



September 2015

St James' Church of England Primary School

Aim:

This Code of Conduct aims to ensure that there is consistency in what is expected of all employees at St James' Church of England Primary School.

This guidance is provided to all staff/volunteers so that they know what is expected of them and are treated fairly. It sets out guidance for employees and other adults working with children, with the intention of minimising the risk of being accused of improper conduct, particularly towards the young people with whom they come into contact during the course of their work, regardless of the precise nature of the job they do.

Adults working at St James' must act with utmost faith and regard to the business of the school, and do all in their power to promote the School's interests and Christian foundation and not do anything which may affect the School's reputation.

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. 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.

Personal and professional conduct

Employees / 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.

Off-duty hours are an employee / volunteers own personal concern. It is important, however, that people do not put themselves in a position where their duty to the school and their private interests conflict.

Dress Code:

To dress professionally shows pride, effort, respect for oneself 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 and the image of the school in the community is associated with how we present ourselves. It is therefore important to dress appropriately when acting in a professional capacity.

All adults should be neat, clean, smart and tidy, wearing clothes, including shoes, which are commensurate with their post in the school, male members of staff are expected to wear a shirt and be neatly groomed. The staff dress code is smart rather than casual. This is not a policy meant to detail every eventuality, it is up to individual staff to decide whether their appearance is appropriate guided by the principles above. However, denim, flip flops, and revealing clothes, such as short skirts or low cut tops, should be avoided. Tattoos should be covered and facial piercings should be removed or covered. Jewellery should be kept to a minimum and appropriate to the role. Teachers should change into PE kit for PE sessions. All employees should wear ID badges.

Contact with parents and the general public

There is a general expectation of the school that staff will:

- Be polite to members of the public at all times
- Give/provide their name when speaking or writing to parents/carers and other members of the public or school community when speaking or writing on behalf of the school
- Ensure that any information provided in relation to the school is accurate
- Ensure that any information provided to third parties is in line with the Data Protection Act (1998)
- Respect confidential information provided to them in the course of their work
- Avoid doing anything which could make the public doubt the motives, integrity of a member of staff of the school or bring the school into disrepute
- Ensure that any significant concerns or complaints expressed to them by parents, carers or the general public are passed on to the senior management of the school.

Respect for others

All staff must:

- Treat others with respect
- Avoid unlawful discrimination against anyone
- Adhere to the school *Equality Scheme 2011-2015* and treat others equally regardless of ability, gender, age, race or position in school
- Treat other members of staff and colleagues of the school professionally

Staff must not single out another for treatment where they feel threatened, humiliated or patronised. This type of behaviour could be seen as harassment or, in serious cases, bullying. (Please refer to the Dignity in Work and Whistleblowing policies.)

Honesty, integrity, impartiality and objectivity

Staff are subject to national and local terms and conditions of employment, which are tailored to their particular job. All staff will be expected to comply with written or oral instructions, about the way in which they tackle their duties and conduct themselves.

Staff, volunteers and governors should be made aware of the school's policy for accepting gifts including arrangements for the declaration of gifts received and given.

It is against the law for public servants to take bribes. There are occasions when children or parents wish to pass small tokens of appreciation to staff, for example, Christmas or as a thank you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Money should never be accepted as a gift. Any reward given to a pupil must be in accordance with agreed practice within the school. Staff, volunteers and governors should avoid putting themselves in debt to a colleague where this would be likely to or could be seen to influence their work.

Accountability

All staff are accountable to the school for their actions.

They must also respect and adhere to the management structure of the school, ensuring that management roles and decisions are not ignored or undermined.

Managers have a responsibility to hold staff accountable for agreed actions and to themselves be accountable to the staff they manage.

Personal interests

An employee must not in their official or personal capacity allow their personal interests to conflict with the school's requirements, bring the reputation of the school into disrepute, or use their position improperly to confer an advantage or disadvantage on any person.

Registration of interests

All staff must comply with any requirements to register or declare interests and to declare hospitality, benefits or gifts received as a consequence of their employment.

Openness

Staff must maintain appropriate confidentiality and not disclose information given them in confidence by anyone, or information acquired which they believe is of a confidential nature, without the consent of a person authorised to give it. Unless:

- They are required by law to do so and/or
- Disclosure of the information to the appropriate person is required to adequately safeguard a child or children.

Staff must not prevent another person from gaining access to information to which that person is entitled by law. (Refer to the Safeguarding policy)

Trade union membership

We support the system of collective bargaining and believe in the principle of solving industrial relations problems by discussion and agreement. It may be advantageous for staff to belong to a trade union that represents them on the appropriate negotiating body. All staff are encouraged to be a member of an appropriate trade union.

Adherence to the code of conduct:

The school requires that all staff, including volunteers and governors read (and if necessary seek clarification) and understand this Code of Conduct as everyone is required to comply with it. If they do not, the school may take disciplinary action against them in accordance with the schools disciplinary procedures (Refer to the *Capability Procedure for all School Employees*). This may have serious consequences for staff, including the possibility of dismissal in the most serious cases. The school expects the work, conduct, and integrity of all staff, including volunteers and governors to be of the highest standard, since they directly affect:

- The learning and development of the pupils
- The success of the school
- Public confidence in the school

For most staff, this Code of Conduct will serve only to confirm what has always been their practice. Should they have any doubts about the advice contained in this document they should consult with their Headteacher or Human Resources.

DATE OF POLICY: September 2015

REVIEW DATE: September 2017

Signed: J. Moore

Date: September 2015