

The Heath Family (NW) Code of Conduct Policy

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1. SCOPE & PURPOSE

- 1.1 School staff have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour, professional integrity and respecting the safety and wellbeing of others.
- 1.2 This Code of Conduct should be read in conjunction with The Heath Family (NW) Disciplinary Policy. The aim of the Code of Conduct and Disciplinary Policy is to set out the standards of conduct expected of all employees and to provide a framework within which The Heath Family (NW) can work with employees to maintain those standards and encourage improvement where necessary.
- 1.3 It is The Heath Family (NW) policy to ensure that any disciplinary matter is dealt with fairly and in accordance with the Disciplinary Policy.
- 1.4 If you are in any doubt as to your responsibilities or the standards of conduct expected you should speak to the Principal/Head Teacher.
- 1.5 The Heath Family (NW) may amend its Code of Conduct at any time.

2. LEGISLATION, GUIDANCE AND LINKS TO RELEVANT POLICIES

- 2.1 We are required to set out a staff code of conduct under regulation 7 of The School Staffing (England) Regulations 2009.
- 2.2 In line with the statutory safeguarding guidance 'Keeping Children Safe in Education', this code of conduct refers to the acceptable use of technologies, staff/pupil relationships and communications, including the use of social media, as contained within our Online Safety Policy.
- 2.3 This Code of Conduct also complies with our funding agreement and articles of association.
- 2.4 This Code of Conduct should be read in conjunction with all School/Trust policies, including (but not limited to) the following:
 - 2.4.1 Safeguarding & Child Protection
 - 2.4.2 Disciplinary
 - 2.4.3 Grievance
 - 2.4.4 Online Safety and associated Acceptable Usage Policies

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2.4.5 Gifts & hospitality

3. RULES OF CONDUCT

- 3.1 While working for The Heath Family (NW) you should at all times maintain professional and responsible standards of conduct. In particular you should:
- 3.1.1 act at all times in good faith and in the best interests of The Heath Family (NW), its pupils, parents and employees;
 - 3.1.2 behave professionally, set a good example to others and exercise confidentiality;
 - 3.1.3 observe the published standards for teachers (or any other relevant professional or occupational standards for employees who are not teachers)
 - 3.1.4 comply with all reasonable instructions provided by the Trust, the Principal/Head Teacher and/or the Senior Leadership Team;
 - 3.1.5 work together to create a culture that is based on mutual trust and appropriate respect, modelling the behaviours that are core to The Heath Family (NW);
 - 3.1.6 only exercise physical restraint as a last resort;
 - 3.1.7 when speaking with a child, staff will observe proper boundaries with pupils that are appropriate to their professional position;
 - 3.1.8 treat other Heath Family (North West) Trust personnel, pupils, parents and other relevant stakeholders with respect, creating/maintaining positive and open relationships;
 - 3.1.9 treat resources responsibly and re-use and recycle resources where possible;
 - 3.1.10 be aware of The Heath Family (NW) guidelines on handling money;
 - 3.1.11 be trained in and adhere to Safeguarding & Child Protection procedures;
 - 3.1.12 Adhere to the appropriate use of technology and online resources in accordance with the Online Safety Policy.
 - 3.1.13 create a positive classroom environment where all children are cared for, respected and valued;
 - 3.1.14 take care of your physical and mental well-being by maintaining a healthy work-life balance;

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- 3.1.15 observe the terms and conditions of your contract;
 - 3.1.16 observe all of The Heath Family (NW) policies, procedures and regulations which are notified to you from time to time by means of notice boards, e-mail, the intranet or otherwise; and
 - 3.1.17 take reasonable care in respect of the health and safety of pupils, parents, colleagues and third parties and comply with all relevant policies and procedures.
 - 3.1.18 Maintain professional, smart and appropriate standards of dress and personal appearance at work.
 - 3.1.19 Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs rejecting all forms of discrimination and extremism.
- 3.2 Failure to maintain satisfactory standards of conduct may result in action being taken under our Disciplinary Policy.

4. MISCONDUCT

The following are examples of matters that will normally be regarded as misconduct and will be dealt with under The Heath Family (NW) Disciplinary Policy:

- 4.1 minor breaches of The Heath Family (NW) policies.
- 4.2 minor breaches of your contract;
- 4.3 damage to, or unauthorised use of, Trust/School property;
- 4.4 poor timekeeping;
- 4.5 time wasting;
- 4.6 failure to follow instructions or any other insubordination;
- 4.7 excessive use of Trust/School telephones for personal calls;
- 4.8 Inappropriate use of Trust/School devices and/or online resources/systems as referred to in the Online Safety Policy;
- 4.9 minor bad language or other minor offensive behaviour;
- 4.10 negligence in the performance of your duties or responsibilities;

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- 4.11 smoking ~~in no smoking areas~~ on the school site/school vehicles. Smoking is not permitted anywhere on the school site or in the workplace. The ban includes, but not limited to cigarettes, e-cigarettes, pipes, cigars and vaporisers. Smoking in smoke free premises/vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution;
- 4.12 being an accessory to a disciplinary offence committed by another employee;
- 4.13 neglect of health (for example if you fail to carry out any instruction from a medical officer appointed by The Heath Family (NW) or if by your conduct while absent from work on account of illness, you hinder your return to work); or
- 4.14 failure to disclose that you are subject to criminal proceedings, or are charged with a criminal offence that is relevant to the nature of your employment.

This list is intended as a guide and is not exhaustive.

5. **GROSS MISCONDUCT**

- 5.1 Gross misconduct is a serious breach of contract and includes misconduct which, in The Heath Family (NW) opinion, is likely to prejudice The Heath Family (NW) or its reputation or irreparably damage the working relationship and trust between employee and employer. Gross misconduct will be dealt with under The Heath Family (NW) Disciplinary Policy and will normally lead to dismissal without notice or pay in lieu of notice (summary dismissal).
- 5.2 The following are examples of matters that are normally regarded as gross misconduct:
 - 5.2.1 theft, or unauthorised removal of Trust/School property or the property of any other person or the incitement to steal;
 - 5.2.2 fraud, forgery or other dishonesty, including fabrication of expense claims and/or time sheets;
 - 5.2.3 gross failure to follow reasonable and lawful instructions;
 - 5.2.4 unauthorised Absence;
 - 5.2.5 gross insubordination;
 - 5.2.6 deliberate mutilation or destruction of official documents;
 - 5.2.7 the initiation or participation in any inappropriate verbal, physical or online conduct with a child;
 - 5.2.8 actual or threatened violence, or behaviour which provokes violence or extremism;

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- 5.2.9 any behaviour which can be considered as supporting fundamentalism, extremism or otherwise as being anti-British values.
- 5.2.10 deliberate damage to Trust/School buildings, fittings, property or equipment, or the property of any other person;
- 5.2.11 serious misuse of Trust/School property;
- 5.2.12 deliberately accessing internet sites, social media, forums or groups containing pornographic, offensive or obscene material, defamatory, extremist incitements to violence, sexist, racist, homophobic, harassing or libellous material whilst at work or any time using The Heath Family (NW) equipment;
- 5.2.13 serious or persistent insubordination and/or the refusal to follow management instructions;
- 5.2.14 bringing The Heath Family (NW) into serious disrepute;
- 5.2.15 being under the influence of alcohol, illegal drugs or other substances during working hours;
- 5.2.16 causing loss, damage or injury through serious negligence;
- 5.2.17 serious breach of health and safety rules;
- 5.2.18 unauthorised use or disclosure of confidential information (other than in accordance with the Whistleblowing procedure) or failure to ensure that confidential information in your possession is kept secure;
- 5.2.19 acceptance of bribes or other secret payments;
- 5.2.20 using or attempting to use your official position for your own or another person's private advantage;
- 5.2.21 committing a criminal offence that in the opinion of The Heath Family (NW) may affect its reputation or its relationships with its employees, parents, pupils or the public, or otherwise affects your suitability to continue to work for the Trust/School;
- 5.2.22 possession, use, supply or attempted supply of illegal drugs;
- 5.2.23 serious neglect of duties, or a serious or deliberate breach of your contract or operating procedures;
- 5.2.24 knowing breach of statutory rules affecting your work;

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- 5.2.25 unauthorised use, processing or disclosure of personal data contrary to our GDPR-compliant Data Protection Policy;
- 5.2.26 harassment of, or unlawful discrimination against, employees, contractors, parents, pupils or members of the public, related to gender, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, disability, religion or belief or age contrary to The Heath Family (NW) Equal Opportunities Policy or Anti-harassment and Bullying Policy;
- 5.2.27 giving false information as to qualifications or entitlement to work (including immigration status);
- 5.2.28 making a disclosure of false or misleading information under our Whistleblowing Policy maliciously, or for personal gain/advantage, or otherwise in bad faith;
- 5.2.29 making false or misleading allegations in bad faith against a colleague;
- 5.2.30 victimising or harassing a colleague who has raised concerns, made a complaint or given evidence information under the Whistleblowing Policy, Anti-harassment and Bullying Policy, Grievance Policy, Disciplinary Policy or otherwise;
- 5.2.31 serious misuse of our information technology systems (including misuse of developed or licensed software, use of unauthorised software and misuse of e-mail and the internet) contrary to our Online Safety Policy;
- 5.2.32 serious misuse of social media contrary to our Online Safety Policy; or
- 5.2.33 undertaking unauthorised paid or unpaid employment during your working hours.

This list is intended as a guide and is not exhaustive.

If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the School/Trust and its pupils.