

## SCHOOL RULES POLICY

### Legal Status:

- Prepared with regard to the Equality Act 2010, Race Relations Act 1976, Race Relations Amendment Act 2000, Sex Discrimination Act 1986, Children's Act 1989 and Special Educational Needs and Disability Act 2001

### Applies to:

- Whole school

### Related Documents:

- Employment Manual
- Equality and Diversity Policy and Procedures
- Safeguarding Children - Child protection
- E Safety
- First Aid
- Health, Safety and Welfare Policy and Procedures
- Risk Assessment
- Prudence Policy
- Staff Manual
- Safer Recruitment

### Available from:

- School Office

### Monitoring and Review:

- To be continuously monitored and reviewed by no later than **September 2021**

Signed: *C.Redgrave*

Date: September 2020

Headteacher and Principal

## SCHOOL RULES

**These rules form part of your contract of employment.**

### Introduction

**Your duty:** It is the contractual duty of every member of staff to observe the following rules and to behave at all times in a reasonable way towards fellow staff, employees, Headteacher, contractors, visitors, pupils and their parents or guardians. A breach of your contract or these rules will be treated as misconduct and will render you liable to disciplinary action including dismissal.

### The Rules

**School property:** You must take proper care when using school property and you must not use school property for any unauthorised purpose or for private gain.

**Use of premises:** You must not carry out on school premises any work or activity other than pursuant to your terms and conditions of employment.

**Use of school contacts:** You must not provide private tuition to any pupil at the school nor supply any other product or service to any pupil or any parent of the school without prior agreement from the school.

**School facilities:** You should not make personal use of the school telephone, e-mail or internet without prior permission except in an emergency.

**Other instances of misconduct:** The following is a non-exhaustive list of offences which amount to misconduct falling short of gross misconduct:

- Unauthorised absence from work.
- Lateness.
- Inappropriate standard of dress.
- Smoking on School premises.
- Contravention of minor safety regulations.
- Disruptive behaviour.

**Gross misconduct:** You should not commit any act of gross misconduct. Any such act will result in your dismissal without notice. Gross misconduct includes but is not limited to the examples set out below, offences of a similar nature and attempts to commit such offences.

### Examples of gross misconduct:

- Indecent, violent or offensive behaviour whether committed at or outside work.
- Inappropriate conduct with a pupil.
- Persistent lateness.
- Misuse of or deliberate damage to school property.
- Failure to complete mandatory forms – Risk Assessments, Accident Report Forms etc.
- Fraud, theft or dishonesty.
- Being on duty whilst unfit due to the influence of drugs and/or alcohol.
- Bullying.
- Conduct (whether committed at or outside work) which is likely to damage the school's reputation.
- Discrimination (including harassment or victimisation) on grounds of sex, marital status, race, disability, sexual orientation, religious belief or age.
- Disregarding health and safety rules/requirements and endangering yourself or others.
- Wilful neglect or refusal of duty or duties.
- Misuse of confidential information.
- Viewing, retrieving or downloading of pornographic material, or any other material which the school believes is unsuitable.