



**CODE OF CONDUCT**  
**FOR STAFF, SUPPLY & VOLUNTEERS AT**  
**THE AVENUE PRIMARY SCHOOL & CHILDREN'S CENTRE**

### **Introduction**

1. The public is entitled to have trust and confidence in the integrity of The Avenue Primary School and Children's Centre, its staff, governors and volunteers.
2. Your conduct must therefore be of the highest standard. Confidence in the integrity of people working (paid or unpaid) within schools will be shaken by suspicion, however ill founded, that you could be influenced by improper motives.
3. This Code of Conduct has therefore been prepared to achieve these aims:
  - To tell you about some of the statutory, national and local obligations which govern your conduct as an employee/volunteer of The Avenue Primary School and Children's Centre.
  - To help you on issues of conduct by providing a framework of guidelines.
4. You must read and follow this Code. You will have to sign the attached form and return it to the Headteacher to show that you have read it.
5. If any points are unclear or you are not sure of the appropriate action to take in a situation, whether or not it is covered in this code you must consult your supervisor or line manager.
6. This Code of Conduct applies to all people working in The Avenue Primary School and Children's Centre whether they are paid, contracted or volunteers.

### **Children's Rights**

7. The aim of this code is also to ensure that children and young people have the right to:
  - respect;
  - information about themselves;
  - be protected from harm;
  - have a say in their life;
  - a good start in life; and
  - be and feel secure.

### **Safeguarding Children/Safe Practice**

8. These guidelines refer to and complement other School and Children's Centre policies which have been provided for you as an employee of the School and Children's Centre, these include:
  - Child Protection Policy
  - Good Behaviour Policy
  - Physical Intervention Policy
  - Intimate Care Policy
  - E-safety / Responsible User Policy
  - Anti-bullying Policy
  - Whistle Blowing Policy

The following **basic principles** should be applied at all times:

- The child's welfare is paramount (Children Act 1989)
- Adults working in school and Children's Centre are responsible for their own actions and behaviour and should avoid any conduct which would lead to a reasonable person to question their motivation or intentions
- Adults working in the school and Children's Centre must work and be seen to work in an open and transparent way
- Adults should discuss and/or take advice promptly from their line manager or another senior member of staff about any incident which could give rise to concern. This would include reporting infatuations by a pupil for that or another member of staff, to ensure that such situations can be handled promptly and sensitively
- A record should be kept of any such incident and of decisions made/further actions agreed, in accordance with school record keeping policy
- Staff should apply the same professional standards regardless of gender or sexuality
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

All staff volunteers and visitors to the School and Children's Centre must:

- Be familiar with and work in accordance with the School and Children's Centre policies including in particular:
  - Child Protection
  - Good Behaviour
  - Physical Intervention
  - Internet Safety / E.safety & responsible user
  - Intimate Care
  - Health and Safety
  - Use of Photography and Video equipment
  - Whistleblowing
  - Anti-bullying
  - Anti-discrimination
- Provide a good example and role model to pupils
- Behave in a mature, respectful, safe, fair and considered manner. For example, you must ensure that you
  - Are not sarcastic, and do not make remarks or 'jokes' to pupils of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature
  - Do not embarrass or humiliate children
- Do not discriminate favourably or unfavourably towards any child. For example you should
  - Treat all pupils equally – never build 'special' relationships or confer favour on particular pupils
  - Do not give or receive (other than token) gifts unless arranged through the school
- Ensure that your relationship with pupils remains on a professional footing. For example, you must
  - Only touch pupils for professional reasons, and when this is necessary and appropriate for the pupil's wellbeing of safety
  - Not behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to care for other people's children
  - Not make arrangements to contact, communicate or meet with pupils outside your work (this includes use of email, text and other messaging systems)
  - Not develop 'personal' or sexual relationships with pupils. In particular your attention is drawn to the provisions of the Sexual Offences Act 2003, which creates a new criminal offence abuse of a position of trust (when a person aged 18 or over is in a 'position of trust' with a person under 18

and engages in a sexual activity with or in the presence of that child, or causes or incites that child to engage in or watch sexual activity).

### **Staff, Supply & Volunteer Rights**

9. Another aim of the code is to ensure that staff, supply and volunteers working at The Avenue Primary School and Children's Centre are treated with respect and courtesy at all times by other staff, supply and volunteers. You are expected to behave in an appropriate manner when dealing with, or referring to, colleagues.

### **General Obligations**

10. You must act with utmost good faith with regard to the business of The Avenue Primary School and Children's Centre, and must do all in your power to promote the School and Centre's interests and not do anything which may adversely affect The School or Centre's reputation.

### **Statutory, National and Local Obligations**

11. Teaching staff must adhere to the terms and conditions outlined in The School Teachers Pay and Conditions Document, a copy of which can be found in the school office.
12. Sections 35 and 36 of the Education Act 2002 applies to the staffing aspects in relation to schools.
13. Other relevant documents include:
  - staff handbook
  - disciplinary procedure

Your supervisor or line manager is responsible for telling you about these. If you are not certain about a course of action you must ask.

### **Public Duty and Private Interest**

14. Your off-duty hours are your own personal concern. It is important, however, that you do not put yourself in a position where your duty to The Avenue Primary School and Children's Centre conflicts with your private interests.
15. You are expected to abide by the policies of The Avenue Primary School and Children's Centre. Your own personal or political opinions must not interfere with the provisions of balanced professional advice or your duty to carry out those policies.

### **Confidentiality and Information Disclosure**

16. You must conform with the requirements of the Data Protection Act 2002 and must take all reasonable steps to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur as a result of your actions. This includes information relating to School business and pupil data/information.
17. You must not disclose personal or financial information about any other member of staff to any unauthorised person, external organisation or agency without the express consent of the individual concerned or that of the Head or Deputy Headteacher.
18. You must not use information obtained in the course of your duties to the detriment of The Avenue Primary School and Children's Centre or for personal gain or benefit; nor should you impart this information by any means or form of social media, to others who might use it in such a way.
19. Confidential information belonging to The Avenue Primary School and Children's Centre must not be disclosed to any person not authorised to receive it.

## **Other Employment**

20. You are not allowed to set up a business or accept employment with a business engaged in work which is in direct competition with The Avenue Primary School and Children's Centre.
21. If you do have another job it must not conflict with The Avenue Primary School and Children's Centre's interest or bring the School into disrepute.
22. If you have another job with another organisation you must not act as a messenger, go between or arbitrator between that organisation and The Avenue Primary School and Children's Centre. Formal channels of communication must be maintained.
23. Your working commitments to another employer must not interfere with your work for The Avenue Primary School and Children's Centre; you must be able to work for The Avenue Primary School and Children's Centre at the contracted/arranged times rested and refreshed.

## **Use of School Time and Facilities**

24. Whilst on duty you should be working. The School and Children's Centre property and facilities (e.g. stationery, display screen equipment, photocopiers, and car park) are available to you for school related business although permission for their private use may be granted.
25. You may request to use the School /Children's Centre telephone to make essential private calls.
26. You must account for all money and property for which you are given responsibility in the course of your work.

## **Publication of Books/Articles**

27. If you want to publish books, articles, letters, dissertations etc which you have written in connection with your duties and in which you describe yourself as holding an appointment with The Avenue Primary School and Children's Centre, you must first consult the Head or Deputy Head teacher.

## **General**

28. In accordance with The Avenue Primary School and Children's Centre's Equal Opportunities Policy you must ensure that you do not discriminate in recruitment and employment practices or in the delivery of services. You must also ensure that in your dealings with the local community, all members of the public are treated with respect and fairness.
29. You must also comply with the requirements of any professional body of which you are a member e.g. GTC, CIPD, ATT, CIPFA.
30. Serious misconduct and/or criminal offences committed during or outside of working hours which bring you or The Avenue Primary School and Children's Centre into disrepute may be the subject of disciplinary action which could lead to dismissal.

## **Financial Inducements, Gifts, Hospitality and Sponsorship**

31. You must not seek or receive preferential rates by virtue of your dealings on behalf of The School and Children's Centre. Offers of hospitality, including visits to exhibitions, business meals, social functions, are acceptable where you represent The Avenue Primary School and Children's Centre as part of your official duties. These should be authorised in advance by your supervisor or line manager.
32. Where an external organisation wishes to sponsor or is sought to sponsor a school activity, the above rule 29 applies. Particular care must be taken when dealing with contractors or potential contractors.

## **Responsible Users**

33. It is important that all staff feel confident to use new technologies in teaching and the School Online Safety Policy will only be effective if all staff subscribe to its values and methods. Staff will need to sign the Responsible User Policy for compliance.
34. Staff should be aware that Internet traffic is monitored (and automatically reported by the SWGfL) and can be traced to the individual user. Discretion and professional conduct is essential.
35. All members of staff should be aware that their online conduct out of school could also have an impact on their role and reputation within school. Civil, legal or disciplinary action could be taken if they are found to bring the profession or School into disrepute, or if something is felt to have undermined confidence in their professional abilities.

## **Disciplinary Action**

36. Any breach of this Code of Conduct will be the subject of disciplinary action which could result in dismissal.

## **Further Information**

37. This Code of Conduct cannot cover every eventuality. Its purpose is to alert you to some of the matters about which queries are received. It does not replace the general requirements of the law, common sense and good conduct.
38. If you are uncertain about what to do in a particular situation or you require further information or guidance on the appropriate course of action to take in any situation you must contact your supervisor or line manager for advice before you taken any action.
39. Please sign the attached page to confirm that you have read and fully understood the contents of this Code of Conduct. Once signed the page should be returned to the Heads PA to be filed in your personnel file.

**Reviewed:** June 2017

**Review Date:** June 2019



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**I confirm that I have read and fully understood the Code of Conduct for The Avenue Primary School and Children's Centre and agree to abide by its contents.**

Print Name:

Signed:

Date:

Capacity Involved with The School:

Please return this slip to the Head teacher's PA as soon as possible.