



Introduction and statement of policy

In the event of a situation arising which involves one of the following:

Lincoln County Councils:

- Grievance Policy
- Disciplinary Policy
- Whistle blowing Policy
- Counter Fraud Policy
- Dignity at Work Policy.

It is the decision of the governing body to follow the guidance and advice provided by Lincolnshire county council, this can be found at:

<http://www.lincolnshire.gov.uk/jobs/manuals/employment-manual/managing-performance-and-conduct/>

Information to be drawn to the attention of all adults in school (IE salaried staff, volunteers, governors and visitors)

- You are bound by the codes of conduct laid out below – it is your responsibility to be aware of these and to follow them. **If you do not you may be subject to disciplinary action.**
- As all school staff are also employees of Lincolnshire County Council – the code of conduct for Lincolnshire County Council applies to all school employees. It can be found here:
- <http://www.lincolnshire.gov.uk/jobs/manuals/employment-manual/managing-performance-and-conduct/code-of-conduct/58706.article>
- Kelsey Primary school also has a separate code of conduct for any adult working / volunteering / visiting the school, it is available on the school website and forms part of the induction package provided to all new employees / volunteers, it can be found here:
- <http://www.kelsey.lincs.sch.uk/Policies>
- **Which code of conduct applies to me?**
 - If you are a salaried member of school staff – both of them
 - If you are a visitor / volunteer / governor / any other adult in school for any reason – the Kelsey primary school code of conduct.
 - In the event of any conflict between the two codes of conduct the Lincolnshire County Council code will take precedence.
- This policy was adopted by the full governing body in January 2016 – in the event of any updates to the Lincolnshire County Council Policy the latest version of the Lincolnshire County Council Policy will automatically be deemed to be the policy in use.

Staff Discipline and Grievance Policy – Kelsey Primary School

- Kelsey Primary Schools code of conduct is reviewed separately and adopted by the full governing body. The version in use is the current version adopted by the full governing body, as detailed in the minutes of the full governing body.

Policy Information:

Date adopted by the governing body: January 2016
Policy Written by: Magnus Smedley (Headteacher)
Policy Review Date: January 2020

Signed:

Chair of governors: _____

Headteacher: _____