



Lings Primary School

Code of Conduct Policy

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1 Introduction

Lings Primary School has a code of conduct that sets out the general standards expected of all employees.

2 Principles

The public and pupils have the right to expect the highest standards of integrity from Lings Primary School.

All employees should:

- always conduct themselves in a proper manner;
- not allow personal or private interests to influence their conduct;
- not do anything as an employee which they could not justify to the School and the Governors; and
- tell management (Senior School Team or Governors) of any breach of standards or procedure without fear of reprimand.

If employees fail to follow this code they may be liable to disciplinary action.

3 Gifts and hospitality

There are no hard and fast rules about accepting hospitality or gifts offered on a personal basis. However, employees should treat any offers with extreme caution. The person or organisation making the offer may be:

- doing, or hoping to do, business with the School; or
- applying to the School for some kind of decision.

In some cases, accepting the offer may constitute a criminal offence.

If employees have any doubts about whether to accept a gift or not, they should talk to their line manager. It is advisable to keep a record of significant gifts/hospitality.

4 School facilities

Employees should only use School facilities for the School's business, unless approval otherwise is given by the Head Teacher or Chair of Governors. This includes:

- transport;
- stationery; and
- secretarial services.

5 Confidential and personal information

Employees will come into contact with confidential information during the course of their work. They must never:

- disclose such information to other people; or
- use the information to the disadvantage or discredit of the individual, the School or anyone else.

The School has set procedures for releasing personal information in line with the Data Protection Act (see: Data Protection Policy). It is essential that employees follow the procedures before they release any confidential personal information. Employees must be made aware of the procedures.

6 Personal interests and declarations

Employees must declare any financial interest that they or their partner have in any contract or proposed contract with the School. This interest may be direct or indirect.

The declaration must be put in writing to the Head Teacher or chair of Governors.

Employees should also consider declaring non-financial interests. For example, they may do voluntary work for an organisation having dealings with the School

7 Equality issues

Employees must follow the School's Equality Policy. Employees should be made aware of the Policy and how it is implemented in their work.

8 Employees with other jobs

A teacher's contract does not specify that they cannot undertake other jobs without written permission. Such a situation is not desirable, but when this does apply, all employees should make sure that any additional work does not:

- conflict with the interests of the School;
- weaken public confidence in the School; or
- impact on their duties and effectiveness in the School.

9 Employees' conduct outside work

Generally, what employees do outside work is their own concern. However, they should avoid doing anything which might adversely affect the reputation of the School.

10 Political impartiality

Employees must be politically neutral when carrying out their work. This does not affect their right to be a member of a political party.

Employees can stand for election to local authorities. However they must talk to their line manager first, to resolve any potential conflicts of interests and any requirements for time off.

11 Employment of relatives, partners or other close relationships

Employees should not be involved in taking significant decisions where it involves a relative, partner or close friend. This will include:

- recruiting someone;
- disciplinary situations;
- promotions; and
- pay adjustments.

12 Responsibilities as a manager

Employees who have a managing element to their overall responsibilities within the School should:

- make sure that their staff are aware of the code of conduct;
- abide by the code and thereby set their staff an example;
- take appropriate action if any member of staff fails to follow this code; and
- seek the advice of the Head Teacher or Chair of Governors if there is any doubt about how to proceed.

Confirmatory Signatures

Signed.....**Head Teacher**

Signed.....**Governor**

Approved on.....

To be reviewed on.....