

Stone Bay School.

Policy Document.

Group E Policy.

E3: Code of Conduct

[Current Guidance: Keeping Children Safe in Education.](#)

Group E policies are not statutory and no paper copies will be kept. The original word copy will be stored in our policy library, a PDF version will be accessible on our website.

Author:	Nikky Howe
Date of Publication:	Tuesday, 18 July 2017

Review Date: Monday, 01 June 2020

Signed. Nikky Howe Date: Tuesday, 18 July 2017
Author.

Signed. Billy Mc Inally Date: Tuesday, 18 July 2017
Headteacher.

Contents

Part A – Policy	3
1. Policy Statement	3
2. Scope.....	4
3. Adoption Arrangement and Date	4
4. Responsibilities of Stone Bay School	4
5. Responsibilities of the Employee	4
Reference to Other Sources of Information	4
Part B – Professional Conduct	5
1. General.....	5
2. Honesty and Integrity	5
3. Setting an example	5
4. Confidentiality.....	6
5. Working Relationships & Relationships with other Stakeholders	6
6. Conduct Outside of the Workplace.....	7
7. Duty to Disclose	7
8. Secondary Employment	8
9. Dress and Presentation	8
10. Smoking and the use of drugs and alcohol	9
11. Health and Safety at Work	9
12. Contact with the Media	9
13. Whistleblowing	10
14. Misconduct.....	10
Part C: Safeguarding Students	10
1. General Obligations	10
2. Appropriate relationships with students	11
3. Allegations against Members of Staff and Volunteers	11
4. Guidance for Safer Working Practice.....	11
5. Other Safeguarding Considerations.....	11
Part D: ICT and Social Media	12
1. General Obligations	12
2. Use of Social Media.....	12

3. Use of Personal Mobile Phones/Devices	13
4. Monitoring of Usage	14
Part E: Business Conduct	14
1. Use of Financial Resources.....	14
2. Personal Use of Equipment and Resources	14
3. Declaration of Interests	15
4. Contracting out of Services	15
5. Gifts and Hospitality.....	15
6. Appointments	16
7. Political Activity.....	16
8. Intellectual Property	16
Appendix 1: Code of Conduct – Explaining professional behaviours.	16
Working Together.	16
Being Part of a team.	17
Providing the best for our students.	17
Working to include all students.	18
Being Dynamic.	18
Our commitment to professional behaviours.	18
If we get it wrong.	19
Appendix 2: Confirmation of understanding and acceptance.	20

Mission Statement.

We accept all students **as they are** and believe that every one of them is **entitled** to the very **best education**, delivered in an **environment** that is **supportive, caring** and **safe**.

Our goal is to develop our students to become:

- **Successful** Learners.
- As **independent** as possible.
- **Confident** individuals and self-advocates.
- **Effective** communicators and **contributors**.
- **Responsible** citizens.

We will do this by working to **ensure we get every aspect of their provision just right**, helping them to achieve academically, personally, socially and morally.

Stone Bay School: "**getting it right for every student**".

This Policy relates to the following Stone Bay Policies and procedures:

- [E4 Online Safety Acceptable Use Policy](#)
- [B1 Data Protection Policy](#)
- [E6 Dress Code](#)
- [B2 Health Safety](#)
- [E1 Finance Policy](#)
- [E16 Whistleblowing Policy](#)
- [C5 Complaints Procedure Statement](#)
- [C17 Discipline Conduct Grievance](#)

Part A – Policy

1. Policy Statement

Stone Bay School expects the highest standards of personal and professional conduct from all Employees.

As such Stone Bay School requires all Employees to act in a manner which reflects the value and ethos of Stone Bay School as they model the behaviours we plan to develop in our students.

Employees must ensure that their behaviour and actions are consistent with their position as a role model to students and are compatible with working with young people and in a School setting.

Employees must act with integrity, honesty and demonstrate ethical and respectful working practices towards students, colleagues, parents/carers and other members of Stone Bay School community.

All Employees have a responsibility to observe appropriate professional boundaries and act at all time in a manner which safeguards and promotes the welfare of students.

Employees must disclose any relevant information which may impact on their job role or suitability to work with young people or in a School setting.

Stone Bay School requires Employees to adhere to all School policies and observe the highest standards of business/financial practice.

Each Employee has an individual responsibility to act in a manner which upholds Stone Bay School's interests and protects its reputation.

Employees are accountable for their actions and conduct and should seek advice from their line manager/Headteacher if they are not sure of the appropriate action to take.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

This policy explains Stone Bay School's expectations with regards to the conduct of Employees in the following areas:

- Professional conduct
- Safeguarding Students
- Use of ICT & Social Media
- Business conduct

2. Scope

This Policy applies to all current Employees of Stone Bay School.

This Policy should also be adhered to by:

- Governors
- Volunteers
- Supply and agency workers engaged by Stone Bay School.
- Contractors

Reference to the management role of the Headteacher in this policy may include his identified nominee. In the case of the Headteacher this management function is undertaken by the Chair of Governors.

3. Adoption Arrangement and Date

This policy was adopted by the Governing Body of Stone Bay School on 19th June 2017.

This policy will be reviewed by the Governing Body every three years or earlier if there is a need. This will involve consultation with the recognised unions.

4. Responsibilities of Stone Bay School

- Explain the provisions of the Code of Conduct to Employees and signpost Employees to other relevant policies, document and guidelines.
- Provide additional advice and guidance to Employees in relation to queries they may have regarding the application of the code of conduct.
- Coach, support and provide feedback to Employees on their performance in relation to the required standards of conduct.
- Take appropriate action at the earliest opportunity to address breaches of the expected standards of conduct

5. Responsibilities of the Employee

- To read, understand and comply with the Code of Conduct at all times.
- To use this code, alongside other relevant School policies and professional codes, to guide them in their role.
- To seek guidance from the Headteacher/Line Manager (or Chair of Governors in the case of the Headteacher) if they are unclear about the conduct or actions expected of them.
- To alert the Headteacher (or Chair of Governors in the case of the Headteacher) at the earliest opportunity if they are aware that they have conducted themselves in a way which may have breached the expected standards of conduct.

Reference to Other Sources of Information

This Code of Conduct is not exhaustive and does not replace the general requirements of the law, common sense and good conduct.

The Code of Conduct should be read in conjunction with a number of associated policies relating to conduct which are set out in Appendix 2 to this document.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the provisions of the STPCD, the latest '[Teachers Standards 2012](#)' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional

Conduct. Whilst this is a contractual requirement of Teaching posts only, Stone Bay School expects all Employees to reflect these expectations in their conduct.

All employees must also ensure they have read understood and comply with Part 1 of [Keeping Children Safe in Education](#) (September 2016). Further guidance regarding Safeguarding is in Part C of this document. Staff must also have due regard to other professional codes, policies and guidance which may be relevant to their specific role.

Part B – Professional Conduct

1. General

Employees are expected to demonstrate consistently high standards of personal and professional conduct.

Employees are required to work in a diligent and conscientious manner.

Employees are expected to work to the requirements of their job and are required to respect managerial authority and follow reasonable instructions.

Employees must conduct themselves in a manner which reflects the ethos and values of Stone Bay School and adhere to School policies and procedures at all times and work to promote our mission.

2. Honesty and Integrity

Employees must maintain high standards of honesty and integrity in their work.

Employees should not behave in a manner which would call into question their motivation or intentions.

During the course of their work Employees should ensure they do not:

- Provide false/misleading information
- Destroy or alter information/records without proper authorisation
- Withhold information or conceal matters which they could reasonably be expected to have disclosed
- Misrepresent Stone Bay School or their position
- Accept or offer any form of bribe/inducement or engage in any other corrupt working practice

Should an Employee become aware of any conduct on the part of a colleague which raises concerns regarding health and safety, safeguarding or criminal activity – they have a duty to disclose this.

Allegations concerning fraudulent, dishonest or corrupt practices or the falsification or withholding of information may be addressed as a disciplinary matter.

3. Setting an example

Stone Bay School recognises that an Employee raising a concern would wish to be assured that the matter has been fully addressed. Feedback will be provided on the outcome of the complaint, wherever possible.

In some circumstances however it may not be appropriate or permissible to share this information (for example where legal disciplinary or regulatory authority action is pending or if sharing information may infringe the duty of confidence owed to a third party). Where it is not appropriate

to provide detailed feedback the Employee will be advised that the matter has been addressed or concluded as far as is practicable.

Where a matter is not to be considered further the Employee who raised the complaint will be advised of this in writing.

4. Confidentiality

Employees may have access to confidential or sensitive information about students, colleagues or the business and operation of Stone Bay School as part of their job role.

Such information must not be disclosed to any person who is not entitled to have access to this or legitimately needs it for work purposes.

Specifically all Employees must:

- Work in accordance with the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000
- Observe Stone Bay School's procedures for the release of information to other agencies and members of the public
- Not use or share confidential information inappropriately or for personal gain
- Not speak inappropriately about Stone Bay School community, students, parents, staff or governors including discussing incidents, operational or employment matters with parents/members of the public
- Ensure all confidential data is kept secure and password protected

Stone Bay School's [Online Safety and Acceptable Use Policy \(E4\)](#) and [Data Protection Policy \(B1\)](#) provides employees, Governors and Parents with detailed information on the key principles expected of all members of the community with regards to the safe and responsible use of technology to ensure that Stone Bay School is a safe and secure environment.

[Online Safety and Acceptable Use Policy \(E4\)](#) & [Data Protection Policy \(B1\)](#)

Should Employees be in doubt about the appropriateness of sharing information they should seek guidance from their Line manager, HR manager or the Headteacher.

5. Working Relationships & Relationships with other Stakeholders

Stone Bay School expects Employees to maintain positive and professional working relationships. Colleagues, students, parents and other stakeholders should be treated with dignity and respect.

Employees should be polite and courteous in their interactions with parents/students and other stakeholders/members of Stone Bay School community.

Behaviour which constitutes bullying and harassment, intimidation, victimisation or discrimination will not be tolerated and may be addressed via Stone Bay School's disciplinary policy. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, children and parents.

Where an individual is employed in a school in which their child is a student they should ensure that appropriate professional boundaries are maintained.

Employees should treat all stakeholders in a fair and equitable way and not behave in a manner which may demean; distress, offend or discriminate against others.

Employees should ensure that policies relating to equality issues are complied with.

Employees should be aware of Stone Bay School's [Complaint Procedure](#) and address any concerns from parents/students and other stakeholders in accordance with this document.

6. Conduct Outside of the Workplace

Employees must not engage in conduct outside of work which has the potential to:

Affect or is likely to affect the suitability of the Employee to undertake their job role or work with children/young people or in a School setting

Impact on the operation or reputation or standing of Stone Bay School

Impact on the operation or reputation of Stone Bay School's relationship with its staff, parents, students, or other stakeholders

Seriously undermine the trust and confidence that Stone Bay School has in the Employee to undertake their job role or work with children/young people or in a School setting

The above actions may be the subject of disciplinary action which could lead to dismissal.

7. Duty to Disclose

Employees have a duty to immediately disclose to the HR manager or Headteacher (or Chair of Governors in the case of a Headteacher) prior to the start of their employment, at the start of their employment or during the course of their employment, any change in their circumstances or any information which may affect or is likely to affect the suitability of the Employee to undertake their job role or work with children/young people or in a School setting.

This includes, but is not restricted to:

- the Employee being subject to any police investigation/enquiry, arrest, ban, charge, caution, reprimand, warning, fine or pending prosecution or criminal conviction. This includes any actions committed overseas which would be subject to a police investigation or formal action if such actions had been committed in any part of the United Kingdom
- the Employee being subject to any referral, made to, or any investigation, proceedings, or prohibition order being undertaken by the National College for Teaching and Leadership, General Teaching Council for Scotland, or the Education Workforce Council in Wales
- the Employee being subject to the inclusion on the DBS Children's Barred List and any change in DBS status during employment, or any referral, made to, or any, investigation or proceedings being undertaken by the DBS
- the Employee being subject to any referral, made to, or any investigation, proceedings, or prohibition order being undertaken by any other regulatory or professional authorities or actions of other agencies relating to child protection and/or safeguarding concerns
- the Employee being subject to any orders made in relation to the care of children, the refusal or cancellation of registration relating to childcare, or children's homes, or being prohibited from private fostering
- the Employee being subject to any 'live' disciplinary process, formal sanction or any other relevant information arising from a previous or current secondary employment/voluntary work which may impact on the Employee's suitability to undertake their role or work with children/young people or in a School setting. This includes substantiated safeguarding allegations
- the Employee living in the same household where another person has received a caution, reprimand, warning, or has been convicted of a relevant offence as referred to in Regulation 4 and Schedules 2 and 3 of the Childcare (Disqualification) Regulations 2009 and where, as a

result of the Employee's association with that person, the referred to caution, reprimand, warning or conviction may present a risk to the welfare and wellbeing of students of Stone Bay School.

Further guidance relating to Employee's obligations under the Childcare (Disqualification) Regulations 2009 including details of the relevant offences which may result in disqualification and which must be disclosed to Stone Bay School is available at:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>;

This list is not exhaustive. Should an employee be unclear about whether it is appropriate to disclose a matter they are encouraged to seek guidance from the Headteacher (or Chair of Governors in the case of a Headteacher) at the earliest opportunity.

Employees must also report any current or historical information in the public domain or which is likely to come into the public domain which may be of relevance to their job role or their suitability to work with children/young people or in a School setting or matters which may be subject to adverse media attention or have a detrimental impact on the reputation of Stone Bay School.

8. Secondary Employment

Employees should ensure that their activities outside of work do not conflict with their duty to Stone Bay School.

Employees must discuss with the Headteacher and obtain consent before taking up additional paid/unpaid employment or engaging in any other business.

Requests will not be unreasonably refused providing that:

- It does not affect or is unlikely to affect the suitability of the Employee to undertake their job role or work with children/young people or in a School setting
- It does not conflict with the interests of Stone Bay School/KCC or have the potential to bring Stone Bay School/KCC into disrepute
- There is no detrimental impact on an Employee's work performance or their own or others health and safety.
- Privileged or confidential information is not shared
- Work is undertaken outside of Stone Bay School and of contracted hours of work
- The activity is not in direct competition with those of Stone Bay School

It is an Employee's responsibility to monitor the hours they work and ensure they are rested and refreshed to be able to carry out their role. An average working week of 48 hours across all employments should not normally be exceeded unless the Employee has elected to opt out of the Working Time Regulations.

9. Dress and Presentation

- All Employees must ensure their dress, personal appearance and personal hygiene is appropriate to the professional nature of their role in Stone Bay School and promotes a professional image.
- Dress should be appropriate to the activities an Employee is engaged in and any related health and safety requirements.
- Suitable protective equipment must be worn where provided and appropriate. Uniforms to be worn where provided and can be varied at the discretion of the Line Manager.

- Employees should wear their staff Identity badge at all times. The catering team, for food hygiene reasons whilst in Stone Bay School kitchen are exempt from this requirement. If any Employee has a health & safety concern please speak to the Headteacher or HR Manager.
- Employees should not dress in a manner that is potentially offensive, revealing or sexually provocative.
- Wherever possible, tattoos and body piercings should not be exposed (except earrings).

Stone Bay School recognises the diversity of cultures and religions of its Employees and will take a sensitive approach where this affects dress and uniform requirements.

It is expected that all Employees adhere to Stone Bay School's Dress Code Policy [Dress Code Policy \(E6\)](#).

10. Smoking and the use of drugs and alcohol

Stone Bay School is a no- smoking environment. Smoking and the use of e-cigarettes or "vaping" is not allowed on School premises or during off-site activities with students. Breaks for smoking are taken during employee's own break period or at the discretion of their Line manager.

Employees must not consume/use alcohol, illicit drugs or other illegal substances in the workplace or be under the influence of such substances whilst at work.

Employees must ensure that any use of alcohol/other substances outside of work does not adversely affect their work performance, attendance, conduct, working relationships, health and safety of themselves and others or damage Stone Bay School's image and reputation.

11. Health and Safety at Work

All Employees must, by law, take reasonable care for their own health and safety and that of others in the workplace.

Employees are required to comply with Stone Bay School's Health and Safety policy and agreed procedures at all times.

This includes:

- avoiding risk of injury or danger to yourself or others
- using any protective clothing and equipment supplied
- complying with hygiene requirements
- reporting, at the earliest opportunity, any hazards, defects, accidents or incidents to the Headteacher or other designated person
- not interfering with, or misusing, anything provided for health, safety or welfare
- informing Stone Bay School of any medical condition or medication which has been prescribed which may have an impact on health and safety in the workplace

Managers should also be aware of and comply with any additional health and safety obligations associated with their role.

Please refer to the Health & Safety Policy for additional information - [Health & Safety Policy \(B2\)](#)

12. Contact with the Media

All enquiries from the media should be directed to the Headteacher.

Employees should not make contact with or comment to the media about matters relating to Stone Bay School without the prior approval of the Headteacher.

Employees should speak to the Headteacher in the first instance about any concerns they have regarding their own employment or operation of Stone Bay School and/or may refer to Stone Bay School's Whistleblowing or Grievance policies if they wish to raise a formal complaint.

Should an Employee speak directly to the media about non-school matters care should be taken to ensure that it is clear that any opinions expressed are personal and that the individual is not acting on behalf of/representing Stone Bay School.

Any contact with the media in a personal capacity should be compatible with the Employee's role and their position working with children/young people or in a school setting and must not negatively impact on the reputation of Stone Bay School.

13. Whistleblowing

Employees may raise concerns about any aspect of the operation of Stone Bay School which is not directly related to their own employment through the Whistleblowing Policy Whistleblowing Policy (E16)

Employees raising a concern with reasonable grounds for doing so will not be subject to discrimination, harassment or victimisation.

14. Misconduct

Failure to follow the Code of Conduct may result in disciplinary action, including dismissal.

Employees should ensure they are familiar with type of conduct which may be regarded as a breach of School rules.

Examples of behaviours which are likely to be regarded to constitute misconduct are set out in the Appendix to Stone Bay School's Discipline and Conduct Policy and Procedure. Allegations of misconduct will be managed in accordance with this procedure.

Part C: Safeguarding Students

1. General Obligations

All Employees have a responsibility to:

- Safeguard students from physical abuse, sexual abuse, emotional abuse and neglect
- Promote the welfare of students and provide a safe environment in which children can learn
- Identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm
- Report as soon as possible and without delay any concerns regarding child protection/safeguarding to the Headteacher/Designated Safeguarding Lead (or Chair of Governors where concerns relate to the Headteacher)

All Employees must ensure they have read, understood and comply with:

- Part 1 of Keeping Children Safe in Education (September 2016). This Guidance is attached at Appendix 4 or via Keeping Children Safe in Education (Part 1) September 2016
- Child Protection Policy and Procedures - Child Protection Policy & Procedures (D1)
- Professional Behaviours (appendix 1)
- Additionally Employees with managerial responsibilities must ensure they comply with Stone Bay School's procedure for Managing Allegations Against Staff and Parts 2-4 of Keeping

Children Safe in Education and Safeguarding Procedures for Managing Allegations Against Staff Keeping children Safe in Education September 2016

Employees must attend and comply with any training as required by Stone Bay School associated with the safeguarding of students.

2. Appropriate relationships with students

Employees must maintain appropriate professional boundaries with students.

Employees are expected to act in an open and transparent way that would not lead any reasonable person to suspect their actions or intent. In order to protect both children and themselves, Employees should also avoid behaviour that might be misinterpreted by others.

3. Allegations against Members of Staff and Volunteers

All Employees have a duty to report to the Headteacher/Designated Safeguarding Lead (DSL) at the earliest opportunity the conduct of a colleague which may place a child at risk.

Where the concerns relate to the Headteacher these should be reported to the Chair of Governors.

Failure to report such concerns may be regarded as a disciplinary matter.

4. Guidance for Safer Working Practice

Employees are required to read, understand and comply with the Guidance for Safer Working Practice for those working with Children and Young People in Education Settings.

[This guidance is can be accessed on KELSI.](#)

[Working together to safeguard children.](#)

This document explains Stone Bay School's specific expectations with regard to safeguarding students and contains practical guidance on behaviours which constitute safe working practice.

Employees should seek immediate guidance from their Headteacher/Line Manager if they are unclear about the conduct or actions expected of them.

5. Other Safeguarding Considerations

Prevent Duty

Schools have a duty to protect our young people from radicalisation and extremism.

All staff have a responsibility to report any concerns about students who may be 'at risk' to the Headteacher/Designated Safeguarding Lead.

Female Genital Mutilation

Teachers have a legal duty to report to the police where they discover an act of Female Genital Mutilation appears to have been carried out on a student.

All Staff have a responsibility to discuss any concerns with the Headteacher/Designated Safeguarding Lead.

Please refer to Part 1 and Annex A of Keeping Children Safe in Education (September 2016) for further guidance.

[Keeping Children Safe in Education \(Part 1\) September 2016](#)

[Details of our Designated Safeguarding Team.](#)

Part D: ICT and Social Media

1. General Obligations

Employees should ensure that they have read, understand and comply with Stone Bay School's ICT Acceptable Use Policy at all times [E4 Online Safety Acceptable Use Policy.docx](#).

Whilst at work or using a work device all Employees must:

- Ensure all electronic communication with students, parents/carers, colleagues and other stakeholders is compatible with their professional role, appropriate boundaries and in line with School policies.
- Not to use work IT equipment to browse, create, transmit, display, publish or forward any material/images which is illegal, sexually explicit, obscene or could offend, harass or upset others or anything which could bring an Employee's professional role or Stone Bay School/Local Authority into disrepute.
- Not to use personal IT equipment to browse, create, transmit, display, publish or forward any materials/images which are illegal or could offend or harass others or anything which could bring an Employee's professional role or Stone Bay School/local authority into disrepute.
- Ensure that ICT system security is respected and password protocols are observed – including the use of strong passwords and encryption.
- Not install personal software on School equipment or make unauthorised copies of School registered software.

All Employees provided with school laptops will adhere to Stone Bay School Laptop Loan Agreement as included in the Online Safety Acceptable Use Policy (E4).

Employees should seek guidance from the Headteacher or HR Manager if they are unclear about the conduct or actions expected of them.

Breaches of expected use of ICT may be considered under the disciplinary procedure.

2. Use of Social Media

Employees must ensure that their online presence/profile is compatible with their professional role.

All Employees should:

- Ensure appropriate privacy settings are applied when using social media sites.
- Refrain from sharing confidential/privileged information, discussing incidents, operational or employment matters or making critical/negative comments about Stone Bay School/students/parents or colleagues on such forums.
- Not browse, create, transmit, display, publish or forward any material/images which is illegal, could offend or harass or anything which could bring an Employee's professional role or Stone Bay School/Local Authority into disrepute.
- Never share/post images of students.
- Not post images of work colleagues without permission.

Employees should not make contact with student or parents via social media accounts or have these individuals as social media 'friends'/'contacts'.

Employees should seek guidance from the Headteacher or HR Manager if they are unclear about the conduct or actions expected of them.

3. Use of Personal Mobile Phones/Devices

Ensuring the Safe and Appropriate Use of Mobile Phones

Staff are permitted to bring mobile phones into school for their own personal use. However, staff who work with students must keep them in their lockers at all times and are not allowed to carry or use them when in contact with students. Whilst in the lockers, phones should be either turned off or set to silent in order that they do not disrupt lessons or distract students. Each classroom has lockers for the use of staff members. Within residential areas, special phone lockers have been purchased for staff to safely store their mobile handsets. Staff who do not work with students (primarily those in Business Resources functions) may keep their mobile phone with their personal belongings, but must only use them during break periods.

Should staff need to be contacted in an emergency; the main office will accept calls which will then be transferred to the appropriate classroom or residential area. During evenings and weekends, when the office is unmanned, outside calls will automatically be diverted to residential areas. Again, should a call come through for a member of staff at these times they will be transferred to the appropriate area. Should staff need to make a personal call, they should either wait until their break or, in an emergency, use the telephone in the main office. There may be a charge for this call.

Whilst escorting students on off site visits, it is appropriate for the group leader to carry a mobile phone with which to contact the School in an emergency. This phone will remain on the person of the leader at all times, however should they need to escort students to the toilet or other private areas or deal with intimate care issues, they will pass the phone to another adult.

Members of the school leadership team have school mobile phones, the numbers of which are passed on to parents, carers and relevant agencies. It is therefore appropriate that they carry their phones with them, however as with all other adults, should they be required to escort students to the toilet or deal with intimate care issues, the phones should again be handed over to another appropriate adult.

Should any member of staff need to phone a parent or any agency concerned with their working practice, only school phones should be used.

Students and mobile devices

Any student who has a mobile phone is welcome to use it whilst in their private accommodation or under the supervision of staff. As with adults, students are not permitted to carry their phones on their person around the School or to take them to toilets or bathrooms. Mobile phones, or other such devices, should not be taken to school.

Photographs and Videos

At no time should mobile phone technology be used to take still or video images of children. Each class and residential area has access to a digital and/or video camera which should be used for this purpose. Contractors, under direct close proximity supervision can use phones to call and take photos of various aspects of their work to share with professional colleagues.

Embracing Technological Advances

Stone Bay School is keen to develop its ICT capability and embraces technological advancement. ICT hardware, iPads, computers, etc. are commonly used within lessons to ensure our students are using the latest technology; however these sessions are supervised to ensure the safety of our vulnerable students.

Use of Mobile Phones for Volunteers and Visitors

Upon their initial visit, visiting professionals, volunteers and other visitors should be given information informing them that they should not use their mobiles. If they need to use mobile phones they must use them in an appropriate manner and within close proximity of a member of staff. If they wish to make or take an emergency call they may use the main office. Again, there may be a charge for this call. They are not permitted to take photographs or recordings of students without the permission of managers and/or parents.

Failure to comply with these protocols could result in the implementation of disciplinary procedures.

4. Monitoring of Usage

Emails, documents or browsing history on School systems should not be considered to be private and may be monitored and recorded to ensure the safety of students and ensure compliance with this policy. This monitoring will be proportionate and will take place in accordance with data protection/privacy legislation.

Stone Bay School may address concerns regarding unauthorised, unacceptable or inappropriate use of ICT systems/devices or social media as a disciplinary matter.

Part E: Business Conduct

1. Use of Financial Resources

Stone Bay School requires Employees to observe the highest standards of business/financial practice.

Employees should ensure that School/public funds with which they are entrusted are used in a responsible and lawful manner.

Employees must comply with Stone Bay School's [Finance Policy \(E1\)](#) and any other relevant policies/audit requirements.

Appropriate authorisation should be sought for any expenditure and audit trail/suitable records kept.

School monies, credit/debit cards and accounts should not be used for personal purposes.

The use of personal credit cards accounts to purchase goods and services on behalf of Stone Bay School should be avoided unless prior agreement from the Headteacher is obtained.

All expense claims for travel and subsistence should be appropriately authorised and accompanied by receipts/proof of purchase.

Personal loyalty cards should not be used when making purchases on behalf of Stone Bay School.

2. Personal Use of Equipment and Resources

Employees may not make personal use of Stone Bay School's property, materials or facilities unless authorised to do so by the Headteacher.

3. Declaration of Interests

Stone Bay School recognises that Employees may wish to take an active role in the local community and undertake additional personal/business activities outside of work.

In the majority of instances such activities will have no impact on their role in School. However on occasion there may be a potential conflict of interest.

Employees should therefore declare annually to the Headteacher any financial or non-financial interests which may conflict with those of Stone Bay School. Employees should also declare membership of any professional bodies/organisations which may conflict with their School role.

Should Employees be in doubt about whether a conflict of interest may exist they should seek guidance from the Headteacher.

4. Contracting out of Services

Employees should follow agreed School protocols for the award of contracts to external providers.

Employees should adhere to School rules regarding the separation of roles in procurement/tendering process.

In particular care should be taken to ensure competition between prospective contractors is fair and open and that all competing parties are treated equally.

Employees should ensure that preferential treatment is not shown to current/former Employees or partners, close relatives or friends/associates in the award of contracts.

Employees must not accept any form of financial or other inducement which may be offered by a potential contractor. All such approaches should be reported to the Headteacher.

Confidential information relating to the tendering process must not be disclosed to any unauthorised party or organisation.

5. Gifts and Hospitality

Employees should not accept significant gifts from parents/carers, students, actual or potential contractors or outside suppliers which could compromise the individual or Stone Bay School.

Employees should notify the Headteacher should they receive any unsolicited gifts and return the item with a polite refusal letter to the sender. A record should be kept of all gifts which are received.

Small tokens of appreciation which have no substantial financial value (less than £25) such as presents from students at the end of term may be accepted and do not have to be declared.

Employees may only accept an offer of hospitality if there is a genuine need to do so in order to represent Stone Bay School in the community. Employees should discuss any invitations with the Headteacher (or Chair of Governors in the case of the Headteacher).

Where Stone Bay School receives sponsorship of a School activity/event, care should be taken to ensure that this does not infer that the sponsor will receive preferential treatment in any future contracting/tendering process. An Employee or their partner, family member or friend may not benefit from the sponsorship.

6. Appointments

An Employee should not be involved in a recruitment process or promotion decision where one of the applicants is a relative, partner or close friend.

7. Political Activity

Employees may engage in political activity outside of work – however they should not allow personal/political views to interfere with their duties. Any activity should be compatible with the Employee’s responsibility as a role model to students.

Where an Employee is involved in political activity outside of work – care must be taken to ensure that it is clear that any opinions expressed are personal and that the individual is not acting on behalf of representing Stone Bay School.

8. Intellectual Property

Any intellectual property created by an Employee during the course of their employment will be considered the property of Stone Bay School, unless specific permission is granted to the Employee to have ownership of such materials.

Appendix 1: Code of Conduct – Explaining professional behaviours.

Developing Stone Bay School by:

Working together as a team to provide the best for all our students.

As a School we have a responsibility to:

- All our Students.
- Their Parents and Carers.
- Our Colleagues.
- Our Governors.
- Our Local Authority Partners.
- Our wider community.

We believe that we will best serve all these stakeholders by:

- Putting students first.
- Doing and being the best we can.
- Building Stone Bay together.

Working Together.

What it is at Stone Bay School:

- Working outside your comfort zone and collaborating with others.
- Being an active and constructive member of a team.
- Helping others achieve their objectives.

- Being flexible and working with others to meet the needs of our students.
- Showing pride in our School and the work that we do.
- Balancing your own needs with those of the school, colleagues and the wider Stone Bay Community.
- Valuing the contribution and different perspectives of all team members.

What it isn't:

- Having a “blinkered” or narrow view.
- Being un-cooperative with colleagues.
- Creating a bad atmosphere in teams by being selfish and rude.
- Being rigid about one's job and responsibilities.
- Driving own interests without thinking about the impact on students or colleagues.
- Rejecting contributions out of a lack of respect for others.

Being Part of a team.

What it is:

- Having a common goal.
- Being honest and open.
- Having the confidence to voice our opinions.
- Challenging behaviour you know to be unacceptable.
- Being jointly responsible.
- Listening to and encouraging ideas.
- Dealing with others in a positive and enthusiastic manner.

What it isn't:

- Following one's own agenda.
- Saying things behind other's backs rather than discussing them appropriately.
- Keeping opinions/contributions to yourselves.
- Using “straight talking” as an excuse to be rude or cause offence.
- Bullying or allowing yourself to be bullied.
- Blaming other “people”.
- Criticising without offering constructive solutions.
- Doing things grudgingly.

Providing the best for our students.

What it is:

- Keeping the learning and progress of all our students, as our primary focus.
- Ensuring all students get to their classes on time and stay for the duration of the lesson.
- Acting professionally at all times.
- Working with a strong sense of purpose and efficiency.
- Following agreed procedures, which are necessary for maintaining and pursuing high standards.
- Questioning processes that are inefficient.

What it isn't:

- Losing sight of our mission statement or what we are aiming for.
- Doing the bare minimum to get by.
- Trying to get away with things.
- Failing to keep promises.
- Breaking “rules” without thinking of the consequences for others.
- Being complacent or “passing the buck”.

Working to include all students.

Who we will teach and support:

- All students.
- Everyone who has a working role at the School.

Who we won't teach and support:

- Only those we like or find easy to work with.
- Only those who present in a certain way.
- Only those who will make the greatest progress.
- Only those who are interested in doing certain things.

Being Dynamic.

What it is:

- Being flexible and open to new ideas.
- Keeping abreast of new developments in education.
- Embracing new skills/technology.
- Pushing yourself to develop as a member of staff.
- Being receptive to feedback.

What it isn't:

- Being cynical/stuck in a rut.
- Not making an effort to understand what is expected of you.
- Leaving it to others to learn new skills.
- Adopting a negative attitude towards on-going training and development.
- Rejecting feedback or taking it personally.

Our commitment to professional behaviours.

We will:

- Maintain our students at the centre of everything.
- Ensure open and honest communication with one another.
- Give people praise and credit for things they do.
- Observe appropriate levels of confidentiality with colleagues and students.
- Ensure no grumbling behind people's backs or gossiping.
- Allow other's opinions to be expressed.
- Listen effectively to one another.
- Allow time for regular team meetings/discussions.
- Share information.
- Offer constructive criticism/feedback diplomatically.

- Remember the staff room is part of the work place.
- Demonstrate professionalism at all times.
- Be reflective practitioners.
- Share with others and know our own limitations.
- Understand how we may be perceived and always consider the impact of our behaviour.
- Think before we speak.
- Value ourselves and others.
- Give Support.
- Be sensitive to each other's needs/mood and within reason, make allowances for personal circumstances.
- Be mutually respectful and considerate of one another's values and beliefs, promote tolerance.
- Encourage team building, be flexible, acknowledge and deploy skills for maximum impact on student learning and well-being.
- Celebrate personality differences and build confidence in ourselves and others.
- Respect the experience that we all bring to the team.

If we get it wrong.

We will:

- Ensure open and honest communication with one another.
- Don't let a problem fester or let communication come to a standstill, clear the air in an appropriate professional manner, challenge behaviour constructively.
- Apologise immediately if aware you have caused offence or upset.
- Be open and talk with the person if a misunderstanding arises or if you are offended.
- Develop a workplace where negative behaviours can be challenged without fear of reprisal.
- Seek clarification and ask for more information if needed.
- Be 'Solutions Focused' – concentrate on the solution rather than the problem itself.
- Discuss the issue not the person – keep it professional not personal.
- Don't always expect a solution – agree to disagree.
- Find a way to feel comfortable discussing the concern; involve another person if that helps.
- Give support for discussions to take place.

Appendix 2: Confirmation of understanding and acceptance.

Please sign the declaration below and return to the HR Manager.

I hereby confirm that I have read, understood and agree to comply with the provisions of Stone Bay School's code of conduct.

Should I have any queries about any aspect of the code or am unclear of Stone Bay School's expectations I will discuss these with the headteacher at the earliest opportunity.

Signature: _____ Date: _____

Name: _____

(It is suggested that Employees should re- read this policy on an annual basis to ensure they are familiar with any changes which have been made)