



CODE OF CONDUCT POLICY

The school's aim is *education to understand the world and change it for the better*. At Tallis we believe that who we are and how we treat each other is an essential part of preparing for a happy and successful future, as well as achieving our best and flourishing now. As a community we agreed on five core character traits which make us 'Tallis'. We therefore strive to be: KIND, HONEST, FAIR, RESPECTFUL & OPTIMISTIC.

1. POLICY STATEMENT

- 1.1. This policy sets out clear guidance on the standards of behaviour expected from all staff at Thomas Tallis. The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring.
- 1.2. Staff are in a position of trust and influence as role models for students and colleagues. We therefore expect and require that staff adhere to behaviour that sets a good example to others within the school and outside in the wider community.
- 1.3. Staff have an individual responsibility to maintain their reputation and that of the school at all times.
- 1.4. This policy applies to:
 - All teaching and support staff regardless of their position, role or responsibilities
 - Volunteers, including governors
 - Casual workers
 - Temporary and supply staff engaged via an agency or directly
 - Student placements including those undertaking teacher training and apprentices
 - Any other persons operating within the school
- 1.5. We require that all staff comply with this policy
- 1.6. A breach or failure to observe this policy will result in action being taken under the school disciplinary procedures, including but not limited to dismissal or the termination of agency or volunteer arrangements.
- 1.7. This code of conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in the policy, staff are expected to exercise their professional judgement and act in the best interests of the students and the school.
- 1.8. Staff are also expected to uphold the ethics and standards of their professional bodies.

2. PRINCIPLES

- 2.1. The welfare of students is paramount (Children Act 2004). All staff have a duty of care to protect students from physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff and students, applying the Tallis character.
- 2.2. Staff are responsible and accountable for their own actions and behaviour and should avoid any conduct that would lead any reasonable person to question their motivations and intentions.
- 2.3. Staff should work and be seen to work in an open and transparent way

- 2.4. Staff are expected to adopt high standards of personal conduct, demonstrating integrity, maturity and good judgement in order to maintain the confidence and respect of all those with whom and for whom they work.
- 2.5. Staff are expected to be mindful of others, not to demean, dismiss or be disrespectful of their colleagues.
- 2.6. All staff are expected to work in a collaborative and supportive way with their colleagues that puts the best interests of students and the school at the heart of what they do.
- 2.7. Staff have an individual responsibility at all times to ensure appropriate use of school property and resources
- 2.8. Staff uphold and promote equality, diversity and inclusion in keeping with the school's Equality Policy

3. PROFESSIONAL BEHAVIOUR AND CONDUCT

- 3.1. Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Thomas Tallis School expect staff to treat each other, students, parents and the wider community with dignity and respect at all times
- 3.2. Staff must act in accordance with their duty of care to students and ensure that the safety and welfare of students is given the highest priority.
- 3.3. Staff should show fairness in their treatment of students who have a right to be treated with respect and dignity. The use of sarcasm, demeaning or insensitive comments towards students is not acceptable. Any sanctions or rewards used must be part of the School's Behaviour Policy.
- 3.4. Staff must have regard for the ethos and values of the school as stated above and must not say or do anything which may bring the school or the governing body into disrepute. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school. Membership of organisations whose goals are in conflict with the values and equality policies of the school is not acceptable.
- 3.5. Staff are expected to work in a supportive and collaborative way with their colleagues.
- 3.6. Staff are expected to actively demonstrate the Tallis character to students, colleagues and the wider community
- 3.7. Staff in roles supervising, leading or managing others are expected to demonstrate the Tallis qualities of leadership and good management
- 3.8. Where staff are required to belong to a professional body as a requisite of their employment, he or she is expected to comply with its codes.
- 3.9. Staff should act within the school's policies and procedures at all times. Where conduct or behaviour fall below the standard required by the school, this may lead to referral to formal proceedings which could result in dismissal. Examples of misconduct and gross misconduct are contained in Appendix 1.

4. CONDUCT OUTSIDE WORK

- 4.1. Behaviour of staff outside work is generally considered to be their own concern. However, staff must be careful that their conduct outside work does not damage or could potentially damage the school's reputation.

5. ATTENDANCE AND PUNCTUALITY

- 5.1. Staff should make every effort to attend when required to do so. Further guidance on late and absence reporting is available on the school intranet.

6. SMOKING, ALCOHOL AND OTHER SUBSTANCES

- 6.1. Thomas Tallis is a non-smoking site. Staff must not smoke on school premises or outside school gates.

- 6.2. Staff must not smoke whilst working with or supervising students offsite
- 6.3. Staff must not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near school premises or whilst supervising students at any time. Staff found to be in contravention of this clause will face disciplinary action which may lead to dismissal.
- 6.4. Staff must not consume alcohol or other substances at student events both within the school premises and outside the school setting (i.e. residential visits).
- 6.5. Further information and guidance is available in the Alcohol and Drugs Policy.

7. RELATIONSHIPS WITH STUDENTS

- 7.1. Staff must maintain professional boundaries with students appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably. Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.
- 7.2. All members of staff working with students are in a position of trust. A relationship between a member of staff and a student cannot be a relationship between equals. Staff must report and record any incident. It is an offence under section 16 of The Sexual Offences Act 2003 to abuse a position of trust by having an intimate relationship with a student under any circumstances.
- 7.3. Staff must not establish or seek to establish social contact with students for the purpose of securing a friendship or to pursue or strengthen a relationship. If a young person seeks to establish social contact you should exercise your professional judgement in making a response and be aware that such social contact could be misconstrued.
- 7.4. Staff must not develop personal or sexual relationships with students and must not engage in any sexual activity with a student.
- 7.5. Staff must not make sexual remarks to students, or discuss their own sexual relationships with, or in the presence of students or discuss a student's sexual relationships in an inappropriate setting or context.
- 7.6. Communication between students and staff, by whatever method, must take place within clear professional boundaries. This includes but is not limited to the wider use of technology such as mobile phones, text or messaging, emails, digital cameras, videos, web-cams, websites and blogs. Personal contact information including telephone numbers, email and home addresses should not be shared with students. If contacted via an inappropriate route the member of staff must inform the Headteacher immediately.
- 7.7. Staff should not accept friend invitations or become friends with any student of the school on any social media platform. Staff should also refrain from following social media accounts of students or their parents and ensure that the e-safety Policy is adhered to.
- 7.8. Staff should not transport students in their own vehicle other than on approved school business with the permission of the Headteacher or in the case of an emergency.
- 7.9. Physical contact guidelines and further information is available in the Safeguarding Policy, Behaviour Management Policy and associated guidance.

8. SAFEGUARDING and CHILD PROTECTION

- 8.1. It is a requirement that all staff undertake safeguarding and child protection training.
- 8.2. It is essential that all staff ensure they have read and understood the Safeguarding Policy and associated guidance.

9. DRESS AND APPEARANCE

- 9.1. A person's dress and appearance are matters of personal choice and self-expression. However, staff should dress in ways which are respectful of the school community and

appropriate to their role and context. Further guidance is available on the school intranet.

10. HEALTH AND SAFETY AND FIRST AID

10.1. All Staff have a duty to ensure that a safe working environment exists. Fire and evacuation procedures must be adhered to and Staff are required to familiarise themselves with the procedures and their responsibilities as set out in the Health and Safety Policy

10.2. All staff who drive on behalf of the school must adhere to the Driving at Work Policy. Staff are required to ensure they are:

- Legally qualified to drive and have a current driving licence
- Insured to drive and have adequate and appropriate insurance cover
- Medically fit to drive

11. GIFTS AND REWARDS

11.1. It is acknowledged that there are specific occasions when staff may wish to give a student a personal gift. This is only acceptable practice where the member of staff has discussed this with a more senior member of staff or the Headteacher and parent or carer and the action recorded. There are occasions when students or their parents wish to pass small tokens of appreciation to staff e.g. on special occasions or as a thank you and this is acceptable. However, it is not acceptable to receive gifts on a regular basis or of any significant value.

12. WHISTLEBLOWING

12.1. Whistleblowing is a mechanism by which an individual can raise a concern, made in good faith, without fear of repercussion. Staff must acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and, or to relevant external agencies. This is particularly important where the welfare of students may be at risk. Staff who make a disclosure should be aware that their employment rights are protected. Further information and guidance can be found in the School's Whistleblowing Policy

13. CONFIDENTIALITY

13.1. Staff have access to confidential information about students, their parents or carers or siblings. Staff must not reveal such information except to those colleagues who have a professional role in relation to the student on a need to know basis.

13.2. Staff should never use confidential or personal information about a student or his or her family for their own or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the student.

13.3. Staff who have access to information or personal data of other staff are required to maintain confidentiality under Part 2 of the Data Protection Act 1993. Staff should refer to the Safeguarding Policy and the Data Protection policy for further information.

14. ADDITIONAL DOCUMENTS

This policy should be read in conjunction with the following policy and guidance documents available via the school intranet:

- **Community:**
 - Tallis [Ethos & Values](#)
 - [Tallis Habits](#) and [Tallis Character](#)
 - Health and Safety Policy
 - HR
 - Attendance Policy

- Disciplinary Policy
 - Whistleblowing Policy
 - Safer Recruitment Policy
 - Internet & Social Media and e-safety Policy
 - Data Protection Policy
- **Inclusion:**
 - Safeguarding Policy
 - [Keeping children safe in education - GOV.UK](#)
 - [Prevent duty guidance - GOV.UK](#)
 - Behaviour Management Policy
 - Intimate Care Policy
 - **Curriculum**
 - [Teachers' standards - GOV.UK](#)
 - Tallis Leadership
 - Tallis Teaching and Learning guidance
 - The Craft of the Tallis Classroom
 - Tallis Expects
 - [Principles of Public Life document](#)

15. Useful Links:

Employee Assistance Program <http://www.workplaceoptions.co.uk/member-login-2/>

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Policy owned by	Carolyn Roberts
Ratified at Governor Meeting held on	10 October 2017

Appendix 1 – Rules of Conduct

The Code of Conduct sets a standard of behaviour and conduct for all staff. This ensures a safe and efficient workplace and positive working relationships.

1. Gross misconduct

- 1.1. Gross misconduct is the term given to misconduct that is so serious it undermines the contract of employment. A single act of gross misconduct will warrant dismissal, even if no previous warnings have been given. The examples given below are not exhaustive.
- Defrauding or stealing from the school, its partners, members of the public, staff or any other person or organisation with whom the staff member comes into contact in the course of their employment. Examples include falsification of any documents or submissions for financial gain; falsification of any documents or submissions testifying to the qualification(s) of an individual for the purposes of gaining employment or which might result in financial gain.
 - Attempting to steal or defraud and collude with other parties to steal or defraud.
 - Criminal or civil liability act or activities which render the staff member unsuitable for their type of work or post
 - Failure to advise the Headteacher if you are arrested and bailed, charged with, cautioned or convicted of any criminal offence whilst an employee of the school
 - Corrupt or improper practices such that an individual would use their official position for their own or others' personal or financial advantage;
 - Failure to disclose business interests which conflict with those of the school.
 - Engaging in unauthorised employment or business during hours when contracted to work for the school. Examples include whilst being on sickness absence, study leave or suspension.
 - Discrimination, including harassment or victimisation on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation
 - Failure to disclose a relationship with a member or senior officer of the school or governing body when applying for employment.
 - Malicious damage to school property
 - Failure to comply with the school's Safeguarding policy
 - Serious breach of health and safety which endangers any individual e.g. damage to, misappropriation of, or neglect of safety equipment, machinery, tools or other equipment
 - Wilful, unauthorised disclosure of confidential personal information or data
 - Deliberate and wilful negligence in job performance likely to damage the school's reputation or ability to deliver its service
 - Gross negligence, incapacity or incompetence, including serious professional misjudgement or act which destroys the confidence in the staff member's ability to carry out his or her role
 - Being under the influence of drugs or alcohol to an extent which renders the staff member incapable of carrying out his or her duties effectively
 - Falsifying or improperly destroying or damaging official records or documents (howsoever held)
 - Contravention of the school's IT policy on e-safety to deliberately access internet and social media sites that contain pornographic, offensive or obscene material; racist or homophobic material
 - Using the school's resources to promote intolerance of any group covered by the Equality Act

- Unauthorised sale or disposal of school property
- Repeated acts or behaviours that destroys confidence in the employment relationship
- Wilful breach of statutory rules affecting employment
- Wilful failure to disclose, or falsification of, required information or qualifications in order to gain employment or other benefits
- Acts of professional misconduct involving young people or vulnerable adults
- Failure to comply with the School's code of Conduct
- Conduct whether committed at or outside work which is likely to damage the school's reputation or bring it into disrepute.

2. Misconduct

2.1. Misconduct occurs where there has been a breach of rules or procedures or unsatisfactory conduct.

2.2. The following are examples of potential acts of misconduct, recognising that each case will be treated on its own merits:

- Unauthorised absence from work without significant cause
- Refusal or failure to carry out duties in a conscientious and professional manner
- Refusal to comply with a reasonable management instruction
- Failure to act in a manner which is respectful and considerate of others i.e. will not unlawfully discriminate , victimise or harass
- Negligence at work leading to personal injury to staff, students, member of the public, loss or damage to school property
- Knowingly making false, misleading or inaccurate oral or written statements to other staff or members of the public
- Making malicious, vexatious or knowingly false allegations against the other staff, or the school that could damage the reputation of the staff member or the school
- Misuse of school facilities including email , internet and other resources
- Improper disclosure of personal information about another employee or which contravenes the school's code of conduct
- Persistent poor time-keeping
- Aggressive or abusive behaviour towards other staff, members of the public
- Failure to notify the Headteacher of any gift, benefit, hospitality or other benefit in breach of school policy
- Failure to follow the school's absence notification or reporting procedures
- Smoking on school premises
- Where a staff member belongs to a professional body, if the act or behaviour contravenes the codes of that professional body.

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