

Kendrick School

Staff Code of Conduct and Personal Behaviour Policy

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Kendrick School

Staff Code of Conduct and Personal Behaviour Policy

This policy must be read in conjunction with other related policies e.g.: Anti-Bullying; Complaints; Confidentiality; Data Protection (including General Data Protection Regulations 2018); Disciplinary; Equal Opportunities; Fairness and Dignity at Work; Inclusion; Internet Use; Safeguarding; Low Level Concern; No Smoking; Whistleblowing and Retention and Management of Data Policy.

1.1. This policy sets out clear guidance on the standards of behaviour expected from all staff at Kendrick School. The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring. School staff are in a unique position of trust and influence as role models for students. Therefore, staff must adhere to behaviour that sets a good example to all students within the school.

1.2. It is essential that standards of conduct at work are maintained to ensure delivery of quality services and also to protect the well- being of all staff and students. All staff are entitled to fair treatment and to be treated with respect and dignity. They are also expected to treat others similarly. This policy sets out to protect the reputation of the school and to ensure all staff are aware of the standards set by the school.

1.3. Breach or failure to observe this policy may result in action being taken under the school disciplinary procedures including, but not limited to, dismissal.

1.4. All staff who work in schools set examples of behaviour and conduct which can be copied by students. All staff must, therefore, demonstrate high standards of conduct and must avoid putting themselves at risk of allegations of abusive or unprofessional conduct. All staff are expected to familiarise themselves and comply with all school policies and procedures, as well as the relevant professional standards where applicable.

2. Purpose

2.1 The purpose of this policy is to establish and encourage all staff to achieve high standards of conduct at work. It also sets out to provide a fair and consistent way of dealing with alleged failures to observe them. (See Disciplinary Policy)

- All staff are expected to give the highest possible standard of service to the public. Staff should conduct themselves with integrity, impartiality and honesty. Breaches of conduct and personal behaviour will be dealt with under the Disciplinary Policy.
- All staff have an absolute duty to promote and safeguard the welfare of student in the school, and to take appropriate action where they consider that a student may be at risk of suffering harm. (see Safeguarding policy)
- Registered Teachers are in addition bound by the codes and professional values of the Teaching Regulation Agency (TRA). While Registered Teachers are bound by the code, the school considers the principles to apply to all staff employed in the school and not exclusively to registered teachers.

3. Scope

3.1. The policy applies to all staff and temporary/casual workers of the school including volunteers and trustees. (Trustees are expected to uphold the principles of the policy but will be subject to slight operational differences e.g. declarations of other employment). This policy is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy, staff are

expected to exercise their professional judgement and act in the best interests of the students and the school.

4. Confidentiality

4.1. Staff must not disclose official/confidential information and as data controllers must adhere to the principles of data protection and General Data Protection Regulations 2018 (GDPR), including the sharing or disclosure of information through social media. Staff 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. The same applies to information relating to patents and intellectual property.

4.2. Information on students may not be disclosed without the consent of the student's parent, or where a student is of reasonable understanding, the student (deemed to be aged 12 years old). The only exceptions to this are:

To safeguard the welfare of the student information may be disclosed in accordance with the school's student protection policy, and the Working Together to Safeguard Children (2023). Staff have a statutory obligation to share with school's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare or safety of a student or that might suggest a student is in need or at risk of significant harm. Staff should pass on information without delay in accordance with school's safeguarding policy and procedures and this should be recorded. Staff must never promise a student that they will not act on or pass on any information that they are told by the student.

Where information is requested by the Police to detect or prevent offending.

Where otherwise allowed to be disclosed by a legal obligation (for example, to give information to a student protection case conference), or an Order of a Court.

4.3 It may not be appropriate to agree to maintain confidentiality, where to do so would cause harm or allow unacceptable practices to persist. For further information see the Whistleblowing Policy.

5. Disclosure of information

5.1 Staff of the school may in the course of their duties have access to confidential information under strict access control. The law (see Freedom of Information Act 2000) requires that certain types of information must be available to the LA, auditors, government departments, service users and the public.

5.2 Staff must not use any information obtained during their employment for personal gain or benefit, nor should they pass it on to others who might use it for personal advantage.

6. Disclosure of personal information relating to staff/students/public

6.1 Many staff have access to personal information relating to other staff, students and other members of the public. All staff must treat this information in a discreet and confidential manner (Data Protection Act 1998), GDPR Regulations 2018 and adhere to the following guidelines. (See also Confidentiality Policy.)

- Written records and correspondence should be kept securely at all times.
- Information relating to staff/students/public must not be disclosed either orally or in writing to unauthorised persons.

- Information relating to staff/students/public must not be given over the telephone unless the caller has given details of their right to ask for such information. Staff should check on the caller's right to information by obtaining their telephone number and calling back to check their identity or by asking for a written request for information.

- Confidential matters relating to staff/students/public should not be discussed in areas where they may be heard by passers-by, i.e. corridors, reception, lifts, staff room, etc.

- Any breach of confidentiality may be regarded as misconduct and be subject to disciplinary action, see the Disciplinary Policy. Any data breach must be reported to the Senior Leadership Team (SLT) immediately. All data breaches must be reported to the SLT, Line Manager, GDPR Lead or DPO within 72hours of the known breach.

- When a staff member leaves the school, he/she must still respect the confidentiality of information that may have been available to him/her.

- Personal data that is known to be outside the retention period must be deleted or destroyed securely. The storage of personal data must be reviewed annually to ensure compliance with the GDPR 2018 regulations.

6.2 As a general rule staff should not make statements or write letters to the media. If in doubt, they should refer such matters to the Head Teacher.

6.3 Staff members may request colleagues to write an employment reference on their behalf, but this must be disclosed and forwarded to the Headteacher to provide an opportunity for any additional relevant information to be included and/or to officially approve the reference prior to submission to the potential employer.

7. Additional activities including conflict of interest

7.1 For the purposes of the Working Time Regulations staff who have more than one employment (either inside or outside the school) should seek the Head Teacher's approval, this should be reviewed annually. Before undertaking another job, staff must also inform their line Manager of other work undertaken so that the total level of work undertaken can be monitored. Line Managers should also find out if prospective staff have secondary employment that may prevent them from performing their job with the school to the standards desired.

7.2 The policy does not bar all outside work; however, all staff must be clear about their contractual obligations and must not take outside employment that conflicts with the school's interests or damages the school's interests or reputation.

7.3 Before undertaking any paid or unpaid work in addition to their employment at the school, staff should ensure that there is no conflict of interest with their duties or with the school's interests. Staff must declare any personal activities that may be perceived as potentially in conflict with the school's interest or reputation.

7.4 Staff are expected to give the highest possible standard of service and to avoid any situation where private and School interests may conflict. Any staff who finds themselves in a situation that may cause a conflict of interest, should discuss the situation with their Line Manager or Head Teacher. Failure to do this and in the event of a conflict of interest, could be considered as misconduct.

7.5 Where there is the possibility of misconduct arising from a conflict of interest, the school will conduct an investigation. Examples of possible areas for conflict of interest:

- A financial or other benefit to the staff member. This may be seen as gross misconduct which could lead to dismissal, in which case, it is the responsibility of the school to demonstrate that there is a genuine financial risk in continuing to employ the staff member in the same capacity.

- Staff must exercise fairness and impartiality when dealing with all parents, students, customers, suppliers, other contractors and sub-contractors and no part of the local community should be discriminated against.
- Staff who have access to confidential information on tenders or costs for either internal or external contractors must not disclose that information to any unauthorised party or organisation.
- Staff, who engage or supervise contractors or have any other official relationship with contractors and have previously, had or currently have a private or domestic relationship with them, must declare that relationship to their Line Manager.

Staff must also declare an interest where:

- A staff member has membership of any organisation not open to the public without formal membership and commitment of allegiance and which has secrecy about rules, membership or conduct.

- Where a staff member allocates school places to an acquaintance or relative. (The Admissions Policy must be strictly adhered to.)

If a conflict occurs between a staff member's private pecuniary interests and his/her public duties he/she must resolve the conflict in favour of his/her public duties.

8. Relationships

8.1 Staff should always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within the community.

8.2 Staff should not allow a personal relationship to place them in a position where they are unable to carry out the duties of their job in a proper and impartial manner.

9 Contact with Students and other Young People. (See Appendix 1)

9.1 The DfE's Investigation Referral & Support Coordinators' Network has produced an advisory document called 'Guidance for Safe Working Practice for the Protection of Student and Staff in Education Settings'. The governing body have endorsed this guidance and staff are expected to be guided by it. The following website contains extensive guidance on safe practice when dealing with students and young people.
http://www.teachernet.gov.uk/_doc/8200/Safe%20Practice%20%20February%20%202005%20.doc

The guidance includes information on dealing with

- Infatuations
- Social Contact
- Physical Contact
- Physical Education and other activities which require physical contact
- Showers and Changing
- Students in Distress
- Behaviour Management
- Care, Control and Physical Intervention
- Sexual Contact with Young People
- One to One Situations
- Overnight Supervision and Examinations
- Transporting Student
- Educational Visits and After School Clubs
- First Aid and Administration of Medication
- Intimate Care
- Sensitive areas of the Curriculum
- Photography, Videos and other Creative Arts

Staff must maintain professional boundaries with students appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably. Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.

Staff must not establish or seek to establish social contact with students for the purpose of securing a friendship or to pursue or strengthen a relationship. If a young person seeks to establish social contact staff should exercise their professional judgement in making a response and be aware that such social contact could be misconstrued.

Staff leaving the school are advised not to pursue any personal relationships with students or make contact with them other than through a professional network or through an intermediary working at the school with the permission of the Headteacher and only when students are eighteen or above and no longer on the school roll.

Staff must not develop personal or sexual relationships with students and should not engage in any sexual activity with a student. Sexual activity does not just involve physical contact including penetrative and non-penetrative acts.

Working Together to Safeguard Children defines sexual abuse as ... 'forcing or enticing a student or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the student is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving student in looking at, or in the production of, sexual images, watching sexual activities, encouraging student to behave in sexually inappropriate ways, or grooming a student in preparation for abuse (including via the internet).

Staff should be mindful of section 16 of The Sexual Offences Act 2003 (Section 16 of The Sexual Offences Act 2003 provides that it is an offence for a person aged 18 or over (e.g. teacher, youth worker) to have a sexual relationship with a student under 18 where that person is in a position of trust in respect of that student, even if the relationship is consensual. A situation where a person is in a position of trust could arise where the student is in full-time education and the person looks after student under 18 in the same establishment as the student, even if s/he does not teach the student.)

Staff must not make sexual remarks to a student, discuss their own sexual relationships with, or in the presence of, students or discuss a student's sexual relationships in an inappropriate setting or context.

Contact with students should be through Kendrick School's authorised internet system. Personal phone numbers, email addresses or communication routes via all social media platforms should not be used and staff should not share their home address with students. If contacted via an inappropriate route the member of staff must inform the Headteacher immediately. See Social Media section 22.

Kendrick School staff must not accept friend invitations or become friends with any student of Kendrick School on any social media platform. Staff should also refrain from following the Twitter or other similar social media accounts of students or their parents. Staff must read the school's e-safety policy carefully and follow all advice and guidance contained within it.

In particular staff must not touch students except in very rare and specific circumstances e.g. to administer first aid or to protect someone. The teaching unions all offer clear guidelines on this. See also Appendix 3 for guidance.

Staff should exercise care and be transparent in all communications with students. They should, except in rare circumstances known to their Line Manager, confine communications to school business (not personal business) via a student's home telephone number (not personal mobile) and school email address)

Staff should avoid any inappropriate language (e.g. sexual innuendo) and jokes likely to cause offence (sexual, racist, religious etc). Staff must not swear at students or use swear words or inappropriate language in their hearing.

9.2 **Low-level concerns**

In line with Section Two of Part Four of Keeping Children Safe in Education, we recognise the importance of creating a culture of openness, trust, and transparency to encourage all staff to share low-level concerns with the right person so that they can be addressed appropriately. The purpose of our approach to low-level concerns is to ensure that our values are constantly lived, monitored, and reinforced by staff. Our values our outlined in more detail in this Staff Code of Conduct policy.

The term 'low-level' concern does not mean that the concern is insignificant, it means that a staff member, supply teacher or volunteer does not seem to have:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

A low-level concern covers any concern no matter how small, even if it is no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work and;
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children;
- having favourites;
- taking photographs of children on a personal mobile phone;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or
- humiliating pupils.

Such behaviour can exist on a spectrum. Kendrick School's response to low-level concerns is an extension of the Code of Conduct. Staff are able to share their concerns confidentially in a simple and easy manner. It is imperative that where staff do have concerns, they share them as outlined in this policy to support with building a culture of expected behaviour and promoting our school values.

Low-level concerns about a member of staff, supply staff, volunteer or contractor should be reported to the Headteacher. The Headteacher will have oversight of all recorded concerns and has ultimate decision-making power in respect of all low-level concerns. Any concerns about the Headteacher should be reported to the Chair of Trustees. All low-level concerns will be recorded in writing, signed, timed and dated. Each record will include details of the concern, the context in which the concern arose, and action taken. The name of the individual who raised the concern should be noticed, but if that individual wishes to remain anonymous, that will be respected to the extent it is reasonably possible to do so.

Records will be kept confidential, held securely, and comply with the Data Protection Act 2018 and the UK General Data Protection Regulation.

Records will be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, the school will decide on a course of action, either through our disciplinary procedures or by referring to the LADO, where a pattern of behaviour moves from a low-level concern to meeting the harm threshold. We will also consider whether there are wider

cultural issues existing the school that may have enabled the behaviour to occur. If this is found to be the case or a contributory factor, we may review our policies and deliver extra training where we consider this will minimise the events happening again.

10. Inventions and Patents

10.1 The Patents Act 1977 (as amended October 2011) states that inventions and patents, e.g. plans, reports, designs, unique processes or software, etc. are the property of the employer if:

- They have been made in the course of the staff member's normal duties; or
- They have been made in the course of duties specifically assigned to the staff member and where invention might be reasonably expected; or
- It was made in the course of the staff member's duties and at the time the staff member had (because of the nature of his or her duties and particular responsibilities arising from them) a special obligation to further the interests of the employer.

11. Appointment and Management of staff

11.1 Staff involved in the recruitment of internal and external staff must ensure that the decision to appoint is based on merit (see the Staffing Recruitment and Selection Policy). An appointment that is based on anything other than the ability of the candidate to do the job may leave the School vulnerable to allegations of discrimination. Staff must not be involved in an appointment where they are related to an applicant, or have a close personal relationship with him or her.

11.2 For the purposes of this guidance the definitions of partners/relatives are ongoing personal and emotional relationships, marriage, and civil partnership and close family members.

11.3 It is the policy of the school that spouses/partners will not be employed where there will be a line management relationship between them relating to discipline, promotion or pay adjustments and/or where they will be employed together in the area of contracts or finance. This is to ensure that decisions are made in a fair, transparent and equitable way based on the reasonable application of professional judgement. Similarly, Line Managers and supervisors must ensure that their decisions are not influenced by personal considerations and they must be aware that the requirement to maintain confidentiality could also put a strain on personal relationships.

11.4 All Line Managers have a responsibility to set a good example for staff through their own behaviour and attitudes, especially in relation to upholding the ethical principles, obligations and standards as set in this code of conduct.

11.5 It is the responsibility of staff to notify the management of any relationships which could bring about a conflict of interest.

11.6 If a personal relationship develops where there is a line management responsibility, Line Managers must investigate the situation and discuss the issues with the staff concerned. Where there is evidence that the working relationship will cause a conflict of interest i.e. where the service involves financial and/or contract work the Line Manager must look for an alternative post for one of the staff involved. The decision of who should move to an alternative post must be based on the degree of impact the loss of either staff member would have on the particular service. There may be the opportunity to retain both staff members in the same area if another Line Manager can take on the line management element of the role in the same department or if the work can be re-arranged. Each case must be decided on its merits to ensure that the decision made is on objective and reasonable grounds and not unfairly discriminatory. A decision can only be made once a full investigation has taken place and the staff have had an opportunity to express their views. Where there is no alternative post or way of working, this may result in dismissal for "some other substantial reason". Line

Managers must ensure that the decision to redeploy or dismiss is fair and based on measurable criteria. Dismissal is not automatic: all other avenues must first be explored.

12. Gifts and Hospitality

12.1 It is against the law for public servants to take bribes. Staff need to take care that they do not accept any gift that might be construed by others as a bribe or lead the giver to expect preferential treatment.

12.2 Staff must not accept offers of hospitality unless there is a genuine need to impart information or represent the school in the community. Offers to attend purely social and sporting functions should be accepted only when these are part of the life of the community or where the school should be seen to be represented. They should be properly authorised and recorded in the Gifts/Hospitality Register held in the school.

12.3 Personal gifts must not be given to students or their families/carers. This could be misinterpreted as a gesture either to bribe or groom. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a student should be consistent with Kendrick's behaviour or rewards policy, recorded, and not based on favouritism.

12.4 Care should be taken when selecting children for specific activities, jobs, privileges and when students are excluded from an activity in order to avoid perceptions of favouritism or injustice. Methods of selection and exclusion should be subject to clear, fair and agreed criteria.

13. Acceptance of gifts

13.1 Under the Prevention of Corruption Acts 1906 and 1916 it is an offence for a staff member of a public body in his or her official capacity to accept any gift, inducement or reward, including hospitality, for showing favour or disfavour to any person or other organisation. It is the responsibility of the person receiving the favour to prove that it was not received dishonestly. The following must be considered:

- Staff acting in an official capacity must not give the impression that their conduct both inside and outside work with any person or organisation is influenced by the receipt of gifts, rewards and hospitality or any other such consideration.
- Staff must think about the circumstances in which they are made offers and be aware that they may be regarded as owing a favour in return.
- Staff must seek permission from their Line Managers before accepting such offers and be aware that the offers may have to be returned/refused.
- When gifts/hospitality have to be declined those making the offer should be courteously but firmly informed of the procedures and standards operating within the school.

13.2 How a staff member should react to an offer depends on the type of offer, the relationship between the parties involved and the circumstances in which the gift or hospitality is offered:

- Staff must not be seen to be acting in their own personal interests and need to be careful that their behaviour cannot be misinterpreted.

- An offer of a bribe or commission made by contractors, their agents or by a member of the public must be reported to the Line Manager. Hospitality from contractors should also be avoided for where staff/team are singled out for example Christmas lunch etc. this may be perceived as preferential treatment.

- Staff must not accept significant personal gifts. However, there are occasions when students or parents wish to pass small tokens of appreciation to staff, e.g. at Christmas or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value, generally not exceeding the value of £25.

- Staff must be particularly wary of accepting gifts from a student where it is suspected that a student has an infatuation on the staff member.

13.3 No one working for, employed by, or providing services on behalf of the School is to make, or encourage another to make, any personal gain out of its activities in any way. Any person becoming aware of a personal gain being made at the expense of the School, contractors or the public should follow the Whistleblowing Policy.

13.4 The acceptance of gifts and hospitality may be a subject of criticism placing the School in a position that it has to defend such action. Consequently, it is essential that all details of gifts and hospitality (except small tokens by student or parents as detailed above) be recorded Staff who are in receipt of any gifts or hospitality should notify the Admin Manager or the School Business Manager who will record details in the Gift Register.

14. Sponsorship –Receiving

14.1 Where an external organisation wishes to sponsor a school activity, whether by invitation, tender, negotiation or voluntarily, the basic principles concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.

15. Matters of Conscience

15.1 Where a staff member believes he or she is being required to act in a way which is illegal, improper, unethical, or in breach of the school's conventions, which may involve possible maladministration, or which is otherwise inconsistent with the Policy for Conduct he or she should refer to their Line Manager or Head Teacher or to the Whistleblowing Policy.

15.2 Where a staff member is aware, or has evidence of illegal, improper or abusive behaviour of another staff member he or she should refer to their Line Manager or to the Equal Opportunities Policy.

15.3 Where a staff member is aware, or has evidence of illegal, improper or abusive behaviour of another staff member towards a student he or she must notify immediately the Headteacher, unless the allegation is against the head teacher, when he or she should bring it to the attention of the Chair of Trustees.

15.4 Where a staff member fails to report such concerns outlined in paragraph 15.3, this may be construed as misconduct and lead to disciplinary action.

16. Personal Behaviour

16.1 The School believes in treating all staff with respect and trust in a mature, respectful and considerate manner and expects the same approach from staff. The school expects staff to respect the School's property,

other staff and their property, suppliers and the public at all times. Staff should also demonstrate the characteristics they are trying to inspire in students. Failure to observe the standards of behaviour expected breaks the bond of trust that is fundamental to the employer/employee relationship and may lead to disciplinary action.

The Disciplinary Policy will be initiated where any staff member is found to be in breach of this Code of Conduct Policy. If a staff member is found guilty of gross misconduct he or she may face dismissal.

17. Absence from work

17.1 All leave should be approved prior to it being taken (separate arrangements apply for sickness). This includes parental leave, special leave, etc. Failure to notify absence is unauthorized absence. (see Absence Policy)

18. Timekeeping

18.1 Line Managers must set a timekeeping standard that is known to all staff. This standard should be applied consistently with staff arriving and departing from their place of work at the agreed times.

18.2 Staff must inform their Line Managers/colleagues of their whereabouts and expected time of return when they leave the site e.g. for meetings/visits etc. They are expected also sign out and in when they leave the site/ return using Inventry.

19. Negligence

19.1 Negligence arises from failure by the staff member to exercise reasonable care in his or her work. Staff must not cause loss or damage through carelessness, negligence, a reckless act or breach of instructions.

20. Refusal to obey a reasonable instruction

20.1 It is the responsibility of all staff to carry out reasonable instructions. In those circumstances where a staff member refuses to obey a reasonable instruction, it will be necessary to investigate the situation and, depending on the outcome, may result in disciplinary action.

21. Social behaviour and conduct outside of working hours

21.1 Staff should be aware of the following expected standards of behavior when attending work-related events in and outside working hours where attendance could be seen as representing the school:

- The Conduct and Personal Behaviour Policy will still apply e.g. regarding drug/ alcohol abuse, harassment and discrimination.
- Consideration and respect for others
- Those in a position of management/supervision should not behave in any way that could undermine their position
- The school should always be seen in a favourable way by the public

21.2 Outside of work, staff must avoid doing anything which may result in damaging the school's reputation. Some actions, including serious misconduct or criminal offences can lead to disciplinary action and may lead to dismissal. If it is considered that a teacher has brought the teaching profession into disrepute, they may be struck off the professional register and no longer able to practice.

21.3 Remember that if staff are expected to wear a uniform or other school identification (e.g. lanyards), and it is worn outside working hours, they can be identified as a school employee and must act appropriately while wearing the uniform.

21.4 Staff using private vehicles for School business must ensure:

- The vehicle is road worthy and complies with Road traffic/Transport regulations.
- That the vehicle is insured for "business use"
- They are licensed to drive the vehicle
- They do not drive under the influence of drink/drugs or where there is ill health that may impair their ability to drive the vehicle safely.
- They abide by the current Road Traffic/Transport Regulations.

22. Social Media

22.1 For the purposes of this policy social media is defined as interactive on-line media that allows parties to communicate instantly with one another or share information in a public forum e.g. Twitter, Facebook, WordPress, YouTube and other blogs, video and image sharing websites. Staff are expected to adopt high standards of behaviour to retain the confidence and respect of colleagues and students within the school and outside of it.

22.2 Staff should be aware of the dangers implicit with the use of social networking sites. Staff must, if they use such sites, have the highest security and privacy setting and ensure no information pertaining to the school or examples of personal behaviour could undermine their position or reflect negatively on the school. In line with the Safeguarding policy no members of staff should enable or allow existing students to have access to their social network site. This is in line with Safeguarding practice in the school.

22.3 Staff should maintain appropriate boundaries and manage personal information effectively so that it cannot be used by third parties for 'cyber bullying' or identity theft.

22.4 Staff should not make 'friends' of students at the school as this could potentially be construed as 'grooming', nor should they accept invitations to become a 'friend' of any student.

22.5.1 Prior to joining Kendrick School new staff members should check any information they have placed on social media and remove any statements that might cause embarrassment or offence.

22.6 Staff must not access their blogs or social networking sites during working hours. Access using the School's IT systems is restricted to official breaks, unless specific permission is granted. Excessive use of social media which could be considered to interfere with productivity will be considered a disciplinary matter.

22.7 Staff must not post information on a blog or social networking site which is commercially sensitive, breaches copyrights regulations and/or is confidential to the school, its students, suppliers or customers.

22.8 Staff must not make reference on a social networking site to the school, its students and staff, its customers, partners, suppliers and any other stakeholder. Any of the aforementioned parties must not be identifiable from any comments posted on a member of staff's personal blog.

22.9 Staff must not post entries on a blog or social networking site which are derogatory, defamatory, discriminatory or offensive in any way, or which could bring the school, its students and staff, its customers, partners, suppliers and any other stakeholder into disrepute or is likely to have a negative impact on the reputation of any of these parties.

22.10 Staff should be aware that blogs and social networking posts may create documents which the courts can order to be disclosed for use in litigation. Consequently, staff will be assumed to have written any contentious items unless they can prove definitively that they have not done so.

22.11.1 The School will monitor its IT systems as is deemed necessary in order to prevent inappropriate usage. Hard copy of blog entries which could include screen shots will be used in any disciplinary proceedings. Staff whose conduct breaches this policy in any way will be subject to disciplinary action in accordance with the school's disciplinary procedure up to, and including, dismissal.

22.11.2 Any blog entries or comments on social networking sites made inside or outside the workplace that are defamatory, derogatory, or discriminatory about the School, its students and staff, suppliers or any other stakeholder will be investigated as gross misconduct. If substantiated, such conduct may lead to summary dismissal after the due process of the School's disciplinary procedure has been followed.

22.11.3 Staff must never share work log-in details or passwords with staff, students, parents, its customers, partners and any other stakeholders.

22.11.4 Staff are also advised not to provide their private mobile numbers, private e-mail address etc. to any student in the School. Staff should use personal mobile phones to contact students only as a last resort or in cases where safeguarding is an issue, such as on trips, visits etc. Staff should keep any communications transparent and on a professional basis by only using the school email addresses and not their personal account. Where there is any doubt about whether the communication between student/parent and member of staff is acceptable and appropriate, a member of the SLT should be made aware and will decide how to deal with the situation.

23. Alcohol/drugs

23.1 Staff must ensure that they are not unfit for duty as a result of the effects of alcohol or drugs. Staff should be aware of the lasting effects of alcohol and drugs both prescription and illegal, and ensure that any consumption of these substances does not impair their ability to discharge their duties. See Appendix 1 for further guidance.

23.2 Alcohol may be consumed on school premises only with the permission of the Head teacher for approved adult social events.

23.3 Staff taking medication that may affect their ability to care for students should seek medical advice regarding their suitability to do so and should not work with students whilst taking medication unless medical advice confirms that they are able to do so. Staff medication on the premises must be securely stored out of the reach of students.

24. Smoking

24.1 There is a No Smoking policy for the whole of the school site. The use of e-cigarettes on the school site and in the near vicinity of the school is not permitted. (See separate No Smoking Policy.)

25. Health & Safety

25.1 Staff have a personal and legal responsibility under the Health & Safety at Work Act 1974 for themselves, colleagues and visitors to the school. They also have a duty to familiarise themselves with all the safety regulations that apply to their job and the area in which they work. Refer to the School's Safety Policy.

25.2 Staff must display their identification badges whilst on the school site. If the badge is lost the staff member must report this to the Premises Lead immediately.

26. Fraud and Corruption

26.1 A staff member who commits a fraudulent act is liable to disciplinary action, which may include dismissal and possible criminal prosecution even for a first offence. Fraud is defined as any manipulation of an accounting system or supply system to enable public money or material to be misappropriated.

26.2 Staff involved in the investigation of alleged fraud may be required to sign an additional code of conduct relating to their specific duties. (see separate Anti- Fraud Policy)

27 Private use of official facilities

27.1 Staff may not use official stationery for private purposes and must not carry out private correspondence during working time. Staff are allowed to make private essential telephone calls that cannot be made outside working hours but this privilege must not be abused and the duration of all calls must be kept to a minimum.

27.2 Staff must obtain prior approval from their Line 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.

28. Reporting of Arrests, Prosecutions, etc.

28.1 Staff must report to their Line Manager details of any arrest or criminal conviction or caution made against them by the Police (except for minor traffic offences, i.e. where they do not mean imprisonment or suspension of his or her driving licence), where the offence is also a breach of discipline and/or may have a direct impact on the staff member's job, or where it calls into question their suitability to work with student.

29. False Statements

29.1 Staff must not make any false statement e.g. on subsistence/mileage claims, etc. Where there is evidence of a staff member submitting such claims, he or she will be liable to disciplinary action and/or prosecution under the Theft Act 1978.

29.2 Where a staff member has witnessed misconduct i.e. a fraudulent activity; he or she will have a duty to report such an incident. (See also the Whistleblowing Policy.)

30. Discrimination / Harassment/bullying (see also Discrimination and Fairness & Dignity at Work Policies.)

30.1 The School seeks to provide an environment for all staff, contractors and temporary workers free from harassment, bullying, intimidation and victimisation. Disciplinary action will be taken against any staff member who is found to have committed a deliberate or unlawful act of discrimination, sexual or racial harassment or bullying. (See the Equal Opportunities Policy)

31. Abuse of the e-mail/internet. (See also ICT Policy.)

31.1 The School will not accept any abuse of e-mail/internet or telephones. Such behaviour may result in disciplinary action.

31.2 The downloading, sending or accessing of offensive material that affects the dignity of any individual or group of individuals at work may constitute harassment. Threatening, obscene or harassing messages including chain e-mails and material that will cause offence and/or degrade individuals or minority groups will constitute a disciplinary offence which may result in dismissal.

31.3 Under the Obscene Publications Act 1959 a staff member may have criminal liability if an individual publishes material that could corrupt or deprave the persons likely to see the material; this includes the transmission of data stored electronically.

32. Dress and Appearance

32.1 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, which may be different to that adopted in their personal life. Staff should ensure they are dressed decently and appropriately for the tasks they undertake. Staff should dress in a manner that is not offensive, revealing or sexually provocative and in a manner that is absent from political or contentious slogans. In addition, with reference to Health and Safety practices, staff are expected to wear suitable clothing and footwear, including Personal Protective Equipment where applicable. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegation.

32.2 Tattoos and body art should be covered while staff are in school. Visible body piercings should be removed while on school premises.

33. Infatuations

33.1 It is not unusual for students or, sometimes, their parents to develop infatuations towards members of staff. All such situations must be responded to sensitively to maintain the dignity of those concerned.

33.2 Staff should also be aware that such circumstances carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. Any indications of an infatuation towards member of staff must be reported to the Headteacher immediately.

34. Political, Professional and Trade Union Activity

34.1 Staff are encouraged to be members of appropriate professional bodies and trade unions. However they are expected to remain politically neutral in their dealings with students and colleagues, and not allow personal or political beliefs to interfere with their work or influence the advice given to the public, parents or other staff.

35 Public Comment about the School

35.1 All media request for information must be referred to the Head teacher. Staff are expected to exercise care outside school at any public event so that the school is not brought into disrepute and comments cannot be misconstrued.

36 Whistleblowing

36.1 Whistleblowing is the mechanism by which staff can voice their concerns, without fear of repercussion.

36.2 All school staff have a duty to report any behaviour by a colleague which raises concern. Staff should refer to school's whistleblowing policy for further guidance. This is particularly important where the welfare of students may be at risk.

37 Serious Breaches

37.1 This policy has identified where any breaches of this policy may lead to disciplinary action under the school's Disciplinary Policy. Serious breaches of this policy, for example violation of safeguarding regulations, incidents of bullying or social media activity causing damage to the organization, repeated breaches of the policy may constitute gross misconduct and lead to dismissal.

Appendix 1

Safeguarding Children and Young People – Code of Safe Conduct

Kendrick School highly values its staff and wishes to encourage staff support, contributions and assistance.

It is the school's duty to ensure that students' welfare is promoted, that they are cared for appropriately and that they are safeguarded from any harm.

This information is to inform staff of what measures need to apply to ensure that all staff and students are safe and cared for.

Code of Safe Conduct

It is essential to acknowledge that the vast majority of staff behave appropriately whilst working with students. However, expected conduct of adults working in a school is governed by certain laws and government guidance (e.g. smacking student). Furthermore, staff sometimes express uncertainty as to what is and is not acceptable and ask for guidance regarding those behaviours which, whilst most probably innocent, may be considered illegal, improper or could be misconstrued by another person.

The following, therefore, gives a guide to appropriate conduct whilst working in or on behalf of the school (e.g. residential visits, out of school activities). Adherence to this code will ensure that student are safe, and that adults avoid the possibility of allegations being made against them.

Staff must:

1. Adhere to the school's Student Protection, Behaviour, Physical Intervention, Photography and Video, Health and Safety and Intimate Care Policies.
2. Behave in a mature, respectful, safe, fair and considered manner.
3. Provide a good example and a 'positive role model' to students.
4. Not behave in a way that could lead a reasonable observer to question conduct, intentions or suitability to care for other people's student.
5. Observe people's rights to confidentiality (unless you need to report something to the Headteacher e.g. student protection concerns.)
6. Not touch student in a manner which is gratuitous or would be considered sexual, threatening or intimidating.
7. Treat all student equally, never build 'special' relationships with individual student or confer favour on particular student.
8. Not discriminate favourably or unfavourably towards any student.
9. Not make arrangements to contact, communicate or meet student outside work.
10. Not develop 'personal' or sexual relationships with student.
11. Not push, hit, kick, punch, slap, throw missiles at or smack a student or threaten to do so.
12. Not be sarcastic, make remarks or 'jokes' to student of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
13. Not embarrass or humiliate student.
14. Not give or receive (other than 'token') gifts unless arranged through school e.g. donating outgrown PE Kit, football boots, uniform.
15. Not allow, encourage or condone student to act in an illegal, improper or unsafe manner e.g. smoking, drinking alcohol.
16. Not behave in an illegal or unsafe manner e.g. exceed the speed limit, be under the influence of drugs or alcohol, drive a vehicle which is unroadworthy or otherwise unsafe or not properly insured, use a mobile phone, fail to use seat belts or drive safely whilst transporting student.

17. Never undertake any work with student when not in a fit and proper state to do so e.g. under the influence of medication which induces drowsiness, have a medical condition which dictates that they should not be caring for student.

Report to the Headteacher:

1. Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation.
2. Any difficulties experienced e.g. coping with an unruly student, situations where it is anticipated they may not be sufficiently qualified, trained or skilled to deal with or handle well.
3. Any personal data breach to comply with GDPR 2018 regulations.
4. Any behaviours of another person working for the school, which gives them, cause for concern. (Staff would be protected by the Whistle blowing Policy in these circumstances.)

Code of Conduct and Personal Behaviour Declaration

I have read and understood the Code of Conduct. I agree to work within the principles of the Code.

Name…….

Signed…….. Dated…….

Please sign and return to the school along with acceptance of your terms and conditions, prior to commencing employment with the School.