



Insight HR

CODE OF CONDUCT

Squirrel Hayes First School

1 | Page This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

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Code of Conduct for Staff Employed in Squirrel Hayes First School

October 2021

1. Purpose

The Governing Body of Squirrel Hayes First School expects high standards of conduct from all employees. This Code of Conduct (“the Code”) outlines the rules that apply to all staff “colleagues” employed at Squirrel Hayes First School. The Code sets out the minimum standards that are expected and provides a framework that will help to prevent misunderstandings or criticism.

The policy and procedure will apply to all colleagues, regardless of length of service, but does not form part of the contract of employment and can be varied from time to time and in consultation with the recognised trade unions.

Regulation 7 of The School Staffing (England) Regulations 2009 requires that all schools have procedures for the regulation of the conduct of staff. ‘Keeping Children Safe in Education 2021’, (3) requires that schools have systems, such as a ‘staff behaviour policy (sometimes called a code of conduct)’ which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media and that these should be explained to staff.

1.1 Scope

We expect that all colleagues will act with personal and professional integrity and where appropriate will act in accordance with the standards provided by their relevant professional bodies, e.g., Teachers’ Standards, effective from September 2012.

Failure to observe this Code; will be dealt with under the disciplinary policy, and the most serious cases may result in dismissal.

This Code is not exhaustive. If situations arise that are not covered by this code, those with delegated responsibility, will use their professional judgement and act in the best interests of the school and its’ pupils.

Employees who are seconded to work in another academy, school or organisation are expected to conduct themselves in a manner consistent with this Code and in a way which meets the requirements of the school or organisation to which they have been seconded.

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1.2 Principles

The Governing Body and School endorses the following principles:

- **Honesty** – be trustworthy, loyal and demonstrate probity.
- **Integrity** – use public funds responsibly and lawfully. Employees must apply strong ethical and moral principles by declaring and resolving any interests, linked to their role, that may result in personal gain or unfair advantage for employees, organisations or for others they have private relationships with.
- **Respect** – treat all members of the school's community including pupils, parents, colleagues, governors and other third parties with consideration and dignity; showing tolerance of and respecting the rights of others. Respect the school's property.
- **Promoting Equality, Diversity and Inclusion** - demonstrate understanding of the value of diversity and a commitment to embracing a culture of inclusivity.
- **Accountability** – be responsible for their own conduct and never condone inappropriate behaviour by children or colleagues. Be alert to and report appropriately any behaviour that might indicate a child is at risk of harm. Take responsibility for their own professional development.
- **Making A Positive Contribution** – behave in a way which upholds the implied trust placed in them as an employee and as a representative of the school and continually promote the positive ethos and reputation of the school.
- **Compliance** – adhere to all school's policies, procedures and all reasonable management instructions to achieve high standards in exercising their professional duties and responsibilities.

2. Roles and Responsibilities

Local Governing Body: The Local Governing Body has a general role in ensuring that appropriate standards of conduct are established and maintained. Members of the Local Governing Body may also be involved in dealing with specific declarations made by colleagues under the Code, where appropriate.

Headteacher: The Headteacher is responsible for ensuring that colleagues are made aware of the Code as part of their induction programme and that colleagues are reminded of their responsibilities at appropriate intervals. Where the Code is breached proportionate action is taken. They may also consider declarations made by colleagues under the Code.

Employees: All colleagues employed by the school are required to keep to the standards of the Code and carry out their duties honestly and fairly. Failure to do so is a serious matter and could result in disciplinary action, up to and including dismissal. Colleagues should therefore ensure that they read the Code carefully and contact their immediate line manager or the **Headteacher** if they have any queries.

3. Public Duty, Private Interest

3.1 General

A colleague's professional duties and private interests must not conflict. Colleagues must declare any private interests relating to their school/ academy duties. This may include, but is not limited to,

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membership of organisations which would be generally considered to conflict with their school/academy duties.

3.2 Fraud, Theft and Bribery

The Governors acknowledge the responsibility they have for the administration of public funds and emphasise to employees the importance placed on probity, financial control, selflessness and honest administration. **Governors** and colleagues must not use their position to obtain gain for themselves, business associates, friends, or family either directly or indirectly.

Schools must use their resources prudently and within the law and to ensure that the local community gets value for money and to avoid legal challenges for the school. The School's Financial Procedures and Regulations and those of the Education Finance Authority (EFA)/ Academies Financial Handbook must be observed.

Defrauding and stealing (or attempting to do so) from the school or any person / organisation will not be tolerated. This includes deliberate falsification of claims, e.g., time sheets, mileage, and travel/subsistence allowances with the intention of obtaining payment.

Colleagues are required to report genuine concerns relating to potential fraud, theft or unethical behaviour to the **Headteacher**, see *Whistleblowing policy*.

3.3 Financial inducements; Gifts & hospitality

On no account must a colleague accept a financial payment or other inducement from any person, body, or organisation, e.g., contractors, developers, consultants, etc. It is an offence for an employee to accept any fee, gift, loan, or reward whatsoever, other than their proper remuneration.

Where a fee is paid by an external body for work undertaken by a colleague in the course of their employment (for example, speaking at a conference) this should be treated as a payment to the school, not to the individual colleague. As a general rule, colleagues must refuse any gift or hospitality offered to them or their family that may be perceived to influence their judgement. Exceptions are gifts of negligible value that are usually given to a wide range of people, e.g., pens, diaries, calendars etc.

Offers of hospitality must only be accepted when proper written authorisation has been received from the **Headteacher**.

There is an expectation that in addition to declaring those gifts received, colleagues will also declare those which have been correctly refused. Squirrel Hayes First School maintain a gifts & hospitality register.

3.4 Sponsorship

The above rules relating to gifts and hospitality also apply where an outside organisation wishes to sponsor or is approached to sponsor a school activity. This may be by invitation, tender, negotiation or voluntarily. Colleagues should be particularly careful when dealing with current or potential contractors.

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Any colleague who, or whose partner or family member, would directly benefit from sponsorship of an activity by the school must declare this on the appropriate form and send it to the **Headteacher** or the Chair of Governors in the case of the **Headteacher**

Colleagues must give impartial advice and avoid any conflict of interest where the school gives support in the community through sponsorship, grant aid or financial or other means.

3.5 Colleague declarations of financial and other interests

Colleagues must be aware that a personal relationship with another colleague could lead to a potential conflict of interest, particularly where there is an involvement in recruitment or a line management relationship.

Colleagues should seek advice from their **Headteacher or Trust**, as applicable, where there is a potential conflict of interest of this nature.

All employees have a statutory duty to declare any financial or other interest in any existing or proposed contract or an interest in, or association with, any organisation, services, activity or person that may cause a direct or indirect conflict of interest with their employment. Private interests preclude employees from participation in any such activities.

All colleagues must abide by these regulations. Where a colleague makes representations or applies for services in which they have significant influence by virtue of their employment position, on behalf of a relative, colleague, friend or some other person with whom they have a close relationship, they must declare a personal interest.

Colleagues with such a conflict of interest must tell their **Headteacher or Trust** in writing. That person will then make alternative arrangements so that an colleague is not involved, or, where the colleague's skills are required, ensure appropriate supervision is provided so that undue influence or bias to their advantage is prevented. They will also review any such declarations annually. Headteachers/ are responsible for the monitoring of colleagues' activities in accordance with the provisions/declarations of this Code and any related codes of practice. Any such monitoring will comply with relevant legislation such as the Regulatory and Investigatory Powers Act, the Data Protection Act and the Human Rights Act.

Colleagues in key roles may be asked to complete a 'declaration of interest form', even if they have not declared an interest. Colleagues must be aware at all times that members of the public expect the highest standards of fairness and equality to be upheld in the administration of services regardless of recipient. They have a responsibility to ensure that they conduct themselves in a manner which does not bring into question either their integrity or their motivation. At no time should they attempt to exert any pressure to obtain services because of their position or to access services other than through those channels available to members of the public.

3.6 Relationships with prospective or current contractors

If colleagues engage or supervise contractors, have an official relationship with contractors or a potential contractor, and/or have previously had or currently have a relationship in a private or

domestic capacity with a contractor, they must declare that relationship to their Headteacher. All orders and contracts must be awarded on merit, by fair competition against other tenders. Colleagues must exercise impartiality and no favouritism must be shown to businesses run for example by friends, partners, relatives or business associates. No section of the community should be discriminated against in the tendering, evaluation and award processes. Colleagues who are privy to confidential information on contracts for tender, or costs for either internal or external contractors, must not disclose that information to any unauthorised party or organisation.

3.7. Personal interests

Colleagues must declare to the **Governing Body** on the appropriate form, any financial or non-financial interests that could conflict with the school's interests.

Section 117 of the Local Government Act 1972 requires employees to make a formal declaration about any contract with the school, Trust or local authority where they have a financial interest. Colleagues should complete the appropriate form and send this to the *Headteacher and Governing Body*. Failure to comply with this requirement is a criminal offence.

Colleagues must not be involved in decisions about matters in which they have a personal interest. Colleagues must declare membership of any organisation that is not open to the public, does not have formal membership and has secrecy about rules, membership or conduct.

Colleagues should complete the appropriate form and send it to the *Headteacher* or, in the case of the *Headteacher*, to *Governing Body*.

If a colleague is in doubt as to whether there is a conflict of interest, they should seek further guidance from the Headteacher.

3.8. Corruption

It is a serious criminal offence for employees to corruptly receive or give any gift, loan, fee, reward or advantage or to show favour or disfavour to any person. If an allegation is made, it is for the colleague to prove that any rewards have not been corruptly gained or given.

Colleagues should report any suspicions in relation to any conduct or activity which may be aimed at obtaining some form of preferential treatment to the Headteacher.

4. Health and Safety

Colleagues have a duty of care to themselves and for others whose health and safety may be affected by their actions at work. Failure to adhere to policies, processes and systems in place to protect colleagues at work could result in disciplinary action. Employers also have a duty of care towards their employees which requires them to create a safe environment in which they work.

5. Safeguarding welfare of children and young people

All employees of the **school** are required to work within the 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education, updated 2020' provided by the DfE;

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Keeping Children Safe in Education (KCSIE 2021) and any additional guidance provided by the school. This aims to safeguard children and young people and reduce the risk of colleagues and other adults in schools being falsely accused of improper or unprofessional conduct. Please refer to the **school's safeguarding Policy**.

Employees who receive information about allegations of child abuse should report such information to the Designated Safeguarding Lead or Deputy Safeguarding Lead, as set out in the school's Safeguarding Policy. If the allegations are against the *Headteacher*, the information should be reported to the Chair of Governors in accordance with the school's Safeguarding Policy and procedures.

Low-level concerns about a member of staff, supply staff, volunteer or contractor posing a risk of harm to children, should be reported to the headteacher and staff should be aware that if they fail to report such or behave in a manner that gives rise to such concerns, whilst in or on behalf of the school a breach of this Code of Conduct will occur and proportionate action under the school's disciplinary policy will be considered.

6. Duty of Care

Teachers and other colleagues are accountable for the way in which they exercise authority; manage risk; use resources; and protect pupils from discrimination and avoidable harm. The duty is exercised through the caring and professional relationships between colleagues and pupils. Colleague behaviour is demonstrated through integrity, maturity and good judgement. When accepting a role with children and young people, colleagues need to understand and acknowledge the responsibilities and trust inherent with the role. Colleagues must not allow safeguarding concerns or allegations to go unreported.

7. Power and Positions of Trust

All adults working with children are in a position of trust in relation to the young people within their care. This is not a relationship of equals and there is a potential for exploitation and harm of vulnerable young people. Colleagues therefore have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Colleagues should avoid behaviour which may be misinterpreted by others and must report and record any incident with this potential in a timely way and to the appropriate person.

Where a person age 18 or over is in a position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child or to cause or incite that child to engage in or watch sexual activity. Where a person is aged over 18 and in a position of trust tries to establish a relationship with someone who has recently left school this will cause concern and will be treated as a breach of trust established in that prior relationship.

8. Infatuations

Colleagues should all be aware that it is not uncommon for pupils to develop a strong attraction or become infatuated with them. They should also be aware that such circumstances carry a high risk

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of words or actions being misinterpreted and for allegations to be made against colleagues. If a colleague becomes aware of such a circumstance, they should report it immediately to SLT/ their safeguarding lead.

9. Communication with pupils

All communication between colleagues and pupils should have explicit and clear professional boundaries. This will include the wider use of technologies such as mobile phones, text messaging, e-mails, digital cameras, videos, web cams, websites, social networking sites, online gaming and blogs. Colleagues should never under any circumstances share their personal information with pupils. They should not request or respond to requests from pupils. All communication should be transparent and open to scrutiny.

Where a relationship exists outside of school such as being personal friends with parents of a student outside of school social networking is acceptable but caution and professional judgment must be exercised where all communications may be in the public arena ensuring they do not compromise themselves or the school.

Adults should also be aware of their communications which could cause possible misinterpretation of their motives or any behaviour which could be construed as grooming.

Communication with ex-pupils should also be approached with caution and any actions which could potentially bring the school into disrepute could lead to disciplinary action.

10. Physical Contact

There are occasions when physical contact with a student is appropriate, but it is important it is done so in an appropriate manner to their professional roles. Colleagues should use their professional judgment at all times.

Physical contact should never be secretive, for gratification of the adult, or represent a misuse of authority. If a colleague believes an action could be misinterpreted, they should report it immediately.

Physical contact such as intimate care and moving and handling which happens on a regular basis may give rise to questions being asked and should be avoided unless the justification for this is part of a formally agreed plan (e.g. a child with SEN or physical disabilities) In circumstances such as these the contact should be subject to an agreed plan and also subject to review.

Some colleagues such as PE or music teachers will on occasion have to have physical contact with a student to demonstrate the use of a particular piece of equipment/instrument or assist with an exercise. This should be done with the student's agreement, take the minimum time necessary to complete the activity and in an open environment.

11. Supervision

Pupils are entitled to privacy and respect when changing clothes or taking a shower. There does however need to be an appropriate level of supervision in order to safeguard pupils. This is to satisfy

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health and safety requirements and to ensure bullying does not occur. Colleagues in these circumstances need to be vigilant about their own behavior, ensure they follow agreed guidelines and be mindful of the needs of the pupils.

12. Confidentiality, Disclosure of Information and References

Colleagues will have access to confidential information in order to undertake their everyday responsibilities. In some cases, this may be highly private or sensitive information.

Employees must act in accordance with, and observe, the law in handling all personal and other information. Special care must be taken in handling special category data, personal and confidential information, which must in no circumstances be inappropriately used. Employees may be personally prosecuted for offences under the Data Protection legislation. If any colleague is in doubt about their responsibilities, they must consult their Headteacher.

Confidential, personal or financial information about any colleague, pupil or parent/carer, must not be disclosed to any organisation person, or normally, to any external organisation/agency, without the express approval of the person concerned. Colleagues seeking clarification about 'authorised' or 'unauthorised' persons should seek the guidance of their Headteacher. In circumstances where a pupil's identity does not need to be disclosed the information should be used anonymously.

Colleagues must not abuse their position by disclosing confidential information to any third party, this will include the unauthorised release of confidential information regarding: competitive tendering or tendering for work which may be beneficial to a third party; a colleague or service user.

Colleagues must not use any information obtained in the course of their employment or tenure for personal gain or benefit or to attempt to obtain personal gain, nor pass it on to others who might use it in such a way.

If, during the course of their employment, colleagues are dealing with members of their family, partners, friends or business associates this must be declared to their Headteacher/Principal. Where such contact occurs, colleagues must be impartial and act in a professional manner.

References in relation to employment should only be given by persons authorised to do so by the Headteacher.

13. Social media

Social Media should be used responsibly, and colleagues should ensure that anything published does not bring the school into disrepute or constitute bullying or harassment of a colleague. Failure to do so may result in disciplinary action including the possibility of dismissal. If a colleague sees something on social media posted by a colleague which they are uncomfortable with because it breaches this Code of Conduct, they should report this to the Headteacher.

The school expects colleagues to follow its *Social Media Policy*. It is important that colleagues maintain a professional digital footprint and think very carefully and be cautious about their "likes" and

sharing of material via social media – taking care not to distribute material produced, supported or promoted by radical political groups that are at odds with our values and principles.

14. Transporting Pupils and Extra Curricular Activities

In certain circumstances colleagues or volunteers may agree to transport pupils. A designated colleague should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties which may arise.

Where possible transportation should not take place in private vehicles and at least one adult additional to the driver acting as an escort. The driver must have the appropriate insurance and the vehicle meets all other legal requirements.

Colleagues would take particular care when supervising pupils in a less formal environment such as on a residential or after school activity. Colleagues must remember they are still in a position of trust and should ensure that their behavior cannot be misinterpreted as trying to establish an inappropriate relationship or friendship.

15. First Aid and Administration of Medication

The school has a policy for First Aid and administration of medication which must be adhered to at all times.

16. Appropriate use of systems, property and facilities

The property provided within the workplace, or to support the effective operation of a colleagues' work such as telephones, mobile phones, the internet, intranet, e-mail, stationery, photocopiers and other machines or tools, materials, offices, car parks and facilities, may only be used for the school's business unless permission for private use is given by the Headteacher.

Workplace mobile and land lines should not be used to make personal telephone calls or send personal texts, except in an emergency or where appropriate permission to make a call has been sought.

Any communications using school's systems may be monitored. Any such monitoring will be in accordance with the law. Telephone call and e-mail/internet logging systems may be used to identify usage for private purposes.

Colleagues must adhere to all of the school's specific system security measures that are currently in place or introduced in the future (and the sponsor's systems and measures if using equipment provided by the sponsor).

17. Communications with the Media

All communications with the media relating to the Trust or school's activities will be handled by the Trust or school in conjunction with the Headteacher or the Local Authority Press Office.

If a colleague has ideas for positive stories about the school's activities or is approached by a journalist they should refer to the Headteacher or the before any information is given verbally, via e-mail or in writing.

Where a colleague is writing material for publication which does not refer specifically to the Trust or school but does relate to their profession/occupation e.g. articles in professional journals, the colleague should notify their Headteacher or the Trust prior to publication.

Colleagues should be mindful that placing information in the public domain through social media such as (but not limited to) Facebook, Twitter, YouTube, Instagram and LinkedIn in relation to the school or their work in general could constitute communications with the media.

18. Neutrality

Colleagues must not allow their own personal or political beliefs or opinions to interfere with their work. Whilst engaged in the school's business, colleagues must not wear or display items that bring the school into disrepute or conflict with their work (e.g. political posters, including election materials). Trade union representatives may display trade union/association views on current issues on the appropriate authorised notice boards within the school.

Where political views are brought to the attention of pupils within the school or during extracurricular activities, they should be in the form of a balanced presentation of opposing views.

19. Relationships

With Board Members/Governors: Mutual respect is essential to good school governance. A colleague who believes that a person responsible for governance within the Trust or school has acted improperly towards them may report the matter to their Headteacher or Governing Body who will take appropriate action.

With the local community, parents and pupils: Colleagues are expected to be polite, efficient, fair and impartial in dealings with all pupils, parents, groups and individuals within the community they serve.

With colleagues: Colleagues are expected to act in a professional manner and treat colleagues with respect.

With contractors and suppliers: All relationships of a business or personal nature outside work with external contractors or suppliers must be declared to the Headteacher and Governing Body at the earliest opportunity. Orders and contracts must be awarded on merit and no special favour should be shown to individual or company.

Colleagues always have a duty, to uphold the law and relevant guidance bearing in mind the public's trust placed in the Trust and the school.

Physical or emotional abuse, harassment, discrimination, victimisation or bullying of colleagues, pupils, governors, parents/carers, contractors or other members of the public will not be tolerated.

Such actions may be deemed to be misconduct or gross misconduct and may result in disciplinary action including dismissal.

20. Recruitment and other employment matters

Colleagues involved in appointing people to posts should ensure that they follow the school's Safer Recruitment *Policy*.

All appointments should be made on the ability of the candidate and all colleagues involved in making appointments should ensure that they are made on the basis of merit.

In order to avoid any possible accusation of bias, colleagues must not be involved in any appointment where they are related to or have a close personal relationship outside work with the person applying. Colleagues shall disclose to the Headteacher any relationship with any person who they know is an applicant for a post at the school.

Colleagues should not be involved in, or try to influence, decisions relating to discipline, promotion or pay for any colleague who is a relative or with whom they have a close personal relationship outside work.

A "close personal relationship" would include a person not employed by the school with whom a colleague has a close business connection.

Personal relationships between colleagues who work together can give rise to conflicts of interest. Therefore, colleagues who have entered into a close personal relationship or a romantic relationship with a colleague are required to disclose this to the Headteacher. Any information disclosed or declared should be treated in the strictest of confidence and recorded on both colleagues' personnel files (where appropriate).

21. Commitments outside work

Colleagues' off-duty hours are their private concern as long as they do not:

- Put their private interests before their duty to the school
- Put themselves in a position where their duty to the school and private interests' conflict or could appear to conflict; or
- Do anything which could adversely affect their suitability to carry out their duties or the reputation of the Trust or school.

Any secondary employment (including voluntary work) undertaken must not conflict with the school's or Trust's interests or bring it into disrepute, must not interfere with the proper performance of a colleague's duties, and must only be undertaken outside the colleague's contractual working hours. In such a case it is the responsibility of the individual to ensure that they meet with all the appropriate taxation, insurance and Working Time Regulations associated with being self-employed / an employee of another organisation.

Colleagues are expected to declare in writing any other paid work with their Headteacher prior to taking it up. Teaching and support staff colleagues graded above scale 6 (or its equivalent) may not

carry out such without the permission of the Headteacher. Where voluntary work will take up a substantial amount of time this should also be discussed and disclosed.

Employee appointments as Governors, Councillors, Trade Union officials, membership of the Territorial Army, as a Justice of the Peace or as a Member of the Employment Tribunal do not constitute secondary employment as described in this Code. Nonetheless the principles of colleagues making the Headteacher aware of these duties and seeking appropriate time off in a reasonable and timely manner apply.

The school understands the value and importance to both individuals and their organisation of extending professional experience. Where a colleague wishes to provide their services on a consultancy basis, either to another organisation, or as a representative of another organisation, they should first obtain approval from their Governing Body. In the case of Headteachers/Principals, approval should be sought through the Chair of the Local Governing Body. All approvals will be reviewed regularly and may be withdrawn if thought necessary.

Some colleagues, particularly teachers, may wish to use their professional expertise to do other work, for example examination marking or private tuition. It is recognised that this can be of value to the school.

The school will not normally prevent colleagues from undertaking additional employment if it is satisfied that it does not conflict with the interests of or weaken public confidence in school.

The provisions of this section are not intended to apply to trade union officers engaged in legitimate trade union duties and activities.

22. Conduct outside work

Whether in or outside work, colleagues must not conduct themselves in any way that creates doubt as to their suitability for their post or in a way that would bring the Trust or school into disrepute. This would include criminal convictions or conduct which would bring an colleague's suitability to work with children into question. Any relevant (potential) conviction or matter which could affect suitability work with children must be disclosed to the school at the earliest opportunity.

All colleagues working with children and young people have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children and young people in their care. It is therefore expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of the public in general and their colleagues.

There may be times, for example, when a colleagues' behaviour or actions in their personal life come under scrutiny from local communities, the media or public authorities. This could be because their behaviour is considered to compromise their position in the workplace or indicate unsuitability to work with children or young people. Misuse of drugs, alcohol or acts of violence would be examples of such behaviour.

Colleagues in contact with children and young people should therefore understand and be aware that safe practice also involves using judgement and integrity about behaviours in places other than school premises.

The behaviour of a colleagues' partner or other family members may raise similar concerns and may require careful consideration by the school as to whether there may be a potential risk to children and young people in the workplace.

Under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended), employees must disclose details of any unspent convictions and cautions, including any criminal proceedings pending against them, with the exception of 'protected' spent cautions and convictions. Examples of 'protected' cautions and convictions are spent youth reprimands; warnings and cautions.

Failure to disclose such convictions and to comply with any of the above constitutes possible gross misconduct and may result in disciplinary action, not excluding summary dismissal.

Colleagues whose work involves driving must declare any motoring offences to their Headteacher.

23. Equality, Diversity and Inclusion

Squirrel Hayes First School values variety and individual differences, and aims to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. Colleagues must ensure that they read and adhere to the school's Equality, Diversity & Inclusion policy and Dignity at Work Procedure, and any related policy or guidance, and adhere to all related legal requirements.

All colleagues, pupils, governors, parents/carers contractors, partners, trade union representatives and members of the public must be treated equally and in a way that creates mutual respect, they must not be discriminated against on grounds of ethnicity, gender, pregnancy or maternity, disability, age, religion or belief, marriage or civil partnership status, gender identity or sexual orientation.

24. Dress and Appearance

All colleagues act as ambassadors for the school and are role models to pupils/students. Colleagues must maintain a professional standard of dress and appearance that is appropriate or required for the workplace and to the work being undertaken. Colleagues must be clean and tidy and ensure good personal hygiene.

Where particular clothing is provided for health, safety and hygiene and/or uniform purposes it must be worn, this includes name badges.

25. Information technology and data security

Colleagues must ensure that they follow the school's security procedures in relation to the use of information technology (including but not limited to computers, tablets, mobile telephones, smart watches and linked devices) and the proper management of computer-held information.

Particular care must be taken to observe established procedures when using passwords and when logging on and off. Colleagues must never share passwords, which may lead to unauthorised access to the school's systems. Where this practice is found, colleagues should be aware it may lead to disciplinary action.

In respect of internet and intranet access, colleagues must comply with the school's policy and codes of practice.

26. Educational Visits/ School trips/ Events at other locations

Colleagues responsible for organizing and attending such activities should be familiar with the DFE's advice on Health and Safety and HSE recommendations and undertake all appropriate risk assessments in accordance with the school's H&S and Risk Assessment policies and procedures. Colleagues representing the school should act in a manner befitting their role as ambassadors for the school whilst working off site.

27. Smoking, Alcohol and Other Substances

The school premises are non-smoking sites. This includes the use of e-cigarettes and any other smoking related material. Colleagues must not smoke on the premises or outside the gates. Colleagues wishing to smoke must leave the school grounds. See also Alcohol and Substance Misuse Policy.

Colleagues must not smoke whilst working with or directly supervising pupils offsite.

Colleagues should not consume or be under the influence of alcohol, illegal drugs or other illegal substances on or near the School premises or on school business.

It is the responsibility of employees in consultation with their medical adviser to ensure that prescribed or over the counter medication does not impact upon their conduct or ability to work safely or to required standard during periods of duty. Any colleague with concerns in this regard should confer with their manager; the manager will determine whether any further action would be appropriate, such as an adjustment to duties and/or referral to Occupational Health.

Colleagues must refrain from the consumption of alcohol and other substances at events where pupils will be present (i.e. Leaving Proms, residential visits) both within the school premises and outside of these settings.

28. General Conduct and Disciplinary

The school expects all colleagues to exercise sound personal and professional judgement. Colleagues must obey reasonable management instructions.

Failure to meet the standards of behaviour and conduct set out in this Code of Conduct could result in disciplinary action and lead to dismissal.

29. Remote Teaching & Training Expectations

Due to the changing face of education and working within schools there may be occasions where staff are required to undertake part of their role remotely or working from home. Staff must ensure that

they have read and are familiar with the school's Code of Conduct for Remote Teaching and Training. This Policy sets out the school's expectations around remote working and delivery of school provision.

30. Relationships with other policies and procedures.

Colleagues should ensure that they perform their duties in accordance with all policies and procedures adopted by the school. Specifically, colleagues' attention is drawn to the following policies which may or may not have been referenced within this policy (not an exhaustive list):

Alcohol and Substance Misuse Policy; Data Protection/ GDPR/ Confidentiality Policy; Disciplinary Policy; Equality, Diversity and Inclusion Policy; First Aid and Administration of Medicines Policy; Health and Safety Policy; Restrictive Physical Intervention Policy; Safeguarding Policy; Social Media/ ICT Acceptable Use Policy; Safer Recruitment Policy; Whistleblowing Policy and Remote Teaching and Training Policy.

31. Monitoring and review

This Code will be reviewed periodically, at least every 3 years, to ensure it is appropriate in light of recommended best practice and complies with employment law. In the event of any conflict with statute, the legal provisions will have precedence over this policy in all cases.

The School And Governing Body will monitor the application of this Code, particularly to ensure that its practices comply with it and are not discriminatory.

Approval by the School

This policy has been formally approved and adopted by Squirrel Hayes First School Governing Body on

Policy approved: Full Governing Body _____

Date: 21.10.2025 _____

Review date:

1.1 DOCUMENT CHANGE LOG

Version No.	Date of review	Reviewer	Changes Made
01	11.12.15	Full Governing Body	New document informed by HR Insight Model Policy
02	October 2016	Full Governing Body	Reviewed
03	November 2017	Full Governing Body	Reviewed
04	October 2018	Full Governing Body	Reviewed
05	September 2019	Full Governing Body	Reviewed
06	September 2020	Full Governing Body	Reviewed
07	October 2021	Full Governing Body	Reviewed and used HR Insight's updated model policy. Included section on expectations around working remotely.
08	October 2022	Full Governing Body	Reviewed
09	October 2023	Full Governing Body	Reviewed
10	October 2024	Full Governing body	Reviewed
11	October 2025	Full Governing Body	Reviewed