



# Code of Conduct for Staff

New DCC policy November 2017  
Adopted – January 2018

**Date of Original Policy:** As above  
**Member of Staff Responsible:** Mr Ben Riggott / Mrs Krissie Marent  
**Review Date:** June 2021

**Approved by Ben Riggott on behalf of SLT – 02/06/2020**  
**Approved at FG on 09/07/2020 (min no: 62.2019/20)**

*Please note the term Subject Leaders relates to Faculty Leaders, Core Leaders and Lead Teachers at Parkside School.*

# CODE OF CONDUCT FOR STAFF

## 1 Introduction

Parkside Community School values and respects all members of the community. Colleagues are expected to work in co-operation and collaboration, within an ethos of mutual trust and confidence. All employees and volunteers must be committed to promoting the safety, welfare and interests of children (pupils/students) as paramount. Staff are expected to place the wellbeing, development and progress of children/young people at the heart of their professional practice.

- 1.1 The public is entitled to expect the highest standards of conduct from all the schools employees. To serve the school, you should implement its policies and perform your duties, with integrity, honesty, impartiality and objectivity.
- 1.2 The purpose of the Code is to assist you in carrying out your job by making clear the standards of behaviour Parkside Community School requires you to meet. It incorporates the existing laws, regulations and conditions of service you should be most aware of in your work for the school.

## 2 Scope

- 2.1 The Code applies to all employees of the school. The Code also applies to contractors, agency staff, volunteers and those on student/work experience placements working on behalf of the school.
- 2.2 You should read the Code in conjunction with professional standards, other school policies, requirements and guidance regarding standards of conduct in particular areas of work. This list is not exhaustive and you should familiarise yourself with any relevant guidance which may be provided in relation to your particular area of work. You should address any further queries you have to your line manager, senior leader or Headteacher.

## 3 Accountability

- 3.1 As an employee, you must act in accordance with the principles set out in this Code, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
- 3.2 If you fail to comply with the Code's provisions, this may result in action under the School's Disciplinary Procedure.

## 4 Maintenance of Standards

- 4.1 You should inform your line manager/Headteacher if you identify any deficiency in the service provided by the school, resulting from breaches of this Code. If you have concerns about raising the deficiency with your line manager, and wish to maintain confidentiality, you can use the school's Confidential Reporting Code. Under this code you should make disclosures about possible malpractice to:
  - a) Your line manager
  - b) Where (a) is inappropriate, the Headteacher or a Senior Leader
  - c) Where (a) and (b) are inappropriate, you should approach the Chair of Governors
  - d) Where the disclosure relates to potential harm/abuse of a child, you should contact the Local Authority Designated Officer (LADO), [currently Mr Miles Dent](#), contact details can be found in the Child Protection procedures and on the County Council website. ([www.derbyshire.gov.uk](http://www.derbyshire.gov.uk)).

- e) If the concern is regarding financial irregularities or fraud then you should report to the Headteacher/Chair of Governors. Where this is not appropriate you should contact the Audit Service at the Local Authority.

#### 4.2 **Honesty and Integrity**

You must maintain high standards of honesty and integrity in your work. You should treat all pupils/students, colleagues, parents/carers and visitors with respect and professional courtesy. You should maintain professional boundaries and avoid behaviour which may lead any reasonable adult to question your behaviour, motivations or intentions

- 4.3 In order to maintain high standards of working practice with and/or around children, you are expected to comply with 'safe working practice' guidance.

#### **Safeguarding Pupils/Students**

You have a duty to safeguard pupils/students from:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect
- Specific safeguarding issues as outlined by the DfE guidance, Keeping Children Safe in Education, which includes responsibilities in relation to Prevent.

You must take reasonable care of pupils/students under their supervision with the aim of ensuring their welfare and safety. Failure to do so may be regarded as neglect.

You must comply with school policy that supports the wellbeing of pupils/students and this includes co-operation and collaboration with external agencies that support the welfare of children.

There is a duty to safeguard pupils/students includes the duty to report any concerns about a pupil/student and to have a working knowledge of the procedures in place for this. You have a professional responsibility to inform an appropriate person if it is believed that a colleague is behaving in a way that compromises the wellbeing and safety of any child/young person or group of children or young people. You should know about and have access to the Confidential Reporting Code and the Whistleblowing Procedure and feel able to use this.

- Confidential Reporting Code (Whistleblowing policy) approved by Governors on 1 February 2016 (Min No:38/2015/16.13)
- National guidance is listed in Appendix 1

#### 4.4 **Setting an Example**

All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students.

You must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same and avoid putting yourself at risk of allegations of abusive or unprofessional conduct.

You must follow guidance in line with safer working practices.

You must not have any electronic communication, other than via the school's platforms, and/or accept as friends, pupils/students under the age of 18 including ex pupils, this includes the use of personal mobiles, and or social networking sites or media.

Expectations in relation to staff use of electronic communication, including the internet, are detailed in the school's policy, listed in Appendix 1. Attention is particularly drawn to section 6, of that policy, which covers the use of social media. You have a responsibility to familiarise yourself with the policy and adhere to the requirements entailed.

This policy should be read in conjunction with:

- Behaviour
- E-Safety
- Guidance for Safer Working Practice for Adults who Work with Children and Young People
- Keeping Children Safe in Education
- Special Educational Needs

#### **4.5 Dress and Appearance**

Your appearance, dress and behaviour is expected to promote appropriate boundaries and working relationships between the pupils and the staff/volunteer body, as role models and responsible adults in a position of trust. You should dress in ways that are appropriate and relevant to your role. You should dress in ways that are not likely to cause offense, embarrassment, distract or give rise to misunderstanding.

Please see the staff Code of Conduct – Reminders and expectations for Parkside Community School Staff, Appendix 3.

#### **4.6 Conduct Outside Work**

You must not behave in a manner which any reasonable adult would question your suitability to work with children or young people.

You must not engage in conduct outside work which could easily damage your own reputation and that of the school/college and this is especially important in and around our immediate local community

### **5 Disclosure of Information**

5.1 The school is committed to open government and to rights of public scrutiny and participation. Legislation, including the Freedom of Information Act 2000 and the Data Protection Act 1998, requires that certain types of information must be made available to the public and other recognised third parties and to employees. Advice and guidance on the requirements of the Freedom of Information and Data Protection Acts is available from the Legal Services' Division at County Hall and requests may be made through the Headteacher.

5.2 You have a responsibility to safeguard the security and confidentiality of personal information you hold and you should ensure that only the appropriate amount of information required is provided to those who have a clearly established and legitimate need to use it. Advice and guidance on existing statutory or common law obligations regarding confidentiality is also available to the school from the Legal Services' Division at County Hall.

5.3 You should not use any information obtained in the course of your employment for personal gain or benefit, nor should you pass it on to others who might use it in such a way.

### **6 Relationships**

#### **6.1 The Local Community, School Users and Other Employees**

- 6.1.1 You should always remember your responsibilities to the community you serve and ensure courteous, efficient and impartial service delivery to all users, groups and individuals within that community. These responsibilities apply equally to your conduct with fellow employees, contractors, agency staff, volunteers and those on student/work experience placements.
- 6.2 You are expected to work as part of a whole school team.
- 6.3 You should take positive steps to understand the roles of other colleagues in the children's workforce. You are expected to cooperate with other professional colleagues who have a role in enabling children/young people to thrive and succeed.
- 6.4 You should follow the school's ethos and approach in any communication with parents and carers.

## **6.2 Contractors**

- 6.2.1 If you engage in the provision of work under contract, or supervise contractors or have any other official relationship with contractors or have previously had or currently have a relationship in a private or domestic capacity with contractors, you should formally declare that relationship to your Headteacher/Chair of Governor.
- 6.2.2 Orders and contracts must always be awarded on merit, in accordance with Financial Regulations and Standing Orders in Relation to Contracts, and no special favour should be shown to businesses run by, for example, friends, partners or relatives in the tendering process. No part of the local community should be discriminated against.
- 6.2.3 As a private citizen, you should be aware of possible conflicts of interest when you buy goods or use the services of firms who have dealings with the School and you should follow official procedures relating to the disclosure of any such transactions.

## **7 Equalities**

- 7.1 You must comply with the School's Equalities Policy and legal requirements relating to equality issues. The School is committed to promoting equality of opportunity, preventing unlawful discrimination in all of its activities and to valuing diversity.

## **8 Appointment and other Employment Matters**

- 8.1 If you are involved in the appointment of employees, you should be aware that it is unlawful for you to make an appointment based on anything other than the ability of the candidate to undertake the duties of the post. To avoid any possible accusation of bias, you should not be involved in an appointment where you are related to an applicant or have/have had a close association with the applicant.
- 8.2 You should not be involved in decisions relating to discipline, promotion or pay and conditions adjustments for another employee who is a relative or with whom you have/have had a close association.
- 8.3 Where you have been provided with a "benefit in kind" or other untaxed income, whether this has been funded from the school's delegated budget, private school fund or parental contributions this must be formally recoded within the school for notification to the County Council. Where you are uncertain about whether you need to declare a "benefit in kind" or untaxed income you should discuss this with your Headteacher, who should consult with the County Council's Shared Service Centre.

## **9 Taking Other Employment**

9.1 You should not undertake additional employment (paid or unpaid), or allow your name to be put forward for consideration for such work, if your proposed additional work either will or has the potential to:

- Create a conflict of interest
- Overlap with official duties
- Make use of material to which you have access by virtue of your position
- Weaken public confidence in the School

You should, in any case, inform your Headteacher of any proposed secondary employment if you consider that any of the bullet points above apply. In general, there is no reason why someone should not be able to work simultaneously in two or more schools. This would not in itself create a conflict of interest and, therefore, the permission of your current employer is not required in order for you to seek additional employment, provided that none of the specific issues set out in the bullet points above would apply.

### **9.2 For supply staff only.**

If you have or are seeking additional employment either paid or unpaid in other establishments, or allow yourself to be considered for such work, the work in question should not;

- Create a conflict of interest
- Overlap with official duties
- Make use of material to which you have access by virtue of your position
- Weaken public confidence in the School or Council

When you consider any proposed other employment which may conflict with these requirements, you should inform your line manager(s) and you may be required to seek the agreement of Headteacher/Governing Board to the proposed additional employment. Supply teachers do not need the permission of a school that they are working with in order to seek additional employment, provided that none of the bullet points above would apply. In normal circumstances there would not be a conflict of interest.

## **10 Personal Interests**

10.1 Personal interests must not conflict with your public duty. An official position or information acquired in the course of your employment must not be used to further personal interests or for the interests of others.

10.2 You must declare to your Headteacher/Chair of Governors any:

- External financial or non-financial interest in any existing or proposed contract with the school or other organisational decision
- Membership of any organisation which could conflict with the school's interests

10.3 You should make any such declaration in writing to your Headteacher. Any such declaration by a Headteacher should be made in writing to the Chair of Governors.

## **11 Stewardship**

11.1 You must ensure that you use public funds entrusted to you in a responsible and lawful manner and must not utilise property, vehicles or other facilities of the School for personal use unless authorised in advance to do so. You should strive to ensure value for money to the local community and to avoid legal challenge to the School.

11.2 Personal Use of Internet and Email – any personal use must be in accordance with the School's current Acceptable Use of IT, Internet and Electronic Communication Policy and Guidance.

### 11.3 Personal Telephone Calls:

- Personal mobile phones should be used for any outgoing personal telephone calls, other than in exceptional circumstances (e.g. no signal available). In these circumstances the school telephone may be used, following the school's procedure for such use, recording and payment.
- Such outgoing calls/texts and personal incoming calls should occur infrequently and be kept as short as possible. For those working with children, calls/texts should not be made/taken during lessons, except in emergencies. As stated in the Acceptable Use of IT, Internet & Electronic Communication, 'Staff should not engage in 'recreational' chatting during working time, on email or through instant messaging, that results in lost productivity or distracts other employees from their work.'
- School mobile phones should not be used for personal use, except in emergency.
- Accredited professional association/union representatives may utilise the school telephone in accordance with the Facilities Agreement.

[https://derbyshire.inthehive.net/extranet/human\\_resources\\_payroll/advisory\\_hr\\_services/advisory\\_hr\\_TS/personnelhandbook/layouts/WordViewer.aspx?id=/extranet/human\\_resources\\_payroll/advisory\\_hr\\_services/advisory\\_hr\\_TS/personnelhandbook/Related%20Documents/Facilities%20Agreement%20\(January%202005\).doc&Source=https%3A%2F%2Fderbyshire%2Einthehive%2Enet%2Fextranet%2Fhuman%5Fresources%5Fpayroll%2Fadvisory%5Fhr%5Fservices%2Fadvisory%5Fhr%5F%2Fpersonnelhandbook%2Fdefault%2Easpx&DefaultItemOpen=1](https://derbyshire.inthehive.net/extranet/human_resources_payroll/advisory_hr_services/advisory_hr_TS/personnelhandbook/layouts/WordViewer.aspx?id=/extranet/human_resources_payroll/advisory_hr_services/advisory_hr_TS/personnelhandbook/Related%20Documents/Facilities%20Agreement%20(January%202005).doc&Source=https%3A%2F%2Fderbyshire%2Einthehive%2Enet%2Fextranet%2Fhuman%5Fresources%5Fpayroll%2Fadvisory%5Fhr%5Fservices%2Fadvisory%5Fhr%5F%2Fpersonnelhandbook%2Fdefault%2Easpx&DefaultItemOpen=1)

11.4 Intellectual Property is property which enjoys legal protection and is a result of intellectual effort, including patents, copyright, trademarks, designs and software. Where developed in the course of your duties, such intellectual property is the property of the School. You should not make use of the school's intellectual property to conduct private work.

11.5 Any copies of material taken for use within the school must only be as allowed under the Copyright Act and under the appropriate licensing agreement.

## 12 Corruption

12.1 You must be aware that it is a serious criminal offence for you to corruptly receive or give any gift, loan, fee, reward or advantage for doing or neglecting to do something or showing favour or disfavour to any person in your official capacity.

## 13 Hospitality and Gifts

13.1 You should only accept hospitality in the form of refreshments/attendance at events if there is a genuine need to impart information or to represent the school. All other offers of hospitality/gifts should be firmly, but politely refused. You should also ensure that accepting the hospitality does not create a conflict of interest and is not likely to cause embarrassment to the school.

13.2 You should report the offer of hospitality, whether accepted or not, to your line manager, and should ensure that all such offers are recorded in the appropriate hospitality register.

13.3 If gifts are offered or you suspect that an improper motive exists, you should always decline the offer and report it to your Headteacher/Chair. This includes any preferential rates offered for goods and services. Headteachers should report the offer to the Chair of Governors regardless of whether the offer is accepted or declined.

## **14 Sponsorship**

- 14.1 Where an outside organisation is seeking to sponsor a school activity, whether by invitation, tender, negotiation or voluntarily, the Code's provisions concerning acceptance of hospitality or gifts and working with contractors apply. No sponsorship deal should be made without the prior agreement of your Governing Body.
- 14.2 Where the school wishes to sponsor an event or service, you must declare in writing to your Headteacher any possible conflict of interest or any benefit which you or a member of your family, or anybody with whom you have a close association, is likely to receive. Similarly, where the school is providing sponsorship in the community, you should ensure that impartial advice is given and that there is no conflict of interest involved.

## **15 Contact with the Media**

- 15.1 Any enquiries from the media on work-related matters should be referred to the Headteacher and Chair of Governors who are advised to contact the Local Authority's Public Relations Division. You should seek formal authorisation from the Headteacher, who should consult the Public Relations Division, before you speak, write or give interviews to the media.
- 15.2 If you wish to publish books, articles or letters you have written in connection with your duties, you must first consult your Headteacher who will consult with the Governing Body and take legal advice.





## Appendix 1

### National Guidance

A number of additional sources of guidance are listed here. However, this list is not exhaustive and you should ensure that you familiarise yourself with any relevant guidance which may be provided in respect of your particular area of work. Any queries in this respect should be addressed to your line manager or the Headteacher.

#### Personnel Policies and Procedures of the School

- Terms and Conditions of Employment
- Confidential Reporting Code and Whistleblowing
- The Disciplinary Procedure
- Acceptable Use of IT, the Internet and Electronic Communication Policy and Guidance
- Equality and Diversity Policy
- Grievance Procedure
- Dealing with Complaints of Harassment
- Managing Allegations of Abuse against School Staff
- Financial Regulations, incorporating Standing Orders
- Freedom of Information Act 2000
- Computer Misuse Act 1990
- Policy Statements on AIDS and other Infectious Diseases
- Safeguarding Policy and Child Protection Procedure (Derbyshire/Derby City Safeguarding Children Board procedure)
- Keeping Children Safe in Education (DfE)
- Guidance for Safer Working Practice for Adults who work with Children & Young People in Education Settings
- Teachers' Standards 2013 (see appendix 2)



## Appendix 2

### Teachers' Standards updated June 2013

*The section from the document relating to conduct, as opposed to teaching practice, is copied below.*

#### Preamble

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct.

Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

#### Part Two: Personal and Professional Conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being in accordance with statutory provisions
- showing tolerance of and respect for the rights of others, not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs, ensuring personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.



## Appendix 3

### Staff Code of Conduct – Reminders & Expectations

#### Working Time

- Teaching staff working hours are 8.30am – 3.20pm – if teaching staff need to leave earlier than 3.20pm, there must be a valid reason and an R1 (Personal Leave) form completed in all cases.
- All R1 requests are approved by Mr Ben Riggott, Headteacher.
- Support staff working times may vary depending on contractual hours. Please complete the memo circulated (**Annually in September**) by the Business Manager (Krissie Machent) by the deadline. This is required by the SAP system (Finance & Payroll).
- Support staff are not paid for Brunch and Lunch breaks.
- As with teaching staff, an R1 (Personal Leave form) must be completed if staff leave prior to their normal finishing time. Medical and Dental appointments must **not** be made in work time, unless as an emergency.
- Staff are expected to be in their working area, ready for work at their stated starting time.
- Staff are reminded that routine monitoring of staff Personal Computers is carried out by the Business Manager.

#### Contact during lessons

Staff should not be disturbed during lessons, unless there is an emergency, or a register has not been taken

#### Sickness Absence

If you are ill, school needs to be notified on the day by 7.00am at the latest. Staff can leave a message on the answer machine before this time, please remember to state the reason for absence.

If staff are absent for either sickness or urgent leave, a self-certification form or R1 must be completed on the first day back to work. It is the responsibility of the member of staff to see Miss Russell personally to complete the form and, if the absence is over 10 days, take part in a back to work interview.

#### Disclosure and Barring Service (DBS)

DBS's will be renewed by DCC every 3 years. If you have had a criminal conviction, caution in the last 12 months, as a member of staff, you are required to declare this to the Headteacher immediately that it happens.

#### Disciplinary Rules

School Disciplinary Rules - explanations of Misconduct and Gross Misconduct, please note the attached extract, it is your responsibility to know the contents of the rules.

## **Code of Dress**

Colleagues are reminded of the need for a professional code of dress in school at all times.

No jeans (including brush denim skirts), combat trousers, shorts, trainers, leggings, low cut tops, short skirts, or T shirts with motifs. As a rule – if you would wear it on the beach or in a casual setting, then it's not appropriate in school.

## **Letters to parents / Correspondence**

- All letters should be word processed in the Parkside 'house style' of Arial, font 12.
- All correspondence must be forwarded by e-mail to Lorraine Clewes and Louise Wigston for proof reading before being issued (please cc in Sarah Russell) – this ensures that the Headteacher is aware of all correspondence going out.
- Our Logo should be used on all documents.

## **Laptops**

- No unauthorised software must be installed. Annual check will take place together with spot checks during the year. Laptops should not be left in cars, this invalidates the insurance.

## **Personnel Update**

- Equality Act – (Law from October 2010) - the Act harmonises and replaces previous legislation, such as the Race Relations Act 1976 and the Disability Discrimination Act 1995 and all documents in school have been amended to ensure they reflect this change.

The act covers nine protected characteristics, which cannot be used as a reason to treat people unfairly.

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

## **Personal and Professional Conduct**

- Colleagues are advised they should not engage in activities which could bring themselves or the school into disrepute. Lap dancing, working in a strip club - even behind the bar, drunk in a public settings are all not appropriate.
- Colleagues are reminded of the need to ensure their privacy settings on social media are high. This is to protect you.
- Awareness of downloads to You Tube, Facebook and Twitter, if colleagues need more information, please ask.

## **Policies**

- Staff are required to adhere to school policies. All policies are accessible to staff on the V Drive of the school network.

## **Portable Appliance Testing**

- Staff are reminded that any electrical equipment bought into school must be tested prior to bringing into school i.e. fans, desks lamps.

## **Disciplinary Rules**

In accordance with the requirements of the Employment Protection (Consolidation) Act as amended by the Trade Union Reform and Employment Rights Act 1993, and the ACAS "Code of Practice on Disciplinary and Grievance Procedures" this is to notify you of the school's disciplinary rules.

### **(a) Gross Misconduct**

Gross Misconduct is generally seen as misconduct serious enough to destroy the contract between the employer and employee making any further working relationship and trust impossible. An allegation of gross misconduct may therefore lead to immediate suspension from work, pending investigation. However, it is important that consideration is first given as to whether there are any suitable alternatives to suspension. (*See full details in Part 2, section 4 Suspension*). If, after due consideration, the allegations are substantiated, the employee will be dismissed without notice unless there are any mitigating circumstances. Examples of gross misconduct relating to all employees include:

- i. Unauthorised removal, possession or theft of property belonging to the school, a fellow employee, pupil, or member of the public.
- ii. Acts of violence including the physical assault of a fellow employee, pupil or member of the public.
- iii. Falsification of qualifications or information which are a statutory or essential requirement of employment or which result in additional remuneration.
- iv. Sexual misconduct at work.
- v. Deliberate damage to, or serious misuse of, school property.
- vi. Deliberate falsification of records attendance sheets, bonus sheets, subsistence and expense claims etc.
- vii. Disclosure of confidential matters to public sources, where not required for employee relations purposes; (including disclosure to the third party, without authority of personal confidential information acquired during the course of employment at the school) or the unauthorised use or disclosure of any computer-held or computer-generated information from which a living individual can be identified.
- viii. Acceptance of bribes or other corrupt practices and other offences of dishonesty.
- ix. Conviction for a criminal offence unconnected with the school but which removes an employee's acceptability to remain in employment, e.g. sexual abuse of a child, serious drugs offence etc.
- x. Serious breaches of health and safety rules including deliberate damage to, or misappropriation of, safety equipment.
- xi. Serious negligence, which causes or might cause unacceptable loss, damage or injury.
- xii. Holding unauthorised paid employment during paid school time.

- xiii. Failure to meet the registration requirements of a statutory regulatory body.
- xiv. Serious incapacity through alcohol or being under the influence of illegal drugs, except where the case would be more appropriately dealt with under separate procedures.
- xv. Serious acts of insubordination.
- xvi. Bullying, intimidation, victimisation or other forms of harassment.
- xvii. Downloading or distributing pornographic, obscene, offensive or illegal material.
- xviii. Serious maladministration of statutory tests and examinations.
- xix. Serious misuse of the School's name.
- xx. Failure to observe relevant Local Authority Safeguarding policies and procedures plus the Financial Regulations.

**(b) Other Misconduct**

The great majority of breaches of disciplinary rules will not be sufficiently serious to warrant dismissal without previous warning. Examples of offences which will not normally result in dismissal without previous warning are listed below and relate to all employees.

- i. Refusal to comply with the reasonable and lawful instructions of management.
- ii. Negligence in the performance of duties.
- iii. Negligence in the administration of statutory tests and examinations.
- iv. Failure to attend work regularly and punctually during agreed working hours; failure to report inability to attend work due to illness for any other reason, promptly, and in accordance with the school's procedures; unreasonably prolonging absence by neglecting to act on medical advice.
- v. Absenteeism and leaving the workplace without permission.
- vi. Misconduct in relationships with other members of staff, pupils, or members of the public, to include conduct which is not in accordance with the principles of mutual trust, respect and courtesy.
- vii. Swearing or abuse of members of staff, pupils, or members of the public.
- viii. Being under the influence of drink or other intoxicants sufficient to affect work performance.
- ix. Non-compliance with sickness pay scheme.
- x. Falsification of qualifications or information other than those which are a statutory requirement for employment.
- xi. Abuse of position – using an official position for private advance or for the private advantage of some other person.
- xii. Criminal offences – where the offence/alleged offence has employment implications but is not sufficiently serious to constitute gross misconduct.

- xiii. Employees whose posts are subject to Disclosure & Barring Service– failure to notify line management of any activity likely to result in subsequent criminal investigation, conviction or police caution being served. For those employees subject to the provisions of the Disqualification under the Childcare Act regulations – failure to report a change in status potentially affecting their ability to work with the relevant age groups of children.
- xiv. Damage to school property – deliberate damage, misuse, or use without authority of the property of the school, fellow employees, or other members of school community.
- xv. Discrimination – against a member of the public or colleagues on grounds of gender, sexual orientation, marriage & civil partnership, age, race, religion & belief, gender re-assignment, pregnancy & maternity or disability.
- xvi. Failure to observe the policies of the school and relevant Local Authority Safeguarding policies and procedures plus the Financial Regulations, school’s Code of Conduct and other applicable rules.
- xvii. Safety – failure to act in accordance with applicable Health and Safety Policies; any act or omission on the part of the employee which endangers the health or safety of themselves, other employees, school users or members of the public.

The lists of examples of breaches of conduct are not comprehensive or exhaustive but should provide an indication of the standards required. The extent and scale of the allegations will be considered when deciding whether or not they are considered to be misconduct or gross misconduct.

## Appendix 3 – INSET presentation to staff regarding Staff Code of Conduct – Reminders & Expectations

Inserted 1 October 2020 - VOZ



**PARKSIDE** COMMUNITY SCHOOL

**Staff Training Day**  
**Wednesday 2 September 2020**

**Code of Conduct**  
**Reminders and Expectations**

Krissie Machent  
Business Manager

OSHA

The slide features a white background with a blue and grey geometric pattern in the corners. At the top left, there is a logo for Parkside Community School, a green heart icon, a blue tree icon, and a blue hand icon. The main text is centered and uses a mix of blue and orange colors. A small OSHA logo is in the bottom right corner.



**PARKSIDE** COMMUNITY SCHOOL

**School Opening & Security**

**School is open from:**

<b>Monday to Thursday</b>	<b>07:00 – 19:00</b>
<b>Friday</b>	<b>07:00 – 18:00</b>

**Staff must wear ID badges at all times**  
*Staff photographs date to be confirmed*

**Security Cards give staff access to school buildings**  
**from 7:00 until 19:00 each day**

**All visitors must sign in at reception and wear a**  
**visitor badge**

OSHA

The slide features a white background with a blue and grey geometric pattern in the corners. At the top left, there is a logo for Parkside Community School, a green heart icon, a blue tree icon, and a blue hand icon. The main text is centered and uses a mix of blue and black colors. A small OSHA logo is in the bottom right corner.





## Working Time

**Teaching staff working hours are from 8:30 – 15:20**

*Directed time policy available upon request*

**Support staff contractual hours and week per year vary depending on role**

**Confirmation of working hours & breaks are required for all support staff at the start of the Autumn term**



## Personal & Professional Leave

**Personal leave (R1) & Professional development forms available from the main office**

**Authorisation required from your Line Manager before passing to Sarah Russell**

**R1's approved by Ben**

**Professional development forms approved by SLT**

***Medical and dental appointments must not be made during working hours unless it is an emergency***



## Expectations

**Ready for work at stated start time**

**Registers taken promptly**

**Room changes**

**Staff should not be disturbed during lessons, *unless you have not completed your register or in the event of an emergency***

**Emails**

**Routine monitoring of staff computers**



## Sickness Absence

**Notify school by 7:00am**

**Answerphone message accepted**

**R1 required upon return - SRU**

**Staff monitoring in line with school policy**



# Disclosure & Barring Service

**Disclosure & barring service (DBS) every 3 years by Derbyshire County Council**

**DBS Certificate – Vicky Ozen**

**If you have had a criminal conviction/caution in the last 12 months, you are required to declare it to the Headteacher immediately.**



# Policies

**Staff can access all current school policies on share point**

**Email pre-selected policies – statutory requirement**

**Vital you read and understand the implications**

**Any questions, please contact Vicky or me for clarification**





## **Confidential Reporting**

**Disciplinary rules and your responsibility under confidential reporting**

**You are often the first to realise something is wrong in school**

**Reluctance to report**

**Concerns to any member of the Senior Leadership Team**

**Please don't keep it to yourself**



## **Informality with students**

**What you say can be open to interpretation by the student**

**Informality**

**Flippant comments**

**Supervision**





## Personal & Professional Conduct

**Colleagues are advised not to engage in activities which could bring themselves or the school into disrepute**

**Privacy settings on social media sites**

**Awareness of photographs and videos shared of you**



## Keeping yourself safe

**Photographing students – delete from your personal device as soon as possible**

**Security lock on your mobile phone**

**Student contact details**

**Please do not have current or past students as friends on social media sites**





## **Staff code of dress**

**Professional code of dress in school at all times**

**Office attire please**



## **Correspondence**

**Parkside house style - Arial, font size 12 and contain the school logo**

**Correspondence proof-read by Louise Wigston or Lorraine Clewes and approved by Ben if required**





## Staff Reference Requests

**If you are asked to write a reference for a member of staff,  
please ensure Ben is aware**

**Staff absence records are held confidentially**

**A copy of any reference required for staff personnel file**



## Laptops

**No unauthorised software**

**Laptops should be kept secure**

**Annual spot checks and audits**

**Please remember to back up any data you have stored on  
your laptop to the school network. See DBO for full details.**

