



St. Hubert's Catholic **Primary School**

Staff Code of Conduct

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Introduction:

As an employer, the Governing Body is required to set out a Code of Conduct for all school employees. This document reflects the values and philosophy in relation to staff conduct at Saint Hubert's Catholic Primary School. It gives a framework within which all staff work. The policy is intended to be read in conjunction with the school aims, mission statement, inclusion statement, equality policy, the individual's job description and the school safeguarding policy.

Rationale:

The safeguarding of pupils is a priority. The DfE published new statutory safeguarding guidance in April 2014. It states, in paragraph 30, that schools must have a staff behaviour policy or code of conduct. This should be provided to all staff, together with the school's child protection policy.

Paragraph 10 on page 5 also says:

All staff members should be aware of systems within their school or college which support safeguarding and these should be explained to them as part of staff induction. This includes ... the school's or college's staff behaviour policy (sometimes called a code of conduct).

The teachers' standards 2012 also lay down standards of professional and personal conduct required of teachers. In addition, as a Catholic school, staff have a duty of care over and beyond the minimum expectations and should act as witnesses to the teachings and values of the Catholic church and the school's Catholic ethos at all times.

As well as protecting children from harm, it is envisioned that staff adhering to this code of conduct will protect themselves from false or actual allegations and any inadvertent actions which could lead to disciplinary action being needed.

Aims and vision:

As a Catholic School, all adults in school are expected to actively follow and live out our mission statement: "At St. Hubert's Catholic Primary, home, school and parish live work, learn and grow together knowing God is with us in all we do." The mission statement reflects how the family of St. Hubert's is to conduct itself at all times. Therefore:

- All communication and interaction between members of the family of St. Hubert's - staff, children, parents, carers and visitors must reflect our mission statement.
- 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.
- 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/other staff/work experience students/employment trainees/volunteers.
- 2.2 Staff must avoid using inappropriate or offensive language at all times.
- 2.3 All staff must demonstrate the highest standards of conduct in order to encourage our pupils and other adults in school to do the same.
- 2.4 All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 2.5 Staff should respect and value school property and keep them in good condition as well as keep work areas tidy and safe at all times.
- 2.6 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
 - Radicalization or the development of extreme views, including extreme religious or political views
 - The risk of cultural factors which could cause harm e.g. forced marriage or female genital mutilation
- 3.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Safeguarding Officer (DSO) for Safeguarding.
- 3.3 The school's DSO is Clare McNally (HT)
The school's Deputy DSO is Danny Doyle (DHT)
- 3.4 Staff are provided with personal copies of the school's Safeguarding Policy and Whistleblowing Procedure and staff must be familiar with these documents. Copies of these are available from the school office and can be found in the policies section of staff documents on Openhive.
- 3.5 Staff must not demean or undermine pupils, their parents or carers, or colleagues in person or in conversation with others.
- 3.6 Staff must take the upmost care of pupils/students under their supervision with the aim of ensuring their safety and welfare.
- 3.7 Staff must not use their mobile phone/ipad or any other personal technology as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers.
- 3.8 Staff who are in contact with pupils should not use their mobile phones in school during their directed hours / paid hours of employment including for internet access other than through prior agreement with the Headteacher for exceptional reasons. Outside of these times, mobile phones should only be used in areas of the school where pupils are not present.
- 3.9 Staff should follow the school's Health and Safety policy and procedures at all times as this reduces the risk of harm to all members of the school community
- 3.10 Staff should make efforts to avoid being on their own with a pupil or pupils in or out of school. If staff have no option other than to work unsupervised with pupils, they should ideally work with the door open or in a room with a glass plan.

4. PUPIL/STUDENT DEVELOPMENT

- 4.1 Staff must comply with school policies and procedures that support the well-being and development of pupils/students.
- 4.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.
- 4.3 Staff must follow reasonable instructions that support the development of pupils/students.
- 4.4 Staff must refrain from expressing personal, political and extreme religious views that could influence children or contradict the teachings of the Catholic church. Staff should make every effort to ensure children receive a balanced view on all matters discussed in school.
- 4.5 Staff have a duty to report to the DSO anyone who does express such views.

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 for schools. (Further information is available in our Gifts policy available from the school office.
- 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.
- 5.4 Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.
- 5.5 Staff should report to the Headteacher any actions, in or outside school, whether deliberate or accidental where they could be misconstrued, where they are in breach of school policies or where they could bring the reputation of the individual or school into disrepute.

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.
- 6.4 Staff must not use social media e.g. Facebook with pupils or former pupils.
- 6.5 Staff must not use social media to share information about school or any individuals within the school, even anonymously, regardless of whether information they share or views expressed are positive or not. Staff should use the Whistleblowing policy to report where other staff or individuals breach this expectation.
- 6.6 Staff must not engage in inappropriate use of social network sites and should also advise friends/relatives/other contacts not to upload or refer to information which could which may bring themselves, the school, school community or employer into disrepute or which contradicts the Catholic ethos of the school.
- 6.7 Staff should make every effort to use maximum privacy settings to ensure their profile is protected on social media sites and when using Bluetooth technology.
- 6.8 Staff must only use their school email account or school learning platform account when communicating electronically with pupils, parents and colleagues.

- 6.9 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.
- 6.10 All members of staff must declare on a pecuniary interest form (available from school office) 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/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.
- 7.2 All staff are likely at some point to witness actions or hear information 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. Information relating to staff, pupils or school matters 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 Safeguarding Officer 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.

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, staff, child, parent or anyone else on school premises or in connection with school business 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, to command professional respect from pupils and parents and to show that we are here to work i.e. smart, comfortable and practical with no jeans or denim, no inappropriately tight clothing, no inappropriate exposed flesh e.g. cleavage, midriff, below waistline, no jewellery that poses a risk to the member of staff or other pupils.
- ensure we wear appropriate sports clothing and sports footwear for PE activities.
- ensure we wear any protective clothing allocated for our work
- ensure we use equipment and procedures allocated for reasons of health and safety
- ensure we treat any family members or close friends, whether staff or pupils, in a way that is professional, does not undermine any other member of staff or school policies and so that school policies and procedures are not questioned or brought into disrepute
- behave in a positive way despite any personal problems that we may have, especially in front of the children.
- inform in confidence a senior member of any personal or health issues that may affect their performance in order for their wellbeing to be considered and supported alongside that of the pupils.

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.