



Code of Conduct

Policy reviewed and adopted by the Board of Trustees	July 2018
Version	1
Review frequency	Triennially unless legislation or terms of employment change
Date of next review	July 2021
Responsible Committee	Finance and personnel

MISSION STATEMENT

YHCLT is a co-operative community of schools, working together to provide the best possible standards of education, enabling children to become responsible and articulate citizens, with a local, national and global perspective. We try to demonstrate co-operative ethical values in everything we do:

- we believe in being **open** with colleagues in our schools and beyond;
- we act with **honesty** and integrity, working in a professional and respectful manner in our dealings with everyone;
- we act with **social responsibility**;
- we treat everyone with **respect**, care and sensitivity;
- we support staff to develop their capacity for **self-help** and to take responsibility for their own actions.

Date: July 2018

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Policy

Purpose/Introduction

1. The Code of Conduct communicates to everyone what is acceptable, and what behaviour may cause concerns at work. This is good employment practice. The Yorkshire & the Humber Co-operative Learning Trust (YHCLT) has adopted this Code of Conduct and accepts that it may change from time to time in line with changes in legislation and good practice. Any changes will be discussed with and communicated to you. The code sets out the YHCLT values, rules and principles. It is not a complete list of what can and cannot be done, but its aim is to enable you to understand the ground-rules that everyone must observe.
2. The code is a shared document and cannot hope to cover every situation. We encourage you to discuss it with colleagues, and to seek guidance from line managers when you are unsure whether it applies, or if you feel an exception should be made to meet a particular situation.

Principles

3. Prior to final approval by the YHCLT Board this policy has been the subject of consultation with unions and professional associations; their suggested amendments have been taken into consideration and changes made where they can be agreed.
4. The school is committed to ensuring equality of treatment and fairness in the day to day operation of the Trust and the schools within it, in line with the Equality Act 2010. To this end, the CEO and school managers will share this code of conduct with staff at induction and from time to time during their time at the school to ensure that staff know what is expected of them.

Guiding Principle

5. You will carry out your duties and responsibilities with respect for the pupils, your colleagues and the good name of the Trust, and pursue these core values and standards in all your activities. The pupils, their parents and the community rely on the School to provide a high quality of education and they need to have confidence that this is our top priority.

Scope

6. This code applies to everyone employed at YHCLT. It should be read in conjunction with other documents in the handbook which set out expectations and guidance in specific areas including contracts of employment and job descriptions. It should also be read alongside the School's policies on Equal Opportunities and Confidentiality and the Grievance and Disciplinary Procedures.

7. Breaches of the code and the standards it expresses may result in disciplinary action. We expect you to operate within the law. Unlawful or criminal behaviour, even away from work, may lead to disciplinary action being taken.
8. Breaking some rules is so serious that it can lead to dismissal for a first offence without notice. It is your responsibility to read this code and the disciplinary procedure and rules and work in accordance with both. If you have any doubt about any aspect of the code, check it with your line manager, from whom copies are available.

Changes to the Code

9. You are responsible for keeping up to date with changes to the Code of Conduct. Likewise the Head and senior management team are responsible for making sure the up to date code of conduct is publicised and accessible.

Confidentiality

10. You should work within the rules of the Trust Data Protection Policy when handling personal information.
11. Private and personal information about all pupils and any person working for the School, in whatever capacity, should remain confidential and available only to those with a clear 'need to know'. You must not discuss School business, students or colleagues in public places or with others outside work. This is particularly important when using social media: see 36 below.
12. Any breach of confidentiality will be investigated using the Disciplinary Procedure.
13. Where you feel compromised by information received from a student or other agency, you should inform the Head as soon as possible.

Records and Record Keeping

14. We will keep securely all records relating to personnel matters, students and staff and they will only be accessible to admin, teaching or management staff who are authorised.
15. You should not disclose information about any person in the School to any party outside of the School, except with full consent of the person concerned and the Head.
16. If pupil records are to be used for statistical analysis purposes, then no personal details (names, addresses etc.) should be attached and the records should be double checked to make sure that they are accurate.
17. Information received from other agencies should be shared only with the agreement of the other agency.

Professional Relationships

18. You should demonstrate respect for all staff and volunteers, their work and all those who attend the School, so that everyone can work together without fear of victimisation or harassment. Any complaint of harassment will be taken seriously and investigated by an appropriate senior manager.
19. Professional respect should be sensitive to different personalities, cultures and religions, physical and mental limitations and should allow space for constructive criticism.
20. If you have a concern about another member of staff at the School, you should initially raise it constructively and informally with the person concerned, if you feel able.
21. Where disputes or grievances arise between staff which cannot be dealt with informally, they should be dealt with through the agreed grievance procedure.
22. It is not acceptable for you to personally abuse or gossip about colleagues behind their backs, nor should you criticise other colleagues to students and visitors to the School. At all times you should avoid any suggestion of favouritism or conflict of interest.
23. You must not allow professional working relationships to be affected by personal relationships between staff. Where difficulties arise, each party should be positive about resolving issues to continue to work together; if the relationship begins to affect work, you must inform your line manager or the Head.

Punctuality

24. Once agreed and clear, working hours should be adhered to, and you should be reliable in starting work at the designated time.
25. If you are going to be late for work, for whatever reason, you should telephone the School office as soon as possible. The office should ensure that the line manager is informed. If you are sick you should follow the sickness reporting procedure.
26. If you are attending a meeting, either in the School or outside, as a delegated representative of the School, you should be on time, stay for the full meeting and report back as appropriate. If any problems come up, you should inform the Head and/or the person organising the meeting as soon as possible.

Politics, Religion and Culture

27. You are not to use the School for the purposes of seeking to convert others to your personal, religious or political views. Outside of work, you should ensure that any activity in these areas is not associated with your employment at the School.

28. The above also applies if you represent the School at any time.
29. You should, at all times, show sensitivity and proper respect for differing cultures represented within the School. You should encourage a school/Trust culture that respects all people with different religious beliefs and those who have none.

Mobile phones (or similar devices)

30. You are required to switch off your personal mobile phones (or similar devices) when you are working with pupils on duty, other than in exceptional circumstances or with the permission of the Head, such as whilst on School trips. Disciplinary action may be taken if staff are found checking personal messages or social media during working hours when you are on duty this rule is not followed.
31. If you are expecting, or need to make an important phone call whilst at work, you should make your immediate line manager aware of this at the beginning of the day. Managers should use their discretion in deciding on a case by case basis what is reasonable but should be consistent in their approach.

Radios, Personal Music Players

32. MP3 players and similar music players are not to be used during the School day whilst supervising students unless they are used as a teaching aid. If you are listening to such devices, you will be deemed to be not concentrating on your duties, and may be subject to the disciplinary procedures.

Computers, Software and e-mails

33. We only purchase and use software in accordance with the terms of the author's licence. All software on the computers used by the School must be purchased by the School and registered in that name. Unless specifically authorised by a member of the senior management team, you may not install your own personal software on computers that belong to the School.
34. Antivirus software, as specified by the School, must be installed on all of its computers, including laptops.
35. When using the computer system in the School, you should not deliberately attempt to tamper with, damage, or disturb the operation of the system.
36. You should not connect a computer, laptop or other device to the School network (that is not already part of the School's network) without specific and express permission from the manager responsible for ICT. You may not send or receive personal e-mails or check your personal e-mail accounts during directed or contracted time.

37. Sending malicious messages by e-mail, hacking into computer systems, creating or knowingly sending computer viruses are all illegal and are all recognised as acts of gross misconduct and will be liable to summary dismissal in accordance with the School's Disciplinary Policy.
38. We will, from time to time, check e-mail usage to ensure that this policy is being complied with. This will be done with due regard to privacy and human rights legislation. Information gathered will be handled as per the Data Protection Policy. If the monitoring uncovers any unlawful activity, the evidence will be sent to the relevant authority.

Participation in Online Social Networking Websites and blogs.

39. The use of the various social networking sites should be done in your own free time. When posting onto a social networking web site such as Facebook, Instagram or twitter, or contributing to an online blog or discussion forum, you should not at any time mention the School, the organisation or any person at or associated with the School by name or by inference whereby the name is easily deduced. Comments about your work or working day should not bring the School into disrepute and you should be aware of your responsibilities to protect students and colleagues via your work at the School.

Environmental Impact

40. You should conduct your duties remembering to conserve the world's resources and consider the environmental impact of your actions.
41. We will make all efforts to maximise recycling opportunities. Where facilities are available to recycle paper, plastic, cans, printer cartridges etc. you should use these facilities and encourage students to do likewise.

Photocopying, Printing etc

42. Before photocopying or printing a document, you should consider your environmental responsibility, question whether a hard copy is needed, and then minimise the number of copies.
43. The School's equipment and facilities, including photocopying and printing facilities, stationery or postage must not be used for personal reasons unless by agreement with the line manager or Head. An appropriate charge will be made in such cases.

Finance

44. Considerable sums of money are involved in the running of the School and you must abide by the financial procedures put in place to control all areas of expenditure and the handling of money.

45. All financial transactions must be properly authorised by the budget holder or the Business Manager and be properly recorded.
46. At no time may you borrow money informally from petty cash; this would be dealt with as theft and considered as gross misconduct.
47. You may not receive a loan from School funds, or cash personal cheques without the express approval of the Head.

Working with Students

48. We expect that all those who use the facilities within the School should be treated by our employees with dignity and respect, regardless of their sexuality, gender, race, nationality or disability in accordance with the Equal Opportunities Policy.
49. Staff must be aware that if a colleague, student or parent complains of behaviour that could be considered harassment or cyberbullying, this will be treated seriously, in line with the School Complaints Procedure.

Safeguarding Children

50. All School staff, whatever their role, are jointly responsible for keeping students safe.
51. You must always act in a way that safeguards the pupils in our care in line with the Safeguarding Policy of the School having regard to the Prevent Duty. If you have any concerns about the actions or inactions of colleagues or others which may have put a child at risk it is your professional duty to report it to the senior manager responsible for safeguarding children or the Head.

Health and safety

52. All staff are responsible for assessing the risks associated with their duties and acting in a way that minimises the risk or eliminates it in line with the Health and Safety Policy. Where risks arise as part of your work you must discuss them with your line manager to get advice about ways to work safely in the interests of the students and yourself.

Dress Code

53. The way we dress sets an example for students, and should be appropriate to the job/duties at the time. The dress code shows respect for each other and those who study here and use the services at the School.
54. Specific guidance will be given by the line manager in areas of the School where a particular dress code is required for health and safety reasons.

55. Where you are classroom or office based, you should wear suits or trousers/skirts that are smart and suitable for normal office or work wear. Skirts should be of reasonable length – below or slightly above the knee and not so short as to cause offence – or so long as to be a safety hazard. Tops and blouses or shirts should be worn so as to not cause offence e.g. tops should not be revealing and shirts should be smart. Footwear should be suitable and safe for the School environment that you work in.
56. If you are working in laboratories delivering practical science or technology subjects, you may be required to wear appropriate protective clothing – e.g. white lab coats for science and food technology, and a dark lab coat for resistant materials or mechanics.
57. If you are teaching (or supporting the teaching of) PE, you should wear sports clothing where provided by the School. Any other track suits or other sports kit must be well fitting and clean and tidy for the purpose, dependent on the weather. Skirts or shorts for PE must be of a length that does not cause offence and will set an example of high standards for the pupils. If you are classroom based, you should not normally wear track suits for work, apart from when you are delivering practical PE sessions.
58. We do not normally permit denim to be worn during term time working hours in the School, or on trips and excursions where you are accompanying pupils. The exception to this is where you are taking pupils on School leisure trips/ holidays.
59. Tattoos should be appropriately covered whilst at work. Jewellery should be discreet and other visible body and facial piercing should be removed whilst at work or working with students,
60. The Trust has a no chewing gum policy, this applies also to employees.

Staff/Student Relationships

61. We do not encourage unofficial contact between students or past students and employees at the School, and you should report to the Head approaches by a student to a member of staff outside of work.
62. You must not establish or seek to establish social contact with students for the purpose of securing a friendship or to pursue or strengthen a relationship. That extends to the use of social networking sites such as Facebook, text messages and e-mail. You should not 'friend' a student on Facebook. If you are wishing to use Facebook as a part of a program of educating the students you should set up groups or pages to do this (see Facebook's guide on this at <http://facebookforeducators.org/>).
63. You may not borrow money from any student, make personal loans to a student (other than in exceptional circumstances to minimise a risk to a student and then only when a senior teacher is aware), buy items for students, or give students your own money or goods.

64. In exceptional circumstances, you should first ask the Business Manager to provide money required by a pupil, so that it can be properly recorded and accounted for. If you give money to a pupil, it should be recorded and a request for reimbursement submitted to the School.
65. In no circumstances should you offer accommodation in your own home to students, except with the express permission of the Head and the parent/s to cover an emergency situation.
66. You should not ask a student to carry out paid or unpaid work for you, unless this is part of an official School sanctioned event/program.
67. We discourage the giving of gifts by students to the staff, although we realise that students or their families might want to give you small presents as a token of their appreciation at e.g. Christmas or end of the School year. You should notify your line manager of such gifts. You should not give gifts to students.
68. In cases where families insist on giving money, you should advise them to make a donation to the School. You should record all gifts of cash appropriately, and issue a receipt, by way of a thank you letter, on every occasion.

Aggression, Violence, Drink and Drugs

69. The use of alcohol or drugs (other than over-the-counter medication or those which have been medically prescribed) during working hours is strictly prohibited and you should not attempt to come to the School whilst affected by alcohol, drugs or other substances.
70. Prescription drugs must be stored safely and securely to ensure no access to students.
71. We will not tolerate aggression, verbal or physical, towards staff members, students or families. The School will call for police help when at risk from any person who is aggressive (verbally or physically), affected by alcohol or drugs, or who damages School property. (Wherever possible the Head should be consulted before this action is taken.)
72. Fire arms, knives (other than those provided by the School) or any other offensive weapons are not permitted on School premises.
73. If you need to use physical force for self-defence, or for restraint or for the protection of other students or staff, you should submit a full written explanation to the Head, as soon as possible.

Contact with Other Organisations and the Media

74. If you have contact with any external agency, you should act professionally and sensitively, and with the aims and objectives of the School always in mind. Any harm to the reputation of the School could rebound on staff, job security and the services provided in the School.

You should not criticise the work of the School or any person working there, when in contact with other agencies.

75. If criticism of the School is received from any agency, it must be dealt with constructively and effectively without delay in line with the complaints policy/procedure.

76. All contact with the media should be directed via the Head.

77. The Head may delegate the responsibility of spokesperson to another member of staff on occasion.

78. Any approach by the media to students during School hours must be with permission of the Head, the parents/carers and the students themselves.

External Activities

79. You should not engage in activities outside of work which would damage the good name of the School, or the interests of those who use its services. We regard any express external criticism of the School, pupils or staff by any member of staff as a very serious matter.

80. You should not take a second job unless you have the express permission of the Head or where your role is part time. Where this is unlikely to affect your due diligence to the primary full time role at the School, permission is more likely to be given.

81. Some second jobs could present a conflict of interest, or have a negative impact on your ability to fulfil your role to the best of your ability. In this case we are likely to withhold permission.

Related Documents

Sickness Absence Policy.

School Data Protection Policy

Disciplinary Policy & Procedure

Acceptable Usage Policy for ICT

Complaints Policy & Procedure