



Bishop John Robinson
Church of England Primary School

Employee Code of Conduct

Be the best we can;

Join in Learning, Play and Prayer;

Remember God's Word

"Jesus is the Anchor of my Soul." Hebrews 9:16



The Diocese of
Southwark


ROYAL borough of
GREENWICH

Mission Statement

We want all adults and children to: **Be the best they can** in order to have best possible start in life and to make the most of the gifts God has given. To achieve this, we teach everyone *"Whatever you do, work at it with all your heart"* (Colossians 3:23) by;

- Set ambitious targets for all pupils and staff
- Continually look for ways to improve
- Have high expectations of behaviour for all

We encourage children to: **Join in Learning**, to promote academic excellence and to inspire everyone to value the importance of education in wider society. The bible teaches us God will *"Instruct us in the way of knowledge and wisdom and lead us along straight paths"* (Proverbs 4:11). To achieve this we;

- Provide an engaging curriculum with opportunities for learning in a variety of contexts
- Strive for all lessons to be focussed and engaging to allow all children to achieve
- Support deeper levels of understanding so that children can apply learning to different settings

For children to: **Join in Play** is important at BJR because Play is essential for everyone's social and emotional development. It is a vital life skill which helps children to form the adult they will become building trust, forgiveness and resilience. Play is the foundation for learning compassion and the Golden Rule *"Do to others as you would have them do to you"* (Luke 6:31). To promote positive play we;

- Have dedicated staff who promote play EVERY PLAYTIME
- Promote the importance of play through PLAY DAYS
- Invest in the playground as a learning resource

We want the school community to: **Join in Prayer** as Christians believe that this is fundamental to developing a relationship with God as well as giving thanks and praise. We should *"Always be joyful. Never stop praying. Whatever happens, give thanks, because it is God's will."* (Thessalonians 5:16-18). We encourage this though;

- High quality collective worship for all children
- Daily acts of prayer
- Valuing the essential role of our School Chaplain

We believe that we should: **Remember God's Word**, as this is at the very Foundation of being a Christian school. In promoting a practical understanding and application of Christian Values we strive to; *"Train up a child in the way they should go, And when they are old they will not depart from it"* (Proverbs 22:6) through;

- Providing High quality RE teaching and daily collective worship for all children
- Regular visits to church and other places of worship

In all aspects of school life, our school vision is key to ensuring that Bishop John Robinson CofE Primary School offers to best education money can't buy. Our history and naval links, our entire spiritual and ethical ethos, and our approach to the school's curriculum is rooted in our individual and corporate identity: *"Jesus is the anchor of my soul."* (Hebrews 9:16).

Preamble:

Nothing in the following is intended to contradict any provision of the 'Whistle-blowing' legislation. The School has a Whistleblowing Policy which may be relevant depending upon the circumstances of the case.

This code of conduct applies to everyone who is employed at Bishop John Robinson Primary School that they know what is expected of them and are treated fairly. You are a valued and trusted employee so it is crucial that you understand how important it is to adhere to the standards of conduct set out in the code (and any related policies and departmental rules) as a breach of these standards could lead to disciplinary action. A serious, or repeated breach, may result in dismissal from the Royal Borough.

Compliance with the code is an explicit requirement within the conditions of employment of all BJR employees. The matters covered in this code are comprehensive but are not to be considered as being an exhaustive list. Employees should assume that conduct or actions which are not specified but which are similar to those described, or relate to similar standards and principles to those set out in the code are also covered. This code should be seen as complementary to any specific departmental procedures or standards of conduct. Similarly, employees who are required to maintain professional registration as a condition of their employment are also bound by standards of professional conduct.

The purpose of this document is to give examples of the School's general rules of conduct. This list should not be considered to be either exclusive or exhaustive.

General

- 1.1 Any employee who fails to observe the School's conduct requirements or in any other way commits a breach of discipline will be liable to disciplinary action. Such action will be taken in accordance with the School's Disciplinary Procedure.

Examples of general rules are provided at (2) below and examples of gross misconduct at (3) below.

2 Examples of general conduct rules

- 2.1 All employees should be aware that the School exists primarily to serve the public and should be courteous to the public at all times.
- 2.2 Employees must carry out their duties in a conscientious manner, and must not wilfully neglect their duties nor cause any waste of time or productivity.
- 2.3 All employees must comply with legitimate instructions, procedures and codes of conduct.
- 2.4 Employees must not unlawfully discriminate, nor discriminate in contravention of the School's policy, against any person with whom they come into contact in carrying out their work, e.g. on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion & belief sex (gender) and sexual orientation This rule applies equally to harassment and victimisation.
- 2.5 Employees must not bully any person with whom they come into contact with while carrying out their work.
- 2.6 Employees must not undertake any acts within or outside the workplace that are in conflict with their specific job role/purpose, bring the School into disrepute or render them unacceptable to the School such as destroying trust and confidence between them and the School (e.g. domestic violence).

- 2.7 Employees must not accept any bribe or indulge in any corrupt or improper practice.
- 2.8 Employees must not abuse any position of authority or improperly use or attempt to use their official position for their own private advantage, or for the private advantage of any other person.
- 2.9 Employees must not inappropriately, and without the Headteacher's authority, release any information concerned with the School's affairs to the press and/or public, or by way of books or articles or to any organisation including one that is funded by the School. Prior to giving this authority the Headteacher must consult with The Royal Borough's Communication Service.
- 2.10 Employees must not falsify, destroy or otherwise alter any document, timesheet, etc. to gain benefit or financial advantage for her/himself or others.
- 2.11 Unless specifically authorised by the Headteacher, employees must not seek to obtain or accept loans of any kind (monies or articles) from clients or contractors with whom the employee comes into contact through work or users of School services. For further information, please refer to the appropriate Financial Regulations for the School.
- 2.12 Employees must not take control over the financial affairs of anyone either employed or connected with the School in any way, such as acquiring Power of Attorney unless specifically authorised by the Headteacher. For further information, please refer to the appropriate Financial Regulations for the School.
- 2.13 Employees who are under investigation by the Police in relation to an allegation that they have committed a criminal act, or who have accepted a caution or have been charged in a criminal case, must disclose this to School where required to do so.
- 2.14 Employees must not engage in unauthorised employment during hours when contracted to work for the School nor engage in employment during off-duty hours that is detrimental either to the post-holder's ability to carry out their duties, or to the interests of the School or which results in them working excessive hours and placing themselves and/or service users at risk. Employees must inform the School of any other work that they do which, when added to their School working hours, would take their total working hours above 48 hours per week.
- 2.15 Employees must observe confidentiality of personal information relating to others in compliance with the Data Protection legislation.
- 2.16 Employees must not misuse the School's communications or information systems as outlined in school's Acceptable Use Policy. (The School monitors use of its communications systems to detect misuse and any unauthorised expenditure incurred will be deducted from the employee's pay).
- 2.17 Employees must not incur any unauthorised expense for which the School is liable.
- 2.18 Employees must show due respect for the School's property, equipment, machinery, transport, etc. No employee shall wilfully cause any waste, loss or damage to the property of the School or remove it without authority or use it in any manner other than that prescribed or authorised.
- 2.19 In respect of work-related matters: Unless specifically authorised by the Headteacher, employees must not bring any complaint or make any representation or personal appeal, written or oral, directly or indirectly, to individual Members of the Royal Borough (work related matters should be raised in accordance with the School Grievance Procedure).
- 2.20 Employees must adhere to working time arrangements and observe punctuality when reporting for duty (unless permitted to do otherwise). An employee who is unable to comply with the arrangements must notify the appropriate person as soon as is practicable, and

explain the reason for lateness etc.

- 2.21 Employees unable to report for duty because of sickness must comply with the requirements for notification of sickness absence, and the submission of medical certificates (as appropriate) in accordance with the appropriate scheme of conditions of service or school rules.
- 2.22 Employees must observe the provisions of the School's Policy on Smoking, and are prohibited from smoking in designated non-smoking areas, in any Royal Borough premises or vehicles (if you would like more information or need help or support to help you stop smoking please contact The Clinical Team Administrator, Occupational Health on 0845 504 1048. This clause applies equally to the use of electronic cigarettes or similar alternatives.
- 2.23 Employees must observe Safety Rules and Codes of Practice for Safety, and use appropriate safety clothing and equipment as required.
- 2.24 Whilst on duty, no employee should be under the influence of alcohol or drugs to a degree that causes inability to perform work satisfactorily or safely. Employees must observe the provisions of the school's Drugs and Alcohol Policy and (where this exists) their departmental alcohol policy.
- 2.25 Every employee whilst at work is expected to observe appropriate standards of dress and conduct and to observe the School's dress codes where applicable.
- 2.26 Employees must not be absent from work without leave and/or a manager's authority without providing their line manager with a reasonable explanation for their absences.
- 2.27 Employees must not fail to attend disciplinary/grievance investigatory meetings and/or Occupational Health appointments when instructed to do so. If an employee is unable to attend, they must provide their line manager with a reasonable explanation for their absence in advance of the meeting / appointment.
- 2.28 Employees above spinal column point 28 must devote their whole time service to the work of the School. Such staff must not engage in any other business, and/or take up any other employment and/or appointment without the express written consent of their manager.
- 2.29 Employees are required to present a professional image at work at all times. Where your role involves or may involve attendance at formal meetings, or contact with internal or external professionals you are expected to present a professional image. Employees may follow the traditions of their ethnic / cultural / religious background provided they are safe and appropriate to the job. Where uniform or protective clothing has been issued employees are required to wear these. Every employee whilst at work is expected to observe the School's dress codes where applicable.
- 2.30 Employees must not be insubordinate to management.
- 2.31 Employees must not display aggressive or offensive behaviour towards any colleague, which causes alarm or distress and/or is likely to cause alarm or distress to that person and/or any other person.
- 2.32 In order to be able to practice, employees in roles requiring professional registration to practice are required to maintain their professional registration through payment of fees and re-registering within the required timescales determined by the relevant professional body. Therefore, evidence of on-going registration is required and must be provided upon request. Failure to maintain registration may result in disciplinary action being taken against the employee.

3 Examples of Gross Misconduct

An explanation of 'gross misconduct' is provided in the Model Disciplinary Procedure, Section 6.

Examples of offences, which will be regarded as gross misconduct, are as follows:

- 3.1 Employees must not engage in any behaviour which is in breach of the schools' Child Protection and Safeguarding Policies and Procedures.
- 3.2 Employees must not display gross insubordination to management.
- 3.3 Employees must not display blatant and persistent refusal to obey a reasonable and proper instruction.
- 3.4 Employee must not be regularly and/or continually absent from work without leave and/or a manager's / Headteacher's authority without providing their line manager with a reasonable explanation for their absences.
- 3.5 Employees must not commit serious or wilful breaches of safety rules in such a way that the individual endangers himself/herself or others and/or including deliberate neglect and/or damage and/or misuse of safety equipment.
- 3.6 Employees must not publicly promote ideas which contravene the Schools Equal Opportunities Policy, e.g. inciting racial hatred in a public place.
- 3.7 Employees must not be under the influence of alcohol or drugs to such a degree that the individual is a danger to himself/herself and/or to others and/or a hindrance or threat to others.
- 3.8 Employees must not accept bribes or attempt to bribe and/or indulge in other corrupt and/or dishonest practices.
- 3.9 Employees must not falsify documents and/or withhold relevant and essential information for financial and/or other personal gain and/or for the gain of other persons.
- 3.10 Employees must not commit theft and/or cause malicious damage to property and/or assets belonging to the school, its Members, members of staff or the public.
- 3.11 Employees must not accept or seek to obtain loans of any kind (monies or articles) from clients and/or users of school without specific authority from the school.
- 3.12 Employees must not accept or give 'gifts and/or hospitality' contrary to the Schools provisions.
- 3.13 During a recruitment process, employees must not fail to disclose details of any criminal record(s), caution(s) etc. or charge(s) pending where required to do so.
- 3.14 During employment employees who are under investigation by the Police in relation to an allegation that they have committed a criminal act and/or who have accepted a caution and/or have been charged in a criminal case, must disclose this to the School at all times.
- 3.15 Employees must not indulge in inappropriate use of communications and/or information systems, whether computerised or manual, for purposes that seriously conflict with Schools policy.
- 3.16 Employees must not indulge in physical assault or fighting. In this context, physical assault or fighting shall be interpreted as the actual delivery of a blow or blows in any form as an attack on another person, or any other sort of violence or aggression on another person that could result in injury.
- 3.17 Employees must not wilfully and seriously discriminate against any person with whom the employee comes into contact in carrying out their work, in contravention of the Equality Act 2010 or the Schools equality/diversity policy e.g. on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion & belief sex (gender) and sexual orientation. This rule applies equally to harassment and victimisation.

- 3.18 Employees must not wilfully and seriously use racist and/or sexist and/or homophobic language and/or use discriminatory language relating to any of the protected characteristics outlined in the Equality Act 2010, towards and/or in reference to any colleague and/or member of the public which is liable to cause harassment and/or offence and/or distress.
- 3.19 Employees must not administer corporal punishment and/or seriously ill-treat in any way any person within the care of, or dealt with by, the School
- 3.20 Employees must not publicly perpetrate a serious malicious falsehood against the School and/or participate in such an act, i.e. seek to seriously damage the Schools reputation without reasonable cause.
- 3.21 Employees must not use their personal communication or information systems, including Social Media, in an inappropriate manner such as to seriously conflict with the Schools policy and destroy trust and confidence between themselves and the School
- 3.22 Employees must comply with the arrangements applicable to the political restriction legislation at all times.
- 3.23 Employees must not commit a criminal offence outside or within the working environment that makes the employee unsuitable for their job role/purpose or for remaining in the Schools employ, e.g. domestic violence.
- 3.24 Employees must not conduct their role in a manner which is in contravention with statutory regulations and guidance applicable role.
- 3.25 Employees must not use their position, regulatory and investigatory power, access to system to obtain or provide information that has not been requested through a formal process or to undertake a 'fishing exercise' or obtain and issue information that contravene the Data Protection Act.
- 3.26 Employees must not record hearings and meetings including informal meetings and adjournments between meetings and hearings.
- 3.27 In order to be able to practice, employees in roles requiring professional registration to practice are required to maintain their professional registration through payment of fees and re-registering within the required timescales determined by the relevant professional body. Therefore, evidence of on-going registration is required and must be provided upon request. A failure to maintain registration that results in the employee being unable to undertake their role would amount to a breach of contract and/or a fundamental breach of statutory requirements. This will be regarded as gross misconduct.

Update and Review

This policy was updated in November 2022

It is due for review in November 2023