

ST GILES CE PRIMARY SCHOOL

CODE OF CONDUCT FOR STAFF AND VOLUNTEERS 2016

1. Purpose and principles

This Code of Conduct aims to establish a set of principles which underpin the expected conduct of staff at St Giles CE Primary School with the intention of encouraging staff to achieve the highest standards of conduct at work and of minimising the risk of improper conduct occurring.

The school requires that all staff have read and comply with the Code of Conduct. Where clarification is needed on any aspect of this document, this should be sought from the Headteacher.

Breach or failure to observe the provisions of this document may lead to action being taken under the school disciplinary procedure. Serious misconduct could lead to dismissal.

The Code of Conduct is not exhaustive in defining acceptable and unacceptable standards of conduct and behaviour and in circumstances where guidance does not exist individuals are expected to use their professional judgement and act in the best interests of the school and its pupils.

2. Scope

The Code of Conduct applies to:

- all members of staff, including teaching and support staff;
- volunteers, including governors;
- casual workers;
- temporary and supply staff, either from agencies or engaged directly;
- student placements, including those undertaking initial teacher training, and apprentices.

References to 'staff' throughout the Code of Conduct refer to all of the above groups.

Any links within this document to other documents are for ease of use and do not form part of this Code of Conduct.

3. Professional standards at work

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. The school expects staff to treat each other, pupils, parents and the wider school community with dignity and respect at all times.

Furthermore, staff must have regard for the ethos and values of the school as well as its policies and procedures and act in accordance with these at all times, including in their dealings with those who come into contact with the school e.g. visitors.

Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of the children and young people at the school are accorded the highest priority. In this

and other ways staff should always maintain standards of conduct and behaviour which sustain their professional standing and that of the school.

Teachers are reminded of, and are expected to uphold, their wider responsibilities as set out in the Teachers' Standards, including an understanding of, and acting within, the statutory frameworks which set out their professional duties and responsibilities.

4. Safeguarding

St Giles CE Primary School recognises its statutory and moral duty to safeguard and promote the welfare of pupils and understands that staff play a vital role in meeting these responsibilities. Staff must be aware of their individual safeguarding responsibilities, including to provide a safe environment in which children can learn, to be aware of the signs of abuse and neglect, to identify children who are suffering, or are likely to suffer, significant harm and to take appropriate action in such cases to prevent concerns from escalating.

All members of staff must be aware of the school's systems for supporting child safeguarding.

5. Confidentiality and Information Disclosure

Staff working at St Giles CE 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 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 Headteacher.

Members of staff must not use information obtained in the course of their duties to the detriment of the School or for personal gain or benefit; nor should they impart this information to others who might use it in such a way.

Confidential information belonging to the School must not be disclosed to any person not authorised to receive it.

6. Other Employment

Staff may undertake work outside school, either paid or voluntary, provided it does not conflict with the interests of the school nor be at a level which may contravene the Working Time Regulations or affect an individual's performance at work.

Staff are not allowed to set up a business or accept employment with a business engaged in work which is in direct competition with the School.

If staff have another job with another organisation they must not act as a messenger, go between or arbitrator between that organisation and the School. Formal channels of communication must be maintained.

7. Equal Opportunities

In accordance with the School's Equality Plan staff 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.

8. Health and safety

Staff must adhere to the school's Health and Safety policy and should ensure that they take every action to keep themselves and others in the school environment safe. Please refer to the school's Health and Safety policy for further information.

9. Dress and appearance

An individual's dress and appearance is a matter of personal choice; however, staff should ensure that they dress appropriately, decently and safely for a school environment and for the role they undertake, as well as setting a good example to both pupils and visitors.

Staff should have particular regard to the health and safety risks involved with certain lessons i.e. physical education/food technology and the need to dress appropriately and safely when undertaking these activities, such as wearing appropriate footwear, removing jewellery etc.

The school recognises the diversity of cultures and religions of its staff and will take a sensitive approach when this affects dress and uniform requirements. However, priority will be given to health and safety, security and other similar considerations of other staff, pupils and the school.

10 Conduct outside work

Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school. In no case should outside activities bring the school into disrepute.

11 Gifts and hospitality

Staff should not solicit or accept any gift, hospitality or other reward from external parties which influences the way in which they carry out their duties or leads the giver to expect preferential treatment.

Staff must not seek or receive preferential rates by virtue of your dealings on behalf of the School. 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 School 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.

There may be occasions where children or parents wish to pass small tokens of appreciation to staff, for example as an end of year 'thank-you', and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value or to suggest to pupils that gifts would be appropriate or desired. Money should never be accepted as a gift.

12 Whistleblowing

The Public Interest Disclosure Act 1998 (as amended) gives protection to people who disclose reasonable concerns about serious misconduct or malpractice at work. This is sometimes known as Whistleblowing. The Governing Body of the school will treat all matters of malpractice very seriously and allegations about such matters will be dealt with quickly and with appropriate confidentiality.

St Giles CE is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

DATE OF POLICY: September 2016

REVIEW DATE: Autumn 2017

I confirm that I have read and understood the Code of Conduct for St Giles CE Primary School 2016 and agree to abide by its contents.

Signed:

Date:

Capacity Involved with The School: