



CHALKWELL HALL INFANT SCHOOL

Employee Code of Conduct

We have adopted Southend City Councils model policy. This code has been amended only to reflect the particular circumstances of Chalkwell Hall Infant School

Reviewed by the Governing Body on: 27th November 2024
Review Date: Autumn 2026

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1. Introduction

Parents/carers, pupils and the public are entitled to expect the highest standards of conduct from all employees who work for the School. This Code outlines the responsibilities and standards expected of everyone working for or on behalf of the School. This includes consultants, interim staff, agency workers (such as Supply Teachers), and School employees on secondment to other organisations. A range of supporting policies accompanies this Code

2. Principles

This Code is consistent with the [Nolan Principles](#) as revised by the Committee on Standards in Public Life:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and make decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour.

All employees of the school should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

3. Breach of this Code

Breaches of this Code will be investigated and may result in disciplinary action. Serious breaches of the Code may be considered gross misconduct and result in dismissal. Similarly, if an employee has a grievance relating to any of the issues stated, or other matters not specifically stated, there may be the right to raise it under the School's grievance procedure. If in any doubt, the employee should initially seek the advice of the Headteacher

4. Working on behalf of the School

When working on behalf of the School you must:

- a) Act in the interests of the School and in accordance with the principles set out above.
- b) Comply with the law, this Code, the School's Policies and Procedures and other professional and/or statutory standards which apply to your role.
- c) Report any concerns or breaches of this Code to your line manager or Headteacher.
- d) Ask your line manager or Headteacher if you are unsure what is required of you.

5. Standards Required

Staff will not act in a way that would bring the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media. In addition, staff and volunteers must:

- a) Carry out the full requirements of your role, aligned to your contract of employment, professional standards and the School's policies.
- b) Behave politely and reasonably.
- c) Demonstrate your commitment to valuing diversity and equality.
- d) Attend work in accordance with the terms of your contract of employment and comply with sickness and other absence policies.
- e) Wear your identification badge whilst representing the School.
- f) Keep relationships with pupils, parents/carers and any other service users, other employees, Governors, contractors, potential contractors, or employees of partner organisations, on a professional basis.
- g) Employees are expected to ensure that the way they dress is appropriate for the type of work they do. While at work employees represent the School and all employees should ensure that they project an efficient, positive and appropriate image through a clean and tidy appearance.
- h) The School recognises that its employees are of a wide range of backgrounds, cultures, ages and tastes and naturally wish to exercise choice in the clothing they wear for work. The School has no desire to impose a particular style of dress or appearance but rather expects standards appropriate to the effective delivery of services. For example, appropriate clothing/footwear for activities/weather. Sensible shoes or trainers for PE must be worn. No flip flops. Skirts and dresses must not be too short so as to reveal underwear when moving or bending over. No blue, faded, or ripped denim. No inappropriate flesh on show, i.e. cleavage, lower back (no spaghetti straps). Casual but smart is acceptable. Staff are expected to be a good role model for children and other staff at all times.
- i) Comply with the School's Policy relating to personal relationships between employees.
- j) Give appropriate and impartial advice to Governors or others (including Members of Southend-on-Sea Borough Council) if delegated to do so.
- k) Remain politically neutral and objective in your work role.
- l) Avoid damage to the School's reputation or services.
- m) Remember your responsibilities to the Community you serve and ensure courteous, efficient and impartial interaction with all groups and individuals within that community.

You must not:

- a) Engage in any conduct that is harmful to the School or its interests, or which brings the School into disrepute or exposes it to legal action.
- b) Be under the influence of alcohol or non-prescribed drugs so as to adversely affect your role.
- c) Misuse your official position or information obtained in the course of your work, for personal interest or the interest of others;
- d) Allow your own personal or political opinions to interfere with or influence your work.

6. Declarations of Interest

Specific obligations apply to all School employees to declare certain financial or non-financial interests and/or any other potential or actual conflicts of interest. These obligations are set out in the school's Financial Regulations Policy relating to these matters.

7. Gifts and Hospitality

There are very strict rules relating to the receipt of gifts and hospitality which apply to all employees. The rules are set out in the school's Gifts and Hospitality Policy relating to these matters.

8. Bribery

You must not accept or request any incentive, financial or other, from any person where this is intended to persuade you to take (or not take) a course of action that would not be your normal practice and where that person, or another (for example a pupil), would gain an unfair benefit or advantage from your services.

If you become aware of any circumstances which suggest the possibility that:-

- (a) some fraud, financial corruption or other irregularity may have occurred, in respect of school or private funds, or
- (b) the provision of any statute or regulation has been contravened,
- (c) employees should report the matter to their Headteacher.

9. Handling the School's Money or Sponsorship

The School is a publicly funded organisation and as such you must:

- a) Be familiar with and comply with the School's Financial procedure rules (seeking advice where necessary).
- b) Use the School's funds in a responsible, accountable, and lawful way;
- c) Seek value for money.
- d) Comply with any School policy or procedure issued in respect of pupils' or other service users' money.
- e) Make sure that any sponsorship accepted is related to the School's business.
- f) If you suspect financial irregularity, corruption or fraud, contact the Headteacher, Chair of Governors, Southend-on-Sea Borough Council's Head of Audit, or regulatory body.
- g) Make sure you do not benefit from any contract or sponsorship the School may receive, or show any favour to a partner, spouse, relative, friend, associate, parent/carer or pupil.

10. Procuring, Managing or using the School's Contracts

Where your role involves procuring, managing or using the School's contracts you must comply with the school's Financial Regulations and the school's Managing Contracts Policy and you must not discriminate against any part of the local community in the tendering and contracting process.

11. Reporting Improper or Illegal Activities

If you are concerned about any activities which you think may conflict with this Code or any activity which you believe is illegal, improper, unethical, dangerous, or a serious breach of policy, you should raise the matter with your Headteacher, Chair of Governors, or Southend-on-Sea Borough Council's Head of Learning.

The school's Whistle-blowing Policy gives protection to those who raise concerns of this nature that are in the public interest.

12. Responsibilities when Managing Others

If you are a manager, your leadership skills are key elements to your role.

You must:

- a) Carry out the full requirements of your management role, aligned to your contract of employment and the School's policies; maintain an environment of respect, recognition and support and to induct all new employees to their role.
- b) Make appointments, if delegated to do so, only on the basis of merit and capability to carry out the role.
- c) Make sure decisions, if delegated to make them, relating to discipline, promotion and pay are objectively justified.
- d) Identify and assess all risks and ensure they are managed appropriately;
- e) Ensure business continuity arrangements are in place to enable continued delivery of the School's services.
- f) Exercise a duty of care to employees, partners, pupils, parents/carers, other service users and others, ensuring health and safety requirements are met.

You must not:

- a) Be involved in a selection process or interview if you are related to an applicant or in a close personal relationship with them or a member of their immediate family.

13. Other and Outside Work

If you propose to undertake any paid or unpaid work in addition to your substantive role at the School you must comply with the requirements of the Terms and Conditions of your employment at Chalkwell Hall Infant School.

Secondary employment or engagement must not interfere with the performance of the employee's duties with this employer. In addition, employees should not engage in business or employment activities which are incompatible with or might conflict with the school's interests.

Any secondary employment or external consultancy, whether undertaken during working time or on non-working days, must be declared in advance and approved by the employer. Approval may be withheld where the activity is considered to conflict with contractual duties, create a conflict of interest, impact the effective discharge of the role, or pose a reputational risk to the school or employer.

Any secondary employed that is approved may be reviewed or withdrawn if circumstances change.

14. Diversity and Equality

Demonstrating your commitment to equality and diversity is an integral part of your role at the School as outlined in the school's Equalities and Objectives Policy.

In particular you must:

- treat others with respect and value diversity
- seek to review all work, policies, procedures and services under your responsibility to assess whether any group is being unfairly discriminated against
- take steps to eliminate discrimination and remove barriers to fair treatment

You must not:

- discriminate unfairly in undertaking your work, in employment practices, or in the provision of School facilities or services

15. Protecting Confidential Information

Maintaining confidentiality of sensitive information is essential.

You must:

- a) Comply with the School's Data Protection and ICT policies and supporting standards.
- b) Report any suspected breach of information security.
- c) Label and store information documents to allow access to authorised users and restrict unauthorised users.
- d) Refer any media or press enquiries to the Headteacher immediately and without commenting and follow the Headteacher's instructions.

You must not:

- a) Divulge any confidential information, including any information about pupils, unless it is legitimately required, professionally appropriate to do so and in accordance with Safeguarding requirements.
- b) Disclose your password to anyone.
- c) Use information or facilities provided, for unauthorised personal use, improper or commercial gain, or for fraudulent or malicious activities; compromise the security of the School's information, for example by installing unauthorised software, inappropriately securing information or interfering with standard security settings.

16. Using the School's Equipment, Materials and Property

The facilities and equipment provided as part of your work belong to the School.

You must:

- a) Comply with health and safety regulations and use personal protective equipment as required.
- b) Take care of the School's property or equipment, keeping it secure and reporting any breakages or breaches in security.
- c) Use equipment and facilities for authorised purposes only.
- d) Hold and maintain a full, valid driving licence enabling you to drive in this country if you drive a School vehicle or use your own vehicle for School business.

- e) Have insured your own vehicle for business use if you use that vehicle for School business.
- f) Drive safely in accordance with the Highway Code at all times if you drive a School vehicle or use your own vehicle for School business.

You must not:

- a) Use the School's equipment or property for personal gain or fraudulent activity, or for unauthorised personal use.
- b) Use the School's vehicles for unauthorised purposes.

17. Health and Safety

You must comply with the health and safety responsibilities as laid down in the school's Health and Safety Policy.

18. Working with Pupils, Parents/Carers and other Service Users

When working with pupils, parents/carers and any other service users, you should be familiar with the School's policies, procedures and practices, and with professional and/or statutory standards and requirements as they relate to your role.

You must:

- a) Work to the highest standards of Safeguarding pupils at all times.
- b) Accept and fulfil your duty of care to pupils and any other service users to the highest standards.
- c) Keep all service users' money, personal records, information and correspondence secure in accordance with the School's Policies, [Caldicott Principles](#) and the [Data Protection Act](#).
- d) Make sure pupils and other service users' money and personal belongings are handled safely and in accordance with the School's policies.
- e) Report immediately any concerns about the care or Safeguarding of pupils and any other service users to the Headteacher or, in their absence, another appropriate person.

You must not:

- a) Give any service information to anyone except those authorised to receive it.
- b) Form inappropriate close personal relationships with pupils, parents/carers and any other service users, their relatives or friends.

19. Use of Social Media and Social Networking

Specific obligations apply to all School employees who use social media.

These obligations are set out in the school's Social Media Policy and Online Safety Policy relating to these matters.

20. Disclosure of Criminal Convictions during employment

Should you be convicted or cautioned for any offence during your employment with the School, you are required to immediately notify the Headteacher in writing of the offence and the penalty. This includes motoring offences/fines, which result in court action and licence penalty points, but not parking offences/fines where no penalty points are incurred.

21. Customer Facing Roles – fluency in English

Public Authorities have a statutory duty to ensure that employees with customer facing roles speak English fluently. If you are in such a role then you must reach the standard expected by the School.

22. Intellectual Property

The work you do on behalf of the School is called intellectual property. All creative designs, writings, drawings and inventions produced by staff in the course of their normal duties remain the property of the School.

23. Alcohol

The School prohibits employees consuming alcohol at any time whilst employees are in the workplace or undertaking work for the school.

24. Commitment to the Environment

In demonstrating your commitment to improving the environment you must:

- consider the environmental impact of your actions;
- reduce, reuse and recycle wherever possible;
- develop environmentally sensitive policies and practices with suppliers, partners and pupils, parents/carers and any other service users

25. Close personal relationships at work

Close personal relationships are defined as:

- workers who are married, dating or in a partnership or cohabiting arrangement;
- immediate family members for example parent, child, sibling, grandparent;
- other relationships for example extended family (cousins, uncles, in-laws), close friendships, business associates (outside the school).

It is also recognised that situations arise where close personal relationships can be formed at work.

(i) Applicants

Applicants are required to disclose on their application form if they have a close personal relationship with any person connected with the school.

Applicants are asked to state the name of the person and the relationship. Failure to disclose such a relationship may disqualify the applicant.

Workers should discuss confidentiality with their headteacher/line manager, any relationships with an applicant.

It is inappropriate for any worker to sit on an appointment panel, for those with whom they have a close personal relationship.

(ii) References

It is expected that, for those working with children, professional references, and not personal references, are sought and provided. All references provided on behalf of the school must be signed by the Headteacher (Chair of Governors for the Headteacher).

Anyone agreeing to act as a personal referee must make it clear in the reference that it is provided as a personal or colleague reference and is not a reference on behalf of the school. Personal or colleague references must not be provided on school headed paper.

(iii) General Conduct

No-one should be involved in discipline, promotion, pay or other decisions for anyone where there is a close personal relationship.

Intimate behaviour during work time, in any workplace, such as holding hands, kissing, other close physical contact and discussions of a sexual nature is not permitted.

Unwanted sexual advances or harassment will not be tolerated and will lead to disciplinary action.

(iv) Disclosure

All close personal relationships should be disclosed, in confidence, to the line manager/supervisor by the individuals concerned as this may impact on the conduct of the school.

Whilst not all such situations where those in close personal relationships work together raise issues of conflict of interest, implications can include:

- effect on trust and confidence;
- perception of service users, the public and other employees on professionalism and fairness;
- operational issues e.g. working patterns, financial and procurement separation requirements;
- conflicting loyalties and breaches of confidentiality and trust.

Open, constructive and confidential discussion between workers and managers/supervisors is essential to ensure these implications do not occur and that all parties can be protected.

It may be necessary in certain circumstances to consider transferring workers that form close personal relationships at work. Any such action will be taken wherever possible by agreement with both parties and without discrimination.

We are committed to promoting a working environment based on dignity, trust and respect, and one that is free from all forms of bullying, harassment, including sexual harassment, victimisation and discrimination.

Colleagues who feel they are affected by a close personal relationship at work involving other colleagues should at all times feel that they can discuss this, without prejudice, with their Head teacher/line manager, other manager or Governing Board.

If you find yourself in a situation where you are bullied or harassed while you are at work, including where a personal relationship has broken down, we encourage you to report this immediately and to follow our Grievance Procedure.

(v) Workers related to pupils

Any workers related to, or who are the carer of a pupil are expected to separate their familial and employment role.

Workers must not show or provide any preferential treatment to them or become involved in their education or care beyond their specific role as an employee/volunteer or their role as a parent/carer/relation.

26. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.

Staff will familiarise themselves with our child protection and safeguarding policy and procedures, and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our child protection and safeguarding policy and procedures are available in the Community Drive and the policies section of our school website. Procedures and guidance are posted in communal areas and the staff room. Safeguarding procedures and training form part of our induction for new staff

27. Allegations Against Staff and Low Level Concerns

This section is based on 'Section 1: Allegations that may meet the harm threshold' in part 4 of Keeping Children Safe in Education. It applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating pupils

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

28. Whistleblowing

Whistle-blowing reports wrongdoing that it is “in the public interest” to report. Examples linked to safeguarding include:

- Pupils’ or staff’s health and safety being put in danger
- Failure to comply with a legal obligation or statutory requirement
- Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report their concern to the headteacher. If the concern is about the headteacher, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the Chair of the Governors.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

Please refer to the Whistleblowing Policy

Scope

The Code applies to all employees of the School.
Community schools will be bound by the principles of this policy.

Delegation As agreed by the Governing Body.

This code has been amended from the Borough Code only to reflect the particular circumstances of a Community School situation.