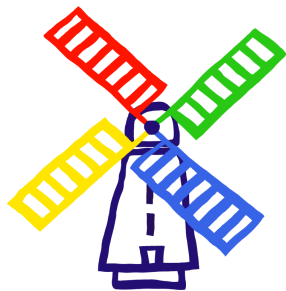


Buckinghamshire Council Code of Conduct for Schools

Unity
Trust
Courage
Curiosity
Respect
Kindness

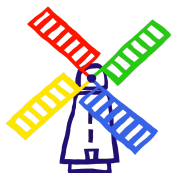


A community for learning. Raising expectations. Fulfilling high standards.

Policy Revised: **21st February 2024**

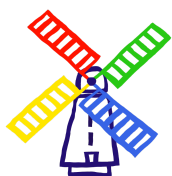
Policy Review Date: **February 2026**

Headteacher: **Mrs Gemma Hillier**



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Widmer End Community Combined School & Pre-School

Code of Conduct for Schools

1. Introduction

- This Code of Conduct draws together existing School policies and procedures.
- The School aims to ensure the highest standards of conduct and will assist employees in performing their duties to the best of their ability.
- The Code of Conduct should be read in conjunction with Guidance for Safer Working Practice for those working with Children and Young People in Education Settings (Appendix 1).

2. Scope

This guidance applies to:

- Employees in Schools employed under the terms of Bucks Pay Employment Conditions.
- All temporary, casual and agency workers including supply teachers.

Teachers are expected to conduct themselves in a way consistent with both the Code of Conduct and Practice for Registered Teachers and, where applicable, this guidance.

Governors are expected to conduct themselves in a way consistent with the provisions of their own Code of Conduct and, where applicable, this guidance.

3. Roles and Responsibilities

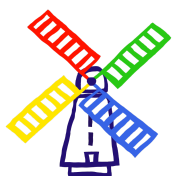
Teachers/Headteachers/Line Managers and employees have a responsibility under this Code of Conduct.

Teachers/Headteachers/Line Managers will:

- Apply the policies and procedures detailed in this document in addition to the provisions of any Code of Conduct operational within the individual School.
- Ensure all new employees are made aware of this Code of Conduct on commencing employment at the School.
- Deal promptly, thoroughly and fairly with any matter arising from a breach of this guidance.

Employees will:

- Act in accordance with the Principles set out in this document in addition to the provisions of any Code of Conduct operational within the individual School.
- Never use their position for personal gain.
- Through procedures outlined in the relevant School's policies, bring to the attention of the appropriate level of management any deficiency in the provision of service or breach of this guidance.



Widmer End Community Combined School & Pre-School

Code of Conduct for Schools

- Maintain conduct of the highest standard such that confidence in their integrity is sustained.

Employees in roles that have their own professional code of conduct must appropriately apply the standards of their profession in line with this guidance.

In relation to employees in Community and Voluntary Controlled Schools with delegated budgets, the obligations of the employer reside with the Governing Body as agent of the County Council.

In relation to employees in Foundation and Voluntary Aided Schools with delegated budgets, the obligations of the employer reside with the Governing Body.

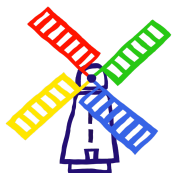
4. Principles

This Code of Conduct is founded on the following principles:

- To ensure the highest standards of conduct and integrity from all employees of the Council/ Governing Body.
- To support the Council/Governing Body's visions and values, policies and procedures.
- To set out clear objectives and expectations for all employees and Teachers/Headteachers/Line Managers.
- To ensure all employees and Teachers/Headteachers/Line Managers treat colleagues and those they interact with during the course of their work with dignity and respect.
- Not to discriminate against any individual in the application of this guidance on the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, maternity and pregnancy, race, caste, religion or belief, sex or sexual orientation, other grounds protected by law (e.g. part-time worker status, trade union membership or HIV positive status).

5. Safeguarding

- The Council/Governing Body has a duty to safeguard and promote the well-being of children, young people and vulnerable adults. This includes the need to ensure that all adults who work with or on behalf of children, young people and vulnerable adults are competent, confident and safe to do so.
- All employees who come into contact with children, young people and vulnerable adults in their work have a duty of care to safeguard and promote their welfare.
- It is essential that all employees are aware of and refer to the Guidance for Safer Working Practice for Adults for those working with Children and Young People in Education Settings. (See Appendix 1)



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6. Disclosure of Information and Confidentiality

- Employees may, in the course of their employment, become aware of personal or other confidential information, some of which may fall within the scope of Data Protection legislation. The Council/ Governing Body requires that the confidentiality of this information be respected. (See the Toolkit for further information).
- Employees must not use information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way unless it is necessary and within the law to do so i.e. where a police investigation is necessary.
- Any meeting recorded without the consent of all those present (covert recordings) will be treated as a conduct matter. If employees have any misgivings about either the process or the managers leading it, they should tell us openly so that we can address your concerns
- Information concerning an employee's private affairs will not be supplied to any person outside of the School unless the consent of the employee is obtained first. This includes inappropriate use of social networking websites such as Facebook.

7. Commercial Practices including Gifts and Hospitality

The principal aim of the Code of Conduct on Commercial Practices is to ensure that the School's business is conducted in accordance with the very highest standards.

Employees should never use their position for personal gain and should seek to uphold and enhance the reputation of the School by:

- a) maintaining a high standard of integrity in all professional relationships;
- b) fostering the highest possible standards of professional competence amongst those for whom they are responsible;
- c) complying both with the letter and the spirit of:
 - i. the law;
 - ii the Governing Body Standing Orders;
 - iii any additional guidance supplied by the Council/Governing Body;
 - iv the Conditions of Service of Employees of the Council/Governing Body.
- d) rejecting any business practice which might reasonably be deemed improper.

The guidelines in Appendix 2 of this document express the obligations of employees which exist in legislation or are expressed or implied conditions of appointment.



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8. Prevention of Fraud & Corruption

- The Council/Governing Body is committed to ensuring the highest standards of propriety in the delivery of its services and management of its resources and assets.
- All employees are expected to act with integrity at all times and to comply with legal requirements, rules, procedures and good practice.

Further guidance can be obtained in the School's Anti-Fraud and Corruption Framework.

9. Raising Concerns in the Workplace – Grievances and Whistleblowing

- The Council/Governing Body believes that an employee should report any significant concern they may have about any aspect of service provision, or the conduct of employees, Governors, or others acting on behalf of the School without fear of victimisation.
- In the first instance, employee concerns should be raised via the Schools internal complaints procedure. (See Toolkit for further information).
- Where concerns have not been addressed satisfactorily through the internal complaints procedure, employees can report unresolved issues under the School's Whistleblowing Policy and Procedure.
- If an employee has a concern regarding their own employment they should raise this under the School's Grievance Policy and Procedures.

10. Dignity and Equality at Work

- The Council/Governing Body wishes to create an environment where all employees are treated with dignity and respect.
- The Council/Governing Body is committed to achieving equality of choice as an employer of people, provider of services, educator and community leader.
- All employees are expected to adopt the School's vision of equality of opportunity.
- The School's Anti-Harassment & Anti-Bullying Policy and Procedures must be adhered to.

11. Close Personal Relationships at Work

- The Council/Governing Body will not interfere unduly in the private lives of employees but with the public interest in mind will take legitimate action when close personal relationships at work have an actual or potential impact on School services.



- The Council/Governing Body will regard as wholly unacceptable any close personal relationship between an employee and a child or young person who is under the age of 18 (19 if still at school), whom they meet as a result of their employment.
- Issues involving close personal relationships at work will be approached sensitively and managed promptly, effectively, fairly and lawfully.

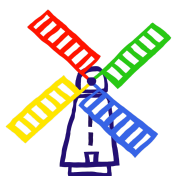
Further guidance can be found in the Close Personal Relationships at Work documentation in Appendix 3.

12. New Appointments

- Employees involved in appointing new staff must ensure that appointments are made on the basis of merit alone. There is a strong risk of illegality if an employee makes an appointment based on anything other than the ability of the applicant to undertake the duties of the post. To avoid accusations of bias, employees must not be involved in appointments where they are related to an applicant or otherwise have a close personal relationship with them or have knowledge of them in another context e.g. business associates.
- Similarly, employees should not be involved in decisions relating to discipline, promotion, recruitment or pay and conditions for any other employee who is a relative, partner, close friend etc.
- All applicants will be asked to declare any relationship to the Chair of Governors or the Service Director Education. Failure to do so could result in the withdrawal of the offer of appointment, or dismissal if already appointed.
- For further guidance, Teachers/Headteachers and Line Managers should refer to the document titled Recruitment, Selection and Appointment of Employees in Schools. This is available on Schoolsweb.

13. Work for Other Organisations

- Applicants for employment with the Council/Governing Body will be asked to disclose to the Headteacher/Chair of Governors, any employment or work in any capacity they may have with other organisations. Failure to do so could result in the withdrawal of the offer of appointment, or dismissal if already appointed.
- All employees must notify their Headteacher/Chair of Governors if they are undertaking work for another organisation. This includes work in any capacity e.g. contract of employment, consultancy or contract for services.
- Employees should refer to the Government Working Time Regulations that came into effect in 1998, when considering additional appointments or employment. (See Toolkit for further guidance).
- For a period of 6 months after the termination of employment, former The Buckinghamshire Council employees shall not solicit custom, directly or indirectly, from any customer/client of The



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Buckinghamshire Council with whom they have had contact, and to whom they have provided services, during the 12 months prior to the termination of your employment. For the purposes of this clause, such a customer/client is defined as any individual(s), group, or organisation with which you have had contact or correspondence in the course of your employment with The Buckinghamshire Council.

14. Communication, Computer Usage and the Internet

- Use of the School's equipment, systems and network is provided as part of an individual's work role.
- Employees should be familiar with the relevant School policies surrounding computer usage, internet access and electronic communications.
- Misuse of the equipment, systems and network may be grounds for disciplinary action under the School's Conduct & Discipline Policy & Procedure, which, if found to constitute gross misconduct, could render an individual liable to dismissal.
- Use of technology to contact students can suggest an informality which is inappropriate. Great care should be exercised over the use of communications technology such as mobile phones, text messaging, emails, digital cameras, videos, web cams, websites and blogs unless contact via these routes is required and for which permission has been given by a senior manager e.g. field trips and expeditions. (See Toolkit for further guidance).

15. Social Media Use

Social media is a type of interactive online media that allows parties to communicate instantly with each other or to share data in a public forum. This includes online social forums such as Twitter, Facebook and LinkedIn. Social media also covers blogs and video-and image-sharing websites such as YouTube.

Employees must follow the School's policy on the use of social media which is available as part of the Schools IT policies.

16. Alcohol and Drugs Misuse

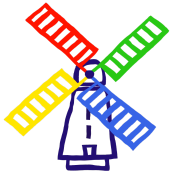
- The School is committed to ensuring a safe, healthy and productive working environment and to minimising problems arising from the misuse of drugs and alcohol at work.
- Those representing the School are personally liable for their conduct, specifically in relation to consumption of drugs and alcohol. They must avoid the use of illegal substances or any substance which may affect their work or which might place them at risk of accidents, loss of efficiency or effectiveness.



- Anyone working on behalf of the School must not possess, consume, sell or give away illegal drugs especially whilst on duty or undertaking work on behalf of the School.
- Inappropriate behaviour as a result of substance misuse will be dealt with under the relevant policy e.g. Conduct and Discipline, Capability.

17. Breach of the Code of Conduct

- Failure to comply with this guidance and associated School policies may result in disciplinary action being taken.
- The Council/Governing Body reserves the right to take legal action against employees where breaches of the guidance warrant such action.



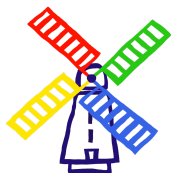
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Appendix 1: Guidance for safer working practice for those working with children and young people in education settings

See the link below for the appendix:

<https://www.saferrecruitmentconsortium.org/GSWP%20Sept%202019.pdf>



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Appendix 2: Process surrounding Commercial Practices – Gifts, Hospitality, Private Transactions and Transactions between the Employee and the Council

1. Commercial Practices - Gifts

1.1 The Prevention of Corruption Acts 1889 - 1916 automatically assumes that gifts or considerations are corrupt and where public sector contracts are concerned it is for the individual to prove otherwise.

1.2 It is good practice for individuals and managers to keep a simple record of any instances which might later be open to misinterpretation, e.g. the return of an unsolicited gift or offers of excessive hospitality etc.

1.3 It should be noted that offers of inducements of gifts include promotions such as:

- a) competitions where entries are based on the School purchasing items or services as a qualification;
- b) other free gifts associated with the placing of orders;
- c) gifts based on attendance at exhibitions or seminars on behalf of the School.

For example, free gifts based on the collection of coupons or vouchers from the packaging of items purchased with Council/School funds would not be acceptable unless the gifts were clearly applicable to the establishment or the Council/School and not the individual.

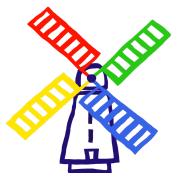
1.4 Although casual gifts offered by contractors or others, for example at Christmas time, may not be in any way connected with the performance of duties so as to constitute any offence under the Prevention of Corruption Acts, such offers should be politely but firmly declined and the Headteacher/Chair of Governors informed.

1.5 The only gifts which may be accepted are calendars, diaries and other simple items of equipment of modest value, and then only if they bear the company's name or insignia.

1.6 In any case of doubt, the Headteacher/Chair of Governors should be informed. In the case of Headteachers/Chair of Governors, the Divisional Manager School Improvement should be notified.

2. Commercial Practices - Hospitality

2.1 The utmost discretion should be exercised in accepting offers of hospitality from contractors, potential contractors or their representatives, or from other organisations or individuals involved in commerce.



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2.2 Generally speaking all hospitality, including reciprocal hospitality, should be such as would be seen to be reasonable and appropriate. Those in contact with contractors and third party suppliers should not accept hospitality which might later lay them open to allegations of a lack of independence and impartiality.

2.3 In all cases of doubt advice should be sought from the Headteacher/Chair of Governors. Where a Headteacher/Chair of Governors is personally involved, he or she should inform the Divisional Manager School Improvement.

2.4 Headteachers/Chair of Governors should maintain a record of all gifts or hospitality offered to or received by them and their staff. Headteachers/Chair of Governors should register such instances with the Council's Monitoring Officer, the Head of Legal & Democratic Services.

3. Commercial Practices - Private Transactions and Transactions between the Employee and the Council/School

3.1 Those having official dealings with contractors and other suppliers of goods or services should avoid transacting any kind of private business with them by any means other than normal commercial channels.

3.2 No favour or preference as regards price or otherwise which is not generally available should be sought or accepted. For example, Cash and Carry Cards obtained for use by the School must not be used for private purchases.

3.3 The purchase of goods or services for private purposes through Council/School funds or using official order forms, School headed paper or any other formal Council/School documentation is not acceptable.

3.4 Sales and purchases of goods and services between employees and the Council/School should, as a matter of principle, be avoided.

3.5 If there are special reasons for such a transaction to take place, then the prior approval of the Headteacher/Chair of Governors should be obtained and the Authority's Standing Orders as to Contracts should be adhered to strictly. *(insert link)*

3.6 In all such cases the Headteacher/Chair of Governors will ensure that the terms of any arrangement are established in open competition and represent the best terms available for the School.



- 3.7 If it comes to the knowledge of any employee that a contract in which they have any personal or prejudicial interest, whether direct or indirect, has been or is proposed to be entered into by the Council/School, they should, as soon as practicable, give notice in writing to the Headteacher/Chair of Governors. Where a Headteacher/Chair of Governors is involved, he or she should inform the Divisional Manager School Improvement.
- 3.8 Employees should declare to their Headteacher/Chair of Governors a potential conflict of interest if they or their spouse are employed by or have a financial interest (such as directorships or significant share holding) in an organisation having or potentially having a contract with the Council/School.
- 3.9 Where a decision is to be made concerning a purchase or sale of goods and/or services involving an employee, it must be seen to be the case that no favour or advantage accrues to the employee. The individual concerned must take no part in the discussion or decision on the issue.
- 3.10 In certain circumstances employees may be asked to sign a declaration not to disclose information obtained as a result of their employment prior to terminating their employment with the Council/School. This might apply, for example, to an employee previously negotiating a contract with a company they subsequently join.
- 3.11 If an employee is uncertain about a particular circumstance they should seek further advice from their Headteacher/Chair of Governors or Business Manager where appropriate.
- 3.12 A breach of the provisions of the Prevention of Corruption Acts 1889-1916 renders those involved liable to disciplinary action where appropriate and/or possible prosecution and dismissal. A breach of this Code by an employee may also result in disciplinary action being taken including the possibility of dismissal. The Divisional Manager School Improvement must be informed of any suspected breach.



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Appendix 3

The Aim

Is to build an organisation that is committed to maintaining high standards of conduct in the area of close personal relationships at work.

This will be achieved by:

- promoting high standards of conduct and integrity among Council employees
- not interfering unduly in employees' private lives but taking legitimate action when close personal relationships at work have an actual or potential impact on Council services
- managing issues involving close personal relationships at work promptly, effectively, fairly and lawfully
- describing the types of close personal relationship at work that the Council considers inappropriate.

The Expectation

Heads of Service/School Governing Bodies will:

- delegate authority for managers[1] to take action under this procedure as appropriate
- monitor the use of this procedure for effectiveness and fairness.

Managers will:

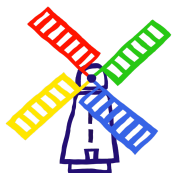
- deal promptly and sensitively with issues involving close personal relationships at work
- conduct matters involving close personal relationships at work in an orderly, fair and reasonable way
- maintain confidentiality where possible
- deal with any matter requiring formal disciplinary action using the disciplinary procedure.

Employees will:

- ensure that any close personal relationship at work does not interfere with or prejudice their employment
- if a close personal relationship at work interferes with or prejudices their employment, co-operate under this procedure to resolve the situation.

Close Personal Relationships at Work Procedure

Scope



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For the purposes of this document a “close personal relationship” includes spouse/partner, parent, child and sibling, although this list is not exhaustive. It can be with an existing or prospective employee; a contractor; a County Councillor; a school governor (if the employee works at the same school); or a child/young person or vulnerable adult client whom an employee meets as a result of their employment.

If the close personal relationship involves a child/young person/vulnerable adult client whom the employee met as a result of their employment, the County Council’s separate child/adult protection procedure must be invoked immediately (see relevant section of guidance notes).

This procedure applies to all employees on Bucks Pay Employment Conditions, and to all employees in schools with delegated budgets once the Governing Body has adopted it. Where the terms “Buckinghamshire County Council/the Council” are used in this document to describe the role of the employer they should be replaced as follows:

- in Community and Voluntary Controlled schools with delegated budgets, by “the Governing Body as agent of Buckinghamshire County Council”
- in Voluntary Aided and Foundation Schools, where the Governing Body is the employer, by “the Governing Body”.

Purpose

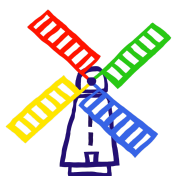
The purpose of this procedure is to:

- enable managers to deal promptly and effectively with issues involving close personal relationships at work
- keep employees informed of the action they face if they fail to meet local and national standards of conduct
- deal with issues involving close personal relationships at work with natural justice, maintaining confidentiality where possible.

Key Points

Managers will:

- deal with close personal relationships at work which are adversely affecting/could adversely affect the work of the employee(s) concerned, or others, by using this procedure; and/or where the matter requires formal disciplinary action, by following the disciplinary procedure

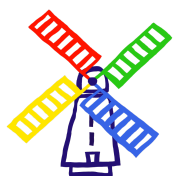


- if the close personal relationship involves a child/young person/vulnerable adult client whom the employee met as a result of their employment, immediately invoke the County Council's separate child/adult protection procedure (see relevant section of guidance notes)
- ensure the employee is given appropriate notice of any meeting and is told:
 - the nature of their alleged inappropriate behaviour; or the reasons why their relationship is considered incompatible with their work situation
 - that they have the right to be represented at any meeting at which their potential redeployment is discussed
- ensure the employee is given the opportunity to put their side of the case and take this into account at any meeting before action is decided upon
- have regard to the principles of natural justice
- confirm in writing the outcome of the meeting
- notify the employee in writing of the right to invoke the grievance procedure if dissatisfied with the outcome.

Outline of Procedure

This procedure is an informal one. If the situation cannot be resolved on an informal and voluntary basis by using this procedure it will be necessary to invoke the disciplinary procedure.

The Manager will:	The Employee is entitled to:
decide whether the matter is potentially misconduct and should be dealt with under the disciplinary procedure	be told the purpose of the meeting, including details of the nature of the problem
give the employee(s) appropriate notice of an informal meeting to discuss the matter	give their response to the problem and to put their side of the matter
meet the employee(s) to inform them of the nature of their alleged inappropriate behaviour/the reasons why their relationship is considered incompatible with their work situation; and that this cannot continue	a copy of this procedure



hear any response the employee(s) may wish to make	the opportunity to be accompanied/ represented by a colleague or professional association/trade union representative at any meeting at which their potential redeployment is discussed[1]
discuss actions that can be taken by the employee(s) voluntarily, to avoid repercussions (e.g. putting themselves forward for potential redeployment)	a letter within 7 calendar days of the meeting confirming the main issues considered, the outcome and the right to invoke the grievance procedure if dissatisfied with the outcome
discuss actions that can be taken by the line manager to assist the employee(s) (e.g. ensuring that the employee does not deal with a particular contractor/County Councillor where possible; investigating the possibility of redeploying the employee if this is appropriate in the circumstances; investigating the possibility of changing the service provision to a client)	be treated fairly.
advise the employee(s) that the disciplinary procedure will be invoked if their inappropriate behaviour continues/the situation is not resolved by other means	
honour the employee's entitlement to fair treatment.	

Close personal relationships between employees where there is no line management relationship

This type of close personal relationship at work does not of itself constitute a difficulty. However, employees are expected to conduct themselves in a professional manner and to deal sensitively with any confidential information which one or both individuals may possess.

Exceptionally, a close personal relationship, particularly between two employees working in the same team, may begin to have an adverse effect on their own and/or their colleagues' work. The following list is not exhaustive but includes some examples of this:

- neglecting work
- communicating confidential information to each other
- behaving in a way which may cause difficulty or embarrassment to others, e.g. arguing in the workplace



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- not communicating with each other as the result of a disagreement or the break up of a relationship.

It is any negative impact on work that would cause this procedure to be implemented, not the relationship itself.

Close personal relationships between an employee and a contractor/County Councillor

As above, this type of relationship does not necessarily create a difficulty in itself. However, a close personal relationship between an employee and a contractor/County Councillor can create the potential for conflict of interests, and particular concern about divulging confidential and/or commercial information. A close personal relationship between an employee and a contractor/County Councillor is not acceptable if it involves:

- an abuse of the employee's position of trust
- a breach of the standards of propriety expected in the post
- a compromise of professional standards
- a conflict of interests.

County Councillors are subject to similar restrictions under national and local codes of conduct, and the Council's protocol on member/officer relations.

Close personal relationships between employees with a line management relationship, or between an employee and a governor at the same school

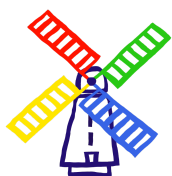
The County Council will not employ/continue to employ individuals with a close personal relationship in jobs where:

- there is a direct line management relationship between them
- the line manager does not manage the employee directly but is the manager's manager
- the relationship is between an employee and a governor at the same school.

This is because of the potential conflict of interests, which could cause significant problems with employee management (e.g. appraisal, grievance, discipline, etc.) by creating the potential for claims of favouritism or unequal treatment.

Close personal relationships between an employee and a child/young person or vulnerable adult client

The County Council regards as wholly unacceptable any close personal relationship between an employee and a child/young person who is under the age of 18 (19 if still at school), or a vulnerable adult client, whom they meet as a result of their employment.



If this type of relationship exists/develops, the situation involves:

- an abuse of the employee's position of trust
- a breach of the standards of propriety expected in the post
- a compromise of professional standards.

The manager must invoke the County Council's child/adult protection procedure immediately, before taking action under the disciplinary procedure for alleged gross misconduct. The manager also needs to refer to the following documents, as appropriate:

- "Buckinghamshire Area Child Protection Committee: Multi-Agency Child Protection Code of Practice" dated 2001
- Buckinghamshire County Council Pupil Support "Child Protection Guidance" dated February 2002
- The School's Child Protection Policy
- DfEE Circular No. 10/95 dated October 1995, entitled "Protecting Children from Abuse: The Role of the Education Service" (N.B. This only applies to schools; related centres, units and central teaching teams; the Youth & Community Service; and the Adult Learning Service)
- DfES Guidance dated May 2002 entitled "Child Protection: Preventing Unsuitable People from Working with Children and Young Persons in the Education Service" (N.B. This only applies to schools; related centres, units and central teaching teams; the Youth & Community Service; and the Adult Learning Service)
- General Social Care Council "Code of Practice for Social Workers" dated 2002
- Buckinghamshire County Council "Policy, Guidelines and Procedures for the Protection of Vulnerable Adults from Abuse" dated November 1999.

In the social care services, the Council regards as wholly unacceptable a close personal relationship between an employee and a client receiving social care who is aged 18 or over if it involves:

- an abuse of the employee's position of trust
- a breach of the standards of propriety expected in the post
- a compromise of professional standards.

This type of relationship will also be treated as potential gross misconduct and the line manager will invoke the disciplinary procedure without delay. Such a situation is more likely to arise where an employee is responsible for the supervision or casework of a client and/or is based in the establishment where the client is living.

Action to be taken if the matter is not resolved informally and is not considered to amount to gross misconduct



Widmer End Community Combined School & Pre-School

Code of Conduct for Schools

Where action is taken under the procedure and no agreement can be reached on an informal and voluntary basis it will become necessary to invoke the disciplinary procedure. This could result in an employee being required to accept redeployment. However, if no suitable alternative post can be found and no other suitable alternative courses of action can be identified; or the employee(s) refuse(s) to accept redeployment, it may ultimately be necessary to dismiss the employee(s). Every opportunity would be taken to resolve the matter without recourse to dismissal.

Managers considering redeployment and/or disciplinary action are strongly advised to seek early advice from the Head of Organisational Development & Human Resources.

Link with grievance procedure

If an employee feels they are being victimised and/or unfairly treated they have recourse to the grievance procedure (unless disciplinary proceedings have begun, as the disciplinary procedure includes the right of appeal).

[1] For the purposes of this document, in schools the term “manager” will mean “Headteacher or a representative who is the Deputy Headteacher or another formally nominated senior employee”. Alternatively, where a close personal relationship involves the Headteacher, this term will mean “Chairman of Governors or a representative who is either the Vice-Chairman or another governor who has been nominated by the Chairman or Vice-Chairman, and who is not an employee in the school – provided that no governor implementing this procedure shall be a party to the close personal relationship concerned”.

[2] It is the employee’s responsibility to arrange for representation if they so choose. There is no obligation for a colleague to act as a representative; however they are free to do so and will be given time off for this purpose.