



ST GEORGE'S CATHOLIC Voluntary Academy

Code of Conduct for Employees

INTRODUCTION

As an employer, the Governing Body is required to set out a Code of Conduct for all school employees.

As a Catholic School, all adults in school are expected to actively follow and live out our mission statement:

"We are learning and growing together as God's family. We will always do our best to love and respect each other as we prepare for our future."

The mission statement reflects how the family of St George's is to conduct itself at all times. All communication and interaction between members of the family of St George's - staff, children, parents, carers and visitors must reflect our mission statement.

Furthermore, 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.

In addition, 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 school model, and set examples of behaviour which can be copied by pupils.
- 2.2 All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils to do the same.
- 2.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

3 SAFEGUARDING PUPILS/STUDENTS

- 3.1 Staff have a duty to safeguard pupils/students from:
 - physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
- 3.2 The duty to safeguard pupils includes the duty to report concerns about a pupil/student to the school's Designated Senior Person (DSP) for Child Protection.
- 3.3 The school's DSP is Deirdre Monaghan (Headteacher) and deputies are Helen Ahern (Deputy Headteacher) and Angela Conway (Learning Mentor).
- 3.4 Staff are provided with the school's Safeguarding/Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents. Copies of these are available on the school website.
- 3.5 Staff must not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers.
- 3.6 Staff who are in contact with pupils should not use their mobile phones.

4 CHILDREN'S DEVELOPMENT

- 4.1 Staff must comply with school policies and procedures that support the well-being and development of the children.
- 4.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of the child.
- 4.3 Staff must follow reasonable instructions that support the family and development of the child.

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.

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 reputation or the reputation of other members of the school community.
- 6.2 Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- 6.3 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.
- 6.4 Staff must only use their school email account at school and for school communication.
- 6.5 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.
- 6.6 All members of staff must declare 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 or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the child and family.
- 7.2 All staff 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), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's parent or carer.

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.

St George's Employees and Governors

When we speak to others 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.
- avoid using sarcastic words or phrases.
- speak respectfully to other adults at all times in professional dialogue, even if we disagree with them.

As professionals we will:

- avoid workplace gossip in and out of school
- maintain confidentiality
- work as part of our team, contributing as well as learning from others and building up a strong community so that we can provide the best possible opportunities for children and their families
- work within the school's policies, practices and procedures for optimum consistency.
- treat everyone with respect – all stakeholders
- dress appropriately, so that we set a good example for the children and to show that we are here to work.

Appendix 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.