

Policy Statement

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| Policy | Code of Conduct for Staff Policy | Department | HR |
| Date Written | 14th August 2018 | Review Date | 15th August 2019 |
| Written by | Simon Wentworth | Approved by | Daryl Willard |
| Date of Approval | 15th August 2018 | Locations & Dissemination | Website & Reception (abridged) |

This policy was adopted on 15th August 2018

Key Contacts:

| Position | Name | Contact Details |
|------------------------------|------------------------|------------------------|
| Director | Simon Wentworth | 01424 427 540 |
| Deputy DSL | Daryl Willard | 01424 427 540 |
| Deputy DSL | Alex McCarthy | 01424 427 540 |
| Designated Safeguarding Lead | James Goodman-Eastwood | 01424 425 168 |
| Safety Line (24/7) Emergency | Duty DSL | 07936 431 288 |

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Brief:

This policy exists to outline the Code of Conduct for Staff and all those working for or on behalf of The College of The Holy Child or Stars Football Ltd. Queries should be address to the Director, Simon Wentworth.

Disciplinary Rules:

Rules of conduct:

Whilst employed by Stars Football Ltd, you should at all times maintain professional and responsible standards of conduct.

In particular, you should:

- Observe the terms and conditions of your contract of employment;
- Ensure that you understand and follow the Code of Conduct for Staff
- Observe all other policies and procedures;
- Comply with all reasonable advice given by staff who are senior to you;
- Act at all times in good faith and in the best interests of the residence, its students, parents, guardians or carers and staff;
- Uphold public trust in the profession and maintain high standards of ethics and behaviour;
- Have an understanding of, and always act within, the statutory frameworks which set out your professional duties and responsibilities.

Instances of misconduct:

The following is a non-exhaustive list of offences which amount to misconduct falling short of gross misconduct:

- Unauthorised absence from work;
- Lateness;
- Inappropriate standard of dress;
- Smoking on premises other than the outside designated area.
- Contravention of minor safety regulations;
- Disruptive behaviour.

Gross misconduct:

You must not commit any act of gross misconduct. Any such act will result in your dismissal without notice. Gross misconduct includes but is not limited to the examples set out below, offences of a similar nature and attempts to commit such offences.

Examples of gross misconduct:

- Failure to comply with the child protection policy or the Code of Conduct;
- Failure to notify the management of any child protection investigation of any member of your household;
- Failure to immediately notify of any charge or conviction of any criminal offence brought against you during your employment;
- Indecent, violent or offensive behaviour whether committed at or outside work;
- Inappropriate conduct with a student, or a student of another school;
- Misuse of or deliberate damage to property;

- Fraud, theft or dishonesty;
- Failure to obey a lawful order;
- Being on duty whilst unfit due to the influence of drugs and / or alcohol; 4.10 possession, use, supply or attempted supply of illegal drugs;
- Bullying or harassment;
- Accepting or giving bribes or other secret payments;
- Conduct, whether committed at or outside work, which is likely to damage the reputation or bring it into disrepute;
- Discrimination, including harassment or victimisation, on grounds of sex, pregnancy and maternity, marital or civil partnership status, race, disability, age, sexual orientation or religious belief;
- Disregarding health and safety rules / requirements and endangering yourself or others;
- Giving false information as to qualifications or entitlement to work, including immigration status;
- Wilful neglect or refusal of duty;
- Misuse of confidential information;
- Use of resources to view, retrieve or download pornographic material, or any other material which the management reasonably believes is unsuitable;
- Causing loss, damage or injury through serious negligence;

Disciplinary procedure:

Investigation: As a first step any disciplinary issue will be investigated. If, after investigating the matter, it appears that there are no reasonable grounds for concern, you will be informed of this in writing and, if relevant, allowed to return to work as normal.

Suspension: If the matter to be investigated is thought at any stage of the investigation to involve gross misconduct, the Director may immediately suspend you from work on full pay and benefits whilst the investigation proceeds.

Decision making: On completion of the investigation, management will consider the decision.

Communication of decision:

The decision of the management will be communicated to you in writing as soon as reasonably practicable. If the complaint is upheld you will be informed.

Disciplinary action

Sanctions:

Depending upon the nature of any misconduct found to have been committed, any explanation given by you and any mitigating circumstances, the management may impose any of the following sanctions:

- A written warning;
- A final written warning;
- Suspension without pay for a defined period;
- Demotion;
- Dismissal with or without notice.

Grievance procedure:

If you have any grievance relating to any aspect of your employment, including any complaint about action that has been taken or is contemplating taking you should endeavour to have it settled in

accordance with this procedure.

Raising your grievance:

Problems relating to your employment should be resolved fairly, promptly and as near as possible to the point of origin i.e. between the persons involved. Therefore, in the first instance you should raise the grievance orally and informally with any other person involved.

Formal grievance:

If it is not appropriate to raise your grievance orally and informally or this does not resolve your grievance, you should set out your formal grievance in writing and pass it to your Line Manager. If your grievance concerns your Line Manager, you should submit your formal grievance to the manager.

Investigating your grievance:

Your Line Manager will investigate your grievance.

Grievance meeting:

Once your Line Manager has had a reasonable opportunity to consider his response to the information given regarding your formal grievance, you will be invited to a meeting to discuss the matter. You will be informed in advance in writing of the timing and location of the meeting. You must take all reasonable steps to attend the meeting. You will be given the opportunity to explain your case. Your Line Manager may ask the other people involved to attend the meeting with a view to obtaining a resolution. Following the meeting your Line Manager will inform you in writing of his decision in relation to your grievance and of your right of appeal.

Code of Conduct for Staff:

Purpose and application

Relationships with fellow Staff, employees, contractors, visitors, volunteers, students and their parents, guardians or carers should be reasonable and mutually respectful at all times. This Code has been formulated in order to maintain this balance.

This Code takes into account the DCSF, as it then was, guidance - Guidance for safer working practice for adults who work with children and young people in education settings together with Keeping children safe in education (Department for Education, April 2014) and the company's safeguarding policy.

The purpose of the Code is to:

- Confirm and reinforce the professional responsibilities of Staff (both teaching and non-teaching);
- Clarify the legal position in relation to sensitive aspects of Staff / student relationships;
- Set out the expectations of standards and behaviour to be maintained within the residence;
- To help adults establish safe practices and reduce the risk of false accusations or improper conduct.