



Staff Code of Conduct Policy

Responsibilities

Status	Non-statutory
Review cycle	Annually
Key school staff member & role	Geoff Bartrum – Headteacher
Policy written/reviewed	June 2025
Ratified by the governing body	Due to be ratified at Term 1 2025 Full Governing Body meeting
Next review due	May 2026

Version control details

Version number	Date of version	Details of updates, changes or review
1.0	June 2025	Reviewed and updated



ROWHILL SCHOOL

Staff Code of Conduct Policy

CONTENTS	Page
1. Mission Statement	4
2. Vision Statement	4
3. Ethos and Values	4
Part A – Policy	5
4. Policy Statement	5
5. Scope	6
6. Responsibilities of the School	6
7. Responsibilities of the Employee	6
8. Reference to Other Sources of Information	7
Part B – Professional Conduct	8
9. General	8
10. Honesty and Integrity	8
11. Setting an Example	9
12. Confidentiality	9
13. Working Relationships and Relationships with Other Stakeholders/Community	10
14. Conduct Outside of the Workplace	10
15. Duty to Disclose	11
16. Secondary Employment	12
17. Dress and Presentation	13
18. Smoking and the Use of Drugs and Alcohol	14
19. Health and Safety at Work	14
20. Contact with the Media	15
21. Whistleblowing	16
22. Misconduct	16
Part C – Safeguarding Pupils	16
23. General Obligations	16
24. Appropriate Relationships with Students	17
25. Allegations Against Members of Staff and Volunteers	17
26. Guidance for Safer Working Practice	17
27. Other Safeguarding Concerns	18
Part D – ICT and Social Media	18
28. General Obligations	18
29. Use of Social Media	19
30. Use of Personal Mobile Phones/Devices	19
31. Monitoring of Usage	20



ROWHILL SCHOOL

Staff Code of Conduct Policy

Part E – Business Conduct	20
32. Use of Financial Resources	20
33. Personal use of Equipment and Resources	21
34. Declaration of Interests	21
35. Contracting Out of Services	21
36. Gifts and Hospitality	22
37. Personal Relationships at Work	22
38. Political Activity	23
39. Intellectual Property	23
APPENDIX 1: Staff Code of Conduct – Confirmation of Compliance	24
APPENDIX 2: Part 2 – Teachers’ Standards	25



ROWHILL SCHOOL

Staff Code of Conduct Policy

1. Mission Statement

That all students should aspire to be:

- successful learners
- confident individuals
- responsible citizens
- and effective contributors

2. Vision Statement

As a specialist school that supports pupils with a range of complex special educational needs (SEN), we endeavour to employ a highly-skilled, flexible workforce who will provide support which intends to meet the aspirations of our mission statement, working closely with a range of stakeholders and partners to enhance student outcomes.

3. Ethos and Values

Rowhill School aims to be positive, innovative and demanding with high expectations while balanced with high levels of support for each pupil's well-being. The values we believe are needed to attain this ethos include:

- teamwork, partnership and support to ensure the best possible learning environment is created
- personal responsibility and leadership to ensure everyone understands their roles within the school and feels a sense of belonging and achievement
- innovation, creativity and change to ensure that the school remains at the cutting edge of teaching and learning and behavioural development
- resilient, optimistic and positive to ensure all pupils learn to cope with success and failure, to develop self-esteem
- challenge, opportunity and recognition to ensure all possible avenues for development are investigated and achievement rewarded
- honesty, trust and compassion to ensure we become an emotionally intelligent community capable of understanding the feelings of others



ROWHILL SCHOOL

Staff Code of Conduct Policy

Part A - Policy

4. Policy Statement

Rowhill School expects the highest standards of personal and professional conduct from all Employees. As such Rowhill School requires all Employees to act in a manner which reflects the value and ethos of the school.

Employees must ensure that their behaviour and actions are consistent with their position as a role model to pupils and are compatible with working with young people and in a school setting.

Employees must act with integrity, honesty and demonstrate ethical and respectful working practices towards pupils, colleagues, parents/carers and other members of the school community.

All Employees have a responsibility to observe appropriate professional boundaries and act at all time in a manner which safeguards and promotes the welfare of pupils/students.

Employees must disclose any relevant information which may impact on their job role or suitability to work with young people or in a School setting.

Rowhill School requires Employees to adhere to all School policies and observe the highest standards of business/financial practice.

Each Employee has an individual responsibility to act in a manner which upholds Rowhill School's interests and protects its reputation.

Employees are accountable for their actions and conduct and should seek advice from their Line Manager/Headteacher if they are not sure of the appropriate action to take. Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

This policy explains Rowhill School's expectations with regards to the conduct of Employees in the following areas:

- Professional conduct
- Safeguarding Pupils
- Use of ICT & Social Media
- Business conduct



ROWHILL SCHOOL

Staff Code of Conduct Policy

5. Scope

This Policy applies to all current Employees of Rowhill School. This Policy should also be adhered to by all volunteers, supply and agency workers engaged by Rowhill School.

Reference to the management role of the Headteacher in this policy, this may include his/her/their identified nominee. In the case of the Headteacher this management function is undertaken by the Chair of Governors.

Note on terminology: Reference to 'Employees' in this document should be considered to also include all volunteers, supply and agency workers. It does not include Governors for whom separate arrangements apply.

6. Responsibilities of the School

- Explain the provisions of the Code of Conduct to Employees and signpost Employees to other relevant policies, document and guidelines
- Provide additional advice and guidance to Employees in relation to queries they may have regarding the application of the Code of Conduct
- Coach, support and provide feedback to Employees on their performance in relation to the required standards of conduct
- Take appropriate action at the earliest opportunity to address breaches of the expected standards of conduct

7. Responsibilities of the Employee

Employees are required to sign the declaration at Appendix 1 to confirm that they have read and will comply with the Code of Conduct. Employee's responsibilities include:

- To read, understand and comply with the Code of Conduct at all times
- To use this code, alongside other relevant School policies and professional codes, to guide them in their role
- To seek guidance from the Headteacher/Line Manager (or Chair of Governors in the case of the Headteacher) if they are unclear about the conduct or actions expected of them
- To alert the Headteacher (or Chair of Governors in the case of the Headteacher) at the earliest opportunity if they are aware that they have conducted themselves in a way which may have breached the expected standards of conduct



ROWHILL SCHOOL

Staff Code of Conduct Policy

8. Reference to Other Sources of Information and Related Policies

This Code of Conduct is not exhaustive and does not replace the general requirements of the law, common sense and good conduct.

The Code of Conduct should be read in conjunction with all Rowhill Policies, and in particular policies relating to conduct which include:

- Child Protection Policy
- Online Safety and Acceptable Use of Technology Policy
- Confidentiality Policy
- Use of Mobile Phones and Electronic Devices Policy
- Gifts and Hospitality Policy
- Health and Safety Policy
- Whistleblowing Policy
- Data Protection Policy
- Special Leave Policy
- Staff Absence Policy
- Grievance Policy
- Disciplinary Policy
- Bullying, Harassment and Sexual Harassment Policy

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the provisions of the STPCD, the latest 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Whilst this is a contractual requirement of Teaching posts only, the School expects all Employees to reflect these expectations in their conduct.

Part 2 of the Teachers' Standards can be found here: [Teachers' Standards guidance](#)

All employees must also ensure they have read, understood and comply with Part 1 of Keeping Children Safe in Education (September 2025). Further guidance can be found here: [Keeping children safe in education 2025](#).

Staff must also have due regard to other professional codes, policies and guidance which may be relevant to their specific role.



ROWHILL SCHOOL

Staff Code of Conduct Policy

Part B – Professional Conduct

9. General

- Employees are expected to demonstrate consistently high standards of personal and professional conduct
- Employees are required to work in a diligent and conscientious manner
- Employees are expected to work to the requirements of their job and are required to respect managerial authority and follow reasonable instructions
- Employees must conduct themselves in a manner which reflects the ethos and values of Rowhill School and adhere to school policies and procedures at all times
- Employees should ensure they work their contracted hours and are expected to maintain a high level of attendance and punctuality

10. Honesty and Integrity

Employees must maintain high standards of honesty and integrity in their work.

Employees should not behave in a manner which would call into question their professional integrity.

During the course of their work Employees should ensure they do not:

- Willfully provide false/misleading information
- Destroy or alter information/records without proper authorisation
- Withhold information or conceal matters which they could reasonably be expected to have disclosed
- Misrepresent the school or their position
- Accept or offer any form of bribe/inducement or engage in any other corrupt working practice

Should an Employee become aware of any conduct on the part of a colleague which raises concerns regarding health and safety, safeguarding or criminal activity – they have a duty to disclose this.

Allegations concerning fraudulent, dishonest or corrupt practices or the falsification or withholding of information may be addressed as a disciplinary matter.



ROWHILL SCHOOL

Staff Code of Conduct Policy

11. Setting an Example

School Employees are role models and must adhere to behaviour that sets a good example to all the pupils/students within the School and is appropriate in a School setting. This includes:

- Refraining from abusive or potentially offensive/discriminatory language or actions
- Demonstrating tolerance and respects towards others
- Observing boundaries appropriate to their role and a school setting
- Ensuring any topics of conversation with pupils are suitable to the school setting/curriculum
- Not undermining fundamental British Values and refraining from allowing personal/political opinions to impact on the discharge of duties and/or unduly influence pupils
- Maintaining high standards of personal presentation, attendance and punctuality

Should Employees be in doubt about the appropriateness of their behaviour they should seek guidance from the Headteacher (or Chair of Governors in the case of the Headteacher). Breaches of expected behaviour may be considered under the disciplinary procedure.

12. Confidentiality

This section contains an overview within the context of this policy. Please also refer to Rowhill School's Confidentiality and Data Protection Policies for further information and expectations regarding in relation to confidentiality. Employees may have access to confidential or sensitive information about pupils, colleagues or the business and operation of Rowhill School as part of their job role. Such information must not be disclosed to any person who is not entitled to have access to this or legitimately needs it for work purposes. Specifically, all Employees must:

- Work in accordance with the requirements of the General Data Protection Regulation (2018) and associated legislation
- Observe the School's procedures for the release of information to other agencies and members of the public
- Not use or share confidential information inappropriately or for personal gain
- Not speak inappropriately about the school community, pupils, parents/carers, staff or governors including discussing incidents, operational or employment matters with parents/carers/members of the public
- Ensure all confidential data is kept secure and password protected



ROWHILL SCHOOL

Staff Code of Conduct Policy

Should Employees be in doubt about the appropriateness of sharing information they should seek guidance from the Headteacher.

13. Working Relationships and Relationships with Other Stakeholders/Community

The School expects Employees to maintain positive and professional working relationships.

Colleagues, pupils, parents and other stakeholders should be treated with dignity and respect. Employees should be polite and courteous in their interactions with parents/pupils and other stakeholders/members of the school community.

Behaviour which constitutes bullying and harassment, sexual harassment, intimidation, victimisation, discrimination or abuse of authority will not be tolerated and may be addressed via the School's Disciplinary Policy. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, pupils and parents.

Employees should treat all stakeholders in a fair and equitable way and not behave in a manner which may demean, distress, offend or discriminate against others. Employees should ensure that the Equality, Diversity and Inclusion Policy is complied with. Employees should be aware of the school's Complaints Policy and address any concerns from parents/pupils and other stakeholders in accordance with this document.

14. Conduct Outside of the Workplace

Employees must not engage in conduct outside of work which has the potential to:

- Affect or is likely to affect the suitability of the Employee to undertake their job role or work with children/young people or in a School setting
- Impact on the operation or reputation or standing of the School
- Impact on the operation or reputation of the School's relationship with its staff, parents, pupils, or other stakeholders
- Seriously undermine the trust and confidence that the School has in the Employee to undertake their job role or work with children/young people or in a School setting

The above actions may be the subject of disciplinary action which could lead to dismissal.



ROWHILL SCHOOL

Staff Code of Conduct Policy

15. Duty to Disclose

All Employees have a duty to immediately disclose to the Headteacher (or Chair of Governors in the case of a Headteacher) prior to the start of their employment, at the start of their employment or during the course of their employment, any change in their circumstances or any information which may affect or is likely to affect the suitability of the Employee to undertake their job role or work with children/young people or in a school setting. This includes, but is not restricted to The Employee:

- Being subject to any police investigation/enquiry, arrest, ban, charge, caution, reprimand, warning, fine or pending prosecution or criminal conviction; this includes any actions committed overseas which would be subject to a police investigation or formal action if such actions had been committed in any part of the United Kingdom
- Being subject to any referral, made to, or any investigation, proceedings, or prohibition order being undertaken by the Teaching Regulation Agency
- Being subject to the inclusion on the DBS Children's Barred List and any change in DBS status during employment, or any referral, made to, or any, investigation or proceedings being undertaken by the DBS
- Being subject to any referral, made to, or any investigation, proceedings, or prohibition order being undertaken by any other regulatory or professional authorities or actions of other agencies relating to child protection and/or safeguarding concerns
- Being subject to any orders made in relation to the care of children, the refusal or cancellation of registration relating to childcare, or children's homes, or being prohibited from private fostering
- Being subject to any 'live' disciplinary process, formal sanction or any other relevant information arising from a previous or current secondary employment/voluntary work which may impact on the Employee's suitability to undertake their role or work with children/young people or in a School setting; this includes substantiated safeguarding allegations
- Having close personal relationships outside of the workplace presenting a 'risk by association' to the safeguarding of children/young people

This list is not exhaustive. Should an employee be unclear about whether it is appropriate to disclose a matter they are encouraged to seek guidance from the Headteacher (or Chair of Governors in the case of a Headteacher) at the earliest opportunity.



ROWHILL SCHOOL

Staff Code of Conduct Policy

Employees must also report any current or historical information in the public domain or which is likely to come into the public domain which may be of relevance to their job role or their suitability to work with children/young people or in a school setting or matters which may be subject to adverse media attention or have a detrimental impact on the reputation of Rowhill School.

How the school will respond to Employee disclosures

Disclosures will be handled sensitively and discretely, and with regard to data protection considerations. The Headteacher will consider carefully any disclosure which is made and the appropriate response. This may result in a suspension from duties while an investigation/risk assessment takes place or Ofsted waiver application made (where applicable). [Disqualification under the Childcare Act 2006 - GOV.UK](#). In instances where the information disclosed constitutes a risk to the safeguarding of children/young people or is incompatible with an Employee's job role or their suitability to work with children/young people in a school setting, termination of employment may be considered. Any failure to disclose any information required in the course of employment or any other information that may have a bearing on an individual's suitability to carry out their job role or work with children/young people or in a school setting may be the subject of disciplinary action which could lead to dismissal.

16. Secondary Employment

Employees should ensure that any external paid or unpaid work does not conflict with their duty to the School. Employees must discuss with their Headteacher and obtain their consent before taking up additional paid/unpaid employment or engaging in any other business. Requests will not be unreasonably refused providing that:

- It does not affect or is unlikely to affect the suitability of the Employee to undertake their job role or work with children/young people or in a school setting
- It does not conflict with the interests of Rowhill School/KCC or have the potential to bring Rowhill School/KCC into disrepute
- There is no detrimental impact on an Employee's work performance or their own or others health and safety
- Privileged or confidential information is not shared
- Work is undertaken outside of the school and of contracted hours of work
- The activity is not in direct competition with those of Rowhill School



ROWHILL SCHOOL

Staff Code of Conduct Policy

It is an Employee's responsibility to monitor the hours they work and ensure they are rested and refreshed to be able to carry out their role. An average working week of 48 hours across all employments should not normally be exceeded unless the Employee has elected to opt out of the Working Time Regulations.

17. Dress and Presentation

All Employees must ensure their dress, personal appearance and standard of personal hygiene is appropriate to the nature of their role in the school and promotes a professional image.

Dress should be appropriate to the activities an Employee is engaged in and any related health and safety requirements.

Uniforms should be worn where provided, listed below:

Kitchen staff	catering uniform; closed shoes; hair net; gloves where appropriate
---------------	--

Suitable protective equipment must be worn where provided and appropriate, listed below:

Science laboratory	Safety goggles and lab coat where appropriate
Construction & Mechanics	Steel toe-cap boots; fire resistant overalls
Food Technology	Apron; gloves where appropriate; closed shoes; hair up; appropriate jewellery
Hair and Beauty	Gloves; aprons; closed shoes; hair up; appropriate jewellery; gown; use of towels
Design & Technology	Safety goggles where appropriate; overalls; appropriate jewellery; hair up
Forest School	Long trousers; hi-vis tabard; boots
PE	Appropriate footwear

Employees should wear their identity badges at all times whilst in the workplace and off-site when working. Suitable footwear should be worn by all members of staff, appropriate to their job role. For further guidance and clarification, staff should speak to their line manager.



ROWHILL SCHOOL

Staff Code of Conduct Policy

Clothes that expose areas of the body normally covered in the workplace are not allowed e.g. miniskirts, low cut tops and transparent clothing. Clothing with offensive or inappropriate designs, slogans or symbols are not allowed. Staff should exercise restraint with perfume or aftershave which can have a negative effect on students.

Any concerns regarding the dress code will be managed by the Headteacher.

Staff are expected to maintain good personal hygiene at all times.

An Employee may be asked to cover a visible tattoo where it is deemed inappropriate/offensive for a school setting. Body piercings, except earrings and facial rings, should not be exposed. Appropriate and safe designs of jewellery should be worn.

The School recognises the diversity of cultures and religions of its Employees and will take a sensitive approach where this affects dress and uniform requirements.

18. Smoking and the use of drugs and alcohol

Rowhill School is a non-smoking environment. Smoking and the use of e-cigarettes or “vaping” is not allowed on school premises or during working time. Staff should also refrain from smoking immediately outside of the school entrances.

Employees must not consume alcohol or use illegal drugs whilst at work/on duty or be under the influence of such substances whilst at work/on duty. This includes the use of ‘legal highs’ or psychoactive substances. Employees must ensure that any use of alcohol/illegal drugs outside of work does not adversely affect their work performance, attendance, conduct, working relationships, health and safety of themselves and others or damage the school’s image and reputation.

If an Employee has a drug or alcohol dependency which is impacting on their work or has the potential to impact on their work, they should discuss this with the Headteacher.

19. Health and Safety at Work

This section contains an overview within the context of this policy. Please also refer to Rowhill School’s Health and Safety Policy for further information and expectations regarding in relation to health and safety at work.



ROWHILL SCHOOL

Staff Code of Conduct Policy

All Employees must, by law, take reasonable care for their own health and safety and that of others in the workplace. Employees with specific additional responsibilities and those in managerial roles should also be aware of and comply with any additional health and safety obligations associated with their role.

Employees should inform their manager if they have a medical condition or are taking prescription medication which may impair their work performance or affect their health and safety or that of others.

Employees are required to comply with the School's Health and Safety Policy and agreed procedures at all times. This includes:

- avoiding risk of injury or danger to yourself or others
- using any protective clothing and equipment supplied
- complying with hygiene requirements
- reporting, at the earliest opportunity, any hazards, defects, accidents or incidents to the Headteacher or other designated person
- not interfering with, or misusing, anything provided for health, safety or welfare
- informing the School of any medical condition or medication which has been prescribed which may have an impact on health and safety in the workplace

20. Contact with the Media

All enquiries from the media should be directed to the Headteacher. Employees should not make contact with or comment to the media about matters relating to Rowhill School without the prior approval of the Headteacher.

Employees should speak to the Headteacher in the first instance about any concerns they have regarding their own employment or operation of the school and/or may refer to the School's Whistleblowing or Grievance Policies if they wish to raise a formal complaint.

Should an Employee speak directly to the media about non-school matters, care should be taken to ensure that it is clear that any opinions expressed are personal and that the individual is not acting on behalf of/representing the school. Any contact with the media in a personal capacity should be compatible with the Employee's role and their position working with children/young people or in a school setting and must not negatively impact on the reputation of the school.



ROWHILL SCHOOL

Staff Code of Conduct Policy

21. Whistleblowing

This section contains an overview within the context of this policy. Please also refer to Rowhill School's Whistleblowing Policy for further information and expectations regarding in relation to whistleblowing. Employees may raise concerns about any aspect of the operation of the school which is not directly related to their own employment through the Whistleblowing Policy.

Employees raising a concern with reasonable grounds for doing so will not be subject to discrimination, harassment or victimisation.

22. Misconduct

Failure to follow the Code of Conduct may result, if proven, in disciplinary action, including dismissal. Employees should ensure they are familiar with types of conduct which may be regarded as a breach of school rules. Examples of behaviours which are likely to be regarded to constitute misconduct are set out in the Appendix to the school's Disciplinary Policy. Allegations of misconduct will be managed in accordance with the school's Disciplinary Policy.

Part C – Safeguarding Pupils

23. General Obligations

This section contains an overview within the context of this policy. Please also refer to Rowhill School's Child Protection Policy, KCSIE, Online Safety and Acceptable Use of Technology Policy and Use of Mobile Phones and Electronic Devices Policy for further information and expectations regarding in relation to safeguarding pupils.

All Employees have a responsibility to:

- Safeguard pupils from physical abuse, sexual abuse, emotional abuse and neglect
- Promote the welfare of pupils and provide a safe environment in which children can learn
- Identify children who may need extra help or who are suffering, or are likely to suffer, significant harm
- Report as soon as possible and without delay any concerns regarding child protection/safeguarding to the Headteacher/Designated Safeguarding Lead (or Chair of Governors where concerns relate to the Headteacher)



ROWHILL SCHOOL

Staff Code of Conduct Policy

All Employees must ensure they have read, understood and comply with:

- Part 1 of Keeping Children Safe in Education (September 2025). This Guidance is attached at Appendix 4 or via <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>;
- The school's Child Protection Policy
- The school's Positive Behaviour Support Policy

Additionally, Employees with managerial responsibilities must ensure they comply with the school's procedure for Managing Allegations Against Staff (this is contained within the school's Child Protection Policy) and Parts 2-4 of Keeping Children Safe in Education and Safeguarding Procedures for Managing Allegations Against Staff. Employees must attend and comply with any training as required by the School associated with the safeguarding of pupils.

24. Appropriate Relationships with Pupils

Employees must maintain appropriate professional boundaries with pupils.

Employees are expected to act in an open and transparent way that would not lead any reasonable person to suspect their actions or intent.

In order to protect both children and themselves, Employees should also avoid behaviour that might be misinterpreted by others.

25. Allegations Against Members of Staff and Volunteers

All Employees have a duty to report to the Headteacher /DSL at the earliest opportunity the conduct of a colleague which may place a child at risk. Where the concerns relate to the Headteacher these should be reported to the Chair of Governors. Failure to report such concerns may be regarded as a disciplinary matter.

26. Guidance for Safer Working Practice

Employees are required to read, understand and comply with the [Guidance for Safer Working Practice for those working with Children and Young People in Education Settings](#). This document explains the School's specific expectations with regard to safeguarding pupils and contains practical guidance on behaviours which constitute safe working practice. Employees should seek immediate guidance from their Headteacher/Line Manager if they are unclear about the conduct or actions expected of them.



ROWHILL SCHOOL

Staff Code of Conduct Policy

27. Other Safeguarding Considerations

Prevent Duty: Schools have a duty to protect children/young people from radicalisation and extremism. All Employees have a responsibility to report any concerns about pupils who may be 'at risk' to the Headteacher/DSL.

Female Genital Mutilation: Teachers have a legal duty to report to the police where they discover an act of Female Genital Mutilation appears to have been carried out on a pupil. All Employees have a responsibility to discuss any concerns with the Headteacher/DSL. Please refer to Part 1 and Annex A of Keeping Children Safe in Education (September 2024) for further guidance.

Part D – ICT and Social Media

This section contains an overview within the context of this policy. Please also refer to Rowhill School's Child Protection Policy, KCSIE, Online Safety and Acceptable Use of Technology Policy and Use of Mobile Phones and Electronic Devices Policy for further information and expectations regarding in relation to the use of ICT and Social Media.

28. General Obligations

Employees should ensure that they have read, understand and comply with the School's Online Safety and Acceptable Use of Technology Policy at all times. Whilst at work or using a work device all Employees must:

- Ensure all electronic communication with pupils, parents/carers, colleagues and other stakeholders is compatible with their professional role, appropriate boundaries and in line with School policies
- Not to use work IT equipment to browse, create, transmit, display, publish or forward any material/images which is illegal, sexually explicit, obscene or could offend, harass or upset others or anything which could bring an Employee's professional role or the School/Local Authority into disrepute
- Not to use personal IT equipment to browse, create, transmit, display, publish or forward any materials/images which are illegal or could offend or harass others or anything which could bring an Employee's professional role or the School/Local Authority into disrepute
- Ensure that ICT system security is respected and password protocols are observed – including the use of strong passwords and encryption
- Not install personal software on School equipment or make unauthorised copies of School registered software



ROWHILL SCHOOL

Staff Code of Conduct Policy

Limited use of School internet, for personal purposes is permitted, provided this is within the scope of the School's Online Safety and Acceptable Use of Technology Policy and does not impact on an individual's job role.

Access to gaming, gambling, or inappropriate sites from School devices is not permitted. Employees should seek guidance from their Headteacher/Line Manager if they are unclear about the conduct or actions expected of them. Breaches of the expected use of ICT may be considered under the School's Disciplinary Policy.

29. Use of Social Media

Employees must ensure that their online presence/profile is compatible with their professional role. All Employees should:

- Ensure appropriate privacy settings are applied when using social media sites
- Refrain from sharing confidential/privileged information, discussing incidents, operational or employment matters or making critical/negative comments about the School/pupils/parents or colleagues on such forums
- Not browse, create, transmit, display, publish, comment on or forward any material/images which is illegal, could offend or harass or anything which could bring an Employee's professional role or the School/Local Authority into disrepute
- Never share/post images of pupils
- Not post images of work colleagues without permission

Employees should not make contact with pupils or parents via social media accounts or have these individuals as social media 'friends'/'contacts'. For staff who have family members who are pupils at the school, and they are 'friends/contacts' with them on social media, the staff member must declare this to the Headteacher. The Headteacher will outline the expectations with those members of staff.

Employees should seek guidance from their Headteacher/Line Manager if they are unclear about the conduct or actions expected of them.

30. Use of Personal Mobile Phones/Devices

This section contains an overview within the context of this policy. Please also refer to Rowhill School's Mobile Phone and Electronic Devices Policy for further information and expectations regarding in relation to the use of mobile phones and devices.



ROWHILL SCHOOL

Staff Code of Conduct Policy

Employees are not permitted to make/receive personal calls/texts, send/receive emails or access internet/social media during work time where children are present, without the consent of the Headteacher.

Employees should ensure that mobile devices are silent at all times whilst in the classroom or where children are present. Mobile devices should not be left on display.

Employees should not use their personal equipment (mobile phones/cameras/tablets) to take photos or make recordings of pupils.

31. Monitoring of Usage

Emails, documents or browsing history on School systems should not be considered to be private and may be monitored and recorded to ensure the safety of pupils and ensure compliance with this policy. This monitoring will be proportionate and will take place in accordance with data protection/privacy legislation. The School may address concerns regarding unauthorised, unacceptable or inappropriate use of ICT systems/devices or social media as a disciplinary matter.

Part E – Business Conduct

32. Use of Financial Resources

This section contains an overview within the context of this policy. Please also refer to Rowhill School's Finance Policy for further information and expectations regarding in relation to the use of financial resources.

The School requires Employees to observe the highest standards of business/financial practice. Employees should ensure that School/public funds with which they are entrusted are used in a responsible and lawful manner. Employees must comply with the School's stipulated financial regulations and any other relevant policies/audit requirements. Appropriate authorisation should be sought for any expenditure and audit trail/suitable records kept. School monies, credit/debit cards and accounts should not be used for personal purposes.

The use of personal credit cards/accounts to purchase goods and services on behalf of the School is not allowed. All expense claims for travel and subsistence should be appropriately authorised and accompanied by receipts/proof of purchase.



ROWHILL SCHOOL

Staff Code of Conduct Policy

33. Personal Use of Equipment and Resources

Employees may not make personal use of the School's property, materials or facilities unless authorised to do so.

34. Declaration of Interests

The School recognises that Employees may wish to take an active role in the local community and undertake additional personal/business activities outside of work. In the majority of instances such activities will have no impact on their role in School. However, on occasion there may be a potential conflict of interest.

Employees should therefore declare annually to the Headteacher any financial or non-financial interests which may conflict with those of the School. Employees should also declare membership of any professional bodies/organisations which may conflict with their School role.

Should Employees be in doubt about whether a conflict of interest may exist they should seek guidance from the Headteacher (or Chair of Governors in the case of the Headteacher).

35. Contracting out of Services

Employees should follow agreed School protocols for the award of contracts to external providers. Employees should adhere to School rules regarding the separation of roles in procurement/tendering process.

In particular care should be taken to ensure competition between prospective contractors is fair and open and that all competing parties are treated equally. Employees should ensure that preferential treatment is not shown to current/former Employees or partners, close relatives or friends/associates in the award of contracts.

Employees must not accept any form of financial or other inducement which may be offered by a potential contractor. All such approaches should be reported to the Headteacher. Confidential information relating to the tendering process, must not be disclosed to any unauthorised party or organisation.



ROWHILL SCHOOL

Staff Code of Conduct Policy

36. Gifts and Hospitality

This section contains an overview within the context of this policy. Please also refer to Rowhill School's Gifts and Hospitality Policy for further information and expectations regarding in relation to the use of gifts and hospitality.

Employees should not accept significant gifts from parents/carers, pupils/students, actual or potential contractors or outside suppliers which could compromise the individual or the School.

Employees should notify the Headteacher should they receive any unsolicited gifts and return the item with a polite refusal letter to the sender. A record should be kept of all gifts which are received.

Small tokens of appreciation which have no substantial financial value (less than £25) such as presents from pupils/students at the end of term may be accepted and do not have to be declared.

Employees may only accept an offer of hospitality if there is a genuine need to do so in order to represent the School in the community. Employees should discuss any invitations with the Headteacher (or Chair of Governors in the case of the Headteacher).

Where the School receives sponsorship of a School activity/event, care should be taken to ensure that this does not infer that the sponsor will receive preferential treatment in any future contracting/tendering process. An Employee or their partner, family member or friend may not benefit from the sponsorship.

37. Personal Relationships at Work

Employees must not allow a personal relationship with a colleague, parent, Governor or member of the wider school community to influence their conduct at work or have a detrimental impact on the operation of the school. Employees who are in a personal relationship should behave in an appropriate and professional manner during working time. Preferential treatment or advantage of any kind must not be given. A personal relationship may be defined as:

- A family relationship
- A romantic/sexual relationship
- A close personal friendship outside of work
- A business, commercial or financial relationship



ROWHILL SCHOOL

Staff Code of Conduct Policy

Employees are expected to disclose to the Headteacher where a personal relationship exists or develops with a parent of a pupil or where there is a pre-existing family connection or friendship with a pupil and/or their family. There will be no requirement to give a detail account of the involvement.

Where an individual is employed in a school in which their child/family member is a pupil, they should ensure that appropriate professional boundaries are maintained.

Where a personal relationship exists or develops between members of staff where one party is in a supervisory relationship they must not be involved in the recruitment, appraisal, promotion, pay determination or any other management decision involving the other party. The relationship should be disclosed to the Headteacher. In the case of the Headteacher any disclosures should be made to the Chair of Governors.

38. Political Activity

Employees may engage in political activity outside of work – however they should not allow personal/political views to interfere with their duties. Any activity should be compatible with the Employee's responsibility as a role model to pupils.

Where an Employee is involved in political activity outside of work – care must be taken to ensure that it is clear that any opinions expressed are personal and that the individual is not acting on behalf of/representing the School.

39. Intellectual Property

Any intellectual property created by an Employee during the course of their employment will be considered the property of the school, unless specific permission is granted to the Employee to have ownership of such materials.



ROWHILL SCHOOL

Staff Code of Conduct Policy

Appendix 1: Staff Code of Conduct – Confirmation of Compliance

All Employees will sign the declaration below and return the signed copy to the School Office, at the following times:

- On appointment of paid employment at the School
- At the start of volunteering at the School
- At the start of the academic year
- Following any updates to the Staff Code of Conduct Policy and after re-reading

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

Should I have any queries about any aspect of the code or am unclear of the school's expectations I will discuss these with the Headteacher at the earliest opportunity.

Name:

Job Title:

Signed:

Date:



ROWHILL SCHOOL

Staff Code of Conduct Policy

APPENDIX 2 – Teachers' Standards

The Teachers' Standards can be found on the GOV.UK website:
<https://www.gov.uk/government/publications/teachers-standards>

- END OF POLICY -