



Holyhead

Teach What Matters

Code of Conduct Policy

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Code of Conduct

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Code of Conduct

- 1. Statement of Values and Practice for Employees of Holyhead School**
- 2. Staff are committed to the development of character and as such, should work to the set of LORIC values that have been agreed (Appendix A).**

- 3. General Introduction**

All employees at Holyhead School are expected to behave professionally.

All employees are expected to comply with the law as it applies to their work in the school, particularly in matters such as health and safety, safeguarding of children, and data protection. They are also expected to carry out their duties in accordance with the relevant policies, procedures, rules and guidance adopted by the Governing Body.

The Governing Body consults staff and recognized trade unions about the adoption or variation of its policies and procedures and associated guidance. It expects the Head Teacher to consult staff and unions as appropriate in relation to the general management of the school.

Employees will be expected to act in accordance with the Code of Conduct. Any breach of the Code of Conduct may result in disciplinary action.

- 4. Core Purpose**

Holyhead's core purpose is to inspire and lead young people, helping them achieve their potential as fulfilled individuals and productive members of society.

This statement sets out the beliefs, values and attitudes that make up good practice by all employees at Holyhead School.

Employees at Holyhead School feel a strong sense of vocation in accepting the special challenge of teaching and/or working in the inner city and the chance to improve the opportunities that young people have in life. First and foremost, teachers are competent classroom practitioners. The role of teachers is to achieve success for their students through a complex network of relationships. They need high levels of commitment, energy and enthusiasm. Like other professionals, teachers at Holyhead respond to a social situation that is continually changing.

The teachers are supported in their drive to raise standards at Holyhead School by a range of associate staff who will also use high levels of individual judgement and skill to meet the challenges of their role in school.

To ensure the positive development of young people, all colleagues work within a framework of equal opportunities and other relevant legislation, statutory guidance and school policies. Within this framework, colleagues challenge stereotypes and

oppose prejudice to safeguard equality of opportunity, respecting individuals regardless of gender, marital status, religion, colour, race, ethnicity, class, sexual orientation, disability and age.

5. Specific guidance on Safeguarding

4.1 Holyhead adopts the definition of safeguarding used in the Children Act 2004, and in the government's guidance document Keeping Children Safe in Education 2019.

4.2 This can be summarised as:

- protecting children and young people from maltreatment
- preventing impairment of children and young people's health or development
- ensuring that children and young people are growing up in circumstances consistent with the provision of safe and effective care
- undertaking that role so as to enable those children and young people to have optimum life chances and to enter adulthood successfully.
- The welfare of the child is paramount
- Staff should understand their responsibilities to safeguard and promote the welfare of students
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Staff should work, and be seen to work, in an open and transparent way

- Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded
- Staff should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern
- Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation
- Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children
- Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the National College of Teaching & Leadership (NCTL).
- Staff should read and understand our Child Protection and Safeguarding Policy

4.3 Duty to report

Employees should not conceal any matter which is their duty to report to the school or appropriate public body. This includes their duties in relation to the safeguarding and welfare of children – see

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/354151/Keeping_children_safe_in_education_Information_for_staff.pdf

6. **Power and Positions of Trust**

Staff at Holyhead should never use their position to gain access to information for their own advantage and/or a student's or family's detriment. They should never use their power to intimidate, threaten, coerce or undermine students. It is also unacceptable to use their status and standing to form or promote relationships with students which are of a sexual nature, or which may become so.

6.1 **Personal Interest**

Employees should act professionally. They should not abuse their position in the school to confer an advantage or disadvantage on any person or obtain an advantage for themselves, whether financial or otherwise. They should not allow their personal interests to interfere with their work at the school.

Employees should not use their position in school to advocate any one religion, culture, political ideology to students. It is the direct responsibility of all employees to uphold British Values as defined in law from time to time.

To avoid any doubt or unwarranted suspicion employees should tell the school about a personal interest which might compromise or be seen as compromising their position in the school. If in doubt about what should be declared they should seek advice.

Examples of personal interests about which they should tell the school include:

- o Situations in which the employee's job (for example, as Principal or business manager) could unduly influence decisions on contracts into which the school has entered or is proposing to enter, or where an employee has a personal or financial interest in any of the contracts, either directly or indirectly (for example, through a partner or relative).
- o Where an employee holds a position with an external company or organization, whether paid or unpaid, which may lead to a conflict of interest. (Examples include directorships of companies, serving on bodies such as charities, voluntary groups, governing bodies of other educational establishments.)
- o If an employee has a close personal relationship with a person who has influence over the employee's employment with the school or whose employment the employee could influence or control.

7. Gifts and Hospitality

The offer of any gift or hospitality, whether from outside or inside the school, which might be interpreted as an attempt to influence an employee in his or her conduct towards students, parents or other employees or influence a decision around provision of a service must be treated with caution. Employees should seek advice if in any doubt. The governing body acknowledges that pupils, parents or fellow-employees often wish to make small gifts (such as sweets) to employees on specific occasions (such as Christmas or at the end of the school year) and sees the spirit of giving as one to be nurtured in children. Any offer of a gift or inducement, whether made at specific occasions or casually, should be declared to the school if the gift is made by, or indirectly by, a person, firm or organization which, to the knowledge of the employee, has, or seeks to do, business of any kind with the School which maintains the School or to have an interest in its decisions.

The receipt of minor articles, often by way of trade advertisements, as unsolicited gifts for the school rather than for personal use (e.g. diaries, calendars, office requisites, etc., which are customarily distributed at Christmas and, occasionally, at other times) is acceptable.

Where there is any doubt, employees should seek guidance from the Principal or Line Manager before accepting any gifts or hospitality offered. In relation to his or her own position the Principal should seek guidance from the governing body (or an appropriate committee of the governing body) in a formal meeting. If there is any doubt further advice can be requested by the auditor retained by the school.

Employees should also take advice before making any gifts to external organisations, or to the employees of such organizations, which either provide services to the school or which are potential providers of such services. They should recognize that gifts could put themselves and/or the employees of those organizations in a difficult or embarrassing position.

8. Confidentiality

The storing and processing of personal information is governed by the Data Protection Act 1998. Holyhead School provides clear advice to staff about their responsibilities under this legislation so that, when considering sharing confidential information, those principles should apply. This guidance can be found within our Data Protection Policy. Staff may have access to confidential information about students and their families which must be kept confidential at all times and only shared when legally permissible to do so and in the interest of the child. Records should only be shared with those who have a legitimate professional need to see them. Staff should never use confidential or personal information about a student or her/his family for their own, or others' advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the child. Confidential information should never be used casually in conversation or shared with any person other than on a need-to-know basis. In circumstances where the student's identity does not need to be disclosed the information should be used anonymously.

If a child – or their parent / carer – makes a disclosure regarding abuse or neglect, the member of staff should follow the procedures outlined in our Child Protection and Safeguarding Policy. Staff are expected to treat information they receive about students and families in a discreet and confidential manner. They should seek

advice from a senior member of staff (or Designated Safeguarding Lead) if they are in any doubt about sharing information they hold or which has been requested of them. Staff need to ensure that where personal information is recorded using modern technologies that systems and devices are kept secure. When allegations are made, staff should not promise confidentiality to a child or parent, but should give reassurance that the information will be treated sensitively. If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from the Designated Safeguarding Lead. Any media or legal enquiries should be passed to the Principal.

Employees may request all the information held about them by schools or other public authorities in accordance with legislation on the Freedom of Information. These Subject Access Requests cover all kinds of records.

9. Standards of Behaviour

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work.

Staff should not;

- Behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model
- Make, or encourage others to make sexual remarks to, or about, a student
- Use inappropriate language to, or in the presence of students, discuss their personal or sexual relationships with, or in the presence of students
- Make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such

The responsibility to maintain public confidence and not to bring the school into disrepute also extends to standards of behaviour outside of school. All staff should ensure they behave in a way that befits the high status of their profession. Reports of public disorder, impropriety and behaviour which has the potential to cause the school reputational damage, could all be grounds for disciplinary action at the discretion of the Principal and the Governing Body. Advice that Holyhead staff receive in relation to protecting themselves from allegations can be seen in Appendix B.

In addition to the above, all teachers are required to uphold the Teacher Standards, Part A and Part B, at all times.

10. Staff Dress

Holyhead School values and welcomes the ethnic diversity of all its teachers and support staff and therefore dress codes will take account of ethnic and religious dress preferences with sensitivity ensuring that employees are free to observe them, subject to the needs of students' education.

Staff should select a manner of dress and appearance appropriate to their professional role and which may be necessarily different to that adopted in their personal life. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner

which could be viewed as offensive or inappropriate will render themselves vulnerable to criticism or allegation.

This means that staff should wear clothing which:

- Promotes a positive and professional image
- Is appropriate to their role and is not likely to be viewed as offensive, revealing, or sexually provocative
- Does not distract, cause embarrassment or give rise to misunderstanding
- Is absent of any political or otherwise contentious slogans
- Is not considered to be discriminatory
- Is compliant with professional standards

A minimum dress code will be followed by all members of staff. This requires that

- ties should be worn with shirts
- trousers should be smart/tailored, not jeans or 'combat-style'; leggings should not be worn
- Inappropriate footwear i.e. footwear which could pose a health and safety risk, should not be worn e.g. flip flops, high stiletto shoes; these are unsafe on stairs and busy corridor
- staff wear clothing that is appropriate and not tight or 'revealing' or casual; revealing attire i.e. shorts (cut-off jeans/sports shorts/low –cut tops) are not acceptable, however tailored shorts to the knee are acceptable; similarly skirts should not be inappropriately short
- clothing is not to display inappropriate logos, promote inappropriate products, or contain inappropriate language or messages

In addition:

- crop tops, clothes made of see-through materials, and clothes that expose areas of the body usually covered in the workplace should not be worn
- any articles of clothing or jewellery which may present a Health and Safety hazard are not appropriate
- tattoos should not contain inappropriate logos or language
- extremes of hair styles/colour and multiple facial piercings are not acceptable

11. Internet Usage and electronic communications

Internet Users **must not** on any school system knowingly display, access, use, extract, store, distribute, print, reveal or otherwise process any kind of image, document or other material which is sexually explicit, or contravenes any other aspect of the school's policy on electronic communications (e-safety). This activity would be a violation of the school's policies, particularly those relating to conduct and discrimination, and may lead to disciplinary action.

If access to sexually explicit or other inappropriate material is required for educational purposes, the Principal must be notified in advance, giving a reason for the access.

Employees should apply the same standards to electronic communications as the school expects from other kinds of communication. They must not post comments, photographs, images or conversations on social networking websites which clearly

brings the school into disrepute. Any electronic communications must include the correct use of privacy settings, in order to prevent members including the public, colleagues, parents and students seeing any personal information. They must also comply with the law, in particular laws on discrimination, data protection and protecting the health of employees. Employees must also follow any specific policy which the school may have set on the use of social networking websites and telephones, whether mobile or landline, whilst at work. They should be aware that defamatory comments or comments which infringe the Equality Act may be regarded as a disciplinary matter.

12. Social Contact Out of School

Staff should always seek to approve any planned social contact with students or parents with senior leaders, for example when it is part of a reward scheme. They should also advise senior leaders of any regular social contact they have with a student which could give rise to concern and refrain from sending personal communication to students or parents. It is advised that staff inform senior leaders of any relationship with a parent where this extends beyond the usual parent/professional relationship.

13. Online Communication with Students

In order to make best use of the many educational and social benefits of new and emerging technologies, students need opportunities to use and explore the digital world. E-safety risks are posed more by behaviours and values than the technology itself. Staff should ensure that they establish safe and responsible online behaviours, working to local and national guidelines and acceptable use policies which detail how new and emerging technologies may be used.

More information can be found within our Acceptable Use Policy. This also contains advice on photography, video and restricting the use of inappropriate websites.

14. Physical Contact

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, however, it is crucial that they only do so in ways appropriate to their professional role and in relation to the student's individual needs and any agreed care plan. Further guidance can be found within our Care and Control Policy. Great care must be exercised in order to ensure that adults do not physically intervene in a manner which could be considered unlawful. Under no circumstances should physical force be used as a form of punishment. The use of unwarranted or disproportionate physical force is likely to constitute a criminal offence. Where the school judges that a child's behaviour presents a serious risk to themselves or others, they must always put in place a robust risk assessment which is reviewed regularly.

15. Whistleblowing – Please see Whistleblowing Policy

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Holyhead has a clear and accessible whistleblowing policy that meets the terms of the Public Interest Disclosure Act

1998. Staff who use whistleblowing procedures should have their employment rights protected. Staff should recognise their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies and that to not do so may result in charges of serious neglect on their part where the welfare of children may be at risk.

16. Other linked Policies

Acceptable Use Policy
Child Protection and Safeguarding Policy
Data Protection Policy
Gifts and Hospitality Policy
Educational Visits Policy
Intimate Care Policy
Whistleblowing Policy

17. Dealing with School Money

Employees must ensure that public funds are used in a responsible and lawful manner and in compliance with the school's procedures.

18. Criminal Charges and Convictions

An employee must notify the Principal if charged with, or convicted of, any criminal offence, or accepts a formal police caution, and should do so as soon as possible after the charge, caution or conviction. If the head teacher or principal is the subject of the charge he or she must inform the Chair of Governors. Failure to inform may result in disciplinary action.

The school acknowledges that a caution is not a criminal conviction, but employees must be aware that cautions must be declared during Disclosure and Barring checks unless they meet the filtering rules of the Disclosure and Barring Service.

The school acknowledges that an employee charged with an offence is innocent until proven guilty. However, special considerations will apply if the charge is one of those which is on the list of offences relevant to safeguarding (a full list is available on the Disclosure and Barring Service's website), if an employee is imprisoned on remand pending trial or if bail conditions prevent them from being in work.

Information given to the school will be treated as confidential and stored securely in the same way as other confidential personal information, having regard to the guidance from the Disclosure and Barring Service on the length of time for which particular kinds of information should be stored.

19. Other Employment

Employees should ensure that any additional employment does not conflict with the capacity to fulfil the employee's contract of employment with the school.

The contracts of employment for associate staff require them to inform their head teacher if they work for another employer and the number of hours which they are required to work for that employer. If the contract of employment with the school is the primary employment contract then the head teacher may refuse permission for

other employment where a conflict of interest exists, or the number of hours worked has implications for the health and safety of employees, clients or students.

Employees undertaking other employment must not use school time or equipment for that purpose without the permission of the Principal.

Employees in any doubt should ask the school for advice.

20. Intellectual Property and Copyrights

All intellectual property rights, (that is copyright, design rights and the right to patent inventions) relating to anything created or invented by employees in the course of their duties belong automatically to the school. Unless otherwise agreed, employees cannot exploit the rights to any such thing without written permission from the Principal.

21. Publications and Dealing with the Press

Employees must not make comments to the press or other media, including social networking sites, on behalf of the school unless specifically authorised to do so by the Principal. Where requests for comments are received they must be passed on to the Principal.

Employees should not publish any material which brings the school into disrepute.

If employees wish to publish an article unconnected with the school then the article should not link them to the school without express permission from the Principal.

22. Equipment and Materials

Employees must not use the equipment and premises of the school, or of other places where they work during their contract of employment, for unauthorised purposes. If they are permitted to use equipment, premises or materials for private purposes, the use must not interfere with the work of the school and they must pay any costs incurred, including costs of paper and printing. They may make personal telephone calls if necessary in their own time, paying for the cost of the call if they use a telephone belonging to the school. Permission for use of any facilities will be on the understanding that the use is reasonable.

Union facility time agreements permit the use of telephone with reasonable privacy if available, with payment of outgoing calls, also use of printing and word processing equipment, where available, for union work within the school provided that this does not interfere with the work of the school and subject to payment for the materials used.

23. Political, Philosophical or Religious Neutrality

The school will not concern itself with the political, philosophical or religious beliefs of individuals.

Employees may not display party political posters, including party political election material, in the school, unless it is part of the curriculum or used as a teaching aid (for example, in a lesson on citizenship).

24. Equal Opportunities

The school is committed to the promotion and implementation of equal opportunities both internally and externally.

The school aims to ensure that everyone who comes into contact with it is treated equally, and with courtesy and respect, and not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations.

The employer expects all its employees to uphold its Equal Opportunity in Employment Policy, which will be available in the school, and to accept the duty not to discriminate, either in employment practices or in the provision of facilities and services by reference to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

25. Recruitment and selection

If involved in making appointments employees must:

- Ensure that such appointments are made on the basis of a fair recruitment and selection procedure.
- Ensure that their personal preferences should not influence judgements made.
- Declare their interest where related to an applicant or having a close personal relationship outside school with an applicant. If the Principal has a personal relationship outside school this interest should be declared to the Chair of Governors in the first instance. The Chair of Governors should report any declaration of interest to the full governing body.
- Adhere to the statutory guidance in 'Keeping Children Safe in Education'

26. Alcohol, illegal substances and medication

The school accepts that alcohol is legally and freely available and acknowledges that some illegal substances are also readily obtainable. Employees are not expected to use illegal substances. Employees must ensure that the use of alcohol out of school does not adversely affect their work performance, and that, in accordance with their obligations under health and safety legislation, they take reasonable care of the health and safety of themselves and other workers whilst at work. The school will not accept employees arriving at work under the influence of alcohol or illicit drugs and whose ability is impaired in any way by reason of the consumption of alcohol or illicit drugs or who consume alcohol in contravention of the school's policy on the consumption of alcohol or take illicit drugs on the school premises. They should also have regard to the expectation that they will not bring the school into disrepute. The school has similar expectations around the use of illegal substances, but employees are reminded that any adverse publicity around such use is more likely to damage the school's reputation than are complaints about the employee's abuse of alcohol.

Employees are expected to follow the school's policy on the consumption of alcohol on the school premises or during working time off the premises.

Employees who are prescribed a type of medication which they have not taken before should make themselves aware of possible side-effects. In accordance with their duty to take reasonable care of their own and their colleagues' health and safety they should advise the school if the medication starts to affect their ability to do their job or travel safely to work, or if there is a likelihood that this will happen. The school should undertake risk assessments and take occupational health or other specialist advice as appropriate.

27. Health and Safety

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

Employees are required to act at all times in accordance with this policy and generally to act in such a way to take reasonable care of their own safety and that of others.

Any action which potentially puts at risk the health and/or safety of themselves or others will be viewed seriously and may be investigated under the disciplinary procedure. Employees and other individuals may also face criminal prosecution for breaches of health and safety legislation.

28. Attendance

Employees' contracts of employment contain the main terms and conditions of their employment with the school.

Employees must follow the school's requirements for reporting absence due to sickness and for helping the school ensure that it has a record of all persons on the premises and of any approved overtime working.

It is expected that employees are available for work during the hours specified in their contract and take an unpaid lunch break.

29. Smoking

The school is a non-smoking educational establishment. No-one is permitted to smoke in any of the class rooms or educational space, or any other building owned or occupied by the school, at any time. Smoking in contravention of the above may result in disciplinary action.

30. Identity Badges

There is a general expectation that all employees issued with identity cards/badges will carry them at all times in school and when they represent the school and have them available for presentation or inspection when required. The school may also expect employees to wear identity badges in order to assist students and visitors.

31. Disciplinary, capability and grievance procedures

The school has formal procedures for staff discipline, capability and grievances. The principal should ensure that these are made available to all employees.

32. Following Instructions

Employees are expected to follow all reasonable and proper instructions by a person with the authority in school to issue such instructions unless:

- There is a danger to a person's health and safety.
- They are in conflict with British Values as defined in law from time to time.
- There is good reason to believe that the instructions are improper, for example by conflicting with the safeguarding of children, the financial regulations or other aspects of the law.
- It does not comply with school policy and practice.

The Principal and Senior Leaders within the school must be able to justify their instructions and decisions in line with their delegations, authority, and school policy and procedures, and be open and respond promptly to questions.

33. Conclusion

This statement is intended to help make sure that the work of all staff helps our students to develop themselves fully and reach their highest potential in life. It is intended to contribute to the definition of good practice at Holyhead School and help in raising standards of achievements by students.

To Be Reviewed: Spring 2022

Policy Lead: Y Idris