

CAISTOR GRAMMAR SCHOOL

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

*Approved by the Full Governing Body at their meeting of 13 November 2006
Updated January 2017*

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 IT Acceptable Use Policy, a copy of which is contained in the Policy Handbook.

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.

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 contained in the Policy Handbook, Page 2.

6. Reporting Procedures

Staff should be aware of the school's Whistleblowing Policy which can be found in the Policy Handbook.

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.