



**Kings Langley School**

Unlocking Potential for Life

# Code of Conduct for Employees

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## Character Development Commitment to Equality and Diversity

This school is founded on a set of fundamental values designed to enable all students and adults connected with our community to flourish and succeed, regardless of background or circumstances. We are determined to be open to people, places, methods and ideas – and as such, equality and diversity are at the heart of everything we do. Our continued dedication to social justice and equality of opportunity is embodied within this.

We are creating an inclusive school community where:

- People are treated with dignity and respect.
- Inequalities are challenged.
- We anticipate, and respond positively to, different needs and circumstances so that everyone can achieve their potential.
- We value diversity and we recognise that different people bring different perspectives, ideas, knowledge and culture, and that this difference brings great strength.
- We believe that discrimination or exclusion based on individual characteristics and circumstances, such as age; disability; caring or dependency responsibilities; gender or gender identity; marriage and civil partnership status; political opinion; pregnancy and maternity; race, colour, caste, nationality, ethnic or national origin; religion or belief; sexual orientation; socio-economic background; trade union membership status or other distinctions, represents a waste of talent and a denial of opportunity for self-fulfilment.
- We recognise that patterns of under achievement at any level and differences in outcomes can be challenged through positive intervention activities designed to bridge gaps.
- We respect the rights of individuals, including the right to hold different views and beliefs. We will not allow these differences to be manifested in a way that is hostile or degrading to others.
- We expect commitment and involvement from all our staff, students, partners and providers of goods and services in working towards the achievement of our vision.

## Introduction

This Code of Conduct is designed to give clear guidance on the standards of behaviour that all school employees and those acting on behalf of the school are expected to observe. All staff are role models, and are in a unique position of influence, and must adhere to behaviour that sets a good example to all the pupils within the school.

This Code of Conduct applies to all employees of the school. This policy does not form part of any employee's contract of employment, and it may be amended at any time.

In addition to this Code of Conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment are required to adhere to the 'Teachers' Standards 2012', in particular relation to this policy, Part 2 of the Teachers' Standards – Personal and Professional Conduct.

This Code helps all staff to understand what behaviour is and is not acceptable, and regard should also be given to the disciplinary rules set out in the Disciplinary Policy and Procedure under Staff Policies in the Staff Handbook on SharePoint.

Staff should be aware that a failure to comply with the Code of Conduct could result in disciplinary action including but not limited to dismissal.

Where this policy requires an employee to disclose matters from their personal life the school will



consider the circumstances and context of each matter before determining whether any further action is required.

### **Principles**

All staff are expected to familiarise themselves and comply with all school policies and procedures.

Staff must not undermine fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

All staff must attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.

### **Setting an Example**

All staff set examples of behaviour and conduct which can be copied by students. Therefore, all staff must:

- avoid using inappropriate or offensive language at all times
- demonstrate high standards of conduct in order to encourage our pupils to do the same
- avoid putting themselves at risk of allegations of abusive or unprofessional conduct

### **Safeguarding Students**

Staff have a duty to have regard to Keeping Children Safe in Education throughout their employment and abide by the duties placed upon them within this.

Staff have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse and neglect.

The duty to safeguard pupils includes the duty to report concerns about a student or colleague to the schools Designated Safeguarding Lead (DSL) and/or Designated Senior Person (DSP).

The School's DSL is Mr G Searle and the Deputy DSL is Mr C Ellison.

Staff have access to the Child Protection Policy and Whistleblowing Procedure which may be found on the website and staff must be familiar with these documents.

Staff should treat students with respect and dignity and must not seriously demean or undermine students, their parents or carers, or colleagues.

Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing, or humiliating them, discriminating against or favouring students.

Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.

Staff should be aware that the management of any safeguarding concerns is dealt in accordance with the latest statutory guidance as detailed in Keeping Children Safe in Education and includes any allegations that meet the harm test and/or allegations considered to be low level concerns (i.e. those which do not meet the harm test).

### **Low Level Concerns**

The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the harm test threshold.

A low-level concern is any concern that an adult working in or on behalf of the school may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work



- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO

Examples of such behaviour could include, but are not limited to:

- being over friendly with children
- having favourites
- taking photographs of children on their mobile phone
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- using inappropriate sexualised, intimidating or offensive language

### **Relationships**

Staff must declare any relationships that they may have with students, staff, clients, contractors supplies or parents outside of the school. This may include mutual membership of social groups, tutoring, and/or family connections.

Existing or new personal relationships at work between colleagues should be declared to the Line Manager where there is a potential for this to impact upon the work of either (for example: a risk of allegations of bias or conflict of interest). The Line Manager will treat declarations in confidence in accordance with the relevant school policies.

Staff should not assume that the school are aware of any such connections and should use Appendix 2 and/or 3 to make a declaration.

### **Relationships with Students**

Relationships with students must be professional at all times. Physical relationships with students are not permitted and may lead to a criminal conviction.

Encouraging a relationship to develop in a way which may lead to a sexual relationship, or any other inappropriate relationship will be viewed as a grave breach of trust.

Contact with students must be via school-authorized mechanisms and solely for educational purposes. At no time should a personal telephone number, text, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students.

If contacted by a student by an inappropriate route, staff should report the contact to their Line Manager immediately.

Behaviour giving rise to concern should also be reported which includes students seeking affection, being sexually provocative or exhibiting overly familiar behaviour.

### **Student Development**

Staff must comply with school policies and procedures that support the wellbeing and development of students (particularly Home School Agreement and Behaviour Policies).

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students.

Staff must follow and act upon reasonable instructions that support the development of students.



## Honesty and Integrity

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they;

- offer, promise or give financial advantage or other advantage to someone
- if they request, agree or accept, or receive a bribe from another person

If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure which may be found on the school's website.

Gifts from suppliers or associates of the school must be declared to the Line Manager/Headteacher, with the exception of one off 'token' gifts from students or parents.

Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received.

Staff must not act on behalf of the school unless they have the authority to do so.

Professional references from the school will be provided by the relevant person with delegated authority. References or endorsements on social media given by other members of staff must be clear that they are provided in a personal capacity.

## Conduct Outside Work

Staff must not engage in conduct outside work which could seriously damage the reputation of the school or the employee's own reputation or the reputation of other members of the school community.

In accordance with Keeping Children Safe in Education, any conduct or behaviour that indicates an employee may not be suitable to work with children including such behaviour outside of the workplace which may or may not involve children is likely to be regarded as unacceptable.

For example, should a member of staff be involved in domestic violence at home and no children were involved, the school will need to consider what triggered these actions and question whether a child in the school could trigger the same reaction, and therefore be put at risk.

In addition, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable where it brings into question an employee's suitability or ability to do their role/work in an educational setting.

Staff may undertake work outside the school, either paid or voluntary, provided that it does not conflict with the interests of the school, nor be to a level which may contravene the working time regulations or affect an individual's work performance in the school. It is recommended that permission is sought in advance.

- staff must disclose any work outside the school or outside business interests where there is a potential conflict of interests with their employment at the school
- if any allegation of wrongdoing occurs in a staff member's work outside the school (whether or not they deny this) which may have a bearing on their employment, they must disclose this immediately to the Headteacher or their Line Manager

Forming inappropriate relationships or friendships with children or young people who are students



under the age of 18 at another school/college will be viewed as inappropriate and impact upon the school's ability to trust the member of staff to maintain professional boundaries with students at the school.

Any work-related social event is considered to be an extension of the workplace and as such the standards of behaviour expected at these events is in line with this policy.

### **E-Safety and Internet Use**

Staff must exercise caution at all times both inside and outside of work when using information technology. Staff should be aware of the risks to themselves and others.

Staff must not engage in inappropriate use of social media sites which may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.

Staff should exercise caution in their use of all social media use. This includes creating, endorsing, liking, posting, retweeting, sharing direct messaging or sending any statements, photo's, videos, audios or messages. This also includes speaking and/or lip syncing to other creators' content and any music used.

This may also include the use of dating websites where staff could encounter students either with their own profile or acting covertly.

Contact with students should only made via the use of school email accounts or telephone equipment when appropriate and strictly for educational reasons.

Photographs or video footage of students should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the school's procedures on school equipment.

Further details on this can be found in the Online Safety Policy and Acceptable User Agreements, and social media Policy which may be found on the website.

### **Confidentiality**

Where staff have access to confidential information about students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student.

All staff may at some point witness actions or events which need to be confidential.

For example, where a student is bullied by another student (or by a member of staff), once reported through the appropriate school procedure, it must not be discussed outside the school, including with other staff, students, parents or carers, in the school except with the appropriate member of staff to deal with the matter.

Staff have an obligation to share with their manager or the School's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil. Staff must not promise a pupil that they will not act on information that they are told by the pupil.

Staff are not allowed to make any comment to the media about the school, its performance, governance, students or parents without written approval. Any media queries should be directed to the Headteacher or designated person.



## Dress and Appearance

All staff should dress professionally (not casual wear) in a manner that is appropriate to their role so that they are seen to be acting as role models to students and can inspire confidence within the school community, including parents/carers and visitors to the school.

Staff should ensure that clothing and/or personal appearance is appropriate and will not cause offence to others. Staff should dress in a manner that is absent from political or other contentious slogans. If clothing has wording or pictures on it, this should not be offensive.

Staff should dress in a manner where they feel comfortable and are 'work ready' allowing them to feel confident, inclusive and allow for the best delivery of their subject area. Staff should also ensure that they are able to maintain adequate modesty.

The school understands that there may be circumstances that make it difficult for some employees to follow a code (for example, if an employee has a medical need or disability or is experiencing certain menopausal symptoms). If this is the case, the school will discuss with the employee how we can support the employee and make reasonable adjustments where possible. Where employees are transitioning to live in the gender with which they identify, the school will apply and adapt this code sensitively and flexibly.

Within this context, staff should therefore not expect to wear the following:

- Denim or jean styled trousers/ skirts or indeed any other items of clothing made of this material should not be worn.
- Clothing should not be excessively transparent, thus lacking in modesty.
- Tailored shorts may be worn if the member of staff feels it is appropriate, modest and commensurate to their role.
- Footwear should be secure and not pose a health and safety risk.
- Casual t-shirts or t-shirts with slogans should not be worn.

Staff identity badges **MUST** be worn at all times in line with our safeguarding policy.

Jewellery should be appropriate for the area that the member of staff works in and in line with health and safety guidance.

Piercing, tattoos and other body art should be inconspicuous and in line with our expectations and guidance for students.

It is fully appreciated that different religions have specific guidance on what is appropriate dress in public and Kings Langley School will always seek to accommodate fully such requirements. However, under these circumstances some guidance boundaries will be applied and colleagues are respectfully asked to discuss any specific religious needs with the Headteacher.

The school has the final say on whether clothing and appearance is appropriate and any queries relating to this should be discussed with the Headteacher.





## Contracted Hours

It is important staff are ready to teach or perform their role by no later than 8.20am each morning unless their contract specifies a particular start time.

The school day finishes at 15.15 for students and whilst we recognise staff will run clubs and opportunities for students until much later into the evening, at the end of the school day staff are free to leave from 15.15 unless their contract specifies a particular finish time due to their role.

## Compliance

All staff must complete a form on joining the school to confirm they have read, understood and agreed to comply with the code of conduct. This form will then be signed and dated on an annual basis.

## Appendix 1 Kings Langley School Anti Bribery Policy

### Introduction

The Bribery Act became law on 1 July 2011. It replaces what are collectively known as the Prevention of Corruption Acts 1889 to 1916. It is designed to address bribery and corruption in the public and private sectors and will mean that any incorporated organisation, potentially including schools, could be liable to severe penalties if they fail to implement adequate procedures to prevent bribes being paid or received on their behalf.

There are four key offences under the Act:

- Section 1 – Bribing another person
- Section 2 – Taking a bribe
- Section 6 – Bribing a foreign public official
- Section 7 – Failing to prevent bribery

The Bribery Act applies to all staff at Kings Langley School. An organisation may be guilty of bribery even if only the individual offender knew of the bribery.

The Bribery Act introduces serious penalties such as unlimited fines for organisations and up to a maximum jail term of 10 years for the individuals involved.

Organisations will have a defence against prosecution if they can demonstrate that they had 'adequate procedures in place to prevent bribery'.

Bribery is a serious criminal offence and Kings Langley School does not and will not, pay bribes or offer improper inducement to anyone for any purpose. Equally the School does not and will not accept any bribes or improper inducements.

### Definition of Bribery

Bribery is an inducement or reward offered, promised or provided to gain personal, commercial, regulatory or contractual advantage.

### Objective of the Anti-Bribery Policy

The objective of the policy is to provide a coherent and consistent approach to ensuring compliance with the Bribery Act. It will enable all employees and any person who performs services for and on



behalf of Kings Langley School (this could include contractors and subcontractors) to understand their responsibilities and allow them to take the necessary action, for example reporting any potential breaches of the policy.

Kings Langley School is committed to countering bribery and corruption in all forms and will not tolerate it in any of its activities.

Kings Langley School requires that all staff and everyone working or performing any service on or on behalf of the school neither accept nor give bribes. Staff must:

- Act honestly with integrity at all times to safeguard the school's resources for which they are responsible
- Comply with the law (both in spirit and in the letter)
- Abide by this policy

### **Scope of the Policy**

The policy applies to all of Kings Langley School's activities including its work with strategic partners, third parties, suppliers, and others.

### **Ownership of the Policy**

The policy has the approval of the Governing Body. The policy applies equally to all staff, regardless of grade, whether permanently employed, temporary agency staff, contractors, agents, all elected and non-elected Governors, volunteers and consultants.

The Headteacher and the Governing Body will own the policy, thereby ensuring that there is commitment at the highest level.

### **Anti-Bribery Policy**

It is unacceptable to:

- Give, promise to give, or offer payment, gifts or hospitality with the expectation or hope that a favourable advantage will be received, or to reward a favourable advantage already given
- Give, promise to give, or offer payment, gifts or hospitality to a government official, agent or representative to 'facilitate' or expedite a routine procedure
- Accept payment from a third party that is offered with the expectation that it will obtain a favourable advantage for them, whether known or suspected
- Accept a gift or hospitality from a third party if it is offered or provided with an expectation that a favourable advantage will be provided by the school in return, whether known or suspected
- Retaliate against or threaten a person who has refused to commit a bribery offence or who has raised concerns under this policy
- Engage in activity in breach of this policy

### **Related Policies**

The anti-bribery policy must be considered alongside the following policies which collectively set out Kings Langley School's approach to reducing bribery risks:

- Confidential Reporting (Whistleblowing Policy)



- Code of Conduct for staff
- Recruitment and Disciplinary Procedures
- Gifts and Hospitality Policy

**Staff responsibilities and all those working or performing any service for or on behalf of Kings Langley School:**

Prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for the school or under its control. All staff including third parties working or performing any service on or behalf of the school are to avoid activity that breaches this policy, and must:

- Ensure that they read, understand and comply with the policy
- Raise concerns as soon as possible if they suspect that this policy has been breached

**Adequate Procedures**

The procedures need to be applied proportionately based on the level of risk of bribery to the school.

Adequate procedures cover:

1. **Risk Assessment**  
That the school assesses the nature and extent of its exposure to potential bribery from inside and outside. The school should know who it is doing business with and whether this has risk implications.
2. **Top Level Commitment**  
That the Governing body is committed to preventing bribery. That there is a clear statement that bribery is not acceptable. That the anti-bribery policy is clearly communicated to all staff and partners of the school.
3. **Due Diligence**  
That the school has policies in place and is aware of who it does business with. The school is confident that its business relationships are transparent and ethical.
4. **Clear, practical and accessible policies and procedures**  
That the school's policies and procedures to prevent bribery being committed on its behalf are clear, practical, accessible and enforceable.
5. **Effective Implementation**  
The anti-bribery policy and procedures are embedded throughout the school. This means that the anti-bribery statements are embedded in the recruitment, retention, and operational policies and in training programmes.
6. **Monitoring and Review**  
That the school monitors and reviews its policies and procedures on a regular basis to ensure that there is compliance.

Ultimately, whether procedures are adequate is for the courts to decide on a case-by-case basis.



### **Monitoring and Review of the Implementation of the Anti-Bribery Policy**

In the first instance a team comprising of representatives from the Board of Governors will meet to review the implementation of the policy and then will review compliance with the policy.

### **Reporting to the Police; Sanctions and Redress**

Staff who breach this policy face the possibility of civil and criminal prosecution. They also face disciplinary action, which could result in dismissal for gross misconduct.

The Headteacher and Governors, in consultation with the Section 151 Officer, and, if an employee is involved, Governors, will decide whether any matter is referred to the police for further investigation and follow the reporting processes set out in the School's Employee Code of Conduct.



**Appendix 2 - Relationships with students outside of work declaration**

It is recognised that there may be circumstances whereby employees of the school are known to pupils outside of work.

Staff must declare any relationship outside of the school that they may have with students.

Employee Name	Student Name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of the school with pupils in line with this policy.

If I am tutoring a pupil outside of the school, I am aware that the following must be adhered to:

- I do not, at any point, teach the child in question as part of my daily timetable – this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the school
- no monies come through the school at any point, either informally (e.g. via the pupil) or formally
- no private tutoring has/will take place on the school premises.

I confirm that if these circumstances change at any time, I will complete a new form to ensure the school are aware of any relationships.

**Full Name**

\_\_\_\_\_

**Current Position**

\_\_\_\_\_

**Signed by** \_\_\_\_\_

**Date** \_\_\_\_\_

Once completed, signed and dated, please return this form to Shurle Woodhouse, Headteacher’s PA/Administrative Manager.



**Appendix 3 - Relationships outside of work declaration**

It is recognised that there may be circumstances whereby employees of the school are known to others connected with the school outside of work.

Staff must declare any relationship outside of the school that they may have with others that could create a conflict of interest.

Employee Name	3 <sup>rd</sup> party name	Relationship

I can confirm that I am fully aware of the code of conduct and relationships at work policy, and I am not in breach of these.

I confirm that if these circumstances change at any time, I will complete a new form to ensure the school are aware of any relationships.

**Full Name**

\_\_\_\_\_

**Current Position**

\_\_\_\_\_

**Signed by** \_\_\_\_\_

**Date** \_\_\_\_\_

Once completed, signed and dated, please return this form to Shurle Woodhouse, Headteacher's PA/Administrative Manager.