



St Benedict's Catholic Primary School
Code of Conduct



Code of Conduct for Employees

Our Vision

St. Benedict's enable confident, independent and resilient learners inspired by gospel values to become Christ like citizens.

Our Mission

Learning and challenge rooted in faith.

Headteacher

Joanne Burford

Chair of Governors

Gerry Sharratt

Date of Agreement	September 2019
Reviewed by	Governing Body
Date of next review	September 2020



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INTRODUCTION

As an employer, the Governing Body is required to set out a Code of Conduct for all school employees.

The aim of the Staff Handbook is to provide every member of staff, whether teaching or non-teaching, with a document which will be helpful in providing the information they require for carrying out their work. The Handbook itself can never appear as a completed document as organisational changes are made frequently. Staff are expected to acquaint themselves with the school policies and procedures.

As a Catholic School, all adults in school are expected to actively follow and live out our mission statement:

At St. Benedict's we work in partnership with the parents and parish to develop our children's awareness and appreciation of the Catholic faith. We create a Christian environment where adults working with the children promote a deepening of the child's spirituality and uniqueness in the family of God. We seek to develop children to their full potential.

We believe our children deserve the very best. Within the school mission statement, it says "We seek to develop children to their full potential." Our staff work as a team to support learners to reach their potential within a stimulating learning environment and a rich curriculum while the pupils are polite, happy and very enthusiastic. We will continually strive for excellence and give all children the confidence to achieve their true potential.

Furthermore, as part of the Catholic Education Service terms and conditions, staff are expected to be conscientious and loyal to the aims and objectives of the School as well as being required to develop and maintain the Catholic character of the School. Staff are to have regard to the Catholic character of the School and not do anything in any way detrimental or prejudicial to the interests of the school at any time, at work or at home.

All staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Staff should be aware that failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

1 PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for 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.



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2 SETTING AN EXAMPLE

All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times. All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils/students to do the same. All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. This Code helps all staff to understand what behaviour is and is not acceptable.

3 SAFEGUARDING PUPILS / STUDENTS

Staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils/students includes the duty to report any concerns

- The school's DSP: **Joanne Burford (HT)**
- The school's Deputy DSP: **Claire Read (Assistant Head)**
- Safeguarding Governor: **Lisa Brett**

Copies of the school's Child Protection Policy, Health and Safety Policy and Whistleblowing Procedure are in the red file in the staffroom and staff must be familiar with these documents.

Staff must not demean or undermine pupils, their parents or carers, or colleagues.

Staff must take the upmost care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

4. ACCEPTABLE USE OF ICT EQUIPMENT

This policy should be read in conjunction with our e-Safety and Data Security Policy. Mobile phones **should be switched off during working hours.**

They may be used **in the staffroom** at break time/lunch time.

Staff must not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment.

Staff must only save images on school computers.



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5 PUPIL/STUDENT DEVELOPMENT

Staff must comply with school policies and procedures that support the well being and development of pupils/students.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.

Staff must follow reasonable instructions that support the development of pupils/students.

6 LONE WORKING AND HOME VISITS

All work with pupils and parents/carers should, whenever possible, be undertaken in the school. There are however occasions where it is necessary to arrange a home-visit e.g. visiting a child on entrance to Reception.

Home visits are always undertaken in pairs and SMT notified the time and place the staff members will be. Staff must gather background information on the family before the visit and must take a fully charged mobile phone.

Staff working in one to one situations with pupils are more vulnerable to allegations. Staff must recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure that the safety and security needs of both staff and pupils are met. Managers should undertake a risk assessment in relation to the specific nature and implications of one to one work for each worker and pupil. Where such a meeting is unavoidable it is advisable to avoid remote or secluded areas of the school and to ensure that the door of the room is left open and/or visual/auditory contact with others is maintained. Any arrangements should be reviewed on a regular basis.

Pre-arranged meetings with pupils away from the school premises or on the school site when the school is not in session are not permitted unless approval is obtained from their parent/ guardian and the head teacher or other senior colleague with delegated authority.

Where possible outside of normal working hours, staff should arrange to be in school with others. In the situation where two members of staff are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements. Key holders are also advised to inform someone when they are attending an alarm call out. Staff should inform the Site Manager when they are on the premises and when they are leaving. It is also advisable that staff inform someone from home that they are working in school during out of school hours.



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7 EATING AND HOT DRINKS IN CLASSROOMS

Staff are not allowed to eat food except in the staffroom, school hall, classroom whilst working with children at lunchtime; they are not allowed to eat in the public areas of the School during the working week, except when taking part in a school activity.

Staff should not make hot drinks and carry them to their classrooms as this is both unprofessional and dangerous; drinks may be consumed in office areas where children are not generally present.

Staff are reminded to clear away after they have eaten or drunk in the staffroom and to ensure that they leave their environment in a clean and tidy manner.

8 SOCIAL MEDIA AND ONLINE GAMING

St. Benedict's School staff may use social networking sites for personal use. However, the school requires that profile and photos of the member of staff are "locked down" as private so that pupils or parents do not have access to your personal data or images.

Staff using social networking for personal use should never undermine the school, its staff, parents or children. Staff should not become "friends" with current or recent pupils on personal social networks so as to avoid putting themselves in a vulnerable position.

Staff should be aware that they leave themselves open to a charge of professional misconduct if images of a member of staff in a compromising situation are made available on a public profile by anyone.

Where relationships exist between staff and those who are also parents at the school, or personal friends who are parents at the school, social networking is acceptable but caution must be exercised so that professional standards are maintained and staff do not compromise themselves or the school.

As soon as a member of staff becomes aware that they are in an online game with a pupil of St. Benedict's Catholic Primary School, the member of staff should cease to play against that pupil and should not enter any games containing that player as part of the group. Under no circumstances should staff seek out pupils and/or share their own gamer tags/ID with pupils, or use school equipment to play online games.

9 SICKNESS

If you are unwell please contact Mrs Burford between 6am and 7am.

Sickness should be phoned in. A text message is unacceptable. Planning should be emailed to the office and not sent via text to your Teaching Assistant.

Midday Meal Supervisors should contact the school office by 9.30am.



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10 HONESTY AND INTEGRITY

Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

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.

Gifts from suppliers or associates of the school must be declared to the Headteacher, or to the Chair of Governors if the Headteacher is the recipient, **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.

11 CONDUCT OUTSIDE WORK

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. Any such conduct could lead to dismissal. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media e.g. Facebook with pupils or former pupils and must be cautious and aware of their privacy settings if 'friends' with parents or colleagues who are also parents.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

Staff must only use their school email account when communicating electronically with colleagues and not email parents or pupils.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance.

All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school



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12 CONFIDENTIALITY

Where staff have access to confidential information about pupils/students 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/student.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupils/student'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.

However, staff have an obligation to share with the Headteacher any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.

13 DISCIPLINARY ACTION

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



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Appendix 1 – aide memoire for all staff

When we speak to others we will:

- Use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- Use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- Avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.
- Speak respectfully to other adults at all times, even if we disagree with them.

As professionals we will:

- Avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- Maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.
- Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- Work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.
- Behave in a positive way despite any personal problems that we may have, especially in front of the children.
- Treat everyone with respect.



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As professionals we will:

- Dress appropriately and professionally, so that we set a good example for the children and to show that we are here to work. This means:
- No member of staff should wear jeans or denim in school. The dress of all teaching and support staff must be tidy and smart.
- Clothing does not distract, cause embarrassment or give rise to misunderstanding and is not likely to be viewed as offensive or revealing.
- Footwear must be practical for working with children. Shoes should be worn for classroom activities, trainers should be worn only during P.E lessons.
- No visible tattoos.
- No tongue or nose piercing.

Appendix 2- from *Teachers' Standards Effective from 1 September 2012 (DfE)*

PERSONAL AND PROFESSIONAL CONDUCT

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
- Treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways, which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks, which set out their professional duties and responsibilities.



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I have read, understood and agree to comply with the St. Benedict's Catholic Primary school's Code of Conduct.

Name: _____ Date _____

Signature _____

Please return this form to the school office.