

Staff Code of Conduct

extract taken from Flying High Trust HR Policies and Procedures – Guide for Employees June 2017

A code of conduct is essential to inform you of the required expectations of you whilst working for the FHT.

Part of the responsibilities of Ofsted Inspection is to assure safe and secure provision for children, young people and learners across all remits through effective inspection and regulation. Safeguarding the welfare of children is part of Ofsted's core business for all employees, and you are expected to be aware of your responsibilities in this regard.

While working for the FHT you should at all times maintain professional and responsible standards of conduct. In particular you should be aware of your duties to:

- maintain conduct in keeping with the interests and standards of the school and the FHT;
- be honest, trustworthy and beyond the reach of suspicion and dishonesty;
- maintain at all times a high standard of integrity and conduct;
- not put your private interest or those of relatives or friends before your duty to the school/FHT;
- not use your position to further private interests or those of relatives or friends;
- to observe the terms and faithfully perform the duties specified in your contract of employment, to observe the FHT policies, values and regulations
- observe the terms and conditions of your Contract;
- observe all our policies, procedures and regulations which are included in this document and accompanying policies or procedures, manuals or notices;
- take reasonable care in respect of the health and safety of colleagues and third parties and comply with our Health and Safety Policy;
- comply with all reasonable instructions given by management;
- act at all times in good faith and in the best interests of the school and the FHT, our pupils, parents, carers, volunteers, Governors and other employees.
- act within the law whilst undertaking your official duties.
- ensure equalities policies are adhered to and uphold fundamental values, including democracy, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law or the policies and procedures of the school. You should always show respect for the rights of others.
- always act within, the statutory frameworks which set out your professional duties and responsibilities and comply with any standards of conduct which are set by your professional body.
- have proper and professional regard for the ethos, policies and practices of the FHT, and maintain high standards in your own conduct, performance, attendance and punctuality.
- always treat pupils with dignity, building relationships rooted in mutual respect, observing proper boundaries appropriate to their position.

- always act in a courteous, efficient and impartial manner towards all individual pupils, groups of pupils, employees and individuals.
- provide the highest possible standard of service and report any contraventions of this Code, illegality, misconduct or breach of procedure.
- safeguard children's well-being, in accordance with statutory provisions, the local Safeguarding Children Board procedures and the child protection policy.
- report any safeguarding concerns immediately to the designated safeguarding lead person in school and head teacher.
- do not put yourselves in any situation where your conduct or behaviour with any pupil could be misconstrued and work within appropriate professional boundaries at all times with children and young people with whom they are in a position of trust.
- do not have personal contact other than in certain exempted circumstances with current/former pupils of school age outside the normal school work environment.
- be aware that it is a criminal offence under the Sexual Offences Act 2003 (as amended) for anyone to engage in a sexual relationship or grooming for such a relationship with a child aged under 18 with whom they are in a position of trust.
- ensure that equality policies are adhered to.
- take reasonable care for the health and safety of themselves and others and to assist in the creation of a safe work environment.
- inform the head teacher or FHT of any medical condition/illness you have during the course of your employment which may impact on your fitness to undertake your duties or on the health and safety of yourself, pupils, other employees and governors of the school.
- exercise extreme caution when using social networking sites outside of work and avoid publishing, or allowing to be published, any material, including comments or images, that could damage your professional reputation and/or bring the school or FHT into disrepute. If you do use social networking sites it is strongly advised that profiles should be set as 'private' and under no circumstances should you allow access to pupils, their families and or carers.
- not give your personal details such as home/mobile phone number; home or email address to pupils unless the need to do so is agreed with your head teacher.
- be mindful that requirements in relation to maintaining the confidentiality of pupils, their families, colleagues and any matters relating to the school itself apply to all forms of communication, including social networking sites.
- phones should not be taken into the classroom.
- do not use of the school email, telephones, computers, photocopiers, or other equipment for personal use unless authorisation has been given by the head teacher.
- use internal email systems and school computer equipment in accordance with the appropriate policies
- not disclose information given to you in confidence without consent except for that relating to safeguarding of a child which must be passed on.
- inform your line manager of any criminal charges you are facing or if you have received a new caution or conviction

- declare any personal interest that could bring about conflict with the School/FHT's interests
- not take outside employment which conflicts with our interests, if you work for outside organisations you should seek permission from your head teacher or chair of governors, or CEO of the FHT as appropriate.
- to accept modest gifts from pupils, such as at the end of a school year or at Christmas and to give gifts to pupils in line with the agreed school policy.

If you are unable to maintain satisfactory standards of conduct it may result in action being taken under our Disciplinary Procedure.