



Henleaze Infant School – Code of Conduct Policy

# Code of Conduct Model Policy

## Henleaze Infant School

*For schools and other establishments with a delegated budget –referred to in the policy as the school)*

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01 09.18	Paras 4, 16,18,19, 20,22	New paragraphs added
01 09.18	Para 5	Para added for clarification
01 09.18	Para 6	Probity of records- reworded
01 09.18	Para 11	Use of alcohol. Clarification
01 09.18	Paras 12 -15	Details added for clarification
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# 1. Introduction

All employees have personal and legal responsibilities, including; treating others with dignity and respect; acting honestly, using public funds and school equipment appropriately, adhering to health and safety guidelines and practising equal opportunities at all times.

This code of Conduct for Employees sets out the standards of conduct expected from you and applies to all the school's employees.

The school's employees are looked to for example by children so their behaviour must uphold the standards expected in a school at all times .

These expectations are set out below and should be fully observed by all staff, including the headteacher and Senior Management team.

This document is not a prescriptive guide to what employees should and should not do. It highlights the principal areas where employees need to be aware of their responsibilities when working in the school and is a framework for behaviour. Employees should ensure they are familiar with the specific policies that underpin these behaviours through reference to the documents highlighted in the "Required Reading" throughout the code. If these documents are not supplied at induction, the employee should ask the school for copies.

# 2. Compliance with the Code of Conduct

The Code of Conduct forms part of an employee's contract. Failure to comply with it and with the associated school policies ("Required Reading") may result in disciplinary action being taken. The school reserves the right to take legal action against employees where breaches of the Code warrant such action. The seven principles of public life defined by the Committee on Standards in Public Life which applies to all public sector employees (Appendix D) and therefore applies to you.

# 3. Professional and Personal behaviour and conduct

All school staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high personal standards of ethics and behaviour both in and outside school, including (but not limited to) timekeeping, appropriate clothing, demeanour and language.



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### **3a. Treating other people with dignity and respect**

All staff are expected to treat all colleagues, pupils, members of the school community and all other contacts, with dignity, courtesy and respect and must not abuse them verbally or physically. You must not harass or bully or be insubordinate to colleagues

Staff are required to comply with the school's equality policies in respect of colleagues, students and anyone else they may come into contact with. This duty includes promoting equality for persons with "protected characteristics" i.e. age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and have due regard to the need to

- eliminate discrimination, harassment, and victimisation;
- advance equality of opportunity; and
- foster good relations between persons who share a relevant protected characteristic and those who do not share it..
- show tolerance of and respect the rights of others
- ensure that personal beliefs are not expressed in ways that could exploit pupils' vulnerability or might lead them to break the law.

Unacceptable behaviour such as discrimination, bullying, harassment or intimidation will not be tolerated in this school. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, pupils and parents.

### **3b. Appropriate relationships with children**

School employees are expected to act in an open and transparent way that would not lead any reasonable person to suspect their actions or intent. Employees in schools are in a position of trust and have a duty to protect children and young people from discrimination and harm and to maintain appropriate professional boundaries. It is equally important for staff to avoid behaviour that might be misinterpreted by others in order to protect both children/ young people and themselves. Staff are required to read and understand school policies on safeguarding, child protection and Keeping Children Safe in Education.

### **3c. Professional behaviour**

Employees must not misuse or misrepresent their position, qualifications or experience or bring the reputation of the school into disrepute.

Staff must have proper regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.

Unprofessional behaviour may lead to disciplinary action and where relevant, referral to the Department for Education and/or Disclosure and Barring Service.



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### 3d. Criminal actions

School employees must inform the headteacher (governing body if the employee is the headteacher) immediately if they are arrested or subject to a police enquiry, investigation, pending prosecution, a summons to appear before a court of law, criminal conviction, caution or ban,. The headteacher or governing body will discuss this with the employee in the context of their role and responsibilities in order to help safeguard children and other employees at the school.

Serious misconduct or criminal offences committed during or outside working hours/work, which could potentially bring you or the school into disrepute, will be subject to disciplinary action up to and including dismissal.

Failure to disclose relevant information or deliberately withholding such information can amount to a breach of trust and confidence and may lead to disciplinary action up to and including dismissal.

### 3e. Required reading:

- School's Child Protection/Safeguarding policy and procedure.
- Keeping Children Safe in Education (current version)
- [Equalities Policy](#)– available on Bristol City Councils web-site
- (Teachers only) [Teachers' standards](#) – available on the DfE web-site
- Appendix D

## 4. Safeguarding

Safeguarding of the school's children is a statutory requirement. Any safeguarding related concerns, should be referred immediately to Sue Browne.

## 5. Declaration of interests

An employee is required to declare their interest where they are part of a group or organisation which could be considered to be in conflict with the ethos of the school. Membership of a trade union or staff representative group need not be declared.

Employees should raise suggestions or concerns about service delivery with their manager/headteacher. Suggestions about service delivery in areas of the school which the employee does not work in can be raised with the headteacher

Employees must declare to the school any relationship with any individual(s) where this might cause a conflict with school activities, for example, a relationship with a governor, another staff member or a contractor who provides services to the school.



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Failure to make a relevant declaration of interests is a very serious breach of trust and therefore if employees are in doubt about a declaration, they are advised to take advice from the headteacher.

All declarations, including nil returns, should be submitted in writing to the headteacher on the school's register of business interests (Appendix B).

## 6. Probity of records and other documents

The deliberate falsification of documents is not acceptable. Where an employee falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

Failure to disclose full earnings by an employee who has, or is, claiming any benefit (either directly or indirectly) will be regarded as gross misconduct and could lead to dismissal and a referral to the police.

## 7. Financial inducements

### 7a. Financial Regulations for schools

All school employees must comply with the school's and the local authority's Financial Regulations. Employees should familiarise themselves with the regulations. Some of the principle employee requirements are summarised below.

#### **7ai Business Contacts**

In this section, "*business contact*" refers to any person, body or organisation with which the school is involved on a financial or charitable basis (including contractors; developers; consultants; regional or national charities). This also includes business contacts who are potential suppliers (e.g. they are tendering for future business).

### 7b. Declaration of gifts

Any gifts that are received should be declared, in writing, to the governing body on the Register of Gifts and Hospitality (pro forma Appendix C) with the exception of those items specifically identified in section 7c below. This document shall remain available for inspection by the authority's Internal Audit department.

### 7c. Gifts or hospitality to an employee

Where a business contact offers a personal gift, personal payment or other incentive such as secondary employment to an employee, these should not be accepted and should be returned with a suitable official letter. Such offers should be declared to the governing body and recorded in the school's Register of Gifts and Hospitality.



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If it is not possible to return gifts then the employee who received the gift should declare the gift to the governing body who will keep a record of it and decide how it is to be used. Such gifts remain the property of the school and should be included in the school's Register of Gifts and Hospitality. The only exceptions to these are:

- low cost, functional items suitable for business use rather than personal use and displaying the supplier's logo e.g. diaries, calendars and pens. These items may be accepted and do not have to be included in the Register of Gifts and Hospitality;
- gifts offered by parents or students to school staff to express their thanks, such as boxes of chocolates. Only gifts with an individual value of £25 or less may be accepted. Such gifts do not have to be declared in writing to the Governing Body or be included in the school's Register of Gifts and Hospitality. Employees must always refuse gifts of money.

Hospitality in the form of meals and drinks offered by a business contact is only acceptable where it forms part of a normal business meeting (for example, refreshments at training events or meals at evening meetings). Offers of hospitality at specific events, such as a dinner or sporting event, should only be accepted after authorisation from the Governing Body. To be approved there must be a clear and demonstrable benefit to the school and the hospitality will not expose the school to criticism that the business contact is exerting undue influence. This/these should be recorded in the Register of Gifts and Hospitality.

Visits by employees to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business and authorised by the school, shall be at the school's expense.

### **7d. Gifts or hospitality to the school**

Where a business contact sends a gift to the school (for example, a stationery supplier sending a gift), it should not be accepted and should be returned to the supplier. Such offers should be declared to the governing body and recorded in the Register of Gifts and Hospitality.

Where it is not possible to return the gift, the process in 7c should be followed. Such gifts remain the property of the school and should be included in the Register of Gifts and Hospitality/ Register of Business Interests.

The exceptions remain as at 7c.



## 8. Use of school contacts

Apart from participating in concessionary schemes arranged by trade unions or other such groups for their members, employees shall not use school business contacts for acquiring materials or services at trade / discount prices for non-school activities.

### 8a. Required reading:

[Financial Regulations for Schools with Delegated Budgets](#) – available on The Source (BCC's intranet).

## 9. Other employment

Employees are permitted to take up secondary employment outside the school, as long as the activity does not constitute a conflict of interest, adversely affect their primary employment at the school or exceed the legal maximum working week of 48 hours as defined by the Working Time Regulations.

Any secondary employment must be undertaken outside the working hours of the employee's normal post and employees are required to keep the headteacher (governing body if the employee is the headteacher) informed of their employment at other organisations.

## 10. Health and safety

Employees must adhere to the school's Health and Safety policy, procedure and guidance and must ensure that they take every action to keep themselves and everyone in the school environment safe and well.

This includes taking immediate safety action in a potentially harmful situation (either at school or off-site) by complying with statutory and school guidelines and collaborating with colleagues, agencies and the local authority.

### 10a. Required reading:

- School's Health and Safety Policy.

## 11. Use of alcohol and substance misuse

All school staff, workers and volunteers must set an example to the children and the community through their behaviour and put Safeguarding children first. Supplying and/or possessing and /or taking illegal drugs is unacceptable and will not be tolerated. All employees are expected to attend work without being under the influence of alcohol or



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other substances and without their performance being adversely impacted by the consumption of alcohol or substance misuse.

If alcohol or substance misuse impacts on an employee's working life, the school has the right to discuss the matter with the employee and take appropriate action, having considered factors such as the school's or local authority's reputation and public confidence.

### 11a Required reading

Bristol City Council's Alcohol and substance Misuse policy.

## 12. Use of school premises, equipment & communication systems

School equipment and systems, including portable equipment (phone, email and computers) are available only for school-related activities. They must not be used for any activity that is illegal, unacceptable or inappropriate to the good conduct of school's business or for the fulfilment of another job or for personal use unless authorised by the headteacher (NB for the headteacher authorisation is from the chair of governors). This includes photocopy facilities, stationery and premises. It also applies to access provided for remote use (e.g. hand held portable devices etc.) and to staff working outside of school premises and using their own IT equipment.

Examples of misuse include;

- Creating, sending or forwarding any message that could constitute bullying or harassment (on the grounds of a 'protected characteristic') or whose content or intent would reasonably be considered inappropriate or unacceptable;
- Participating in forwarding chain letters, pictures or graphics etc.
- Accessing pornography
- committing or implying commitment to any contractual arrangements;
- accessing, publication or circulation of illegal, offensive, unacceptable, inappropriate or non-work related material;
- any illegal activities;
- posting confidential information about the school and/or other employees, children or parents;
- gambling or gaming;
- unauthorised use of school facilities (or employee's personal IT equipment), for personal use during employee's working time.
- Accessing any non-work related or otherwise inappropriate or unacceptable material
- Mass-mailing/mail shots ("spamming") for specific personal views, gain or other personal use which is not relevant to an employee's job



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Employees receiving inappropriate communication or material or who are unsure about whether something they propose to do might breach this policy should seek advice from their headteacher.

The school has the right to monitor e-mails, phone-calls, internet activity or document production, to ensure their proper use.

Communication systems may be accessed when the school suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity.

Exceptionally, and where service delivery reasons exist, the headteacher (Chair of Governors), in conjunction with the school's HR and IT providers, may approve access to emails when an employee is absent.

Access to facilities may be temporarily suspended whilst an investigation is on-going and may be permanently withdrawn where misuse is detected.

Misuse may result in disciplinary action up to and including dismissal.

Accredited Trade Union representatives can use school communication systems for the purposes of undertaking trade union duties and these will be treated as confidential.

Passwords must not be shared and access to computer systems must be kept confidential. Breach of this confidentiality may be subject to disciplinary action. Where appropriate the school should consider a system of proxy access.

Employees are responsible for taking reasonable steps to ensure the safety and security of any school equipment provided to them and must return it to the school when they leave employment, or on the request of the headteacher.

## 13. Social networking websites and personal websites and blogs

School employees must not access social networking websites for personal use (i.e. non-job related use) on work equipment.

Access to journals, blogs and social networking sites is only permitted during work time for the purposes of undertaking job related duties. School employees must act in the best interests of the school and comply with your obligations of confidentiality at all times and not disclose personal data or information about any individual including staff, young people, children or other members of the school community. This includes images. Access may be withdrawn and disciplinary action taken if there is a breach of confidentiality or defamatory remarks are made about the school, staff, young people or children.

The school respects an employee's private life. However, it must also ensure that confidentiality and its reputation are protected and you are encouraged to exercise discretion and use



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social media responsibly at all times. The school must also ensure relevant protection for its operations, confidential information and reputation. If using social networking websites at work or in your private life, including closed groups (eg but not limited to What's App or similar) you must not;

- identify themselves as working for the school, in a way which has, or may have, the effect of bringing the school into disrepute;
- identify other school employees, children or young people or other members of the school community without their consent;
- avoid making any social media communications that could damage the school's business, operations or reputation, even indirectly;
- defame or disparage the school;
- harass, bully or unlawfully discriminate against its employees, children, young people, or any other members of the school community or third parties;
- conduct themselves in a way that is detrimental to the school;
- disclose personal data or information about the school, employees, children, or young people, or any other member of the school community that could breach the Data Protection legislation, for example, posting photographs or images of children or young people;
- allow pupils to access their personal social networking accounts. Where they are contacted by a pupil they should bring it to the headteacher's attention.
- make false or misleading statements
- impersonate colleagues or third parties;
- express opinions on the school's behalf using social media, unless expressly authorised to do so by your headteacher: you may be required to undergo training in order to obtain such authorisation.
- post comments about sensitive business-related topics, such as draft proposals or information belonging to any organisation (or person) with which the school works in partnership.
- do anything to jeopardise our confidential information and intellectual property.
- include our logos or other trademarks connected to the school's work in any social media posting or in your profile on any social media.

Communications for these purposes includes the use of words and images.

Employees who wish to set up personal web-forums, weblogs or 'blogs' must do so outside of work, not using school equipment and adhere to the points detailed above.

Breach of any of the above, in or out of work, could lead to disciplinary action up to and including dismissal.

Note- Explicit Images or Sexting. Sending naked images can be a crime. Sharing explicit images without the person's consent is illegal. Should it be brought to the school's attention that such images have been shared or should such images become public it could lead to disciplinary action



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up to and including dismissal for all parties employed at the school. Be aware that even images which self-destruct after a few seconds can be saved by the recipient. Problems normally arise after a relationship ends but could also arise if the sender or recipient's phone is accessed by a third party eg child..

### 14. Personal contact details

Employees should not share their personal phone numbers, email addresses or other contact details with any pupils. Any breach could lead to disciplinary action up to and including dismissal.

Exceptionally employees may know (or be related to) members of the school community and share their contact details. This must be declared on the pro forma at Appendix 1.

### 15. General Computer Usage

Employees are only permitted access to parts of the computer system, which are necessary for them to do their work or for authorised personal use.

The following examples constitute computer misuse:

- Fraud and theft
- Introduction of viruses
- Loading and/or using unauthorised software
- Obtaining unauthorised access
- Using the system for non-work related activities, including games during work time (Use of the system outside work time is permitted, providing the employee has received authorisation from their manager)
- Breach of the school's IT Security policy

This list is not exhaustive.

### 16. Intellectual Property

'Intellectual Property' is a generic legal term, which refers to the rights and obligations in relation to: inventions, patents, creative writings and drawings (including policy, training and technical documents and materials). If you create these during the course of your employment, the copyright belongs to the employer.



## 17. Confidentiality and Information Security

The school supports and promotes the principles of openness and transparency and welcomes opportunities to share information with the community. There is some information that is too sensitive or confidential to release.

Employees should be aware of the type of information which must be made available, and to whom; and the type of information which must not be disclosed at all or without specific permission. Information can be stored, or communicated in many ways:

- image (e.g. photos, CCTV, microfiche)
- verbal conversation (e.g. face to face or by telephone, Skype, etc.)
- paper documents and manual filing systems (including personal work-related notes)
- computerised and other electronic systems (e.g. email, voicemail, instant messaging, computer disk, USB, social media, case management systems or other departmental computer systems, etc.)

The school must ensure that:

- information is protected against unauthorised access
- the confidentiality of information is assured,
- the integrity of information will be maintained
- regulatory and legislative requirements will be met.

Any breach of information security may result in disciplinary and/or criminal proceedings. Disciplinary action may include dismissal.

## 18. Data Protection

Data Protection legislation must be complied with. The General Data Protection Regulations protect information in which any living person can be identified. This is personal information and it may not necessarily include a person's name. All school staff, workers and volunteers are under an obligation to comply with the General Data Protection Regulations.

A breach of the General Data Protection Regulations may result in criminal proceedings and may result in disciplinary action up to and including dismissal.

## 19. Use of School Information

Employees must not use any information obtained in the course of their employment for personal gain or benefit, or pass it on to others who might use it in such a way. Employees must not



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disclose to any third party confidential information, which could be prejudicial to the school's interests.

## 20. Confidentiality

All employees at the school and the governing body come into contact with a significant volume of data and information in relation to pupils, staff, school activities and many other matters. There is an obligation to read and to observe the requirements of Data Protection legislation.

### 20a. Required reading:

- [Data protection](#) available BCC's intranet.

### 20b. Managing data

Under Data Protection legislation, employees, workers and volunteers are required to collect, maintain and dispose of sensitive or personal data in a responsible manner.

### 20c. Disclosing data

Employees should not disclose sensitive information about the school, its employees children/young people or other members of the school's community to other parties, for example, parents or colleagues. There are particular exceptions to this; for example to follow Safeguarding procedures, or accompanying /representing an employee in a formal meeting, or disclosure under the Whistleblowing Procedure. All communication with the media must be directed through the headteacher or their nominee.

There are circumstances in which staff are obliged to release pupil data, for example, parents seeking information about pupil progress or other colleagues in the school.

### 20d. Access to data

Everyone has the right to request access to data that is held about them and such requests should be made to the headteacher to address the request

## 21. Standards of Dress and Appearance

Employees must ensure standards of dress and personal ornamentation are appropriate in relation to their duties. Inappropriate dress can create offence or be interpreted as disrespectful

In all cases employees are expected to wear any uniform issued for health and safety reasons.



## 22. Recording

Recording of a meeting or conversation during the course of employment will only take place with the consent of all those present. Where a request is made to make a recording, it will be considered on a case-by-case basis taking into account relevant considerations, for example as a reasonable adjustment related to an employee's disability. The school will reserve the right to request a copy of the recording. Covert recording is not allowed under any circumstances and will be considered to be a disciplinary matter.

## 23. Contractors

23.1 If you engage or supervise contractors, or have an official relationship with existing or potential contractors, or have had or have a relationship in a private or domestic capacity, you must declare that relationship to the headteacher/Chair of Governors (this means relationship with a director or employee of the contractor). You must ensure no special favour is shown to current or former partners, close relatives or associates in awarding contracts to businesses run by them or employing them in a senior capacity.

23.2 If you are contemplating any arrangement to provide a service similar or identical to that provided by the school must, as soon as they have formed a definite intent, notify the headteacher/Chair of Governors if you have not already done so.

23. If you are setting up competing businesses to the school you should not use confidential information obtained during the course of your duties.

23.4 No materials, information (including contacts, property or other resources) are to be accessed or used by you in the course of your competing business during or after your employment at the school otherwise your employer could take legal action against you.

23.5 If you carry out competitive tendering services - directly or indirectly - you must declare to the headteacher/governing body your membership of, or affiliation to, any organisation, which may have an interest in tendering for the service.

## 24 Appointments and other Employment Decisions

24.1 Appointments will be made on merit in accordance with the school's Recruitment and Selection policy.



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24.2 To avoid any accusation of bias, you should not be involved in an appointment, either on an Appointment Panel or as a referee, if you are related to an applicant, or have a close personal relationship with them outside work.

24.3 You should not be involved in decisions relating to discipline or other sanction, or in decisions relating to pay, of any employee that you are related to, or have a close personal relationship with.

## **25. Copyright**

Copyright legislation should be adhered to.

### **25a Required reading:**

[Copyright in Education and Teaching](#)



# 26.Appendix A

## Employee Declaration Form

I declare that I have read and understood the Code of Conduct for Henleaze Infant School Employees and the associated "Required Reading".

Name\_\_\_\_\_Date\_\_\_\_\_

Signature\_\_\_\_\_

I have shared some personal information ( eg phone number, on social networking or media group) with the following people who I know outside of work  
(list details below)

Name	Relation to school	Relationship with person	Contact details shared
Fred Bloggs	Child	Aunt	Facebook,SnapChat,What's App,Phone number

Continue on a new page if necessary.

Signed \_\_\_\_\_ Date \_\_\_\_\_



## 27. Appendix B

### Register of Business Interests

#### Governors and staff declaration form

I wish to declare the following information in accordance with the governing body's requirements that a Register of Business Interests should be maintained.

**Name:**

**Post:**

**Signature:**

**Date:**

You should provide full details of your declaration below, including a nil return:

Declaration of relationships or contracting arrangements	
Relationships or links with businesses. Contracts or proposed contracts (or any activity which would cause potential conflict) in which you are involved / interested.	State whether the interest is direct or indirect, and the nature of the interest.



## 28. Appendix C

### Register of Gifts and Hospitality

#### Governors and staff declaration form

I wish to declare the following information in accordance with the governing body's requirements that a Register of Gifts and Hospitality should be maintained.

**Name:**

**Post:**

**Signature:**

**Date:**

You should provide full details of your declaration below, including a nil return:

Declaration of gifts and hospitality		
Date gift received	From whom	Gift or hospitality



## 29 Appendix D

### 1. Selflessness

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

### 2. 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.

### 3. Objectivity

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

### 4. 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.

### 5. 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.

### 6. Honesty

Holders of public office should be truthful.



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### **7. Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

For further information on the 7 principles and the work of the Committee on Standards in Public Life, visit the Committee's [website](#) and [blogsite](#).