# AYLSHAM LEARNING FEDERATION

## STAFF CODE OF CONDUCT POLICY

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| Author: | J Tuttle | | |

Ratified by the Governors' HR and Performance Development Committee on: 22.09.2026

Signed: .....

Chair

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## 1 INTRODUCTION

The Governing Board is required to set out a code of conduct for all Federation staff. The following code has been approved by the Governing Board of Aylsham Learning Federation.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Staff should be aware that a failure to comply with the following code of conduct could result in disciplinary action up to and including dismissal.

The Federation's aim is to offer high quality education to our pupils. To achieve this we must be responsive to pupils, parents/carers and other members of the community, develop our staff and provide high quality leadership and management.

In our capacity as Federation staff and governors, we have a duty to always work within the law and according to each school's/setting and local authority (LA) procedures, and to behave in a way that reflects well on the Federation. At all times public confidence in the Federation should be supported by the actions and/or words of members of Federation staff and governors.

As an employee, staff must not knowingly put themselves in a forseeable position where duty and private interests unreasonably conflict and must not make use of their employment to further private interests.

We should all always be treated with courtesy and respect. Everyone is entitled to be treated fairly. Staff should have a positive attitude, manner and appearance and work both efficiently and safely within the requirements of their contract.

This code sets out the standards of conduct expected by the Governing Board of all our Federation staff. It is not intended to restrict employees in the general exercise of their civil rights as citizens nor in their rights to engage in legitimate trade union activities.

## 2 PURPOSE, SCOPE AND PRINCIPLES

A code of conduct is designed to give clear guidance on the standards of behaviour all Federation staff are expected to observe, and each school/setting should notify staff of this code and the expectations therein, offering support and clarity where requested. Federation staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils within the Federation. As a member of a Federation community, each member of staff has an individual responsibility to maintain their reputation and the reputation of the Federation, whether inside or outside working hours.

This code of conduct applies to:

- all staff who are employed within the Federation, including any Headteacher and Executive Headteacher;
- all staff in units or bases that are attached to the Federation.

The term 'Headteacher' is used generically to include Headteacher and Executive Headteacher.

The code of conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- employees of external contractors and providers of services (*e.g.* contract cleaners).

(Such staff are covered by the relevant code of conduct of their employing body).

## 3 SETTING AN EXAMPLE

3.1 All staff who work in the Federation set examples of behaviour and conduct which can be copied by pupils. Staff must therefore avoid using inappropriate or offensive language at all times.

3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.

3.3 All staff must also do all that is reasonable to avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

3.4 This code helps all staff to understand what behaviour is and is not acceptable.

## 4 SAFEGUARDING – PUPILS

4.1 Staff have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect
- radicalisation

4.2 The duty to safeguard pupils includes the duty to report concerns about a pupil to each school's/settings Designated Safeguarding Lead (DSL) or Alternate Safeguarding Lead (ASL) for Child Protection.

4.3 The Federation's trained safeguarding staff are:

**Aylsham High School**
Designated – Kathryn Garnham – Deputy Headteacher
Alternate(s) – Jenna Evans – LAC and Safeguarding Lead Officer
Rebecca Hughes – Safeguarding Officer
Sarah Knights – Pastoral and Family Liaison Officer
Crystal Kent – Alternative Provision Officer
Emmalene Chisholm – Pastoral and Family Liaison Officer
Emma Agate – Pastoral and Family Liaison Officer and Admin Officer, safeguarding and inclusion
Sara Dale – SEMH Officer
Danny Sweatman – Lead Practitioner for Safeguarding & Inclusion
Duncan Spalding - Executive Headteacher
Phil Brockington - Deputy Headteacher
Chris Bridge – Deputy Headteacher
Guillaume Ravasse – Lead Practitioner for Curriculum and Data
Jo Tuttle – Director of Business & Community Strategy (Staff)

**Bure Valley School and John of Gaunt Infant and Nursery School**
Designated – Jamie Olney – Headteacher (Primary)
Alternate(s) – Vicky Seal – Pastoral Lead
Duncan Spalding - Executive Headteacher
Maddie Gough - Deputy Headteacher
Sophie Gravelling– Deputy Headteacher
Alix Williamson – EYFS Lead
Madi Tuttle – Breakfast and Tea Club Manager
Duncan Spalding – Executive Headteacher

**John Bear's Nursery**
Designated – Jamie Olney – Headteacher (Primary)
Alternate(s) – Claire Nutt – Operations Manager
Laura Stenning – Deputy Manager
Claire Holmes – Deputy Manager
Sophie Gravelling – Deputy Headteacher
Alix Williamson – EYFS Lead
Duncan Spalding – Executive Headteacher

4.4 Staff are provided with copies of the Federation's safeguarding incorporating child protection policy on induction and during annual safeguarding refresher training. All staff are told where the whistleblowing procedure can be found and staff must be familiar with these documents.

4.5 Staff must not seriously demean or undermine pupils, their parents/carers, or colleagues.

4.6 Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

## 5 PUPIL DEVELOPMENT

5.1 Staff must comply with Federation and school/setting policies and procedures that support the well-being and development of pupils.

5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

5.3 Staff are expected to follow reasonable instructions that support the development of pupils.

## 6 HONESTY AND INTEGRITY

6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of Federation property and facilities.

6.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the whistleblowing procedure for schools.
The link can be accessed below for more information regarding the act.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/181762/bribery-act-2010-guidance.pdf

6.3 Gifts from suppliers or associates of the Federation must be declared to the Headteacher, with the exception of "one off" token gifts from pupils or parents/carers. Personal gifts from individual members of staff to individual pupils are inappropriate and could be misinterpreted.

## 7 CONDUCT OUTSIDE WORK

7.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the Federation or the employee's own reputation or the reputation of other members of the Federation community.

7.2 In particular, proven criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

7.4 Staff may undertake work outside of the Federation, either paid or voluntary, provided that it does not conflict with the interests of the Federation nor be to a level which may contravene the working time regulations or affect an individual's work performance.

7.5 Staff must not engage in inappropriate use of social network sites which may bring themselves, the Federation, Federation community or employer into disrepute.

## 8. WORKING SAFELY

The Governing Board, in conjunction with the LA, will do everything it knowingly can to comply with and ensure it meets any statutory obligations and ensure that the Federation is a safe and healthy working environment.

8.1 In turn staff are expected to:

- follow the Federation's and LA's health and safety policies;
- Follow any temporary standard operating procedures, until such time these can be safely removed
- take reasonable and practical steps to ensure the health and safety of themselves and pupils and staff they work with and ensure that safety equipment is not misused or damaged;
- wear clothes which do not put health and safety at risk and to wear any safety clothing and equipment provided;
- report promptly any accidents or near misses, in the appropriate way;
- attend any medical examinations required by the Governing Board or the LA;
- comply with hygiene requirements;
- tell the Headteacher if they are taking any medication which would harm their ability to do their work and in particular, never to use machinery if they have taken any medication or drug that may affect their ability to do so safely;
- co-operate in all activities, including training organised to promote safety.

## 9 CONFIDENTIALITY

9.1 Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

9.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (or by a member of staff), this needs to be reported and dealt with in accordance with each school's/settings appropriate procedure. It must not be discussed outside the Federation, including with the pupil's parent or carer (unless authority to do so), nor with colleagues in the Federation except with a senior member of staff with the appropriate role and authority to deal with the matter.

9.3 However, staff have an obligation to share with their line manager or each school's/settings DSL any information which gives rise to concern about the safety or welfare of a pupil. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.

## 10. WORKING AND THE LAW

10.1 You are expected to always abide by the law in the course of your employment.

10.2 If you break the law outside the Federation, in any way that damages public confidence in the Federation, this could result in disciplinary or other action being taken against you.

10.3 Unless exempt by the Rehabilitation of Offenders Act 1978, any criminal convictions which occur while employed within the Federation and which may affect your ability to carry out your job should be disclosed to the Headteacher in writing.

If you are charged with an offence which, if you are convicted, may make you unfit for or substantially affect your job, you must also inform the Headteacher. The purpose of this is not to prejudice employment but to safeguard the interests of the Federation, Governors, the LA and the employee.

10.4 The Federation ICT systems may not be used for private purposes, unless the Headteacher has given permission for that use. The security of ICT systems must not be compromised, whether owned by the Federation or by other organisations or individuals.

10.5 All staff are expected to adhere to the ICT acceptable use policy – (staff, governors, visitors). Staff must not post any comments, photographs, images or conversations on social networking websites which may bring themselves, the Federation, or the LA into disrepute. Security settings should be maintained at the highest level in order to prevent members of the public seeing any personal information. Staff should not invite pupils to access their profiles on social networking websites unless there is a family relationship. Internet users must not display, access, use, store, distribute, print, reveal or otherwise process any kind of image, document or other material which is sexually explicit or offensive in any other way, on any Federation system.

10.6 All staff must follow the relevant data protection regulations. The Data Protection Act protects personal data which relates to living identifiable individuals and deals with the way in which personal information is collected, held, recorded and used. Staff must ensure information is kept safe and secure and is only held for the purposes consent was given for or outlined in the Federation privacy notice. Staff will attend training as required, and at least annually, to keep up to date with any changes or to refresh knowledge regarding data protection regulations.

10.7 The Freedom of Information Act (2001) gives significant rights of access to information held by all public authorities.

## 11. WORKING WITH THE MEDIA

11.1 You should not speak, write or give interviews, which include phone calls, to the press about Federation or LA business without prior agreement of the Headteacher.

## 12. MISCONDUCT

12.1 All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal. The Federation follows Guidelines on conduct for employees G303c, a copy of which is at appendix A.

## 13. OTHER RELEVANT POLICIES

13.1. To underpin this code of conduct the following policies should also be read by each member of staff:

- Safeguarding policy incorporating child protection
- Whistleblowing policy
- Data protection policy
- ICT acceptable use policy – (staff, governors, visitors)
- Online safety policy
- Disciplinary policy
- Health and safety policy
- Behaviour for learning policy

Staff should speak to Jo Tuttle, Director of Business and Community Strategy if they require further support or training in any of the areas mentioned within this policy.

## APPENDIX A

## Guidelines on conduct for employees G303c

### Introduction

These guidelines, with examples, set out the types of conduct which would be considered unacceptable for employees. These constitute the "Disciplinary Rules" which the Governing Board has adopted.

There are several rules dealing with particular situations (for example, reporting sickness and taking leave) and some particular types of work also have special rules applying to them. All employees are expected to know and to follow rules which apply to them. If an employee is unsure which rules apply to them or are unclear about the meaning of any rule, they should seek clarification from the Executive Headteacher/ SLT (or the Chair of Governors where the employee is the Executive Headteacher).

### Misconduct

There are two categories of misconduct - gross misconduct and general misconduct, which are described in greater detail below.

### Gross misconduct

This means that the employee does something that the Governing Board is entitled to regard as a fundamental breach of the employee's contract of employment. If an employee did something like this, the Governing Board could not allow them to remain at work.

Any employee suspected of committing an act of gross misconduct may be suspended, with full pay (making the decision to suspend is subject to considerations by the Executive Headteacher/decision maker to determine if suspension is necessary). If, after proper investigation, under the disciplinary procedure, it was decided that the employee had committed an act of gross misconduct, they would be summarily dismissed without further warning, unless there were exceptional mitigating circumstances.

Examples of gross misconduct

The list below is not intended to be exhaustive and offences of similar seriousness would receive the same treatment:-

- Failure to comply with the duty to report known cases of Female Genital Mutilation (FGM) in under 18 year old girls. Read procedural information on Mandatory reporting of female genital mutilation on gov.uk.
- Serious breach of the '*Guidance for safer working practice for those working with children and young people in education settings*'. Read the guidance document.

  Examples include: -
  - Abusing the position of trust, such as using status and standing to form or promote relationships which are of a sexual nature or may become so.

- Sexual contact, such as any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative.
- Physical contact, such as assault on a pupil.
- Accessing inappropriate images using the federation's equipment or misuse of images of pupils.

- Dishonesty

  Examples include: -
  - theft of property belonging to the Federation, contractor, partner organisation, client, other employees, parents/carers, pupils or persons in the Federation's care during the course of their employment. This could include abuse of a position of trust by receiving money or gifts from vulnerable service users.
  - deliberate falsification of timesheets, expense claims, claims for financial gain.
  - demanding or accepting monies or other consideration as an inducement for the use of the Federation's property, placing of orders/contracts contrary to established financial procedures or the showing of favour on behalf of the Federation.
  - acceptance of any gift or reward for the performance of official duties unless specifically authorised by the Executive Headteacher/SLT or regarded by them as appropriate in the circumstances.
  - false, malicious or frivolous allegations or disclosures (whistleblowing)
  - false statements made when applying for appointment, especially, but not exclusively, in respect of qualifications which are a stated requirement of employment or which result in financial gain.
  - false statements made or failing to declare information that is required by statute and, through that, gaining an advantage e.g. shared parental leave and pay, childcare (disqualification) regulations 2009 etc.
  - failure to disclose unspent criminal convictions (or, in respect of posts exempt under the terms of the Rehabilitation of Offenders Act 1975, any conviction, irrespective of whether spent or not and whether incurred before or after appointment). This could include police cautions which form part of a criminal record.
  - failure to notify the Federation of a criminal charge or conviction that happens while employed by the Federation, irrespective of whether it occurs on or off duty. This will not normally affect employment unless the offence could damage public confidence in the Federation or make employment unsuitable or untenable.
  - covert recording of any meetings or proceedings, including disciplinary and grievance hearings and appeals.

- Deliberate and significant refusal to carry out a reasonable, lawful, and safe instruction or the normal duties of the post which constitute a fundamental feature of the job particularly, but not exclusively, where this causes a risk to the safety of others or has a negative impact on the education of pupils.

- Gross negligence – a serious failure to exercise proper skill and/or care, for example misconduct undertaken with actual appreciation of the risks involved and/or serious disregard of or indifference to an obvious risk, bordering on recklessness. An example of this could be where an individual employed in a management position fails to fulfil their specific duties as outlined in the Federation Health and Safety Policy to ensure the safety of others.

- Infringements of safety rules or other negligent actions, which place the health and safety of the employee or other persons at serious risk.

  Examples include: -
  - smoking in identified 'no smoking' areas containing combustible, inflammable or explosive materials.
  - driving a federation vehicle in a reckless manner that leads, or could have led to otherwise avoidable serious injury or death of other persons.
  - being unfit to perform duties satisfactorily as a result of taking alcohol or drugs not in accordance with medical advice. This would particularly relate to: -
    - employees while in charge of machinery, vehicles etc.
    - employees who are responsible for clients, pupils, parents/carers or members of the public.

- Wilful unauthorised disclosure of information or misuse of a position of trust in a manner which could be harmful to the federation, its pupils, or employees, or for financial or other gain.

  Examples include: -
  - the misuse of personal information on employees, pupils or their families, clients etc.
  - a failure to disclose a personal interest where an employee in a position of trust could enable a third party to make gain as a result of the employee's influence.

- Serious misuse of the federation's property, including computers, telephones.

  Examples include: -
  - inappropriate use of the Internet - see *Social media and electronic communications model policy P319* on InfoSpace for use of the Internet and social media available on the intranet or on request from the Headteacher. Examples of this would include excessive use, accessing, posting (i.e. on Facebook) or downloading or viewing pornographic or other unsuitable material, publishing anything that may breach the equality act e.g. anything considered sexist, racist, ageist, homophobic or anti-faith, conducting bullying, harassment and victimisation via social networking channels, e.g. posting photographs or offensive or threatening comments about colleagues – Further information can be found in the bullying and harassment policy.
  - unauthorised use of software e.g. uploading software in violation of copyright or downloading any software or electronic files.
  - unauthorised access or allowing others unauthorised access.
  - abuse of the facility to use computers for private purposes.
  - sending emails that could be reasonably construed by the recipient as offensive.
  - inappropriate use or excessive use of texts, mobile telephones.

- Acts of violence or vandalism in the course of employment directed towards members of the public, contractors, partner organisations, pupils, parents/carers or employees.

  Examples include: -
  - malicious damage to property belonging to others.
  - actual physical violence to or assault of others.
  - physically or verbally abusive or threatening behaviour towards others.

- Sexual misconduct at work, or sexual relationships with people for whom the federation has a responsibility of care, by those who have contact with them, in the course of work.

  Examples include: -
  - Federation employees having sex on school premises.

- Unlawful discrimination or acts of victimisation or harassment on grounds of race, gender, disability, sexual orientation, age, religion or any other grounds. When investigating a racist incident, the Governing Board will take as its starting point the Home Secretary's recommendation in the MacPherson report (1999) for such an investigation; detailed as follows: *"A racist incident is any incident which is perceived to be racist by the victim or any other person."*

- Acts contravening data protection laws e.g. revealing any information that is confidential to the Federation or any third party or disclosing personal data or information about any individual, colleague or pupil, which could be in breach of the data protection laws or for a purpose not originally intended or communicated or without permission of the individual (or parent/carer of the individual) to whom it relates, where consent is the legal basis for processing. Disclosure of personal details by a colleague who has information committed to memory (e.g. names of family members, phone number, car registration) may fall outside Data Protection law but not be common knowledge. Detriment may occur if such information were to fall into the wrong hands and determination as to whether the act constitutes gross or general misconduct may hinge on the impact or potential impact on the data subject. Both data processors and data controllers can be held accountable.

  All employees are expected to report suspected data breaches using the breach reporting procedures.

- Abuse of office – Senior employees may have specific contractual obligations to comply with fiduciary duties. Where this is the case, failure to follow these obligations may constitute gross misconduct.

- Off-duty misconduct

  This is behaviour, which in context of the nature of the employment fundamentally undermines the Governing Board's confidence or trust in the employee or where there is a real risk of the Federation being brought into disrepute. This does not relate solely to the reputation of the Federation but also to the suitability of the employee continuing in their job if the misconduct relates directly to employment.

  Examples include: -
  - any conviction involving drugs or sex
  - a conviction for theft where the employee's job involves handling cash or valuable goods, entering pupils' homes or access to sensitive information.
  - any conviction for violent behaviour, for example affray, harassment, assault or criminal damage.
  - inappropriate use of personal web pages and blogs, for example making defamatory remarks about the Federation, colleagues, pupils, governors or parents, misrepresenting the Federation, by posting false or inaccurate statements about the work of the Federation, including any information, sourced from the Federation, which breaches copyright, publishing any material or comment that

could undermine public confidence in them as employees of the Federation and/or in position of trust within the community,
- Acts contravening data protection laws: see para above 'off-duty misconduct' for further detail.

All employees are expected to notify their Executive Headteacher/Headteacher (or Chair of Governors where the employee is the Headteacher) of any convictions incurred whilst employed, whether the offence occurred on or off duty.

**General misconduct**

Although this would be regarded as serious, it would not be seen as a major breach in employment relationship, and, for a first offence, a warning would normally be sufficient. Some more serious acts of misconduct might justify the issuing of a final warning in the first instance. The main purpose of any action taken by the Governing Board would be to ensure the employee modifies their future behaviour. Dismissal would normally only be appropriate where further substantial misconduct occurs beyond a final warning.

Examples include: -

- Less significant breaches of the '*Guidance for safer working practice for those working with children and young people in education settings'*. Read the guidance document.

Examples include:-

- Physical contact, which is, non-sexual, non-violent but unnecessary and beyond insignificant.
- Dress and appearance, such as, presenting for work dressed in an inappropriate manner.

- Absenteeism and lateness: -
  - failure to remain at the place of work during school sessions or working hours without sufficient cause for absence (e.g. attendance at official meetings off-site would be justified whilst going to the shops during working hours for a non-work related reason may be deemed misconduct).
  - failure to comply with sickness reporting and absence regulations.
  - failure to attend punctually at school or other place of work.

- Dishonesty: -
  Examples include:-
  - abuse of the facility to make private telephone calls.
  - sending personal mail at the Federation's expense.
  - failure to report loss or damage to any property connected with the employment.
  - failure to declare any financial, personal or social interests that could conflict with the Federation's interests. This includes improper use of position to gain an advantage or to disadvantage the Federation or any other individual or organisation.
  - failure to report driving offences where such offences may impact on the employment, particularly where driving is a requirement of the job.
  - failure to report a potential conflict of interest, e.g. where there is cohabitation and/or an intimate personal relationship between a manager and an employee who sits under them in the structure, or cohabitation and/or an intimate personal relationship between an employee and anyone with caring responsibilities for a

pupil at the school which could result in accusations of nepotism or favouritism being levelled.

- Off-duty misconduct
  Examples include:-
  - less significant off-duty misconduct, i.e. that which impacts on the employment relationship but does not fundamentally undermine it, for example, inappropriate use of social networking websites that directly affects the employment relationships.
  - establishing or seeking to establish social contact with pupils for the purpose of establishing a friendship, relationship or strengthening a relationship through social media or any other means of communication.
  - acting in an inappropriate manner towards children to such an extent that it could affect an employee's suitability to work with children, for example, physical violence against children.

- Misconduct which raises safeguarding concerns
  This includes allegations of abuse that may relate to a person who works/volunteers with children who has: -
  - behaved in a way that has harmed a child, or may have harmed a child and/or;
  - possibly committed a criminal offence against or related to a child and/or;
  - behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
  - behaved or may have behaved in a way that indicates they may not be suitable to work with children.

  Where allegations of abuse are made or safeguarding concerns are raised, which meet the harm threshold, the Norfolk Local Safeguarding Board 'Allegations against persons who work with children' procedure (Section 8.3 of the NSCB policies and procedures manual on the NSCB website) should be followed.

  Safeguarding concerns that do not meet this threshold are considered 'low-level' concerns. The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the thresholds as stated above. In Norfolk the 'low level' concern process is to consult with the Local Authority Education Duty Desk on 01603 307797.

  Further information regarding the steps that should be taken in relation to low-level concerns can be found in the *Allegations made against school staff guidance G319a.*

- Other misconduct:-
  Examples include:-
  - failure to wear protective clothing, use protective equipment or adopt safe working practices where required by law or Governing Board and where this impacts on the employee only (as any failure that impacts on others would be considered as negligence or gross negligence).
  - negligent use of Federation property in such a way as is likely to cause serious damage or loss.
  - unauthorised use of protective clothing, uniform, or other comparable items of the Federation's property while off duty.

- employees must not gain personally from business transactions e.g. using a supermarket rewards card to receive points while using a school fuel card.
- failure to comply with the Federation's policy, procedure and guidance e.g. 'no smoking', 'use of resources e.g. telephones (including mobile), printers, Internet (including Facebook), e-mails, iPads, etc.
- failure to carry out, without good reason, the obligations which the law or the contract of employment place on the employee.
- failure to comply with security guidelines e.g. computers, laptops, memory sticks.
- insubordination and/or failure to carry out a reasonable, lawful, and safe instruction or the normal duties of the post where the impact of the failure is relatively minor.
- negligence – general neglect of duty falling short of gross negligence.
- allowing prejudice or bias to influence decision-making.
- promoting personal political or religious views whilst teaching.

- Inappropriate behaviour towards other people, whether members of the public, pupils, partner organisations, other employees or members of the Governing Board.

  Examples include:-
  - adopting persistently uncooperative or unhelpful attitudes, rudeness, abusive behaviour or offensive language and behaviour involving elements of discrimination, harassment or victimisation.

  In certain circumstances this may constitute gross misconduct.

- Undertaking additional employment, which would be detrimental to the interests of the Federation and/or would conflict with the employee's own position, for example the Working Time regulations.

**These guidelines do not try to cover every situation.** They are an attempt to give an indication of the standards of behaviour or conduct that the Governing Board expects of employees. Offences of similar seriousness would receive the same treatment.

The Disciplinary procedure should be referred to when dealing with any allegations of misconduct to ensure the process is handled in a way that is fair and consistent.

It is important to note that circumstances in which employees are protected against disciplinary action include circumstances where employees raise concerns about work that they reasonably believe is in in the public interest, whether this be informally or through the Whistleblowing procedure – *see Whistleblowing policy P658*