Charlton Park Academy
Staff Code of Conduct

This Code of Conduct applies to all employees in the Academy. All schools and academies are entitled to demand a level of conduct from employees which is of the highest standard. In the case of teachers, it applies in conjunction with Part B of the Teachers' Standards, CPA Teaching Assistant Standards and CPA Support Staff Standards.

This code aims to establish the usual standard of conduct expected of all employees. Its principles will reflect Charlton Park Academy's core values. It sets down the way in which an employee of Charlton Park Academy is expected to conduct themselves. As an employee, you must not put yourself in a position where duty and private interests conflict and you must not make use of your employment to further your private interests.

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1. General Principles

As an employee of the Academy you are expected to carry out your duties in accordance with the Academy's policies and procedures.

You are expected to uphold the following principles:

- Selflessness: - your decisions must be taken in terms of the values and mission of the Academy and not in order to gain financial or other material benefits.
- Integrity: - you must not place yourself in a situation where your position is compromised.
- Objectivity: - all decisions must be made on merit alone.
- Accountability: - you must accept accountability for your decisions and actions.
- Openness: - you should be as open as possible about all your decisions and actions.
- Honesty: - you should declare any private interests relating to your duties and take lawful steps to resolve any conflicts to ensure that public interest is protected.
- Leadership: - you must support and promote these principles by example.
- Conduct: - you must avoid bringing the Academy reputation, into disrepute (e.g. by the use of social networks or the internet).
- Respect: - you must treat others with respect.

2. General Code of Conduct

Application and Intent

You will be expected to act in accordance with the Code. The Code has been designed so that you are not left in any doubt as to what is acceptable or unacceptable behaviour. The Code of Conduct places rules and regulations on certain activities and any breach of these prohibitions may lead to disciplinary action.

Personal Interest

You must not in your official capacity:

- Allow your personal interests to conflict with the Academy's requirements.
- Use your position improperly to confer an advantage or disadvantage on any

person.

You must:

- Not disclose information given to you in confidence, or information acquired which is of a confidential nature, without the consent of a person authorised to give it.

- Not prevent another person from gaining access to information to which that person is entitled by law.

- Ensure that your relationships with Pupils, Parents, Governors, Staff and any other people with whom you may come into contact with in the course of your duties are professional at all times.

Gifts and Hospitality

The Academy seeks to maintain the highest standards of conduct and probity in its business.

The acceptance of gifts and/or hospitality by employees must be treated with extreme caution. No offer of a gift or inducement, whether made at specific occasions (e.g. at Christmas) or casually, should be accepted when the gift is made by, or indirectly by, a person, firm or organisation which, to the knowledge of the employee, has or seeks to do business of any kind with the Academy which maintains the school or to have an interest in its decisions. Gifts up to the value of £30, made to class teachers by parents or carers, are acceptable at the discretion of the Principal.

The receipt of minor articles, often by way of trade advertisements, which will be used on the Academy's business (e.g. diaries, calendars, office requisites, etc., which are customarily distributed at Christmas and, occasionally, at other times) is acceptable.

If you are in any doubt, you should seek guidance from the Principal or your Line Manager before accepting any gifts or hospitality offered. All items received should be in line with the Academy's Anti-Bribery Policy. Employees should also refrain from making any gifts to external organisations or to the employees of organisations which provide services to the Academy or which are potential providers of such services.

Sponsorship

Where the Academy, or parties to the Academy, sponsors an event or service, you, or any partner, spouse or relative must not benefit from the sponsorship.

You must seek guidance from your manager if you are involved with any event or service that the Academy proposes to sponsor.

General Confidentiality
You may, in the course of your duties, obtain information which is confidential.

You must not:
- Pass on any information received or obtained through your employment to anyone who is not entitled to have that information.

- Use information for personal advantage.

You must:
- Work within the requirements of Data Protection Act 2018/UK GDPR, and the Freedom of Information Act 2000.

- Observe the Academy's procedures for the release of personal information held about other employees or members of the public.

- You must not misuse your position by seeking information which you do not need to know to carry out your duties.

Examples of abuse of confidence would include:
- Ill-considered gossip whether with colleagues or outsiders which may be misconstrued and re-quoted.

- Exploitation of confidential information for personal gain.

- Premature and/or unauthorised disclosure to other parties of policy proposals, with the object of generating adverse publicity e.g. to the press, interest groups.

Dealing with the Academy's Money
You must:
- Ensure that public funds are used in a responsible and lawful manner.
- Strive to ensure value for money to the Academy and to avoid legal challenge to the Academy.
- Ensure compliance with the Academy's Financial Procedures.

Criminal Charges and Convictions
In accordance with the Independent School Standards Regulations, the Academy requires all applicants and staff to disclose criminal convictions, whether committed in the UK or elsewhere.

You must:
- Notify the Academy in writing if charged with any criminal offence or if convicted of any criminal offence, this includes cautions.

- If charged with an offence, advise the Academy as your employer immediately

after you are charged (i.e. next working day).

The term 'conviction' includes a finding of guilt, regardless of whether or not a conviction is recorded. Failure to notify the Academy in either case will constitute grounds for disciplinary action. With respect to DBS checks, it should be noted that no conviction is considered ‘spent’.

Other Employment
In some instances, your contract of employment may:

- Prevent you from undertaking other employment without the written permission of your line manager. This will be stated within your individual contract.

- It is important that you ensure that any additional employment does not conflict with the interests of the Academy or affect your ability and credibility to do your job.

- Where you have more than one job, both the Academy and your other employer(s) are responsible for ensuring that the 48 hour week is complied with. You should therefore ensure that you inform the Principal/Line Manager about any work you undertake for other employer(s). (You may opt to work more than 48 hours per week and should you wish to do so, you will need to complete the form ‘Working Time Regulations Opt Out Agreement’ under Supporting Documents and submit it to the Principal or your Line Manager

- You must ensure that Academy time and equipment are not utilised in connection with any other employment.

- If in doubt, the best thing to do is to discuss the circumstances with your Line Manager.

Intellectual Property and Copyrights
All intellectual property rights, (that is copyright, design rights and the right to patent inventions) relating to anything created or invented by you in the course of your duties belongs automatically to the Academy, unless otherwise agreed, you cannot exploit the rights to any such thing without written permission from the Academy.

Publications and Dealing with the Press
You must not:

- Publish any material which comments on the activities, policies etc. of the Academy without the consent of the Principal.

- Make comments to the press or media unless specifically authorised to do so.

Where requests for comments are received, they should be passed on to the Principal.

Where you wish to publish an article unconnected with the Academy, then the article must not link you to the Academy.

Equipment and Materials
You must:

- Treat Academy resources with respect, with the public interest at heart.
- Not use the equipment and premises of the Academy or of other places where you work during your contract of employment for unauthorised purposes.
- Only make personal telephone calls and emails when necessary and within reason.
- Only use the internet for personal use in your own time.
- Follow the internet usage policy.

Political Restrictions and Neutrality
There are a number of posts that are politically restricted. These fall into two broad categories:

- Specified posts
- Sensitive posts

If you are in a politically restricted post then this will be indicated in your contract of employment and you are restricted in certain political activities.

Political Neutrality
The Academy will not concern itself with the political beliefs of individuals however you must not allow your own political beliefs to interfere with the work of the Academy or seek to influence students or colleagues.

You may not display party political posters, including election material, in any place of work.

Equal Opportunities
The Academy is committed to the promotion and implementation of equal opportunities both internally and externally.

The Academy aims to ensure that everyone who comes into contact with it is treated

equally and not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations.

The Academy will recognise the differences which exist and will seek to understand the needs of people within the groups which are afforded protection or assistance through this policy.

The Academy strongly expects all its employees to uphold its Equal Opportunity Policy and by working for the Academy you must accept the duty not to discriminate, either in your behaviour or employment practices or in the provision of facilities and services by reference to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Employment Matters
If you are involved in making appointments you must:

- Ensure that such appointments are made on the basis of the candidate's ability to do the job.

- Ensure that your personal preferences should not influence judgements made.

- Declare your interest where you are related to an applicant or have a close personal relationship outside work with him/her.

Whistleblowing
Charlton Park Academy has developed a procedure that has been designed to operate in accordance with the provisions of the Public Interest Disclosure Act 1998, which gives protection to people who disclose reasonable concerns about serious misconduct or malpractice at work. This is sometimes known as Whistleblowing.

The procedure applies to all staff in the Academy and is intended to encourage staff to raise concerns within the academy as a first priority, rather than make a wider disclosure outside of the Academy (please refer to Whistleblowing Policy for full details and procedure).

Discrimination, Harassment, and Victimisation
You must treat all other employees, pupils, parents, and people with whom you come into contact with courtesy and respect, and must not make any remarks or gestures relating to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation which may cause offence.

Any complaint of discrimination, harassment, or victimisation or complaints made on the grounds of any of the protected characteristics listed above, will be taken seriously and will be the subject of a thorough investigation.

Fitness for Work
The Academy accepts that alcohol is legally and freely available in public but alcohol and alcohol consumption is not permitted on school grounds at any time.

You must:

- Ensure that the use of alcohol out of work does not adversely affect your work performance, the health, safety or welfare of yourself or others and does not damage the Academy image and reputation.

- If you are the Principal or a Line Manager, consider the options available for managing employees in the above situation and refer to the Substance Misuse Policy for guidance.

- Not consume or be under the influence of alcohol, use illicit drugs or other illegal substances while at work.

- Ensure that the use of any of them out of work does not adversely affect the work performance and safety of yourself or others.

- If taking medication you must seek the advice of your doctor to ensure that such medication will not impede your ability to do the job (e.g. operate machinery).

- Inform the Principal or your Line Manager of any situations where a risk to yourself or others may arise because of this.

- If you are the Principal or a Line Manager, consider the options available for assisting employees who are required to take legally prescribed drugs and whose levels of performance has been impaired. In these circumstances a risk assessment should be undertaken.

Health and Safety
You have a duty to take reasonable care of yourself and to cooperate with Management under the Health and Safety at Work Act 1974. These responsibilities are identified in the Academy's Health and Safety Policy.

You are required to act at all times in accordance with this policy and generally to act in such a way to ensure your own safety and that of others.

Any action which potentially puts at risk the health and/or safety of yourself or others will be viewed seriously and may result in disciplinary action may be taken.

Low Level Concerns
A 'low-level' concern – no matter how small – must be reported to a senior school manager. Low level concerns refer to an adult, working in or on behalf of the school, that may have acted in a way that:

- Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and
- Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the designated officer at the local authority

Please refer to the Academy's Allegations against Staff (including low-level concerns) Policy.

Attendance
Your contract of employment contains the main terms and conditions of your employment with the Academy.

It is expected that you are available for work during these hours and take an unpaid lunch break.

You must record your attendance in accordance with the Academy's time recording system.

Smoking and Vaping
Staff and visitors must not smoke or vape anywhere within the Academy premises, immediately outside the school gates, or within the visible perimeter of the school boundaries.

Staff smoking or vaping whilst on the Academy's premises may be subject to disciplinary action.

Mobile Phones - Rationale
While the academy promotes an atmosphere of trust regarding professional device administration, strict safeguards are enforced regarding personal device locations during teaching sessions to protect pupil privacy. The Academy therefore aims to ensure that all staff with respect to mobile phones:

- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.

- are responsible for self-moderation of their own behaviours.

- are aware of the importance of reporting concerns promptly.

The imposition of rigorous, inflexible rules has therefore been avoided, unless the potential risks of not enforcing them far out-weigh the benefits. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones.

Use of Personal Mobile Phones
- Staff are not permitted to carry personal mobiles during students' school hours
- Staff are only permitted to use personal mobile phones in the staff lounge
- Staff are not permitted to use recording equipment on their personal mobile phones for Academy purposes.

Dress Code
All Staff are expected to adhere to the Academy's Dress Code.

There is a general expectation that dress will be appropriate to the nature of the duties and responsibilities of the job.

The Academy values and welcomes the ethnic diversity of its workforce and therefore dress codes will take account of ethnic and religious dress requirements with sensitivity ensuring that employees are free to observe them.

Where there is a clear business case or a health and safety reason, the Academy may introduce appropriate dress codes to suit the services provided.

Identity Badges
Employees issued with identity badges should wear them at all times. This is particularly important if you visit the public in their homes. Where Managers decide that it is not practical to wear identity badges then you should have them available for inspection at all times.

Disciplinary Rules
The Academy has a Disciplinary Procedure.

The disciplinary procedure is concerned with instances of alleged misconduct, either ordinary or gross. It is anticipated that the vast majority of breaches will be of a minor nature and that they can be resolved without recourse to a formal procedure. Some breaches will be more serious or there may be circumstances where there is repetition of a minor breach. In such circumstances the matter will be formally investigated and progressed under the formal procedure.

The Academy also has a separate capability procedure which provides a framework for managers and employees to cope with issues of poor performance. The underlying intention of the Procedure is to give the employees who are falling below the established acceptable standards the opportunity to improve.

Following Instructions
You are expected to follow all reasonable and lawful instructions by a person with the authority to issue such instructions unless:

- There is a danger to a person's health and safety.
- A conflict of interest may exist.
- It does not comply with Academy policy and practice.

The Principal and Line Managers must be able to justify their instructions and decisions in line with their delegations, authority, and Academy policy and procedures, and be open and respond promptly to constructive questions.

Contract of Employment
Your contract of employment is an agreement between the Academy and you which sets out your employment rights, responsibilities and duties and this includes the Code of Conduct.

Data Protection Act 2018 and UK GDPR
The Data Protection Act 2018 and UK GDPR protects personal data which relates to living identifiable individuals and deals with the way in which personal information is collected, held, recorded and used.

It works in two ways:
- It gives you certain rights
- It states that those who record and use personal information must be open about how the information is used and must follow the 8 data protection principles.

Freedom of Information Act 2000
The Freedom of Information (FOI) Act (2000) gives significant rights of access to information held by all public authorities.

Working Time Directive
The Working Time Regulations as amended, impose minimum requirements on employers, while at the same time allowing flexibility for workers and employers to make arrangements which suit them. One of the basic rights is a limit of an average of 48 hours a week which a worker can be required to work However, there is provision for an opt out agreement to be signed where both the organisation and the worker are willing to increase or exclude the limit on working hours.

Internet Usage
Internet Users must not display, access, use, extract, store, distribute, print, reveal or otherwise process any kind of image, document or other material which is sexually explicit or offensive in any other way, on any school system. This activity would be a violation of the Academy's policies, particularly those relating to conduct and

discrimination.

If access to this information is required for business purposes, a request must be submitted to the Principal detailing a legitimate business reason for the access. If use of the material is authorised, great care should be taken not to offend others when the material is revealed, and not retain or access such material when it is no longer needed for business reasons. Comments, photographs, images or conversations must not be posted on social networking websites which may bring staff or the Academy into disrepute. Security settings should be maintained at the highest level in order to prevent members of the public seeing any personal information.

All staff are required to sign the Academy's Internet Usage Policy annually.

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