

The Meadows School



Staff Code of Conduct Policy

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1. Rationale

This policy has been adopted and written in relation to The Staff Code of Conduct Policy at the Meadows School and should be read in conjunction with the LA's policies and procedures and any DfE Policy, statements and guidelines.

2. Introduction

The following code of conduct has been formulated to allow the school to fulfil its functions under the School Staffing (England) Regulations 2009 (the "Regulations") in relation to its duty under Regulation 7 to establish procedures for the regulation of the conduct of the staff at the school. The code has also been formulated following the recommendation from the DfE stating the need for Schools to have a "staff behaviour policy" (Keeping Children Safe in Education, DfE Guidance, September 2023).

This code of conduct applies to all employees and volunteers in the school. All schools and academies are entitled to demand a level of conduct from employees which is of the highest standard. In the case of teachers, it applies in conjunction with Part Two of the Department for Education Teachers' Standards (**appendix 1**).

Teaching staff must also adhere to the terms and conditions outlined in the School Teachers Pay and Conditions document 2023 updated March 24 (**STPCD, appendix 2**). For those employees on National Joint Council (NJC)/Local Government Contracts their code of conduct is encompassed in Section 82 of the Local Government Act 2000 which details that a Model Code of Employee's Conduct to be issued to employees. Details of this requirement is found in the Sandwell MBC, The Constitution, Part 5, Officers Code of Conduct document (HR9) (**appendix 3**).

This code aims to establish the usual standard of conduct expected of all employees, whilst also reflects the Core Values and Vision of the School. It's a combination of these regulations, standards and values which formulates the way in which an employee of The Meadows School is expected to conduct themselves.

This code of conduct:

- sets out minimum standards of behaviour for employees;
- provides guidelines to help maintain and improve standards;

- aims to protect the reputation of both employees and the school;

This code of conduct is not exhaustive and does not replace the general requirements of the law, common sense and good professional conduct.

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

As an employee, you must not put yourself in a position where duty and private interests' conflict and you must not make use of your employment to further your private interests.

3. General Principles

As an employee of The Meadows School, you are expected to carry out your duties in accordance with The School's and Sandwell Council's policies and procedures. Your responsibilities as an employee are to read, understand and comply with the Code of Conduct at all times.

You are expected to uphold the following principles:

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

4. General Code of Conduct

4.1 Application and Intent

You will be expected to act in accordance with the Code. The Code has been formulated so that you are not left in any doubt as to what is acceptable or unacceptable behaviour during the course of your employment. The Code of Conduct places rules and regulations on certain activities and any breach of these prohibitions may lead to disciplinary action.

Disciplinary Action is conducted in accordance with the Disciplinary Procedure of School Based Staff, Sandwell MBC Policy (PERS 52a).

4.2 Personal Interest

You must not in your official capacity:

- Allow your personal interests to conflict with the School's requirements.
- Use your position improperly to confer an advantage or disadvantage on any person.

You must:

- Not disclose information given to you in confidence, or information acquired which is of a confidential nature, without the consent of a person authorised to give it.
- Not prevent another person from gaining access to information to which that person is entitled by law.
- Ensure that your relationships with Students, Parents, Carers, Governors, Staff and any other people with whom you may come into contact with in the course of your duties are professional at all times.
- Staff must declare any relationship that they have with students outside of school. This may include respite care for students, mutual membership of social groups, tutoring or family connections. Please see **(Appendix 4)** at the end of this document. Under no circumstances should students be kept beyond 3pm for respite care.

All staff must complete a declaration of business interest form and declare any business and/or pecuniary interests annually.

4.3 Setting an example

School employees are role models and must strive to adhere to behaviour that sets a good example to all the students within the School and is appropriate in a School setting. This includes:

- Refraining from abusive or potentially offensive/discriminatory language or actions. (The use of profanity, vulgar expressions, personal insults, violence, and harassment for example, will be considered unacceptable)
- Being mindful and sensitive to the customs, practices, culture and personal beliefs of others.
- Positively contributing to the creation of a fair and inclusive work environment where everyone can thrive and do their best work.
- Demonstrating tolerance and respect towards others by being mindful and sensitive to the customs, practices, culture and personal beliefs of others
- Contributing to the creation of a fair and inclusive School environment where everyone can thrive and do their best work.
- Observing boundaries appropriate to their role and a school setting
- Ensuring personal / political opinions or beliefs do not impact on the discharge of duties and/or are not expressed in a way which exploits students' vulnerability or seeks to unduly influence.
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs
- Maintaining high standards of personal presentation, attendance and punctuality

Should employees be in doubt about the appropriateness of their behaviour they should seek guidance from the Head Teacher. Please refer to the Whistleblowing policy).

4.4 Safeguarding

- All employees are responsible for safeguarding children and promoting their welfare. This means that employees are required to take action to protect children from maltreatment, prevent impairment of children's health or development and ensure that children grow up in circumstances consistent with the provision of safe and effective care. This will enable all children to have the best outcomes.
- All employees must be aware of the signs of abuse and neglect and know what action to take if these are identified (Please refer to Safeguarding Policy).
- To do this employees must have fully read and understood our safeguarding policies, be aware of our systems for keeping children safe and must follow the guidance in these policies at all times.

- Please refer to Keeping Children Safe in Education for further information

4.5 Duty of Care

- Always act, and be seen to act, in our students' best interests ('Never do nothing')
- Avoid any conduct which would lead any reasonable person to question their motivation and/or intentions.
- Take responsibility for their own actions and behaviour.
- Be aware that their professional relationships between staff are important, and that these can often serve as a model for behaviour to students, therefore should any disputes arise then conflict resolution should be sought.

4.6 Working one to one with students

There will be times where an employee is working one to one with a student and this is acceptable. Employees need to understand that this means that they may be more vulnerable to allegations being made against them. Therefore, it is important that employees:

- Avoid meeting on a one-to-one basis in secluded areas of the school
- Ensure that the door to the room is open or that there is visual access into the room.
- Inform a colleague or a line manager of the meeting, preferably beforehand.
- Reports to their line manager if the student becomes distressed or angry.

All employees need to be familiar with the Home Visits and Lone Working Policy and follow relevant processes and procedures.

4.7 Allegations that meet threshold

This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or

- Behaved or may have behaved in a way that indicates they may not be suitable to work with children

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

4.8 Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'.

For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating pupils

Low-level concerns can include inappropriate conduct inside and outside of work. All staff should share any low-level concerns they have using the reporting procedures set out in our Safeguarding Policy and Managing Low Level Concerns Policy.

We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way. Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy.

4.9 Position of Trust

All staff who work in a school setting are in a position of trust in relation to individuals in their care and so must adopt high standards of personal integrity and conduct and behave in such a way that does not compromise their position both within and outside of the workplace or the safety and/or welfare of children and young people. This is known as transferable risk and examples include:

- Domestic abuse

- Drug and alcohol use
- Extremism and radicalisation
- Mental health
- Friendships/close personal relationships with people who may pose a risk to children
- Involvement with the Police/social care

Whistle-blowing

Whistle-blowing reports wrongdoing that it is “in the public interest” to report. Examples linked to safeguarding include:

- Pupils’ or staff member’s’ health and safety being put in danger
- Failure to comply with a legal obligation or statutory requirement
- Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report their concern to the Head Teacher. If the concern is about the Head Teacher, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the chair of the governing board.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

For our school’s detailed whistle-blowing process, please refer to our whistle-blowing policy

4.10 Gifts and hospitality

The School seeks to maintain the highest standards of conduct and probity in its business. The acceptance of gifts and/or hospitality by employees 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, to the knowledge of the employee, has or seeks to do business of any kind with the School which maintains the school or to have an interest in its decisions. Gifts made in this way can be put into a raffle or similar in order to raise money for

the School Fund or any other charitable endeavours as part of the School's SMSC agenda.

It is traditional for students and their parents/carers to sometimes give gifts as a small token of their appreciation or as a thank you to members of staff at certain times throughout the academic year. This Code of Conduct is not designed to stop that practice. Staff may accept gifts from students and their parents or carers provided that they meet this definition. Any member of staff receiving a gift with a value of greater than £25 should inform the who will then decide whether the gift can be accepted. Staff should make their line manager aware of any student who is giving them gifts on a regular basis, or any student or parent or carer who expects something in return for a gift, as this would not be acceptable.

Staff should not give gifts to students unless this is part of a recognised school practice e.g., school providing small gifts to students at celebrations such as Christmas, Easter, etc. as agreed by the Head Teacher.

The receipt of minor articles, often by way of trade advertisements, which will be used on the School's business (e.g. diaries, calendars, office requisites, etc., which are customarily distributed at Christmas and, occasionally, at other times) is acceptable. If you are in any doubt, you should seek guidance from the or Line Manager before accepting any gifts or hospitality offered. If there is any doubt further advice can be requested from the Local Authority's Internal Audit Office.

Employees should also refrain from making any gifts to external organisations or to the employees of organisations which provide services to the School or which are potential providers of such services.

4.11 Sponsorship

Authorisation should be obtained from the before requesting sponsorship from employees of the school.

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

4.12 General Confidentiality

You may, in the course of your duties, obtain information which is confidential.

You must not:

- Pass on any information received or obtained through your employment to anyone who is not entitled to have that information. Use information for personal advantage.

You must:

- Work within the requirements of Data Protection Act (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.
- You must not misuse your position by seeking information which you do not need to know to carry out your 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.

4.13 Dealing with the School's Money You Must:

- Ensure that public 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 Finance policy

4.14 Criminal Charges and Convictions

All employees have a duty to immediately disclose to the Head Teacher (or Chair of Governors in the case of the Head Teacher) prior to the start of their employment, at the start of their employment or during the course of their employment, any change in their circumstances or any information which may affect or is likely to affect the suitability of the employee to undertake their job role or work with children/ young people or in a School setting. This includes, but is not restricted to:

- the employee being subject to any police investigation / enquiry, arrest, ban, charge, caution, reprimand, warning, fine or pending prosecution or criminal conviction. This includes any actions committed overseas which would be subject to a police investigation or formal action if such actions had been committed in any part of the United Kingdom
- the employee being subject to any referral, made to, or any investigation, proceedings, or prohibition order being undertaken by the Teaching

Regulation Agency, General Teaching Council for Scotland, or the Education Workforce Council in Wales

- the employee being subject to the inclusion on the DBS Children's Barred List and any change in DBS status during employment, or any referral, made to, or any, investigation or proceedings being undertaken by the DBS
- the employee being subject to any referral, made to, or any investigation, proceedings, or prohibition order being undertaken by any other regulatory or professional authorities or actions of other agencies relating to child protection and/or safeguarding concerns
- the employee being subject to any orders made in relation to the care of children, the refusal or cancellation of registration relating to childcare, or children's homes, or being prohibited from private fostering
- the employee being subject to any 'live' disciplinary process, formal sanction or any other relevant information arising from a previous or current secondary employment/voluntary work which may impact on the employee's suitability to undertake their role or work with children/young people or in a School setting. This includes substantiated safeguarding allegations
- the employee's close personal relationships outside of the workplace presenting a 'risk by association' to the safeguarding of children/young people.

This list is not exhaustive. Should an employee be unclear about whether it is appropriate to disclose a matter they are encouraged to seek guidance from the Head Teacher (or Chair of Governors in the case of a Head Teacher) at the earliest opportunity. The School acknowledges the obligation to disclose protected convictions and cautions is governed by the requirements of the Rehabilitation of Offences Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Prospective employees should be aware that when applying for particular jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Employees are advised that Guidance about whether a conviction or caution should be disclosed can be found here: <https://www.gov.uk/tell-employer-or-college-about-criminal-record/what-information-you-need-to-give>

4.15 Other Employment

In some instances, your contract of employment may:

- Prevent you from undertaking other employment without the written permission of your manager. This will be stated within your individual contract.

- It is important that you ensure that any additional employment does not conflict with the interests of the School or affect your ability and credibility to do your job.
- Where you have more than one job, both the School and your other employer(s) are responsible for ensuring that the 48-hour week is complied with. You should therefore ensure that you inform your / Line Manager about any work you undertake for other employer(s). You may opt to work more than 48 hours per week and should you wish to do so, you will need to complete the form 'Working Time Regulations Opt-Out Agreement' under Supporting Documents and submit it to your or Line Manager.
- You 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 your manager.

4.16 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 by you in the course of your duties belongs automatically to the School, unless otherwise agreed, you cannot exploit the rights to any such thing without written permission from the School.

4.17 Publications and Dealing with the Press

You must not:

- Publish any material which comments on the activities, policies etc. of the School without the consent of your manager.
- 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 or Executive Assistant.

Where you wish to publish an article unconnected with the School then the article must not link you to the business of the School or your professional role and responsibilities.

4.18 Equipment and Materials

You must:

- Not use the equipment and premises of the School or of other places where you work during your contract of employment for unauthorised purposes.
- Only make personal telephone calls and emails when necessary and within reason and during designated break periods, unless in an emergency.
- Only use the internet for personal use in your own time.
- Follow the acceptable use agreement.

For further information relating to the authorised and unauthorised use of equipment please see the School's Online Safety Policy.

4.19 Political Restrictions and Neutrality

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

- Specified posts
- Sensitive posts

If you are in a politically restricted post then this will be indicated in your contract of employment and you are restricted in certain political activities.

4.20 Political Neutrality

The School will not concern itself with the political beliefs of individuals however you must not allow your own political beliefs to interfere with the work of the School. You may not display party political posters, including election material, in any place of work.

4.21 Equal Opportunities

The School is 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. For more information about the policy see the School's Equal Opportunities Policy.

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.

4.22 Employment Matters

If you are involved in making appointments you must:

- Ensure that such appointments are made on the basis of the candidate's ability to do the job.
- Ensure that your personal preferences should not influence judgements made.
- Declare your interest where you are related to an applicant or have a close personal relationship outside work with him/her.

4.23 Discrimination, Harassment, and Victimisation

You must treat all other employees, students, parents, and people with whom you 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 incident involving bullying or harassment will be dealt with in accordance with Harassment and Bullying Policy. 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. This could give rise to the implementation of the School's Disciplinary procedure, depending on the outcome of the investigation.

4.24 Fitness for Work

The School accepts that alcohol is legally and freely available. You must:

- Ensure that the use of alcohol out of work does not adversely affect your work performance, the health, safety or welfare of yourself or others and does not damage the Schools image and reputation.
- If you are a or Manager, consider the options available for managing employees in the above situation and consider if there is a need to make a supportive referral to the services of Sandwell Occupational Health.
- Not consume or be under the influence of alcohol, use illicit drugs or other illegal substances while at work.

- Ensure that the use of any of them out of work does not adversely affect the work performance and safety of yourself or others, and does not bring the School into disrepute.
- If taking medication you must seek the advice of your doctor to ensure that such medication will not impede your ability to do the job (e.g. operate machinery).
- Inform your or Line Manager of any situations where a risk to yourself or others may arise because of this.
- If you are a or Line Manager consider the options available for assisting employees who are required to take legally prescribed drugs and whose levels of performance has been impaired. In these circumstances a risk assessment should be undertaken.

4.25 Health and Safety

You have a duty to take reasonable care of yourself and to cooperate with management under the Health and Safety at Work Act 1974. These responsibilities are identified in the School's Health and Safety policy.

You are required to act at all times in accordance with this policy and generally to act in such a way to ensure your own safety and that of others. Any action which potentially puts at risk the health and/or safety of yourself or others will be viewed seriously and may result in disciplinary action may be taken.

4.26 Attendance

Your contract of employment contains the main terms and conditions of your employment with the School. It is expected that you are available for work during these hours and take an unpaid lunch break during designated and timetabled periods.

When you are at work you must sign in and then out of the building to ensure a roll can be called in the event of a fire alarm or other need to evacuate the building.

Non-Attendance at work is cover by the Sandwell MBC Management of Absence for school-based Employees document. The procedures for informing the School about your absence are contained in the Staff Handbook.

4.27 Smoking

The School is a non-smoking organisation. With this in mind You are not permitted to smoke in any of the School's offices, or any other building or grounds owned or occupied by the School, at any time. Smoking whilst on the School's premises may be subject to disciplinary action.

4.28 Personal Mobiles

- Employees are not permitted to make/receive calls/texts during work time where students are present (excluding break times).
- Staff should ensure that mobiles are set to silent at all times whilst in classrooms with students. They should not be left on display.
- Staff are not permitted to use recording equipment on their personal mobile phones. Please refer to the mobile phones policy.

4.29 Work Mobiles

Some school staff will be allocated a work mobile phone to go offsite or to be contactable at all time throughout the school day. This phone needs to be on throughout the working day to ensure calls, text messages and emails can be taken and responded promptly. Off-site phones will be used on all trips, the trip leader will sign and collect the phone when collecting the trip pack from Reception. Phones should be returned to reception and signed back in. Please refer to the mobile phones policy.

4.30 Dress Code

Working in our school, employees are role models to our students and how they present themselves is important. Our expectation is that staff are decently, appropriately and professionally dressed at all times. We do not permit the wearing of clothes that are revealing, allow underwear to be seen, have offensive logos or writing or are ripped or torn at any times.

There is a general expectation that dress will be appropriate to the nature of the duties and responsibilities of the job. For instance, sport type clothing will be worn when conducting practical PE lessons. Smart/ casual clothing should be worn to enable staff to complete their duties comfortably, this also applies to off-site educational visits. Because of the number of wheelchairs, we have in school and the nature of needs of our students, staff should wear appropriate footwear, staff should avoid wearing the following:

- Flip-flops, open-toed shoes, backless shoes and sandals
- Jeans (unless participating in an off-site activity or agreed by the Head Teacher)
- Revealing clothing, this includes cropped tops and short bottoms/skirts/dresses
- Jewellery – hoop earrings should not be worn as this could lead to a staff injury, visible hanging necklaces

If an employee is unsure whether any item of clothing is inappropriate, then they should not wear it to work. Employees can always speak to their line manager if

they are unsure. Where we identify that an employee is wearing clothing that we do not find acceptable, they will be informed.

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, the School may introduce appropriate dress codes to suit the services provided.

4.31 Identity Badges

Employees issued with identity badges should wear them at all times. This is particularly important if you visit the public in their homes. Where managers decide that it is not practical to wear identity badges then you should have them available for inspection at all times. As the badge also acts as an access pass you must alert a member of the administration team that it is lost to prevent unauthorised access to the building. All identity badge holders should also display a copy of the DSL card.

5 Disciplinary Rules

The School has a disciplinary procedure which is detailed in the Sandwell MBC Disciplinary Procedure for School Based Staff.

The disciplinary procedure is concerned 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 employees to cope with issues relating to performance. The underlying intention of the Procedure is to give the employees who are falling below the established acceptable standards the opportunity to improve. Further details of this can be found in the Sandwell Capability Procedure for Teaching Staff Policy.

5.1 Following Instructions

You 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's policy and practice.

s and Line Managers 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.

5.2 Contract of Employment

Your contract of employment is an agreement between the School, Authority and you which sets out your employment rights, responsibilities and duties and this includes the Code of Conduct.

5.3 General 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.

It works in two ways:

- It gives you and other data subjects certain rights
- It states that those who record and use personal information must be open about how the information is used.

5.4 Freedom of Information Act 2000

The Freedom of Information (FOI) Act (2000) gives significant rights of access to information held by all public authorities. All Freedom of Information requested should be processed by the Executive Manager or .

5.5 Working Time Directive

The Working Time Regulations as amended, impose minimum requirements on employers, while at the same time allowing flexibility for workers and employers to make arrangements which suit them. One of the basic rights is a limit of an average of 48 hours a week which a worker can be required to work. However, there is provision for an opt out agreement to be signed where both the organisation and the worker are willing to increase or exclude the limit on working hours.

5.6 Internet Usage and Acceptable Use of Technology

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, illegal, inappropriate or offensive in any other way, on any school system or technology in school or belonging to the school. This activity would be a violation of the school's policies, particularly those relating to conduct and discrimination, safeguarding and Online Safety.

You must not post any comments, photographs, images or conversations on social networking websites which may bring you or the School into disrepute. Security settings should be maintained at the highest level in order to prevent members of the public seeing any of your personal information.

All staff, governors, volunteers and visitors will read, understand and **sign the Acceptable Use of the School's ICT Systems and Internet (See Appendix A of the school's Online safety Policy)**.

We have the right to monitor emails and internet use on the school IT system.

The school uses a software called '**SENSO**' to monitor all devices and user activity.

5.7 Communication and social media

School staff's social media profiles should not be available to students. If they have a personal profile on social media sites, they should be set to private.

Staff should not attempt to contact students or their parents via social media, or any other means outside school, to develop any sort of relationship. They will not make any efforts to find students' or parents' social media profiles. Employees must not post any comments, photographs, images or conversations on social networking websites which may bring them or the School into disrepute. Security settings should be maintained at the highest level in order to prevent members of the public seeing any employee's personal information.

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

Staff should be aware of the School's Online Safety Policy.

Linked policies and guidance

Finance Policy

Safeguarding Policy

Health & Safety Policy

Management of Absence policy

Equal Opportunities Policy

Low Level Concerns Policy

Managing Allegations of Abuse against staff policy

Home Visit and Lone Working Policy

Harassment and Bullying for School Employees Policy

Staff Handbook

Online Safety Policy

Mobile Phone Policy

Disciplinary Policy

Whistleblowing Policy
Capability Procedure for Teaching Staff Policy
Capability Procedure for Non-Teaching Staff Policy
ICT Acceptable use agreement

All staff policies can be found on Staff Share/policies & procedures

Appendix 1 – Teacher Standards

*The Standards indicate certain values that relate directly to the code of conduct. “Teachers make the education of their pupils their first concern, and are accountable for achieving the **highest possible standards in work and conduct. Teachers act with honesty and integrity**; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and **are self-critical; forge positive professional relationships**; and work with parents in the best interests of their pupils.”*

Appendix 2 - School Teachers Pay and Conditions document.



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ay-and-conditions-d

Appendix 3 - Sandwell MBC, The Constitution, Part 5, Officers Code of Conduct document (HR9, appendix 3).

The Sandwell MBC, Officers Code of Conduct states that:

“Local government employees are expected to give the highest possible standard of service to the public, and where it is part of their duties, to provide appropriate advice to councillors and fellow employees with impartiality. Employees will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the appropriate level of management any deficiency in the provision of service.”

Appendix 4 – Declaration of relationships with students Shared drive/ Forms