

Staff Code of Conduct

General Behaviour	Material Acts
<ul style="list-style-type: none"> • All staff should meet the 'Basic Expectations' outlined in the Staff Handbook and in addition to which provide a good role-model to pupils • Staff will not consume or be under the influence of illegal drugs or alcohol or smoke while on duty or on school premises. • Uniform must be worn if provided, otherwise staff are expected to take a safe and sensible approach to dress and appearance, cleanliness and personal hygiene. • High standards and a positive approach to behaviour management will be expected and promoted at all times throughout every aspect of the school day 	<ul style="list-style-type: none"> • HSIS provides all staff with a Laptop, Uniform and any other essential items to carry out their job role, it is expected that these items will receive the same level of care as your own property. • Use of Mobile Phones is permitted provided that this doesn't interfere with the fulfilment of your daily role and tasks. • School vehicles may be used by staff outside of work with permission from the Proprietor, staff will be responsible for fuel. • Staff are permitted to accept gifts and hospitality of a minor nature such as appreciation or promotional items from suppliers that are routinely given to a wide range of people.
Safeguarding	Other Conduct
<ul style="list-style-type: none"> • Staff must comply with statutory guidance on safeguarding and as such staff should be familiar with HSIS policies and procedures and aware of the DSL and DDSL identities. • Personal information should remain confidential. It should only be shared with the permission of the individual concerned, or unless the disclosure of confidential personal information is necessary to protect a child. • Staff must be aware of and understand their responsibilities with regard to the HSIS Whistleblowing Policy. • For E-Safety must exercise caution when using information technology and be aware of the risks to themselves and others. • Staff should not disclose any information about students, staff colleagues or Governors to members of the public • All personal data must be kept secure, the safest long-term storage of data is HSIS SharePoint and/or The Hub. 	<ul style="list-style-type: none"> • Staff in close personal relationships must behave in an appropriate and professional manner at work and must not allow that relationship to influence his/her conduct while at work. • Staff must not engage in conduct outside work that could seriously damage the reputation and standing of HSIS or the wider school community. • Staff must exercise caution when using social media and be aware of the risks to themselves and others. • Staff may undertake work outside HSIS, either paid or voluntary, after consultation with the Proprietor. • During work related social events staff should consume alcohol responsibly, irrespective of whether the school provides or pays for the drinks. • Furthermore, staff should ensure their behaviour at work-related social events does not bring HSIS into disrepute.
<p>Breach of Code of Conduct - All staff need to recognise that failure to adhere to this 'Code of Conduct' may result in disciplinary action, up to and including dismissal, in accordance with the HSIS disciplinary procedures.</p>	