



Enriching Lives: Unlocking Potential

High Expectations. Integrity. Nurturing. Always Learning. Working Together. Taking Responsibility –
No Excuses

Code of Conduct Policy

September 2022

The following code of conduct has been adopted by the Governing Body of Moor Green Primary Academy to enable it to discharge its functions under the School Staffing (England) Regulations 2009 (the “Regulations”) in relation to its duty under Regulation 7 to establish procedures for the regulation of the conduct of the staff at the school.

This code of conduct applies to all staff and volunteers in the school. The school is entitled to demand a level of conduct from staff which is of the highest standard.

As an employee, you must not put yourself in a position where duty and private interest’s conflict and you must not make use of your employment to further your private interests.

1. General Principles

As an employee of Moor Green Primary you are expected to carry out your duties in accordance with Academy policies and procedures as adopted by the Governing Body.

You are expected to uphold the Academies core beliefs as well as the following principles:

- **Selflessness:** - your decisions must be taken in terms of the values and mission of the City Council and School 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 City Council or School 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 requirements.
- Use your position improperly to confer an advantage or disadvantage on any person.

Governors and staff governors are required to complete the 'Potential Conflict of Interests' form where they have any personal interests which may conflict with the schools requirements and discuss with their Head Teacher or Line Manager. Any conflicts of interest should be raised at the start of any Governor meetings based on the meeting agenda provided.

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.

Declaration of Potential Conflict of Interest

You must not put yourself in a position where duty and private interest conflict and you must not make use of your employment to further your private interests.

What Interests should I Declare?

Examples of information that should be declared include:-

- Where your job could unduly influence decisions or contracts the Academy or REAch2 has or is proposing to enter or where you hold a financial or personal interest if any of these contracts either directly or indirectly e.g. through a partner or relative
- Where you hold a position with an external company or organisation whether paid or unpaid which may lead to conflict of interest e.g. Directorships, Committee membership including Charities, Voluntary Groups, Housing Associations, School Governorships
- If you have a close personal relationship with a person who has influence over your employment within the Academy, for example, a Councillor or senior officer, or with any person who you have authority over;
- If have personal interests in activities within the Council e.g. you are a Landlord for the Council or involved in the fostering of children that could conflict with your job

When should I complete the Conflict of Interest Declaration Form?

The examples above are not exhaustive but illustrate how the declaration is intended to apply in particular circumstances. It is your responsibility to apply the Code in the circumstances that affect you. If you are unsure about declaring a conflict of interest, please seek further advice from your Head of School or Schools HR Services.

Please note that failure to declare any potential conflict of interest during the course of your employment with Moor Green may result in disciplinary action being taken.

Gifts and hospitality

Moor Green seeks to maintain the highest standards of conduct and probity in their 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 Academy or to have an interest in its decisions

The receipt of minor articles, often by way of trade advertisements, which will be used on the Academies 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 Head of School or Line Manager before accepting any gifts or hospitality offered. If there is any doubt, further advice can be requested from internal Audit.

Employees should also refrain from giving 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, including the City Council, sponsors an event or service, you, or any partner, spouse or relative must not benefit from the sponsorship.

You must seek guidance from the Head of School or Line Manager if you are involved with any event or service that the School 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 1998 and the Freedom of Information Act 2000.
- Observe the School'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 School's Money

You must:

- Ensure that public funds are used in a responsible and lawful manner.
- Strive to ensure value for money to the School and to avoid legal challenge to the School.
- Ensure compliance with REAch2 standing orders and financial regulations.

Criminal Charges and Convictions

In accordance with the School Staffing Regulations the School requires all applicants, employees and volunteers to disclose criminal convictions, whether committed in the UK or elsewhere unless the Rehabilitation of Offenders Act applies and the rehabilitation period has expired.

Disclosure and Barring Service checks are conducted on all successful applicants for certain positions in the Council.

All Employees and volunteers have a duty to declare to the Academy, any incident that could affect their continued suitability immediately.

You must:

- Notify the School 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 Head of School immediately after you are charged (i.e. next working day).

It should be noted that the term 'conviction' includes a finding of guilt, regardless of whether or not a conviction is recorded. Failure to notify the School in either case will constitute grounds for disciplinary action.

Other Employment

In some instances, your contract of employment may:

- Prevent you from undertaking other employment without the written permission of the Head of School. 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 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 Head of School 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' which is available from the Head of School or Business Manager.
- You must ensure that School 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 Head of School or 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 School, unless otherwise agreed, you cannot exploit the rights to any such thing without written permission from the School.

Publications and Dealing with the Press

You must not:

- Publish any material which comments on the activities, policies etc of Birmingham City Council or the Academy without the consent of the Head of School.
- 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 Head of School

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:

- Not use the equipment and premises of the Academy 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 Neutrality

Moor Green 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.

You may not display party political posters, including election material, in any part of the Academy.

Equal Opportunities

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

Moor Green aims to ensure that everyone who comes into contact with them 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 expects all its employees to uphold its Equal Opportunity in Employment Policy and to accept the duty not to discriminate, either in 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 by completing the 'Potential Conflicts of Interests' form and discussing it with the Head of School

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. 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.
- Members of SLT must consider the options available for managing employees in the above situation and refer to the alcohol policy and 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, and does not bring the Academy or the Trust into disrepute.
- 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 Head of School or Line Manager of any situations where a risk to yourself or others may arise because of this.
- If you are a Head Teacher or part of SLT, 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 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.

Attendance

Attendance must be recorded accurately in the staff register, which is located in the main office.

All employees must adhere to the working hours agreed in their contract, with any changes to normal working hours or leave of absence to be agreed beforehand with the Head of School by completion of 'Leave of Absence Request' form.

For any medical appointments. Every effort should be made for appointments to take place outside of normal working hours. However where this is not possible, employees should give the Academy as much notice as possible so that suitable arrangements can be made for cover.

For instances of sickness, the employee should inform the Academy by 07:30 or as soon thereafter, on the morning of the absence. Employees should also contact the Academy by 15:00 on the same day to confirm their intentions or returning to school for the next working day.

For further guidance please refer to the Academy Absence Policy

Smoking

Moor Green does not permit smoking in any of the School's offices, or any other building owned or occupied by the Academy at any time.

Smoking whilst on School premises may be subject to disciplinary action.

Dress Code

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

Moor Green 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 then the School may introduce an appropriate dress code to suit the services provided and expectation of the School.

Identity Badges

All employees should be issued with an identity card and are expected to wear them at all times. This is particularly important if making any visits or attending courses/ training at a different location. Where the Head of School and SLT decide that it is not

practical to wear identity badges then you should have them available for inspection at all times.

Disciplinary Rules

The School has a disciplinary and capability procedure.

Moor Green 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.

Moor Green also has a separate capability procedure, which provides a framework for the Head of School, SLT and employees to deal 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 School policy and practice.

The Head of School and SLT must be able to justify their instructions and decisions in line with their delegations, authority, and School policy and procedures, and be open and respond promptly to constructive questions.

LEGISLATION

Contract of Employment

Your contract of employment is an agreement between the City Council and the employee which sets out your employment rights, responsibilities and duties and this includes the Code of Conduct.

Data Protection Act

The Data Protection Act 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 (2001) gives significant rights of access to information held by all public authorities.

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 schools 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 Head of School detailing a legitimate business reason for the access. If you are authorised to use this sort of material, you should take great care not to offend others when the material is revealed, and not to retain such material or access to it when it is no longer needed for business reasons.

You must not post any comments, photographs, images or conversations on social networking websites which may bring you, the Academy or the Trust into disrepute. Security settings should be maintained at the highest level in order to prevent members of the public seeing any of your personal information. You should also follow any specific policy which your school may have set on the use of social networking websites.

For any further details on internet usage please refer to the E Safety policy.

To be reviewed September 2024