ULVERSTON VICTORIA HIGH SCHOOL

CODE OF CONDUCT FOR SCHOOL EMPLOYEES

All employees have personal and legal responsibilities, including; acting honestly, using public funds and school equipment appropriately, adhering to health and safety guidelines and practising equal opportunities at all times. These expectations are set out below and should be fully observed by all employees, including the Headteacher and Senior Leadership team.

This document 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 relevant school policies. Copies of these policies are available through the Assistant Head (Teaching and Learning) and the HR Manager/Headteacher's P.A.

The Code of Conduct forms part of an employee's contract. Failure to comply with it and with the associated school policies may result in disciplinary action being taken and the school reserves the right to inform the appropriate authorities in the event of any illegal actions.

All employees are expected to treat other colleagues, students and external contacts, such as parents, with dignity and respect.

Employees are required to comply with the school's equality policies in respect of colleagues, students and other contacts such as parents. Unacceptable behaviour such as discrimination, bullying, harassment or intimidation will not be tolerated in school. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, students and parents.

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

Employees must not misuse or misrepresent their position, qualifications or experience or bring the reputation of UVHS into disrepute. Such behaviour may lead to disciplinary action.

School employees must act in the best interests of the school and not disclose personal data or information about any individual including employees or students. This includes images. Compliance with the GDPR policy is the responsibility of all the members of UVHS who process personal data. Any breach of this policy will result in disciplinary procedures being invoked. A serious or deliberate breach could lead to dismissal. Data security issues include, but are not limited to:

- Paper records and electronic devices containing personal data must not be left unattended or in clear view anywhere with general access. They must be stored in a secure and safe place that avoids physical risk or loss, including when taken off site. Exercise books, folders, etc. must be stored securely in classrooms and students and visitors must not be left unsupervised in offices. Any person taking personal data off the school premises must accept full responsibility for data security.
- UVHS user names and passwords must not be shared and electronic devices that are used to access personal data must be locked even if left unattended for short periods.
- Emails must be encrypted if they contain personal data and are being sent outside the school. Personal data must not be given over the telephone unless you are sure of the identity of the person you are speaking to and they have the legal right to request it.
- Personal data must not be disclosed to any unauthorised third parties. Visitors must not be allowed access to personal data unless they have a legal right to do so or consent has previously been given.
- Only removable storage devices (USB sticks) provided by UVHS can be used to hold personal data. Other data storage devices, including external hard drives, must not be used to store student data unless this is agreed, for a specific reason, with the IT department. They must be checked by an IT Technician before use and be password protected and encrypted.

- Personal electronic devices must not be used to store personal data belonging to UVHS. They must be password protected and have up-to-date, active anti-virus and anti-malware checking software before being used to access personal data belonging to UVHS.

An effective employee will dress appropriately as a professional to model the expectations we have of our young people. Respect in the classroom and the school environment in general begins with appearance and employees should strive to be a positive role model for each student. Making a good impression upon parents will help to foster a productive relationship to help the student to excel in the classroom. When staff establish themselves as an authoritative figure by following the dress code and the established rules of the school, this will help instil a sense of being a member of a top quality school in each student.

Employees are expected to dress in smart office wear:

- A suit or smart trousers and a shirt and tie for men.
- A dress or smart skirt/trousers for women.
- No extreme hairstyles or facial piercings.
- No visible tattoos.

Or

- An agreed 'uniform' for the area of the school that they work in e.g. midday supervisors, kitchen staff etc.

Exceptions can be made for specific activities e.g. enrichment week.

Employees using social media in their private life:

- Must refrain from identifying themselves as working for the school, in a way which has, or may have, the effect of bringing the school into disrepute.
- Must not identify other school employees, children or young people without their consent.
- Must not make any defamatory remarks about the school, its employees, children or young people, or conduct themselves in a way that is detrimental to the school.
- Disclose personal data or information about the school, employees, children or young people that could breach the General Data Protection Regulation 2018, for example, posting photographs or images of children or young people.
- Must not allow students to access their personal social networking accounts and where they are contacted by a student they should bring it to the Headteacher's attention.
- Must adhere to all school ICT policies.

Employees using any kind of electronic communication with students/parents (emails, forum, VLE, blog) must adhere to expected professional standards. This also applies to any student posts for which employees are responsible.

Employees:

- Must not smoke on the school site or its environs
- Must not be under the influence of drugs or alcohol
- Must not take prescribed drugs in front of students unless in an emergency
- Must not consume alcohol on the school premises unless at an authorised function

Whistleblowing:

The school adheres to the Cumbria County Council Whistleblowing Policy which can be found on the school's X Drive. The procedures are designed to cover concerns that fall outside the scope of other procedures.

I acknowledge that I have received a copy of the Ulverston Victoria High School Code of Conduct.

I have read and understand the contents of this Code of Conduct and will act in accordance with the standards described as a condition of my employment with the school.

Name…… (Please print)

Job title……

Signature…….

Date……