

Code of Conduct for Employees and Volunteers of St James' RC Primary School

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Signed:	_____
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1 INTRODUCTION

The Governing Board is required to set out a Code of Conduct for all school employees and volunteers. Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action, including dismissal for staff and a cessation in the use of services in respect of volunteers.

2 PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff and volunteers are expected to observe, and the school should notify staff and volunteers of this code and the expectations therein. School staff and volunteers are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Head Teacher;
- all volunteers who come into school in order to support the pupils;
- all volunteers who attend school trips with pupils.

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- employees of external contractors and providers of services (*e.g.* contract cleaners, cooks).

(Such staff are covered by the relevant Code of Conduct of their employing body)

3 SETTING AN EXAMPLE

All staff and volunteers who work in schools set examples of behaviour and conduct which can be copied by pupils.

All staff and volunteers must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.

All staff and volunteers must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

This Code helps all staff and volunteers to understand what behaviour is and is not acceptable.

4 SAFEGUARDING PUPILS/STUDENTS

Staff and volunteers have a duty to safeguard pupils/students from:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect
- Radicalisation
- Internet abuse
- FGM (by reporting any prolonged unexplained absence and any changes to pupil wellbeing)

The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Safe Guarding Lead (DSL). The school's DSL is the HT Lisa Weeks or in her absence DHT Michelle Wilson.

Staff and volunteers have access to copies of the school's Safeguarding Policy and Whistleblowing Procedure and staff must be familiar with these documents. These policies are given to staff on induction and can be found on the school's website and hard copies are also available if required.

Staff and volunteers must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Staff and volunteers must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare. They must report any extremist views that could make a pupil vulnerable to radicalisation.

Staff and volunteers must ensure that they treat all pupils fairly, in line with the Equality and Inclusion Policy.

5 PUPIL/STUDENT DEVELOPMENT

Staff and volunteers must comply with school policies and procedures that support the well-being and development of pupils.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

Staff and volunteers must follow reasonable instructions that support the development of pupils.

6 HONESTY AND INTEGRITY

Staff and volunteers must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

7 CONDUCT OUTSIDE WORK

Staff and volunteers must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's/volunteer's own reputation or the reputation of other members of the school community.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are regarded as unacceptable.

Staff and volunteers must exercise caution when using information technology and in particular social media and be aware of the risks to themselves and others.

Staff and volunteers must not accept pupils at the school onto their social networking sites or discuss school matters on these sites.

Staff and volunteers may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.

Staff and volunteers are asked to report to the Head Teacher or Deputy Head Teacher in her absence, any concerns they may have about pupils who could be vulnerable to radicalisation and extremism.

Staff and volunteers must report to the Head Teacher if they are living with a person who has a criminal conviction. Staff may apply for an OFSTED waiver in such circumstances if appropriate.

8 CONFIDENTIALITY

- 8.1 Where staff and volunteers have access to confidential information about pupils or their parents or carers, staff and volunteers must not reveal such information except to those colleagues who have a professional role in relation to the pupil.
- 8.2 All staff and volunteers are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil or by a member of staff and this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside of the school, including with the pupil's parent or carer, nor with colleagues in the school except with a senior member of staff who has the appropriate role and authority to deal with the matter.

- 8.3 All staff and volunteers have an obligation to share with the school's DSL any information which gives rise to concern about the safety or welfare of a pupil. Staff and volunteers must never promise a pupil that they will not act on information that they are told by the pupil.

9 DISCIPLINARY ACTION

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal. Volunteers in breach of the above will be asked to relinquish their voluntary role.