

STAFF CODE OF CONDUCT

Date Issued May 2017

Date to be reviewed: May 2018

St Peter's Catholic Primary School

We, the family of St Peter's, united in faith by God, strive to learn and grow together to be the best we possibly can everyday.

Code of Conduct for Employees

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: "We, the family of St Peter's, united in faith by God, strive to learn and grow together to be the best we possibly can everyday."

The mission statement reflects how the family of St Peter's is to conduct itself at all times. All communication and interaction between members of the family of St Peter's - staff, children, 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 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 'Teachers' Standards 2012' 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/students. 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/students 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/STUDENTS

- 3.1 Staff have a duty to safeguard pupils/students from:
 - physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
- 3.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Safeguarding Lead Person (DSL) for Child Protection.
- 3.3 The school's DSL is Daniel Craft (HT)
The school's Deputy DSL is Rowena Lumber (DHT) and Gail McBride (AHT)
- 3.4 Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents. Copies of these are available in the staffroom.
- 3.5 Staff must not demean or undermine pupils, their parents or carers, or colleagues.
- 3.6 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

- 4.1 This policy should be read in conjunction with the 'Online Policy'

- 4.2 Staff, Governors and Visitors should read and sign the ‘Acceptable Use Agreement’ annually. See Online Policy.
- 4.3 Staff who are in contact with pupils should not use their mobile phones in school during their directed hours / paid hours of employment. Outside of these times, mobile phones should only be used in areas of the school where pupils are not present.
- 4.4 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.

5 PUPIL/STUDENT DEVELOPMENT

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

6 HONESTY AND INTEGRITY

- 6.1 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.
- 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. (Further information is available from our Anti-Bribery policy on our website.)
- 6.3 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.

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. Any such conduct could lead to dismissal.
- 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 and could lead to dismissal.
- 7.3 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 to the age of 18.
- 7.4 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.
- 7.5 Staff must only use their school email account or school learning platform account when communicating electronically with pupils, parents and colleagues.
- 7.6 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.
- 7.7 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. This record is kept with the business manager.

8 CONFIDENTIALITY

- 8.1 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.
- 8.2 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.

- 8.3 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.

9 DISCIPLINARY ACTION

- 9.1 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 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.

- treat everyone with respect.
- dress appropriately, so that we set a good example for the children and to show that we are here to work. (see Dress Code Policy Appendix 3)
- behave in a positive way despite any personal problems that we may have, especially in front of the children.

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.

Appendix 3 Dress code.

Introduction

Teaching is a formal and professional vocation. A staff dress code should reflect this and it is important that staff at St Peter's project a professional image to students, parents and other stakeholders. Our dress code reflects the high expectations of the school in terms of teaching and learning, behaviour and student uniform. It is recognised that staff within the school perform a variety of different roles and our dress code takes this into account.

Rationale:

- As part of *Cura Personalis* the respect a member of staff deserves must be reflected in their appearance and professionalism
- All staff must dress in a manner which reflects this professionalism
- All staff are models for the learners in the school, 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 school 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.
- All adults working at St Peter's do so alongside impressionable children. Our expectations of pupil appearance are rightly very high. It is important that an example is set for our pupils. Where there is concern over the appearance of an individual the Headteacher or a senior colleague will have a discrete word with the person concerned so as to address the issue.

Scope

- The Policy applies to all staff groups, including those staff who are seconded,
- supply agency staff, governors, contractors, volunteers and students when working on school premises.

This policy provides:

- Guidance to new colleagues
- To guide managers and staff on the school standards of dress and appearance. All staff appearance must be professional at all times both within the workplace and when representing the school at differing venues.
- A benchmark against which the standards of all can be measured
- A framework to inform decisions on standards taken by individual(s)
- The Policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff must use 'common sense' in adhering to the principles underpinning the Policy.
- The school recognises the diversity of cultures, religions and disabilities of its staff and will take a sensitive approach when this affects dress requirements. However, priority will be given to health and safety and security considerations. Risk Assessments will take place as appropriate

Staff must abide by the dress code and dress appropriately for their particular role

- The Head has the final say on whether clothing and appearance is appropriate
- If a staff member's clothing or appearance is not deemed appropriate, the Head or other member of SLT will speak to the staff member concerned to discuss any concerns

Information for all staff

- Clothing must be professional attire, not casual wear
- Male staff must wear a shirt, tie, trousers and smart shoes (except PE staff)
- Female staff must wear smart dresses or separates. Trousers may be full or ¾ length, but no shorter. Any cropped trousers must be formal and tailored. Skirts and dresses should not be too short (just above knee length at the shortest). Shirts, blouses, knitwear and other smart tops may be worn, plus smart shoes or boots
- Learning support assistants and office staff are expected to adhere to the same dress code as teachers
- Other support staff and non-teaching staff (e.g. technicians, canteen staff, premises manager, site staff) should dress smartly and appropriately for their role taking into account health and safety issues/the physical nature of their role
- Hair should be neat and tidy. No extreme hairstyles are allowed
- Visible tattoos are discouraged and must be discreet
- Jewellery should be discreet with visible piercing restricted to ears (for women only). Single nose studs may be worn for reasons of culture or religious observance only
- On formal occasions (such as Mass, parents' evenings) all staff attending must dress in a professional manner befitting the event.
- Men to be clean and smartly shaven (if they do not have a beard)

NB: On non-uniform/own clothes days staff are welcome to come to school in “non-uniform” but within the spirit of our dress code [i.e. jeans are acceptable but a miniskirt would not be]

The following may be helpful in clarifying what is and what is not appropriate:

- No denim (or lookalike fake denim e.g. Polyester)
- No jeggings
- No revealing or excessively tight clothing
- No t-shirts (except PE staff) exceptions are for female staff who wear t-shirts in conjunction with other clothing
- No shorts (except PE staff)
- No Lycra
- No Ugg Boots
- No combat or cargo trousers
- No leggings unless under an appropriate length skirt or dress
- No inappropriate footwear e.g. flip flops and trainers (except PE staff) which may contravene Health & Safety guidelines.
- Women's tops may be sleeveless but should not be 'strappy' (i.e. have narrow shoulder straps) or be strapless
- No large logos
- No clothes that are excessively worn or faded
- No clothes with rips or tears
- Indoor wearing of baseball caps/hats
- Underwear should not be worn in a revealing manner.

Expectations

It is recognised that there may be specific occasions where the usual dress code would not be appropriate e.g. outdoor/adventure/educational visits. In these instances, guidance will be provided so that both pupil and adult dress codes are in line. In accordance with current practice, the dress code may be relaxed on training days when pupils are not present. This is at the discretion of the Headteacher.

Nails

Nail Varnish including clear nail varnish, nail decorations and false nails are not permitted in food preparation/serving areas where the wearing of such would present a risk to health. Nails must be sufficiently short to ensure safe child contact.

Public Sector Equality Duty

Please note: When we have updated policies from April 2012 onwards, we have referred to the requirements of the PSED, which state that as part of their statutory duties, schools need to comply with this by 6th April 2012. The Equality Act 2010 replaced and unified all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. It aims to ensure that people have equality of opportunity in accessing and experiencing public services. Schools when carrying out their day to day work should have regard to the following:

- eliminating discrimination
- advancing equality of opportunity and
- foster good relations across all characteristics

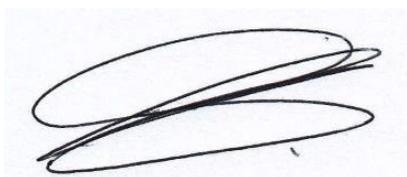
This policy was reviewed and updated with reference to this duty. The author/s of this document and the Policy Committee of the Governing Body, which checks all policies before publication, considered this policy in the light of these requirements to ensure that St Peter's Primary School adheres to these statutory regulations.

This document was approved and adopted by the governing body

Date 18.05.2017

Name of Chair of Governors: George Lopez

Signature of Chair of Governors

A handwritten signature in black ink, appearing to be 'George Lopez', written over a light blue horizontal line.