

**CODE OF CONDUCT**

 **SEPTEMBER 2024**

1. **PREAMBLE**
	1. All members of the centre are entitled to expect the highest standards of conduct from all staff and this policy reflects relevant legislation and expectations applying to all employees working in associated establishments.
2. **PURPOSE**

2.1 This document sets out a code of conduct for all staff. This policy is intended to:

* give clear guidance to all concerned regarding appropriate conduct in the workplace;
* enable Larches Sports and Education Centre (LSEC) to set out clear expectations of all staff in order to minimise the likelihood of misconduct in the workplace;
* comply with legislation that affects staff employed in educational settings/alternative provision.

2.3 This policy has been adopted and is published as part of the staffing policies of the directors at LSEC.

## APPLICATION

3.1 This procedure applies to all staff employed in LSEC.

1. **BACKGROUND**
	1. The Code sets out the minimum standards that should apply and is not exhaustive.
	2. It is recommended that this document is shared with all staff on appointment and those in current employment and that a copy is included in the schools staff handbook.
	3. Employees whose conduct fails to meet the standards of conduct as set out in this document may be regarded as being in breach of discipline.
2. **GENERAL PRINCIPLES**

Staff are expected to fulfil the obligations placed upon them under the terms of their contract of employment, i.e.

* Be ready and willing to work as specified in their role definition
* Conduct their work in a co-operative manner.
* Attend work
* Be punctual in time keeping
* Be honest and trustworthy
* Obey reasonable management instructions
* Take care of themselves, their colleagues and others while at work
* Take care of centre property
* Familiarise themselves with, and follow the Health and Safety rules applicable at LSEC

1. **GENERAL REQUIREMENTS**

Professional Conduct

All staff are expected to:-

1. Accept and adhere to the centre’s policies and procedures
2. Undertake their duties and responsibilities effectively, efficiently and diligently.
3. Show respect for all members of the centre’s community by being polite, courteous and refraining from the use of inappropriate language in all forms of communication eg verbal, face to face and electronic communications.
4. Maintain the confidentiality of sensitive information (particularly relating to learners). Any information obtained in the course of employment should be not used for personal gain or benefit, nor should it be passed on to others who might use it in the same way. Any queries about what constitutes 'sensitive' information and who it can be shared with should be directed to the appropriate member of the partner school's leadership team or the Designated Safeguarding Lead.
5. Ensure fairness at all times when dealing with others, including staff, learners, parents/carers as well as partner schools. No special favour should be given to current/former employees or partners/relatives or associates.
6. Comply with the centre's standards in relation to the acceptance of gifts in cash or kind and hospitality noting that it is a criminal offence under the Bribery Act 2010 to offer, promise or give financial advantage or other advantage to someone; or to request, agree or accept or receive a bribe from another person.
7. Declare any interests (financial or otherwise) that may be considered as being in conflict with the centre's interests.
8. Use appropriate lines of communication and/or the relevant procedure to express views relating to their employment or the activities of the centre.
9. Have no contact with the media regarding centre matters without the express permission of the directors/partner school.
10. Notify the director of any known or suspected breaches of the law or of the centre's policies, procedures and regulations and co-operate with any investigation of such breaches. This is particularly important in relation to the safeguarding of children, including the reporting of low level concerns which do not meet the harm threshold, health and safety and financial irregularity, acceptable use of technologies (including the use of mobile devices), staff/learner relationships and communications including the use of social media. Where this is considered not possible, reference should be made to the school's whistleblowing policy.
11. Disclose on appointment or at any time any civil/criminal charges, convictions or being the subject of a criminal investigation process (being charged or in possession of a conviction may not necessarily debar from appointment/employment or lead to disciplinary action; however failure to disclose where required will be considered as a serious act of misconduct).
12. Provide accurate information on the Annual Staff Confirmation Form and notify the Headteacher of any changes to your circumstances that may impact on the information provided on the Annual Staff Confirmation Form.
13. Use school equipment provided for the purposes of carrying out their role in a responsible and lawful manner.
14. Not provide a professional reference on behalf of the centre unless the contents of such reference have been agreed by the directors/partner school.
15. Keep themselves and other members of the centre’s community safe by ensuring that they act in accordance with current Coronavirus (Covid 19) guidance and legislation.
16. Disclose to the centre on appointment, or at any time following appointment, if subject to any ongoing investigation into any matter which may bring into question suitability to work in at LSEC, if a referral has been made to the Disclosure and Barring Service (DBS) and their application status is 'under consideration', 'minded to bar' or if they are 'barred' from working with vulnerable groups, including children, or if they are under investigation regarding the care of their own children/children they regularly care for

Personal Conduct

All staff are expected to:

1. Ensure that personal relationships within work do not affect their professional role and do not bring the centre into disrepute.
2. Notify the directors, either at appointment, or, during employment of any personal relationship in or outside of the centre which may result in honesty, objectivity or integrity being brought into question.
3. Notify the directors of any change in personal (including medical) circumstances which could impact on ability to carry out their role.
4. Not engage in outside employment (eg private tutoring of the centre's own pupils) which could be considered as undermining or conflicting with the business of the centre.
5. Wear any uniform, clothes, overalls or protective clothing as required for their role in the centre.
6. Dress in a way which is appropriate for the centre setting and which reflects Section 8 of the 'Guidance for Safer Working Practice for those who working With Children and Young people in Education Settings' (October, 2015).
7. Conduct themselves in a professional manner at all times when wearing clothing or an identification badge that identifies them as an employee at the centre.
8. Declare any interest/involvement with any outside organisations which may benefit financially or contractually from decisions taken by the centre, eg the procurement of goods or services.
9. Conduct themselves both on and off duty (including use of social media – See [Model Policy On The Use Of Social Networking Sites And Other Forms Of Social Media](https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=4311&pageid=39466&e=e))in a manner compatible with their employment status with the centre.
10. Ensure personal hygiene and appearance is respective of being employed by the centre.
11. Act appropriately in terms of their behaviour, the views they express (in particular political views) and the use of centre resources at all times, and should not use centre resources for party political purposes.
12. Keep themselves and other members of the centre community safe by ensuring that they act in accordance with current Coronavirus (Covid 19) guidance and legislation.