



The Governing Board for the  
Isle of Wight Education Federation

## Staff Code of Conduct

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## 1. Document Information

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## 2. Contents

1.	Document Information	_____	
2.	Contents		3
3.	Introduction		4
4.	Scope		4
5.	Roles and Responsibilities		4
6.	Setting an Example		4
7.	Safeguarding Students		4
8.	Student Development		5
9.	Honesty and Integrity		5
10.	Confidentiality		5
11.	Conduct Outside Work		6
12.	Disciplinary Action		6
13.	Related Documents		6
	Appendix 1 – Guidance for All Staff		7

### 3. Introduction

This Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe, and all staff will be notified of this code and the expectations therein. Staff are role models, are in a unique position of influence and must adhere to behaviour that sets a good example to all the students within the Federation. As a member of our community, each employee has an individual responsibility to maintain their reputation and the reputation of the Federation, whether during working hours or outside of the working day.

### 4. Scope

This Code of Conduct applies to all staff who are employed by the Governing Board, including the Executive Headteacher.

### 5. Roles and Responsibilities

The Line Manager will:

- Apply the policies and procedures detailed in this document.
- Ensure all new employees are made aware of this Code of Conduct on commencing employment for the Federation.
- Deal promptly, thoroughly and fairly with any matter arising from a breach of this code.

Employees will:

- Act in accordance with the principles set out in this document.
- Never use their position for personal gain.
- Through procedures outlined in the relevant Federation's policies, bring to the attention of the appropriate level of management any deficiency in the provision of service or breach of this code.
- Maintain conduct of the highest standard, such that confidence in their integrity is sustained.

Employees in roles that have their own professional code of conduct must appropriately apply the standards of their profession in line with this code.

### 6. Setting an Example

6.1 All staff must demonstrate high standards of conduct and behaviour and encourage our students to do the same. Staff must therefore avoid using inappropriate or offensive language at all times.

6.2 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

### 7. Safeguarding Students

7.1 Staff have a duty to safeguard students from:

- physical abuse
- sexual abuse
- emotional abuse

- neglect

- 7.2 The duty to safeguard students includes the duty to report concerns about a student to the respective Designated Safeguarding Lead (DSL).
- 7.3 Carisbrooke College's DSL is Mike Peake: Federation Lead – Behaviour and Safety.  
Medina College's DSL is Michelle Barnes: Assistant Headteacher – Behaviour and Safety.
- 7.4 Staff are always able to access copies of the Federation's Safeguarding Children & Young People Policy as well as the Whistleblowing at Work Policy, and staff must be familiar with these documents.
- 7.5 Staff must not seriously demean or undermine students, their parents or carers, or colleagues.
- 7.6 Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.

## 8. Student Development

- 8.1 Staff must comply with Federation policies and procedures that support the well-being and development of students.
- 8.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students.
- 8.3 Staff must follow reasonable instructions that support the development of students.

## 9. Honesty and Integrity

- 9.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of Federation property and facilities.
- 9.2 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; or 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 at Work Policy.
- 9.3 Gifts from suppliers or associates of the Federation must be declared to the Executive Headteacher. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

## 10. Confidentiality

- 10.1 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.
- 10.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a student is bullied by another student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate College procedure. It must not be discussed outside the College, including with the student's parent or carer, nor with colleagues in the College except with a senior member of staff with the appropriate role and authority to deal with the matter.
- 10.3 However, staff have an obligation to share with their manager or the College's CPLO any information which gives rise to concern about the safety or welfare of a student. Staff must **never** promise a student that they will not act on information that they are told by the student.

## 11. Conduct Outside Work

- 11.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the Federation, the employee's own reputation or the reputation of other members of the Federation's community.
- 11.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable. If at any time during their employment with the Federation a member of staff is convicted or receives a caution, reprimand or warning from the Police for any reason, they must advise the Executive Headteacher immediately. Where the Executive Headteacher is the member of staff concerned, they must advise the Chair of Governors immediately.
- 11.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. This includes not engaging in inappropriate use of social network sites which may bring themselves, the Federation, Federation community or employer into disrepute.
- 11.4 Staff may undertake work outside their employment with the Federation, either paid or voluntary, provided that it does not conflict with the interests of the Federation, nor be to a level which may contravene the working time regulations or affect an individual's work performance. All staff must notify the Executive Headteacher if they are undertaking work for another employer through the Additional Employment Policy and Procedure.

## 12. Disciplinary Action

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

## 13. Related Federation Documents

- Safeguarding Children and Young People Policy
- Whistleblowing at Work Policy
- Staff Grievance Policy and Procedure
- Staff Disciplinary Policy and Procedure
- Health and Safety Policy and Procedure
- E-Safety Policy and E-Safety Procedure
- Staff Alcohol/substance misuse Policy
- Anti-bullying Procedure

## Appendix 1 – Guidance for all staff

### When we speak to others we will:

- Use a positive statement rather than a negative one so that students can learn what we expect of them in any situation.
- Use a calm tone of voice at all times, to explain something to or instruct the students, so that they can follow our words without feeling threatened or uncomfortable.
- Avoid using sarcastic words or phrases as these demean students and prevent them from developing high self-esteem.
- Speak respectfully to other adults at all times, even if we disagree with them.

### As professionals we will:

- Avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- Maintain confidentiality about anything that we see or hear in the Federation, so that parents and students can trust us, and as a way of showing respect to our fellow professionals.
- Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the students.
- Work within the Federation's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.
- Treat everyone with respect.
- Dress appropriately, so that we set a good example for the students and to show that we are here to work.