



**Bishop Bridgeman Church of
England Primary School
Code of Conduct Policy
Based on LA Model April 13**

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1. GUIDELINES

- 1.1 The Code of Conduct for School Employees lays down proper standards of conduct for employees of the School in order to maintain and improve standards of conduct as well as protecting them from any misunderstanding or criticism.
- 1.2 These Guidelines have been produced to assist with the implementation of the Code of Conduct and must be read in conjunction with the Code itself.
- 1.3 The Code applies to all employees of the School.
- 1.4 On no account should an employee accept financial payment or other inducement from any person, body or organisation eg: Contractors, Developers, Consultants etc... (Section 117 of the Local Government Act 1972 makes it an offence for an employee of a School to accept any fee, gift, loan or reward whatsoever, other than his/her proper remuneration).
- 1.5 The onus is on an employee to declare offers of gifts and hospitality and any contravention of the Code of Conduct could result in, (or be taken into account), in disciplinary proceedings.
- 1.6 An employee must complete the pro-forma, attached at Appendix B in the Code of Conduct, if he/she has any personal interests or involvement, which may conflict with his/her employment or with the interests of the School.
- 1.7 Declarations of interest and/or hospitality by Head Teachers will be submitted to the Governors and declarations of interest and/or hospitality by the Chair of Governors will be forwarded to the Children's Services Finance Officer and the Director of Children's Services.
- 1.8 An employee must complete the pro-forma, attached at Appendix C in the Code of Conduct, if he/she is offered any gifts or hospitality whether or not they are accepted or refused. (Please refer to Section 12 paragraphs 12.1 to 12.8 in the Code of Conduct for further guidance).
- 1.9 The Monitoring Officer (Director of Children's Services) will maintain a register of declared interests. The register will be accessible only to the Monitoring Officer and other authorised officers for the purpose of ensuring that proper standards of conduct are maintained (and/or in accordance with Paragraph 14.2 in the Code of Conduct).
- 1.10 If in any doubt an employee can seek advice from his/her Children's Services HR Adviser.

2. INTRODUCTION

- 2.1 The School is committed to achieving and maintaining the highest possible standards of conduct.
- 2.2 The School is justifiably proud of the conduct of its employees but recognises the working environment is constantly changing and bringing with it a greater commercial emphasis.
- 2.3 This Code of Conduct lays down standards of conduct for employees of the School to maintain and improve proper standards of conduct as well as protecting them from any misunderstanding or unfair criticism.
- 2.4 This Code will apply to all employees of the School.
- 2.5 Where an employee has serious concerns about an aspect of the School's work or those who work for the School, then the School's Whistleblowing Policy would apply. In such circumstances employees can raise concerns about malpractice in the conduct of the School's business, or in the workplace, suspicions of criminal acts, miscarriages of justice and dangers to health and safety.
- 2.6 The Chair of Governors/Head Teacher (delete as appropriate) of the school is designated as the School's monitoring officer.

3. DISCLOSURE OF INFORMATION

- 3.1 The law requires that most of the work undertaken by the School should be open to inspection and that certain types of information should be available to OfSTED, Local Authority (Children's Services), DFE, Parents, Governors etc. There are exceptions to this which include:
 - Confidential or "exempt from publication" information discussed at meetings of the Council, Executive, Executive Member Meetings, Committees and other meetings when the press and public have been excluded; e.g. governors Meetings/Staff Meetings/Child Protection
 - Commercially sensitive information in relation to contracts for the supply of goods and/or services;
 - Personal information relating to children/young people, employees and governors of the school

Under no circumstances must employees use or disclose any information obtained during their work for the personal gain or benefit of themselves, or others, associated with them.

4. POLITICAL NEUTRALITY

- 4.1 Employees provide a service for the School as a whole, therefore, they have a responsibility to serve all Governors and not just those of the controlling group. Furthermore, employees must not allow their own personal or political views, or interests, to influence them in their work.
- 4.2 Certain posts within the School are defined as politically restricted under the Local Government and Housing Act 1989. Attached at Appendix 'A' is a description of those posts which are classified as politically restricted. Should the school have such a post then it will notify the Local Authority HR contact who will ensure that this information is held on the register is maintained in Central Personnel Services of all employees who are employed in posts classified as Politically Restricted.

5. RELATIONSHIPS

5.1 Relationships with other Employees

Mutual respect between employees is essential to ensure good working relationships. The Anti-Harassment Policy has been implemented to protect the dignity and respect of all employees within the workplace.

5.2 Relationships with Governors/Elected Members of the Local Authority

Mutual respect between employees, governors and Elected Members of the Local Authority is essential to good local government, however, close personal familiarity between employees, governors and Elected Members could damage this relationship and should, therefore, be avoided.

5.3 Relationships with the Local Community and Children/Young People and Service Users

Employees of the school have a responsibility to the local community and children / young people and service users and should ensure courteous, efficient and impartial service delivery to all groups and individuals in line with School Policies.

5.4 Relationships with Contractors

Employees should disclose details of any relationship, of a private or business nature, with any current or proposed external contractor(s) and/or supplier(s) to the Head Teacher.

- 5.5 If an employee has any doubts about his/her relationship with an external contractor and/or supplier, he/she should complete the attached proforma at Appendix 'B'.

- 5.6 Orders and contracts must be awarded on merit, without discrimination or favour, by means of fair competition against other tenders in accordance with the School's Standing Orders and the School's Financial Regulations.

6. RECRUITMENT AND SELECTION OF STAFF AND ASSOCIATED EMPLOYMENT MATTERS

- 6.1 The School's Recruitment and Selection Code of Practice, and other relevant policies, must be applied when recruiting to any vacant post. This will ensure appointments are made on merit and the most appropriate person is recruited.
- 6.2 In order to avoid any possible accusation, or appearance, of bias employees should not be involved in any selection process where they are related to an applicant or have a close personal relationship outside work with the applicant.
- 6.3 Similarly, employees should not be involved in any decisions on discipline, grievance, promotion or pay for any employee who is a relative, partner, friend or person in respect of whom the employee's involvement could reasonably be perceived to be prejudicial or biased.

7. OUTSIDE COMMITMENTS

- 7.1 Before taking any other additional employment or private work, outside of the work done as an employee of the Council, employees should check with the Head Teacher whether the written permission of the School is required.
- 7.2 Employees should be clear about their contractual obligations to the School and should not undertake additional employment, or involvement, which might conflict with or detract from the interests of the School.
- 7.3 Employees need to be aware that any information they may have gained in the form of intellectual property, copyright or work in any form which they have carried out or created and which has arisen from them undertaking their duties as an employee of the School belongs to the School and, therefore, cannot be sold or lent to any other person or organisation without the written permission of the Head Teacher in consultation with the Chair of Governors.

8. PERSONAL AND OTHER INTERESTS / INVOLVEMENTS

- 8.1 Employees must complete the proforma, attached at Appendix 'B', if they have any personal interests or involvement which might conflict with their employment or with the interests of the School.
- 8.2 Interests or involvement which could conflict with the interests of the School could be either financial and/or non-financial for example:
- Partnership in a business.
 - Work done for any person or organisation other than as an employee of the School.

- Serving as a member of a group, committee or board which may work in conflict with the School.
 - Applications submitted by relatives or friends for consideration by the School, i.e. tendering for work.
- 8.3 The Head Teacher will maintain a register of declared interests. The register will be accessible only to the Head Teacher, Governors and other authorised employees of the school, for the purposes of ensuring that proper standards of conduct are maintained (and/or in accordance with paragraph 14.2 below). Individual employees will only have access to information recorded in respect of themselves, if requested.
- 8.4 The register will be reviewed annually, however, if an employee's circumstances change in the meantime he/she can make a voluntary declaration using the proforma attached at Appendix 'B'.
- 8.5 If any employee has a personal interest in any matter which arises at any meeting where the employee is reporting or advising (or might be called upon to advise, or otherwise be able to influence) Governors of the School, or any third party, the employee must declare the interest, and take no part in the consideration or determination of the matter. Any such declaration made at an official meeting will be recorded in the minutes. If appropriate, arrangements should be made for another employee to attend and report and/or advise on the matter.

9. VALUING DIVERSITY ISSUES

- 9.1 In accordance with the School's Valuing Diversity Policy all members of the local community, Governors, children/young people, service users and employees have a right to be treated with dignity and fairness.

10. SEPERATION OF ROLES DURING THE TENDERING PROCESS

- 10.1 Employees involved in the tendering process and dealing with contractors must be clear on the separation of both client and contractor roles within the School.
- 10.2 Some employees may have both a children/young people/client and contractor responsibility and must be aware of the need for accountability and openness at all times.
- 10.3 Employees who are privy to confidential information on tenders or costs for either internal or external contracts must not disclose that information to any unauthorised party or organisation.

11. CORRUPTION

- 11.1 Employees must be aware that it may be deemed to be corrupt for an employee to receive or give any gift, loan, fee, reward or advantage for doing, or not doing, anything or showing favour, or disfavour, to any person in their official capacity and could amount to a criminal offence as well as gross misconduct and so place the employee at risk of criminal sanction as well as disciplinary proceedings.

12. USE OF FINANCIAL RESOURCES

- 12.1 Employees must exercise due probity and responsibility in accordance with the School's Standing Orders and Financial Regulations in the use of School resources. They must ensure value for money at all times and seek to avoid legal challenge to the School. Employees must ensure expenditure is authorised appropriately and obtain proof of spending in accordance with the School's Financial Regulations.

13. FINANCIAL INDUCEMENTS, GIFTS AND HOSPITALITY

- 13.1 On no account should an employee accept financial payment or other inducement from any person, body or organisation, eg contractors, developers, consultants etc Section 117 of the Local Government Act 1972 makes it an offence for an employee of the school/Local Authority to accept any fee, gift, loan or reward whatsoever, other than his or her proper remuneration.
- 13.2 As a general rule, employees should also refuse any gift or hospitality offered to them or to members of their family. There may be exceptions for gifts which are of negligible value and are usually given to a wide range of people, eg pens, diaries, calendars etc. Any more substantial gift should be returned officially with a suitable letter unless specifically sanctioned by the Governors/Head Teacher.

All gifts offered (except those of negligible value as indicated above), whether accepted or refused, must be recorded within School and signed by the Head Teacher on the proforma at Appendix 'C'. If in doubt seek advice from the Head Teacher, who may obtain advice from/ consult the Chair of Governors if necessary.

- 13.3 Normally, visits to exhibitions, demonstrations, inspection of equipment, conferences, business meals, social functions etc by employees in connection with their official duties will be at the School's expense to avoid jeopardising the integrity of subsequent purchasing decisions. In some instances, however, it may be to the benefit of the School to accept the hospitality of outside agencies, organisations or individuals. This will be a decision for the Head Teacher or Chair of Governors to make. If it is decided to accept the invitation, the reason for the meeting and the form the hospitality takes must be recorded within the School on the proforma attached at Appendix 'C'. If in doubt seek advice from the Head Teacher, who may obtain advice from/consult with the Chair of Governors if necessary.

- 13.4 When accepting or receiving authorised hospitality employees and should be particularly sensitive as to its timing in relation to decisions which the School may be taking affecting those providing the hospitality.
- 13.5 Acceptance by employees of hospitality through attendance at relevant conferences and courses is acceptable where it is clear the hospitality is related to school activity rather than personal and where attendance has been authorised in advance and the School is satisfied that any purchasing decisions are not compromised.
- 13.6 If any employee is in any doubt over financial inducement, gifts or hospitality, they should refer the matter to the Head Teacher, who should consult the Chair of Governors if necessary.
- 13.7 **The essential principle is that favours must not affect nor compromise working relationships.**
- 13.8 The onus is on employees to declare offers of gifts and hospitality and the proforma attached at Appendix 'C' must be completed. If in doubt seek advice from the Head Teacher, who may seek advice/consult with the Chair of Governors if necessary.

14. SPONSORSHIP

- 14.1 Where a Company wishes to sponsor, or is seeking to sponsor, an event being run or managed by the School, be it by invitation, tender, negotiation or voluntarily, the same conditions of accepting gifts or hospitality as outlined above will apply.
- 14.2 In the event of the School sponsoring an event then neither an employee nor his/her partner, spouse or relative(s) must benefit from such sponsorship without there being full disclosure using the proforma attached at Appendix 'C'.

15. FAILURE TO COMPLY WITH THE CODE OF CONDUCT

- 15.1 Any contravention of this Code of Conduct could result (or be taken into account) in disciplinary proceedings.
- 15.2 Should there be a need to undertake an investigation into an employee's standard of behaviour it will be necessary to examine the Registers, (attached at Appendix 'B' and 'C'), and any evidence obtained from these sources may, together with any other information, be used to assist with the investigation.

16. APPLICATION OF THE CODE OF CONDUCT

- 16.1 The Code embodies general standards of conduct for all employees of the School. It is recognised, however, that arrangements will need to be made with the School to address specific circumstances encountered by employees.
- 16.2 The Register attached at Appendix 'C' will be updated annually by the Head Teacher.

APPENDIX 1

EMPLOYEE IS OFFERED GIFTS AND OR HOSPITALITY
(The onus is on the employee to declare gifts and/or offers of hospitality)



Employee Completes Appendix C



Employee returns Appendix C to Head Teacher who records it in the School whether or not the gift or offer of hospitality is accepted or refused



If in doubt seek advice from Children's Services HR Adviser

As a general rule employees should refuse any gift or hospitality offered to them or members of their family. There may be exceptions to gifts which are of negligible value and are usually given to a wide range of people for example pens, diaries, calendars etc. Any more substantial gifts should be returned officially with a suitable letter unless specifically sanctioned by a Head Teacher.

Acceptance of hospitality by employees through attendance at relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal in nature and where attendance has been authorised in advance and the School is satisfied that any purchasing decisions are not compromised.

Please refer to Section 12 in the Code of Conduct for further guidance.

APPENDIX 2

EMPLOYEE HAS A PERSONAL INTEREST/INVOLVEMENT WHICH MAY CONFLICT WITH HIS/HER EMPLOYMENT OR WITH THE INTERESTS OF THE SCHOOL



Employee completes Appendix B



Appendix B is returned to the Monitoring Officer, (Director of Children's Services), who will maintain a register of declared interests



Register is reviewed annually

If in doubt seek advice from Children's Services HR Adviser

Interests or involvement which could conflict with the interests of the School could be either financial and/or non-financial for example partnership in a business, work done for any person or organisation other than as an employee of the School, serving as a member of a group, committee or board which may work in conflict with the School, applications submitted by relatives or friends for consideration by the School ie tendering for work.

If an employee has a personal interest in any matter which arises at any meeting where the employee is reporting or advising (or might be called upon to advise, or otherwise be able to influence) any member(s) of the School, or any third party, the employee must declare the interest, and take no part in the consideration or determination of the matter. Any such declaration made at an official meeting will be recorded in the minutes. If appropriate, arrangements should be made for another employee to attend and report/or advise on the matter.

Please refer to Section 7 in the Code of Conduct for further guidance.

APPENDIX A

POLITICALLY RESTRICTED POSTS

LOCAL GOVERNMENT & HOUSING ACT 1989

CODE	DESCRIPTION
------	-------------

- | | |
|---|---|
| 1 | Head of the Council's Paid Service and Monitoring Officer (Section 2(1) Local Government & Housing Act 1989). |
| 2 | Statutory and Non Statutory Chief Officers (Section 2(1) Local Government & Housing Act 1989). |
| 3 | Deputy Chief Officer (within the meaning of Section 2(8) of the 1989 Act). |
| 4 | Persons not listed above whom are specified in the list maintained by the Council in accordance with Section 100G(2) of the Local Authority Act 1972. |
| 5 | Persons whose posts are not restricted under Section 2(1) of the 1989 Act and whose annual rate of remuneration (of full time equivalent) is Spinal Column Point 44 or above, under the National Joint Council for Local Government Services. |
| 6 | Persons whose annual rate of remuneration is less than Spinal Point 44, the duties of whose posts consist in or involve one or both of the following: <ul style="list-style-type: none">a) Giving advice on a regular basis to the Council themselves or to any Committee of the Council.b) Speaking on behalf of the Council on a regular basis to journalists or broadcasters. |

APPENDIX B

..... School

REGISTER OF BUSINESS, FINANCIAL, PRIVATE, PERSONAL AND OTHER INTERESTS/INVOLVEMENTS

(TO BE COMPLETED WHERE THE HEAD TEACHER/CHAIR OF GOVERNORS CONSIDER DUTIES UNDERTAKEN WARRANT COMPLETION)

NAME:

Unit/Section:

I hereby declare the following interests that may be relevant to or be likely to affect my employment with _____ School.

1. BUSINESS Name and address and nature of additional business, or other employment interests.	
2. CONSULTANCY Name and address of Company, firm or other body or individual on behalf of whom consultancy is undertaken and nature of the consultancy, with an indication of frequency or volume of such work.	
3. DIRECTORSHIPS Name, address and nature of business of each Company/other body of which you are a Director, with an indication of whether it is in a paid or unpaid capacity.	
4. PARTNERSHIPS Name and address and nature of business of each firm with which you are a partner.	
5. SHAREHOLDERS Name and address and nature of business of each Company in which you hold shares (excluding Building Societies shares). PLEASE NOTE: a) Only beneficial shareholdings need be declared, i.e. not shares held as a trustee. b) Shareholdings need only be declared if the total nominal value exceeds £1000 or 1/100 of the total nominal value of the issued share capital of the Company, whichever is the less.	

<p>c) The amount of the holding need not be stated. d) Unit trust holdings need not be stated.</p>	
<p>6. <u>INTERESTS IN LAND WITHIN THE AUTHORITY</u></p> <p>Address or description of land or property in which you have an interest, the nature of the interest and the use to which the land is put.</p> <p>PLEASE NOTE:</p> <p>a) Interests as a freeholder or leaseholder for a lease of 12 months or more should be declared. b) Interests as an option holder or prospective purchaser should be declared. c) Interests by which you are directly concerned in seeking planning permission or some other consent or decision of the Council should be declared. d) You need not declare interests in land or property outside the Borough.</p>	
<p>7. <u>RETAINERS</u></p> <p>Name and address of the organisation to whom you are engaged on a retainer basis and the nature of the retainer.</p>	
<p>8. <u>MEMBERSHIPS/ASSOCIATIONS</u></p> <p>List any organisation with which you have membership/association, including clubs & societies.</p>	
<p>9. <u>VOLUNTARY BODIES</u></p> <p>List any voluntary bodies of which you have membership or association.</p>	
<p>10. <u>FURTHER INFORMATION</u></p> <p>Please give any further information you may wish to record about your business or financial interests.</p>	

I declare that the above information is correct to the best of my knowledge and belief.

SIGNED:

DATE:

Please return to the Head Teacher (**insert School address**)

PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY.

APPENDIX C

Name of School

REGISTER OF GIFTS AND HOSPITALITY

NAME:.....

DEPT:

1. Details of gift(s)/hospitality/invitation(s) offered:
2. Estimated value of gift(s)/hospitality/invitation:
3. Name of person(s) and/or organisation making the offer:
.....
4. Reason(s) for gift(s)/hospitality/invitation being offered:
.....
.....
5. Has the offer been accepted? Yes / No*
6. If accepted, has permission been sought? Yes / No*

TO BE COMPLETED BY THE HEAD TEACHER/CHAIR OF GOVERNORS

1. Permission granted for accepting the gift(s)/hospitality/invitation? Yes / No*
Name: (Head Teacher/Chair of Governors)
SIGNED: **DATE:**
(Head Teacher/Chair of Governors)
2. Date gift(s)/hospitality/invitation returned unaccepted:
3. Name of person(s) notified of non-acceptance of gift(s)/hospitality/invitation:
..... Date:
4. If gift(s) donated to charity, state the charity:
.....
5. Date person(s) and/or organisation informed gift(s) being donated to charity:
6. Date form returned to employee(s) notifying them of decision:
.....

***Please delete as appropriate.**