.

4.0 Safeguarding

The Governing Body has a duty to safeguard and promote the well-being of children, young people and vulnerable adults. This includes the need to ensure that all adults who work with or on behalf of children, young people and vulnerable adults are competent, confident and safe to do so. All employees who come into contact with children, young people and vulnerable adults in their work have a duty of care to safeguard and promote their welfare. It is essential that all employees are aware of and refer to the Guidance for Safer Working Practice for Adults who work with Children and Young People.

5.0 Disclosure of Information and Confidentiality

Employees may, in the course of their employment become aware of personal or other confidential information, some of which may fall within the scope of the Data Protection Act 1998. The Governing Body requires that the confidentiality of this information be respected.

Employees must not use information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way unless it is necessary and within the law to do so i.e. where a police investigation is necessary.

Information concerning an employee's private affairs will not be supplied to any person outside of the School unless the consent of the employee is obtained first. This includes inappropriate use of social networking websites such as Facebook.

6.0 Commercial Practices including Gifts and Hospitality

The principal aim of the Code of Conduct on Commercial Practices is to ensure that the School's business is conducted in accordance with the very highest standards. Employees should never use their position for personal gain and should seek to uphold and enhance the reputation of the School by:

- Maintaining a high standard of integrity in all professional relationships;
- Fostering the highest possible standards of professional competence amongst those for whom they are responsible;
- Complying both with the letter and the spirit of:
 - The law;
 - The Academies Financial Handbook;
 - Any additional guidance supplied by the Governing Body;
 - The Conditions of Service of Employees of the Governing Body.
- Rejecting any business practice which might reasonably be deemed improper.

7.0 Prevention of Fraud & Corruption

The Governing Body is committed to ensuring the highest standards of propriety in the delivery of its services and management of its resources and assets. All employees are expected to act with integrity at all times and to comply with legal requirements, rules, procedures and good practice.

8.0 Raising Concerns in the Workplace – Grievances and Whistleblowing

Employees should report any significant concerns they may have about any aspect of service provision, or the conduct of employees, Governors, or others acting on behalf of the School without fear of victimisation.

In the first instance, employee concerns should be raised via the Schools internal complaints procedure. Where concerns have not been addressed satisfactorily through the internal complaints procedure, employees can report unresolved issues under the School's Whistleblowing Policy and Procedure.

If an employee has a concern regarding their own employment they should raise this under the School's Grievance Policy and Procedures.

9.0 Dignity and Equality at Work

The Governing Body wishes to create an environment where all employees are treated with dignity and respect and are committed to achieving equality of choice as an employer of people, provider of services, educator and community leader. All employees are expected to adopt the School's vision of equality of opportunity and ensure that the School's Anti-Harassment & Anti-Bullying Policy and Procedures are adhered to at all times.

10.0 Close Personal Relationships at Work

The Governing Body will not interfere unduly in the private lives of employees but with the public interest in mind will take legitimate action when close personal relationships at work have an actual or potential impact on School services. They will regard as wholly unacceptable any close personal relationship between an employee and a child or young person who is under the age of 18 (19 if still at school), whom they meet as a result of their employment. Issues involving close personal relationships at work will be approached sensitively and managed promptly, effectively, fairly and lawfully.

11.0 New Appointments

Appointments of new staff are made on the basis of merit alone. There is a strong risk of illegality if an appointment is based on anything other than the ability of the applicant to undertake the duties of the post. To avoid accusations of bias, employees will not be involved in appointments where they are related to an applicant or otherwise have a close personal relationship with them or have knowledge of them in another context e.g. business associates.

Similarly, employees will not be involved in decisions relating to discipline, promotion, recruitment or pay and conditions for any other employee who is a relative, partner, close friend etc. All applicants will be asked to declare any relationship to the Chair of Governors and if they fail to do so, any offer of appointment may be withdrawn or they may be dismissed if already appointed.

Further guidance with regard to recruitment can be found in the school's Recruitment and Selection Policy.

12.0 Work for Other Employers

Applicants for employment with the Governing Body will be asked to disclose to the Executive Headteacher/Chair of Governors, any employment they may have with other employers. Failure to do so could result in the withdrawal of the offer of appointment, or dismissal if already appointed. All employees must notify the Executive Headteacher/Chair of Governors if they are undertaking work for another employer. Employees should refer to the Government Working Time Regulations that came into effect in 1998, when considering additional appointments or employment.

13.0 Conduct Outside of Work

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

Criminal offences that involve violence or possession or misuse of drugs or sexual misconduct are likely to be regarded as unacceptable and may be dealt with under the School's Disciplinary Policy as Gross Misconduct. Employees must exercise caution when using information technology and be aware of the risks to themselves and others.

If at any time during their employment with the school a member of staff is convicted or receives a caution reprimand or warning from the police for any reason they must advise the Executive Headteacher immediately. Failure to do so may result in formal disciplinary action which could be considered gross misconduct.

14.0 Communication, Computer Usage and the Internet

Use of the School's equipment, systems and network is provided as part of an individual's work role. Employees should be familiar with the relevant School policies surrounding computer usage, internet access and electronic communications. Misuse of the equipment, systems and network may be grounds for disciplinary action under the School's Disciplinary Procedure, which, if found to constitute serious misconduct, could render an individual liable to dismissal.

Use of technology to contact students can suggest an informality which is inappropriate. Great care should be exercised over the use of communications

technology such as mobile phones, text messaging, emails, digital cameras, videos, web cams, websites and blogs unless contact via these routes is required and for which permission has been given by a senior manager e.g. field trips and expeditions.

If using social networking websites (e.g. Facebook, Twitter, YouTube, Instagram, Myspace etc) you should be aware that these sites are accessible to learners, parents or colleagues, and you should avoid publishing, or allow to be published, any pictures or comments that could damage your professional reputation or the reputation of the school. Staff members are forbidden to use personal accounts to connect with accounts of students on any social media platform.

15.0 Private use of School Facilities

Employees are not to use official stationery for private purposes and must not carry out private correspondence during working time. Employees are allowed to make private essential telephone calls that cannot be made outside working hours but this must not be abused and the duration of all calls must be kept to a minimum. Where it is felt that employee's are abusing the use of school telephones the matter will be investigated and where appropriate dealt with under the school's disciplinary procedure.

Employees must obtain prior approval from their manager to borrow School property for use to work at home, e.g. laptop computer, printer, etc. When removing School property from the building they may be asked to show evidence of their line manager's consent.

16.0 Alcohol and Drugs Misuse

The School has a policy on Substance Misuse in the Workplace which is aimed at ensuring that all employees are aware of their responsibilities regarding alcohol and drugs at work. Those representing the School are personally liable for their conduct, specifically in relation to consumption of drugs and alcohol.

Inappropriate behaviour as a result of substance misuse will be dealt with under the relevant policy e.g. Conduct and Discipline, Capability.

17.0 Dress and Appearance

Dress and Appearance are matters of personal choice and self expression.

However, staff should consider the manner of dress and appearance appropriate to their professional role within a Jewish school, which may be different to that adopted in their personal life. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegation.

18.0 Health & Safety

Employees also have a duty to familiarise themselves with all the safety regulations that apply to their job and the area in which they work. Full details are provided in the School's Safety Policy.

19.0 Breach of the Guidance on Code of Conduct

Failure to comply with this guidance and associated School policies may result in disciplinary action being taken. The Governing Body reserves the right to take legal action against employees where breaches of the guidance warrant such action.