



# The Boston Witham Academies Federation

## STAFF CODE OF CONDUCT

### INTRODUCTION

#### General

The purpose of this policy is to detail the standards of behaviour expected and the types of conduct considered acceptable by the Boston Witham Academies Federation.

It is important and in your own interests that you familiarise yourself with the contents of this Code, to ensure that you are fully conversant with standards in relation to conduct. Failure to comply with these standards can lead to disciplinary action.

This policy follows the guidelines in The National Joint Council for Local Authorities' Scheme of Conditions of Service for Administrative, Professional, Technical and Clerical Services (the Purple Book). Section 7 Para 70 sets out the requirements on official conduct as follows :

- a) The public is entitled to demand conduct of the highest standard and public confidence in this integrity would be shaken were the least suspicion to arise that you could in any way be influenced by improper motives;
- b) Off-duty hours are your personal concern but you should not put yourself in a position where your duty and private interest conflict. The Federation should not attempt to preclude staff from undertaking additional employment, but any such employment must not, in the view of the Federation conflict with or react detrimentally to the Federation's business;
- c) Employees should not be called upon to advise any political group of the Local Authority, neither shall they be required to attend any meeting of any political party.

What follows comprises a detailed expansion and extension of this general statement. Advice is illustrative not exhaustive or comprehensive, therefore if you require additional guidance on any issue relating to conduct, please consult the Executive Headteacher in the first instance.

#### **Employee's Role as Public Servants**

The Federation provides public services, you as an employee should recognise that the public pay for services provided and that they are our main "customers".

## **Customer Care and Courtesy**

You are expected to be friendly and welcoming, helpful and informative, polite and courteous to the public, as well as to your colleagues. You should be well groomed and suitably dressed for your duties and responsibilities. Appropriate safety clothing and equipment should be worn in accordance with Health and Safety regulations appropriate to your duties.

## **Time-keeping and Attendance at Work**

You are expected, within reason, to be ready and able at the agreed times to carry out your job.

## **COMPLIANCE WITH LEGISLATION AND OTHER WRITTEN GUIDELINES**

At all times you should make sure that you are aware of and comply with relevant legislation, for example as mentioned in the Health & Safety Policy and the Public Sector Equality Duty Policy.

You should also be conversant with the conditions of service under which you are employed, including any material which refers to these, for example the local and national schemes. In particular you should be aware of :

- a) the requirement to use the grievance and other procedures to express your concerns with your employer;
- b) the disciplinary rules and procedures, and
- c) other specific local conditions of service.

In addition, you should be conscious of and ensure that you are complying with any other specific guidelines issued by your place of employment.

If you are a member of a professional institute or association you are also obliged to comply with any professional code and/or standards of practice pertaining to that organisation.

## **HONESTY**

In carrying out your duties and responsibilities your honesty and integrity should be beyond question. You must never use your authority or position for personal gain, or to enable colleagues or others to gain personally.

## **TRUST**

Regardless of age a student in our care has the right to expect the highest of standards in ensuring that staff protect and safeguard their wellbeing and safety at all times. The relationship between staff, parents, carers and students is one based on the trust. It is particularly important that the professional boundary between staff and students is always maintained. Staff must ensure that they are never compromised in relation to a student by overstepping those boundaries. Maintaining the highest standards of conduct is a requirement of staff both in and out of the academy. The standards have to be maintained even in a social setting so it is essential that any adult remembers that the students are in their care and that they are always the responsible adult.

## **OUTSIDE INTERESTS**

Your life away from work is your personal concern. You should not however subordinate your work to your private interests or put yourself in a position where your job and your personal interests conflict. This includes behaviour which, because of the nature of your employment, would undermine the Federation's confidence or trust in you.

An example of such behaviour relates to employees facing criminal charges. The Federation requires you to notify your Executive Headteacher without delay where the nature of the charges is in any way relevant to your employment, for example:

- drug offences or crimes of violence;
- theft or shoplifting; or
- driving offences if your job involves the use of a vehicle

These rules apply for charges incurred on or off duty.

## **ADDITIONAL EMPLOYMENT**

The Federation will not attempt to prevent you from undertaking additional employment as long as it does not conflict with the interests of, or in any way weaken public confidence in the Federation and does not in any way affect performance of your duties and responsibilities.

Advice on accepting additional employment should be sought from P Champion or from the Executive Headteacher.

A related issue is that concerning 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 or annual or special leave from work or when using Federation information. The question then arises of who should retain payments for such work (i.e. the Federation, the employee or a split between both). Should an instance of this nature arise you should consult your Executive Headteacher who will make a decision regarding the acceptability of the project and, if applicable, how resultant payments will be handled, prior to commencement of any such work.

Examples of this requirement include the case of an employee who writes a book using Federation specific information and equipment, an employee who marks exam papers during annual leave periods, or an employee who writes a computer programme which is capable of being marketed outside the Federation for profit.

## **DECLARATION OF FINANCIAL OR OTHER INTERESTS IN CONTRACTS**

If you discover that a contract in which you have a financial or other interest has been or could be entered into by the Federation you need to advise your Executive Headteacher in writing.

You are also required to declare an interest if it comes to your attention that you have a connection or potential connection with any business or organisation which deals with the Federation, for example, if a relative is a supplier.

If you are a member of any confidential or private association/society and you identify a specific occasion or circumstance in which you believe you should declare an interest, then it is your responsibility to do so. For example, if there is any possibility that the association/society or its

members might benefit from your position with the Federation you must inform your Executive Headteacher without delay.

## **CONFIDENTIALITY/FIDELITY/USE OF INFORMATION**

During the course of your employment you will come across confidential information. The privacy and confidentiality of such information must be maintained at all times unless you are expressly authorised to divulge it, or are required to do so by law. Information concerning an employee's private affairs must not be supplied to any person outside the service of the Federation without the consent of the employee, nor to anyone within the Federation unless that person has authority or responsibility for such information.

### **Copyright**

All records, documents and other papers relating to the finance and administration of the Federation and which are compiled or acquired by you in the course of your employment are and will remain the property of the Federation.

In the case of scholarly work, such as projects undertaken as part of a course to further your professional career, and including books, contributions to books, articles and conference papers, the copyright will belong to you, the employee.

## **ACCEPTANCE OF PAYMENTS, GIFTS AND HOSPITALITY**

### **Payments and Gifts**

It is contrary to the terms of your contract for you to receive any reward or fee other than your proper remuneration. As a general rule you should tactfully refuse offers of gifts or services from organisations or persons who do or might provide work, goods or services to the Federation.

However, where it is felt that a refusal of a small gift or token of appreciation (for example a small box of chocolates) would cause offence or would upset your relationship with the donor, the gift may be retained. Similarly, advertising material (for example calendars, diaries and pens) may be kept. The overriding requirement is that the Federation must be able to demonstrate that its employees have not been influenced by improper motives.

### **Hospitality**

It is recognised that on occasions the business of the Federation can be progressed through, for example, working lunches or dinners. As a general rule, if such hospitality, extended by a client or potential client, is secondary to the business interests of the Federation then it is acceptable.

If on the other hand it is primarily a social function, at which business matters are of secondary concern (e.g. test matches, rugby internationals or concert performances) then it is unacceptable and such invitations should be refused.

It is of vital importance that the possibility of you being deemed by others to have been influenced in making a decision, as a result of accepting such hospitality, should be avoided at all costs, for your own protection.

## **PROMOTIONAL SALES**

Offers from companies of promotional sales should be declined.

## **ALCOHOL/DRUGS**

Any unsatisfactory performance, attendance or behaviour caused by excess alcohol consumption or by drugs will be dealt with under the Federation's disciplinary procedure.

Alcohol is not permitted on Academy premises unless specifically approved by the Executive Headteacher.

The Federation prohibits the use, possession, distribution or sale of illicit/illegal drugs at the work place or when conducting related business.

Alcohol and drug dependency problems are viewed as medical cases and managers will provide assistance wherever possible. .

## **ACCEPTABLE USE of ICT**

Guidelines for staff on what constitutes a violation of the acceptable use of ICT for staff can be found in the Acceptable Use of ICT policy. It is important that staff are familiar with the content of the Acceptable Use of ICT policy as well as this one.

It is important that staff are also familiar with the Social Media Usage Guidance Policy

Reviewed January 2019