



## Stoke by Nayland C of E Primary School Code of Conduct

### INTRODUCTION

The public is entitled to have trust and confidence in the integrity of those who work and volunteer at Stoke by Nayland C of E Primary School. This Code of Conduct has been prepared to help employees and volunteers (including governors) on issues of conduct by providing a framework of guidelines. This Code of Conduct applies also to all those contracted by the school and / or the MAT when at Stoke by Nayland C of E Primary School, including work experience students.

Adults working at Stoke by Nayland C of E Primary School must all act with the utmost good faith with regard to the business of the school, and do all in their power to promote the school's interests and not do anything which may adversely affect the school's reputation.

This Code of Conduct is intended as a guide and a help to all school staff and other adults in the school. It sets out standards of conduct which staff are expected to follow when within, or representing the school. This code is not exhaustive but is written to assist staff. It is important that staff take advice and guidance if necessary so they are clear about the intentions and implications of the code.

### AIMS

The underlying purpose of this code is to ensure;

- A high-quality service to pupils and stakeholders in accordance with the Mission Statement and to promote public confidence in the integrity of the school.
- Compliance with the requirements of the law and to define the levels of professionalism required to ensure the well-being of the school, its staff and its families.
- Support and compliance with school policies and procedures.

### IMPLEMENTATION OF THE CODE

Staff are requested to read this Code carefully and consider the issues which it raises.

The Headteacher should also ensure that all staff are aware of the Code's contents and are fully briefed on its implications.

Reference to this code will be made in all contracts of employment, and copies will be given to all staff. In addition, the induction programme for all new staff will reinforce the principles of this Code.

Investigations of alleged breaches of this Code will be covered under the school's Disciplinary Procedures and related codes of practice.

### EXCLUSIVITY OF SERVICE AND CONFLICT OF INTEREST

Staff's off-duty hours are their personal concern, but they should avoid a position where duty and private interests conflict. This includes:

- Staff members making online associations/friendships with current pupils via social networking sites such as Facebook and Twitter.
- Staff members using texting/email facilities on either their mobile phone or PC/Mac to communicate with current pupils.

The above amendments have been included to safeguard the safety of pupils and the safety and professional integrity of school staff. For further detail, please refer to the school Acceptable User Policy.

The School does not seek to preclude staff unreasonably from undertaking additional employment, but requires them to devote their full time, attention and abilities to their duties during their working and directed hours and to act in the best interests of the school at all times.

## **SCHOOL POLICY**

Employees and volunteers are expected to abide by the policies of the school. They must take care to ensure that their own personal or political opinions do not interfere with the provisions of balanced professional advice or their duty to carry out those policies.

**Discrimination:** Staff must at all times observe the school's equal opportunities policies for staff and pupils and treat pupils, parents and other stakeholders in accordance with those policies.

**Health, Safety and Welfare:** Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All staff must comply with the requirements of the school's Health, Safety and Welfare Policy and relevant legislation and regulations, and also ensure that pupils do likewise.

**Fire:** Staff must familiarise themselves with the fire precautions, procedures and drill routines. They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by pupils as an essential precaution to prevent risk of injury or fatality.

**Business Practice:** Staff must maintain an impeccable standard of integrity in all their professional relationships.

**Media:** Other than on matters of publicity, only the Headteacher is authorised to speak or send any communication on behalf of the school to members of the press or broadcast media. This decision is to avoid any embarrassment or unfair pressure on staff. This authorisation may be extended by the Headteacher to other staff members.

**Copyright:** Staff shall observe copyright laws on computer software, audio-visual and printed material.

### **Data Protection Regulation**

It is the responsibility of all employees to ensure the school's compliance with data protection regulation 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.

Personal data must only be used to assist you to carry out your work; it must not be given to people who have no right to see it. All staff should maintain the security of all computerised databases of information on individuals whether they are staff, pupils or members of the general public. Staff should refer any queries to the Headteacher.

Members of staff / volunteers 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 and that of the Headteacher.

Members of staff / volunteers 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.

## **GENERAL POINTS**

1. Staff should display the highest possible standards of professional behaviour required in an educational establishment (see also Appendix 1).
2. Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them and their line manager, and enable effective communication throughout the school.

3. Staff should not use their position in the school for private advantage or gain.
4. Staff should avoid words and deeds that might bring the school into disrepute or might undermine colleagues in the perception of others (staff / pupils / parents / community).
5. Staff should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
6. Staff should be aware of and should follow school policies, systems and procedures. They should normally communicate through the line management structure, and should ensure pupils do likewise.
7. Continuing professional development and support shall be provided by the school and, where appropriate and agreed, will be based on the objectives of the School Development Plan (SDP). Periodically, employees will be required to attend certain training activities.
8. Staff should attend their place of work punctually in accordance with their conditions of service and at the times agreed with their line manager. Those unable to avoid being late or absent should, whenever possible, give as much notice to the Headteacher so that alternative cover arrangements may be made.
9. To dress professionally shows pride, effort, respect for oneself, one's place of work and one's profession. Adults in school are role models for 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 capacity.

### **ADMINISTRATIVE DUTIES**

In order to ensure safeguards both for staff and pupils, staff must obtain permission from the Headteacher:

- before taking pupils off the school premises;
- before arranging for any visiting speakers;
- before incurring any expenditure on behalf of the school.
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### **CONFIDENTIALITY**

Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the school community which could cause distress to school staff, pupils or parents.

### **DISCIPLINARY ACTION**

Any breach of this Code of Conduct will be the subject of disciplinary action which could result in dismissal.

Serious misconduct and/or criminal offences committed during or outside of working hours which bring employees or the school into disrepute will be the subject of disciplinary action which could lead to dismissal.

### **FURTHER ACTION**

This Code of Conduct cannot cover every eventuality. Its purpose is to alert employees / volunteers to some of the matters about which queries are received. It does not replace the general requirements of the law, common sense and good conduct.

Please sign Appendix 2 and return it to the Headteacher

### **WHEN IN DOUBT, ASK!**

If employees / volunteers are uncertain about what to do in a particular situation or require further information or guidance on the appropriate course of action to take in any situation they must contact the Headteacher for advice before they take any action.

## **APPENDIX 1**

### **PROFESSIONAL BEHAVIOUR**

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as:

- acting in a fair, courteous and mature manner to pupils, colleagues and other stakeholders;
- co-operating and liaising with colleagues, as appropriate, to ensure pupils receive a coherent and comprehensive educational service;
- endeavouring to assist the school achieve its corporate and strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality;
- respect for school property;
- maintaining the image of the school through standards of dress, general courtesy, correct use of school stationery, etc.;
- taking responsibility for the behaviour and conduct of pupils in the classroom and sharing such responsibility elsewhere on the premises;
- being fit for work (i.e. not adversely influenced by drugs, alcohol, etc.);
- being familiar with job requirements (e.g. proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc.), including keeping up-to-date with developments relevant to the job.
- being familiar with communication channels and school procedures applicable to both pupils and staff;
- ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;
- promote the values of the school, and safeguard all children against harm, including radicalisation;
- respect for the rights and opinions of others.

January 2019

Appendix 2

I confirm that I have read and understood the Code of Conduct for Stoke by Nayland C of E Primary School.

Signed: .....

Date:.....

Print name: .....