



HIGH WELL SCHOOL
Preparing for Positive Futures

Employee Code of Conduct 2023/2024

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Signed by Chair of Governors:	
Date:	

Table of Contents	Page Number
Scope of the Code of Conduct	2
Introduction	2
1. Core Values, Conduct and Standards	2
1.1 Core Values	3
1.2 Standards	3
2. Disclosure of Information	4
3. Political Neutrality	4
3.1 Political Restrictions	4
4. Relationships, Employment and Other Employee Matters	4
4.1 Relationships	5
4.2 Appointment and other employment matters	5
5. Outside Commitments	5
6. Personal Interests	6/7
7. Equality Issues	7
8. Tendering, Corruption and Financial Information	7
8.1 Separation of roles during tendering	7
8.2 Corruption, fraud and theft	7
8.3 Use of financial information	8
9. Relationships with Students	8
9.1 Boundaries between personal and professional relationships with student s	9
9.2 Gifts and students	9
10. Safeguarding of Students	9-12
10.1 General	9-12
10.2 Safeguarding the welfare of students	9-12
11. Gifts, Hospitality and Sponsorship	13
11.1 Gifts and Hospitality	13
11.2 Sponsorship	13
12. Contact with the Press and Media	13
13. Use of Electronic Equipment	13
13.1 Context	13
13.2 Standards Expected	13
13.3 Restrictions on use	14
13.4 Security clearance for data usage	14
13.5 Personal use	14/15
14. Health and Safety	15
14.1 General	15
14.2 Driver competency	15
14.3 Smoking	15
14.4 Alcohol and drugs	15
15. Conduct and Standards	15
15.1 Conduct outside working hours	15
15.2 Standards of dress and appearance	16
15.3 Language	16
Appendix 1: Register of Employee's Interests – Employee Declaration Form	18
Appendix 2: Register of a secondary employment or voluntary work	19
Appendix 3: Registration of an underlying health condition requiring an adjustment to standards of dress and appearance	20

Scope of the Code of Conduct

This Code of Conduct applies to all teaching and support staff employed to work at High Well School.

This Code is aimed at ensuring such employees are aware of the standards of behaviour expected of them by the Senior Leadership Team and Governing Body.

Whilst this Code refers to employees of the school reporting actions to the Head Teacher, however, where an employee is the Head Teacher, this should be read as the Head Teacher reporting actions to the Chair of Governors.

Introduction

- a) The public is entitled to expect the highest standards of conduct from all employees who work at High Well School.
- b) High Well School is committed to ensuring all our students are supported and safe. The school has a commitment to the safeguarding of all our students and promoting their welfare, and expects all staff to share this commitment.
- c) The Governing Body and Senior Leadership Team will ensure that this Code is followed by all employees and will deal with any breaches of this Code immediately.
- d) Failure to follow the standards set out in this Code may be regarded as serious and any breach could lead to disciplinary action being taken against an employee under the school's disciplinary procedure. Any disciplinary action will be that considered appropriate in the circumstances of a breach, up to and including summary dismissal.
- e) The Governing Body recognises that some employees will be required to work to their own professional code(s) of conduct when carrying out their duties. In exceptional circumstances there could be a conflict between this Code and the requirements of a professional code of conduct. In such circumstance's employees must discuss the conflict with a member of the Senior Leadership Team before taking any action(s) which could be contrary to this Code.

1. Core Values, Conduct and Standards

This Code reflects the local authorities and school's core values and behavioural expectations of employees, which are as follows:

1.1 Core values

a) Respect for All

Every employee will be polite and supportive to each other. Everyone's contributions will be valued, and employees will listen to others and be sensitive to their position.

b) Ambition

Every employee will set high standards and aim to continually improve. Feedback on performance will be sought and acted upon and employees will be encouraged to put forward new ideas to support further improvements to service delivery.

c) Integrity

Every employee will, in acting as an ambassador for the Council and/or the school, maintain high standards of personal conduct demonstrated through an honest, open, impartial and tolerant approach when dealing with students, colleagues, members of the public and other organisations.

1.2 Standards

- a) Employees are expected to give the highest possible standard of service to the whole school community. Employees are expected to make the Senior Leadership Team aware of any deficiency in the provision of service. This will be through agreed procedures and without fear of recrimination.
- b) Employees must be aware of the Governing Body's Customer Care Standards and ensure they apply these standards when dealing with students, parents and other members of the community that the school serves.
- c) It is the duty of each employee to report to an appropriate Senior Leader any impropriety, breach of procedure, unlawfulness or maladministration. Where this applies to the Head Teacher, the Chair of Governors is the point of contact.
- d) Employees must be aware of the Whistleblowing Policy which gives support and protection for any employee who reports any wrongdoing.

2. Disclosure of Information

- a) The law relating to GDPR requires that certain types of information must be available to members, auditors, government services, students and the public. The Governing Body may decide to be open about other types of information. Employees must be aware of which information the Governing Body are not open about, and act accordingly. If an employee is not sure they should ask for guidance from an appropriate Senior Leader.
- b) Employees must not use any information obtained in the course of their employment for personal gain or benefit, nor must they pass it on to others who might use this information in such a way. Any personal information received by an employee from the Governing Body or Senior Leadership Team, should not be divulged by the employee without the prior approval of the school, except where disclosure is required or sanctioned by the law.
- c) The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR). Employees must adhere to the Data Protection Act 1998 at all times. Everyone responsible for using personal data has to follow strict rules called 'data protection principles', and must ensure that all school focussed information is: used fairly, lawfully and transparently. Employees must not disclose personal information about other employees or a member of the public, including students and parents, to a third party without their agreement to do so (unless exempt under the Act).

3. Political Neutrality

- a) Employees have responsibility to the school and local authority as a whole. It follows that they have responsibilities to all Councillors and Governors not just those of the controlling group, and must ensure their individual rights are respected.
- b) Where employees are required to advise political groups / the Governing Body, they must do so in ways which meet the corporate objectives of the local authority and school, and which are balanced to reflect their political neutrality.
- c) Employees, regardless of political restrictions, must follow every policy the school has adopted and must not allow their own personal or political opinions to interfere with their work.

3.1 Political Restrictions

- a) Although political restrictions would not typically apply to school-based employees, some posts are politically restricted because of their specific duties within the local authority. Employees of the school must not speak on behalf of High Well or the local authority to journalists or broadcasters, unless expressed permission is given to do so.

4. Relationships and Appointments

4.1 Relationships

For the purpose of this section, a personal relationship includes, but is not limited to:

- a personal friend or mentee / mentor or similar
- a former / current business associate
- a current or previous non-co-habiting partner, partner by marriage, civil partnership, or co-habiting arrangement
- immediate family members including those not related through blood
- extended family members including those not related through blood

Governors

Employees are responsible to the local authority through the Head Teacher and Governing Body. The role of some employees is to give advice to School Governors.

Where a Governor or employee is a member of an employee's family, immediate or extended including those not related by blood, they must inform the Head Teacher of this personal relationship. The Head Teacher will then determine the most appropriate arrangements regarding that employee's professional relationship with the Governor.

The local community

Employees must always remember their responsibilities to students and the community that the school serves and must at all times ensure courteous, efficient and impartial service delivery to all groups and individuals, as defined by the policies of the school.

Students

Where a student is a member of an employee's family, immediate or extended including those not related through blood, employees must inform the Head Teacher of this personal relationship. The Head Teacher will then determine the most appropriate arrangements regarding that employee's professional relationship with the student.

Contractors

Employees must inform the Head Teacher of all personal relationships of a business or private nature with external contractors, or potential external contractors. The Head Teacher will then determine the most appropriate arrangements regarding that employee's professional relationship with the contractor or potential contractor. Orders and contracts must be awarded on merit, by fair competition, against other tenders. Special favours must not be shown in the tendering process to businesses run by, for example, friends, partners or relatives of employees. No part of the local community should be discriminated against.

Employees who engage with, supervise or have any professional relationship with external contractors, or potential external contractors, and have previously had or currently have a personal relationship with that contractor must declare that relationship to the Head Teacher. The Head Teacher will then determine the most appropriate arrangements regarding that employee's professional relationship with the contractor or potential contractor.

Employees must not engage the relatives or friends of any school employee to undertake paid remedial, or other minor, work within the school without completing an auditable tendering process, outlined at Section 8.

Other employees

Employees must declare any personal relationship with other employees of the school to the Senior Leadership Team to enable early consideration about whether such a relationship could cause or be perceived to cause a conflict of interest. Should a conflict of interest be identified, there may be a need to consider the possibility of alternative employment or a change of duties.

Employees must treat colleagues with courtesy and respect. Verbal or physical abuse, bullying and insubordination to colleagues will not be tolerated.

School governors

Where a School Governor, including the Chair of Governors, is a member of an employee's family, immediate or extended including those not related by blood, employees must inform the Head Teacher of this personal relationship. The Head Teacher will then determine the most appropriate arrangements regarding that employee's professional relationship with School Governors.

Head Teacher

The Head Teacher must inform the Chair of the Governing Body of any personal relationship they have with any student, other employee or member of the Governing Body. The Governing Body should consider any declaration and potential for conflict of interest and take appropriate action (s) to mitigate any perceived conflicts.

His Majesty's Inspectorate of Education (HMIE) / Office for Standards in Education Inspectorate (Ofsted)

Employees, who are in a personal relationship with any member of the HMIE / Ofsted Inspector, must declare a conflict of interest if that person is involved in an inspection of the school.

4.2 Appointment and other employment matters

- a) All employees involved in the appointment of staff must make sure that appointments are made on the basis of merit. It would be unlawful for an employee to make an appointment based on anything other than the ability of the candidate to do the role. To avoid any possible accusation of bias, employees must not be involved in an appointment where they have a personal relationship with an applicant. The HR Manager is responsible for monitoring the recruitment and selection of all staff, and possible conflicts should be escalated immediately.
- b) Similarly, employees must not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee with whom they are in a personal relationship.

5. Outside Commitments

- a) Support staff employed on NJC Terms and Conditions are required to obtain consent from the Head Teacher to take any additional employment and/or unpaid / voluntary work and/or self-employment such as consultancy work. Such consent will not be withheld without a good reason which would have a negative impact on the interests of the school.
- b) Employees, regardless of grade and/or position, should be clear about their contractual obligations and should not take any additional employment and/or unpaid / voluntary work and/or self-employment which conflicts with the interests of the Governing Body.
- c) Employees taking additional employment and/or unpaid / voluntary work and / or self-employment must ensure that the total number of hours worked in a week is not, or is not perceived to be, a risk to their own or their colleagues' health and safety. Specifically, the Governing Body expect employees to notify the Head Teacher of any additional employment and/or self-employment which may result in their total working time going above an average of 48 hours a week. The Head Teacher will notify the Governing Body of such additional employment and/or unpaid / voluntary work and/or self-employment.
- d) An employee's declaration of additional employment does not remove the right of the Governing Body to act against any employee if that additional employment and/or unpaid / voluntary work and/or self-employment is deemed to be, or has been, detrimental to the school's interests or reputation or where it affects the employee's work performance in their substantive post.

- e) The use of school employees and resources, (e.g. computers, telephone, photocopier, etc.) for non-work-related purposes is forbidden unless appropriate arrangements are made and approval is given by the Senior Leadership Team.
- f) Employees must follow the Governing Body's rules on ownership of intellectual property or copyright created during the course their employment. Intellectual property is a generic term that may include creative writing and drawing, teaching materials including handouts, PowerPoint presentations etc and students work including progress and achievement records. Intellectual property and copyright are the sole and exclusive property of the Governing Body as appropriate in the circumstances. Employees are advised to consult with the Head Teacher if they have any doubts as to whether their materials are exempt from these provisions.
- g) Employees are sometimes requested to give presentations/advice using their professional skills and expertise, for organisations other than the local authority or the school. If the work is done as an official work duty, the employee must ensure the Governing Body receives any fee paid for this.
- h) If the work is not done as an official work duty, the employee may keep any fee paid, provided that the preparation and the presentation/advice is done in the employee's own time and the employee is not acting as a representative of the school.

6. Personal Interests

- a) Employees who influence or are responsible for funding, contracting, procurement or purchasing decisions within school must declare to the Head Teacher, any personal financial or non-financial interests that may be deemed to conflict with the Governing Body's interests.
- b) Personal interests are defined within the guidance notes concerning 'Registration of Employee Interests' and include, for example, an involvement in a professional capacity with an outside organisation which has dealings with the school's interests, e.g. grant requests. Please refer to the guidance on 'Registration of Employee Interests' for further details and the registration form. This document must be completed by all school employees, defined in 6a) above, on an annual basis in the autumn term. Any new appointees, with such influence and responsibilities referred to in 6a) above, who join the school during the academic year must complete the document at the time of their appointment.
- c) Where an employee has declared an interest the Head Teacher will convey details of that interest on the Register of Business Interests under the authority of the Governing Body to ensure that the interest is fully considered and any necessary action taken to avoid all situations of potential conflict.
- d) Where an employee is involved, directly or indirectly, in any procurement process (formal or informal), a Registration of Interest must be completed if one of the companies/individuals submitting a quote is connected in any way to that employee. This should also apply to any employee who may not be directly or indirectly involved in the procurement process but who may be able to influence the outcome of that process.
- e) The Governing Body respect the rights of employees to a life outside work but do require employees to clearly separate their employment from activities in their private life. Employees must only present their views or act on issues outside work, for example communications with third parties or as a member of a pressure group, as a private individual.
- f) Employees are expected to raise concerns about work-related issues through the Senior Leadership Team and Governing Body, applying the appropriate procedures. It is not acceptable for employees to pursue work - related issues which affect them as a private individual, where there is a conflict between their private interest and their contractual duties as an employee.
- g) All activities undertaken by employees during working hours must assist and/or support, not conflict with, the work of the school. This does not restrict employees having the right to legitimate protest on issues relating to their security of employment or changes to their conditions of service.

- h) Employees should declare membership of any secret societies to the local authority and Governing Body, via the Head Teacher. The definition of secret society is as follows: “Any lodge, chapter, society, trust or regular gathering or meeting which:
- a. is not open to members of the public who are not members,
 - b. includes a requirement to make a commitment (whether by oath or otherwise) of allegiance in order to gain membership
 - c. includes, whether initially or subsequently, a commitment (whether by oath or otherwise) of secrecy in regard to rules, membership or conduct.”

7. Equality Issues

- a) The local authority and school are an equal opportunities employer and employees must ensure they are aware of, and comply with, all workplace policies relating to equality issues.
- b) All members of the school community have a right to be treated with fairness and equality.
- c) Employees must be familiar with the Governing Body’s policy on discrimination and harassment and ensure they treat all the school community with dignity and respect.
- d) If employees consider that they have been subject to discrimination and/or harassment in the course of their employment, they must report this to the HR Manager at the earliest opportunity so the concerns can be investigated and responded to as appropriate.

8. Tendering, Corruption and Financial Information

8.1 Separation of roles during tendering

- a) Employees involved in the tendering process and dealing with external contractors must be clear on the separation of client and contractor roles within the local authority and school. Where tendering involves an in-house contractor, employees must be mindful of the need for accountability and be aware of the local authority’s commitment to providing best value at all times. Employees who have both client and contractor roles must be aware of the need for equality.
- b) Employees must exercise fairness and impartiality when dealing with all third parties.
- c) Employees who have access to confidential information on tenders or costs for internal or external contractors must not disclose that information to any unauthorised person or organisation.
- d) Employees must ensure that no special favour is shown to current or recent former employees or anyone with whom they are in a personal relationship with.

8.2 Corruption, fraud and theft

- a) It is a serious criminal offence for employees, in their professional capacity, to corruptly receive or give any gift, loan, fee, reward or advantage for doing, or not doing, something or showing favour or disfavour to any person. If an allegation is made the employee must be able to show that any benefit has not been dishonestly gained or such conduct will be considered under the School’s Disciplinary Procedure.
- b) The deliberate falsification of documents is not acceptable. If an employee does this for their personal financial benefit it may be regarded as a criminal offence requiring police investigation as well as being deemed a serious breach of this Code of Conduct which will be given appropriate consideration in accordance with the school’s Disciplinary Policy. If this is done for a non-financial benefit (e.g. failure to record contractual hours not worked) it will be regarded as a serious breach of this Code of Conduct which again will result in the matter being considered in accordance with the school’s Disciplinary Policy.
- c) Theft of the school’s funds or property is considered gross misconduct under the school’s disciplinary procedure and may be reported to the Police. Borrowing school property or money, even when the employee has every intention of returning it within a very short period of time, is considered as theft.

- d) Any employee committing a fraudulent act against the School or found to be involved with bribery in the performance of their duties will be subjected to the School's Disciplinary Policy and may be reported to the Police (whether or not the act is outside of their direct employee role). For example, benefit fraud, submitting a false Insurance Claim against the local authority/school, Council Tax evasion, Council Tax or other services financially supported by the local authority, are all offences against the local authority that can be committed by employees outside of their direct role and which are likely to be subject to investigation under the school's Disciplinary Policy. The action taken by the school's Senior Leadership Team in relation to such conduct from employees will be entirely separate to any criminal sanction which may be pursued by the police.

8.3 Use of financial information

- a) School employees must ensure that they use these public funds in a responsible and lawful manner at all times. They should strive to ensure value for money and to avoid legal challenge to the local authority and/or Governing Body.
- b) The application of financial regulations safeguards the school's assets, and the use of financial and other resources. Employees must comply with these regulations when using or collecting public funds. When placing orders for goods and services, employees must ensure that all rules are complied with, in particular the Financial and Contractual Procedures Rules.

9. Safeguarding of Children

Safeguarding of children must always be a priority. Within this document there are references to 'students'. This is a generic term which applies to any child under 18 years of age, current and ex-students. The local authority and school are wholly committed to ensuring that the statutory guidance contained in 'Keeping Children Safe in Education' is fully implemented.

For additional information please refer to the school's Safeguarding Policy for further information, also ensuring you have read part 1 of the KCSiE statutory guidance.

9.1 Responsibilities

It is important to highlight the responsibilities of the school and its employees in safeguarding students who depend on the school's services. All staff must be aware of and understand the school's Safeguarding Policy.

Employees and the Senior Leadership Team have a responsibility to create and maintain a culture that will help deter, prevent and detect inappropriate or abusive behaviour. These responsibilities include:

- Ensuring effective policies and procedures are in place;
- Following the school's DBS Policy and Safer Recruitment steps;
- Setting acceptable standards of behaviour;
- Taking concerns seriously;
- Increasing awareness/commitment to safeguarding.
- Adherence to the guidance included within the document 'Guidance for safer working practice for adults who work with children and young people' (which can be found at www.wakefieldscb.org.uk/education-resources)
- Reporting all safeguarding issues resulting in the termination of an employee's contract of employment to the DBS (and where appropriate or other such bodies)

All behaviour or action on the part of employees will be open to scrutiny. This will include any conduct, behaviour, and/or relationships that may occur outside of the work role/place where it is felt that it conflicts with their role in school. Any behaviour or action between employees and students which involves secrecy is almost certainly inappropriate and is likely to constitute a serious breach of this Code of Conduct which will be given appropriate consideration in accordance with the school's Disciplinary Policy.

Employees are expected to report any incidences that suggest a child may be infatuated with another member of staff in accordance with 'Keeping Children Safe in Education'.

9.2 Boundaries between personal and professional relationships with students

- a) The school's duty of care towards its students must always be placed above all other interests. An employee must not compromise their relationship with students by pursuing conflicts of interest such as unprofessional, emotional or physical interaction and / or sexual interaction.
- b) Employees must ensure appropriate boundaries in terms of relationships with student are maintained. If an employee has difficulty enforcing or maintaining appropriate boundaries in terms of their professional relationship with a student because of the actions or responses of the student themselves, the issue must be referred to the Head Teacher immediately to allow appropriate action to be taken and recorded. In the absence of the Head Teacher, the employee must speak with another member of the Senior Leadership Team.
- c) Employees must understand the importance of establishing and adhering to boundaries to avoid being open to allegations of favouritism towards or in some cases abuse of a student.
- d) The following are examples of prohibited behaviour which fall outside the boundary of what is acceptable behaviour with regard to maintaining a professional relationship with students. This list is not exhaustive but indicative of behaviour deemed to be unacceptable.
 - Sexual relationships
 - Kissing and intimate touching
 - Other types of inappropriate physical contact (e.g. tickling and 'rough play')
 - Indicating affection or love for a student
 - Planned or pre-arranged social meeting in public or in private which are not directly related to the duties and responsibilities of the employee e.g. employees accompanying students on an outing
 - Using illegal drugs with a student
 - On-line (internet) contact with students which is of a social nature, such as becoming 'friends' on social networking sites
 - Contact with students of a social nature using electronic communication systems such as e-mail, text messaging, web cameras or mobile phones
 - Inviting students into an employee's home
 - Transporting students in their private vehicle (other than circumstances described in 9.3 below)
- e) Employees assisting students to break the laws in relation to the use of cigarettes, alcohol and/or illegal drugs will be deemed to have committed a serious breach of this Code of Conduct which will be given appropriate consideration in accordance with the school's Disciplinary Policy.
- f) If an employee reasonably suspects another employee is acting contrary to the provisions set out above they must report this to a member of the Senior Leadership Team as referred to in the school's Safeguarding Policy immediately. Employees may also refer to the school's Whistleblowing Policy.
- g) Employees will be expected to report any serious or ongoing issues linked to safeguarding responsibilities to the school's Senior Designated Safeguarding Lead (Head Teacher) for their consideration including matters arising from an individuals' domestic circumstances e.g. if an immediate member of their household is subject to an investigation of alleged child harm. Similarly, all employees are expected to remain vigilant and where appropriate report any concerns as required under the Prevent Duty with regard to the potential radicalisation of a student.
- h) Whenever it is suspected or alleged that an employee may have:
 - Behaved in a way that has harmed, or may have harmed, a student;
 - Possibly committed a criminal offence against, or related to, a student; or
 - Behaved towards a student in a way that indicates they are unsuitable to work with young people

The school will report such concerns to the Local Authority Designated Officer (LADO) within Children and Young Peoples Service in order that the matter be considered and action taken where required. Where the LADO determine that no further action will be taken by them the school will consider appropriate action within its disciplinary procedure, if applicable.

This is in line with the statutory guidance 'Working Together to Safeguard Children' (2015) https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf and Keeping Children Safe in Education <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>. These links are also available via the Wakefield District Safeguarding Children's Partnership website www.wakefieldscb.org.uk

9.3 Transporting children

- a) Employees should not ordinarily transport students outside of the regular requirements of their role. The exception to this would be if a student were at risk or danger of harm, or, by not doing so would put the student at risk of danger or harm.
- b) Approved journeys should not be undertaken without prior agreement and a plan in place to do so safely which have been subject to an appropriate risk assessment.
- c) Where the circumstances involve transporting a student alone, the journey should be for the minimum time possible, and employees are expected to notify the Head Teacher of the circumstances of the incidence including the nature, route and time of journey.
- d) The student's welfare remains the responsibility of the employee during any such journey and all applicable professional standards and procedures apply until the student can be safely handed over to a responsible adult and the student's welfare is safely discharged.

9.4 Position of trust

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

9.5 Childcare (Disqualification) Regulations 2009

High Well School does not provide childcare or teaching services to under 8's. However, in the event an equivalent services were created and managed by High Well School, all employees providing early years childcare or later years childcare (up to the age of 8) in before or after school (or other non-classroom settings), or who are directly responsible for managing such childcare as defined by the Childcare (Disqualification) Regulations 2009 must make an affirmation, every 5 years, that they are not disqualified from working in these settings.

Employees must bring to the attention of the Senior Leadership Team any criminal convictions, cautions, police enquiry or pending prosecution during the course of their employment and also declare any such issues relating to anybody else living within their household as required under these Regulations.

In circumstances of disclosure, an assessment will then be made as to whether the employee is disqualified from working with children in these specific settings. Any decision taken to disqualify an employee can be subject to a waiver being sought from Ofsted albeit the disqualification will remain in force pending Ofsted's decision. Employees will be reminded of this requirement on a regular basis. Further information about the disqualification criteria is available from the Head teacher or HR Manager.

10. Gifts, Hospitality and Sponsorship

10.1 Gifts and hospitality

- a) It is against the law for public servants to take bribes. Employees need to take care that they do not accept any gift that might be construed by others as a bribe, or lead the giver to expect.
- b) Employees must only accept offers of hospitality if there is a genuine need to pass on information, or represent the Governing Body within the community. Similarly, they may attend events hosted by organisations with which the local authority or the Governing Body has a formal partnership working arrangements if this is seen to be helping to strengthen the partnership.
- c) Offers to attend purely social or sporting functions must only be accepted when these are part of the life of the community or where the school should be seen to be represented. If accepted on this basis, the same must be properly authorised and recorded by the Head Teacher prior to the event taking place.
- d) When hospitality has to be declined those making the offer must be politely informed of the local authority's and Governing Body's procedures and standards.
- e) Employees must not accept significant personal gifts from contractors and outside suppliers. Keeping insignificant items of token value, such as pens or diaries, is acceptable. Accepting personal gifts of small value (£10, or less) from outside suppliers or private individuals may be allowed if authorised by a member of the Senior Leadership Team.
- f) If an employee receives a gift with more than a token value without warning, it must be reported immediately to the Head Teacher, who will decide in consultation with the Governing Body whether the gift should be returned.
- g) When receiving authorised hospitality employees must be particularly sensitive to timing in relation to any decision which the Governing Body may be taking affecting those providing the hospitality.
- h) Accepting hospitality by attending relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal and where the Governing Body is satisfied that any purchasing decisions are not compromised. Where visits to inspect equipment etc. are required, employees must ensure the school meets the cost of such visits to avoid risking the integrity of future purchasing decisions.
- i) Employees accepting offers of hospitality are acting as ambassadors for the school. They must act appropriately at all times, including acting responsibly when drinking alcohol.
- j) Any spending relating to providing hospitality must be authorised by the appropriate budget holder, who will keep a record of the spending and the justification for it, in a way which allows for an open and transparent audit of such expenditure. Where an employee requires clarity, they should speak to the School Business Manager.

10.2 Gifts from students, parents or legal guardians

- a) Under no circumstances must an employee accept a gift of money of any value from students.
- b) Under no circumstances must an employee solicit gifts from students.
- c) Employees must not have any financial dealings with any students except where it is a specific requirement of their post, and then only within the boundaries of their duties.
- d) Employees must not borrow money or other property from students.
- e) Employees must not give personal gifts to individual students. This could be misinterpreted as a gesture either to bribe, or single out the student. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a student must be consistent with the school's behaviour policy, recorded and not based on favouritism.
- f) There are occasions when students or parents wish to pass small tokens of appreciation to staff (e.g. at Christmas or as a thank you gift) and this is acceptable. Such gifts must be of a very small cash value where it would be difficult to avoid causing offence. It is unacceptable to receive gifts on a regular basis or of any significant value. Where an employee is in any doubt, they must refer the matter to the Head Teacher.

11. Safeguarding of Students

11.1 General

- a) Employees have a responsibility to create and maintain a culture that will help deter, prevent and detect inappropriate or abusive behaviour. These responsibilities include:
- ensuring effective policies and procedures are in place
 - following the regulations as set out in the Independent Safeguarding Authority's vetting and barring scheme
 - setting acceptable standards of behaviour
 - taking concerns seriously
 - increasing awareness/commitment to safeguarding
 - adherence to the guidance included within the Council's document "Safer Working Practices – Education". This guidance document is available to all schools at: www.wakefield.gov.uk/safeguardingchildren following Safer Recruitment principles

11.2 Safeguarding the welfare of students

- a) Further to the provision of section 9 above it is important to highlight the responsibilities of the Council and its employees in safeguarding student s who depend on the Council and the school's services.
- b) Where a student is dependent upon the Council/School and its employees the carer role must always be placed above all other interests. An employee must not compromise their relationship with vulnerable student s by pursuing conflicts of interest such as unprofessional, emotional or physical interaction and/or sexual interaction.
- c) All behaviour or action on the part of employees will be open to scrutiny. Any behaviour or action which involves secrecy is almost certainly inappropriate and is likely to constitute serious misconduct.
- d) If an employee has difficulty enforcing or maintaining appropriate boundaries in terms of their professional relationship with a student because of the actions or responses of the student themselves, the issue must be referred to the Head Teacher immediately to allow appropriate action to be taken and recorded.
- e) Employees assisting student s to break the laws in relation to the use of cigarettes, alcohol and illegal drugs will be deemed to have committed serious misconduct under the school's disciplinary procedure.
- f) If an employee reasonably suspects another employee is acting contrary to the provisions set out above they must inform the Head Teacher immediately. Employees may also refer to the schools Whistleblowing Code of Practice for Schools.
- g) Whenever it is suspected or alleged that an employee may have:
- Behaved in a way that has harmed, or may have harmed, a student
 - Possibly committed a criminal offence against, or related to, a student
 - Behaved towards a student in a way that indicates they are unsuitable to work with students
- h) This MUST be reported to the Local Authority Designated Officer within Children and Young Peoples Service in order that the matter be considered and action taken where required. This is in line with Appendix 5 of Working Together to Safeguard Children and Chapter 6.2 of the West Yorkshire Safeguarding Children Procedures.
- i) Employees must adhere to the guidance within "Safer Working Practices – Education". This is a Wakefield Council guidance document that is available to all schools at: www.wakefield.gov.uk/safeguardingchildren and this document must be shared with new starters as part of their induction.

12. Gifts, Hospitality and Sponsorship

12.1 Gifts & Hospitality

- a) It is against the law for public servants to take bribes. Employees need to take care that they do not
- b) accept any gift that might be construed by others as a bribe, or lead the giver to expect.
- c) Employees must only accept offers of hospitality if there is a genuine need. If accepted it must be authorised and recorded by the Head Teacher.
- d) When hospitality has to be declined those making the offer must be politely informed of the
- e) Governing body's procedures and standards, and notification to the Head Teacher must be made.
- f) When receiving authorised hospitality employees must be particularly sensitive to timing in relation to any decision which the local authority or Governing Body may be taking affecting those providing the hospitality.

11.1 Sponsorship

- a) When an outside organisation wants to sponsor a school activity, whether by invitation, tender, negotiation or voluntarily, the basic rules about accepting gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors and a record of this will be maintained by the Head Teacher and reported to the Governing Body.
- b) Where the school wishes to sponsor an event, employees or a person with whom an employee is in a personal relationship, must not benefit in any way without there being full disclosure to the Head Teacher of any such interest prior to the event.

12. Contact with the Press and Media

- a) Unless specifically nominated and authorised by the Governing Body, employees must not give reports or speak to the press and media on matters relating to employment with the school or the business and/or decisions of the local authority or Governing Body.
- b) The Head Teacher is responsible for dealing with the press and media. They may specifically nominate other employees. Employees with this responsibility must not give views which are contrary to a position taken by the Governing Body or which may be deemed to be critical of such decisions.
- c) Nothing in this Code is intended to inhibit or restrict the reasonable and legitimate role of trade union representatives but they are bound, in carrying out their role, to honour the intent of the Code. No representative should use unauthorised information in their union roles.

13. Use of Electronic Equipment

13.1 Context

- a) All electronic equipment provided by the school is for the use of employees in relation to their work. Employees should be encouraged to use electronic equipment at work for personal learning and development. All use must, however, comply with the expected standards and restrictions as stated below.

13.2 Standards expected

- b) The Governing Body require employees to use electronic equipment in a responsible and legal manner. The use of offensive, abusive or inappropriate language in e-mails or other communications is forbidden.
- c) All material stored on the school's system is confidential and subject to the provisions of the Data Protection Act 1998. The Governing Body expects the highest standards of confidentiality to be observed. Employees* must clarify any queries about storage and the use of information with a member of the Senior Leadership Team.

- d) User codes and passwords are allocated to allow individuals access to only those parts of the system that they need to access. User codes or passwords must not be disclosed by employees to any other user, including colleagues.

13.3 Restrictions on use

Internet and information systems are devices capable of accessing the internet or running software, including computers and WAP mobile phones, etc.

- a) Use of the school's electronic equipment for any of the following purposes is strictly forbidden:
- knowingly sending, receiving, accessing, downloading or posting any material that is illegal, obscene, indecent, abusive, racist, sexist, homophobic or libellous, in breach of copyright, defamatory or otherwise inappropriate.
 - pursuing personal business interests.
 - engaging in gambling.
 - knowingly engaging in any activity which threatens the integrity or availability of the school's systems.
 - using automated internet-based information services which push information to the desktop, e.g. news ticker tape services (except for legitimate business use).
 - attempting to breach security systems (hack) whether inside or outside the school.
 - transmitting, receiving, copying or storing digital media (including software, music, video etc) except for legitimate purposes in a way that complies with the copyright and licensing regulations.
 - playing computer games, accessing chat rooms or similar entertainment.

If employees are in any doubt of usage, they must clarify this with a member of the Senior Leadership Team.

13.4 Security clearance for data usage

- a) Some posts may require an employee to undertake specific security checks where access to specific electronic channels is a requirement of the post.
- b) If any such employee becomes subject to a criminal conviction, caution, pending prosecution or police enquiry, they must notify the Head Teacher and HR Manager immediately.
- c) Any information provided will be considered within the context of the duties of the post and is essential in helping to safeguard the school and for general safeguarding as specified in Section 6.

13.5 Personal use

- a) Internet and information systems are provided for work purposes and their use for work will always take precedence. Some personal use will be allowed but any personal use must be in the employee's own time (before or after working hours or during unpaid lunch breaks). All personal use must comply with the standards and restrictions set out in this Code.
- b) The occasional and reasonable private use of telephones and faxes will be allowed but incoming and outgoing calls must be kept to a minimum and be made during non-working time. In exceptional cases and with prior agreement from the Senior Leadership Team, employees may be allowed to keep their personal mobiles on during works time in order to receive an urgent personal call.
- c) The school's messaging systems (e-mail, SMS etc) are primarily for business use. Occasional and reasonable personal use is allowed and must, wherever possible, be carried out in the employee's own time (before or after working hours or during unpaid lunch breaks) and must not interfere with the performance of their duties. All personal use must comply with the standards and restrictions set out in this Code.

- d) Employees must not 'post' sensitive, confidential or critical information relating to their employment on social networking sites such as 'blogs', Face book and Twitter or by other electronic means, or information from which any individual or piece of work can be identified or identity inferred during their working hours.

14. Health and Safety

14.1 General

- a) Employees must not act either wilfully or unintentionally in a way which could put students, members of the public, colleagues and/or themselves at risk. Employees must adhere to the duty of care set out within the school's Health and Safety policies and associated procedures and guidance.

14.2 Driver competency

- a) Employees required to drive a vehicle as part of their contractual duties (Council fleet vehicle, hire vehicle or private vehicle) must observe all aspects of the Council's Driver Competency Procedure and the appendix to the conditions of service issued to drivers. Employees who volunteer to drive a vehicle on behalf of the school must observe the aspects of the Driver Competency Procedure which apply to volunteers shown in the addendum to the Procedure.

14.3 Smoking

- a) The school has a no smoking policy at work that applies to employees and is incorporated into employees' contracts of employment. This complies with the local authority's and school's Health and Safety policies and associated procedures and guidance.
- b) If employees are found smoking in contravention of the Smoking Policy, this could lead to disciplinary action being taken against them under the school's disciplinary procedure. Any disciplinary action will be that considered appropriate in the circumstances, up to and including summary dismissal for persistent contravention.

14.4 Alcohol and drugs

- a) Employees are required to attend work without being under the influence of alcohol or drugs and required to not have their work performance impaired by alcohol or drugs. Failure to comply with this requirement will lead to disciplinary action being taken against the employee under the school's disciplinary procedure. Any disciplinary action will be that considered appropriate in the circumstances, up to and including summary dismissal. Any disciplinary action will be that considered appropriate in the circumstances, up to and including summary dismissal.
- b) Where an employee's involvement with illegal drugs or excessive use of alcohol takes place outside working hours, the Governing Body will consider the impact this may have on their employment. This will include consideration of any impact on the school's reputation and/or public confidence and could lead to disciplinary action being taken against the employee under the school's disciplinary procedure.
- c) The Governing Body will seek to provide appropriate support via the HR Manager and Wellbeing Services to any employee who recognises they have an alcohol/drug dependency problem.

15. Conduct and Standards

15.1 Conduct outside working hours

- a) Serious misconduct or criminal offences committed outside working hours, which bring the individual as an employee of the local authority and / or school into disrepute, could lead to disciplinary action being taken against the employee under the school's disciplinary procedure. Any disciplinary action will be that considered appropriate in the circumstances, up to and including summary dismissal.
- b) Employees must inform the Head Teacher and HR Manager immediately of any issues of this nature to enable early consideration of their situation. This will be considered within the context of the duties of the post held and is essential in helping to safeguard the safety of students.

- c) Where employees are acting in other capacities e.g. School Governors, they must be mindful of maintaining the reputation of the School at all times.
- d) Employees must not 'post' sensitive, confidential or critical information relating to work on social networking sites such as 'blogs', Facebook and Twitter or by other electronic means, or information from which any individual or piece of work can be identified or identity inferred.

15.2 Standards of dress and appearance

- a) It is for the Governing Body to determine an appropriate dress code to parental and public expectations, and this will be reviewed each September, on an annual basis.
- b) Employees must ensure their standard of dress i.e. the type and style of clothing, accessories, body art, long nails etc - is appropriate to the nature of their duties. Inappropriate dress can create the view that the school is inefficient, create offence or be interpreted as disrespectful by parents and the public generally. Furthermore, some forms of presentation such as long nails may pose a risk to the safety and wellbeing of students and /or employees, and it is expected that no such risk is presented during the working hours of an employee. Employees should seek guidance from a member of the Senior Leadership Team where further clarity is required.
- c) The Governing Body values and welcomes the ethnic diversity of its workforce. Dress codes will be sensitive to and take account of cultural and religious dress requirements where this does not negatively impact on the school's service delivery.
- d) In all cases employees will be required to conform to requirements for dress codes which apply for health and safety reasons, and failure to adhere to the Code of Conduct including dress and appearance may lead to the implementation of the school's disciplinary procedure. Sanctions for non-compliance may be sanctioned up to and including summary dismissal and considerate of the circumstances at the time.

15.3 Language

- a) The use of swear words, offensive language and/or gestures in conversation and communication with students, parents, colleagues, visitors or members of the community which the school serves is unacceptable at all times.
- b) Language which is perceived as patronising or overly familiar by students, parents, colleagues, visitors or members of the community which the school serves is also unacceptable. Examples of this type of language will include calling a service user "dear" or "love" and the suggestion that such terms are widely used within the geographical area of the local authority or school is not an argument for professional staff being permitted to use them in the course of their employment.

APPENDICES:

APPENDIX 1 – REGISTER OF EMPLOYEE’S INTERESTS: EMPLOYEE’S DECLARATION FORM

APPENDIX 2 – REGISTER OF SECONDARY EMPLOYMENT OR VOLUNTARY WORK

**APPENDIX 3 – REGISTER OF UNDERLYING HEALTH CONDITION THAT REQUIRES AN
ADJUSTMENT TO DRESS WEAR**

APPENDIX 1 – REGISTER OF EMPLOYEE’S INTERESTS:

EMPLOYEE’S DECLARATION FORM

Declaration of Interests

It is vital that governors and staff act, and are seen to act, impartially. All governors (or equivalent) and Delegated Budget Holders are therefore required to complete a declaration of their interests. Declarations should include all business and pecuniary (monetary) interests such as directorships, shareholdings and other appointments of influence within a business or other organisation. They should also include interests of related persons, such as parent, spouse, child, cohabitee and business partner, where influence could be exerted by that person over a governor or a member of staff. Further guidance on this is included overleaf.

NAME:

SCHOOL: High Well School

Please provide details below of any interests that you feel may meet the criteria for declaration (including those of persons closely connected with you):

Please mark this box to indicate if you do not have any interests which may conflict with your duties.

Please list any relationships you have with members of school/academy staff including spouses, partners and relatives:

Please list any other educational establishments where you are a Governor/Trustee:

I certify that I have declared all beneficial Interest which I or any person closely connected with me have with businesses or other organisations which may have dealings with the school.

Signed
Date

APPENDIX 2 – REGISTER OF SECONDARY EMPLOYMENT OR VOLUNTARY WORK



HIGH WELL SCHOOL
Preparing for Positive Futures

SECONDARY EMPLOYMENT DECLARATION

The Working Time Directive places limits on the number of hours employees are expected to work, the extent of night work and obligations upon employers regarding monitoring working time compliance. One such obligation for the school is to make reasonable enquiries concerning whether or not staff who also work for another employer are not exceeding the 48-hour working week limit. To do this we require all staff to make a positive declaration of all secondary employment.

Employee Name: _____

Job Title: _____

Contracted Hours: _____

Employee's Declaration

Please read and sign the declaration below. Staff should also immediately bring future changes to their secondary working activities to the HR Manager's attention as and when they occur.

I certify that I have the following secondary employment:

Employer's Name & address	Nature of Work	Approximate Weekly Hours	Comments

Please indicate if any night work, e.g. between 9 pm and 6 am is involved in any employment listed above.

Signed: _____ Date: _____

APPENDIX 3 – REGISTER OF UNDERLYING HEALTH CONDITION THAT REQUIRES AN ADJUSTMENT TO DRESS WEAR



HIGH WELL SCHOOL
Preparing for Positive Futures

DECLARATION OF TEMPORARY OR PERMANENT HEALTH CONDITION

Name:

Role:

Date: |

Detail about the health condition	When was this diagnosed?	Is the condition temporary or permanent?	What restrictions do you have?	What support do you feel would assist you in carrying out your work role?

Declaration

I can confirm that the above details are correct and I will advise HR further should there be any changes.

Signed: Date:

This form should be returned by email to HRManager@highwell.org.uk