

*“Responsible Caring and Secure, preparing you for your future”*

# **Roehampton Church School**



Code of Conduct – Roehampton Church  
School 2017-18

## **Introduction**

The School Code is based on the Council’s Code and the Teachers' Standards as published by the Secretary of State for Education.

There are already a number of procedures and guidance notes dealing with many of the points included in this Code. These are drawn to your attention at the appropriate place in the Code itself.

To underline the importance that the Governing Body attaches to the Code, you will be required to abide by its provisions as a condition of your employment. Any alleged breach will be investigated as a possible disciplinary offence.

All staff should behave at all times in such a manner as to demonstrate personal courtesy, integrity and enhance the dignity and standards of the school. In addition they should strive constantly to develop their own skills and expertise.

Please read the code carefully and any other documents referred to within it which are relevant to your own work. If you have any queries, please raise them with the Headteacher in the first instance.

## **1. Standards**

1.1 Headteachers, teachers and support staff are expected to give the highest possible standard of service and to behave with impartiality. The Governing Body has approved a Policy and Procedure which is intended to encourage and enable teaching and support staff to raise serious concerns within the School rather than overlooking a problem or “blowing the whistle outside.”

The Policy has three aims:-

- (a) to provide avenues for all staff to raise serious concerns about any aspect of the Council's work and receive feedback on any action taken;
- (b) to allow all staff to take the matter further if they are dissatisfied with the Council’s response;
- and
- (c) to reassure all staff that they will be protected from reprisals or victimisation for whistleblowing in good faith.

If at any time an employee has a serious concern about something which he/she believes in good faith:-

- is unlawful; or

- is against the Council’s Standing Orders or policies; or
- falls below established standards for practice; or
- amounts to improper conduct; or
- is a health and safety risk to the public as well as other employees; or
- involves damage to the environment; or
- involves the unauthorised use of public funds; or
- involves possible fraud and corruption; or
- involves sexual or physical abuse of clients

he/she must follow the advice given in the “Policy and Procedure on [Whistleblowing](#).” This contains full details about what should be done by the employee. A copy of the Policy and Procedure can be obtained from your headteacher or school office.

## **2. Personal and Professional Conduct**

2.1 All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

2.2 All staff uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all time observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupil's well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

2.3 All staff must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

2.4 All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

## **3. Disclosure of Information**

3.1 It is a disciplinary offence to speak to the press in the capacity as a spokesperson for the School

or Wandsworth Borough Council without prior permission.

3.2 Headteachers, Teachers and Support Staff should not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way.

3.3 Intellectual property or copyright created during the course of Council employment shall remain the property of the Council and must not be used by employees in personal capacity without prior permission.

#### **4. Political Neutrality**

4.1 Headteachers, Teachers and Support Staff must follow every lawfully expressed school policy and must not allow their own personal or political opinions to interfere with their work.

#### **5. Relationships**

##### **5.1 Pupils**

Headteachers, Teachers and Support Staff should behave with compassion and impartiality towards pupils. They should be sensitive in expressing criticism of pupils and avoid hurtful comments of a personal nature. Reports should be based on factual and objective information. Confidentiality should be honoured, and nothing should be done which exploits, undermines or abuses a pupil.

##### *5.2 Colleagues*

Headteacher, Teachers and Support Staff should ensure discussions with colleagues concerning professional problems are kept confidential and that personal issues do not cross over the line of professional conduct. That all colleagues professional standing is respected, particularly when making any assessment observations of their work, and that they do not denigrate any colleagues in the presence of others.

##### *5.3 Parents*

Headteachers, Teachers and Support Staff should give a true representation of facts concerning any aspect of the education development of children. They should respect both the joint responsibility which must exist between the school and parents, and the parental right to enquiry, consultation and information with regard to the educational development of their child.

##### *5.4 Governors*

Headteachers, Teachers and Support Staff should not knowingly distort or misinterpret facts concerning the school. They should be objective and respect the overall joint responsibilities which exist with the governing body for the conduct of the school.

### *5.5 Children’s Services and other Council Staff*

Headteachers, Teachers and Support Staff should support the Children’s Services and other Council Staff in reasonable discharge of their duties under the law. They should maintain a professional relationship with those staff. In addition, they should be cognisant of and comply with as relevant, the provisions laid down in such documents as LA manuals of guidance and administration, Standing Orders, memoranda and regulations.

See: Human Resources Handbook, LA Circulars, FMS Handbook

### *5.6 Contractors*

Teachers and Support Staff should make known to the Headteacher any relationship of a business or private nature with external contractors or potential contractors as these orders and contracts must be awarded on merit, by fair competition against other tenders and no special favours should be shown to businesses run by, for example, friends, partners or relatives involved in the tendering process. No part of the local community should be discriminated against. Headteachers are expected to bring such relationships to the attention of the Chairman of Governors.

See: [Declaration of Interests and Additional Employment Policy and Procedure](#)

## **6. Staff Recruitment & Other Employment Matters**

6.1 Recruitment should always be carried out in a fair and equitable manner. Governors, Headteachers, Teachers and Support Staff should ensure that appointments are made on the basis of merit only. Staff should not mis-represent any professional or other qualifications. Headteachers, Teachers and Support Staff should not seek to advertise or canvass for the purpose of promoting their own advantage. It would be unlawful for an employee to make an appointment which was based on anything other than the ability of the candidate to undertake the duties of the post. In order to avoid any possible accusation of bias, employees should not be involved in an appointment where they are related to an applicant, or have a close personal relationship outside work with him or her. The same approach should be adopted in relation to decisions relating to discipline, promotion or pay adjustments.

*6.2 Requirements to disclose relevant criminal convictions.* Criminal convictions have an impact on certain jobs within the School. If a member of the Teaching or Support is convicted of an offence at any time during employment with the School, there is a requirement to notify the Headteacher within two weeks of the conviction. Failure to do so will constitute a serious offence under the Disciplinary Code in addition to any disciplinary offence which the conviction, treated separately, may constitute. A copy of the schedule of relevant convictions can be obtained in confidence from

the Contracts and Human Resources Section. Headteachers should make known any such convictions to the Chair of Governors.

See: [Disciplinary Codes](#)

## **7. Outside Commitments**

7.1 Headteachers, Teachers and Support Staff should be clear about their contractual obligations and should not take outside employment which conflicts with the Council’s interest or affects professional standing. All Non-teaching Staff above Scale 6 must obtain written consent to having, or taking up, any outside employment from the Chairman of Governors.

See “Purple Book” paragraph 71 states in relation to whole-time service that “Officers above Scale 6 shall devote their whole-time service to the work of their Council and shall not engage in any other business or take up any other additional appointment without the express consent of the Council.”

See: [Declaration of Interests and Additional Employment Policy and Procedure](#)

## **8. Personal Interests**

8.1 Teachers and Support Staff must declare in writing to the Headteacher, any financial or non-financial interest including personal relationships, which may influence, or be seen by another party to influence a particular situation. It is not possible to define all possible situations but a good test is to ask the question, “If other people knew the facts, might they reasonably think I had an interest.” The Headteacher must declare in writing any similar interest to the Chairman of Governors. Copies of all declarations must be sent to the Director of Education.

See: [Declaration of Interests and Additional Employment Policy and Procedure](#)

## **9. Equality Issues**

9.1 Headteachers, Teachers and Support Staff should ensure that any policies relating to equality issues as agreed by the Governors are complied with in addition to the requirements of the law. All members of the local community have a right to be treated with fairness and equality.

See: [Equal Opportunities Statement](#), [Bullying and Harassment Policy](#), [Disability Code](#)

## **10. Corruption**

10.1 Teachers and Support Staff must declare in writing any financial interests in the event of there being potential conflict. Furthermore, all staff must be aware that it is a serious criminal offence for

them corruptly to receive or give any gift, loan, fee, reward or advantage for doing or not doing, anything or showing favour or disfavour to any person in their official capacity. In such circumstances if any money, gift, etc., is proved to have been paid or given to or received by a member of school staff then such money, gift, etc., is deemed to have been paid or given and received corruptly unless the contrary is proved. Headteachers must declare in writing any similar interest to the Chair of Governors.

See: [Declaration of Interests and Additional Employment Policy and Procedure](#), [Disciplinary Codes](#)

## **11. Use of Resources**

11.1 Headteacher, Teachers and Non-teaching Staff must ensure that they use public funds and any other assets entrusted to them in a responsible and lawful manner and not use them for personal ends nor mix them with personal resources. They should strive to ensure value for money to the local community and to avoid legal challenge to the Council.

## **12. Hospitality**

12.1 This involves both the giving and receiving of hospitality. When deciding whether or not it is justifiable, the following points must be addressed:

12.2 Hospitality must always be:

- a) in connection with official duties;
- b) justified in the public interest e.g. providing useful working benefits to the school or representing the school in the community;
- c) of a modest level;
- d) given/received openly;
- e) able to meet any subsequent public scrutiny.

12.3 In addition, where hospitality involves visits to theatres, sporting events etc., these can only be accepted in exceptional circumstances, with payment of the face value of the tickets going to the school fund.

12.4 Where any Teachers or Support Staff wish to give or receive hospitality other than between-meal refreshments they must seek written approval from the Headteacher in advance except where no prior notice of an invitation is given. The Headteacher should seek written approval from the Chairman of Governors in such cases. The letter should record:

- (i) the date of the hospitality
- (ii) who it is given by/to

(iii) the reason for the occasion and

(iv) the cost.

### **13. Gifts**

13.1 Headteachers, Teachers and Support Staff should not accept gratuities, gifts or favours from suppliers etc., that might impair or appear to impair professional judgement. It is recognised that there is a difference between pupils gifts and those of suppliers.

### **14. Sponsorship**

14.1 Where an outside organisation wishes to sponsor a school actively the basic conventions concerning the acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.

14.2 Where the school sponsors an event or service neither a member of school staff nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure to the Governing Body of any such interest.

### **15. Use of mobile phones and other mobile devices**

15.1 Use of mobile phones by all staff during class time is not permitted. The school is aware that there will always be occasional circumstances where it is vital to get in contact or be contacted immediately, however these are envisaged to be few and far between. Personal photographs of the children are not to be taken. Any situation where a record of learning is needed and a photograph has to be taken on a phone should be sanctioned by one of the designated members of staff for safeguarding. The photo must be deleted from the phone as soon as possible. Records of children’s learning made on the school ipads should stored securely and not taken off the school premises.

### **16. Punctuality**

16.1 It is the responsibility of all staff to be in school and ready to work with the children in good time. Teaching staff have to be ready to start the lesson in a punctual manner and relevant support staff must be in school and ready to carry out their specific duties 10-15minutes before the start of the first lesson.

### **Foot notes**

#### *Financial interests*

There can be no simple definition of what a “financial interest” is. The types of interest which would

be relevant are listed below. However, the list is not intended to be exhaustive or inclusive. There may be other possible categories of interest.

*Please note that:*

- (a) a financial interest need not only be something to your financial advantage. It could involve losses as well as gains;
- (b) such interests should also include an interest of your spouse, partner or other members of your immediate family; and
- (c) if you are in any doubt it is wise to err on the side of caution and declare the interest.

*Examples of possible financial interests:*

1. A spare time employment that you have to declare for income tax purposes.
2. Any contract for goods, services or works between the Council and you (or a firm in which you are a partner, or a body corporate of which you are a director or in the securities of which you have a beneficial interest).
3. Land and buildings in which you have a substantial interest. This includes property from which you receive rent.
4. Securities where you have a substantial interest, i.e. you own shares or other securities in a company with a nominal value of more than £25,000 which is active in the Borough.

*Non-financial interest*

Private or personal non-financial interests are those which could reasonably be regarded as influencing an employee in a particular situation. They include the interests of family or friends and those arising from membership of, or association with, clubs, societies, trade unions, voluntary organisations etc. It is not possible to give a clear cut definition of what to include. However, a good test is to ask yourself the following question: “If other people knew the facts, might they reasonably think that I had an interest?”

**RW Jan 18**