



Wellfield High School

Inspire - Challenge - Achieve - Nurture

GUIDANCE FOR CONDUCT

1. INTRODUCTION

The public is entitled to expect the highest standards of conduct from all Wellfield High School staff. This guidance reflects relevant legislation and expectations applying to all working in the school.

This Guidance for Conduct should be read in conjunction with the school's Disciplinary Policy. The aim of this document and the Disciplinary Policy is to set out the standards of conduct expected of all employees and to provide a framework within which the Board of Governors and Executive Headteacher can work with employees to maintain those standards and encourage improvement where necessary.

This Guidance for Conduct does not form part of any employee's contract of employment and it may be amended by the Governors at any time.

This guidance has due regard to all legislation including, but not limited to, the following:

- The General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- The Education Act 2002
- The Children Act 1989
- The Children Act 2004
- The Working Time Regulations 1998 (as amended)
- Sexual Offences Act 2003

This policy also has due regard to statutory guidance including, but not limited to, the following:

- DfE (2019) 'Keeping children safe in education'
- DfE (2018) 'Working Together to Safeguard Children'
- DfE (2018) 'Staffing and employment advice for schools'

(Further details on the legislative and other sources of requirement within this guidance is available from the Executive Headteacher).

The Board of Governors has overall responsibility for the effective operation of this Guidance for Conduct and for ensuring compliance with the relevant statutory framework. The Governors have delegated day-to-day responsibility for operating the Code of Conduct to the Executive Headteacher and the Head of School.

2. PRINCIPLES

The following general principles apply to all staff and are embodied within the requirements of this document. Staff must at all times practice and exhibit the seven principles of public life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

3. STATUS OF THE GUIDANCE

This document sets out the minimum standards that should apply and is not exhaustive.

4. APPLICATION OF THE GUIDANCE

This guidance applies to all Wellfield staff at all levels and grades. Inevitably some of the issues covered affect senior, managerial and professional staff more than others. However any member of staff who considers that he/she is not affected by any provision must seek written confirmation of this from the Executive Headteacher before not complying with any requirement of this guidance. Non-compliance or claimed ignorance of the guidance will result normally in disciplinary action being considered.

Whilst this policy does not directly apply to agency staff, self-employed contractors or volunteers, the expectations of good conduct detailed herein are equally applicable to such categories of workers and appropriate action may be taken where such workers fail to meet the reasonable expectation of the Board of Governors in this respect.

5. GENERAL REQUIREMENTS AS AN EMPLOYEE OF WELLFIELD HIGH SCHOOL

As a member of Wellfield High School staff you must and you are required to: -

1. Fulfil the obligations placed upon you under the terms of your contract of employment, i.e. Be ready and willing to work as specified in your role definition/Job Description

- Conduct your work in a co-operative manner.
- Attend work
- Be punctual in time keeping
- Be honest and trustworthy
- Obey reasonable management instructions
- Take care of yourself, your colleagues and others while at work
- Take care of school property

2. Familiarise yourself with, and follow the Health and Safety rules applicable in your particular area of work/location, including compliance with the school's Smoking at Work Policy.

3. Accept and adhere to school policies, which include but are not limited to Health and Safety, Equal Opportunities (including Bullying & Harassment), Race Equality, Diversity, Recruitment and Selection, Rewards and Behaviour, Safeguarding and Child Protection, Guidelines for Safe Working Practices, Learning Policy, Assessment, Recording and Reporting, SEND, GDPR and Data Protection and the Acceptable Use Policy.

4. Display commitment to [Wellfield High School Ethos & Values](#) and conduct yourself in a manner consistent with these at all times.

5. Undertake your duties and responsibilities effectively, efficiently and diligently.

6. Show respect for all people (students, parents, the public, fellow members of staff, staff from other agencies etc.) you come into contact with in the course of your duties by being polite and courteous. Demonstrate continually whilst at work your commitment to ensuring equality for all in the school community.

7. Maintain the confidentiality of confidential information obtained in the course of your employment. You must also not use any information obtained in the course of your employment for personal gain or benefit, nor should you pass it on to others who might use it in the same way. Guidance on the management of confidential information is available from the Executive Headteacher and specifically in the Safeguarding and Child Protection Policy.

8. Follow school procedures governing:

- Trade Union/Professional Association activities (as appropriate for members of Trades Unions/Professional Associations)
- Your personal responsibility as an employee for reporting absence/changed circumstances, recording attendance at work, notifying use of the Trust's facilities, claiming payments/expenses/ allowances etc.
- Your professional responsibilities in respect of the service provided to students, parents and/or other customers.
- Contracts/ the ordering of services or materials ensuring you at all times exercise fairness and particular where dealing with all customers, suppliers, other contractors and sub-contractors. You must ensure no special favour to current/former staff or partners/relatives or associates. All staff must adhere to the school's Financial Regulations which can be obtained from the Executive Headteacher.
- The acceptance of gifts in cash or kind and hospitality - noting that it is a criminal offence for you to receive corruptly or give any gift, loan, free reward or advantage for doing, or not doing, anything or showing favour, or disfavour to any person in their official capacity.
- Sponsorship or being sponsored in a school activity.
- Your involvement in any financial interests that may be considered as being in conflict with the school's interests.
- Involvement in any non-financial interests that could be considered to bring about conflict with the school's interests and involvement in the activities of voluntary organisations or other external bodies. (Advice must be sought from the Executive Headteacher)
- Personal relationships at work
- Outside employment (Staff should not take outside employment which is considered in conflict with the school's interests. Advice about this should always be obtained from the Executive Headteacher).
- Any Managerial responsibilities you may have, including those relating to operational, financial and personnel matters and statutory obligations.
- Membership of any organisation which is not open to the public without formal membership and which has a commitment of allegiance or which has secrecy about rules of membership or conduct.

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9. Use the appropriate lines of communication (i.e. via your line management) to express your views/issues relating to your employment.

10. Follow the school's arrangements in relation to contact with the media. You must acknowledge and accept that as an all press enquiries concerning school business should be channelled through the Executive Headteacher.

11. Notify your line manager* of any known or suspected breaches of the Law or school policies, procedures and regulations, and co-operate with any investigation of such breaches. (* if you feel unable to approach your immediate line manager on a specific matter, you should notify a more senior manager responsible for the area of the service in which you work.)

12. Disclose as required on appointment, or at any time, any civil/criminal charges/convictions/orders. (being charged or in possession of a conviction may not necessarily debar you from appointment or lead to disciplinary action; however failure to disclose where required will be considered as a serious act of misconduct).

The work at Wellfield will have regular contact with children and is exempt from the Rehabilitation of Offenders Act 1974. You are required to declare any convictions, cautions, bind-overs or prosecutions pending you may have, even if they would otherwise be regarded as 'spent' under this Act.

13. Disclose any pecuniary interests whether direct or indirect as required under the school's register of relevant business and pecuniary interests (Governors, Executive Headteacher and Head of School).

14. Be receptive to and participate in, training courses provided which ensure the safety and well-being of all, the maintenance of quality services and which also provide personal development opportunities.

15. Ensure you use public funds/equipment/resources entrusted to you in a responsible and lawful manner ensuring value for money to the local community and avoiding legal challenge to the school.

16. Notify the Executive Headteacher of any personal relationship in or outside of work which may result in your honesty/objectivity/integrity being challenged in your role with the school.

17. Notify the Executive Headteacher of any change in your personal circumstances which could affect your ability to fulfil your contracted role with the school.

18. If supplied with a uniform or clothes/overalls for your role with school you must wear these whilst carrying out your duties. All other staff are required to dress in a way which is appropriate to the work they have to do as determined by their line manager or recognised conventions.

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19. Take care to ensure that your personal hygiene and also your personal appearance is respectful of the conventions of your workplace and internal/external working environment.

20. Declare any interest/involvement with any outside organisations which may benefit financially or contractually from decisions taken by the school. Refrain from direct participation in any decisions on any items which may directly benefit any such organisation and ensure your relationship with any such organisation is declared and understood whenever you contribute to any discussion which may have a material effect on its business with the school and under no circumstances lobby staff for support on behalf of any such organisation.

21. Only use school equipment to take photographs or videos. Using personal mobile phones for this purpose is prohibited, in accordance with the school's photo consent policy. Careful consideration should always be given to the activities which are being filmed or photographed, to ensure that images or videos are not indecent and cannot be misused.

In addition to complying with the above, you are also expected to conduct yourself, both on and off duty, in a manner compatible with your employment status with Wellfield High School.

Particular staff also have Professional Association Codes of Conduct applicable to their professional role. Any breach of this guidance (where applicable) is not acceptable under this Guidance for Conduct.

If you fail to meet the standards of conduct as set out this may be regarded as a breach of discipline and may be dealt with under the terms of the school's disciplinary procedures.

6. GROSS MISCONDUCT

You should note that a breach of certain standards will be regarded as gross misconduct and could result in your dismissal from employment for a first offence. Gross misconduct will be dealt with under the school's disciplinary procedures and will normally lead to dismissal without notice of pay in lieu of notice (summary dismissal).

Examples of gross misconduct include but are not restricted to: -

- Stealing from the employer, staff, clients or the public, other offences of dishonesty
- Sexual Misconduct at work
- Racial Harassment of other staff, clients or members
- Any form of harassment of students, parents other staff, clients or members including bullying
- Fighting, Physical Assault
- Serious Violation of school policies relating to conduct at work, e.g. anti-bullying policy, computer security policy, data protection policy etc
- Falsification of a qualification or employment record which is a stated requirement of employment or which results in financial gain
- Deliberate damage to or misuse of the employer's property

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- Drunkenness or being under the influence of drugs at work
- Falsification of records or claims for personal gain
- Wilful disregard of Health and Safety regulations/rules
- Serious negligence which causes unacceptable loss, damage or injury
- Serious violation of Catering Hygiene regulations
- Intimidation of 'whistleblowers' or witnesses to hearings (internal/external)
- Other similar acts of misconduct which are regarded as misconduct of such a nature that they fundamentally breach the contractual relationship between the employee and the employer
- Misconduct outside working hours in instances such as criminal prosecution and or conviction/caution for such actions where there is a relevance to your duties and/or an effect on your contractual relationship with the school and on clients/colleagues (note disciplinary measures will not automatically be appropriate in these instances)

If you are in any doubt about what is required or expected of you, you should raise the matter with the Executive Headteacher or Head of School. Copies of school policies and procedures are available to you for reference on request by approaching the Executive Headteacher or Head of School.

6. DRESS CODE

We work hard within our communities to provide positive role models for our students. To this end it has been agreed that all staff should adopt a smart professional dress code.

- Staff should dress smartly and professionally at all times and wear clothing, which is suitable for the performance of their specific role and appropriate to their level of visibility to students or the general public
- Staff should not wear casual, gym or beach wear to work. This includes track suits, sweat-shirts, casual or sports t-shirts or shorts (unless for physical education lessons), combat trousers, jogging bottoms, denim or leggings. Clothing should not be dirty, frayed or torn. Tops should not carry wording or pictures that might be offensive or cause damage to ELT's reputation. It is inappropriate to wear clothing such as cut-off shorts, crop tops, low cut tops, see through material or clothes that expose areas of the body normally covered at work. Skirts/dresses should be professional dress i.e. on or below the knee.
- Footwear must be safe and clean and take account of health and safety considerations.
- Staff should not wear clothing or jewellery that could present a health and safety risk.
- Earrings, piercings and visible tattoos should be discreet and in line with professional dress
- All staff must wear their name badges / ID ensuring the photo card is visible at all times.

7. POLICY REVIEW

This policy is reviewed every two years by the Executive Headteacher and Chair of Governors.

Signed by:			
Mrs L Gwinnett	Executive Headteacher	Date	February 2020
Mrs C Gaynor	Chair of Governors		