

St Mary's & St Peter's Catholic Primary School

Staff Code of Conduct

**Adopted: March 2016
Review Date: March 2018**

St Mary's & St Peter's Catholic Primary School

"I have come so that they may have life, and have it to the full"

(John 10.10)

As members of this Christian community we are carriers of the vision;
-that we live together in peace and charity and in that spirit serve others
-that we be people of prayer so that we may live justly, love tenderly and walk humbly with our God.

In St. Mary's and St. Peter's Catholic Primary School it is our mission to provide a Christ centred worshipping community where uniqueness and difference is embraced and celebrated. Each person, especially the most vulnerable, is nurtured to achieve their full potential and human wholeness enabling them to make a valuable contribution to society as a child of God.

In God we love, laugh and learn

Introduction

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

As a Catholic school, all adults are expected to actively follow and live out our mission: In God we love, laugh and learn.

The mission of the school reflects how the community of St Mary's & St Peter's is to conduct itself at all times. All communication and interaction between members of the family of St Mary's & St Peter's – staff, children, governors, parents, carers and visitors must reflect our mission statement.

Furthermore, as part of the Catholic Education Service terms and conditions, staff are expected to be conscientious and loyal to the mission of the school.

In addition, staff are required to develop and maintain the Catholic character of the school no matter what their particular faith. 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 same at any time, at work or at home.

All staff, whether employed under Teachers' Terms and Conditions of Employment or not have an obligation to adhere to the Teachers' Standards 2012 and in relation to this policy, Part 2 of the Teachers' Standards – Personal & Professional Conduct. All staff are issued with the Standards which should be kept within the Staff Handbook.

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

1. Purpose, Scope & 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 children 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.

2. Setting an example

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

3. Safeguarding Children

- 3.1 Staff have a duty to safeguard children from:
 - physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
 - radicalisation
- 3.2 The duty to safeguard children includes the duty to report concerns about a child to the school's Designated Safeguarding Lead (DSL) for Child Protection.
- 3.3 The school's DSL is **Louise Haywood**
- 3.4 The deputies are **Julie Lovick**
Julie Holland
- 3.5 All staff are provided with personal copies of the school's Safeguarding Policy and Keeping Children Safe in Education Document within their Staff Handbook File. Staff must be familiar with these documents.
- 3.6 Staff must not demean or undermine children, their parents or carers, or colleagues.
- 3.7 Staff must take the upmost care of children under their supervision with the aim of ensuring their safety and welfare.
- 3.8 Staff must not use personal mobile phones as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers.
- 3.9 Staff should not use mobile phones during school directed/ paid hours of employment unless express permission is given by the headteacher. Phones should not be kept in prominent places (i.e. on classroom desks etc). Outside of these times, mobile phones should only be used in areas of the school where pupils are not present.

4. Child Development

- 4.1 Staff must comply with all school policies and procedures that support the well-being and development of children.
- 4.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of children.
- 4.3 Staff must follow reasonable instructions that support the development of children.

5. Honesty & Integrity

- 5.1 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.
- 5.2 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.
- 5.3 Gifts from suppliers or associates of the school (in excess of £20) must be declared to the headteacher or Chair of Governors if the headteacher is the recipient, with the exception of token gifts from children or parents. Personal gifts from individual members of staff to children are inappropriate and could be misinterpreted.

6. Conduct Outside Work

- 6.1 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. Any such conduct could lead to disciplinary action.
- 6.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and may lead to dismissal.
- 6.3 Staff must exercise extreme caution when using information technology and be highly aware of the risks to themselves and others. Staff must not use social media with pupils or former pupils.
- 6.4 Staff must not engage in inappropriate use of social media which bring themselves, the school, school community or employer into disrepute. Any such conduct could lead to disciplinary action.
- 6.5 Staff must only use their school email account when communicating electronically with pupils, parents, colleagues and outside agencies.
- 6.6 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and not to a level which may contravene the working time regulations or affect an individual's work performance.
- 6.7 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.

7. Confidentiality

- 7.1 Where staff have access to confidential information about children or their parents or carers, they must not reveal such information except to those colleagues who have a professional role in relation to the child.
- 7.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a child is bullied; 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 child'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.
- 7.3 However, staff have an obligation to share with their manager or the school's DSP any information which gives rise to concern about the safety or welfare of a child. Staff must never promise a child that they will not act on information that they are told by the child.

8. Disciplinary Action

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

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 they 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 professional.
- ✓ Work as part of a team, contributing as well as learning from others and helping 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, in order that what we do is consistent with what has been agreed between all members of the staff and the governors.
- ✓ Treat everyone with respect.
- ✓ Dress appropriately, so that we set a good example for the children and show that we are here to work. (See staff handbook)
- ✓ Behave in a positive way despite any personal problems that we may have, especially in front of children.

Remember:

The school is for our children not for us; we are part of their entitlement.

Appendix 2 - Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings. (2009)