

Code of Conduct for Employees

Objective, Scope and Principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school employees are expected to observe. School employees are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to all employees of the school. It is therefore an essential part of all employees' contract of employment and must be adhered to at all times.

1. Setting an Example

- 1.1 All staff who work in Holyway schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore for example avoid using inappropriate or offensive language at all times.
- 1.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- 1.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 1.4 This Code helps all staff to understand what behaviour is and is not acceptable.
- 1.5 All staff are expected to familiarise themselves and comply with all school policies and procedures.

2. Safeguarding Pupils/Students

- 2.1 Staff have a duty to safeguard pupils/students from physical abuse, sexual abuse, emotional abuse and neglect.
- 2.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student or colleague to the school's Designated Senior Person (DSP) for Child Protection.
- 2.3 The school's DSP is Emmanuel Seun Oyeniran. Deputy DSPs are Hannah Nnenna Idu & Balikis Bolanle Olusesi.
- 2.4 Staff have access to copies of the school's Child Protection and Safeguarding Policy as well as the School Operational Manual and must be familiar with these documents.
- 2.5 Staff should treat children with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.

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2.6 Staff should not demonstrate behaviours that may be perceived as sarcasm, embarrassing or humiliating students, discriminating against or favouring students.

2.7 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

3. Relationships with students

3.1 Staff must declare any relationships that they may have with students outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the school are aware of any such connections. A declaration form may be found in appendix 1 of this document.

3.2 Relationships with students must be professional at all times, physical relationships with students are not permitted and may lead to a criminal conviction.

3.3 Contact with students must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students.

3.4 If contacted by a student by an inappropriate route, staff should report the contact to the Principal or Headteacher immediately.

4. Pupil/Student Development

4.1 Staff must comply with school policies and procedures that support the well-being and development of pupils/students.

4.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.

4.3 Staff must follow reasonable instructions that support the development of pupils/students.

5. Honesty and Integrity

5.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

5.2 Staff are expected to be transparently honest, maintain high level of integrity at all time and avoid taking bribes. A person may be guilty of an offence of bribery if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person.

5.3 Gifts from suppliers or associates of the school must be declared to the Principal or Headteacher, with the exception of "one off" token gifts from students or parents. Undisclosed personal gifts from individual members of staff to individual students are inappropriate and could be misinterpreted and may lead to disciplinary action.

6. Teachers/Staff Professional Conduct

- 6.1 A staff leaving Holyway Schools after giving adequate notice (two months' notice by teachers and one month notice by non-teaching staff), and carried out proper handover as stated in the letter of employment and the school guideline. Such staff will be:
- Given a proper send-off and will be celebrated.
 - Given a reference should s/he need one.
 - His or her retained salary will be released – with a token added by the Chairman.
 - Should such staff comes back to Holyway Schools in future for employment opportunity, s/he will be re-employed PROVIDED there is a suitable vacancy.
- 6.2 However, a staff leaving Holyway Schools without giving adequate notice and carrying out a proper handover or due to theft or professional misconduct leading to dismissal or termination of appointment:
- Will not be send-off.
 - Will lose the retained salary.
 - Should s/he need reference – this will be denied.
 - Should s/he comes back in future for employment opportunity, this will also be denied.

7. Conduct outside of Work

- 7.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the Holyway schools or the employee's own reputation or the reputation of other members of the school community.
- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 7.3 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the Holyway schools nor affect an individual's work performance in the school.

8. E-Safety and Internet Use

- 8.1 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools' E-Safety and ICT Acceptable Use Policy at all times both inside and outside of work.
- 8.2 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.
- 8.3 Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter students either with their own profile or acting covertly.
- 8.4 Contact with students should only made via the use of school email accounts or telephone equipment when appropriate.

8.5 Photographs/stills or video footage of students should only be taken for purposes authorised by school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the school's procedures on school equipment.

9. Confidentiality

9.1 Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.

9.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter.

9.3 However, staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student.

10. Dress and Appearance

10.1 All staff must dress in a manner that is appropriate to a professional role and promoting a professional image

10.2 Staff should dress in a manner that is not offensive, revealing or sexually provocative.

10.3 Staff should dress in a manner that is absent from political or other contentious slogans.

11. Disciplinary Action

Staff should be aware that a failure to comply with this Code of Conduct could result in disciplinary action including but not limited to dismissal.

12. Compliance

All staff must complete the form in appendix 2 to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated.

PROFESSIONAL RESPONSIBILITIES

When using any form of ICT, including the Internet, in school and outside school

For your own protection we advise that you:

- Ensure all electronic communication with students, parents, carers, staff and others is compatible with your professional role and in line with school policies.

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- Do not talk about your professional role in any capacity when using social media such as Facebook and You Tube.
- Do not put online any text, image, sound or video that could upset or offend any member of Holyway schools or be incompatible with your professional role.
- Use school ICT systems and resources for all school business. This includes your school email address, school mobile phone and Laptops.
- Do not disclose any passwords and ensure that personal data is kept secure and used appropriately.
- Only take images of students and/or staff for professional purposes, in accordance with school policy and with the knowledge of Senior Management Team (SMT) and the Director of Operations.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, both in school and outside school, will not bring the school or professional role into disrepute.
- You have a duty to report any e-Safety incident which may impact on you, your professionalism or the school.

Appendix 1

Relationships with students outside of work declaration

It is recognised that there may be circumstances whereby employees of the school are known to students outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of school that they may have with students.

Employee Name	Student Name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of school with students in line with this policy.

If I am tutoring a student outside of school I am aware that the following must be adhered to:-

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the school
- No monies come through the school at any point, informally (e.g. via the child) or formally
- No private tutoring is to take place on the school premises unless approved by the SMT.

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I confirm that if these circumstances change at any time I will complete a new form to ensure Holyway schools are aware of any relationships.

Signed

Date

Once completed, signed and dated, please return this form to the Principal or Headteacher or the School Business Manager.

Appendix 2

Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with the school's code of conduct.

Name

Position/Post Held.....

Signed

Date

Once completed, signed and dated, please return this form to the Principal or Headteacher or the School Business Manager.