



Code of Conduct - Staff

CHARITY POLICY & PROCEDURE

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Aims

The purpose of the staff Code of Conduct is to provide a clear framework within which staff, of Talbot House Children's Charity Limited ("the Charity"), are expected to conduct themselves. The Charity strives to maintain a work environment for its staff and an ethos in which honesty, integrity and respect for others is constantly reflected in personal behaviour and standards of conduct.

Staff (employees), trustees, governors, volunteers, workers, agency staff and contractors are expected to have regard for the impact of their personal behaviour towards the Charity's pupils, colleagues, reputation as well as the wider environment and community. In addition, everyone must act in accordance with all Charity policies and procedures to include the latest update of Keeping Children Safe in Education (KCSiE), Working Together to Safeguarding Children and Teaching Standards.

This Code of Conduct is not intended to be exhaustive; it does not form part of any contract of employment, and it may be amended at any time. The Charity may vary this Code of Conduct, as appropriate, at any time.

1. General Behaviour and Standards

1.1 Equality, Diversity and Inclusion

- One of the Charity's core values is the promotion of inclusivity and valuing diversity. The Charity seeks to ensure that the work environment for its staff is supportive, and one where individual respect is shown to all. All staff, regardless of their age, (dis)ability, gender reassignment, marriage and civil partnership status, race, religion or belief, sex or sexual orientation, socio-economic status or any other factor will be supported and encouraged to perform to their potential, please refer to our **Equal Opportunities (Staff) Policy**.

1.2 Harassment and bullying

- Everyone in the Charity has a part to play by ensuring their own behaviour, whether intentional or unintentional, does not constitute harassment. The Charity will take action against inappropriate behaviour that shows a lack of respect for others, or which leads people to feel threatened, please refer to our **Anti-harassment and Bullying Policy**

1.3 Health and Safety

- The Charity places a high priority on providing a safe working 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 staff, pupils and visitors. Our aim is excellence in health and safety, by means of continuous improvement of standards, and the use of risk assessments to minimise the causes of accidents / incidents and ill-health. This, together with more specific aims and objectives, reflects the Charity's commitment to promote staff wellbeing, please refer to our **Health and Safety Policy**.

1.4 Relationships with other staff, pupils, or others connected to the Charity

- Staff who are relatives, or who have a close personal relationship, should not have a supervisory, assessing or authorising relationship with each other, unless at the discretion of the Chief Executive Officer (CEO).
- Staff must inform their Line Manager if they have a close personal relationship with another member of staff, trustee or pupil.

1.6 Misuse of drugs and alcohol

- It is a disciplinary offence to be on Charity premises and / or carrying out off-site duties when under the influence of alcohol or non-medically prescribed drugs, please refer to our **Alcohol, Drugs & Tobacco Drugs Policy**.

1.7 Gambling

- Gambling activities must not be conducted on Charity premises, discretion may be used in relation to small raffles for charitable purposes, national lottery syndicates, occasional sweepstakes etc., if agreed by the CEO or Head Teacher.

1.8 Conduct outside work

- The Charity does not wish to dictate how staff conduct themselves in their personal lives outside work. However, unlawful, anti-social or other conduct by staff that may potentially damage the Charity's reputation or position will be dealt with through the Charity's **Disciplinary Policy**. This includes inappropriate content on social media platforms.

1.9 Social Media

- Social media platforms must not be open and should be locked down to the most private settings, regardless of the name used on any platform. This is so that pupils (past or present), their friends or their family cannot view your social media content.
- 'Friend requests' or other forms of social media 'connections' must not be accepted from, and must never be sent to, any pupil (past or present) during any period of employment with the Charity.
- Political views, or views on any potentially sensitive matters, must not be expressed, shared or publicised on social media platforms.
- Random social media checks may be conducted prior to and throughout employment.
- Any posts deemed to be offensive may be dealt with under the Charity's **Disciplinary Policy**.

1.10 Expectations of dress code, tattoos, piercings, jewellery, nails

- The Charity does not have a set uniform for staff, a person's dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However, staff should select a manner of dress and appearance appropriate to their professional role, which may be different to that adopted in their personal life. Staff should ensure they are dressed safely and appropriately for the tasks they undertake. Those who dress, or appear, in a manner which could be viewed as offensive or inappropriate may render themselves vulnerable to criticism or allegation, therefore staff are asked not to dress provocatively or dress in a manner that may cause offence to those with whom they have contact. We wish to portray a professional image at all times.
- This means that staff should wear clothing which:
 - promotes a positive and professional image;
 - is appropriate to their role;
 - is not likely to be viewed as offensive, revealing, or sexually provocative;
 - does not distract, cause embarrassment or give rise to misunderstanding;
 - is absent of any political or otherwise contentious slogans;
 - is not considered to be discriminatory; and / or
 - is compliant with professional standards.

Further details of dress code for School and Central (Non-school) Staff can be found in Appendix 1.

2. GDPR and Communication

2.1 Access to confidential information

- All staff must adhere to the Charity's confidentiality rules and **Data Protection Policy** at all times.
- The Charity holds and processes information about staff in line with legislation. When handling such information all staff or others who process or use any personal information, must comply with the Data Protection principles that are set out in the GDPR Data Protection Act 2018. See our **Data Protection Policy** for further information.

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2.2 Private telephone calls

- Staff may use the Charity's telephone facilities to make occasional private calls for essential or emergency matters only, this must be pre-approved by the CEO or Head Teacher.
- Unless authorised by the CEO or Head Teacher, mobiles phones are not permitted to be used or to be on your person during working hours.

3. Breaches of this Code of Conduct

This Code of Conduct has been drawn up to provide a source of guidance to Charity staff. All staff must comply with both the provisions of this Code of Conduct and the Charity's policies and procedures. Breaches of any of the Charity's policies and procedures will be taken seriously and may result in disciplinary action.

4. Review

This Code of Conduct is non-contractual, can be amended at any time by the Charity, and is subject for review in line with changes to legislation, however, this policy may be subject for review prior to the date shown if deemed necessary. The HR Department will be responsible for reviewing this policy.

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Appendix 1 - Dress code requirements for School Staff.

We are role models for our pupils and work in a professional environment and expect staff to dress in a smart / casual manner. It is difficult to outline exact clothing that is deemed appropriate or inappropriate and we are aware that our roles need clothing that is also comfortable and suited to the duties of that day.

To help outline this we have listed items of clothing below that are suitable and those that are not suitable. Suitability of clothing for school staff is at the discretion of the Head Teacher. We are happy to discuss further should anyone need further clarification:

| Items | Suitable / Can wear | Unsuitable / Can't wear |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Trousers | <ul style="list-style-type: none"> • Trouser material • Tailored trousers • Jeggings (black or colour can be worn, however, denim / denim look Jeggings are not permitted) • Mid-calf or longer in length | <ul style="list-style-type: none"> • Denim (inc. denim look) of any description • Leather (inc. leather look) • Leggings of any style or length • Overly long trousers (as they may cause a trip hazard) |
| Fitness trousers | <ul style="list-style-type: none"> • On PE days only, plain fitness trousers / pants may be worn • On sports days only, joggers and tracksuits may be worn | <ul style="list-style-type: none"> • Leggings of any style or length, inc. Lycra, cotton, see-through material • Joggers / Tracksuits (unless sports day) • Branded items • Team sports items • Items with offensive / slogans |
| Shorts | <ul style="list-style-type: none"> • Trouser material • Tailored shorts • Cargo style • Knee length or longer | <ul style="list-style-type: none"> • Denim shorts • Short-shorts • See-through shorts • Lycra, cotton or see through cycle shorts of any style or length • Branded items • Team sports items • Items with offensive / slogans |
| Skirts and dresses | <ul style="list-style-type: none"> • Knee length or longer | <ul style="list-style-type: none"> • Denim skirts • Short-skirts • Above the knee skirts • Skirts with splits above the knee • Branded items • Team sports items • Items with offensive / slogans |
| Tops, tops with ties and ties | <ul style="list-style-type: none"> • Long or short sleeve • Collar or no collar • Ties / tops with ties or pulls can be worn at your own risk (can it be pulled or caught) | <ul style="list-style-type: none"> • Denim of any description • See-through • Cropped • Cold shoulder • Shoestring • Revealing tops • Hoodies • Branded items • Team sports items • Items with offensive / slogans |

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| Items | Suitable / Can wear | Unsuitable / Can't wear |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Jackets, coats and hats | <ul style="list-style-type: none"> • Suit jackets • Cardigans • Outdoor clothing should be removed and hung away prior to your start time, but can be worn for outdoor activities (car park duty, outdoor play etc.) | <ul style="list-style-type: none"> • Outdoor clothing must be removed during working hours, when indoors • Denim or leather jackets should not be worn • Hats must not be worn indoors • Branded items • Team sports items • Items with offensive / slogans |
| Shoes / Footwear | <ul style="list-style-type: none"> • Most styles can be worn • Must be suitable for the activities of the day • Shoes must have a secure strap around the heel • You can always change your shoes throughout the day if required | <ul style="list-style-type: none"> • Over knee boots • Large platform soles • Shoes with no back • Shoes with no straps • Slip on shoes • Flip-flops • Sliders • Crocs (or similar) |
| Tattoos | <ul style="list-style-type: none"> • As much as is reasonably practicable, any visible tattoos should be covered for the duration of the working day (we understand that during warmer months, covering up tattoos is not as easy, however, please cover them as much as you can during the working day) | <ul style="list-style-type: none"> • Facial tattoos • Neck tattoos • Offensive tattoos |
| Earrings and piercings | <ul style="list-style-type: none"> • Sensible earrings can be worn at your own risk | <ul style="list-style-type: none"> • Large hoop style earrings • Long drop style earrings • Stretch earrings or piercings • Facial piercings • Visible piercings • All visible piercings must be removed for the duration of the working day |
| Jewellery | <ul style="list-style-type: none"> • Jewellery items can be worn at your own risk • Consider if it is appropriate to wear items that could be lost or damaged, especially if sentimental | <ul style="list-style-type: none"> • Large hoop earrings • Long drop earrings • Any item that could cause harm to others |
| Nails | <ul style="list-style-type: none"> • Should be kept short to mid-length • False nails can be worn at own risk • You may get nails done for a special occasion; however, you may need to reduce the length before returning to work | <ul style="list-style-type: none"> • Excessively long nails • Nails with offensive designs • Pointed nails |

When unsure please speak to the Head / Deputy Head Teacher, they will have final discretion.

The above table is not applicable for training days, we just ask that you are dressed appropriately for the activities of the day.

Denim and leggings can be worn during training days or school holidays, subtle branding is acceptable when no pupils are in attendance.

Appendix 2 - Dress code requirements for other Staff

Office Staff

- Smart-casual attire should be worn by all office staff.
- Office staff must be dressed appropriately to suit their commitments for that day. Appendix 1 gives a further outline of the type of clothing that is and is not acceptable. However, more casual attire can be worn for dress down days and school holiday periods.

Maintenance Staff

- Maintenance Staff must wear PPE items provided, and should wear clothing suitable for the work and duties they are undertaking each day. Additional PPE items must be worn in line with risk assessments for operating tools, machinery and as appropriate.

Kitchen Staff

- Kitchen Staff must wear PPE items provided. Hair must be tied back at all times. Hats must be worn when serving. Additional PPE items must be worn in line with risk assessments for operating tools, kitchen equipment / machinery and as appropriate.

Domestic Staff

- Domestic Staff must wear PPE items provided. However, more casual attire can be worn for dress down days and school holiday periods.

If you are unsure, we are happy to clarify, please speak to the CEO, Head or Deputy Head Teachers.

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Talbot House Children's Charity Do's and Don'ts

Everyone at Talbot House Children's Charity has the right to live, work and learn in a happy, healthy environment where you feel **cared for, respected** and **supported**.

We all sign up to the **Talbot House Rules**, as our code of conduct, which means we treat one another how we would like to be treated ourselves, free from harassment and bullying.

| Do's: | Don'ts: |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Treat each other with courtesy and kindness • Listen to what others have to say • Encourage each other to share their views and ideas • Treat everyone fairly • Treat everyone as equals, no matter what their age, (dis)ability, gender reassignment, marriage and civil partnership status, race, religion or belief, sex or sexual orientation • Praise, include and encourage each other • Value everyone's contribution to the team • Follow the dress code | <ul style="list-style-type: none"> • Insult each other, swear or call names • Nit-pick, belittle or patronise each other • Gossip or spread rumours • Undermine each other or set people up to fail |

Failure to adhere to this code of conduct could lead to disciplinary action.

I (name) agree to follow the **Talbot House Children's Charity Code of Conduct and Do's and Don'ts**.

Signed..... Date.....