



## Staff Code of Conduct 2014



### Saint Joseph's Infant and Junior Schools

*Saint Joseph's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*

## CODE OF CONDUCT FOR STAFF AND VOLUNTEERS 2014

### 1. Introduction

The public is entitled to have trust and confidence in the integrity of the Saint Joseph's Infant and Junior Schools' Community, 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.

### 2. General Obligations

Adults working at Saint Joseph's Infant and Junior Schools must all act professionally with regard to the business of the Schools, and do all in their power to promote the Schools' interests and not do anything which may adversely affect the Schools' reputation. At the heart of all we do is our Mission Statements to 'Love one Another' and to follow 'Christ as our Model'.

### 3. Setting An example

- 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.
- All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. If possible they should not work in a classroom on their own with pupils, if this is necessary, the door should remain open at all times and another colleague should be in the adjacent area.

- Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

#### **4. Public Duty and Private Interest**

Off-duty hours are an employee / volunteer's own personal concern. It is important, however, that people do not put themselves in a position where their duty to the Schools and their private interests conflict.

Employees and volunteers are expected to abide by the policies of the Schools. They must take care to ensure that their own personal or political opinions do not interfere with the provisions of balanced professional advice or their duty to carry out those policies.

- Sanctions may be upheld if the professional role of a staff member is compromised online or while using online technologies (for example: social network use, mobile phone use, gaming affiliations.) Staff must not engage in any online activity that may compromise their professional responsibilities.
- Staff must ensure that any private social networking sites / blogs etc. that they create or actively contribute to are not confused with their professional role. They must not interact with parents/pupils or past pupils on social networking sites. They must ensure that their security settings on social networking sites are high enough that the public cannot access my personal information or images. (For full guidance please refer to our Acceptable Use Agreement Form, which all staff must agree and sign).



## **5. Confidentiality and Information Disclosure**

Adults working at Saint Joseph's must conform to 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 their actions. This includes information relating to school business and pupil data.

- 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 Head Teachers.
- Members of staff / volunteers must not use information obtained in the course of their duties to the detriment of the Schools or for personal gain or benefit; nor should they impart this information to others who might use it in such a way.
- All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (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 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.
- Confidential information belonging to the Schools must not be disclosed to any person not authorised to receive it. Encrypted pen drives must be used at all times if confidential information leaves the school premises e.g. report writing.

## **6. Safeguarding Pupils**

Staff have a duty to safeguard pupils from:

- physical abuse
- sexual abuse

- emotional abuse
- neglect

The duty to safeguard pupils includes the duty to immediately report concerns about a pupil to the school's **Designated Safeguarding Officer (DSO)** for Child Protection. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.

Forms can be found in the staffrooms or in the CP folder on the staff shared area of the shared network.

### **Infant School**

**The school's DSP is Mrs. A. Whelan**

**The school's deputy DSP is Ms. K. Gaynor**

### **Junior School**

**The school's DSP is Mr. M. Betts**

**The school's deputy DSP is Mrs. E. Sheehan**

Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedures and staff must be familiar with these documents.

## **7. Staff Dress Code**

To dress professionally shows pride, effort, respect for oneself and one's profession. Adults in school are role models for learners; therefore they have a responsibility to model appropriate dress and appearance. The image that we project as professionals is associated with how we present ourselves; the image of the schools in the community is related to how all adults in the school dress. It is therefore important to dress appropriately when acting in a professional capacity.

The staff dress code is smart rather than casual. This is not a policy meant to detail every eventuality, it is up to individual staff to decide whether their appearance is appropriate guided by the principles above. However, denim, flip flops and revealing clothes, such as short skirts or low cut tops, should be avoided. Tattoos should also be covered and facial piercings should be removed. Extreme haircuts, including unnatural colours, are not permitted. For health and safety reasons jewellery should be kept to a minimum and be

appropriate to the role. All employees should wear ID badges. (Please see Dress Code Policy for full guidance.)

Saint Joseph's Infant and Junior Schools are committed to promoting diversity and will therefore respect individual preference in terms of customs, culture, religion and tradition.

## **8. Other Employment**

- 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 Schools. They must complete a declaration of interest form if appropriate.
- If employees / volunteers do have another job it must not conflict with the Schools' interest or bring the Schools into disrepute.
- 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 Schools. Formal channels of communication must be maintained.
- Employees' / volunteers' working commitments to another employer must not interfere with their work for the Schools; they must be able to work for the Schools at the contracted/arranged times rested and refreshed.

## **9. General:**

- In accordance with the School's Equality Plan employees must ensure that they do not discriminate in recruitment and employment practices or in the delivery of services. They must also ensure that in their dealings with the local community, all members of the public are treated with respect and fairness.

Serious misconduct and/or criminal offences committed during or outside of working hours which bring employees or the Schools into disrepute will be the subject of disciplinary action which could lead to dismissal.



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

- Employees / volunteers must not seek or receive preferential rates by virtue of your dealings on behalf of the Schools. Offers of hospitality, including visits to exhibitions, business meals, social functions, etc. should only be accepted if there is a genuine need to represent the Schools in an official capacity.
- Where an external organisation wishes to sponsor or is sought to sponsor a School activity, the above rule applies. Particular care must be taken when dealing with contractors or potential contractors.

## **11. Disciplinary Action**

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

## **12. Further Information**

This Code of Conduct cannot cover every eventuality. Its purpose is to alert employees / volunteers 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.

If employees / volunteers are uncertain about what to do in a particular situation or require further information or guidance on the appropriate course of action to take in any situation they must contact the Head Teachers for advice before they taken any action.

Please sign the attached slip and forward it to the School Business Manager.

DATE OF POLICY: November 2014      REVIEW DATE: Autumn 2016

I confirm that I have read and understood the Code of Conduct for Saint Joseph's Infant and Junior Schools 2014 and agree to abide by its contents.

Signed:

Date: