STAFF CODE OF CONDUCT

OUR LADY & ST JOSEPH CATHOLIC PRIMARY SCHOOL

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Code of Conduct for Employees

With Christ at our centre, we love, listen 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 in school are expected to actively follow and live out:
Our mission statement: With Christ at our centre, we love, listen and learn.
Our Gospel Values: Faithfulness & Integrity; Dignity & Compassion; Humility & Gentleness; Truth & Justice; Forgiveness & Mercy; Purity & Holiness; Tolerance & Peace; Service & Sacrifice.

The mission statement and Gospel Values reflects how the school community of Our Lady & St Joseph Catholic Primary School is to conduct itself at all times. All communication and interaction between members of the school community of Our Lady and St Joseph Catholic Primary School: staff, children, parents, carers and visitors, must reflect our mission statement and Gospel Values.

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.

In addition, staff are 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 same 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 Department for education 'Teachers' Standards' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

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 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.

2 SETTING AN EXAMPLE

2.1 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.
2.2 All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils to do the same.

2.3 All staff must also 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 PUPILS

3.1 Staff have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

3.2 The duty to safeguard pupils includes the duty to report concerns about a pupil/student to the school's Designated Safeguarding Lead (DSL) for Child Protection.
3.3 The school's DSL is Patrick Devereux (HT). The school's Deputy DSL is Katie Turner (DHT). Cynthia Lynch (AHT), Ellen Finnegan (SENDCO), Amy Charles (LKS2 Leader), Dan Cuming (After School Care Manager) and Terri Rowe (HLTA for Inclusion) are also safeguarding officers within the school.
3.4 Staff are provided with personal copies of the school's Child Protection & Safeguarding Policy & Procedures and Whistleblowing Procedure and staff must be familiar with these documents. Copies of these are available on the school website which all staff can access.
3.5 Staff must follow the guidance in the school's Child Protection & Safeguarding Policy & Procedure
3.6 Staff must not demean or undermine pupils, their parents or carers, or colleagues.
3.7 Staff must take the upmost care of pupils under their supervision with the aim of ensuring their safety and welfare.

4 PUPIL/STUDENT DEVELOPMENT

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

5 HONESTY AND 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. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure.
5.3 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.

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 dismissal.
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 could lead to dismissal.
6.3 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.
6.4 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.
6.5 Staff must only use their school email account when communicating electronically with pupils, parents and colleagues.
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 is 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 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/student.
7.2 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 pupil's/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.
7.3 However, staff have an obligation to share with their manager or the school's Designated Senior Person 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.
7.4 Staff should not speak of children, parents or other staff in a negative or unprofessional way, or in a way which could be perceived to be negative or unprofessional, in public or shared spaces. This includes the school's staffroom.

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. See Appendix 1.