





## Code of Conduct Policy



**‘Every Child, Every Chance, Every Day’**

<b>Reviewed By</b>	Cate Gregory & Annette Hixon	Policy Owner	December 2017
<b>Ratified by</b>	Peter Gould	Governor	December 2017
<b>NEXT REVIEW</b>			December 2019

**Academy Aims**

- To create a learning community that promotes excellence for all
- To raise standards in education and create a learning environment where all children achieve excellence
- To create a caring environment that supports all learners, whatever their natural talents, to develop into well informed, motivated young people confident in themselves and actively aware of their role as citizens in today’s society
- To create a community of schools where all stakeholders have a say and are involved in the life of their school and hold their schools to account
- To recognise that ‘Together Everyone Achieves More’

**CODE OF CONDUCT AND DISCIPLINARY RULES FOR STAFF**

The Board of Directors and the Governing Body is committed to ensuring that all staff of the Jefferies Education Partnership should be treated in a fair and consistent manner. This approach requires that the Governors should specify the types of misconduct that could warrant consideration under the school’s disciplinary procedure. The following disciplinary rules have been adopted by the Governing Body.

**Wherever possible, discipline problems will initially be dealt with by informal counselling by the Headteacher or Senior Manager**

Where this does not lead to the desired improvement in the standard of behaviour, or the matter is sufficiently serious, the disciplinary procedure will be operated.

The list below is not exclusive or exhaustive. It is intended to give examples of the types of conduct which could warrant categorisation as “misconduct” or “gross misconduct”. Gross misconduct is defined as alleged actions which are of such a nature that the continued presence of the employee at the place of work cannot be tolerated whilst the matter is being investigated and, if proven, could lead to summary dismissal.

It is important to note that misconduct or gross misconduct can arise out of either an act or an omission on the part of the employee, such that negligence amounting to a breach of contract will be included under the term misconduct.

**Each instance of alleged misconduct will be investigated thoroughly, and the circumstances surrounding the alleged action will determine whether it will be treated as misconduct or gross misconduct.**

It is expected that the employee will be made aware when an alleged action is being treated as potential gross misconduct for the purposes of the disciplinary procedure.

## **1. General Conduct**

Employees are expected to conduct themselves at all times in a manner which supports the ethos of the Jefferys Education Partnership, and will maintain public confidence in their integrity and the service provided the by schools.

## **2. Examples of Misconduct**

- Poor timekeeping or persistent lateness
- Failure to comply with sickness absence procedures
- \*Unauthorised absence from work (excluding lawful industrial action)
- Wilful failure to comply with school policies
- Wilful failure to comply with a reasonable instruction from a member of senior management or line manager
- Persistent rude or insubordinate behaviour towards colleagues or members of management
- Acting in an aggressive or threatening manner
- Harassment or intimidation which is not sufficiently serious enough to fall into the category of gross misconduct
- Use of foul or abusive language
- Misuse or unauthorised use of school facilities (to include telephones, photocopiers, computers and other equipment)
- Installing or using unlicensed software on a school computer
- Using school or the Multi-Academy Partnership's computers to access wider facilities (e.g. the Internet) without authorisation, or to access non-work sites, especially those with material unsuited to use within a school (e.g. pornography, illegitimate drugs related etc.)
- Persistent minor breaches of health and safety requirements or failure to observe agreed working procedures
- Unauthorised removal of school property, or that of any of its employees or pupils
- Wilful damage to or waste of school property

- Knowingly being an accessory to, condoning or failing to report a serious disciplinary offence
- Being unfit for duty due to consumption of either alcoholic drink or drugs, or consuming these on school premises whilst on duty. (Note 1: where dependency is suspected or intoxication is due to legitimately prescribed drugs, the HT will deal appropriately)
- Unauthorised use or disclosure of confidential information (including that stored electronically) gained through employment at the school, or failure to protect such information from being disclosed. (This could also be regarded as gross misconduct)
- Failure to disclose a pecuniary interest when asked to do so by the Governors, or when that interest could come into conflict with the work of the school (e.g. relationships with contractors)
- Off-duty conduct which could conflict with the interests of the school or the Board of Directors, or bringing the school or the Multi-Academy Partnership into disrepute (to include criminal offences committed whilst off-duty)

### **3. Examples of Gross Misconduct**

- Disclosure of sensitive information about the school, or its employees to other parties, e.g. parents, colleagues or internet blogs/ Facebook
- Illegal copying of computer software, breaching copyright agreements
- Making false statements or omissions to gain employment or other benefit at work (e.g. failure to disclose criminal convictions when legitimately required to do so, making false statements about qualifications)
- Falsification of, damage to or tampering with timesheets or expenses claims, or other financial documents, amounting to fraud.
- Deliberate falsification of pupil or school records or marks
- Serious harassment, bullying or intimidation (including incitement), on the grounds of race, sex or disability, or on other grounds
- Fighting and/or serious physical assault
- Sexual misconduct at work
- Persistent wilful failure to comply with a reasonable instruction from a member of senior management, or with explicit school policies
- Serious breaches of health and safety requirements
- Being under the influence of alcoholic drink or drugs where this is in direct contravention of a management instruction, in breach of a position of responsibility and Partnership, or constitutes a health and safety hazard. (See note 1 above)
- Theft, or attempted theft, of money or property from the school or its employees or pupils
- Malicious damage to school property

- Serious criminal offences which undermine the employee's ability to perform his or her job
- Omission or conduct liable to lead to a serious loss of confidence in the school
- Use of the employee's position for an improper use

**Other relevant policies or documents:**

School's Child Protection Policy

Confidentiality policy

Whistleblowing Policy

Equal Opportunity Policy