



# *Barrowby Church of England Primary School*

## **Staff Code of Conduct**

### **1 Purpose**

- 1.1 The purpose of the Code of Conduct is to supplement an employee's terms and conditions of employment and to support the Local Authority's values, standards and behaviours and those of the school.

### **2 Links with Other Policies**

- 2.1 The Code of Conduct draws together policies and requirements within the Schools Handbook and aims to assist you in performing your duties to the best of your ability.
- 2.2 You are required to familiarise yourself with the contents of the Code and the documents referred to therein. It cannot cover every eventuality and if you are in any doubt, or if you require any additional guidance you should consult your manager, Head Teacher or Human Resources contact.
- 2.3 The Code applies to all employees of the School. A breach of the Code may lead to disciplinary action under the School's Disciplinary Policy.
- 2.4 This Code of Conduct also encompasses guidelines from the National Code of Conduct. It is also based upon the key principles of public life recommended by the Committee on Standards in Public Life (The Nolan Committee). These principles are as follows:

### **3 Honesty, integrity, impartiality and objectivity:**

An employee must perform his/her duties with honesty, integrity, impartiality and objectivity.

- 3.1 Employees serve the School as a whole and have individual responsibility as part of their job roles for implementing policy, delivery of services and operational management of the School.
- 3.2 Those employees, where it is part of their duties, who work at senior level with political sensitivity to advise and support Governors, will ensure that Governors have appropriate and timely information on key issues and decisions; and will give Governors independent and professional advice, not influenced by political views or preferences.
- 3.3 It is also vital that employees understand that it is not just about reality, it is also about perception. The public has a right to expect the highest levels of integrity and responsibility from all employees. This must be capable of demonstration and therefore actions, which lead to a loss of confidence through perceptions, are as critical as any others.

## **4 Political Neutrality**

- 4.1 Employees serve the School as a whole. It follows that they must serve all Governors equally. Employees should not be involved in advising any political group, nor in attending any of their meetings, without the express consent of the Head Teacher and they must not compromise their political neutrality. As an employee of the School, employees are required to serve the School and cannot therefore, be accountable to individual political groups and must not allow their personal political opinions to interfere with their work.
- 4.2 All School employees are eligible to stand for office as a Member of Parliament or as a member of a County, District, Borough or Parish School, provided any resultant conflict of interest is declared. The exception will be those staff employed in Community and Voluntary Controlled Primary, Secondary and Special Schools with delegated budgets, who are employees of the County School and are therefore barred from standing as a County Councillor.
- 4.3 The Local Democracy, Economic Development and Construction Act 2009 places certain restrictions on employees of local authorities if their job role is known as a politically restricted post or 'politically sensitive'.
- 4.4 The terms of restriction constitute contractual provisions.
- 4.5 Employees seeking further details should check with their Manager/, who may seek advice where necessary from their HR Adviser, or see the School's Policy and Procedure on Politically Restricted Posts which incorporates advice on Local Authority Employees standing for Election.

## **5 Accountability**

- 5.1 An employee must be accountable to the School for their actions.
- Compliance with Legislation, Terms and Conditions of Service and other written guidelines:
- 5.2 During the course of work employees should at all times be aware of and comply with legislation covering Health & Safety, Equality, Data Protection and all other relevant legislation.
- 5.3 Employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and adults during the course of their work.
- 5.4 Employees should also have read and understood the conditions of service under which they are employed, including all local policies, which take into account all legislation and the local and national schemes. These policies are contained within School's Employment Manual. For further information employees should consult their manager, who may seek advice where necessary from their HR Adviser. In particular employees should be aware of:
- The Grievance Policy and Dignity at Work Guidance in order to express individual and personal concerns

- The Disciplinary Policy which also contains the disciplinary rules
- Equality and Diversity in Employment Policy

- 5.5 All School employees must ensure that policies relating to equality issues are complied with in addition to the requirements of the law. All members of the community, clients and other employees have the right to be treated with fairness and equity regardless of race, colour, nationality, ethnic or national origins, religion or belief, gender, gender reassignment, sexual orientation, marital status, civil partnership status, disability or age.
- 5.6 Employees should ensure that they are aware of and follow the advice and guidance about using “social media” as contained in the Social Media Policy attached to this Code. The term “social media” includes websites, online tools, blogs and other interactive communication technologies (ICT). The Social Media Policy applies to all employees engaged on School business and employees’ personal use of social media where it could be deemed to have a negative impact on the School’s reputation.
- 5.7 Staff in the school should be suitably dressed for their duties and responsibilities, including the wearing of appropriate safety clothing and equipment, in accordance with all Health and Safety regulations.
- 5.8 In addition, employees should be conscious of, and ensure that they are complying with, any other specific guidelines issued by their Service/Director Area. If an employee is a member of a professional institute or association they are also obliged to comply with any professional code and/or standards of practice pertaining to that organisation e.g. GTC Teachers code of conduct, accountancy professional bodies’ codes of conduct, social care codes of conduct.

## **6. Respect for others**

An employee must:

- a) treat others with respect
- b) not discriminate unlawfully against any person; and
- c) treat Governors of the School professionally

### **Dignity at Work**

## **7 Employees**

- 7.1 The School wishes to create an environment where all its employees are treated with dignity and respect. There should be mutual respect between all employees. The School has adopted procedures to deal with harassment, discrimination, victimisation and bullying and employees should make themselves aware of these.

## **8. Governors**

- 8.1 For some employees, their role is to give advice to governors and all are there to carry out the business of the School. Mutual respect between employees and Governors is essential to the efficient running of the School. Close personal familiarity between employees and individual Governors can damage relationships and prove embarrassing to other employees and Governors and should therefore be avoided. Employees who

have or enter into a personal relationship with a Governor should declare this to the Head Teacher.

## **9. The Local Community**

- 9.1 As an employee of the School, employees are expected to give the highest possible standard of service to the public and, where it is part of their duties, to provide appropriate advice to Governors and fellow employees with impartiality. In carrying out duties and responsibilities, an employee's honesty and integrity must be beyond question. Employees must never use their authority or position for personal gain, or to enable colleagues or others to gain personally. An employee's own professional body may have its own care policy in addition to these guidelines.

## **10. Contractors**

- 10.1 All relationships of a business or private nature with external contactors or potential contactors of the School should be made known to the Head teacher/Governors at the school. Orders and contracts must be awarded on merit in fair competition with other tenders and no part of the local community should be discriminated against or special favours shown.

## **11 Financial**

- 11.1 If an employee discovers that a contract in which they have a financial or other interest has been, or could be, entered into, they must advise the Head Teacher.

## **12 Stewardship**

All employees in the school must:

- a) Use any public funds entrusted to or handled by him/her in a responsible and lawful manner,
- b) Not make personal use of property or facilities of the school unless properly authorised to do so.

## **13 Patent and Copyright**

- 13.1 Any matter, item or idea capable of being patented under the Patents Act, which is developed or discovered by an employee, alone or together with colleagues, in the course of their duties, must be disclosed to their manager, and subject to provisions of the Act belongs to the School
- 13.2 It is the responsibility of the School in the first instance to decide whether to apply for patent or other protection in law for any invention, which belongs to the School by virtue of the Patents Act.
- 13.3 All records, documents and other papers relating to the finance and administration of the School and which are compiled or acquired by an employee in the course of their employment, are and will remain the property of the School. In the case of academic work, such as projects undertaken as part of a course to further their professional career

and including books, contributions to books, articles and conference papers, the copyright will belong to the employee.

#### **14 Care and Use of County School Resources**

- 14.1 School resources, whether tangible assets such as materials, equipment and cash, or business information, may not be used other than for the proper advancement of the business of the School.
- 14.2 All equipment belonging to the school should be treated with due care and respect. Any employee wishing to use an item of equipment, for example a photocopier, word-processor or printer, for business other than that of the School must gain permission from the Head teacher in advance.

#### **15 Security and Use of Computer Data/Equipment**

- 15.1 The information stored and processed on the information technology systems operated by the School are of paramount importance to its day to day activities. It is therefore essential that the data and systems are adequately secured against risks such as operator error, theft of equipment, unauthorised access to or copying of programmes, use of unauthorised software on School owned machines (which increases the risk of importing computer viruses) and natural hazards such as fire, flood and power failures.
- 15.2 Relevant data protection legislation must be complied with, and copies are available from Legal Services.
- 15.3 Employees must endeavour to ensure that no unauthorised person gains access to equipment/data, which is within their responsibilities. No data should be released unless finally approved and that conforms with Data Protection legislation. User identifications and passwords must not be disclosed to anyone and passwords must be changed regularly to a previously unused password.
- 15.4 Misuse and time wasting of the e-mail system is unacceptable and personal messages should be kept to a minimum. E-mail must not be used to undertake personal business for monetary gain.
- 15.5 Under the law, if an e-mail message is sent during the course of an employee's employment which is defamatory, the employer is liable even if the message is sent between one employee and another. E-mails are not normally deleted from the system and are available for audit purposes. The tone and content of messages should be appropriate and consistent with any other form of school communication.
- 15.7 For further guidance on email use please refer to the School's Email Policy contained in the Corporate Information Security Policy via George. Personal use of the Internet, including Social Media, is permitted by employees provided that the Internet and Intranet Policy contained in the Corporate Information Security Policy, LCC Social Media Policy and Social Media in Employment Policy are adhered to and it does not impact on their job or interfere with the performance of other staff doing their job. There should be no access to sites which have a terrorist, offensive, sexual or game playing/gambling content. Access to the internet is monitored on a regular basis.

15.8 Any breaches of the Corporate Information Security Policy may lead to disciplinary action being taken against the employee(s) involved.

15.9 Employees should have read and understood the Corporate Information Security Policy which is available on LCC Connects.

## **16 Personal interests**

An employee must not in his / her official or personal capacity –

a) Allow his/her personal interests to conflict with the authority's and/or the School's requirements; or

b) Use his/her position improperly to confer an advantage or disadvantage on any person.

16.1 Alcohol/Drugs

16.2 The School may have adopted a policy on the Prevention of Alcohol and Drug misuse, which is aimed at ensuring that employees report fit for work and remain fit to perform their duties. The consumption of alcohol is not permitted on School premises unless specifically approved by the Head Teacher. The School prohibits the use, possession, distribution or sale of drugs at the workplace or when conducting School business.

16.3 Where it is established that there is an alcohol or drug dependency problem, this will be considered as a treatable illness and Head Teachers will provide assistance wherever possible. The County School's Employee Support and Counselling Service is also available to provide counselling and advice. Where an employee refuses help or drops out of a treatment programme this will not be automatic grounds for dismissal; however any unacceptable level of behaviour or level of performance thereafter will be subject to appropriate action.

## **17 Other Personal Interests**

17.1 Employees are also required to declare an interest if it comes to their attention that they have a connection or potential connection with any business or organisation (including voluntary bodies) which deals with the School, for example, if a relative is a supplier.

17.2 An employee's life away from work is their personal concern. An employee should not however, subordinate their work to their private interests or put his/her self in a position where their job, or the school's interests and his/her personal interests conflict. This includes behaviour, which because of the nature of employment would undermine the school's confidence or trust in the employee.

17.3 An example of such behaviour relates to employees of the School facing criminal charges. The School requires all employees to notify their Head teacher ~~without~~ delay of any criminal charge (or caution) imposed upon them, with the exception of minor driving offences if their job does not include the use of a car. These rules apply for charges incurred on or off duty.

## **18 Additional Employment**

- 18.1 Employees have a duty to take reasonable care of their own health and safety. All employees must inform their Manager if they have/take up additional employment, particularly where this means that their total number of hours worked, exceed an average of 48 hours per week, or which could have a detrimental effect on their health and safety.
- 18.2 The School will not prevent an employee from undertaking additional employment provided it does not conflict with the interests of, or in any way weaken public confidence in the School and does not in any way affect performance of their duties and responsibilities whilst they are at work, or where their current position could confer advantage to their private interest/personal gain. If there is a conflict the Head Teacher can ask for an employee to discontinue with the conflicting private business interests.
- 18.3 A related issue concerns payment received by employees for work which arises principally as a result of work-related skills and is carried out for private purposes during working hours (by prior agreement) or on special leave from the School, or when using School information, equipment or facilities. Examples might be when an employee writes a book using School owned information and equipment, an employee who marks examination papers during School holidays or an employee who produces computer software which is capable of being marketed outside the School for profit. Should an instance of this nature arise, Head Teachers should consult their Human Resources provider concerning the acceptability of the project and, if applicable, how resulting payments will be handled, prior to commencement of any such work.

## **19 Registration of interests**

- a) Employees must register any interest they or their spouse or partner have which may conflict with the School's interests, by providing written notification to their line manager, using the Officer Interests Registration Form, of any employment by, substantial shareholding in, or membership of any external company or body, including voluntary organisations, which has or may enter into a contractual relationship with the School or which is involved in campaigning or lobbying in respect of any School activity. The line manager will then pass that information to the Democratic Services Manager who will enter it in a register of interests held for that purpose.
- b) If an employee lets contracts or are involved in any way in engaging or supervising contractors the employee must make a declaration to their manager immediately if either they or a relative or friend has any personal interest in respect of the contractor or potential contractor. That interest may arise through employment, by a substantial shareholding in or membership of the contracting company or body.
- c) The manager must then take steps to ensure any potential problems arising from the conflict of interests are addressed. This may be by identifying another employee to carry out the tendering process or deal with the contractor or potential contractor, or may involve putting in place any necessary safeguards to protect the School's position and also to protect the employee's position.
- d) A 'significant interest' in a company is one where an employee, their relatives and members of the same household in total have more than a 20% shareholding in a company. However, it may be that a shareholding below 20% is 'significant' for example, where the individual has veto rights or exercises control/influence over the company in

other ways. If in doubt, employees should seek further clarification from their line manager.

e) A 'Relative' of the employee means a spouse, partner, parent, parent-in-law, son, daughter, step-son, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, cousin, or the spouse or partner of any of the preceding persons, and partner means a member of a couple who live together.

f) A 'friend' can be regarded as someone well known to another and regarded with liking, affection and loyalty by that person. A closer relationship is implied here rather than mere acquaintance.

## **20 Registration of Gifts and Hospitality**

- 20.1 Employees are expected to refuse personal gifts and hospitality offered to them or members of their family by any person or body that has or seeks dealings of any kind with the School, subject to the following:
- gifts and hospitality of 'token value' may be acceptable, e.g. a pen, diary or a modest lunch, provided it is not a regular practice, and
  - where the acceptance of refreshments or a meal would in any event be appropriate in the conduct of normal business
- 20.2 Particular care should be taken if an employee is purchasing goods or services on behalf of the school. Where any gift or hospitality is offered, it should be recorded using the Officer Interests Registration Form in the Corporate Register in Democratic Services, whether or not it is to be accepted. Where it is to be accepted, approval should be obtained, preferably in advance, from the employee's manager
- 20.3 In the case of an employee becoming the beneficiary of a will from a member of the School community, employees must refuse to accept any legacy/bequest regardless of its size or value if it is as a consequence of their employment. Employees must also report the legacy/bequest to their Head Teacher. Acceptance of such legacies/bequests will result in disciplinary action.
- 20.4 Offers from companies of promotional sales should be declined. Employees should bring such matters to the attention of their manager in order that a decision can be made as to whether it is appropriate to inform the Executive Director of Finance and Public Protection, who can write to the company concerned, indicating that improved discounts are the only form of promotion acceptable to the school.
- 20.5 It is unacceptable for employees to use their own, relatives or friend's personal loyalty cards while making purchases on behalf of the school or service users.
- 20.6 Any prizes won while on school business or while using school funds should be reported immediately to their manager/executive director who will make a decision on the acceptability of such a prize.
- 20.7 Where an external organisation wishes to sponsor or is seeking to sponsor a school activity, whether by invitation, tender negotiation or voluntarily, the conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.
- 20.8 From time to time the Council sponsors or gives grants for sporting and cultural

events such as exhibitions, plays or performances, or games. The general rule is that no employee, nor any partner, spouse or relative shall receive any benefit from such sponsorship or grant in a direct way without there being full disclosure to their manager/executive director of any such interest. Similarly, where the Council, through sponsorship, grant aid, financial or other means, gives support in the community, employees must ensure that impartial advice is given and that there is no conflict of interest involved.

## **21 Gifts**

- 21.1 When deciding whether or not to accept an offer of a gift, the context is very important. An offer from a company seeking to do business with the school made of an employee involved in letting a contract is unlikely ever to be acceptable, regardless of the value of the gift.
- 21.2 By contrast, a small gift given at Christmas by a parent as a gesture of appreciation to an employee will generally be acceptable and could cause offence if returned.
- 21.3 Employees must never accept monetary gifts of any kind, whether in the form of cash, or cheques, vouchers or coupons.
- 21.4 Employees must always record the reason for accepting any gift worth over £25. It may be that the manager agrees the gift is accepted on the basis it is shared by a staff group or, where appropriate, it is used as a raffle prize or for a fund-raising event to benefit service users. A series of gifts which altogether total more than £25 in value should be registered

## **22 Hospitality**

- 22.1 Examples of hospitality which can be accepted are:
- refreshments or a meal given during or at the conclusion of business
  - invitation to a Society or Institute dinner
- Examples of hospitality which are not acceptable are:
- a holiday or business trip paid for by business contacts
  - use of a company flat/hotel suite
- 22.2 Offers of free hotel accommodation/tickets for concerts or sporting events should be treated with extreme caution. These will invariably be valued substantially in excess of £25 and you must record why such hospitality has been accepted. If in doubt, any offer of hospitality should be declined. In addition, any prizes offered at a hospitality event and won by an employee must be entered in the Register as a separate item.
- 22.3 Any breaches of the requirements relating to interests, gifts and hospitality will result in disciplinary action being taken against the employee(s) involved.
- 22.4 If an employee is concerned about a particular gift or offer of hospitality, they should obtain advice on the operation of this guidance from the Democratic Services Manager or People Management Managers.

## **23 Sponsorship**

- 23.1 Where an external organisation wishes to sponsor or is seeking to sponsor School or school activity, whether by invitation, tender negotiation or voluntarily, the conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.

## **24 Reporting procedures**

- 24.1 An employee must not treat another employee of the authority less favourably than other employees by reason that that other employee has done, intends to do, or is suspected of doing anything under or by reference to any procedure the authority has for reporting misconduct.  
i.e. it should be a breach of an employee's terms and conditions of employment if they victimise another employee in the school who has used the authority's reporting procedures to report the misconduct of others.
- 24.2 It is a breach of an employee's terms and conditions of employment if they victimise another employee who has used the Council's reporting procedures to report the misconduct of others.
- 24.3 The Confidential Reporting Code is intended to encourage and enable anybody who works for or on behalf of the school to raise serious concerns within the school rather than overlooking a problem, and to make it clear that reporting can happen without fear of reprisal.
- 24.4 Employees are contractually expected to report non-compliance of other employees within the Code.
- 24.5 Under the Public Interest Disclosure Act 1998 (PIDA), employees are legislatively protected in the event that they raise any concerns. PIDA was further strengthened by the Enterprise and Regulatory Reform Act 2013. For further guidance please refer to the school's Confidential Reporting Code (Whistle Blowing Policy).
- 24.6 Employees will be expected, through agreed procedures and without fear of recrimination, to report any deficiency in the provision of service. Employees must report to the appropriate manager any impropriety or breach of procedure.

## **25 Anti-Fraud and Anti-Corruption**

- 25.1 The school is committed to ensuring the maintenance of high standards in every aspect of its activities. As part of this commitment the school will ensure that opportunities for fraud and corruption are identified and actively managed to reduce possible risks. Where there is a suspicion of fraud or corruption the management of the school will deal with it in a firm and controlled manner.

## **26 Openness**

An employee must:

- a) Not disclose information given to him/her in confidence by anyone, or information acquired which he/she believes is of a confidential nature, without the consent of a person authorised to give it, or unless he/she is required by law to do so; and
- b) Not prevent another person from gaining access to information to which that person is entitled by law.

## **26.1 Openness and Use of Information**

- 26.2 During the course of their employment employees will come across confidential information. All employees must understand and comply with Information Governance requirements. This refers to the correct handling and management of information to comply with relevant legislation, confidentiality and security standards.
- 26.3 Employees may be working in areas other than their normal office or in premises shared with staff working in other services provided by the Council. If an employee views, overhears or otherwise comes into contact with such information the privacy and confidentiality of this must be maintained at all times, unless an employee is expressly authorised to divulge it, or is required to do so by law, for example to members, auditors, government departments, service users and the public.
- 26.4 Employees should use their discretion to determine the appropriateness of where they hold conversations of a confidential nature (particularly when using a touchdown point or in a public place, for instance when using a mobile phone). They should ensure that they are aware of the Information Governance guidance document, 'Be Vigilant with Information.'
- 26.5 The duty of confidentiality is imposed on all staff no matter what their function or capacity within the Council. A breach of confidentiality may be considered a disciplinary matter.
- 26.6 Information Governance is the framework of law and best practice that regulates the manner in which information, (including information relating to and identifying individuals) is managed, i.e. obtained, handled, used and disclosed. It is a complex and rapidly developing area and one of the upmost importance since information is central to any organisation and underpins everything we do.
- 26.7 Information concerning an employee's private affairs must not under any circumstances be supplied to any person outside the service of the school without the consent of the employee, nor to anyone within the school unless that person has authority or responsibility for such information.
- 26.8 Employees must never use their authority or position for personal gain, or to enable colleagues or others to gain personally.
- 26.9 If any employee has any reservations about any request to supply information they should immediately refer the matter to the head teacher.

## **27. I.D. Cards**

- 27.1 To prevent security breaches the school has an Identification Card scheme for all employees. Employees should ensure that they have their ID card with them at all times.

The ID cards carry a passport style photograph.

## **27 Media Contacts**

- 27.1 Employees must not make statements to the media, or any other public statement which concerns the business of the school unless they have been authorised by their Head teacher to act generally as a spokesman or have been expressly authorised to act as a spokesperson in relation to a particular situation, or are acting as an authorised Trade Union spokesperson.

## **28 Appointment of staff**

a) An employee must not be involved in the appointment or any other decision relating to the discipline, promotion, pay or conditions of another employee, or prospective employee, who is a relative or friend.

b) In this paragraph

1) "Relative" means a spouse, partner, parent, parent-in-law, son, daughter, step-son, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons; and

2) "Partner" in sub paragraph (1) above means a member of a couple who live together.

## **29.1 Appointment of Staff and other Employment Matters**

- 29.2 Employees involved in appointments should ensure that those appointments are made only on the basis of merit. In order to avoid any possible accusation of bias, employees should not be involved in an appointment (which includes involvement in any part of the selection process) where they are related to an applicant, or have a personal relationship with him or her outside of work.

- 29.3 Similarly, employees should not be involved in decisions relating to discipline, promotion, recruitment or pay and conditions for any other employee who is a relative, partner, etc.

## **30 Duty of trust**

- 30.1 An employee must, at all times act in accordance with the trust that the public is entitled to place in them.

- 30.2 Attention is drawn to Part V of the LCC Constitution, which applies to all employees.

- 30.3 Employees are reasonably expected to be ready and able at the agreed times of working to carry out their job.

- 30.4 Politeness and courtesy should be expressed to the public and to internal and external clients at all times.

- 30.5 Customer care and courtesy must be maintained with appropriate professional boundaries and particular attention should be paid when in contact with vulnerable service user groups.

- 30.6 In carrying out their duties and responsibilities employees' honesty and integrity should be beyond question.

30.7 This includes the covert electronic, audio or video recording, by any device, of meetings or discussions in the workplace or whilst on LCC business unless express authorisation has been received from the appropriate senior manager prior to any such recording taking place.

**31. Staff Code of Conduct Policy Review**

This policy is reviewed by the Head teacher, staff and Governors in accordance with Barrowby School's Policy and Review Cycle for approval by the Full Governing Body, annually.

Last reviewed: September 2025

Next review: September 2026