

CODE OF CONDUCT POLICY

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

Policy reviewed by: John Taylor – Headmaster

Policy approved by: Robert Berry – Director of Operations

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Next review date: 31/08/2021

Reviewer's Signature:



Approver's Signature:



Please note: 'School' refers to Chatsworth Schools; 'parents' refers to parents, guardians and carers.

This is a whole school policy, which also applies to the Early Years Foundation Stage.

Purpose

The purpose of this code is to provide a clear framework within which employees of Chatsworth Schools are expected to conduct themselves. Chatsworth Schools strives to maintain a work environment for its staff and a learning environment for its students in which honesty, integrity and respect for fellow employees, students and the customers/clients of Chatsworth Schools are constantly reflected in personal behaviour and standards of conduct.

Principles

- Chatsworth Schools is a large complex organisation and the actions and behaviour of its employees have an impact on the education and livelihood of thousands of people, as well as on the local environment and the community. Employees are expected to have regard for the impact of their personal behaviour on Chatsworth Schools, their school, colleagues, customers, the environment and our community.
- It is essential that all stakeholders can have confidence that Chatsworth Schools maintains the highest standards of conduct in financial matters and seeks to maintain high standards of probity and ethical behaviour. Stringent procedural and audit arrangements are in place and employees are expected to ensure that decision-making is open and fair.
- This code covers some of the most important issues relating to personal conduct, and gives a framework of standards and behaviour guidelines, but it is not intended to be exhaustive.

Standards of Personal Behaviour

Equality of Opportunity

One of Chatsworth Schools' core values is the promotion of inclusivity and valuing diversity. Chatsworth Schools seeks to ensure that the work environment for its employees is supportive, and one where individual respect is shown to all. All members of staff and students, regardless of their gender, race, ethnic background, culture, (dis)ability, sexual orientation, age, religion, socio-economic status or any other factor will be supported and encouraged to perform to their potential.

Harassment and Bullying

To secure an environment in which students and members of staff are able to flourish and to achieve their full potential, Chatsworth Schools is committed to ensuring that everyone is able to work and to participate in the life of their school/college/office without fear of harassment, bullying or intimidation. Everyone in Chatsworth Schools has a part to play by ensuring that their own behaviour, whether intentional or unintentional, does not constitute harassment. Chatsworth Schools will take action against inappropriate behaviour which shows lack of respect for others or which leads people to feel threatened.

Health and Safety

Chatsworth Schools places a high priority on providing a safe working and learning environment and will act positively to minimise the incidence of all workplace risks as required by the Health and Safety at Work Act 1974 and other associated legislation. All activities should be carried out with the highest regard for the health and safety of employees, students, visitors and the public. Our aim is excellence in health and safety, by means of continuous improvement of standards, and the comprehensive use of risk assessments so as to systematically remove the causes of accidents/incidents and ill-health. This, together with more specific aims and objectives, reflects Chatsworth Schools' commitment to promote employee well-being.

Relationships with Other Members of Staff, Students and Other Clients and Customers of Chatsworth Schools

Chatsworth Schools does not concern itself with the private lives of its staff unless they affect its effective operation or its reputation.

Members of staff who are relatives or who have a close personal relationship should not normally have a supervisory, assessing or authorising relationship with each other.

Employees must inform their line manager if they have a close personal relationship with another employee, a student who is a relative, or a client or customer of Chatsworth Schools which could be considered by colleagues, students, or others, as impacting on the way they conduct themselves at work.

Performance

Chatsworth Schools expects individuals to follow all reasonable rules and instructions given by those supervising or managing their activities and/or work areas.

Misuse of Drugs and Alcohol

It is a disciplinary offence to be on school/college premises and/or carrying out official duties when under the influence of alcohol or non-medically prescribed drugs.

Gambling

Gambling activities must not be conducted on school/college premises; discretion may be used in relation to small raffles for charitable purposes, national lottery syndicates, occasional sweepstakes, etc.

Conduct Outside Work

Chatsworth Schools does not seek to dictate how employees conduct themselves in their personal lives outside work. However, unlawful, anti-social or other conduct by employees which may jeopardise Chatsworth Schools' reputation or position will be dealt with through the disciplinary procedure.

Dress Code

Chatsworth Schools does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is appropriate for the situation in which they are working and that they present a professional image, and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle but should not be provocative or cause offence to those with whom they have contact.

Financial Regulations

Chatsworth Schools' financial regulations create a framework of financial controls within which the staff of Chatsworth Schools must operate. These regulations are designed to protect Chatsworth Schools and individual members of staff. Failure to comply with these regulations may lead to the loss of assets, significant delays in payments to employees and suppliers, and additional work for colleagues.

Employees must not accept gifts or hospitality that could give rise to a suspicion that they have a conflict of interest or have been influenced in a decision.

Breaches of the regulations will normally be a serious disciplinary offence.

Conflicts of Interest

The highest standards of behaviour are also expected in all areas of Company life, especially where individuals are in positions to make decisions, which may have significant impact on others. In all such cases it is important that decisions are taken in a fair and balanced way that can withstand external scrutiny. Conflicts of interest should be identified so that individuals are not involved in decisions where their actions could be seen as biased.

Access to Confidential Information

Although Chatsworth Schools strives to conduct its business in an open fashion there will be times when individuals, through their positions as members of committees, selectors/recruiters, line managers, etc. become aware of confidential information, either about other individuals or in connection with.

Chatsworth Schools' activities. Individuals should be aware of the need to keep such matters confidential and to respect the proper channels of communication for such information.

Bribery Act 2010

Please refer to Chatsworth Schools' Anti-bribery and Business Gifts policies.

Use of Equipment for Non-Work Purposes

Chatsworth Schools will allow employees reasonable use of Company/school/college equipment and facilities, provided that authorisation has been obtained from the appropriate Head of Department, that the use does not interfere or conflict with the work of the Company/school/college, and that any costs are met by the individual.

Private Telephone Calls

Employees may use Chatsworth Schools' facilities to make private calls for essential or urgent matters.

Employees who have Company/school/college provided mobile phones must reimburse the Company/school/college for the use of these phones for private calls and texts, etc.

Use of IT equipment, Internet and Social Media

Users of Chatsworth Schools' IT and internet facilities must behave reasonably towards other users and the facilities and in public areas they must behave appropriately. Users who do not behave reasonably and appropriately may be subject to disciplinary action in accordance with relevant procedures. The regulations give examples of reasonable and appropriate behaviour but are not exhaustive.

Employees may use Chatsworth Schools' internet facilities for occasional personal matters but must not access social media for personal purposes in working hours.

Information Security

Chatsworth Schools recognises that information and the associated processes, systems and networks are valuable assets and that the management of personal data has important implications for individuals. Through its security policies, procedures and structures, Chatsworth Schools will facilitate the secure and uninterrupted flow of information, both within the Company/school/college and in external communications. Chatsworth Schools believes that security is an integral part of the information sharing which is essential to academic and corporate endeavor.

Data Protection

Chatsworth Schools holds and processes information about employees, students, and other data subjects for academic, administrative and commercial purposes. When handling such information, the Company, and all staff or others who process or use any personal information, must comply with the Data Protection Principles, which are set out in the Data Protection Act 2018. Please refer to Chatsworth Schools' Data Protection Policy.

Raising Matters of Concern

Employees have a right and a duty to raise concerns which they may have about breaches of the law or propriety by Chatsworth Schools. This should normally be through their Head of Department but in circumstances where this is not appropriate, they may approach the Director of Operations in confidence. No individual who expresses their views in good faith and in line with this guidance will be penalised for doing so.

Breaches of this Code

This code of conduct has been drawn up to provide a source of guidance to Chatsworth Schools' employees. It is not a contractual document and can be amended at any time by Chatsworth Schools. All staff must comply with both the provisions of this code and Chatsworth Schools' policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal.

Interpretation

In this policy, the term "senior manager" means a School Head and their designated deputies.

This policy applies to all employees in all Schools (save for Schools with their own procedure which shall prevail) and other work environments within Chatsworth Schools

This policy applies within all companies, which are wholly owned subsidiaries of Chatsworth Schools Ltd, a company registered in England, registered number 11552579.

The registered office of all companies is Crimea Office, The Great Tew Estate, Great Tew, Chipping Norton, Oxfordshire, OX7 4AH. Any enquiries regarding the application of this policy should be addressed to the Director of Operations at the above address.

ACKNOWLEDGEMENT

I have received and read the Chatsworth Schools Code of Conduct.

I understand the standards and policies contained in the Code of Conduct and I agree to comply with these

Name: _____ Designation: _____

Signature: _____ Date: _____

Note: Please sign and return this form to Rachel Dalton or Rose Nolan