



Policy

On

Code of Conduct

June 2020

Character & Excellence



1. Title: Code of Conduct Policy

2. Introduction

Silver Crest School expects satisfactory standards of behaviour, conduct and attendance from all its employees. The disciplinary policy provides a framework for dealing with instances where employees are alleged not to have met the required standards of conduct. The aim is to ensure prompt, consistent and fair treatment for all employees and to assist in enabling both the employee and the organisation to be clear about the expectations of both parties.

Where a concern or complaint process has found, disciplinary matters to be addressed or where a serious matter of concern rises directly, the Head of School shall act clearly and fairly to reach a suitable resolution following the provisions of the relevant collective or individual contract. In order to make the general provisions relevant and transparent within the context of this school, the following is a guide to initiating and carrying out staff disciplinary procedures at Silver Crest School.

3. Purpose

The purpose of this policy is to achieve the efficiency of the organisation, the quality of service provision and good employee relations.

4. Aims/Objective

- To ensure the disciplinary action is initiated by the appropriate person.
- To ensure the employee is clear as to what aspect of their performance or behaviour is causing concern and what changes are expected and the time frame allowed in which to change that performance.
- To ensure disciplinary procedures are fair and correct.
- To ensure disciplinary procedures are known to all employees.
- To ensure the employer carries out a full and fair investigation of the problem before carrying out any form of disciplinary action.
- To ensure the employee is given every opportunity to provide an explanation at all stages and that those explanations are further investigated where appropriate.

5. Scope

This Code of Conduct Policy applies to all employees of Silver Crest School, including contract staff.

6. Key Measures

6.1. Definition of Serious Misconduct

- Physical, sexual or verbal abuse including fighting or assault
- Repeated failure to carry out lawful instruction.
- Continued failure to comply with school 'bylaws', policies or agreed practices



- Intentional misappropriation of school money or property.
- Being under the influence of alcohol or drugs during school hours
- Lying or falsification of information.
- Deliberately undermining Board policies or damaging the integrity of the school.
- Possession and/or consumption of illegal or non-prescription drugs on school premises.
- Any other action or lack of action not included above which is considered by school management or Board "serious" in the light of the circumstances at the time. Conduct of an indecent or sexual nature
- Bringing pornographic material to school or accessing the same using school equipment either at school or in other places.
- Using the internet or social media to bring the school into disrepute

6.2 Unacceptable Behaviour

Failure to observe these standards of conduct by a staff member may result in disciplinary action, which could include termination of employment. Examples of behaviour that would be considered unacceptable by the management include:

- The use of abusive, obscene or threatening language or behaviour to your colleagues or the public
- Misuse, abuse or improper use of your position or of any statutory authorities or powers that may be delegated to you
- Smoking: Silver Crest School is a smoke-free environment. No employee is expected to be under the influence of any substance which impairs their fitness to work at any time
- Inappropriate dressing or appearance
- Ignoring lawful and reasonable instructions from your employer
- Being under the influence of alcohol, drugs or solvents impeding your performance during working hours;
- Giving false information (e.g.: stating you have a driver's licence when you don't; making a false claim for expenses)
- Failing to declare information that is requested when you apply for employment with Silver Crest School (e.g: having a revoked driver's licence or a criminal conviction)
- Beating a pupil.

6.3 Breaches of the Code of Conduct

This Code of Conduct describes the standards of behaviour expected of staff. As outlined in the Code, behaviour or actions that are considered unacceptable by Silver Crest School may result in disciplinary action against the employee concerned, which could include termination of employment.

6.4 Disciplinary Action

Disciplinary action is about problem-solving. Silver Crest School is concerned about identifying problems associated with performance or behaviour and to make sure that the process of fixing those problems is prompt, consistent and fair. In general, disciplinary procedures include informal or formal disciplinary action along the following lines:

6.5 Informal Disciplinary Action:

- Discussion of the problem
- Assistance to help overcome the problem
- Referral to the Employee Assistance Programme, if appropriate;
- Temporary transfer to other duties.



6.6 Formal Disciplinary Action:

- Oral warning;
- Written warning;
- Removal of discretionary conditions of employment (i.e.: delegations, flexible working hours, etc.);
- Transfer to another position at the existing salary;
- Transfer to another position with reduced pay (but not below the minimum rate for that position);
- Suspension (with or without pay);
- Dismissal with notice or without notice.

Other options may be considered, depending on the circumstances of the case. Whether disciplinary action is informal or formal, Silver Crest School will make sure that the disciplinary procedures are fair. This means that:

- (a) You must be told of your right to request union, legal or other assistance and/or representation.
- (b) You must be told of the specific behaviour or performance that is causing concern and given a reasonable opportunity to provide an explanation.
- (c) You must be told, where appropriate, of the action that is required to amend or improve your behaviour or performance and be given a reasonable opportunity to do so.
- (d) We must undertake an appropriate investigation before any substantive disciplinary action is taken.
- (e) If the offence is sufficiently serious, an employee is to be placed on suspension pending investigation.
- (f) An oral warning would usually precede a written warning, depending on the seriousness of the misconduct.
- (g) It is a requirement that the process and result of any disciplinary action are recorded in writing, read and signed by you (the employee), and then placed in your personal file.

In general terms, no disciplinary papers will go on your file unless you have seen them or have been given a genuine opportunity to see them. If you are not satisfied with the disciplinary action taken, you have the right to pursue a personal grievance. This procedure is outlined in your employment agreement.

6.7 Confidentiality

- There is an obligation of non-disclosure upon the Board but following a dismissal, it may be appropriate to disclose certain information about the dismissal to reduce damage to the school, to the employee or to other employees. This should be done following consultation with the dismissed party and their advisors.
- The Board will go into committee to discuss disciplinary matters and the contents of that discussion are confidential.



7. Roles and Responsibilities

1. Every attempt will be made by the Head of School and Line Managers to resolve any issues involving staff informally, prior to their becoming major issues requiring "discipline".
2. In principle, a verbal warning will always precede a written warning which will precede disciplinary action.
3. The staff member will be advised in writing of the right to request representation at any stage.
4. The staff member will be advised as to the matter(s) causing concern, the corrective actions required to amend their behaviour, conduct, non-adherence to school policies or standards of performance and the time frame allowed. This will usually be given verbally in the first instance and in written form if it proceeds to the next stage. Even at this verbal stage, a written record is to be given to the employee stating that this is a verbal warning.
5. The staff member will always be given an appropriate time to respond to the CEO, Head of School and Line Manager's evaluation of the situation and that response will be considered before proceeding to the next stage through the three-stage process. This response might lead to further investigation when necessary.
6. All documentation as to the process and any disciplinary action are to be recorded, sighted and signed by the employee, the Head Quality Assurance and Control or Head of School and the witness and placed on the personnel's file.

7. Monitoring and Review

This policy will be monitored by the Head of School in collaboration with the Management Team.

This policy will be due for review in June 2023 or sooner if necessary by the school's Management.

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