

Michael Hall

a Steiner Waldorf School

Staff Code of Conduct

Policy Owner	Human Resources
Formally endorsed by	SLT
Endorsement Date	29/08/18
Next Review Date	01/08/19

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Welcome and Introduction

Welcome to Michael Hall School (referred to throughout this Code of Conduct as “We” or “the School”).

Our strength as a School is due to the skills and abilities of colleagues like you. We look forward to a long and successful working relationship with you and sincerely hope that your time with us is enjoyable and rewarding.

This Policy

This policy is designed to explain the way in which we work and to set out the key expectations and rules designed to ensure an efficient workplace and a safe and supportive environment for all employees. The contents of this policy form part of the terms of your contract of employment unless otherwise stated. The School may need to alter or amend any information contained in this policy to ensure that it remains relevant and consistent with the needs of the School. Any such change will be notified to all employees and an up-to-date copy of this policy can be obtained from the HR or found on the School’s Z:Drive (Z:\Education\Whole School Information\Policies).

Guidance Note:

This policy has been taken from guidance from the SPS (Schools Personnel Service) for use in all Schools and Academies.

1 Policy Statement

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

As such the School requires all Employees to act in a manner which reflects the value and ethos of the School.

Employees must ensure that their behaviour and actions are consistent with their position as a role model to pupils 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 pupils, colleagues, parents/ carers and other members of the 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 pupils.

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.

The 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 the School's interests and protects its reputation.

Employees are accountable for their actions and conduct and should seek advice from their line manager or HR 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 the School's expectations with regards to the conduct of Employees in the following areas:

- Professional conduct
- Safeguarding Pupils / Students
- Use of Social Media
- Business Conduct

Scope

This Policy applies to all current Employees of Michael Hall School.

This Policy should also be adhered to by all volunteers / trustees / supply and agency workers engaged by the School.

Note on terminology

Reference to 'Employees' in this document should be considered to also include all volunteers / Trustees / supply and agency workers.

Adoption Arrangements and Date

This policy was adopted by the SLT August 2018 and supersedes any previous Code of Conduct

This policy will be reviewed by the Council of Trustees each academic year or earlier if there is a need.

Responsibilities of the 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

Responsibilities of the Employee

Employees are required to sign the declaration at Appendix 1 to confirm that they have read and will comply with the Code of Conduct.

- 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 HR / Faculty Manager/ Line Manager (or Chair of Trustees in the case of the Director of Operations) if they are unclear about the conduct or actions expected of them
- To alert their line manager/faculty manager (or Chair of Trustees in the case of the Director of Operations) 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 as Teachers have an obligation to adhere the latest 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Part 2 of the Teachers' Standards is available at Appendix 3 and can be access on line via: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/283566/Teachers_standard_information.pdf;

All employees must also ensure they have signed to say they have read understood and comply with Part 1 of Keeping Children Safe in Education Part 1 and Annex A (September 2018). Further guidance regarding Safeguarding is in Part C of this document. Those in a management role, including members of the Council of Trustees must have read the document in its entirety and signed to say they have read understood and comply.

All employees must ensure they are up to date with all School required training, including but not necessarily limited to

- Online Safety training
- GDPR training
- Prevent training
- Safeguarding training

Staff must also have due regard to other professional codes, policies and guidance which may be relevant to their specific role.

2 Professional Conduct

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 the School and adhere to School policies and procedures at all times.

Employees should ensure they work their contracted hours and are expected to maintain a high level of attendance and punctuality.

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, in accordance to GDPR regulations:

- 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 the 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 to the School.

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

Setting an Example

School staff are role models and must adhere to behaviour that sets a good example to all the pupils within the School and is appropriate in a School setting.

This includes:

- Refraining from abusive or potentially offensive / discriminatory language or actions
- Demonstrating tolerance and respects towards others
- Observing boundaries appropriate to a School setting
- Ensuring any topics of conversation with pupils/students are suitable to the School setting / curriculum
- Refraining from allowing personal / political opinions to impact on the discharge of duties and/or unduly influence pupils /students

- Maintaining high standards of personal presentation, attendance and punctuality

Should Employees be in doubt about the appropriateness of their behaviour they should seek guidance from their line manager/faculty manager or HR. Breaches of expected behaviour may be considered under the disciplinary procedure.

Confidentiality

Employees may have access to confidential or sensitive information about pupils /students, colleagues or the business and operation of the 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 General Data Protection Regulations (GDPR) 2018 and the Freedom of Information Act 2000
- Observe the 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 the school community, pupils, 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

Should Employees be in doubt about the appropriateness of sharing information they should seek guidance from the Compliance Officer.

Please also refer to the School's [Data Protection Policy](#)

Working Relationships & Relationships with other Stakeholders / Community

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

Employees should be polite and courteous in their interactions with parents / pupils and other stakeholders / members of the School community.

Behaviour which constitutes bullying and harassment, intimidation, victimisation or discrimination will not be tolerated and may be addressed via the 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 by the School and their child is a pupil, they should ensure that appropriate professional boundaries are maintained at all times. With particular reference to:

- The setting and maintaining of professional boundaries whilst at work
- Conversations had at home within hearing of spouses and children
- The maintaining of professional boundaries with others in the parent body who may be non-staff parents
- The maintaining of confidentiality at all times, on all and any school matters
- Maintaining professional standards of communication and boundaries both during and outside of school working hours

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 the School's Concerns and Complaints Procedure and address any concerns from parents / pupils and other stakeholders in accordance with this document.

Conduct Outside of the Workplace

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

- Impact on the operation or reputation or standing of the School
- Impact on the operation or reputation of the School's relationship with its staff, parents, pupils, or other stakeholders
- Seriously undermine the trust and confidence that the 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.

Duty to Disclose

Employees have a duty to immediately disclose to HR (or Chair of Trustees in the case of a Director of Operations) 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

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 the 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 their Line Manager or Faculty Manager (or Chair of Governors in the case of a Director of Operations) 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 the School.

Childcare (Disqualification) Regulations 2009

In accordance with the Childcare (Disqualification) Regulations 2009 (Section 75 of the Childcare Act 2006) (updated September 2018) an Employee should immediately disclose to the Designated Safeguarding Lead (DSL) and HR (or Chair of Trustees in the case of the Director of Operations) if they:

- Are disqualified from providing childcare provision or being involved in the management of such provision, including where any application for an Ofsted waiver from disqualification has been made, regardless of whether such an application was successful

Such employees also have a duty to ensure that they are fully aware of their obligations and will be asked by the school to confirm that they understand and comply with these provisions. An Employee must disclose immediately to the Designated Safeguarding Lead (DSL) and HR (or Chair of Trustees in the case of the Director of Operations) if they meet any of the criteria for disqualification.

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 the school is available at:

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

Employees should seek clarification from the Designated Safeguarding Lead (DSL) and HR (or Chair of Trustees in the case of the Director of Operations) if they are unclear whether they are required to disclose certain information under this provision.

In all cases disclosures will be handled sensitively and discretely, and in accordance with the relevant data protection principles and the data protection act. Such disclosures may result in a suspension from duties while an investigation or risk assessment takes place.

The Designated Safeguarding Lead (DSL) in consultation with HR 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.

Any failure to disclose any information required in the course of employment or any other information that may have a bearing on an individual's suitability to carry out their job role or work with children/young people or in a School setting may be the subject of disciplinary action which could lead to dismissal.

Secondary Employment

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

Employees must discuss with HR and obtain their 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 the School or have the potential to bring the School 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 the School and of contracted hours of work
- The activity is not in direct competition with those of the 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.

Dress and Presentation

All Employees must ensure their dress, personal appearance and personal hygiene is appropriate to the professional nature of their role in the 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 should be worn where provided.

Employees must wear their own identity badges at all times. Badges must be visible to all other members of staff, pupils, parents and visitors to the School site.

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).

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

Smoking and the use of drugs and alcohol

The School is a non-smoking site. Smoking and the use of e-cigarettes or “vaping” is not allowed on School premises or during working time. Staff should also refrain from smoking immediately outside of the school entrances.

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 the School’s image and reputation.

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 the 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 Health and Safety Committee or other designated person
- not interfering with, or misusing, anything provided for health, safety or welfare
- informing HR of any medical condition or medication which has been prescribed which may have an impact on health and safety in the workplace

Line Managers/Faculty Manager should also be aware of and comply with any additional health and safety obligations associated with their management role. If in doubt speak to your Line Manager or the Facilities Manager.

Please also refer to the School’s [Health & Safety Policy](#)

Contact with the Media

All enquiries from the media should be directed to the Director of Operations.

Employees should not make contact with or comment to the media about matters relating to the School.

Employees should speak to their Line Manager/Faculty Manager and HR, (or the Chair of Trustees if the complaint/concern relates to the Director of Operations) in the first instance about any concerns they have regarding their own employment or operation of the school employees may refer to the 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 employees must make clear that, any opinions expressed are personal and that the individual is not acting on behalf of / representing the School.

Whistleblowing

Employees may raise concerns about any aspect of the operation of the School, which is not directly related to their own employment through the Whistleblowing Policy.

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

Please also refer to the School's Whistleblowing Policy (available via Z:\Education\Whole School Information\Policies\Approved Policies or from HR)

Misconduct

Failure to follow the Code of Conduct may result in disciplinary action, leading to dismissal. Employees should ensure they are familiar with type of conduct which may be regarded as a breach of School rules. For guidance of what constitutes misconduct please refer to the Staff Handbook or speak directly to HR.

3 Safeguarding Pupils / Students

General Obligations

All Employees have a responsibility to:

- Safeguard pupils from physical abuse, sexual abuse, emotional abuse and neglect
- Promote the welfare of pupils 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 Designated Safeguarding Lead (or Chair of Trustees where concerns relate to the Director of Operations)

All Employees must ensure they have signed to say they have read, understood and comply with Part 1 of Keeping Children Safe in Education Part 1 and Annex A (September 2018). Further guidance regarding Keeping Children Safe in Education is in Appendix 4 of this document. Those in a management role, including members of the Council of Trustees must have read the document in its entirety and signed to say they have read, understood and comply with the document.

In addition, all employees must have read and understood:

- School's Safeguarding and Child Protection Policy
- Additionally Employees with managerial responsibilities must ensure they comply with the 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 and Working Together to Keep Children Safe
- School to specify any other relevant documents

Employees must attend and comply with any training as required by the School associated with the safeguarding of pupils. Including but not limited to

- Online safety
- Prevent
- Safeguarding Young People
- Bullying

Appropriate relationships with students

Employees must maintain appropriate professional boundaries with pupils, and where possible adhere to an open door policy in all and any teaching or office space.

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.

Allegations Against Members of Staff and Volunteers

All Employees have a duty to report to the DSL at the earliest opportunity the conduct of a colleague which may place a child at risk.

Where the concerns relate to the Director of Operations these should be reported to the Chair of Trustees.

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

Other Safeguarding Considerations

Prevent Duty

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

All staff have a responsibility to report any concerns about pupils / students who may be 'at risk' to the DSL.

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 pupil / student.

All Staff have a responsibility to discuss any concerns with the DSL.

Please refer to Part 1 and Annex A of Keeping Children Safe in Education (September 2018) for further guidance.

4 ICT and Social Media

Please also refer to the School's [Online Safety Policy](#)

General Obligations

Employees must sign to say that they have read, understand and comply with the School's ICT Acceptable Use Policy at all times (Attached at Appendix 5, please sign and return to HR).

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

- Ensure all electronic communication with pupils / students, parents / carers, colleagues and other stake holders 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 the 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 the School 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.

Use of School computers or network for personal usage (i.e. social media, online shopping etc.) is not permitted in line with Keeping Children Safe in Education and Working together to safeguard children. Access to gaming, gambling, social networking sites or internet chatrooms from School devices is not permitted

Employees should seek guidance from the Compliance Officer or Online Safety Officer 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.

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 the School / pupils / 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 the School into disrepute
- Never share / post images of pupils

- Not post images of work colleagues without permission.
- Not access or update social media sites during working time

Employees should not make contact with student / pupils or parents via social media accounts or have these individuals as social media 'friends' / 'contacts'. It is also recommended that Employees do not have ex- pupils or their families as social media 'friends'.

Employees should seek guidance from their Compliance Officer or Online Safety Officer if they are unclear about the conduct or actions expected of them.

Use of Personal Mobile Phones / Devices

Employees are not permitted to make / receive personal calls / texts, send / receive emails or access internet / social media during work time where children are present.

Employees should ensure that mobile devices are silent at all time whilst in the classroom or where children are present. Mobile devices should not be left on display.

Employees should not use their personal equipment (mobile phones / cameras / tablets) to take photos or make recordings of pupils / students.

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 pupils / students and ensure compliance with this policy. This monitoring will be proportionate and will take place in accordance with data protection / privacy legislation.

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

5 Business Conduct

Use of Financial Resources

The 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 the School's stipulated financial regulations 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 the School should be avoided unless prior agreement from the Bursar is obtained. Staff reimbursement forms can be obtained from the Accounts office or are available on the Z:Drive (Z:\Education\Whole School Information\Teacher's Forms – AH)

All expense claims for travel and subsistence should be appropriately authorised and accompanied by receipts / proof of purchase. Staff reimbursement forms can be obtained from the Accounts office or are available on the Z:Drive (Z:\Education\Whole School Information\Teacher's Forms – AH).

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

Personal Use of Equipment and Resources

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

Declaration of Interests

The 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 HR and the Bursar any financial or non-financial interests, which may conflict with those of the 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 HR or the Bursar.

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 Bursar.

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

Appointment

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. All and any conflicts of interest must be reported to HR (or if relating to HR personnel the Director of Operations) as soon as the employee becomes aware.

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 pupils.

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 the School.

Intellectual Property

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

Appendix 1: Code of Conduct – Confirmation of Compliance

Please sign the declaration below and return this to HR

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

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

Name:

Job Title:

Signed:

Date:

(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)

Appendix 2: List of Useful Emails

Accounts Office: accounts@michaelhall.co.uk

Admin Office: adminoffice@michaelhall.co.uk

Maintenance: maintenance@michaelhall.co.uk

Facilities Manager: sarah.stephenson@michaelhall.co.uk

Compliance Officer: complianceofficer@michaelhall.co.uk ?

Human Resources: hr@michaelhall.co.uk

Health and Safety: healthandsafety@michaelhall.co.uk

Safeguarding Team: safeguarding@michaelhall.co.uk

Pastoral Care Team: pastoralcare@michaelhall.co.uk

Reception: reception@michaelhall.co.uk

Appendix 3: List of Relevant Policies

Concerns and Complaints Policy

Data Protection Policy

Health and Safety Policy

Online Safety Policy

Acceptable Use

Safeguarding and Child Protection Policy

Staff Grievance Policy and Procedure

Whistleblowing Policy

Appendix 4: Teachers' Standards

<https://www.gov.uk/government/publications/teachers-standards>;

Appendix 5: Keeping Children Safe in Education (September 2018)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Michael Hall

a Steiner Waldorf School

Staff Acceptable Use Policy

Policy Owner	Online Safety Officer
Formally endorsed by	SLT
Endorsement Date	August 2018
Next Review Date	August 2019

Scope and Purpose

Michael Hall School (referred to throughout this agreement as either 'The School' or 'We') has provided computers for use by staff as an important tool for teaching, learning and administration of the school. Use of school computers, by both members of staff and pupils, is governed at all times by the following policy. Please ensure that you understand your responsibilities under this policy, and direct any questions or concerns to the Compliance Officer in the first instance.

The purpose of the policy is to ensure the school network is operated safely and all users of ICT are safe. It refers to our school ICT network and to the use of mobile technologies within it and explains the behaviours, which are acceptable and unacceptable within our school.

All employees or visiting persons have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. This agreement must be fully complied with at all times. All users of the school network should note that it is monitored on a regular basis. Any person who is found to have misused the school system or not followed this agreement could face the following consequences:

- Temporary or permanent withdrawal from the school system
- Suspension or exclusion from the school
- Disciplinary action

As an employee your responsibilities are:

- Maintaining an appropriate level of professional conduct in your own internet use within school.
- Developing and maintaining knowledge of internet safety issues, particularly with regard to how they might affect children.
- Reporting any instances of ICT misuse to the Compliance Officer and/or Online Safety Officer who must report it to the Designated Safeguarding Lead (DSL). If the Compliance Officer and/or Online Safety Officer is suspected of being involved, report directly to the Director of Operations/ Designated Safeguarding Lead (DSL)
- Embedding internet safety messages wherever possible.
- Following the school rules relating to acceptable use of our ICT equipment and other mobile technologies.

Passwords

- Each employee working within the school must log on to the computers using the username and password given to them
- Passwords need to be kept a secret. If for any reason an employee needs to leave their computer, they have to lock the computer to prevent others from using their account by pressing 'Ctrl, Alt and Delete'.
- It is forbidden to use other employees' accounts or files.

Software and Downloads

- No personal devices are to be attached to the network; this includes personal USBs or other storage devices. If you have any queries please speak directly to the Compliance Officer.

All network users are prohibited from installing software onto the network without permission from the Compliance Officer. If users need a new program installing onto the computer, the Admin Office will be asked to do this if possible.

- Copyright and intellectual property rights must be respected when downloading from the internet.

Personal Use

Personal use of school computers or network is not permitted at any time.

Email

- All employees with a computer account in school are provided with a school email address for communication both internally and with other email users outside of school.
- No member of staff (including trustees and non-teaching staff) must use non-school email accounts for any school/work related activity
- Users are responsible for the e-mail they send and should be aware that these are open to be read and should be treated as public.
- Employees are to be aware that email is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities. Anonymous messages are not permitted.
- E-mail should be written carefully and politely and should never contain anything which is likely to cause annoyance, inconvenience or needless anxiety. Anonymous messages and chain letters must not be sent.
- All and any information shared in an email must comply with the General Data Protection Regulations (2018). Please see the data protection policy for further guidance or contact the Compliance Officer.
- When writing emails, you should use appropriate language. You should not use language that could be calculated to incite hatred against ethnic, religious or other minority. You need to remember that you are a representative of the school on a global public system. Illegal activities of any kind are strictly forbidden.
- E-mail attachments should only be opened if the source is known and trusted.
- Pupils are not permitted under any circumstances to e-mail a member of staff using their personal e-mail address. In addition, members of staff should not be emailing pupils using their personal email address.
- Privacy – I will not reveal any personal information (e.g. name, address, age, telephone number, social network details) of other users to any unauthorised person. I will not reveal any of my personal information to the pupils.
- I will not trespass into other users' files or folders.
- I will ensure that all my login credentials (including passwords) are not shared with any other individuals, displayed or used by any individual than myself. Likewise, I will not share those of other users.
- I will ensure that I log off after my session has finished. If I find an unattended machine logged on under another username I will not continue using the machine – I will log it off immediately.
- Any unsuitable communications received must be reported to a member of staff immediately.

- No member of staff is allowed to create a chain/group or all staff email without prior permission from their line manager. Any attempt to do so may end in suspension from the School network or if of a serious nature, disciplinary action.

Internet Usage

All internet use is monitored and any suspected misuse will be reported to the Designated Safeguarding Lead or the SLT.

- The use of social networking sites, public chat rooms and messaging systems (e.g. Facebook, Messenger, Twitter, Instagram) is not allowed in school.
- Use the internet for personal financial gain, gambling, political purposes or advertising is forbidden.
- I will not attempt to visit websites that may be considered inappropriate or illegal. I am aware that downloading some material is illegal and that the police or other authorities may be called to investigate.

Reporting Breaches of this Policy

All employees have a duty to ensure this Staff Acceptable Use Policy is followed. You must immediately inform the Compliance Officer or Online Safety Officer, of abuse of any part of the computer system. In particular, you should report:

- Any websites accessible from within school that you feel are unsuitable for staff or pupil consumption.
- Any inappropriate content suspected to be stored on the computer system. This may be contained in email, documents, pictures, etc.
- Any breaches, or attempted breaches, of computer security, or
- Any instance of bullying or harassment suffered by you, another member of staff, or a pupil via the school computer system.

All reports will be treated confidentially.

I have read, understood and agree to comply with the Acceptable Use Policy:

Signed: _____

Date: _____

Print Name: _____

Job Role: _____
