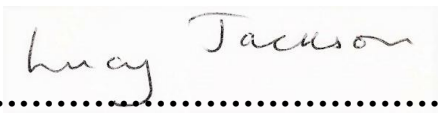




# CAISTOR GRAMMAR SCHOOL STAFF CODE OF CONDUCT IN RESPECT OF FINANCIAL PROBITY

Approved by Full Governing Body on .....

Reviewed.....18 May 2020 .....

Signed.....  


Chair of Governors

## CAISTOR GRAMMAR SCHOOL

### STAFF CODE OF CONDUCT IN RESPECT OF FINANCIAL PROBITY FOR ALL STAFF

#### **1. Honesty, integrity, impartiality and objectivity**

An employee must perform his/her duties with honesty, integrity, impartiality and objectivity.

#### **2. Accountability**

An employee must be accountable to the Governors and the Headmaster for his/her actions, having particular regard to the conditions of service under which he/she is employed, relevant legislation and the school's policies which are contained in the Policy Handbook together with information provided for them in the Staff Handbook.

#### **3. Stewardship**

An employee must use public funds entrusted to or handled by him/her in a responsible and lawful manner, having regard to best value. He/she must not make personal use of property or facilities of the school unless properly authorised to do so. He/she must abide by the school's Staff Acceptable Use of ICT Policy, a copy of which is contained on the staff sharepoint.

#### **4. Personal Interests**

An employee is required to declare an interest if it comes to his/her attention that they have a connection or potential connection with any business or organisation (including voluntary bodies) which deals with the school, for example if a relative is a supplier. Any such declarations should be made to the Headmaster or the Finance Manager, and will be included on the School's Register of Business Interest. Employees with a significant financial responsibility are required to complete a Declaration of Personal Interest form, which will be updated annually, although any changes between the annual declaration must be declared as soon as possible.

#### **5. Payments, Gifts and Hospitality from Suppliers of Goods or Services to the School**

It is contrary to the terms of an employee's contract for them to receive any reward or fee other than their proper remuneration. As a general rule employees should tactfully refuse offers of gifts, services or hospitality from organisations or persons who do or might provide work, goods or services to the school or who require a decision from the school (for example the award of a contract). However, where it is felt that refusal of a small gift or token of appreciation under the value of £25.00 would cause offence or would upset the relationship, the gift may be retained. Similarly advertising material (for example calendars, diaries and pens) given to employees may be kept provided they are deemed to have been given to the

employee as distinct from a personal gift and provided their Line Manager is fully aware of the circumstances.

An employee must abide by the school's Gifts and Hospitality Policy, a copy of which is stored on the staff sharepoint.

## **6. Reporting Procedures**

Staff should be aware of the school's Whistleblowing Policy which can be found on the staff sharepoint.

## **7. Appointment of Staff**

An employee must not be involved in the appointment or any other decision relating to the discipline, promotion, pay or conditions of another employee, or prospective employee, who is a relative or friend. In this paragraph, 'relative' means a spouse, civil partner, partner, parent, parent-in-law, son, daughter, step-son, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons; and 'partner' in this context means a member of a couple who live together.

## **8. Duty of Trust**

An employee must at all times act in accordance with the trust that the Governors, Headmaster and public are entitled to place in him or her.

**Approved at the Full Governors' meeting held on 6 March 2017.**

**Reviewed 1 March 2018.**

**Reviewed May 2019**

**Reviewed January 2020**

**Approved at the Full Governors' meeting held on 18 May 2020**