

St Mary's C of E Primary Code of Conduct for staff

1 INTRODUCTION

The public is entitled to have trust and confidence in the integrity of the St Mary's C of E School Community, its staff, governors and volunteers. The conduct of all must therefore be of the highest standard. This Code of Conduct has been prepared to help employees and volunteers on issues of conduct by providing a framework of guidelines.

The governing body is required to set out a Code of Conduct for all school employees.

2 PURPOSE, SCOPE AND PRINCIPLES

School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils within the school.

As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Head teacher;

Although this Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the CMST
- schools meals staff employed by Chartwells

or

- employees of external contractors and providers of services

Such staff are covered by the relevant Code of Conduct of their employing body, however all visitors to school need to adhere to the Visitor code of conduct to ensure that high standards are kept to at all times.

Responsibility

All staff need to understand that this Code of Conduct is written to both guide and to safeguard them. Staff also need to know that it is their duty to abide by this code to ensure a high level of service at all times.

3 SETTING AN EXAMPLE

- 3.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. Staff must therefore avoid using inappropriate or offensive language at all times.

- 3.2 All staff must demonstrate high standards of conduct in order to encourage our pupils to do the same.
- 3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 3.4 As all staff are role models, they have a responsibility to model appropriate dress and appearance. Adults should be neat, clean, smart and tidy. All employees should wear ID badges and for health and safety reasons jewellery should be kept to a minimum. St Mary's is committed to promoting diversity and will respect individual preference in terms of customs, culture, religion and tradition.

4 SAFEGUARDING PUPILS

- 4.1 Staff have a duty to safeguard pupils/students from:
 - physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
- 4.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Person (DSL) for Child Protection.
- 4.3 The school's DSL is Hilary Tyreman and in her absence, Nicola Bonell, deputy DSL.
- 4.4 Staff are provided with personal copies of the school's Safeguarding and Child Protection Policy and Whistleblowing Procedure. Staff must be familiar with these documents.
- 4.5 Staff must not demean or undermine pupils, their parents or carers, or colleagues.
- 4.6 Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.
- 4.7 Staff must take responsibility for their health and wellbeing and inform the head teacher in confidence if they are taking any medication that could affect their duties.

To abide by the declaration on the Staff Suitability declaration:

- I must notify the head teacher of anything that may affect my suitability or that of anyone in my household.
- I am aware that if I am taking medication on a regular basis I must notify the head teacher and must keep the medication in a safe place, out of reach of children
- I will ensure that I notify the head teacher if I experience any health concerns which could impact on my ability to work with children.

5 PUPIL DEVELOPMENT

- 5.1 Staff must comply with school policies and procedures that support the well-being and development of pupils.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.
- 5.3 Staff must follow reasonable instructions that support the development of pupils.

6 HONESTY AND INTEGRITY

- 6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 6.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept , or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools.
- 6.3 Gifts from suppliers or associates of the school must be declared to the Head teacher, with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

7 CONDUCT OUTSIDE WORK

- 7.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.
- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Please see our Acceptable User Policy and E safety policies and sanctions.
- 7.4 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.
- 7.5 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

8 CONFIDENTIALITY

- 8.1 Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.
- 8.2 All staff are likely at some point to witness actions which need to be confidential. All incidents need to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's parent or carer nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.
- 8.3 However, staff have an obligation to share with the school's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a pupil.. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.
- 8.4 Adults working at St Mary's must conform to the requirements of the Data Protection Act and must take all reasonable steps to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur as a result of their actions. This includes information relating to school business and pupil data.
- 8.5 Members of staff / volunteers 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 Headteacher.
- 8.6 Members of staff / volunteers must not use information obtained in the course of their duties to the detriment of the School or for personal gain or benefit; nor should they impart this information to others who might use it in such a way.
- 8.7 Confidential information belonging to the School must not be disclosed to any person not authorised to receive it.

9. OTHER EMPLOYMENT

- 9.1. Employees are not allowed to set up a business or accept employment with a business engaged in work which is in direct competition with the School.
- 9.2 If employees / volunteers do have another job it must not conflict with the School's interest or bring the School into disrepute.
- 9.3 If employees / volunteers have another job with another organisation they must not act as a messenger, go between or arbitrator between that organisation and the School. Formal channels of communication must be maintained.
- 9.4 Employees' / volunteers' working commitments to another employer must not interfere with their work for the School; they must be able to work for the School at the contracted / arranged times rested and refreshed.

10 DISCIPLINARY ACTION

- 10.1 All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

11 LINKS TO OTHER POLICIES

This Code of Conduct links with many school policies including:

- Health & Safety,
- Whistleblowing,
- Keeping Child Safe In Education,
- Safeguarding and Child Protection,
- E-Safety,
- Equality Policy,
- Intimate Care Policy
- Restraint Policy.
- Governors Code of Conduct

Signed _____ Date