



STAFF CODE OF CONDUCT

Recommended by: Date:	Resources Committee February 2018
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CONTEXT

Ossett Academy & Sixth Form College prides itself on good professional relationships among colleagues working within the spirit of the Academy ethos.

The Staff Code of Conduct is aimed at ensuring all employees are aware of the standards of behaviour expected of them by the Governing Body.

SCOPE

The Staff Code of Conduct applies to all employees of Ossett Academy & Sixth Form College. The Academy also expects visitors and volunteers at the Academy to maintain the standards of behaviour as set out in this policy.

POLICY AIMS:

- To work within the aims of Ossett Academy & 6th Form College.
- To engage in good practice at all times.
- To set protocols for how we deal with one another on a professional basis.
- To create guidelines regarding how we deal with issues of conflict.
- To become an organisation that is efficient and effective in its work, setting high standards for staff and students.
- To promote the standards advocated by the Teaching Agency.
- To work co-operatively and sensitively with Professional Associations in order to create a positive environment for learning.
- To maintain professionalism
- To have responsibility towards the corporate image of the Academy
- To ensure staff are aware of their personal responsibility for their own reputation and the reputation of the Academy
- To detail clear expected standards of conduct for all staff

TEACHER RESPONSIBLE – Principal supported by Human Resources

The Academy is committed to applying consistency in the application of Academy policies that have been agreed by the Governors. There is not an option to work unilaterally if policies are not agreed upon.

SECTION 1 - CONDUCT AND STANDARDS

1. Staff are expected to act honestly, conscientiously, reasonably and in good faith at all times having regard to their responsibilities, the interests of the Academy and the welfare of colleagues and students.
2. Staff have an obligation to the Academy to:
 - Comply with lawful and reasonable employer instructions and policies and to work as directed;
 - Respect the privacy of individuals and use confidential information only for the purposes for which it was intended;

- Not use any information obtained in the course of employment for personal gain, or benefit, nor must it be passed on to others who might use the information in such a way.
 - Employees must adhere to the Data Protection Act and not disclose personal information about other employees or a member of the public, including students or parents, to a third party without their agreement to do so (unless exempt under the Act), and follow the agreed processes in the Academy Data Protection Policy.
 - Employees must ensure that all data and information relating to the Academy that is accessed outside of the Academy is appropriately encrypted and protected.
 - Neither use, or allow the use of, Academy property, resources or funds for other than authorised purposes;
3. Staff will be polite and supportive of one another, everyone's contributions to the Academy will be valued and staff will listen to and hear others, being sensitive and respectful of their position.
 4. Staff must treat all colleagues with courtesy and respect. Verbal or physical abuse, bullying and insubordination to colleagues will not be tolerated.
 5. The use of swear words, offensive language and/or gestures in conversation and communication with students, parents, colleagues, visitors or members of the community which the Academy serves is unacceptable at all times.
 6. Language which is perceived as patronising or overly familiar by students, parents/carers, colleagues, visitors or members of the community which the Academy serves is also unacceptable. Examples of this type of language will include calling people "dear" or "love" and the suggestion that such terms are widely used within the geographical area of the Academy is not an argument for professional staff being permitted to use them in the course of their employment.
 7. All staff have a part to play in acknowledging others, even when staff feel that they have simply fulfilled their job and irrespective of status. Staff must therefore be prepared to acknowledge the contributions that others make to the work of the Academy.
 8. Inappropriate behaviour from staff will not be tolerated. If there is a complaint about intimidation or bullying this will be investigated and the appropriate HR procedure will be applied relevant to the circumstances and complaint received.
 9. Staff should be mindful of the implied terms of their contract; these are the terms that are not set out in writing or orally agreed, but may be too obvious to need to be recorded. These include loyalty, trust, good conduct, adherence to terms of their contract of employment and Academy policies and procedures, care and the ability to maintain the employment relationship.
 10. Staff are expected to provide the highest level of service to the Academy and students.
 11. Staff are expected to make the appropriate level of management aware of any deficiency in provision of service through agreed procedures and without fear of

recrimination, including reporting any impropriety, breach of procedure, unlawfulness or maladministration.

12. The Academy Whistleblowing Policy provides guidance, support and protection for staff reporting any such matters.
13. When representing the Academy at conferences/Academy trips etc. care should be taken at all times to maintain professional standards of behaviour and conduct to guard against bringing the Academy into disrepute.
14. Unless specifically nominated by the Principal staff cannot give reports or speak to the press or media on matters relating to their employment and/or the Academy. Staff with responsibility to provide such communications should not give views or information which is contrary to a position taken by the Academy.

SECTION 2 - SUPPORT FOR COLLEAGUES

1. The Academy will provide support and appropriate professional development opportunities for all colleagues. Support will be through the line management structure and will include (but is not limited to) advice, mentoring, counselling or relevant courses.
2. Strategies to develop a better understanding of the roles of other colleagues must be considered. The opportunities for shadowing other colleagues may also be explored.
3. SLT operates an 'open door' policy and will endeavour to see colleagues regarding issues of concern as soon as possible. The first point of reference must be the SLT link person. We will endeavour to deal with issues of difficulty through discussion and negotiation. Resolution of difficulties will be through consensus rather than compromise.
4. If a colleague is not performing his or her role effectively, the first course of action will be one of informal support. Not performing a role would be defined as not working within one's job description or not following formally agreed policies. If colleagues continue to perform in a manner that does not meet with the above after appropriate support has been given, action will be taken in accordance with the Academy's Capability Procedure.
5. It is important that colleagues are supportive of one another and of the Academy's procedures. It is the intention of the Academy leadership however, to treat staff as individuals, always being mindful of the fact that personal circumstances may have an impact on the way that colleagues perform from time to time.
6. The Academy wishes to maintain healthy relationships between colleagues and aims to communicate and consult with staff effectively and appropriately in a timely manner. In relation to this the academy aims to have and is supportive of establishment of internal employee representatives for all the main teacher unions and UNISON. This will assist in the following ways:
 - Dealing with internal communication among colleagues on Academy and national issues.

- Provides a mechanism for consultation between staff and the Principal and/or SLT.
- Liaising with the Principal and/or SLT about generic issues of concern. The aim would be to work together constructively to find, where possible and appropriate, a means of supporting staff and mutually agreeable solutions.
- Liaising with the Principal and/or SLT regarding individual concerns that staff have.

SECTION 3 - RELATIONSHIPS

3.1 DECLARATION OF RELATIONSHIPS

For the purpose of this section, a close personal relationship includes, but is not limited to:

- A personal friend or mentee/mentor or similar;
- A former/current business associate;
- A current/previous non co-habiting partner, partner by marriage, civil partnership, or co-habiting relationship;
- Immediate family members including those not related by blood
- Extended family members including those not related by blood.

3.1.1 Staff must declare any close personal relationship with the following groups of people:

- a. another employee;
- b. Governors
- c. Students currently at the Academy or Sixth Form
- d. Contractors or potential contractors working at the Academy
- e. Parents of current students where there may be perceived to be a conflict of interest relative to employee's role

to their line manager and a member of the Senior Leadership Team / HR Manager in all circumstances. Where any close personal relationship is with the Principal staff must declare this to the Chair of Governors.

This is to ensure that consideration is given as to whether the relationship could cause or be perceived to cause a conflict of interest.

In some circumstances there may need to be consideration of alternative employment or change of duties/timetable or appropriate arrangements put in place whilst working at the Academy for that employee's professional relationship with the other individual.

3.1.2 Employees must always remember their responsibilities to students and the community that the Academy serves, and must at all times ensure courteous, efficient and impartial service delivery to all groups and individuals within that community as defined by the policies of the Academy.

3.1.3 Employees, who are in a personal relationship with any member of the HMI / Ofsted Inspectorate, must declare a conflict of interest if that person is involved in an audit or inspection of the Academy.

3.2 CONDUCT BETWEEN COLLEAGUES

- Staff must be supportive of one another by meeting deadlines. It is a professional obligation for all colleagues within the Academy to complete tasks by the set deadlines. If colleagues predict a difficulty with meeting a deadline, they should inform their line managers in advance.
- It is also a professional obligation to follow agreed procedures regarding absence and leave of absence. This enables others to continue with subsequent tasks and make cover arrangements (where required). The annual academy calendar will be shared and published for staff at the start of the academic year.
- A professional tone when communicating with colleagues must be maintained at all times, a raised voice or any form of shouting, use of swear words, offensive language and/or gestures in conversation is not considered as acceptable behaviour in which to address colleagues.
- If you need to carry out a formal interview, ensure that there is a good distance between you and the individual involved.
- Extreme care must be taken when touching. What may be intended as a comforting or friendly gesture may be perceived as audacity or a misuse of position. This advice refers to all parts of a person; many people do not wish to be touched uninvited (students should never be touched).
- Certain comments, although entirely innocent, may be misinterpreted. Care should be taken to avoid this happening.
- Wariness should be exercised at Academy social functions when inhibitions may be reduced by alcohol or atmosphere. Such events place staff on show.

3.3 CONDUCT BETWEEN COLLEAGUES AND STUDENTS AND SAFEGUARDING

- All staff, volunteers and visitors to Ossett Academy & Sixth Form College must:
 - provide a good example and be a positive role model to students.
 - behave in a mature, respectful, safe, fair and considered manner e.g. do not be sarcastic and do not make remarks or 'jokes' to students of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
 - not embarrass or humiliate students.
 - not discriminate favourably or unfavourably towards any student e.g. by treating all students equally – never building 'special' relationships or conferring favour on particular students.
 - not behave in a way that could lead a reasonable observer to question conduct, intentions or suitability to care for or work with other people's children.
- Employees must understand the importance of establishing and adhering to boundaries between personal and professional relationships with students to avoid being open to allegations of favouritism towards, or in some cases abuse of, a student.
- Employees must ensure that they do not compromise their professional relationship with students by pursuing any form of unprofessional, emotional or physical interaction and/or sexual interaction with students. Ensure that relationships with students remain on a professional footing. For example only touching students for professional reasons when this is necessary and appropriate for the student's wellbeing or safety (more guidance on this is set out in the Academy's Reasonable Restraint and Safeguarding Children policies).
- Employees must ensure they deal with student infatuations in an open and transparent way e.g. informing the correct managers and managing the situation in

a way which is sensitive to the feelings of the student – refer to the Safeguarding Children Policy for further information.

- The following are examples of prohibited behaviour which fall outside the boundary of what is acceptable behaviour with regard to maintaining a professional relationship with students. Employees must be aware of the legislation within the Sexual Offences Act 2003, Abuse of a Position of Trust section 42. (this list is not exhaustive but indicative of behaviour deemed to be unacceptable):
 - Sexual relationships
 - Kissing and intimate touching
 - Indicating affection or love for a pupil
 - Planned or pre-arranged social meetings in public or in private which are not directly related to the duties and responsibilities of the employee e.g. employees accompanying students on an outing
 - Using illegal drugs/ alcohol with a student
 - On-line (internet) contact with students which is of a social nature, such as becoming 'friends' on social networking sites.
 - Contact with students of a social nature using electronic communication systems such as e-mail, text messaging, web cameras or mobile phones
 - Providing students with personal telephone or email contact details
 - Inviting students, specifically students who are not family friend related or a direct relative, into an employee's home.
- If an employee has difficulty enforcing or maintaining appropriate boundaries in terms of their professional relationship with a student because of the actions or responses of the student themselves, the issue must be referred to a member of SLT or a designated safeguarding lead immediately to allow appropriate action to be taken and recorded.
- Employees assisting students to break the laws in relation to the use of cigarettes, alcohol and illegal drugs will be deemed to have committed serious misconduct under the Academy's disciplinary procedure.
- If an employee reasonably suspects another employee is acting contrary to the provisions set out above they must inform the Principal immediately. Employees may also refer to the Academy Whistleblowing Policy.
- Whenever it is suspected or alleged that an employee may have behaved in a way that has harmed, or may have harmed, a student; possibly committed a criminal offence against, or related to, a student; or behaved towards a student in a way that indicates they are unsuitable to work with students, this **must** be reported to the Local Authority Designated Officer (LADO) by a designated member of Academy safeguarding staff in order that the matter be considered and action taken where required (in line with the Keeping Children Safe in Education Document and the Academy's Safeguarding Children Policy).
- Car lifts to students except in exceptional circumstances, e.g. sickness or accident, or when another staff member and two or more students are present, is strongly advised against.
- Students should not be left unattended during a lesson. If, for any reason, you need to leave the room you should arrange for another member of staff to supervise the students during your absence.
- All students remain on the Academy register until 31 August of the year that they have left, regardless of when 'Stand-down' takes place. Colleagues should ensure that they always follow the Academy guidelines about contact with students. This includes social networking.
- At all times when dealing with colleagues or students, care should be taken to respect forms of address.

Contact the Designated Safeguarding Lead if in doubt about any aspects of professional conduct and/or safeguarding.

SECTION 4 - CONDUCT OUTSIDE OF WORK

1. The Academy respects staff rights to a personal life outside of work. All staff should be clear of their contractual obligations and should not take employment or engage in activities outside of the Academy that conflict with the Academy interests, is or could be perceived to be detrimental to the Academy's reputation.
2. Employees taking other employment must ensure their total number of hours worked in a week does not exceed the Working Time Regulations, and that the nature of the other employment does not adversely impact upon their ability to undertake their duties and contract of employment at the Academy.
3. Serious misconduct or criminal offences committed outside of working hours which bring the individual as an Academy employee or the Academy itself into disrepute may be subject to appropriate action under the Academy Disciplinary Procedure.
4. Staff are required to notify their manager and the Principal of any issues of this nature to enable early consideration on their situation.
5. Staff must not 'post' sensitive, confidential or critical information or comments relating to the Academy, their employment at the Academy or which could be identified as being related to the Academy; or where identity could be inferred on social networking sites, Facebook, Twitter, blogs or any other social networking mechanism or other electronic means. Inappropriate comments made on social networking sites (whether you have enabled privacy settings or otherwise) about your employment with the Academy or any current or former employees could amount to a breach of loyalty. As a result of this you may face disciplinary action.
6. Staff must declare interests outside of the Academy which may be perceived to cause a conflict of interest e.g. Governor at another Academy Trust or school.

SECTION 5 - DRESS CODE

Ossett Academy & Sixth Form College insists on a high standard of formal uniform from students and it follows that employees must also set a high standard of dress and present themselves as role models for students. Staff seen to be complying with a professional dress code reinforces effective ways that students can and do model their own behaviour.

Ossett Academy employees are expected to recognise they are setting an example to students at all times and must take responsibility to promote and adhere to a professional, smart and consistent appearance at all times.

The Academy Dress Code has the following aims:

- To set a high standard of clean and professional appearance;
- Maintain reasonable standards of practise;
- Build a team ethic amongst staff;
- Set a positive and professional example to students.

For general guidance, clothing and appearance should not:

- Cause embarrassment or give rise to any misunderstanding;

- Be likely to be viewed as offensive, revealing or sexually provocative;
- Be considered to be discriminatory or culturally insensitive;
- Be political or represent contentious slogans.

DRESS CODE REQUIREMENTS

All staff are required to dress in a tidy, professional, business-like manner. Staff should be mindful to display modesty and have an awareness of their impact on students e.g. shoulders, back, midriff, thighs, cleavage, and underwear should be covered appropriately. See through clothing should not be worn.

The following guidance is offered for staff:

Female staff:

- Professional, business like dress.
- For Leaders at the Academy a business suit or smart jacket with coordinating dress/skirt/trousers.
- Skirts and dresses should be a respectable length and not too short.
- A smart blouse or top with long, short or capped sleeves. Casual t-shirts and sleeveless or strappy tops/sun dresses are not acceptable.
- Jeans or denim of any kind is not appropriate.
- Smart shoes or boots with a reasonable heel and back are suggested. Flip flops and open toe shoes/sandals are not appropriate.

Male staff:

- Professional, business like dress.
- For Leaders at the Academy a business suit or smart jacket or blazer with coordinating trousers.
- A smart long or short sleeved shirt with all buttons done up.
- Ties should be worn and properly knotted.
- Jeans or denim of any kind is not appropriate.
- Smart shoes with a back are appropriate. Industrial boots or similar unless the job role requires are not appropriate. Flip flops and open toe shoes/sandals are not appropriate.

Reasonable allowance will be made for colleagues with pre-notified medical conditions, in terms of footwear and dress, but any adjustment will not compromise smartness or safety.

Relaxation of the requirement to wear jackets/blazers/ties may be directed during the summer months in a similar way that the uniform policy is relaxed for students. Staff and students will be informed when this applies.

The Academy also respectfully requests the following:

- Tattoos if visible are covered up, where practical;
- Hair should be kept tidy and out of an employee's face;
- Staff should avoid brightly dyed hair and extreme hairstyles;
- Staff should avoid excessive piercings, inappropriate garments which may include items with offensive, inappropriate or political logos, denim garments or beachwear;
- Nails should be kept at a length where they are unlikely to amount to a risk or cause harm to student;
- No caps or hats may be worn in the Academy, unless for health and safety reasons for example, working outside or on religious grounds.

DRESS CODE EXCEPTIONS - HEALTH & SAFETY

Exceptions to the professional business dress are colleagues who are required to wear specific uniform or clothing relating to their job role. These specialist areas include:

- PE
- Dance
- Premises
- ICT Support
- Cleaning and Catering

Colleagues who work in specific areas need to take particular care regarding their dress and footwear, ensuring their own safety at all times, such as shoes and protective clothing if specifically undertaking a practical for example. Colleagues that this applies to are:

- PE
- Dance
- Design Technology
- Food Technology
- Art
- Science
- Premises
- ICT Support
- Catering and Cleaning.

Colleagues wearing inappropriate dress or footwear do so at their own risk and should be aware that it is a criminal offence not to wear safety attire in certain work areas and job roles for example, headwear and hairnets in kitchens for hygiene reasons, hard hats in construction areas.

For colleagues working in specialist areas, failure to wear correct safety attire and protective clothing may amount to gross misconduct under the Academy's Disciplinary Procedure which may lead to dismissal.

DRESS CODE EXCEPTIONS - CULTURAL REQUIREMENTS

The Academy Dress Code remains sensitive to and takes into account cultural and religious dress requirements. Colleagues who have requirements of dress for cultural belief or religious reasons will be accommodated provided that such dress does not interfere with their ability to undertake their job role and/or health and safety requirements.

The wearing of items of clothing connected to religious belief, for example burka, turban, yarmulke etc are permitted. Head dress in line with the beliefs and traditions of religions are permitted, apart from a head covering that covers a substantial part of a person's face. This rationale is based on the Academy being an environment where verbal communication and body language form an important and significant part of the work with students. The Academy feels it is not appropriate for any member of staff who comes into contact with students in teaching and learning situations to have a substantial part of their face covered.

The Academy remains vigilant about the safety and security of all staff and students; no person employed by the Academy should have their face covered, and persons visiting the Academy wearing attire that covers the face, should not be allowed to go beyond

Reception until the Principal and/or a designated member of SLT has ascertained their identity.

SAFEGUARDING & IDENTITY

All staff, volunteers, placement students, visitors and Governors must wear the appropriate assigned identity badge at all times when on site at the Academy.

Visitors must sign in at the main reception on arrival and obtain an appropriate visitor ID badge before entering the Academy grounds. Employees are responsible for their own visitors and those without an enhanced DBS check must be accompanied at all times by a member of staff when at the Academy.

SECTION 6 - HEALTH & SAFETY

Staff must not act whether wilfully or unintentionally in a way that could put themselves, colleagues, students, or visitors to the Academy at risk. Staff must adhere to the guidelines and regulations as described in the Academy Health & Safety Policy and the Health & Safety at Work Act 1974.

The following points note the Academy's policy in relation to smoking, drugs and alcohol.

a) Smoking

- Ossett Academy & 6th Form College is committed to providing an entirely non-smoking environment which encourages a healthy and safe working environment.
- The Academy premises are a strictly non-smoking environment. Any students found smoking will be dealt with under disciplinary procedures. There is no facility for staff to smoke on site. Staff found smoking on site or in Academy vehicles could be subject to disciplinary proceedings.
- Any member of staff who wishes to smoke must do so in their own time and off site.
- The Academy can make arrangements to provide support, advice and materials to staff wishing to stop smoking.

b) Alcohol and drugs

- Staff are expected to attend work without being under the influence of alcohol or drugs, or have their performance impaired by alcohol or drugs.
- The Academy will consider the bearing any involvement with illegal drugs or excessive alcohol use outside of working hours has on an individual's employment. This will include consideration of the Academy's reputation and/or trust and confidence in the employer/employee relationship.
- Drinking alcohol before or during the working day is not permitted. The working day includes when staff are on duty, for example, Parents Evening.
- The Academy can make arrangements to provide appropriate support to any member of staff who recognises they have an alcohol/drug dependency problem.

SECTION 7 - CONDUCT IN RELATION TO GIFTS, HOSPITALITY AND SPONSORSHIP

1. Academy staff must not receive gifts, hospitality or benefits of any kind from a third party which might be seen to compromise their personal judgement or integrity.

2. Staff are asked to immediately report any offer or receipt of such gifts to the HR Department to be recorded in the Register of Gifts and Hospitality.
3. Governors and staff may accept the following gifts/hospitality without the need to seek the approval of the Academy or formally register receipt:
 - Courtesy hospitality at business lunches/dinners or attendance in an official capacity at a public function.
 - Incidental promotional gifts such as calendars, diaries or pens.
 - Receipt of small items from suppliers or contractors as expressions of gratitude such as boxes of chocolate or individual bottles of drink (at a value of less than £10).
 - Care must always be taken to ensure that whenever such gifts/hospitality are accepted no obligation to the person or organisation in question is accepted.
4. The following examples of gifts/hospitality require approval and to be formally recorded in the Register of Gifts and Hospitality:
 - Attendance as a non-paying guest of a commercial organisation or individual at a non-work related cultural or sporting event (at a value of more than £25).
 - Promotional gifts worth in excess of £10.
 - Other offers of gifts/hospitality not falling into any of the above categories.
5. The following are examples of offers of gifts/hospitality which should be refused by staff:
 - Gifts of money (not including donations to the Academy).
 - Free membership or subscriptions (e.g. sports clubs).
 - Foreign travel unless as a specific element of a business, academic or research activity approved by the Academy.
 - Free goods, services or equipment which are normally provided by a supplier to the Academy at a charge.
 - Any offers of gifts and hospitality falling into any of the above categories should be reported immediately to HR, the Principal or a member of SLT.
6. Under no circumstances must an employee accept a gift of money of any value from students except in line with the guidelines of paragraph 11 below.
7. Under no circumstances must an employee solicit gifts from students.
8. Employees must not have any financial dealings with any students except where it is a specific requirement of their post, and then only within the boundaries of their duties.
9. Employees must not borrow money or other property from students.
10. Employees must not give personal gifts to individual students. This could be misinterpreted as a gesture either to bribe, or single out the student. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a student must be consistent with the Academy's Behaviour & Inclusion Policy, recorded and not based on favouritism.

11. There are occasions when students or parents/carers wish to pass small tokens of appreciation to staff (e.g. at Christmas or as a thank you gift) and this is acceptable. Such gifts must be of a very small cash value where it would be difficult to avoid causing offence. Employees must disclose all gifts to the HR Manager in line with the above provisions in order for them to be recorded in the Gifts and Hospitality Register. It is unacceptable to receive gifts on a regular basis or of any significant value. Where an employee is in any doubt, they must refer the matter to the HR Manager.
12. When an outside organisation wants to sponsor an Academy activity, whether by invitation, tender, negotiation or voluntarily, the basic rules about accepting gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.
13. Where the Academy wishes to sponsor an event, employees or a person with whom an employee is in a personal relationship (as defined in section 3 of this code), must not benefit in any way without there being full disclosure to the Principal of any such interest prior to the event. Similarly, where the Academy gives support to the community through sponsorship, grant aid, financial or other means, employees must ensure that impartial advice is given and there is not a conflict of interest.

SECTION 8 - UNAUTHORISED SITE USERS

If you have concern about the right of a person to be on Academy premises you should politely ask:

- whether they need help
- whether they are a member of staff and if so ask to see their ID badge
- the nature of their business

If in doubt either take them to wherever they are meant to be or ask them to leave the premises (with due regard to personal safety). A written description of anyone failing to give a name is useful, as are car registration numbers and descriptions where relevant. For further information please refer to the Academy's Site Security Statement.

SECTION 9 – USE OF ELECTRONIC ICT EQUIPMENT

Staff must adhere to the guidelines as described in the Academy Acceptable Use and e-Safety Policy, and the Data Protection Policy.

All electronic equipment provided by the Academy is for the use of employees in relation to their work or for users not directly employed by the Academy but authorised to use the equipment by the Academy. Employees should be encouraged to use electronic equipment at work for personal learning and development. All use must, however, comply with the expected standards and restrictions as stated below and in the Academy Acceptable Use and e-Safety Policy.

The Academy require employees to use electronic equipment in a responsible and legal manner. The use of offensive, abusive or inappropriate language in e-mails or other communications is forbidden.

All material stored on the Academy system is confidential and subject to the provisions of the Data Protection Act. The Academy expect the highest standards of confidentiality to be observed.

Use of the Academy's electronic equipment in the following ways and the following actions are strictly forbidden:

- creation or replicating malicious programs (virus, spyware, ransomware, adware)
- sharing personal usernames/passwords with others
- unauthorised copying or sharing of copyright materials (such as photos, music, documents, books etc.)
- hacking, attempting to hack, manipulating or unauthorised modifying of network security in order to access data or cause damage to software/hardware systems.
- port scanning, network monitoring/interception and penetration testing is prohibited unless authorised by IT Support
- sharing Ossett Academy software, data or sensitive information outside of the organisation without prior consent
- sending unsolicited email messages (junk mail, phishing, spam etc.)
- signing up to websites/services using Ossett Academy's name without prior consent from IT Support
- providing sensitive unencrypted data to an external entity
- accessing data on laptops or devices outside of the Academy without the data being appropriately encrypted or protected
- knowingly sending, receiving, accessing, downloading or posting any material that is illegal, obscene, indecent, abusive, racist, sexist, homophobic or libellous, in breach of copyright, defamatory or otherwise inappropriate
- pursuing personal business interests
- engaging in gambling, computer games, accessing chat rooms or similar entertainment.
- knowingly engaging in any activity which threatens the integrity or availability of the Academy's systems
- using automated internet based information services which push information to the desktop, e.g. news ticker tape services (except for legitimate business use).
- transmitting, receiving, copying or storing digital media (including software, music, video etc) except for legitimate purposes in a way that complies with the copyright and licensing regulations.

Employees must clarify any queries about storage and use of information/ICT resources with the ICT Manager or refer to the Academy Acceptable Use and e-Safety Policy.

SECTION 10 – TENDERING, CORRUPTION AND FINANCIAL INFORMATION

a) Separation of roles during tendering

- Staff involved in the tendering process and dealing with external contractors should be clear on the separation of client and contractor roles at the Academy. Where tendering involves an in-house contractor, staff should be mindful of the need for accountability and be aware of the Academy's commitment to providing best value at all times. Staff who have both client and contractor roles must be aware of the need for equality.
- Staff must exercise fairness and impartiality when dealing with all customers, suppliers, other contractors and sub-contractors.
- Staff who have access to confidential information on tenders or costs for internal or external contractors should not disclose that information to any unauthorised party or organisation.
- Staff should ensure that no special favour is shown to current or recent former employees or their partners, close relatives or associates in awarding contracts to

businesses run by them or employing them in a senior or relevant managerial capacity.

- Staff must not buy items for personal use through the Academy's contracts with external contractors.

b) Corruption, fraud and theft

- It is a serious criminal offence for employees, in their official capacity, to corruptly receive or give any gift, loan, fee, reward or advantage for doing, or not doing, something or showing favour or disfavour to any person. If an allegation is made, the employee should show that any benefit has not been dishonestly gained.
- The deliberate falsification of documents is not acceptable. If an employee does this for pay or other financial benefit for themselves or others it may be regarded as a criminal offence requiring police investigation as well as being a serious disciplinary matter. Where deliberate falsification is intended to gain a non-financial benefit such as time worked accrual for time off in lieu, this will equally be regarded as a serious disciplinary matter.
- Theft of the Academy's funds or property is considered gross misconduct under the disciplinary procedure.

c) Use of financial information

- Staff must ensure they use Academy funds in a responsible and lawful manner at all times, ensuring best value.
- When placing orders for goods and services employees must ensure that all rules are complied with, in particular the Financial Management Policy and Best Value Policy.

SECTION 11 - BREACHES OF THE CODE OF CONDUCT

Serious misconduct is behaviour which undermines the contractual relationship between employee and employer, and/or threatens the wellbeing of the organisation, or its staff and students. Serious misconduct includes, but is not confined to, the examples below:

- Refusing to perform properly specified duties or to carry out lawful and reasonable instructions of managers or supervisors
- Assaulting or threatening to assault any employee, student or visitor on Academy premises
- Behaving in a manner causing safety risks to students or staff, such as smoking in areas specifically designated as hazardous, unauthorised use of fire protection or safety equipment.
- Discrimination and/or harassment, for example on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.
- Serious breaches of the Health & Safety at Work Act, the Academy Health & Safety Policy, rules and related Academy procedures
- Serious breaches of trust and/or confidence and/or unauthorised use or disclosure of confidential information
- Acting in a manner that could cause offence to other people (or groups of people).
- Theft or unauthorised possession of Academy property or resources
- Fraud, bribery or deliberate falsification of records during the course of undertaking role at the Academy or otherwise
- Deliberate and/or serious damage to Academy property or resources
- Careless or insecure keeping/use of Academy property and/or resources
- Abuse of the Academy ICT Policy and/or ICT resources

- Breaches of the Academy Data Protection Policy
- Actions or behaviour that brings the Academy into disrepute or causes reputational damage
- Incapability at work brought about by alcohol and/or illegal drug use
- Serious breaches of the Academy Staff Code of Conduct and/or any relevant professional Codes of Conduct.
- Repeatedly contravening the Academy Staff Code of Conduct

Breaches of the Ossett Academy Staff Code of Conduct could lead to disciplinary action under the Academy’s Disciplinary Procedure as appropriate. Any disciplinary action will be that considered appropriate in the circumstances of a breach, up to and including summary dismissal.

CONCLUSION

The Academy will endeavour to uphold its aims and ethos and progress towards the realisation of the Academy Strategic Plan. The Academy wishes to create the culture of a ‘learning organisation’, and although the Academy will do everything in it’s power to create the correct environment for all staff, the education and welfare of our students will remain at the heart of our work.

Signature: Principal	 A Warboys
Signature: Chair of Governors	 S Strafford
Date:	February 2018