



## **Staff Code of Conduct**

**Date reviewed:** `

**Signed:**

**(Chair of Governors)**

**Signed:**

This Code applies to all Governors and employees under a contract at Trinity and was adopted by the Governing Body on.

Activities carried out by employees who act in the course of their employment as members of companies or voluntary organisations are also subject to this Code. The Code supplements existing professional requirements and disciplinary codes and where there is conflict the latter shall prevail.

### **Standards.**

- There is an expectation that school employees will provide the highest possible standard of service to the public through the performance of their duties.
- Employees will be expected through agreed procedures and without fear of recrimination, to bring to the attention of their line manager any deficiency in the provision of service.
- Employees must report to the appropriate manager any impropriety or breach of procedure.
- Procedures are in place, which allows employees to bring to the attention of their line manager/Headmaster/Chair of Governing Body any deficiency in the expected standard which affects the provision of the service. This is

covered in the Whistleblowing Policy covered by the Public Interest Disclosure Act which has been adopted by the Governing Body.

- The Public Interest Disclosure Act affords protection against dismissal or penalty where an employee discloses certain information relating to:
  - failure to comply with legal obligation
  - miscarriages of justice
  - criminal offences
  - danger to Health and Safety
  - damage to the environmentand concealment of evidence relating to the above
- To qualify for protection the employee must have acted in good faith and have reasonable grounds for belief in the disclosure .Disclosures are only protected if made to the employer/some other person responsible for the matter/regulatory body.

## **Disclosure of Information**

There is an expectation that employees will not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way. Protection under the Public Interest Disclosure Act is restricted as in 1.4 above.

## **Political Neutrality**

- Employees serve the community as a whole. It follows they must serve all members of the public and must ensure that the individual rights of members of the public are respected.
- Employees, whether or not politically restricted, must follow every lawfully expressed policy of the Governing Body and, where applicable the School and must not allow their own personal or political opinions to interfere with their work.

## **Relationships**

### **Governors or Persons Taking Part in Proceedings of the Governing Body or their Committees.**

There are restrictions on Governors or persons taking part in proceedings of the Governing Body or their committees under the Education (School Government) (England) Regulations 1999 which requires that they shall

withdraw:

- a) if there is a conflict of interest or where there is reasonable doubt about their ability to act impartially;
- b) where they have pecuniary interest, N.B. re: Contracts;
- c) if a relative (including spouse) living with them has pecuniary interest.

### **The Local Community and Service Users**

Employees must always remember their responsibilities in the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within the community as defined by the policies of the Governing Body and Trinity.

### **Contracts**

All relationships of a business or private nature with external contractors, or potential contractors, must be made known to the School's Governing Body.

Orders and contracts must be in accordance with the Policy for Financial Powers and Duties of the Governing Body. No special favour should be shown to businesses run by, for example, friends, partners or relatives in the tendering process. No part of the local community should be discriminated against.

Employees who engage or supervise contractors or have any other official relationship with contractors and have previously had or currently have a relationship in a private or domestic capacity with contractors, must declare that relationship to the Academy Governing Body.